

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

February 1, 2021

**ITEM NO:**

1.a.

**SUBJECT:**

Consideration of an Interim Legal Services agreement with Montoy Law for Interim City General Counsel Services

**DISCUSSION:** At a specially held meeting on January 15, 2021, City Council directed Staff to offer an Interim City General Counsel Services Contract with Montoy Law. The terms of Interim Contract Services are outlined in the attached agreement.

An Interim City General Counsel needs to be appointed since the termination of the former Interim City Attorney. Until another City General Counsel is appointed by the City Council, the Interim General Counsel is responsible to evaluate projects and their legal issues and provides recommended options to minimize legal risk and ensure due process in City decisions and has the authority to enforce Selma's Municipal Code and to represent the City in litigation.

<b><i>COST:</i></b> (Enter cost of item to be purchased in box below)		<b><i>BUDGET IMPACT:</i></b> (Enter amount this non-budgeted item will impact this years' budget in box below – if budgeted, enter NONE).
See Contract for Fees and Rates		
<b><i>FUNDING:</i></b> (Enter the funding source for this item in box below – if fund exists, enter the balance in the fund).		<b><i>ON-GOING COST:</i></b> (Enter the amount that will need to be budgeted each year in box below – if one-time cost, enter NONE).
Funding Source: General		
Fund Balance:		

**RECOMMENDATION:** 1) Council discuss and provide direction to Staff regarding the terms of the agreement, and 2) Authorize the Mayor to execute the agreement.

/s/

Teresa Gallavan, City Manager

01/28/2021

Date

## **INTERIM LEGAL SERVICES AGREEMENT**

This Interim Legal Services Agreement ("Agreement") is entered into by and between Montoy Law Corporation ("Firm") and the City of Selma ("City").

### **RECITALS**

- A. The City desires to obtain Interim General Counsel legal services while a recruitment for a permanent counsel is conducted; and
- B. Firm has the legal competence, experience, and qualifications to provide professional legal services required by City; and
- C. After its review and consideration, City desires to retain Firm.

### **AGREEMENT**

1. Incorporation of Recitals. The recitals set forth above are incorporated herein by this reference.

2. Scope of Services. Firm agrees to perform legal services for City and to do so in a timely, efficient, and effective manner. Firm shall provide advice, consultation, and representation in all matters of municipal affairs. It shall be the duty, obligation, and responsibility of Firm, in a skilled and professional manner, to perform legal services as requested by City.

3. Compensation. City shall compensate Firm for legal services at the following hourly rates:

3.1 General Services Hourly Rates: \$240.00 for attorneys and \$105.00 for paralegals/law clerks. The term "General Services" includes all legal services in all subject areas and regardless of complexity except matters listed under Special Services below. Travel time is not charged for City Council meetings, Successor Agency meetings, Planning Commission meetings, and two Staff meetings per month.

3.2 Special Services Hourly Rates: \$295.00 for attorneys and \$105.00 for paralegals/law clerks. The term "Special Services" includes Pitchess Motions, Administrative Hearings, and Litigation-related matters.

3.3 Reimbursement: No fees will be charged for routine photocopying, mail, and faxes. Actual costs will be charged for extraordinary printing, mailings, couriers, recording of documents, as well as consultants and experts preapproved by Selma. Mileage reimbursement will not be requested.

4. Assignment of Personnel. Interim General Counsel under this Agreement shall be Hilda Cantú Montoy. It is understood that from time to time, Firm may subcontract with other attorneys to ensure timely and responsive services as set forth in Firm's letter of interest.

5. Billings and Payments.

5.1 Montoy Law Corporation shall submit a billing statement which will include services by Firm provided monthly in arrears, in increments of one-tenth (.10) of an hour, no later than the tenth of the month following the month service was rendered. The billing statement shall be submitted to the City's designee.

5.2 Billings are to be made directly to the following address:

City of Selma  
Attn: Teresa Gallavan  
21710 Tucker Street  
Selma, Ca 93662  
TeresaG@cityofselma.com

5.3 The billing statements shall be prepared and organized in manner that facilitates an efficient review of the services performed and expenses incurred in order to provide City with a clear and complete understanding of how time was devoted to specific tasks and the fees and costs associated therewith.

5.4 City shall make payments monthly based on a monthly itemized billing statement for the previous month. City shall make its best effort to process payments promptly and not later than 30 days after receiving Firm's monthly billing statement.

6. Term and Termination.

6.1 This Agreement shall be effective on January 25, 2021, subject to approval by the City Council at a duly scheduled meeting thereof and shall continue in full force and effect unless otherwise terminated earlier by one of the parties. It is understood that this Agreement will terminate upon the City's retention of permanent counsel or pursuant to Section 6.2 of this Agreement. Firm may be contacted following termination of the Agreement for clarification and consultation on matters covered during performance of the scope of services. Any such contact will be billed in accordance with Section 3 of this Agreement.

6.2 City reserves the right to discharge Firm and terminate this Agreement at any time. In the event of such discharge or termination, the City shall compensate Firm for services rendered and expenses necessarily incurred up to and including the date of termination. City shall terminate services and/or the Agreement by delivering to Firm a written notice specifying the extent to which services and/or the Agreement are terminated and the effective date of the termination. Notice of termination shall be mailed or emailed as follows:

Montoy Law Corporation  
Hilda Cantú Montoy  
2440 Tulare Street, Ste. 410  
Fresno, CA 93721

[hildac@montoylaw.com](mailto:hildac@montoylaw.com)

6.3 Firm may terminate this Agreement at any time by giving the City not less than thirty (30) days prior written notice. If Firm elects to terminate this Agreement, City's rights under any pending matter which may arise from Firm's services hereunder shall not be prejudiced due to such termination as required by the Rules of Professional Conduct of the State Bar of California. Notice of Termination shall be mailed or emailed as follows:

City of Selma  
Attn: Teresa Gallavan  
City Manager  
1710 Tucker Street  
Selma, Ca 93662  
[TeresaG@cityofselma.com](mailto:TeresaG@cityofselma.com)

7. Insurance and Indemnification.

7.1 During the term of this Agreement, Firm shall maintain, keep in force, and pay all premiums required to maintain and keep in force the policies and limits of such policies as required by City.

7.2 To the furthest extent allowed by law, Firm shall indemnify, hold harmless, and defend City and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs, and damages (whether in contract, tort, or strict liability, including but not limited to personal injury, death at any time, and property damage), and from any and all claims, demands, and actions in law or equity (including reasonable attorney's fees and litigation expense) that arise out of, pertain to, or related to the negligence, recklessness, or willful misconduct of Firm, its principals, officers, employees, agents, or volunteers in the performance of this Agreement. The obligations under this paragraph are in addition to, and are not limited by any insurance which Contractor is otherwise required to maintain under this Agreement.

8. Independent Contractor. In performance of the work, duties and obligations assumed by Firm under this Agreement, it is mutually understood and agreed that Firm, including any and all of Firm's officers, agents, and employees, will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as servant, employee, agent, partner, or associate of City. Because of its status as an independent contractor, Firm and its employees shall have absolutely no right to employment rights and benefits available to City employees. Firm shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Firm shall be solely responsible and hold City harmless from all matters related to payment of Firm's employees, including compliance with social security, withholding, and all other regulations governing such matters.

9. Compliance with Law. Firm shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required to be included are incorporated by reference. In particular, Firm shall comply with all Rules of Professional

Conduct of the State Bar of California, with confidentiality laws and regulations and with conflict of interest laws and regulations.

10. Miscellaneous.

10.1 Consent. Whenever in this Agreement the approval or consent of a party is required, such approval or consent shall be in writing and shall be executed by a person having the express authority to grant such approval or consent.

10.2 Governing Law. The parties agree that this Agreement shall be governed and constructed by and in accordance with the laws of the State of California.

10.3 Required License and Professional Credentials. Firm and personnel providing legal services shall maintain all licenses and professional credentials necessary for the provision of such services. Firm shall promptly notify City of changes of status or events that might impact the provision of legal services to City.

10.4 Force Majeure. Neither party shall be deemed to be in default on account of any delay or failure to perform its obligations under this Agreement, which directly results from an Act of God or an act of a superior governmental authority.

10.5 Headings. The paragraph headings are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part of this Agreement.

10.6 Incorporation of Documents. All documents constituting the Agreement documents described in Section 1 hereof and all documents which may, from time to time, be referred to in any duly executed amendment hereto are by such reference incorporated in the Agreement and shall be deemed to be part of this Agreement.

10.7 Integration. This Agreement and any amendments hereto between the parties constitute the entire Agreement between the parties. There are no other prior oral or written agreements between the parties that are not incorporated in this Agreement.

10.8 Modification of Agreement. This Agreement shall not be modified or be binding upon the parties unless such modification is agreed to in writing and signed by the parties.

10.9 Provision. Any agreement, covenant, condition, clause, qualification, restriction, reservation, term, or other stipulation in the Agreement shall define or otherwise control, establish or limit the performance required or permitted or to be required of or permitted by either party. All provisions, whether covenants or conditions, shall be deemed to be both covenants and conditions.

10.10 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is void or unenforceable, the provisions of this Agreement not so affected shall remain in full force and effect.

10.11 Venue. In the event that suit is brought by either party hereunder, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Fresno or in the United States District Court for the Eastern District of California.

10.12 Recovery of Costs. The prevailing party in any action brought to enforce the terms of this Agreement or arising out of this Agreement may recover its reasonable costs, including reasonable attorney's fees incurred or expended in connection with such action against the non-prevailing party.

11. Signatures. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the Firm and the City.

**MONTOY LAW CORPORATION**

**CITY OF SELMA**

\_\_\_\_\_  
Hilda Cantú Montoy  
President

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

Date: \_\_\_\_\_, 2021

Date: \_\_\_\_\_, 2021

**ATTEST**

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

ITEM NO: 1.b.

**SUBJECT: Consideration of Increase to Fiscal Year 2020-2021 Full-Time Employee (FTE) Positions to Include One Community Development Director**

**RECOMMENDATION:** Authorize Increase Full-Time Employee (FTE) Positions by One Community Development Director in the General Fund

**DISCUSSION:** On June 15<sup>th</sup>, the City Council adopted the 2020-2021 fiscal year budget approving Full-Time Employee (FTE) quantities. During the budget process, Council expressed the need for a Community Development Director and directed Staff to open the position up for recruitment until the position could be filled. On December 11, 2020, Staff interviewed multiple candidates and is now prepared to request an increase in our adopted FTE as follows:

Planning						
	Adopted			Requested Increase		
	<u>FY 2020-21</u>			<u>FY 2020-21</u>		
<u>Full Time Staff</u>	General Fund	Other Funds	Total	General Fund	Other Funds	Total
Community Development Director	0	0	0	1	0	1
Planning/Development Manager	0	0	0	0	0	0
Associate Planner	0	0	0	0	0	0
Building/Planning Technician	0.5	0	0.5	0.5	0	0.5
			0			0
Full Time Employee Count All Funds:	0.5			1.5		

This position would be responsible for the management of Planning, Building, and Code Enforcement, the divisions that comprise the Community Development Department.

The requested increase would change our total Full-Time Employee count to 113 but would not have a financial budget impact due to the reduction of Planning Consultant services. Although, this position will not eliminate the services provided by QK, Inc. This organization would continue to assist with increased workload, California Environmental Quality Act (CEQA), and other planning related tasks.

Staff recommend increasing the total FTE in the Planning Department by one to allow the City Manager to fill the Community Development Director position.


**RECOMMENDATION:** Authorize Increase Full-Time Employee Positions by One Community Development Director in the General Fund

/s/

01/28/2021

Isaac Moreno, Assistant City Manager

Date

  
Teresa Gallavan, City Manager

1-27-21  
Date

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

February 1, 2021

**ITEM NO:** 1.c.

**SUBJECT:** Consideration of Purchase and Installation of Systems & Space Inc. (SSI)  
Weapons Racks for New Police Station

**RECOMMENDATION:** Staff recommends City Council approve the purchase of the Weapons Racks and authorize the City Manager to execute an installation agreement with Systems & Space Inc. for the new Police Station.

**DISCUSSION:** With the move to the new Police Station, new weapons racks are needed to be purchased to fit the armor room. Staff has received three quotes from the following vendors:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| • Systems & Space Inc. (SSI)        | \$10,265.00                           |
| • Blac-Rac Weapon Retention Systems | \$23,613.90                           |
| • Sirennet                          | \$9,585.47(Installation not included) |

Systems & Space Inc. submitted the lowest proposal that included labor. In addition, this vendor is the preferred vendor by the Police Department. SSI estimates 10 to 12 weeks to construct and install this equipment.

Staff recommend purchasing the new weapons racks from SSI and giving the City Manager authority to execute the installation agreement.

<b><u>COST:</u></b> (Enter cost of item to be purchased in box below)		<b><u>BUDGET IMPACT:</u></b> (Enter amount this non-budgeted item will impact this years' budget in box below – if budgeted, enter NONE).
\$10,265.00		
<b><u>FUNDING:</u></b> (Enter the funding source for this item in box below – if fund exists, enter the balance in the fund).		<b><u>ON-GOING COST:</u></b> (Enter the amount that will need to be budgeted each year in box below – if one-time cost, enter NONE).
Funding Source: Police Station Const.		
Fund Balance: \$508,942		

**RECOMMENDATION:** Staff recommends City Council approve the purchase of the Weapons Racks and authorize the City Manager to execute an installation agreement with Systems & Space Inc. for the new Police Station.

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/s/

Isaac Moreno, Assistant City Manager



Teresa Gallavan, City Manager

01/28/2021

Date

1-27-21

Date

# Systems and Space Inc.

## Proposal to Improve Space Management and Storage Capacity



*We have set the standard in customer care - Because we understand the composition and characteristics that are intrinsic to space management and capacity planning.*

### Selma Police Department Selma PD - Weapons Racks

January 7, 2021

**Submitted To: Richard Figueroa**  
Detective  
Selma Police Department  
2055 3rd Street  
Selma, CA 93662

**Submitted By: Matt Meyer**  
Systems Planner  
Systems & Space, Inc.  
500 Boulder Court, Suite B  
Pleasanton, CA 94566  
(925) 426-1955

## Partners in Progressive Storage Solutions

*This proposal will demonstrate to you that selecting SSI as your storage solution partner will create smarter storage initiatives and help uncover the space needed to grow.*

### Who Is Systems & Space?

SYSTEMS & SPACE, INC. (SSI) is a premier provider of space, storage and filing solutions for today's business environment. Since 1988 we've been developing complete storage and space management strategies and solutions – for all types of businesses. We are experts at individual systems analysis, systems hardware, engineering and implementation. Our mission is to deliver your project on time, within budget – and trouble free.

### Executive Summary

SYSTEMS & SPACE, INC., is pleased to present this proposal to the space management team at your company. The attached detailed architectural drawings outline your specific requirements and our solution. This proposal is available for acceptance 30 days from the cover date.

### Why Systems & Space, Inc.?

In order to complete this project on time, with high quality results, it is essential to select a company that can work within your timelines, budget and meet your planning requirements, now and for the long term.

**SSI possesses the capability to ensure the success of this project because:**

- SSI understands the scope of your specific planning requirements
- SSI engineering, project management experience and system planning are unparalleled in the industry
- SSI has a longstanding partnership with Spacesaver Corporation
- SSI offers extended warranty programs to preserve your investment for years to come.

The SSI management team is committed at every level to the success of your project.

### Why Spacesaver?

SPACESAVER is the industry leader in high-density mobile file systems. Spacesaver has been in business since 1972 and has more installations than all of its competitors. For material protection, storage efficiency, durability, reliability, security, safety, and accessibility, Spacesaver is the state of the art solution for all your storage requirements.

### Design

This proposal includes an architectural drawing to allow for visual acceptance. The drawing outlines room dimensions, system dimensions, stored media - existing plus increased capacities and storage weight.

### Floor Loading

Floor load data that applies to the project is subject to interpretation by a certified structural engineer. SSI is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed.

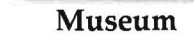
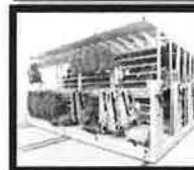
SYSTEMS & SPACE, INC. can assist with the floor load assessment process. We will work directly with your structural engineer or we can provide a certified structural engineer and consulting. A complete analysis, including any required building modifications, designs and supporting structural calculations, will be prepared for a fixed fee. The fee will be determined by the complexity of the project and pricing will be submitted at your request.

### Delivery, Installation, Training and Warranty

Components and materials will be shipped approximately 6-8 weeks upon receipt of purchase order and completed checklist. A field service supervisor and job crew leader will be assigned prior to the system installation. They will remain with the project until completion to control all scheduling, freight, elevator access and all phases of the installation to assure complete satisfaction with minimal disruption to your staff. Spacesaver warrants that all equipment shall be free from defects in materials and workmanship for five (5) years from the date of the customer's written acceptance of installation – to assure complete satisfaction. This proposal is based on installation utilizing a Monday-Friday workweek and non-union hours of 8:00 AM – to 5:00 PM. Should you require different hours, other options are available. SSI will provide unlimited training to all users to assure optimal use of your system.

### Extended Warranty Programs

Extended warranty programs are available to protect and preserve your investment. These programs include 1<sup>st</sup> priority service response and covered check-up appointments throughout the years. For more information, simply ask your Systems Planner.



Systems & Space Inc. Guarantees the Success of Your Project!

### Investment

Drawing No.	Description	Investment
20417	<b>Spacesaver Universal Weapons Racks</b>	\$10,265.00
	• (1) – UWR1	
	○ UWR1 Holds (20) AR-15s/Shotguns	
	• (1) – UWR2	
	○ UWR2 Holds (5) Less Lethal Shotguns, (5) Less Lethal 40MM, (20) Glock 22's & (20) Tasers	

*The Investment includes all materials, tax, freight and installation for the Spacesaver system.  
Systems & Space, Inc. is not responsible for any additional engineering fees. If a client elects to pay for our  
Seismic Calculation Services, it includes a standard set of calculations. Any additional engineering or product  
modifications will be an add on cost to the client.*

*Our price is valid for 60 days from the date of this proposal.*

#### Sourcewell Contract Purchases

The Sourcewell has awarded KI/Spacesaver with a national competitively bid contract governed by a national municipal contracting agency.

When purchasing under the Sourcewell contract, please use the following guidelines in preparing your purchase orders:

The purchase order will be made payable to: **Systems & Space, Inc.**

Please include the following information on your purchase order: **Sourcewell Contract Number: 010920-SPC**

Remit purchase order to: **Systems & Space, Inc.  
500 Boulder Court, Suite B  
Pleasanton, CA 94566**

**CALIFORNIA STATE CONTRACTOR'S LICENSE NUMBER 599899  
DIR CONTRACTOR'S REGISTRATION NUMBER 1000007450**

**Payment Terms**      \*30% Deposit with order      \*70% Balance due upon completion

**X**

Client Approval

Print Name

Date

Systems Planner: Matt Meyer

Project #20417

**Critical Path to Installation: 12-Week Standard Lead Time**

Order placed – (see attached checklist)

- Week 1 – Systems Ordered by SSI
- Week 11 – Product Ships from Manufacturer
- Week 12 – SSI receives product and begins installation based on date set with Selma Police Department

**Installation Information:**

1. Company Name \_\_\_\_\_
2. Contact name at installation area \_\_\_\_\_
3. Street Address \_\_\_\_\_
4. Suite, Bldg., or Floor \_\_\_\_\_
5. City, State, Zip Code \_\_\_\_\_
6. Contact Phone # \_\_\_\_\_ Pager/Cell # \_\_\_\_\_
7. Fax # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Billing Information:**

8. Company Name: \_\_\_\_\_
9. Accounting Department Contact Name \_\_\_\_\_
10. Billing Address \_\_\_\_\_
11. Suite, Bldg., or Floor \_\_\_\_\_
12. City, State, Zip Code \_\_\_\_\_
13. Contact Phone # \_\_\_\_\_ Pager/Cell # \_\_\_\_\_
14. Fax # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Acknowledgement Information:**

15. Company Name \_\_\_\_\_
16. Contact name to send order Acknowledgement to \_\_\_\_\_
17. Street Address \_\_\_\_\_
18. Suite, Bldg., or Floor \_\_\_\_\_
20. City, State, Zip Code \_\_\_\_\_
21. Contact Phone # \_\_\_\_\_ Pager/Cell \_\_\_\_\_



Systems Planner: Matt Meyer

Project #20417

### Checklist for Ordering & Developing Spacesaver System

- ☐ Review and sign off on drawings
- ☐ Choose shelving colors from Spacesaver Color Selector: \_\_\_\_\_
- ☐ Choose end panels from WilsonArt Laminate book: \_\_\_\_\_
- ☐ Attach purchase order and deposit to proposal
- ☐ Sign and date acceptance areas on proposal
- ☐ Client's Move Date: \_\_\_\_\_
- ☐ General Contractor's Name: \_\_\_\_\_
- Phone # \_\_\_\_\_ Fax # \_\_\_\_\_
- Mobile # \_\_\_\_\_ Email \_\_\_\_\_
- ☐ Finished Floor Covering Type: Carpet or Tile (Circle one)
- ☐ Finished Floor Covering Installation Date: \_\_\_\_\_
- ☐ If project is Existing Construction, is client considering replacing Finished Floor Covering?  
Yes / No                      Tile or Carpet                      (Circle one)
- ☐ Is there a Construction/Move schedule available?                      Yes or No
- ☐ Project Completion Date: \_\_\_\_\_
- ☐ Non union hours of Installation are Monday through Friday 8:00 AM to 5:00 PM.  
After 5 PM and anytime on Saturday and Sunday is overtime.
- ☐ Security: Do SSI personnel need access badges, escorts, etc?
- ☐ Parking: Are permits required? Yes or No



**X**

Client Approval

Print Name

Date

Systems Planner: Matt Meyer

Project #20417

**NOTICE:** This proposal contains information that is proprietary to Systems & Space, Inc. and is intended for the use of City of Selma only. No part of this proposal or the enclosed CAD drawings may be used, reproduced or disclosed to any other party without prior consent of Systems & Space, Inc.

### TERMS & CONDITIONS FOR PRODUCTS, SYSTEMS & INSTALLATIONS

1. **GENERAL:** These terms & conditions shall apply to sales from SYSTEMS & SPACE, INC. to BUYER and to any quotation by SYSTEMS & SPACE, INC. for sales. These terms & conditions shall not be superseded by any terms & conditions in BUYER'S order. **If a Contract Agreement will be issued in lieu of, or in addition to execution of this proposal, Buyer agrees to include this proposal as an Exhibit to the Contract Agreement.**
2. **PRICING:** This proposal is valid for 60 days from the date of the proposal.
3. **PAYMENT TERMS:** The Buyer shall issue a 30% deposit to SYSTEMS & SPACE INC. with order with balance due upon completion. If the BUYER issues a purchase order for goods and/or services, the BUYER shall state the deposit amount on BUYER'S purchase order. A monthly finance charge of 1 ½% per month shall accrue to the BUYER on all outstanding invoices beyond 30 days.
4. **ENGINEERING DATA:** The proposal, drawings and/or specifications of any quotation are confidential engineering data, and represent SYSTEMS & SPACE, INC.'S investment in engineering skill and development, and remain the property of SYSTEMS & SPACE, INC. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to SYSTEMS & SPACE, INC. All specifications and dimensions of proposal, drawings are approximate, and are subject to changes during detailed engineering.
5. **DELIVERY:** Shipping or delivery dates are approximate. SYSTEMS & SPACE, INC. shall not be liable for delays in or failure of delivery due to changes requested by BUYER, or causes beyond its control. At the request of BUYER, BUYER shall make payment as though shipment has been made as specified and for any expenses incurred by SYSTEMS & SPACE, INC. due to BUYER'S request in delaying shipment.
6. **STORAGE:** If product is stored for more than 30 days at SYSTEMS & SPACE, Inc. due to delays in delivery caused by BUYER, SYSTEMS & SPACE INC. will charge BUYER at the rate of 1% of BUYER's invoice per month pro-rated daily.
7. **SPECIALS:** Special items not considered as standard inventory by SYSTEMS & SPACE, INC. and/or manufactured by SYSTEMS & SPACE, INC. to BUYER'S specifications or job requirements, will become the sole property of the BUYER and will not be accepted for return.
8. **INSURANCE:** SYSTEMS & SPACE, INC. carries Workers' Compensation insurance with statutory limits as required by law. In addition, SYSTEMS & SPACE, INC. carries General Liability Insurance with \$1M occurrence/\$2M general aggregate/\$2M completed operations, and Auto Liability with \$1M combined single limit. Upon request, entities shall be named as Additional Insured under endorsement CG D2 48 080 05.
9. **CANCELLATION:** On all cancelled orders, BUYER shall compensate SYSTEMS & SPACE, INC. for its performance, commitments and damage as follows: BUYER shall pay SYSTEMS & SPACE, INC. a cancellation fee not to exceed the original purchase price.
10. **CONSTRUCTION AREA:** BUYER shall provide SYSTEMS & SPACE, INC. with a free and clear construction site. All materials and/or construction shall be removed from the area. BUYER will furnish SYSTEMS & SPACE, INC. with adequate electrical power to efficiently operate the power tools required for the installation.
11. **UNLOADING, SPOTTING AND STORAGE:** BUYER shall provide SYSTEMS & SPACE, INC. with adequate unloading facilities, and sufficient access to those facilities to insure SYSTEMS & SPACE, INC.'S efficient unloading procedure. Adequate aisles shall be provided by the BUYER to provide efficient handling of the materials from the unloading of storage area to the construction site.
12. **COMMENCEMENT OF INSTALLATION AT JOBSITE:** SYSTEMS & SPACE, INC. will not be obligated to commence work at job site until receipt of written notice from BUYER that BUYER'S building is ready for use and necessary utilities and equipment are supplied there as well.
13. **CHANGES IN WORK:** Should the BUYER order changes in the work, such orders and adjustments shall be made in writing to SYSTEMS & SPACE, INC. The contract price shall be adjusted according to the changes in the work specified.
14. **COMPLETION:** Installation shall be deemed completed upon use of any equipment by BUYER.
15. **FLOORS:** BUYER is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed.
16. **FLOOR COVERING:** Existing floor covering may require removal prior to the start of our scope of work. Removal and replacement of existing floor covering is specifically excluded from this proposal. Should the client wish Systems & Space, Inc. to remove the existing floor covering, please consult your Systems Planner for a quote for this work. Please note that while Systems & Space, Inc. will use every precaution to maintain the integrity of the existing floor covering, we cannot guarantee that the existing floor covering will be suitable for reuse. Client acknowledges that installation of new floor covering may be required, at an additional cost to client.
17. **SURVEYS, PERMITS AND REGULATIONS:** BUYER shall procure and pay for all permits, inspections, and/or structural calculations required by any governmental authority for any part of the work performed by SYSTEMS & SPACE, INC., except if otherwise stated.
18. **TESTING:** All material and equipment for testing the installation shall be provided at BUYER'S expense. At the time that SYSTEMS & SPACE, INC. states to the BUYER that the work is complete, the BUYER will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the BUYER shall accept the same and deliver to SYSTEMS & SPACE, INC. a signed statement of acceptance. If the BUYER fails to so notify SYSTEMS & SPACE, INC. or if the BUYER fails to make such inspection, the work shall be conclusively deemed accepted by the BUYER.
19. **LABOR RELATIONS:** SYSTEMS & SPACE, INC. is a non-union contractor. Unless specifically outlined in the project specifications and/or bid documentation, our bid will not be based upon compliance with the terms and conditions of any labor agreements. Any requirement to comply with labor agreements identified after submission of this bid will require an increase in our contract amount to reflect this change. Our proposal is based upon an eight (8) hour workday during normal business hours (unless otherwise specified). No provisions have been made for overtime or shift premium pay.
20. **LEGAL ACTION:** In the event that any legal action is initiated regarding the breach of any terms or conditions of this agreement, the prevailing party shall be entitled to receive in addition to any damages suffered, their court costs and attorney's fees incurred.

X

Client Approval

Systems Planner: Matt Meyer

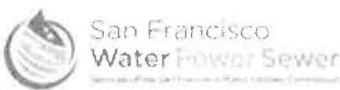
Print Name

Date

Project#20417

## References

*Companies who have entrusted SYSTEMS & SPACE, INC.*



## CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
76559	01/15/2021	Printed	3SI SECURITY SYSTEMS INC	GPS TRACKING ANNUAL FEE		228.00
76560	01/15/2021	Printed	A&S PUMP SERVICE	TEAR DOWN & REBUILD SCT PUMP E FRONT ST		6,987.93
76561	01/15/2021	Printed	AIRGAS USA LLC	CVTC OXYGEN	R	52.36
76562	01/15/2021	Void				
76563	01/15/2021	Void				
76564	01/15/2021	Void				
76565	01/15/2021	Printed	ARAMARK UNIFORM	UNIFORM/TOWELS/FIRST AID KITS 11/26- 12/31/20		1,648.47
76566	01/15/2021	Printed	ASOKA & NEW INDIA INC.	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76567	01/15/2021	Printed	AT&T	TELEPHONE -DECEMBER 2020		22.29
76568	01/15/2021	Printed	AT&T	INTERNET SERVICE 12/11-1/10/21		74.19
76569	01/15/2021	Printed	AT&T	LAW ENFORCEMENT PING		400.00
76570	01/15/2021	Printed	AT&T	NEW PD FIRE LINE		263.72
76571	01/15/2021	Printed	AT&T	TELEPHONE 12/1/20-12/31/20		192.50
76572	01/15/2021	Printed	AT&T	TELEPHONE 12/4/20-1/3/21		1,468.28
76573	01/15/2021	Printed	AT&T	TELEPHONE 12/4/20-1/3/21		1.13
76574	01/15/2021	Printed	AT&T	TELEPHONE 12/4/20-1/3/21		119.31
76575	01/15/2021	Printed	AT&T MOBILITY	TELEPHONE -MDT'S 9/12-10/11/20		1,577.64
76576	01/15/2021	Printed	AT&T MOBILITY	TELEPHONE -MDT'S 12/1-12/31/20		324.81
76577	01/15/2021	Printed	AT&T MOBILITY	TELEPHONE-MDT'S 11/12-12/11/20		1,577.72
76578	01/15/2021	Printed	BENNY BACA / COOL AIR SPECIALTY	PM SERVICE & FILTER MERV 13 & ADJ PILOT ON HVAC PV MAIN BLDG		3,544.00
76579	01/15/2021	Printed	BANNER PEST CONTROL INC	PEST CONTROL -DECEMBER 2020		441.00
76580	01/15/2021	Printed	BCI GROUP	PERMIT #20-0691 REFUND		551.39
76581	01/15/2021	Printed	JAY WESLEY BROCK / TOP DOG TRAINING	K9 MAINTENANCE 12/21/20		450.00
76582	01/15/2021	Printed	CALIFORNIA WATER SERVICE	WATER SERVICE -DECEMBER 2020		11,192.59
76583	01/15/2021	Printed	ROD CARSEY	PLAN CHECK -DECEMBER 2020		55.00
76584	01/15/2021	Printed	CDCE INCORPORATED	MDT MONTHLY LEASE -PD		220.00
76585	01/15/2021	Printed	CENTRAL SANITARY SUPPLY	JANITORIAL SUPPLIES		82.79
76586	01/15/2021	Printed	CISCO SYSTEMS CAPITAL CRP	LEASE -PHONE SYSTEM/BACKUP 12/15- 1/14/21		3,444.06
76587	01/15/2021	Printed	CITY OF FRESNO	RANGE USE -DECEMBER 2020		792.00
76588	01/15/2021	Printed	CITY OF SANGER FIRE DEPARTMENT	CONSULTING FOR IGT -NOV 2020		1,135.75
76589	01/15/2021	Printed	COMCAST	INTERNET SERVICE -JAN 2020		821.45
76590	01/15/2021	Printed	COMCAST	PD TO FCSO -JAN 2020		740.07
76591	01/15/2021	Printed	COMMUNITY MEDICAL CENTER	BLOOD DRAWS -NOV 20		175.00
76592	01/15/2021	Printed	COOK'S COMMUNICATION CORP	SHOP REPAIR UNIT# 178		63.44
76593	01/15/2021	Printed	CORELOGIC SOLUTIONS LLC	REALQUEST SERVICES -DEC 20		481.25
76594	01/15/2021	Printed	CSJVRMA	2020/2021 3RD QTR DEPOSIT		233,875.00
76595	01/15/2021	Printed	DATAPATH LLC	NETCARE & ON SITE SUPPORT -JAN 21, SERVER UPGRADE, SETUP INTERCOMS NEW PD, BARRACUDA RENEWAL		20,058.00
76596	01/15/2021	Printed	DEPARTMENT OF JUSTICE	BLOOD ALCOHOL ANALYSIS -NOV 20		210.00
76597	01/15/2021	Printed	DEPARTMENT OF MEDICAL EXAMINER	GUN SHOT RESIDUE TESTING		872.00
76598	01/15/2021	Printed	JUAN CRUZ DIAZ	BUILDING INSPECTOR SERVICE- DEC 20		715.00
76599	01/15/2021	Printed	DIVISION OF THE STATE	ADA FEE 10/1/20-12/31/20	R	87.60
76600	01/15/2021	Printed	DMV RENEWAL	LIC#SE441571 UNIT#2107 STUMP G		27.00
76601	01/15/2021	Printed	DMV RENEWAL	LIC#SE453584 VIN#CA720030		27.00
76602	01/15/2021	Printed	DMV RENEWAL	LIC#SE453586 VIN#CA720026		27.00
76603	01/15/2021	Printed	DMV RENEWAL	LIC#SE587797 VIN#27627		27.00
76604	01/15/2021	Printed	DUMONT PRINTING	COVID BARRIERS FOR COUNCIL		1,963.40
76605	01/15/2021	Printed	FAMILY HEALTHCARE NETWORK	DRUG TEST -FD		60.01
76606	01/15/2021	Printed	FIVE CITIES EDA	2ND QUARTER DUES OCT-DEC 20		1,387.72
76607	01/15/2021	Printed	FRANCHISE TAX BOARD	CS#55068107		306.00
76608	01/15/2021	Printed	FRESNO COUNCIL OF GOVERNMENTS	LOCAL MATCH CONTRIBUTION FOR MLRSP		2,000.00
76609	01/15/2021	Printed	FRESNO OXYGEN	OXYGEN RENTALS		234.63

## CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
76610	01/15/2021	Printed	GAR BENNETT LLC	PVC REPAIR COUPL -LLMD2		21.52
76611	01/15/2021	Printed	GCS ENVIRONMENTAL EQUIPMENT	FILTER SPIN UNIT#1318		235.09
76612	01/15/2021	Printed	JESUS GOMEZ	STATION SUPPLIES REIMBURSEMENT		146.71
76613	01/15/2021	Printed	JOSE S GONZALEZ / SECOND STREET AUTO	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76614	01/15/2021	Printed	JOSE S GONZALEZ / CLEAN CUT BARBER SHOP	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76615	01/15/2021	Printed	GOVERNMENT REVENUE SOLUTIONS	SUTA SERVICES QTR END 6/30/20		1,374.61
76616	01/15/2021	Printed	HEALTHEDGE ADMINISTRATORS INC.	DENTAL 1/6/21		826.10
76617	01/15/2021	Printed	HEALTHEDGE ADMINISTRATORS INC.	DENTAL 12/9/20		2,328.63
76618	01/15/2021	Printed	HEALTHEDGE ADMINISTRATORS INC.	DENTAL 12/16/20		876.29
76619	01/15/2021	Printed	HEALTHEDGE ADMINISTRATORS INC.	DENTAL 12/30/20		2,088.14
76620	01/15/2021	Printed	HENRY SCHEIN INC.	MEDICAL SUPPLIES		1,297.36
76621	01/15/2021	Printed	RAUL R HERRERA JR / ENC POLYGRAPH	POLYGRAPH SERVICES 12/22/20		400.00
76622	01/15/2021	Printed	JAMES W INGRAM / INGRAM DIGITAL ELECTRONICS	TIMER FAULT FLORAL AT WHITSON		2,271.77
76623	01/15/2021	Printed	J'S COMMUNICATION INC.	SERVICE AGREEMENT -JAN 2021		892.00
76624	01/15/2021	Printed	JOHNSON CONTROLS SECURITY	ALARM SERVICES 1/1-3/31/21		3,497.41
76625	01/15/2021	Printed	LIEBERT, CASSIDY, WHITMORE	COVID-19 PREVENTION PROGRAM		149.00
76626	01/15/2021	Printed	LIFE-ASSIST INC.	MEDICAL SUPPLIES		234.31
76627	01/15/2021	Printed	GREGORIO LOPEZ / GREGORIO LOPEZ CARPENTRY	CUSTOM BUILT CABINETS		3,799.98
76628	01/15/2021	Printed	MACLEOD WATTS, INC.	ACTUARIAL VALUATION OF OTHER		6,850.00
76629	01/15/2021	Printed	METRO UNIFORM	POLICE REVOLVING ACCT	R	627.57
76630	01/15/2021	Printed	PAULA MORALES	DMV MEDICAL FOR CLASS B LIC.		74.00
76631	01/15/2021	Printed	ODELL PLANNING & RESEARCH, INC	SELMA GROVE EIR ADDENDUM		109.20
76632	01/15/2021	Printed	OFFICE DEPOT, INC.	OFFICE SUPPLIES		764.00
76633	01/15/2021	Printed	PG&E	UTILITIES -DECEMBER 2020		11.62
76634	01/15/2021	Printed	PG&E	UTILITIES -DECEMBER 2020		136.99
76635	01/15/2021	Printed	PG&E	UTILITIES -DECEMBER 2020		18,505.03
76636	01/15/2021	Printed	PG&E	UTILITIES -DECEMBER 2020		1,558.95
76637	01/15/2021	Printed	PG&E	UTILITIES -DECEMBER 2020		15,858.73
76638	01/15/2021	Printed	MAGDALENA YESENIA PONCE / PLATINUM LOOKS	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76639	01/15/2021	Printed	PURCHASE POWER	POSTAGE REFILL -CH		339.00
76640	01/15/2021	Printed	QUAD KNOFF, INC.	ON-CALL PLANNING SERVICES 11/29-12/26/20		12,430.70
76641	01/15/2021	Printed	DEBORAH K ROWE	STATION SUPPLIES REIMBURSEMENT		68.39
76642	01/15/2021	Printed	SAHIB LLC / CHICAGO'S PIZZA	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76643	01/15/2021	Printed	SALAZAR RESTAURANT ENT. INC./ SAL'S RESTAURANT	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76644	01/15/2021	Printed	PENNY A SALINAS / HAIR & ALL THAT JAZZ	COVID19 SMALL BUSINESS RELIEF	G	2,500.00
76645	01/15/2021	Printed	SANTA MARIA CALIFORNIA NEWS	NOTICE-ALLEY IMPROVEMENT PROJ		185.08
76646	01/15/2021	Printed	SECOND CHANCE ANIMAL SHELTER	ANIMAL SHELTER SPAY & NEUTER		110.00
76647	01/15/2021	Printed	SITEONE LANDSCAPE SUPPLY, LLC.	IRRIGATION SUPPLIES		1,732.70
76648	01/15/2021	Printed	SPARKLETTS	WATER SERVICE -PD		79.64
76649	01/15/2021	Printed	SPARKLETTS	WATER SERVICE -CVTC		39.99
76650	01/15/2021	Printed	STERICYCLE, INC.	STERI-SAFE OSHA COMPLIANCE		172.61
76651	01/15/2021	Printed	STERLING CODIFIERS INC.	2021 CODE HOSTING FEE		500.00
76652	01/15/2021	Printed	SUN LIFE	EMPLOYEE INSURANCE -JAN 21		1,515.06
76653	01/15/2021	Printed	SUPERIOR VISION INSURANCE INC	VISION INSURANCE -JAN 21		2,012.28
76654	01/15/2021	Printed	THE CRISCOM COMPANY	SEWER INFRASTRUCTURE -JAN 21		4,500.00
76655	01/15/2021	Printed	U.S. BANK CORPORATE PMT SYSTEM	CALCARD CHARGES 11/27-12/22/20	PARTIAL R	46,213.31
76656	01/15/2021	Printed	U.S. BANK EQUIPMENT FINANCE	COPY MACHINE LEASES -JAN 21		1,777.24
76657	01/15/2021	Printed	UNDERGROUND SERVICE ALERT	CALIFORNIA STATE FEE FOR		741.08
76658	01/15/2021	Printed	UNITY IT	MDT MANAGED SERVICES -NOV 20		3,363.24
76659	01/15/2021	Printed	VALLEY SHREDDING LLC	DOCUMENT DESTRUCTION SERVICE		20.00
76660	01/15/2021	Printed	VERIZON WIRELESS	WIRELESS SERVICES 11/18/20		180.94

# **CHECK REGISTER REPORT**

<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>STATUS</b>	<b>VENDOR NAME</b>	<b>CHECK DESCRIPTION</b>	<b>CATEGORY</b>	<b>AMOUNT</b>
76661	01/15/2021	Printed	WASTE MANAGEMENT-USA WASTE	GARBAGE -DECEMBER 2020		127,826.91
<b>TOTAL</b>						<b>587,768.68</b>

Grant: G    PD State Appropriation: PDSA (457)    Reimbursement: R

<b>WIRE/EFT</b>						
01/20/21			US BANK	2017 GO BOND SELMA POLICE STATION		68,231.25

## US BANK INVOICE FOR CALCARD CHARGES: 11/24/20-12/22/20

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
CALEB GARCIA	11/24/2020	CIRCLE K, FRESNO CA	FUEL-ACT	269-2100-600.257.000	60.41
CALEB GARCIA	11/27/2020	CHEVRON, FRESNO CA	FUEL-ACT	269-2100-600.257.000	61.34
CALEB GARCIA	12/3/2020	ROADRUNNER FUEL, FRESNO CA	FUEL-ACT	269-2100-600.257.000	46.44
CALEB GARCIA	12/9/2020	KWIK SERVE, FRESNO CA	FUEL-ACT	269-2100-600.257.000	45.91
CALEB GARCIA	12/10/2020	CHEVRON, COALINGA CA	FUEL-ACT	269-2100-600.257.000	37.62
CALEB GARCIA	12/14/2020	BAD BUDS, FRESNO CA	FUEL-ACT	269-2100-600.257.000	49.69
CALEB GARCIA	12/18/2020	CHEVRON, KERMAN CA	FUEL-ACT	269-2100-600.257.000	54.47
CHRISTINA ARIAS	12/3/2020	SAVEMART	SNACKS FOR POLICE DEPARTMENT INTERVIEW	100-1400-600.920.000	23.83
CITY OF SELMA TRAINING DIV	12/4/2020	HOLIDAY INN	LODGING FOR TRAINING CLASS	100-2525-610.915.000	361.36
CITY OF SELMA TRAINING DIV	12/4/2020	CHEVRON	FUEL FOR TRAINING CLASS	100-2525-610.915.000	26.00
CITY OF SELMA FIRE QRT MST	11/23/2020	COSTCO	STATION 1 KITCHEN SUPPLIES	100-2525-600.250.000	168.39
CITY OF SELMA FIRE QRT MST	11/30/2020	LOWE'S	WORK RESCUE GLOVES	100-2525-600.250.000	18.33
CITY OF SELMA FIRE QRT MST	12/4/2020	MATTRESS FIRM	8 BEDS FOR BOTH FD STATIONS	111-2500-600.250.000	3,804.08
CITY OF SELMA STATION 1	11/28/2020	WALMART	CAMPING COOKWARE FOR OUT OF COUNTY	100-2525-600.250.000	150.62
CITY OF SELMA STATION 1	11/28/2020	WALMART	OFFICE SUPPLIES	100-2525-600.250.000	38.75
CITY OF SELMA STATION 1	12/3/2020	WALMART	ST 1 WATER & SUPPLIES	100-2525-600.250.000	57.41
CITY OF SELMA STATION 1	12/6/2020	HOME DEPOT	ST 1 POWER CABLES	100-2525-600.250.000	82.79
CITY OF SELMA STATION 1	12/9/2020	NELSON'S ACE HARDWARE	ST 1 REMODEL	100-2525-600.250.000	8.85
CITY OF SELMA STATION 1	12/9/2020	NELSON'S ACE HARDWARE	ST 1 REMODEL	100-2525-600.250.000	8.23
CITY OF SELMA STATION 1	12/9/2020	HOME DEPOT	ST 1 REMODEL	100-2525-600.250.000	83.97
CITY OF SELMA STATION 1	12/15/2020	BUILD.COM	ST 1 HOOD VENT	100-2525-600.250.000	64.01
CITY OF SELMA STATION 1	12/15/2020	HOME DEPOT	ST 1 ICE MACHINE PARTS	100-2525-600.250.000	3.91
CITY OF SELMA STATION 2	11/27/2020	HOME DEPOT	UNIT DETAIL SUPPLIES	100-2525-600.250.000	65.24
CITY OF SELMA STATION 2	12/4/2020	WALMART	BATTERIES	100-2525-600.250.000	8.66
CITY OF SELMA STATION 2	12/19/2020	AUTO ZONE	UNIT DETAIL SUPPLIES	100-2525-600.250.000	28.70
FABIAN URESTI	12/8/2020	HOME DEPOT	SPRAYER COVID 19	100-2525-600.250.000	107.39
FABIAN URESTI	12/15/2020	WALMART	EMS SUPPLIES	600-2600-600.250.000	20.30
FABIAN URESTI	12/16/2020	WALMART	EMS OFFICE SUPPLIES	100-2500-600.250.000	30.24
FABIAN URESTI	12/16/2020	AMAZON	LOCK BOX -NARC KEYS	100-2500-600.250.000	46.80
FABIAN URESTI	12/16/2020	AMAZON	LOCK BOX -NARC	100-2500-600.250.000	56.14
FINANCE DEPT	11/23/2020	NELSON'S ACE HARDWARE	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.250.000	69.34
FINANCE DEPT	11/23/2020	HOME DEPOT	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.305.000	826.87
FINANCE DEPT	11/24/2020	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	CLASS FEE -KREDIT	100-1600-610.915.000	150.00
FINANCE DEPT	12/10/2020	CA CITIES REGISTRATION	2021 NEW MAYORS & COUNCIL MEMBERS ACADEMY	100-1600-610.915.000	250.00
FINANCE DEPT	12/11/2020	RUBBER STAMP WAREHOUSE	BUILDING DEPT STAMP REPLACEMENT PAD	100-1600-600.100.000	15.50
FINANCE DEPT	12/11/2020	HOME DEPOT	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.305.000	739.32
FINANCE DEPT	12/14/2020	CWALLA	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.305.000	1,362.45
FINANCE DEPT	12/14/2020	NELSON'S ACE HARDWARE	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.250.000	21.65
FINANCE DEPT	12/14/2020	NELSON'S ACE HARDWARE	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.250.000	(17.23)
FINANCE DEPT	12/14/2020	NELSON'S ACE HARDWARE	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.250.000	(10.27)
FINANCE DEPT	12/14/2020	NELSON'S ACE HARDWARE	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.250.000	(129.46)
FINANCE DEPT	12/14/2020	HOME DEPOT	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.250.000	177.01
FINANCE DEPT	12/16/2020	AMAZON	LAPTOP ACCESSORIES -CODE ENFORCEMENT	100-1600-600.100.000	178.86
FINANCE DEPT	12/17/2020	HOME DEPOT	CENTRAL VALLEY TRAINING CENTER SUPPLIES	274-1600-600.305.000	489.44

## US BANK INVOICE FOR CALCARD CHARGES: 11/24/20-12/22/20

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
GEORGE SIPIN	11/23/2020	O'REILLY PARTS	AIR/OIL FILTERS - STOCK	603-5500-600.256.000	75.00
GEORGE SIPIN	11/23/2020	LES SCHWAB TIRES	RESTOCK TIRES	603-5500-600.256.000	438.60
GEORGE SIPIN	11/23/2020	CAL DISTRIBUTING	3 ALTERNATORS FOR ARBOCS - STOCK	603-5500-600.256.000	1,218.28
GEORGE SIPIN	11/23/2020	AMAZON	AIR COMPRESSOR FOR ARBOCS - STOCK	603-5500-600.256.000	163.79
GEORGE SIPIN	11/23/2020	CREATIVE BUS SALES INC	ABS REAR SENSOR - RT#195	603-5500-600.256.000	139.58
GEORGE SIPIN	11/24/2020	LES SCHWAB TIRES	RESTOCK TIRES	603-5500-600.256.000	2,228.55
GEORGE SIPIN	11/27/2020	MICHAEL AUTOMOTIVE CENTER	SPLASH SHIELDS - STOCK	603-5500-600.256.000	107.45
GEORGE SIPIN	11/30/2020	AMAZON	CREDIT	603-5500-600.256.000	-14.09
GEORGE SIPIN	12/1/2020	ALERT-O-LITE INC	SHOP SUPPLIES	603-5500-600.250.000	51.67
GEORGE SIPIN	12/1/2020	SIGNMAX	DECALS FOR SOLAR PANELS	603-5500-600.250.000	80.16
GEORGE SIPIN	12/2/2020	O'REILLY PARTS	FUEL/OIL/AIR FILTERS - STOCK	603-5500-600.256.000	158.40
GEORGE SIPIN	12/2/2020	WALMART	SANITARY SUPPLIES - COVID 19	603-5500-600.250.000	65.11
GEORGE SIPIN	12/3/2020	FLEETPRIDE	REAR AIRBAGS FOR ARBOCS - STOCK	603-5500-600.256.000	759.33
GEORGE SIPIN	12/3/2020	NAPA AUTO PARTS	WATER PUMP BELT FOR EL DORADOS	603-5500-600.256.000	78.08
GEORGE SIPIN	12/4/2020	NAPA AUTO PARTS	BATTERIES - STOCK	603-5500-600.256.000	585.42
GEORGE SIPIN	12/4/2020	ASSOCIATED COMPRESSOR EQUIP	STARTER - RT #187	603-5500-600.256.000	274.27
GEORGE SIPIN	12/8/2020	NAPA AUTO PARTS	AIR HOSE/WINDSHIELD WASH	603-5500-600.250.000	80.35
GEORGE SIPIN	12/9/2020	O'REILLY PARTS	ALTERNATORS FOR ARBOCS - STOCK	603-5500-600.256.000	596.61
GEORGE SIPIN	12/9/2020	AVS	DOMINATOR BAGS - STOCK	603-5500-600.256.000	682.32
GEORGE SIPIN	12/9/2020	NAPA AUTO PARTS	GAS SHOCKS FOR EL DORADOS - STOCK	603-5500-600.256.000	53.65
GEORGE SIPIN	12/9/2020	NAPA AUTO PARTS	QUICK CONNECT FOR ARBOCS - STOCK	603-5500-600.256.000	124.10
GEORGE SIPIN	12/9/2020	NAPA AUTO PARTS	DISC PADS/CONTROL ARMS & BALL-STK	603-5500-600.256.000	945.62
GEORGE SIPIN	12/9/2020	MICHAEL AUTOMOTIVE CENTER	BOOSTER FOR ARBOCS - STOCK	603-5500-600.256.000	307.96
GEORGE SIPIN	12/10/2020	NAPA AUTO PARTS	HEAT HOSES - STOCK	603-5500-600.256.000	67.57
GEORGE SIPIN	12/10/2020	MICHAEL AUTOMOTIVE CENTER	BOOSTER - STOCK	603-5500-600.256.000	307.96
GEORGE SIPIN	12/11/2020	NAPA AUTO PARTS	IDLER PULLEYS/AUTO TEN- STOCK	603-5500-600.256.000	306.94
GEORGE SIPIN	12/11/2020	CREATIVE BUS SALES INC	FUEL PRESSURE REGULATOR - STOCK	603-5500-600.256.000	1,545.85
GEORGE SIPIN	12/11/2020	CREATIVE BUS SALES INC	DAY/NIGHT/RUN SWITCHES - STOCK	603-5500-600.256.000	26.82
GEORGE SIPIN	12/14/2020	KINGSBURG SINCLAIR	PROPANE FOR SHOP HEATERS	603-5500-600.250.000	313.53
GEORGE SIPIN	12/15/2020	WALMART	KITCHEN, RESTROOM SUPPLIES/BACKPACKS FOR DRIVER	603-5500-600.250.000	142.34
GEORGE SIPIN	12/15/2020	O'REILLY PARTS	RELAY, BRAKE FLUID, FILTERS-STOCK	603-5500-600.256.000	236.37
GEORGE SIPIN	12/15/2020	LES SCHWAB TIRES	REPAIR TIRE -RT #149	603-5500-600.400.000	85.00
GEORGE SIPIN	12/16/2020	NELSON'S ACE HARDWARE	SINGLE CUT KEYS	603-5500-600.250.000	12.97
GEORGE SIPIN	12/16/2020	NAPA AUTO PARTS	THERMOSTAT/BLOWER MOTOR - STOCK	603-5500-600.256.000	104.86
GEORGE SIPIN	12/17/2020	NAPA AUTO PARTS	BRAKE ROTORS - STOCK	603-5500-600.256.000	343.91
GEORGE SIPIN	12/17/2020	NAPA AUTO PARTS	WHEEL SEALS - STOCK	603-5500-600.256.000	77.16
GEORGE SIPIN	12/17/2020	NAPA AUTO PARTS	STARTER - STOCK	603-5500-600.256.000	204.37
GEORGE SIPIN	12/18/2020	ALL AMERICAN GLASS	REPLACE WINDSHIELD - RT#153	603-5500-600.400.000	315.55
GEORGE SIPIN	12/18/2020	JORGENSEN COMPANY	ANNUAL FIRE EXTINGUISHER MAINT	603-5500-600.400.000	361.67
GEORGE SIPIN	12/18/2020	JORGENSEN COMPANY	AMEREX SEMI ANNUAL SERVICE-RT#189	603-5500-600.400.000	115.00
GEORGE SIPIN	12/18/2020	SAFETY-KLEEN SYSTEMS INC	SERVICE SOLVENT CLEANING TANK	603-5500-600.400.000	263.59
GEORGE SIPIN	12/21/2020	O'REILLY PARTS	NITRILE GLOVES,ANITFREEZE,FILTERS-STOCK	603-5500-600.250.000	266.33
GEORGE SIPIN	12/21/2020	FRONTIER FASTENER	SHOP SUPPLIES	603-5500-600.250.000	145.96
JOSEPH GOMEZ	12/4/2020	ROSA LINDA'S MEXICAN RESTAURANT	POLICE CHIEF LUNCHEON	100-2300-610.920.000	90.92
KELLI TELLEZ	12/2/2020	G'S RISTORANTE	LUNCH FOR CREW TRAINING	100-2525-600.250.000	47.14

## US BANK INVOICE FOR CALCARD CHARGES: 11/24/20-12/22/20

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
KELLI TELLEZ	12/10/2020	FAMILY DOLLAR	CLOROX WIPES (COVID)	100-2525-600.250.000	137.98
KELLI TELLEZ	12/17/2020	USPS	POSTAGE	100-2500-600.120.000	2.15
KELLI TELLEZ	12/19/2020	AMAZON	FRAME FOR OFFICE	100-2500-600.250.000	2.04
MIKAL KIRCHNER	12/2/2020	NELSON'S HARDWARE	PIONEER VILLAGE FOR COVID 19 TESTING SITE KEYS	100-4100-600.250.000	6.49
MIKAL KIRCHNER	12/3/2020	NETWORK SOLUTIONS	WEBSITE ADDRESS ARTS CENTER CREDIT	605-4300-600.400.000	(194.95)
NESTOR GALVAN	11/23/2020	ASE TEST FEES	ASE CERTIFICATIONS	701-9200-600.400.000	124.00
NESTOR GALVAN	11/23/2020	O'REILLY AUTO	MANIFOLD/GASKETS - UNIT #176	701-9200-600.256.000	47.44
NESTOR GALVAN	11/23/2020	O'REILLY AUTO	MANIFOLD - UNIT #176	701-9200-600.256.000	197.42
NESTOR GALVAN	11/24/2020	CAMACHO TIRES	INSTALL & BALANCE TIRES - UNIT #2110	701-9200-600.400.000	500.00
NESTOR GALVAN	11/24/2020	NAPA AUTO PARTS	ANTIFREEZE -UNIT #1318	701-9200-600.256.000	113.44
NESTOR GALVAN	11/25/2020	NAPA AUTO PARTS	OCTOBER TRACS BILLING	701-9200-600.400.000	169.00
NESTOR GALVAN	11/25/2020	O'REILLY AUTO	WINDOW SWITCH - UNIT #176	701-9200-600.256.000	50.76
NESTOR GALVAN	11/25/2020	O'REILLY AUTO	BALL MOUNT - UNIT #723	701-9200-600.256.000	53.15
NESTOR GALVAN	11/30/2020	O'REILLY AUTO	AC COMPRESSOR - UNIT #173	701-9200-600.256.000	355.81
NESTOR GALVAN	11/30/2020	O'REILLY AUTO	ABS MODULE - UNIT #173	701-9200-600.256.000	664.99
NESTOR GALVAN	11/30/2020	CAMACHO TIRES	REPAIR TIRE - UNIT #8509	701-9200-600.400.000	50.00
NESTOR GALVAN	11/30/2020	THE MOWERS EDGE INC	IDLER PULLEY - UNIT #3205	701-9200-600.256.000	55.35
NESTOR GALVAN	12/1/2020	O'REILLY AUTO	MANIFOLD/GASKETS -UNIT #176 CREDIT	701-9200-600.256.000	-47.44
NESTOR GALVAN	12/1/2020	STEAM CLEANERS	REPAIR BURNER - UNIT #2402	701-9200-600.400.000	270.00
NESTOR GALVAN	12/3/2020	O'REILLY AUTO	BATTERY/HOLD DOWN KIT - UNIT #2110	701-9200-600.256.000	133.56
NESTOR GALVAN	12/3/2020	O'REILLY AUTO	BATTERY TERM - UNIT #2110	701-9200-600.256.000	8.67
NESTOR GALVAN	12/3/2020	CAMACHO TIRES	INSTALL & BALANCE TIRES - UNIT #721	701-9200-600.400.000	420.00
NESTOR GALVAN	12/3/2020	NAPA AUTO PARTS	BLADES/OIL FILTER - EXMARKS	701-9200-600.256.000	328.63
NESTOR GALVAN	12/3/2020	ARMANDO'S SMOG	INSTALL CAM SHAFT - UNIT #915	701-9200-600.400.000	199.31
NESTOR GALVAN	12/4/2020	TIFCO INDUSTRIES	DISINFECTANT - COVID 19	701-9200-600.250.000	87.81
NESTOR GALVAN	12/5/2020	CAMACHO TIRES	INSTALL & BALANCE TIRES - UNIT #187	701-9200-600.400.000	310.00
NESTOR GALVAN	12/7/2020	TIFCO INDUSTRIES	SCREWS/WASHERS- STOCK	701-9200-600.256.000	155.34
NESTOR GALVAN	12/7/2020	ASE TEST FEES	ASE TRAINING	701-9200-600.400.000	48.00
NESTOR GALVAN	12/7/2020	FAST UNDERCAR	ROTORS & PADS - UNIT #1003	701-9200.600.256.000	223.10
NESTOR GALVAN	12/7/2020	NELSON'S POWER CENTER	2 CYCLE FUEL MIX - STOCK	701-9200-600.254.000	1,512.04
NESTOR GALVAN	12/7/2020	MOTOR AGE TRAINING	ASE STUDY GUIDES	701-9200-600.400.000	203.91
NESTOR GALVAN	12/8/2020	O'REILLY AUTO	INSTRUMENT CLUSTER - UNIT #722	701-9200-600.256.000	575.63
NESTOR GALVAN	12/8/2020	O'REILLY AUTO	RANGURD BEAM - UNIT #321	701-9200-600.256.000	21.67
NESTOR GALVAN	12/8/2020	NELSON'S POWER CENTER	DECK IDLER/SPRING-UNIT #3205	701-9200-600.256.000	165.35
NESTOR GALVAN	12/8/2020	NELSON'S POWER CENTER	FUEL FOR RENTAL FORKLIFT	701-9200-600.257.000	22.07
NESTOR GALVAN	12/8/2020	NAPA AUTO PARTS	WIPER BLADES-UNIT #321 CREDIT	701-9200-600.256.000	-16.90
NESTOR GALVAN	12/8/2020	NAPA AUTO PARTS	WINDSHIELD FLUID	701-9200-600.250.000	59.64
NESTOR GALVAN	12/8/2020	NAPA AUTO PARTS	BLADES - UNIT #321	701-9200-600.256.000	16.90
NESTOR GALVAN	12/8/2020	TOYOTA OF SELMA	OIL CHANGE/CABIN FILTER - UNIT #318	701-9200-600.457.000	134.12
NESTOR GALVAN	12/8/2020	TOYOTA OF SELMA	OIL CHANGE/CABIN FILTER - UNIT #319	701-9200-600.457.000	160.46
NESTOR GALVAN	12/8/2020	TOYOTA OF SELMA	WIPER BLADES - UNIT #321	701-9200-600.256.000	56.60
NESTOR GALVAN	12/9/2020	QUINN	SERVICE GENERATORS-CITY HALL/PD	701-9200-600.400.000	435.66
NESTOR GALVAN	12/10/2020	CAMACHO TIRES	REPAIR TIRE - UNIT #197	701-9200-600.400.000	15.00
NESTOR GALVAN	12/10/2020	BATTERY SYSTEMS	BATTERY - UNIT #85	701-9200-600.256.000	58.70
NESTOR GALVAN	12/11/2020	TIFCO INDUSTRIES	DISPOSABLE GLOVES	701-9200-600.250.000	1,316.51

# US BANK INVOICE FOR CALCARD CHARGES: 11/24/20-12/22/20

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
NESTOR GALVAN	12/12/2020	CAMACHO TIRES	INSTALL & BALANCE TIRES - UNIT #181	701-9200-600.400.000	240.00
NESTOR GALVAN	12/12/2020	CAMACHO TIRES	OIL CHANGE - UNIT 3723	701-9200-600.400.000	120.00
NESTOR GALVAN	12/14/2020	O'REILLY AUTO	SOCKET - UNIT #1315	701-9200-600.256.000	7.58
NESTOR GALVAN	12/14/2020	CAMACHO TIRES	REPAIR TIRE - UNIT #173	701-9200-600.400.000	20.00
NESTOR GALVAN	12/14/2020	NAPA AUTO PARTS	FILTERS - UNIT #1318	701-9200-600.256.000	91.31
NESTOR GALVAN	12/14/2020	NAPA AUTO PARTS	AIR FILTER - UNIT #1318	701-9200-600.256.000	56.45
NESTOR GALVAN	12/14/2020	NAPA AUTO PARTS	OIL/AIR/FUEL FILTERS - UNIT #1318	701-9200-600.256.000	308.13
NESTOR GALVAN	12/14/2020	NAPA AUTO PARTS	EXACTFIT BLADES - UNIT #1318	701-9200-600.256.000	25.17
NESTOR GALVAN	12/14/2020	BATTERY SYSTEMS	BATTERY - UNIT #85	701-9200-600.256.000	58.97
NESTOR GALVAN	12/15/2020	TIFCO INDUSTRIES	MISC NUTS/BOLTS - STOCK	701-9200-600.256.000	359.70
NESTOR GALVAN	12/15/2020	QUINN	BELT - UNIT #4401	701-9200-600.256.000	213.97
NESTOR GALVAN	12/15/2020	FAST UNDERCAR	ROTORS & PADS - UNIT #1000	701-9200-600.256.000	503.89
NESTOR GALVAN	12/15/2020	FAST UNDERCAR	CALIPERS - UNIT #1000	701-9200-600.256.000	187.19
NESTOR GALVAN	12/15/2020	McCARTY'S COLLISION CENTER	REPAIR RIGHT REAR DOOR - UNIT #8510	701-9200-600.400.000	288.00
NESTOR GALVAN	12/15/2020	FAHRNEY FORD	OIL CHANGE/TIRE ROTATION-UNIT #1000	701-9200-600.457.000	57.54
NESTOR GALVAN	12/16/2020	O'REILLY AUTO	CORE RETURN - UNIT #176	701-9200-600.256.000	-208.27
NESTOR GALVAN	12/16/2020	NELSON'S POWER CENTER	CHAIN LOOPS	701-9200-600.256.000	436.92
NESTOR GALVAN	12/17/2020	O'REILLY AUTO	HEAD LAMPS/STRUTS -UNIT #224	701-9200-600.256.000	565.82
NESTOR GALVAN	12/17/2020	ALTEC INDUSTRIES INC	ANNUAL MAINTENANCE - UNIT #2600	701-9200-600.400.000	1,356.00
NESTOR GALVAN	12/21/2020	TIFCO INDUSTRIES	MISC NUTS/BOLTS - STOCK	701-9200-600.256.000	76.07
NESTOR GALVAN	12/21/2020	O'REILLY AUTO	BATTERIES - STOCK	701-9200-600.256.000	651.86
NESTOR GALVAN	12/21/2020	PAPE MACHINERY	BELT TENSIONER - UNIT #1318	701-9200-600.256.000	179.17
NESTOR GALVAN	12/21/2020	NELSON'S POWER CENTER	CARBURETOR - UNIT #4615	701-9200-600.256.000	62.05
NICOLETTE ANDERSEN	12/2/2020	WALMART	CKP CRAFT SUPPLIES -UGLY SWEATERS	100-4300-600.250.000	39.07
NICOLETTE ANDERSEN	12/9/2020	WALMART	CKP CRAFT CLASS SUPPLIES & COOKIE DÉCOR	100-4300-600.250.000	33.25
NICOLETTE ANDERSEN	12/9/2020	DOLLAR TREE	CKP CRAFT SUPPLIES ORNAMENTS	100-4300-600.250.000	15.19
NICOLETTE ANDERSEN	12/10/2020	WALMART	CKP FROSTING & SPRINKLES FOR COOKIE DÉCOR	100-4300-600.250.000	39.31
NICOLETTE ANDERSEN	12/10/2020	AMAZON PRIME	SAC PRIME SUBSCRIPTION	605-4300-600.400.000	14.09
NICOLETTE ANDERSEN	12/14/2020	FACEBOOK ADS	BOOSTED AD FOR SAC TALENT SHOW SUB	605-4300-600.400.000	15.00
NICOLETTE ANDERSEN	12/16/2020	USPS PO	STAMPS FOR SAC ORNAMENT SHIPPING	605-4300-600.250.000	10.20
NICOLETTE ANDERSEN	12/16/2020	WALMART	PAINT FOR SAC ORNAMENTS	605-4300-600.250.000	9.49
POLICE DEPT NO 1	11/26/2020	ULINE	CARD HOLDERS/INSERTS	100-2100-600.250.000	60.33
POLICE DEPT NO 1	11/27/2020	AMAZON	CHARGE PORTS	100-2100-600.250.000	27.10
POLICE DEPT NO 1	11/27/2020	AMAZON	CHARGING ADAPTER	100-2200-60.250.000	37.90
POLICE DEPT NO 1	11/28/2020	PITNEY BOWES	INK	100-2100-600.250.000	130.30
POLICE DEPT NO 1	12/2/2020	DISPATCH WELLNESS	POST TRAINING	100-2100-610.910.000	125.00
POLICE DEPT NO 1	12/2/2020	LYNN PEAVEY	EVIDENCE QUIP -INK PADS/LIFTING TAPE	100-2100-600.250.000	169.10
POLICE DEPT NO 1	12/2/2020	ULINE	ZEBRA PRINTER LABELS	100-2100-600.250.000	197.94
POLICE DEPT NO 1	12/7/2020	CDW GOVT	GETAC KEYBOARDS	100-2200-600.250.000	1,550.33
POLICE DEPT NO 1	12/9/2020	CLEAR GEAR	DISINFECTANT SPRAY -COVID	100-2100-600.250.000	235.00
POLICE DEPT NO 1	12/9/2020	WALMART	BLUE CHECK BATTERY	100-2200-600.250.000	8.62
POLICE DEPT NO 2	11/23/2020	PETSMART	K9 FOOD	100-2200-600.250.000	133.87
POLICE DEPT NO 2	12/15/2020	PET SUPPLIES	K9 FOOD	100-2200-600.250.000	86.12
POLICE DEPT NO 2	12/17/2020	PETSMART	K9 FOOD	100-2200-600.250.000	58.29
RECREATION DEPT	11/23/2020	ACE HARDWARE	PAINT FOR BRENTLINGER PARK SIGN	100-4700-600.250.000	18.53
RECREATION DEPT	12/1/2020	DOLLAR TREE	GIFT BAGS FOR SENIOR XMAS GIFTS	805-0000-226.200.000	52.07

## US BANK INVOICE FOR CALCARD CHARGES: 11/24/20-12/22/20

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
RECREATION DEPT	12/3/2020	DOLLAR TREE	ITEMS FOR SENIOR XMAS GIFTS	805-0000-226.200.000	402.75
RECREATION DEPT	12/9/2020	DOLLAR TREE	ITEMS FOR SENIOR XMAS GIFTS	805-0000-226.200.000	63.59
RECREATION DEPT	12/15/2020	DOLLAR TREE	ITEMS FOR SENIOR XMAS GIFTS	805-0000-226.200.000	180.95
RECREATION DEPT	12/15/2020	WALMART	CANDY & COOKIE TINS FOR XMAS GIFTS	805-0000-226.200.000	133.88
RECREATION DEPT	12/16/2020	DOLLAR TREE	COOKIE TINS FOR SENIOR XMAS GIFTS	805-0000-226.200.000	10.00
REYNA RIVERA	11/26/2020	ZOOM.COM	MONTHLY WEBINAR SUBSCRIPTION COVID 19	100-1700-600.215.000	54.99
REYNA RIVERA	11/30/2020	WALMART	MEETING SUPPLIES	100-1100-610.920.000	47.91
REYNA RIVERA	12/4/2020	UNIQUELY YOURS	PLAQUES -COUNCIL	100-1100-600.250.000	160.00
REYNA RIVERA	12/7/2020	WALMART	COUNCIL MEETING SUPPLIES	100-1100-610.920.000	34.77
REYNA RIVERA	12/11/2020	ICSC	CREDIT MEMO -MONTEREY REGISTRATION	100-1100-610.920.000	(190.00)
REYNA RIVERA	12/11/2020	ICSC	CREDIT MEMO -MONTEREY REGISTRATION	100-1300-610.920.000	(95.00)
REYNA RIVERA	12/11/2020	CA CITIES REGISTRATION	NEW COUNCIL REGISTRATION (2)	100-1100-610.920.000	500.00
REYNA RIVERA	12/12/2020	AMAZON	COUNCIL EXPENSE	100-1100-600.250.000	10.84
REYNA RIVERA	12/19/2020	FACEBOOK	PROMOTIONAL AD -BEAR BUCKS	100-1500-600.215.000	25.00
REYNA RIVERA	12/21/2020	FACEBOOK	PROMOTIONAL AD -BEAR BUCKS	100-1500-600.215.000	25.00
REYNA RIVERA	12/21/2020	ICSC	CREDIT MEMO -LAS VEGAS REGISTRATION	100-1100-610.920.000	(680.00)
REYNA RIVERA	12/21/2020	ICSC	CREDIT MEMO -LAS VEGAS REGISTRATION	100-1100-610.920.000	(680.00)
REYNA RIVERA	12/21/2020	ICSC	CREDIT MEMO -LAS VEGAS REGISTRATION	100-1100-610.920.000	(680.00)
REYNA RIVERA	12/21/2020	ICSC	CREDIT MEMO -LAS VEGAS REGISTRATION	100-1300-610.920.000	(680.00)
RICHARD FIGUEROA	12/10/2020	GLOBAL INDUSTRIES	WORK STATION (ARMORY -NEW PD)	457-2100-700.100.005	1,317.51
RICHARD FIGUEROA	12/10/2020	HOME DEPOT	HOME DEPOT	457-2100-700.100.005	12.98
ROBERT PETERSEN	12/10/2020	FIRESTORE	SHIELDS FOR EMS HELMETS	600-2600-600.280.000	380.89
ROBERT PETERSEN	12/14/2020	ALLSTAR FIRE EQUIP	EMS HELMETS	600-2600-600.280.000	1,867.14
SHANE FERRELL	11/23/2020	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDING REPAIRS	701-9300-600.370.000	146.93
SHANE FERRELL	11/30/2020	RITE AID	THERMOMETER - COVID 19	701-9300-600.250.000	65.07
SHANE FERRELL	12/2/2020	AMAZON	DOOR CHIMES FOR PD	701-9300-600.250.000	41.20
SHANE FERRELL	12/8/2020	SIERRA PACKAGING SOLUTIONS	IRRIGATION SUPPLIES-STREETS	210-5400-600.250.000	156.49
SHANE FERRELL	12/8/2020	SIERRA PACKAGING SOLUTIONS	IRRIGATION SUPPLIES-PARKS	100-5300-600.250.000	78.24
SHANE FERRELL	12/8/2020	SIERRA PACKAGING SOLUTIONS	IRRIGATION SUPPLIES-STREETS	220-5300-600.250.000	78.24
SHANE FERRELL	12/9/2020	NELSON'S ACE HARDWARE	SPRAY PAINT/LED LIGHT-DANISH BLDG	601-4100-600.250.000	101.50
SHANE FERRELL	12/9/2020	NELSON'S ACE HARDWARE	PLUMBING SUPPLIES FOR BUILDING	701-9300-600.370.000	102.06
SHANE FERRELL	12/11/2020	CONSOLIDATED ELECTRICAL DIST	LED LIGHTS FOR BAY @ FIRE STATION 1	701-9300-600.250.000	513.62
SHANE FERRELL	12/15/2020	NELSON'S ACE HARDWARE	STRING LIGHTS -DOWNTOWN	210-5400-600.250.000	187.50
SHANE FERRELL	12/15/2020	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDING REPAIRS	701-9300-600.370.000	54.73
SHANE FERRELL	12/15/2020	NELSON'S ACE HARDWARE	10" STORAGE HANGERS-CITY YARD	701-9300-600.250.000	46.13
SHANE FERRELL	12/21/2020	NELSON'S ACE HARDWARE	KEY-CITY HALL/SPRAY PAINT-LINCOLN PARK	701-9300-600.250.000	30.18
STEVEN MARES	11/25/2020	SUNNY TRUCK WASH	WASH DUI TRAILER	100-2200-600.250.000	50.00
STEVEN MARES	12/4/2020	76 GAS STATION	GAS PUMPS DOWN	100-2200-600.250.000	68.98
TERRY REID	12/15/2020	NELSON'S ACE HARDWARE	SUPPLIES	100-2100-600.250.000	10.83
					46,213.31

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

February 1, 2021

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**ITEM NO:** 2.

**SUBJECT:** Council request to discuss Mayor's attendance to various boards on behalf of the City Council

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**RECOMMENDATION:** As a Council request, Staff has placed the item on the agenda for discussion and direction.

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**DISCUSSION:**

During the January 19, 2021 Council meeting, Mayor Robertson requested to discuss his attendance to the Selma Unified School Board, Selma Cemetery District, and Selma Healthcare District on behalf of the City Council to invite the boards to a joint meeting.

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**RECOMMENDATION:** As a Council request, Staff has placed the item on the agenda for discussion and direction.

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Teresa Gallavan, City Manager

1-27-21

Date

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

February 1, 2021

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**ITEM NO:** 3.

**SUBJECT:** Council request to discuss City CARES Act Funding Reserves

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**RECOMMENDATION:** As a Council request, Staff has placed the item on the agenda for discussion and direction.

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**DISCUSSION:**

During the January 19, 2021 Council meeting, Council member Guerra requested to discuss CARES Act Funding Reserves.

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**RECOMMENDATION:** As a Council request, Staff has placed the item on the agenda for discussion and direction.

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/s/ \_\_\_\_\_  
Teresa Gallavan, City Manager

01/28/2021  
\_\_\_\_\_  
Date

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

February 1, 2021

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**ITEM NO:** 4.

**SUBJECT:** Discussion and Direction Regarding Energy Efficacy Capital Improvement Project

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**RECOMMENDATION:** Discuss and receive direction on energy efficacy capital improvement project with the following options:

1. Postpone project discussion to a future date,
  2. Terminate project, or
  3. Direct staff to start the bid process and review financing options.
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**DISCUSSION:** On November 16, 2020, Council directed staff to postpone the discussion of an energy efficacy improvement project to the beginning of the year to allow time for the new council members to be acclimated. The estimated cost of the project was quoted by Engie, Inc. in the amount of \$1,501,132 and would require some form of financing.

Per the assessment completed by Engie, the follow improvements were recommended:

Facility	Energy Measures To Be Assessed:
Selma Arts Center	LED lighting
Berry Park	LED lighting
Brentlinger Park	Solar, LED lighting
City Hall and/or New PD	Solar, LED lighting, EV charging
Fire Administration Building	LED lighting
Fire Department Station 1	LED lighting
Fire Department Station 2	LED lighting
Maintenance Yard	LED lighting
Ringo Park	LED lighting
Salazar Community Center	LED lighting
Selma Senior Center	LED lighting
Shafer Park	Solar, LED lighting

To install the energy measures a formal bid package would need to be developed to solicit contractors that would include the following scope of work:

- Provide installation of solar photovoltaic (PV) systems at three facilities,
- Install new or retrofit lighting fixtures at twelve locations, and
- Provide, install and configure two (2) EV-Box Open Charge Point Protocol (OCPP) B2323-65063-EVC-04 Dual Ports, EV-connect Networked EVC stations or equivalent.

Staff is now requesting further direction on this project with the following options:

1. Postpone project discussion to a future date,
2. Terminate project, or
3. Direct staff to start the bid process and review financing options.

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**RECOMMENDATION:** Discuss and receive direction on energy efficacy capital improvement project with the following options:

1. Postpone project discussion to a future date,
2. Terminate project, or
3. Direct staff to start the bid process and review financing options.

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

01/28/2021

\_\_\_\_\_  
Date

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

1-27-21  
\_\_\_\_\_  
Date

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

February 1, 2021

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**ITEM NO:** 5.

**SUBJECT:** Review of proposed timeline and Request for Proposals for procurement of City General Counsel legal services

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**RECOMMENDATION:** Council approve the timeline and direct staff to issue the attached Request for Proposals.

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**DISCUSSION:** At a specially held meeting on January 15, 2021, City Council directed Staff to begin the Request for Proposals process for procurement of City General Counsel legal services.

The Request for Proposals used previously during a City Attorney selection process has been updated for use. The draft timeline for the proposal submittals, reviews, and interviews is:

Publish Request for Proposals	February 3, 2021
Submittal Due Dates	February 24, 2021
Evaluation of Proposals	March 1, 2021
Interviews	March 5, 8 or 12, 2021
Approval of Contract	April 5, 2021

A copy of the draft Request for Proposals is attached and includes the following sections: an introduction, community profile, legal services overview, submittal requirements, inquiries, schedule, scope of services, requested information, evaluation and selection process, and contract information.

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**RECOMMENDATION:** Council approve the timeline and direct staff to issue the attached Request for Proposals.

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/s/ \_\_\_\_\_  
Teresa Gallavan, City Manager

01/28/2021  
Date

# CITY OF SELMA

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## Request for Proposals City General Counsel Legal Services

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February 3, 2021

## **I. INTRODUCTION**

The City of Selma invites interested legal firms and/or individuals to submit proposals for Legal Services as they are set forth in this Request for Proposal. The firm/individual will provide clear, understandable, and independent legal advice. The firm/individual must be qualified to provide legal expertise in the areas of general municipal law, land use, zoning law, building code compliance law, labor relations and personnel law, contracts and agreements law, real estate law, environmental law, public works law, fees and taxes, open meetings and conflicts of interest law and other related areas. The City General Counsel is an independent contractor serving under the direction and supervision of the City Council.

## **II. COMMUNITY PROFILE**

The City of Selma is a General Law City and operates under the Council/City Manager form of government. The governing body consists of 4 council members elected by district to serve four-year staggered terms and a Mayor elected at large for a two-year term. Selma's City Council meets on the first and third Monday of each month and the Planning Commission on the fourth Monday of the month.

The Manager appoints the heads of the various departments and is charged with the responsibility of the general supervision and direction of the administrative operations of the City. The City has a \$14.06 million General Fund budget and a total City Budget, including Enterprise Funds, of \$26.7 million. The City has 110 full time employees.

The City of Selma provides municipal services including police, fire, public works, planning and parks and recreation activities. The City of Selma is part of a county sanitation district (Selma-Kingsburg-Fowler County Sanitation District) that provides sewer services to the City. Additionally, water and solid waste services are privately contracted to California Water Service, Inc. and Waste Management, Inc., respectively. Additional information about the city can be found on the city's website [www.CityofSelma.com](http://www.CityofSelma.com).

Selma is widely known for its small town charm as well as its big city development. With a population of approximately 25,000, Selma is the fifth largest city in Fresno County. Located at the crossroads of State Routes 99 and 43, makes it a regional hub for southeast Fresno County. The City of Selma is conveniently located halfway between California's two largest population areas – Los Angeles (207 miles to the south) and the Bay Area (209 miles to the north). The City is 15 miles south of the City of Fresno.

### **III. LEGAL SERVICES OVERVIEW**

The City General Counsel serves under the direction and supervision of the City Council and acts as the City's legal advisor. The City General Counsel is not a City employee and is not entitled to the benefits of a City employee; the position is strictly on a contractual basis. The City General Counsel reserves the right to retain or employ other attorneys or special counsel as may be needed, in its sole judgment, to take charge of any litigation or legal matters or to assist the City General Counsel.

The firm/individual is general counsel of the City, Successor Agency, and Planning Commission and works with the City Manager, operating departments and boards and commissions of the City. The firm/individual will report directly to the City Council.

The firm/individual will evaluate projects and their legal issues and provide recommended options to minimize legal risk and ensure due process in City decisions. The firm/individual will have the authority to enforce Selma's Municipal Code and to represent the City in litigation. Additional services that shall be provided are the preparation of ordinances, resolutions, contracts, and other legal documents.

### **IV. SUBMITTAL REQUIREMENTS**

Proposals must be submitted in a sealed envelope, as follows:

Proposal Title: Request for Proposals for City General Counsel Legal Services

Submittal Due Date: February 24, 2021 at 4:00 p.m., PST

Submit To: Reyna Rivera  
City Clerk  
1710 Tucker Street  
Selma, CA 93662

Number of Copies: (1) Original and (5) Copies

Proposers should advise couriers that City Hall is open Monday to Friday between 8 am and 5 pm and closed for lunch from noon until 1pm.

## **V. INQUIRIES AND ADDENDA**

Any questions, interpretations, or clarifications, either administrative or technical, from prospective proposers regarding this RFP must be requested in writing, no later than Wednesday, February 17, 2021. All inquiries must be submitted to:

Teresa Gallavan  
City Manager  
(559) 891-2250  
[teresag@CityofSelma.com](mailto:teresag@CityofSelma.com)

The City will not be bound by oral representations of any City employees or officials. Addenda will be posted on the City's website at [www.cityofselma.com](http://www.cityofselma.com). Each proposer is solely responsible for reviewing any and all addenda before submitting its proposal.

## **VI. SCHEDULE**

Below is a tentative schedule, which is subject to change by the City Council:

RFP Release Date:	February 3, 2021
Proposal Submission Deadline:	February 24, 2021
Evaluation of Proposals	March 1, 2021
Interviews	March 5, 8 or 12, 2021
Approval of Contract:	April 5, 2021

## **VII. SCOPE OF SERVICES (BASIC SERVICES)**

The City is requesting proposals from law firms or individuals with experience in advising and representing California cities for the provision of Legal Services. The following are the primary responsibilities that are required:

- Advise the City Council, Boards and Commissions and other City officials and staff on legal matters pertaining to municipal government, including the Brown Act and parliamentary procedures for running meetings.
- Act as legal counsel to agencies the City Council serves as governing body to, including the Successor Agency to the former Redevelopment Agency, Public Financing Authority, and the Community Enhancement Corporation, 501 (c)(3) organization.

- Attend at least two regular City Council meetings per month and any special meetings. Advise the City Council on matters on the agenda as well as procedural or substantive issues that arise during the meeting. Attendance at Planning Commission and its special meetings and other city meetings is required when requested.
- Prepare and/or review all ordinances, resolutions, municipal contracts, joint power agreements and other contracts and agreements entered into by the City.
- Alert the City in a timely manner on new State or Federal legislation or judicial decisions that may impact the City and propose appropriate action(s) to assure compliance.
- Provide training and/or advice to the City Council, appointed Commissioners and City staff related to the Brown Act, AB 1234, conflict of interest, and other legal requirements imposed by statute.
- Inform the City Council and recommend changes to City ordinances and policies as needed.
- Approve the form of all contracts made by and between the City of Selma and all bonds given to the City, endorsing same.
- Prepare legal opinions for City departments, the City Council, boards and commissions.
- Provide legal work pertaining to land use issues including, but not limited to, property acquisitions, property disposals, public improvements, easements, dedications, the California Environmental Quality Act and public utilities.
- As needed, review memorandums of understanding and provide guidance on personnel matters, labor relations and policies and procedures affecting employees, including employee discipline or procedures to assure compliance.
- Oversee coordination with special legal counsel on all litigation including oversight of the city's risk management program and general liability claims as needed as directed by the City Council and/or City Manager.
- Enforce City codes, zoning regulations, and building standards through administrative and judicial actions. Initiate and prosecute any necessary criminal actions required to enforce municipal ordinances.

- Review documents, policies, and forms to ensure compliance with current laws.
- Oversee services provided by outside legal specialists engaged by the City for special legal problems.
- Promptly respond to calls, e-mails, and correspondence from City Officials and staff.
- Perform such other legal duties as may be required by the City Council as may be necessary to complete the performance of the functions mentioned above.

### **VIII. REQUESTED INFORMATION**

All proposals must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant. Please answer the questions in the format and order presented. (Submissions of individual resumes alone will not be considered responsive to any specific question.)

- a. Letter of Transmittal: Signed by an authorized representative of the firm committed to providing the legal services described above, including a brief introduction and history of your firm, proven work history of the work to be performed, and a statement why you believe that your firm is the best qualified to perform the services requested.
- b. Table of Contents: Include a clear identification of the material by section and page number.
- c. Firm Qualifications: Provide professional experience and qualifications for you and/or the firm and the designated individuals to provide the service specified in the Request for Proposals. Please include a response to the following requested information:
  - i. Describe your firm's background and history; include number of years in business and number of years providing legal services to public sector agencies.
  - ii. Provide the name(s) and qualifications of attorney(s) who will be assigned to represent the City and attend City Council meetings.
  - iii. Provide complete resumes of person(s) designated by the firm to be the City General Counsel and if applicable Deputy City General Counsel.

- iv. Describe your view of the role of the City General Counsel.
- v. Describe how you would structure the working relationship between the City Council, City Manager, Department Heads and other members of staff.
- vi. Describe the response time we can expect from the City General Counsel to inquiries made by the City Council/City Manager.
- vii. Describe how you would keep the City Council and City Manager informed about the status of litigation and other legal matters.
- viii. Please submit an example of a typical invoice your firm provides to a public agency. Please redact any references to specific costs. Also, you may redact any sensitive information. We are interested in the format, type of information included, and readability.
- ix. Identify the types of in-service training (such as Code of Conduct, AB 1234, Commission roles and responsibilities, how to conduct performance evaluations, harassment, new laws and updates, etc.) your firm is capable of providing to municipalities.
- x. Please describe your experience in labor negotiations.
- xi. Clearly describe your range of experience with project negotiation, eminent domain issues, and the drafting and implementation of agreements and contracts (i.e. lease, purchase, Owner Participation and Disposition and Development Agreements) and litigation.
- xii. Please list any political contributions of money, in-kind services, or loans made to any member of the Selma City council within the last three years by the applicant law firm and all of its attorneys, including the attorney being proposed to represent the City of Selma.
- xiii. Identify your proposed billing rates as shown in the sample format displayed below. This table may be modified by the firm/individual.

Proposed Monthly Retainer (Basic Services)	\$_____
Attorney	\$_____
Assistant Attorney	\$_____
Associate Attorney	\$_____
Clerk	\$_____
Paralegal and/or Legal Assistant	\$_____

- xiv. Identify the types of legal services and number of hours that are included as part of the retainer;
  - xv. Identify the rates for other legal services.
  - xvi. Define the type and unit rates for reimbursement of expenses; for example, rate for mileage, reproduction of documents or word processing charges, unit costs for telephone costs, etc.
  - xvii. State whether travel time will be charged and if so, at what rate.
  - xviii. Would your firm be willing to operate under a maximum annual expenditure cap with the City? If so, please explain how it might be structured.
  - xix. Provide references for three (3) municipal, public agency or key clients served. Please include the person's name, address, phone number and email address.
- d. Insurance
- i. Please include a description and pertinent information regarding the general liability and malpractice carried by the firm or individual, including the amount of coverage provided by such insurance.
- e. Sample Documents
- i. Report: please submit a typical report your firm provides to public sector clients (i.e., staff report, memorandum, legal opinion, etc.)
  - ii. Billing Invoice: please submit a copy of a typical invoice your firm provides to public sector clients. Please redact any confidential information.

## **IX. EVALUATION AND SELECTION PROCESS**

- a. Evaluation: Proposals will be evaluated according to the following:
- Complete and clear responses to items requested in the Request for Proposal.
  - Experience and qualifications of law firm, proposed City General Counsel, and other key personnel.

- Expertise with laws and regulations governing California municipal governments and operating procedures relative to the conduct of City business.
- Demonstration of workload capacity and level of experience commensurate with the level of service required by the City.
- Communication skills.
- Cost of services.
- The firm has no conflicts of interest with regard to any work performed by the firm for the City, and all potential conflicts have been identified.
- References of past or current municipal clients or municipal practice.

b. Selection

The City Manager will establish a process to review and evaluate the submitted proposals and recommend finalists to the full City Council. The City Council will choose a finalist with whom to negotiate a contract and will make the final determination.

c. No Contacts with Mayor and City Council Members

Please note that in an effort to maintain the integrity of the selection and interview process all proposing firms are prohibited from contact with the City Council members outside of the formal interview process.

## **X. CONTRACT**

The successful firm will be required to enter into a Legal Services Agreement with the City of Selma, which will include the requirements of this RFP, as well as other requirements to be determined. The City reserves the right to negotiate the price, terms, and scope of services with the proposer, prior to entering into an Agreement.

The agreement will contain provisions requiring the selected law firm to indemnify the City and provide that the City General Counsel is an independent contractor serving at the will of the City Council. Provisions will also be included in the contract allowing the City Council to terminate the agreement, at its sole and entire discretion, upon the provision of notice.

## **XI. DISCLAIMERS AND RESERVATION OF RIGHTS**

Upon receipt, each Proposal becomes the sole property of the City and will not be returned to the Proposer. Each Proposer is solely responsible for the costs it incurs to prepare and submit its Proposal. The City reserves, in its sole discretion, the right to reject any and all Proposals, including the right to cancel or postpone the RFP at any time, or to decline to award an Agreement to any of the Proposers. The City reserves the right to waive any immaterial irregularities in a Proposal or submission of a Proposal. The City reserves the right to reject any Proposal that is determined to contain false, misleading, or materially incomplete information.