

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
SPECIAL MEETING
November 6, 2023

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The special meeting of the Selma City Council was called to order at 5:07 p.m. in the Council Chambers and by teleconference. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

CLOSED SESSION: Mayor Robertson recessed the meeting into Closed Session at 5:09 p.m. to discuss the following:

Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation
Pursuant to Government Code Section 54956.9(b): 2 Cases

Public Employee Appointment/Employment - Pursuant to Government Code Section 54957
Title: Administrative Services Director

Mayor Robertson reconvened the meeting from closed session at 5:33 p.m. with no reportable action.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:34 p.m.

Respectfully submitted,
Reyna Rivera, City Clerk

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
REGULAR MEETING
NOVEMBER 6, 2023

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The regular meeting of the Selma City Council was called to order at 6:00 p.m. in the Council Chambers and by teleconference. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

INVOCATION: Pastor Nelson Schwamb of the Church of the Redeemer led the invocation.

AGENDA CHANGES OR DELETIONS: Mayor Robertson advised that Agenda item 4 would be heard first and that there would be a department report to include an introduction of an employee which would be heard after the consent calendar.

ORAL COMMUNICATIONS: Public comment was received from Pastor Marty Lynch Kaolelopono, Mr. David Santos, Mr. Hector Chairez, Pastor Kealoha Kaolelopono, Ms. Samantha Lopez, Pastor Delfina Vasquez, Mr. Robert Cervantes, Mr. K. Bells, Mr. D. Jackson, Mr. J. Walker, and Mr. T. Mtezger.

CONSENT CALENDAR: Mayor Robertson requested to pull agenda item D for separate discussion. Council member Guerra requested to pull agenda item I for separate discussion. Council member Guerra motioned to approve the remainder of the Consent Calendar as written. The motion was seconded by Council member Mendoza-Navarro and carried unanimously.

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| A. <u>Approved</u> | CONSIDERATION OF MINUTES OF OCTOBER 16, 2023 |
| B. <u>Approved</u> | CONSIDERATION OF MINUTES OF NOVEMBER 21, 2022 |
| C. <u>2023-100</u> | CONSIDERATION OF A RESOLUTION AUTHORIZING CITY OF SELMA TO RECEIVE EMERGENCY FUNDING AND/OR REIMBURSEMENT FROM FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) CALIFORNIA OFFICE OF EMERGENCY SERVICES (CAL OES) |
| D. <u>2023-101</u> | CONSIDERATION OF A RESOLUTION SUPPORTING AND IMPLEMENTING TIMELY USE OF FUNDING FOR FRESNO COUNCIL OF GOVERNMENTS (COG) 2023/2024 TRANSPORTATION PROJECTS |

Mayor Robertson pulled this item to thank City Staff for applying for the funding. He also advised that he is the Council of Governments representative for the City of Selma. A motion was made by Council Mendoza-Navarro and seconded by Mayor Pro Tem Cho to approve RESOLUTION NO. 2023-101R SUPPORTING AND IMPLEMENTING TIMELY USE OF FUNDING FOR FRESNO COUNCIL OF GOVERNMENTS (COG) 2023-2024 TRANSPORTATION PROJECTS. The motion passed unanimously.

E. 2023-102 **CONSIDERATION OF A RESOLUTION AWARDING CONTRACT TO TERRA WEST CONSTRUCTION FOR THE HIGHLAND AND ROSE STREET ROAD IMPROVEMENT PROJECT**

F. 2023-103 **CONSIDERATION OF A RESOLUTION APPROVING JOB DESCRIPTION FOR CUSTODIAN**

G. 2023-104 **CONSIDERATION OF A RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRIC LANDSCAPE MAINTENANCE EQUIPMENT THROUGH THE SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT'S ZERO-EMISSION LANDSCAPE EQUIPMENT**

H. 2023-105 **CONSIDERATION OF A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT REGARDING TRANSFER OF PUBLIC FUNDS BETWEEN THE CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES AND THE CITY AND AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE SAME**

I. Approved **CHECK REGISTER DATED OCTOBER 20, 2023**

Council member Guerra pulled this item requesting additional information on the check issued to Fidelity National Title. City Manager Santillan clarified that as part of the Clarkson Lift Station project, there was a right of way acquisition that was needed from Harris Ranch and that the acquisition would allow for the required larger lift station. Mayor Robertson inquired if the check issued to Hanson Bridgett LLP was the final check. City Attorney Dodd advised that she would research and advise. City Manager Santillan stated that he believed this was not the final check, as there was additional items that were recently provided to Hanson Bridget LLP. Mayor Robertson requested a list of all those interviewed and a transcript of the interviews. A motion was then made by Council member Guerra and seconded by Council member Mendoza-Navarro to approve the CHECK REGISTER AS PRESENTED. The motion passed with the following vote:

AYES: Guerra, Mendoza-Navarro, Trujillo, Cho
NOES: Robertson
ABSENT: None
ABSTAIN: None

At this point in the meeting, there was a scheduled change in the agenda as advised at the beginning of the Council meeting.

Deputy City Manager Keene introduced City Planner Kamara Biawogi. City Planner Kamara Biawogi introduced his wife and daughter who were also in attendance and provided a short bio. Council welcomed him to the City of Selma. Public comment was received from Mr. Robert Cervantes.

RENT CONTROL REGULATION DISCUSSION

Deputy City Manager Keene reported that this item was requested by Council during the October 2, 2023 meeting. He discussed the two types of rent control; Vacancy Control which is the strictest form of rent control and advised that when a tenant moves out of a rent-controlled unit, the landlord can only raise the rent to the limit set by the government and it can only be increased by a limited amount each year. He also discussed Rent Stabilization, which is a less strict form of rent control. When a tenant moves out of a rent-stabilized unit, the landlord can raise the rent to market rate. However, rent increases are limited to a certain percentage each year. After Council discussion regarding mobile home units, deed restrictions, and dialogue with landlords or property management, Mayor Robertson opened the matter up for public comment. Public comment was received from the following: Ms. Theresa Salas, Mr. Jim Jackson, Ms. Betty Stanridge, Ms. Betty Alves, Mr. Ralph Beck, Mr. Robert Cervantes, Ms. Bonnie Rowe, and Ms. Peggy Balm. City Manager Santillan stated that City Staff would provide an analysis on rent stabilization specific to rental properties and research examples of other cities and provide a working product for Council discussion and input in February.

RECESS: At 7:19 p.m. the meeting was recessed for a short break. Mayor Robertson reconvened the meeting at 7:29 p.m.

CONSIDERATION OF REVISIONS TO FEE WAIVER AND REDUCTION PORTION OF THE SPECIAL EVENT PERMIT ORDINANCE

Deputy City Manager Keene reported on the proposed revisions to the Fee Waiver and Reduction Policy portion of the Special Event Permit Ordinance and discussed the inclusion of legacy events and the establishment of tiers for special events to reduce application fee amounts by amending the cost recovery of the permit. After Council discussion regarding parking vehicles in the park, public safety and cost recovery, Mayor Robertson opened the public hearing portion of the meeting at 7:43 p.m. Public comments were received from Mr. Robert Cervantes and Ms. Samantha Lopez. There being no further public comments, Mayor Robertson closed the public hearing at 7:48 p.m. A motion was made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to WAIVE THE SECOND READING OF THE ORDINANCE AND ADOPT ORDINANCE NO. 2023-5 REVISING THE FEE WAIVER AND REDUCTION PORTION OF THE SPECIAL EVENT PERMIT ORDINANCE. The motion was approved unanimously.

SELMA-KINGSBURG-FOWLER (SKF) COUNTY SANITATION DISTRICT CLOSED CIRCUIT TELEVISION (CCTV) AND ADDITIONAL DISTRICT-RELATED ACTIVITY UPDATES

Deputy City Manager Keene reported that City Staff recently provided comments on an item regarding SKF's agenda item related to CCTV. He stated that as part of that item, City Staff was pointing out inconsistencies and has reached out to SKF to garner some understanding, and requested information that has gone unfilled by SKF Staff. City Manager Santillan discussed that the requests for data is needed to make recommendations on the SKF master plan. He also discussed the upcoming SKF meeting agenda item that is requesting board approval to attend a City Council meeting to provide an update.

After Council discussion regarding SKF's partnership, Capital Improvement Plan process, CCTV program start date, and facilitating growth within the City of Selma, it was the consensus of Council to direct Mayor Robertson, as the City representative at the SKF Board to request the CCTV data and modeling data for current and previous master plan and vote in favor of the General Manager to attend the next City Council meeting, on behalf of the City Council. Public comment was received from Mr. Louis Franco and Mr. Robert Cervantes.

CONSIDERATION OF 2024 HEALTH BENEFIT PLANS AND RESOLUTION APPROVING AND ADOPTING 2024 MAXIMUM CITY CONTRIBUTIONS FOR ELIGIBLE CITY EMPLOYEES

Human Resources Manager Venegas discussed the long standing practice to establish the 90% maximum City contribution for medical, which is based on the lowest premium plan. She discussed the 2024 health benefit plans, plan rates and the health benefits committee that was recently established to discuss claims paid, projections and future rates. Public comment was received from Ms. Theresa Salas. After Council discussion regarding network providers and cost savings, a motion was made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to adopt RESOLUTION NO. 2023-106 APPROVING AND ADOPTING THE 2024 MAXIMUM CITY CONTRIBUTIONS FOR ELIGIBLE CITY EMPLOYEES. The motion carried with the following vote:

AYES: Mendoza-Navarro, Cho, Trujillo
NOES: Guerra, Robertson
ABSENT: None
ABSTAIN: None

CONSIDERATION OF EXPANSION OF DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD FROM 7 TO 9 MEMBERS

Deputy City Manager Keene reported that this item was requested by Council during the October 2, 2023 meeting. He discussed the current Downtown Business Improvement District (BID) Advisory Board which is comprised of seven (7) members and the request to increase to nine (9) members would allow for more participation by community members. Public comment was received from Mrs. Char Tucker. A motion was made by Council member Guerra and seconded by Mayor Robertson to direct City Staff to extend the BID Board to nine members and to stagger the terms. The motion carried unanimously.

DONATION OF THE 1995 LADDER TRUCK TO STATE CENTER COMMUNITY COLLEGE FOUNDATION, CAREER AND TECHNOLOGY CENTER, FIRE ACADEMY

Fire Chief Webster discussed the partnership with the Fresno City Fire Academy which includes sharing instructor resources as well as a training site to perform live fire training. He advised that the partnership is critical to both the City of Selma and the Fresno City Fire Academy and how it places the City of Selma on the map as a premier fire department that is invested in the future of a well-trained and capable fire service. He further discussed the benefits to the City of Selma by donating Truck 110 to the Fresno City College Fire Academy which would also serve as a marketing tool for the City of Selma as Truck 110 will retain some original branding. Fire Chief Webster advised that this was an information report and no action was required by Council.

FUTURE AGENDA ITEMS: Council member Trujillo requested on the next Council agenda, a format to evaluate the city manager as a matter on closed session.

Council member Guerra requested to place on the next agenda the City of Selma's credit rating, the status on the infrastructure loan, and the quarterly development update.

Mayor Robertson requested if needed a special meeting to discuss trash assessment correction.

Public comment was received from Mr. Robert Cervantes.

Council consensus was given for all of the items.

DEPARTMENTAL REPORTS: City Manager Santillan reported that the City will be closed in honor of Veterans Day. He discussed the Caltrans recent closures, abatement of the Second Street sign, and an update on the Clarkson lift station. He welcomed City Planner Kamara Biawogi. He also provided a Public Works update advising Council that City Staff toured the Salazar Center and discussed the structural improvements to the building as well as other improvements that require attention.

Deputy City Manager Keene thanked City Staff for all of their hard work regarding the abatement of the Second Street sign. He reported on recent meetings with developers regarding the Starbuck on Second Street and the Amberwood development. He provided Council with an update on the expansion of the OpenGov permitting system to include the Fire department.

Community Services Director Smart discussed the Arts Center shows, upcoming downtown Grinchmas event. She discussed a recent California Parks and Recreation Society workshop and the Senior Center building repair timeline. She also thanked her staff member, Jennifer Cortes-Morelos who is coordinating the special events on OpenGov.

Fire Chief Webster reminded everyone to change the batteries on their smoke and carbon monoxide detectors.

City Clerk Rivera discussed the various construction projects and provided schedules, locations, current detours and coordination with state and county agencies.

COUNCIL REPORTS: Council member Mendoza-Navarro reported on attending the following events: Fresno Council of Governments meeting and the Fresno County Rural Transit Agency meeting, annual Rotary Band Festival parade, Harvest festival, Mayor's Prayer Breakfast, Selma Catholic Women's Fashion show, and St. Joseph's holiday event. She also reported that she received a concern regarding the hours of operation for the annual cleanup.

Council member Trujillo advised that he was recently out of town and discussed the leasing of his restaurant.

Council member Guerra reported on attending the American Legion Post 12 luncheon and Mayors Prayer Breakfast. She advised that she was also out of town.

Mayor Pro Tem Cho reported on attending the following: Resource Fair, annual Rotary Band Festival parade, Harvest festival, Mayor's Prayer Breakfast, and Five Cities meeting. She thanked public safety staff for doing a great job.

Mayor Robertson wished everyone a Happy Thanksgiving.

ADJOURNMENT: There being no further business, Mayor Robertson adjourned the meeting at 9:38 p.m.

Respectfully submitted, Reyna Rivera, City Clerk

Agenda Item B.
MINUTES
SELMA CITY COUNCIL
SPECIAL MEETING
November 28, 2023

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The special meeting of the Selma City Council was called to order at 5:30 p.m. in the Council Chambers and by teleconference. Council members answering roll call were: Guerra, Trujillo, and Mayor Robertson. Council member Mendoza-Navarro and Mayor Pro Tem Cho were absent.

ORAL COMMUNICATIONS: Public comments were received from Mr. Hector Chairez.

CLOSED SESSION: Mayor Robertson recessed the meeting into Closed Session at 5:37 p.m. to discuss the following:

Conference With Legal Counsel – Existing Litigation, Pursuant to Government Code Section 54956.9: Caglia v. City of Selma; Fresno County Superior Court Case No. 23CECG04734

Mayor Robertson reconvened the meeting from closed session at 6:21 p.m. with no reportable action.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:22 p.m.

Respectfully submitted,
Reyna Rivera, City Clerk

Agenda Item C.
MINUTES
SELMA CITY COUNCIL
SPECIAL MEETING
December 2, 2022

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

Pursuant to AB 361 and Government Code Section 54953, the meeting was held remotely and the Public had the option to call +1 301 715 8592 ID: 891 6864 5005 to provide comments on agenda items. The Council Chamber was open for the public as well.

The special meeting of the Selma City Council was called to order at 9:00 a.m. in the Council Chambers and by teleconference. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

CLOSED SESSION: Mayor Robertson recessed the meeting into Closed Session at 9:01 a.m. to discuss the following:

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT

Government Code Section 54957

Title: City Attorney

RECESS: At 10:40 a.m., Mayor Robertson called for a recess. The meeting reconvened at 1:00 p.m.

Mayor Robertson reconvened the meeting from closed session and advised that there was no reportable action from closed session.

ADJOURNMENT: There being no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,
Reyna Rivera, City Clerk

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

December 4, 2023

ITEM NO: D.

SUBJECT: Consideration of a Resolution Approving the Hourly Rate Increase for Part-Time, Seasonal and Temporary Unrepresented Employees Effective January 1, 2024

BACKGROUND: Any updates to the Master Salary Schedule are required to be approved by the City Council.

DISCUSSION: Effective January 1, 2024, the mandatory minimum wage hourly rate will increase from \$15.50 to \$16.00.

The following positions affected are as follows:

Art Instructor
Fire Department Secretary
Office Assistant
Recreation / Arts Coordinator
Senior Center Activity Coordinator
Senior Nutrition Coordinator
Sports Field Maintenance Worker
Visual Arts Instructor

A mid-year budget adjustment will be brought to Council to account for the minimal budget impacts associated with mandatory minimum wage hourly rate increase should it be required.

RECOMMENDATION: Adoption of the attached Resolution approving the Hourly Rate Increase for Part-Time, Seasonal, and Temporary Unrepresented Employees effective January 1, 2024 and authorizing the City Manager, or his designee, to update the Master Salary Schedule.

_____/s/_____
Janie Venegas
Administrative Services Director

____11/30/2023____
Date

_____/s/_____
Fernando Santillan
City Manager

____11/30/2023____
Date

RESOLUTION NO. 2023 – __

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA APPROVING THE HOURLY RATE INCREASE FOR PART-TIME,
SEASONAL, AND TEMPORARY UNREPRESENTED EMPLOYEES EFFECTIVE
JANUARY 1, 2024**

WHEREAS, Effective January 1, 2024, the mandatory minimum wage hourly rate will increase from \$15.50 to \$16.00 per hour; and,

WHEREAS, The City Council has determined it is necessary to update the City of Selma's Master Salary Schedule to incorporate the \$16.00 per hour state mandated minimum wage for the positions in Exhibit A; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Selma hereby finds, determines, and declares the following:

Section 1. The above recitals are true and correct;

Section 2. The City Council hereby approves the following:

- a. The mandatory minimum wage hourly rate increase from \$15.50 to \$16.00 per hourly for the positions indicated in Exhibit A;
- b. The City Manager, or designee, shall update the Master Salary Schedule accordingly.

Section 3. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 4th day of December 2023 by the following vote:

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

(Signatures on following page)

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

EXHIBIT A

PART-TIME, SEASONAL AND TEMPORARY UNREPRESENTED EMPLOYEES

	2023 Hourly Rate	2024 Hourly Rate
Art Instructor	\$15.50	\$ 16.00
Fire Department Secretary	\$15.50	\$ 16.00
Office Assistant	\$15.50	\$ 16.00
Recreation / Arts Coordinator	\$15.50	\$ 16.00
Senior Center Activity Coordinator	\$15.50	\$ 16.00
Senior Nutrition Coordinator	\$15.50	\$ 16.00
Sports Field Maintenance Worker	\$15.50	\$ 16.00
Visual Arts Instructor	\$15.50	\$ 16.00

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

December 4, 2023

ITEM NO: E.

SUBJECT: Consideration of a Resolution Approving Job Descriptions and Salary Ranges for Animal Services Manager, Animal Services Officer, Clerical Assistant I-II, Grants Manager and Public Works Supervisor

BACKGROUND: Per the City of Selma Municipal Code Section 2-2-2, section (D), any revisions to class specifications are required to be approved by the City Council. In addition, any updates to the Master Salary Schedule are also required to be approved by the City Council.

DISCUSSION: The City of Selma is continuously recruiting for vacant positions identified within the Adopted 2023/2024 Fiscal Year Budget. Staff has determined existing job specifications are not up to current industry standards. In order to attract qualified applicants, updated job descriptions require amending in order to accommodate current recruitment needs.

The Clerical Assistant I-II position was officially approved in 2004 and the Public Works Supervisor position was approved about the same time. The Grants Manager position was created in the previous fiscal year but a job description was not created. The attached job descriptions reflect the desired requirements of the positions.

In addition staff has determined the entry level salary range for the Clerical Assistant I position is below minimum wage. The increase to the Clerical I salary necessitates an increase to the Clerical Assistant II position to avoid compaction.

Staff is recommending that the following salary ranges be adopted for the positions listed below:

	Current Monthly	Proposed Monthly
Clerical Assistant I	\$2,676 - \$3,450	\$2,971 - \$3,791
Clerical Assistant II	\$2,973 - \$3,833	\$3,275 - \$4,180

Additionally, staff is seeking to establish new job descriptions, and associated salary ranges, for the following:

Animal Services Manager
Animal Services Officer

The Animal Services Manager and Animal Services Officer positions are necessary in order to accomplish the acquisition of animal services. The attached job descriptions reflect the desired current requirements for these positions.

The job descriptions for vacant positions are not required to be approved by the appropriate bargaining unit. The new classifications were presented to the appropriate bargaining unit prior to submittal as required.

Staff is also recommending that the following salary ranges be adopted for the positions listed below:

	Current Monthly	Proposed Monthly
Animal Services Manager	N/A	\$6,015 - \$7,677
Animal Services Officer	N/A	\$3,800 - \$4,850

A mid-year budget adjustment will be brought to Council to account for the budget impacts associated with the adjusted salary ranges of existing positions and the new positions.

All other position classifications and salaries, including for all department heads, will be further analyzed as part of the upcoming Classification and Compensation study requested by the City Council last December when the Master Salary Schedule Update was approved.

RECOMMENDATION: Adoption of Resolution approving job descriptions for Animal Services Manager, Animal Services Officer, Clerical Assistant I-II, Grants Manager and Public Works Supervisor; approval of salary ranges for Animal Services Manager, Animal Services Officer, Clerical Assistant I and Clerical Assistant II; and authorizing the City Manager, or his designee, to add to the Master Salary Schedule.

<u> /s/ </u>	<u> 11/30/2023 </u>
Janie Venegas	Date
Administrative Services Director	

<u> /s/ </u>	<u> 11/30/2023 </u>
Fernando Santillan	Date
City Manager	

RESOLUTION NO. 2023 – __

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA APPROVING THE JOB DESCRIPTIONS FOR ANIMAL SERVICES
MANAGER, ANIMAL SERVICES OFFICER, CLERICAL ASSISTANT I-II, GRANTS
MANAGER AND PUBLIC WORKS SUPERVISOR AND APPROVING THE SALARY
RANGES FOR ANIMAL SERVICES MANAGER, ANIMAL SERVICES OFFICER,
CLERICAL ASSISTANT I AND CLERICAL ASSISTANT II**

WHEREAS, On June 19, 2023, the City Council adopted the 2023/2024 fiscal year budget approving Full-Time Employee (FTE) quantities and associated salary ranges; and,

WHEREAS, The City Manager for the City of Selma, in an effort to recruit for vacant positions within the approved 2023/2024 budget, has determined job specifications are not up to current industry standards which requires amending job specifications in order to accommodate current recruitment needs as well as current staffing; and,

WHEREAS, The City Council has also determined it is in the best interest of the city to add the Animal Services Manager and Animal Services Officer classifications and salary ranges in order to accomplish the acquisition of animal services; and,

WHEREAS, The City Council has also determined it is in the best interest of the city to update the salary range of the Clerical Assistant I and Clerical Assistant II classifications; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Selma hereby finds, determines, and declares the following:

Section 1. The above recitals are true and correct;

Section 2. The City Council hereby approves the following:

- a. The Animal Services Manager position will be added as a new classification, allocated to the Police Department and shall be a represented, non-exempt position, with a salary range of \$6,015 - \$7,677 monthly;
- b. The Animal Services Officer position will be added as a new classification, allocated to the Police Department and shall be a represented, non-exempt position, with a salary range of \$3,800 - \$4,850 monthly;
- c. The Animal Services Manager, Animal Services Officer, Clerical Assistant I-II, Grants Manager and Public Works Supervisor job descriptions attached hereto are hereby adopted;
- d. The Clerical Assistant I salary range shall be amended to \$2,971 - \$3,791 monthly;
- e. The Clerical Assistant II salary range shall be amended to \$3,275 - \$4,180 monthly;
- f. The City Manager, or designee, shall update the Master Salary Schedule accordingly;
- g. The City Manager, or designee, shall recruit for vacant positions as necessary.

Section 3. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

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

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 4th day of December 2023 by the following vote:

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

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

ANIMAL SERVICES MANAGER

PURPOSE:

Under general direction, manages, supervises, coordinates, plans, organizes and administers the operations of the Animal Services division; supervises and oversees the operation of the animal services facility; oversees and directs field staff to calls for service; administers the licensing and regulation programs; oversees the public education and outreach programs; and performs other animal service duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Police Commander. Exercises direct supervision over assigned animal services staff.

CLASS CHARACTERISTICS

This is a single-position classification that performs difficult and responsible types of technical and administrative duties in support of the Police Department's Animal Services Division. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS STATEMENT: *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees may perform the essential functions of the job.*

Essential Functions (Illustrative Only):

- Directs, manages, supervises, coordinates and monitors all procedures involved in the receiving, maintenance, treatment, adoption, quarantine, redemption, fostering or euthanasia of impounded animals, including all husbandry procedures to ensure humane and safe handling of all animals.
- Manages animal services facility operations, including facility maintenance, kennel and cage cleaning and maintenance, and sanitation to protect staff and public safety, and the humane treatment of animals.
- Manages the requisition, procurement, inventory, employment and/or use, maintenance and operator training for vehicles, materials, tools and equipment necessary for the animal services facility operations.
- Directs, plans, organizes, and implements, initial and recurring training for animal services facility staff and volunteers.
- Maintains effective and productive working relationships with volunteers, animal rescue/welfare groups, other departments and agencies to promote and increase animal adoptions.

- Creates and maintains manual and computer-based records and databases related to animal services facility operations, and compiles analyzes and records data for special reports as needed by other public or private agencies.
- Manages, supervises, coordinates, and monitors the procurement, storage, security, use and disposal of chemicals and pharmaceuticals for facility operations; and assures compliance with applicable federal, state, and local laws, rules, regulation and standards.
- Serves as a safety officer for the animal services facility, ensuring the safety of the facility and equipment, compliance with OSHA, EPA, Risk Management and other applicable rules, regulations and standards, by performing inspections, checking equipment for proper function and review of accident reports.
- Handles potentially dangerous animals in a safe manner, including the use of a chemical capture firearm or other immobilization device.
- Assists in administering first aid, medicine, vaccine, and euthanasia to animals. Assists with prepping and restraining animals for vaccination or euthanasia.
- Assists other animal services personnel as needed by performing various auxiliary tasks including clerical tasks.
- Plans, prioritizes, assigns, supervises, and reviews the work of Animal Services personnel providing a variety of services to the city.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, works with employees to correct deficiencies, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Develops, writes, and recommends the implementation of goals and objectives, schedules, and policies and procedures.
- Participates in the development, preparation of the assigned budget and administers and monitors budgets as assigned.
- Arranges, coordinates, and participates in professional group meetings and provides information to the public concerning Animal Services practices and procedures.
- Stays abreast of new trends, laws, procedures, and innovations relating to: Animal Services, California Penal Codes, case law, trends in liability issues; participates in the development and implementation of goals, objectives, policies, and procedures regarding the aforementioned programs.
- Researches, develops, writes, promotes, implements, and interprets City ordinances. Testify in court as an expert witness for the City of Tulare regarding the enforcement of animal control laws or other matters relating to Animal Services.
- Performs a variety of administrative duties including recording staff activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the division.
- Oversees and directs staff that contact owners and public officials to explain and interpret requirements and restrictions.
- Reviews legal actions and works with the District Attorney in prosecuting offenders, appears in court concerning codes and ordinances.
- Attends meetings, conferences, workshops, and training sessions and reviews materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner. Performs other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Basic methods of animal collection, care, and disposal.
- Laws and ordinances relating to licensing, impounding, care, treatment and disposal of animals.
- Basic principles, practices and techniques of animal control and care, including procedures for rabies control, animal adoption and euthanasia.
- Operational characteristics, services and activities of an Animal Services facility including field and kennel operations.
- Methods and techniques of animal collection, impoundment, and registration. Applicable federal, state, county and city laws and statutes pertaining to animal control. Occupational hazards and standard safety practices necessary in the area of animal capture and control.
- Techniques for properly and safely handling and caring for sick and/or injured animals. Laws and ordinances relating to licensing, impounding, care, treatment and disposal of animals.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, hiring, discipline and the training of staff in work procedures.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable Federal, State, and local laws, codes, and ordinances. Safety practices and equipment related to the work.
- Modern office practices, methods, and computer equipment. Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including animal control and protection laws and regulations.
- Learn general animal diseases to help determine the proper disposition for an animal.
- Handle sick, injured, dangerous or dead animals and decomposing carcasses in a safe and humane manner.
- Euthanize dangerous, sick, or unsavable animals.
- Supervise, select, train, motivate, and evaluate the work of staff. Enforce regulations, firmly, tactfully, and impartially.
- Conduct fact-finding inspections, including evidence gathering.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Prepare clear and concise reports, correspondence and other written materials. Prepare and maintain a divisional budget.

- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing. Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

REQUIREMENTS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade supplemented by specialized training in animal care and control services, or other related field, and five (5) years of supervisory or lead experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver's License
- Possession of a Euthanasia Certificate at time of application or must be obtained within one (1) year of appointment
- Possession of a California P.C. 832 Laws of Arrest and Firearms certificate at time of application or must be obtained within one (1) year of appointment.

ADDITIONAL INFORMATION:

May be required to work any shift including weekends, evenings and holidays.
May be subject to call outs after hours and weekends.

Physical Demands:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75 pounds.; ability to travel to different sites and locations.

Environmental Elements:

Employees work primarily in the field and are occasionally exposed to extreme noise, noxious odors, cold and hot temperatures and inclement weather conditions. Employees may interact with upset staff and/or members of the public in interpreting and enforcing departmental policies and procedures.

ANIMAL SERVICES OFFICER

PURPOSE:

Under general supervision, to perform a variety of duties involved in the enforcement and communication of animal control policies and procedures; and to collect and transport live and dead animals, cares for impounded animals; assists with animal adoption and licensing; cleans and maintains animal care facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Animal Services Manager. Exercises technical and functional direction and training over assigned staff.

ESSENTIAL FUNCTIONS STATEMENT: *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees may perform the essential functions of the job.*

Essential Functions (Illustrative Only):

- Patrol assigned areas; pursue animals by vehicle and on foot; capture and impound unlicensed, stray, and uncontrolled animals; snare animals using special devices; cage or secure animals in Animal Control vehicles.
- Transport animals to designated animal shelters or detention centers; examine captured animals for illness or injury; transport sick or injured animals to veterinarian for medical treatment.
- Remove dead animals from roadways using special devices.
- Investigate reports of complaints of animals creating nuisances and take appropriate actions; investigate and prepare police reports for serious violations including cruelty to animals, dog bite incidents, and vicious dog attacks initiated by dog owners.
- Quarantine animals that are known or suspected of inflicting an animal bite on a person; provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies; file report with the Health Department.
- Issue citations to enforce City animal regulations including licensing requirements and the Leash Law.
- Maintain extensive records of the number of animals taken to animal control shelter, breed and sex of the animal impounded, the location where the animal was captured, deposition of injured animals, and number of citations issued; prepare necessary reports.
- Conduct dangerous animal hearings.
- Testify in court as an expert witness for the City of Selma regarding the enforcement of animal control laws.
- Serve as a resource person regarding City animal regulations; conduct public relations meetings with schools, civic groups and organizations, and other public interest groups.

- Maintain effective and productive working relationships with volunteers, animal rescue/welfare groups, other departments and agencies to promote and increase animal adoptions.
- Feed and care for impounded animals; transfer animals between pens; clean, disinfect, and maintain sanitary conditions of all ground and facilities at the animal shelter such as kennels, cages, runs, vehicles and equipment.
- Evaluate and assess animals for adoption.
- Perform routine maintenance and minor repairs of facilities and equipment at the animal shelter.
- Bath and prepare animals that are being made available for placement; release animals using approved methods.
- Remove and dispose of dead animals; assist other animal services personnel as needed, by performing various auxiliary tasks including clerical tasks.
- Assist with prepping and restraining animals for vaccination or euthanasia. Administer first aid, medicine, vaccine, and euthanasia to animals.
- Collect fees and issue receipts for licenses and other animal care/control services. Perform public speaking presentations concerning animal control services and answer questions related to the care and treatment of animals.
- Handle potentially dangerous animals in a safe manner, including the use of a chemical capture firearm or other immobilization device.
- Operate and maintain department vehicle.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Basic methods of animal collection, care, and disposal.
- Laws and ordinances relating to licensing, impounding, care, treatment and disposal of animals.
- Techniques and procedures for the safe, humane and efficient handling of animals; various breeds of animals and their care and feeding.
- Care and feeding of domestic and wild animals.
- Causes and symptoms of common animal diseases and illnesses.
- Occupational hazards and standard safety practices necessary in the area of animal capture and control.
- Principles and procedures of record keeping. Principles of basic report preparation.
- Techniques used in public relations. Basic mathematical principles.
- English usage, spelling, vocabulary, grammar, and punctuation. Safe driving principles and practices.

Ability to:

- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including animal control and protection laws and regulations.
- Learn and use radio 10-code to communicate with dispatch.

- Learn general animal diseases to help determine the proper disposition for an animal. Determine the proper action to take when confronting animals who are agitated, vicious, frightened, or injured.
- Perform routine cleaning and care for animals. Act quickly and calmly in emergencies.
- Prepare and maintain accurate and complete records. Prepare clear, complex, and extensive reports.
- Meet and deal tactfully and effectively with the public. Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Operate modern office equipment including computer equipment.
- Operate necessary tools and devices to capture animals.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Learn various techniques of safe and humane destruction of animals, such as lethal injection.
- Euthanize dangerous, sick, or unsalvageable animals, as required.
- Handle sick, injured, dangerous or dead animals and decomposing animal carcasses in a safe and humane manner.
- Work out in the field or in the kennel on a rotating basis.

REQUIREMENTS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade supplemented by specialized training in handling animals. One year of experience in the care and handling of animals and dealing with the public. One year of experience in law enforcement related field or currently employed as an Animal Control Worker or as an Animal Control Officer.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California Driver's License
- Ability to obtain a Euthanasia Certificate within one (1) year of appointment
- Ability to obtain a California P.C. 832 Laws of Arrest and Firearms certificate within one (1) year of appointment.

ADDITIONAL INFORMATION:

May be required to work any shift including weekends, evenings and holidays.
May be subject to call outs after hours and weekends.

Physical Demands:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 75

pounds.; ability to travel to different sites and locations.

Environmental Elements:

Employees work primarily in the field and are occasionally exposed to extreme noise, noxious odors, cold and hot temperatures and inclement weather conditions. Employees may interact with upset staff and/or members of the public in interpreting and enforcing departmental policies and procedures.

CLERICAL ASSISTANT I-II

PURPOSE:

To perform a wide variety of general clerical and recordkeeping duties in assigned department; maintain records; type reports, memorandums, correspondence and other documents; may perform specialized administrative support duties for the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned department staff.

DISTINGUISHING CHARACTERISTICS

Clerical Assistant I - This is the entry-level general clerical classification within the City. This class is distinguished from the Office Assistant II in that work is generally routine, repetitive and more basic duties are performed according to established procedures and changes; and procedures or exceptions to rules are explained in detail as they arise. The incumbents of the class would lack a complete knowledge of departmental procedures and precedents and not yet be able to perform the full range of duties assigned to the journey level without immediate supervision.

Clerical Assistant II – This is the journey level general clerical classification within the City. Appointment to the Clerical Assistant II level requires that the employee be performing the full range of duties for the class and meet the qualification standards for the class. A Clerical Assistant II is expected to perform assigned duties with only occasional instruction or assistance, and work is normally reviewed only on completion. Adequate performance at this level requires the knowledge of general City procedures on ordinances, purchasing, personnel and payroll as well as knowledge of department policies and procedures.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Clerical Assistant I, or, when filled from the outside, require prior clerical experience. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

ESSENTIAL FUNCTIONS STATEMENT: *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees may perform the essential functions of the job.*

Essential Functions (Illustrative Only):

- Type and proofread a variety of documents including reports, memos and statistical charts from rough draft, forms, copy, notes

- Perform a wide variety of routine clerical work including filing, billing and checking and recording information on records
- Compile information and data for statistical and financial reports
- Maintain a variety of statistical records; check and tabulate statistical data
- Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices
- Operate adding machine and other office equipment
- Order office supplies; submit expense claims
- Act as receptionist; answer the telephone and wait on the general public, giving information on department policies and procedures as required
- Sort and file documents and records, maintaining alphabetical index and cross-reference files
- Receive, sort and distribute incoming and outgoing correspondence
- Schedule appointments and various meetings
- Issue, receive, type and process various applications, permits and other forms
- Utilize personal computer for word processing and data maintenance functions
- May maintain petty cash fund; accept payment of fees; maintain and process cash records
- Perform related duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

Clerical Assistant I

Knowledge of:

- English usage, spelling, grammar and punctuation
- Basis mathematical computations
- Modern office methods, procedures and equipment
- Word processing functions.

Ability to:

- Perform routine clerical work
- Communicate clearly and concisely, both orally and writing
- Schedule meetings and appointments
- Learn office methods, rules, policies, ordinances and resolutions
- Learn the operation of various computer software programs
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with those contacted during the course of work
- Operate a calculator.

REQUIREMENTS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade with one (1) year of experience performing general clerical work.

Clerical Assistant II

In addition to the qualification of Clerical Assistant I:

Knowledge of:

- Organization, procedures and operation details of City department to which assigned
- Uses of personal computers and accompanying software

Education and Experience:

Equivalent to the completion of the twelfth grade with one (1) year of experience as a Clerical Assistant in a position comparable to a Clerical Assistant with the City of Selma.

License:

- Possession of, or ability to obtain, a valid California Driver's License

ADDITIONAL INFORMATION:

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Environmental Elements:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

GRANTS MANAGER

PURPOSE:

Perform highly responsible research and analysis on a wide range of management, administrative, and other organization issues in support of the planning and execution of City goals and objectives to determine how these can be supported through grants. Prepare grant proposals and supporting documents. Develop recommendations and oversee consideration of grant matters. Maintain administrative and fiscal records; coordinates grant programs. Fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies. Ensures that the City is adhering to all Grant agreements.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the City Manager or other management staff as assigned.

CLASS CHARACTERISTICS:

This is a single position class that performs the full range of grants administration duties. Responsibilities include research, application preparation and organization, grant funding and reporting, expenditure monitoring and grant funds disbursement. Incumbents serve as a resource for grants administration analyses and studies. This class is distinguished from other administrative support classifications by its complexity and specialized knowledge required in regards to grants programs and overall city management/administration.

ESSENTIAL FUNCTIONS STATEMENT: *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees may perform the essential functions of the job.*

Essential Functions (Illustrative Only):

- Plan, develop and implement the City's grant program.
- Coordinate and perform grants administration and reporting, including researching and evaluating grant funding opportunities relative to City policies
- Analyze, review, and ensure compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and protocols and procedures; facilitates documentation requirements.
- Develop and maintain specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned projects.
- Prepare comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.

- Advise and guide Grant Writer Consultants on the application of grant funding policies, regulations, and procedures.
- Services as liaison with grant funding organizations pertaining to grant submissions and future funding.
- Provides information and assistance to the Grant Writer Consultants regarding research of funding opportunities.
- Receives and responds to questions relating to assigned areas of responsibility.
- Oversee and participate in special projects and programs, as directed by the City Manager.
- Prepare and monitor assigned departmental budget.
- Develop presentations related to Grant program activities and services.
- Analyze State and Federal legislation. Coordinate, update and implement the City's legislative platform.
- Coordinate with legal counsel on the development and preparation of agreements and leases.
- Maintain files, databases and records related to grant programs.
- Prepares a variety of written reports, memoranda, and correspondence.
- Prepare requests for proposals (RFP) and participates in the selection and oversight.
- Represent the City in meetings with members of other public and private organizations, community groups, and the public.
- Perform periodic program evaluation and auditing.
- Provide financial analysis and tracking of grant funds.
- Provide periodic grant progress reports.
- Attend meetings, conferences, workshops, and training sessions to remain current on grant funding policies, regulations, and procedures. Prepare reports of changes to management and provides recommendations on implementation and impact of changes.
- May assist other staff as needed and with overflow work as assigned

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Local government organization and functions
- Principles, practices and procedures of budgeting, funding sources, and grant funds disbursement.
- Project management, analytical processes, and report preparation techniques; municipal programs such as grant administration, finance, budgeting, and other related governmental programs, policies, and procedures.
- Principles and practices of public administration as applied to operational units and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Recordkeeping principles and procedures.
- Techniques to effectively represent the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Ability to:

- Develop goals, objectives, policies, procedures, and work standards for grant administration.
- Coordinate and oversee budgeting and fiscal reporting activities as they relate to grants administration.
- Research and identify grant opportunities.
- Coordinate and manage grants application submittals and approvals.
- Report and document grant management and develop compliance reports.
- Ensure compliance with complex Federal State, and local laws, codes, regulations, policies, and procedures.
- Analyze, interpret summarize and present administrative and technical information and data in an effective manner.
- Prepare clear and effective financial, statistical, narrative, informational and educational reports.
- Make accurate arithmetic, financial and statistical computations.
- Analyze a situation and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities, and meet critical time deadlines.
- Report and document grant management. Develop compliance reports.
- Operate computer equipment and software applications related to Grants and grant writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

REQUIREMENTS:**Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, public policy, public or business administration, finance or a related field and three (3) years of municipal government experience, including grant writing and management.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license.

ADDITIONAL INFORMATION:**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment,

including a computer, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in in this classification may occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification frequently lift and carry reports and records that typically weigh less than 20 pounds.

Environmental Elements:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PUBLIC WORKS SUPERVISOR

PURPOSE:

Under direction from the Public Works Director, direct, manage, supervise and coordinate the activities and operations of the Public Works Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

CLASS CHARACTERISTICS:

This class has a supervisory level of authority for positions within the Public Works Department classifications. Incumbents are responsible for the planning, organization and supervision of the various activities of the Department, as may be assigned by the Public Works Director. Incumbents will also be expected to work with departmental personnel to insure activities are completed in an efficient and effective manner.

ESSENTIAL FUNCTIONS STATEMENT: *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees may perform the essential functions of the job.*

Essential Functions (Illustrative Only):

- Assume management responsibility for various services and activities of the Public Works Department.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Oversee various parks and street maintenance activities including the fabrication and maintenance of street signs and lighting, playground and sports field maintenance and landscaping district maintenance activities.
- Inspect public works facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.
- Recommend the purchase of equipment and assist in the development of specifications; requisition supplies and materials as necessary.
- Participate in construction management, inspection, quality control and contract administration of municipal improvement projects; ensure projects are completed on

time and within budget.

- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Public Works Department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison for the Public Works Department with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Public Works Director.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Principles and practices of various City maintenance activities.
- Principles and practices of public works administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent Federal, State and local laws, codes and regulations related to the Public Works Department

Ability to:

- Oversee and participate in the management of the Public Works Department.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Oversee various parks and street maintenance activities including landscaping.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Read and interpret complex building plans, specifications and building codes.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Operate office equipment including computers and supporting software applications.

- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

REQUIREMENTS:

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade and five (5) years increasingly responsible work experience in construction or maintenance work with at least two (2) years of administrative and supervisory responsibility.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license.

ADDITIONAL INFORMATION:

Physical Demands:

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.

Environmental Elements:

Work is performed both indoors and outdoors with travel to various locations within the City of Selma; exposure to inclement weather conditions, noise and dust.

City of Selma
Overview of Competitiveness Within the Labor Market
Above, Below, Competitive
2024

BENCHMARK CLASSIFICATION TITLE	# of Comps	Selma Base Salary	Market Median Salary	Selma to Market Median %	Top Step to the Median of Market	60th Percentil Salary	Selma to 60th Percentile %	Top Step to the Average of Market
Clerical Assistant I	5	\$3,791	\$3,539	7.12%	Above	\$3,620	4.73%	Competitive
Clerical Assistant II	3	\$4,180	\$3,909	6.93%	Above	\$3,954	5.72%	Above
Animal Services Manager	2	\$7,677	\$7,195	6.70%	Above	\$7,386	3.95%	Competitive
Animal Services Officer	10	\$4,850	\$4,297	12.88%	Above	\$4,697	3.26%	Competitive

CITY OF SELMA

	Agency	Class Title	Min Monthly Salary	Max Monthly Salary
0	Selma	Clerical Assistant I	\$2,971	\$3,791
1	Dinuba	Clerical Assistant I	\$2,740	\$3,335
2	Porterville	Clerical Assistant I	\$2,900	\$3,539
3	Visalia	Office Assistant	\$3,642	\$4,579
4	Hanford	Office Assistant I	\$3,078	\$3,741
5	Madera	Office Assitant I	\$2,692	\$3,436
	Atwater	NCC	-	-
	Clovis	NCC	-	-
	Coalinga	NCC	-	-
	Fowler	NCC	-	-
	Fresno City	NCC	-	-
	Fresno County	NCC	-	-
	Kerman	NCC	-	-
	Kings Canyon USD	NCC	-	-
	Kingsburg	NCC	-	-
	Lemoore	NCC	-	-
	Los Banos	NCC	-	-
	Reedley	NCC	-	-
	Sanger	NCC	-	-
	Selma USD	NCC	-	-
	Tulare City	NCC	-	-
		Number of Matches	5	5
		Median of Comparators	\$2,900	\$3,539
		% Above/Below	2.45%	7.12%
		60th Percentile of Comparators	\$2,971	\$3,620
		% Above/Below	-0.01%	4.73%

NCC - No Comparable Classification

CITY OF SELMA

	Agency	Class Title	Min Monthly Salary	Max Monthly Salary
0	Selma	Clerical Assistant II	\$3,275	\$4,180
1	Hanford	Office Assistant II	\$3,400	\$4,133
2	Madera	Office Assistant II	\$2,974	\$3,796
3	Porterville	Clerical Assistant II	\$3,048	\$3,909
	Atwater	NCC	-	-
	Clovis	NCC	-	-
	Coalinga	NCC	-	-
	Dinuba	NCC	-	-
	Fowler	NCC	-	-
	Fresno City	NCC	-	-
	Fresno County	NCC	-	-
	Kerman	NCC	-	-
	Kings Canyon USD	NCC	-	-
	Kingsburg	NCC	-	-
	Lemoore	NCC	-	-
	Los Banos	NCC	-	-
	Reedley	NCC	-	-
	Sanger	NCC	-	-
	Selma USD	NCC	-	-
	Tulare City	NCC	-	-
	Visalia	NCC	-	-
		Number of Matches	3	3
		Median of Comparators	\$3,048	\$3,909
		% Above/Below	7.45%	6.93%
		60th Percentile of Comparators	\$3,118	\$3,954
		% Above/Below	5.02%	5.72%

NCC - No Comparable Classification

CITY OF SELMA

	Agency	Class Title	Min Monthly Salary	Max Monthly Salary
0	Selma	Animal Services Manager	\$6,015	\$7,677
1	Tulare City	Animal Services Manager	\$6,704	\$8,148
2	Porterville	Animal Shelter Supervisor	\$5,115	\$6,242
	Atwater	NCC	-	-
	Clovis	NCC	-	-
	Coalinga	NCC	-	-
	Dinuba	NCC	-	-
	Fowler	NCC	-	-
	Fresno City	NCC	-	-
	Fresno County	NCC	-	-
	Hanford	NCC	-	-
	Kerman	NCC	-	-
	Kings Canyon USD	NCC	-	-
	Kingsburg	NCC	-	-
	Lemoore	NCC	-	-
	Los Banos	NCC	-	-
	Madera	NCC	-	-
	Reedley	NCC	-	-
	Sanger	NCC	-	-
	Selma USD	NCC	-	-
	Visalia	NCC	-	-
		Number of Matches	2	2
		Median of Comparators	\$5,910	\$7,195
		% Above/Below	1.79%	6.70%
		60th Percentile of Comparators	\$6,068	\$7,386
		% Above/Below	-0.88%	3.95%

NCC - No Comparable Classification

CITY OF SELMA

	Agency	Class Title	Min Monthly Salary	Max Monthly Salary
0	Selma	Animal Services Officer	\$3,800	\$4,850
1	Clovis	Animal Control Officer	\$5,346	\$6,498
2	Dinuba	Animal Control Officer	\$3,758	\$4,566
3	Kerman	Animal Control Officer	\$2,898	\$3,883
4	Madera	Animal Control Officer	\$3,080	\$3,932
5	Porterville	Animal Control Officer	\$3,268	\$3,988
6	Reedley	Animal Control Officer	\$4,039	\$4,909
7	Sanger	Animal Control Officer	\$3,563	\$3,741
8	Visalia	Animal Control Officer	\$3,902	\$4,906
9	Tulare City	Animal Services Officer	\$4,025	\$4,893
10	Lemoore	Community Services Officer (Animal Control)	\$3,155	\$4,027
	Atwater	NCC	-	-
	Coalinga	NCC	-	-
	Fresno City	NCC	-	-
	Fowler	NCC	-	-
	Fresno County	NCC	-	-
	Hanford	NCC	-	-
	Kings Canyon USD	NCC	-	-
	Kingsburg	NCC	-	-
	Los Banos	NCC	-	-
	Selma USD	NCC	-	-
		Number of Matches	10	10
		Median of Comparators	\$3,661	\$4,297
		% Above/Below	3.81%	12.88%
		60th Percentile of Comparators	\$3,816	\$4,697
		% Above/Below	-0.41%	3.26%

NCC - No Comparable Classification

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

December 4, 2023

ITEM NO: F.

SUBJECT: Consideration of a Resolution Rejecting Bids for the Clarkson Lift Station Improvement Project

BACKGROUND: On November 2, 2023, the City held a public bid opening for the Clarkson Lift Station Project ("Project"). The Project included the expansion of the existing Clarkson Lift Station site to include upgrading the existing pumps, a new wet well with additional pumps, site improvements, electrical enclosure, effluent vault, and discharge piping. The Engineers Estimate for the Project was \$1,552,640.00. The City received and opened bids from two contractors. The amounts of the bids were as follows:

<u>Contractor</u>	<u>Total Bid</u>
Sierra Construction and Excavation, Inc.	\$1,665,330.00
HPS Mechanical, Inc.	\$2,886,990.00

Following the Bid Opening, Staff received a letter from Sierra Construction and Excavation, Inc. notifying them that there was a clerical error in their proposal, with a request for their bid to be removed from consideration.

DISCUSSION: Staff has reviewed the remaining bid from HPS Mechanical, Inc. for completeness and determined that it is the lowest responsive and responsible bid. Due to the lack of competitive bids and the amount of the lowest bid above the Engineers Estimate, staff is recommending that the Council reject all bids. Staff will review the project scope, adjust the estimated construction costs as necessary and rebid the Project as soon as possible.

FISCAL IMPACT: If all bids are rejected; No Impact.

RECOMMENDATION: Staff recommends approving a resolution rejecting all bids.

_____/s/
David Horn
City Engineer

_____November 27, 2023
Date

_____/s/
Jerome Keene
Deputy City Manager

_____November 27, 2023
Date

_____/s/
Fernando Santillan
City Manager

_____November 27, 2023
Date

RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA REJECTING ALL BIDS FOR THE
CLARKSON LIFT STATION IMPROVEMENT PROJECT**

WHEREAS, the invitation to bid for the Clarkson Lift Station Improvement Project (“Project”) was noticed in the Sentinel on September 20, 2023 and September 27, 2023; and,

WHEREAS, bids for the Project were publicly opened and read aloud at the Selma City Hall on November 2, 2023 at 2:00pm.; and,

WHEREAS, the Engineer’s Estimate for the Project was \$1,552,640.00; and,

WHEREAS, the bids received were as follows;

Contractor	Total Bid
Sierra Construction and Excavation, Inc.	\$1,665,330.00
HPS Mechanical, Inc.	\$2,886,990.00

WHEREAS, Staff received written notice that the bid provided by Sierra Construction and Excavation, Inc. included a clerical error and requested for their bid to be removed from consideration; and,

WHEREAS, Staff recommends that the City Council of the City of Selma reject all bids for the Project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Selma hereby finds, determines, and declares the following:

1. The above recitals are true and correct;
2. It is in the best interest of the City to reject all bids received and publicly opened on November 2, 2023, for the Clarkson Lift Station Improvement Project.
3. All such bids for the Project are hereby rejected.
4. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.
5. Effective Date. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 4th day of December, 2023 by the following vote:

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

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

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

December 4, 2023

ITEM NO: G.

SUBJECT: Consideration of a Resolution approving the Notice of Completion for the CDBG Project No. 20651 Downtown ADA Improvement Project

BACKGROUND: The Downtown ADA Improvement Project (CDBG 20651) ("Project") is located in the Downtown area bound by North Street, Grant Street, McCall Avenue, Second Street, Third Street, and Front Street. The Project included improvements to sidewalks and curb ramps within the area to address accessibility compliance issues.

The Project was awarded to Don Berry Construction, Inc. through Resolution No. 2023-51R by the Council on June 19, 2023. Construction began on September 11, 2023 and was completed on November 17, 2023.

DISCUSSION: The Public Works and Engineering Department is requesting that the City Council approve the Notice of Completion for the Project. All work has been completed, has met all design standards, and has been approved by the City Engineer.

FISCAL IMPACT: No Fiscal Impact.

RECOMMENDATION: Approve the Notice of Completion for the CDBG Project No. 20651 Downtown ADA Improvement Project and authorize the City Manager to execute the required documents.

_____/s/_____
David Horn
City Engineer

November 27, 2023

Date

_____/s/_____
Jerome Keene
Deputy City Manager

November 27, 2023

Date

_____/s/_____
Fernando Santillan
City Manager

November 27, 2023

Date

RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA APPROVING FINAL ACCEPTANCE AND
NOTICE OF COMPLETION FOR THE CDBG PROJECT NO. 20651
DOWNTOWN ADA IMPROVEMENT PROJECT**

WHEREAS, Don Berry Construction, Inc., a California Corporation, has completed the work for the CDBG Project No. 20651 Downtown ADA Improvement Project; and,

WHEREAS, the Contract Public Works Inspector has inspected the improvements required by the City and all improvements required have been completed; and,

WHEREAS, the City Engineer recommends acceptance of CDBG Project No. 20651 Downtown ADA Improvement Project and requests City Council to authorize the City Engineer to record the Notice of Completion for the project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Selma hereby finds, determines, and declares the following:

1. The above recitals are true and correct;
2. City Council accepts the CDBG Project No. 20651 Downtown ADA Improvement Project and authorize the City Engineer to record the Notice of Completion.
3. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.
4. Effective Date. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 4th day of December 2023 by the following vote:

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

(Signatures on the following page)

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

Recording Requested By
City of Selma

When Recorded Return To:
City of Selma - City Clerk
1710 Tucker Street
Selma, CA 93662

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

THIS SPACE IS FOR RECORDING INFORMATION ONLY

**NOTICE OF COMPLETION
(UNDER SECTION 1187 C.C.P.)**

NOTICE IS HEREBY GIVEN that the undersigned, City of Selma, a Municipal Corporation, is the owner of the real estate situated in the City of Selma, County of Fresno, State of California, and described as follows, to-wit:

CDBG Project No. 20651 Downtown ADA Improvement Project;

That the address of said owner is City Hall, 1710 Tucker Street, Selma, California;

That the nature of the title of the owner to said real estate is that of fee simple and/or easement;

That the name of the Contractor is Don Berry Construction, Inc., 13701 Golden State Blvd, Kingsburg, CA 93631;

That on the 17th day of November, 2023, the Contract for the work on the above-described property was actually completed.

By: _____
Fernando Santillan, City Manager
Owner

I, Fernando Santillan, being duly sworn says:

That I am the agent of the Owner of the property described in the foregoing Notice; that I have read the foregoing Notice and know the contents thereof, and that the same is true of my own knowledge.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

CITY OF SELMA, a Municipal Corporation

By: _____
Fernando Santillan City Manager
Owner

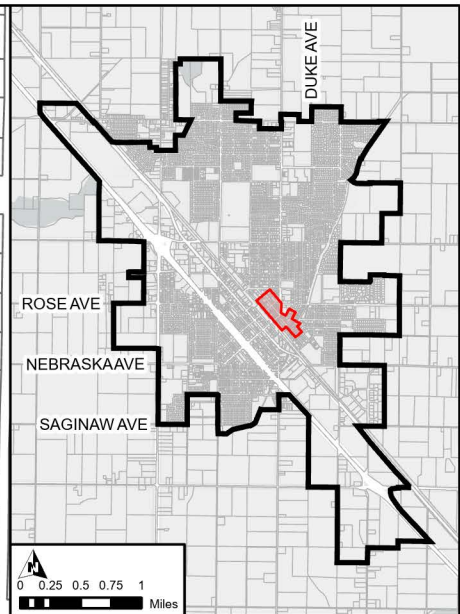
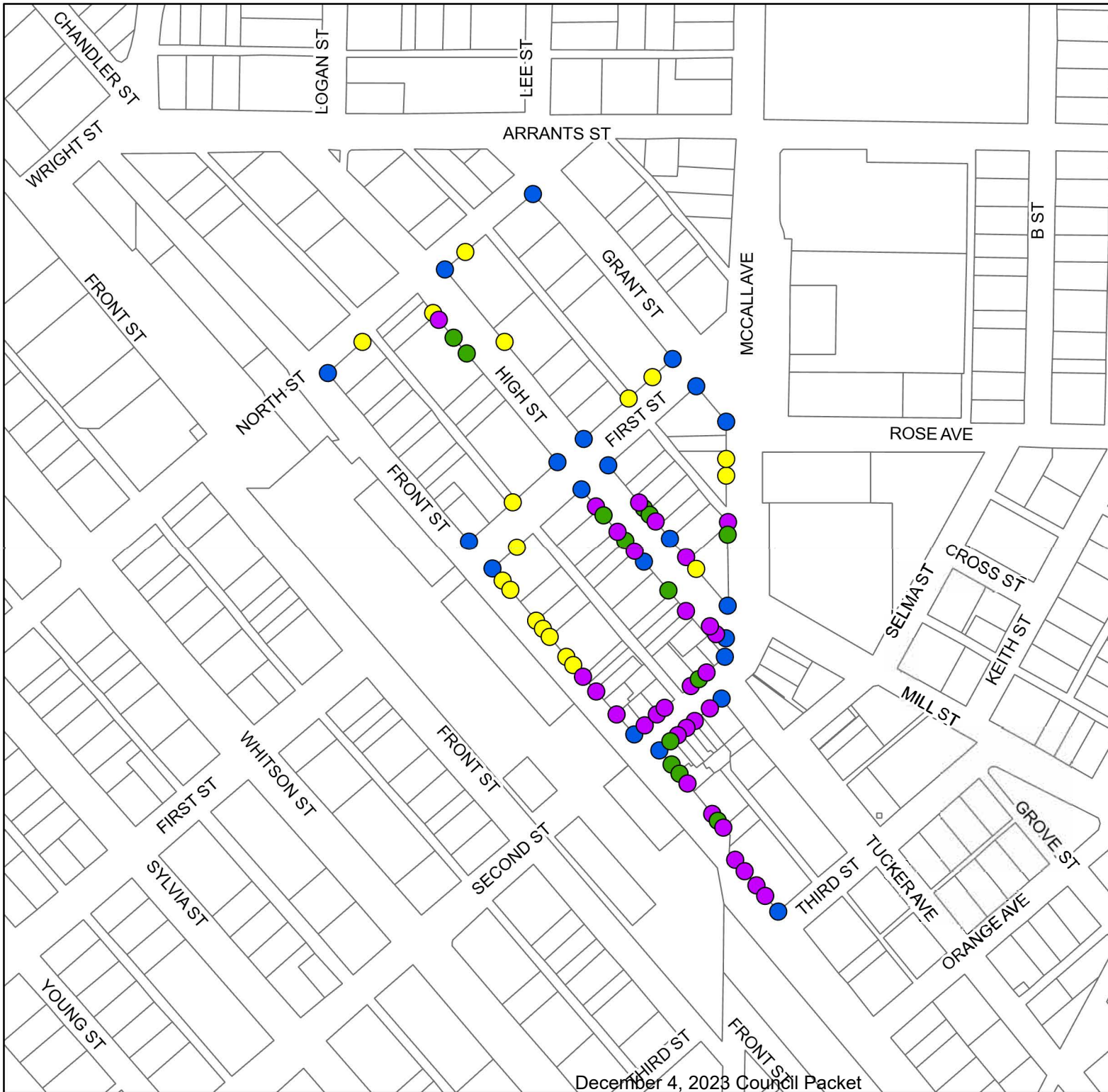
State of California
County of Fresno

On December 4, 2023, before me, Reyna Rivera, City Clerk, personally appeared Fernando Santillan, City Manager, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument. I certify under PENALTY OF PERJURY under laws of the State of California the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Reyna Rivera, Selma City Clerk

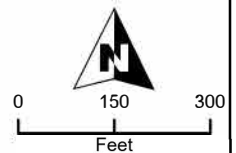
(Acknowledgment taken by City Clerk pursuant to California Civil Code Section 1181)



Vicinity Map

City of Selma - Downtown

- CDBG ADA Ramp
- CDBG ADA Sidewalk
- CDBG ADA Sidewalk & Tree
- Tree Removal



Yamabe & Horn Engineering, Inc.
CIVIL ENGINEERS AND SURVEYORS

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

December 4, 2023

ITEM NO: H.

SUBJECT: Consideration of a Resolution Declaring Surplus and Sale, Donation or Disposal of City Property

DISCUSSION: The Public Works Department is requesting the City Council's approval to declare as surplus the equipment listed below and to authorize the sale, donation or disposal of said equipment. Given the general condition of these equipment, the use of the equipment is no longer cost-effective for the City.

Unit #	Dept.	Year	Use	Unit Description	License	Vin/Serial #	Notes
4018	5300	2021	Public Works	Chainsaw	N/A	527558134	Blown Motor
4223	5300	2016	Public Works	Weed Eater	N/A	506705702	Blown Motor
4316	5300	2018	Public Works	Pole Hedger	N/A	506519980	Blown Motor
4408	5300	2015	Public Works	Edger	N/A	C11400	Blown Motor

RECOMMENDATION: Adopt a Resolution declaring the on the Surplus Vehicle List as surplus, and authorize the sale, donation or disposal of the equipment.

_____/s/
Jordan Webster, Fire Chief

11/28/2023
Date

_____/s/
Fernando Santillan, City Manager

11/28/2023
Date

RESOLUTION NO. 2023 – __R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA, DECLARING CERTAIN EQUIPMENT SURPLUS AND
AUTHORIZING THEIR SALE, DONATION, OR DISPOSAL**

WHEREAS, in accordance with the provisions of Government Code Section 37350, the City is permitted to dispose of personal property for the common benefit; and

WHEREAS, the City desires to declare certain equipment to be surplus. A description of said equipment is attached hereto as “Exhibit A”.

**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. Given the condition of the various equipment set forth in Exhibit A, said equipment has become obsolete and replaced with new, reliable equipment, the City Council hereby declares the various equipment as surplus property.

Section 3. The City Manager is hereby directed to sell, donate or dispose of the surplus equipment, and take all actions necessary to effectuate the direction set forth in this Resolution.

Section 4. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. Effective Date. 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 4th day of December 2023, by the following roll call vote:

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

(Signatures on following page)

ATTEST:

Reyna Rivera, City Clerk

Scott Robertson, Mayor

Surplus Items - Exhibit A

Unit #	Dept.	Year	Use	Unit Description	License	Vin/Serial #	Notes
4018	5300	2021	Public Works	Chainsaw	N/A	527558134	Blown Motor
4223	5300	2016	Public Works	Weed Eater	N/A	506705702	Blown Motor
4316	5300	2018	Public Works	Pole Hedger	N/A	506519980	Blown Motor
4408	5300	2015	Public Works	Edger	N/A	C11400	Blown Motor

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

December 4, 2023

ITEM NO: I.

SUBJECT: Consideration of a Resolution Authorizing the City Manager to Execute Agreements with the California Department of Transportation for the Selma SR-99 Gateway to Downtown Revitalization Project

BACKGROUND: In May 2023, the City of Selma applied for a Clean California Local Grant from the California Transportation Department (CalTrans), resulting in a successful award of \$3,000,000. The City's initiative, named the "Selma SR-99 Gateway to Downtown Revitalization Project," is aimed at enhancing the aesthetics of this entryway by implementing improvements that focus on beautification, cleanup, and pedestrian safety.

The project, set to run from May 2023 to October 2026, will create a more balanced and welcoming environment that encourages active modes of transportation as well as enhanced aesthetics from Second Street to Downtown Selma.

DISCUSSION: Staff is requesting authorization from the City Council to allow the City Manager to execute the agreement for the California Transportation Agency (CalTrans) Clean California Local Grant Program.

RECOMMENDATION: Staff recommends Council adopt the Resolution authorizing the City Manager to all Restricted Grant Agreements and any amendments thereto for the California Transportation Agency (CalTrans) Clean California Local Grant Program.

/s/
Alicia Aguirre, Economic Development Manager

November 27, 2023
Date

/s/
Jerome Keene, Deputy City Manager

November 27, 2023
Date

/s/
Fernando Santillan, City Manager

November 27, 2023
Date

RESOLUTION NO. 2023 – __R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE SELMA SR-99 GATEWAY TO DOWNTOWN REVITALIZATION PROJECT

WHEREAS, The City of Selma is eligible to receive State funding for certain transportation-related work through the California Department of Transportation;

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Clean California Local Grant Program;

WHEREAS, the City of Selma wishes to delegate authorization to execute these agreements and any amendments thereto the City Manager;

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Selma, authorize the City Manager to sign and enter into a contract with Caltrans on behalf of the City, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council hereby approves the City Manager to sign and enter into a contract with Caltrans on behalf of the City, to execute all Restricted Grant Agreements and any amendments thereto.

SECTION 3. The City Manager is authorized to execute all necessary documents.

SECTION 4. Severability. The provisions of this Resolution are severable, and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 5. Effective Date. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 4th day of December 2023, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

(Signatures on following page)

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
82763	10/18/23	Printed	A&S PUMP SERVICE	PW -REPLACED GATE VALVES AT LINCOLN PARK		1,153.72
82764	10/18/23	Printed	AMERICAN LEGAL PUBLISHING	ADMIN -SPECIAL EVENT ORDINANCE 2023-4		501.16
82765	10/18/23	Printed	NICOLETTE ANDERSEN	ART C -MEAN GIRLS SET & SNACK BAR SUPPLIES		498.64
82766	10/18/23	Printed	AT&T	ADMIN -TELEPHONE 9/4-10/3/23		1,679.02
82767	10/18/23	Printed	AT&T	ADMIN -TELEPHONE 9/4-10/3/23		115.59
82768	10/18/23	Printed	AT&T	ADMIN -TELEPHONE 9/4-10/3/23		110.51
82769	10/18/23	Printed	AT&T MOBILITY	ADMIN -TELEPHONE/MDT'S 9/1-9/30/23		389.07
82770	10/18/23	Printed	BENNY BACA / COOL AIR SPECIALTY	PW -FALL HVAC MAINTENANCE FOR CITY FACILITIES		3,320.00
82771	10/18/23	Printed	TRACY CABATIC	FIN -HANGING FOLDER TABS & DATE STAMP FOR PAYROLL		34.90
82772	10/18/23	Printed	CALIFORNIA PARK & RECREATION	REC -MEMBERSHIP RENEWAL		170.00
82773	10/18/23	Printed	CALIFORNIA WATER SERVICE	ADMIN -WATER SERVICE SEPTEMBER 2023		19,715.07
82774	10/18/23	Printed	ROD CARSEY / ROD CARSEY CONSULTING	BLDG -PLAN CHECKS SEPTEMBER 2023		6,558.98
82775	10/18/23	Printed	CENTRAL SANITARY SUPPLY, LLC.	PW -JANITORIAL SUPPLIES		627.45
82776	10/18/23	Printed	CENTRAL VALLEY OVERHEAD DOOR	PW -INSTALLED MOTOR STA 1 ROLL UP DOOR		3,719.70
82777	10/18/23	Printed	COMCAST	ADMIN -PD TO FCSO SEPTEMBER 2023		728.74
82778	10/18/23	Printed	COMCAST	ADMIN -INTERNET SERVICE OCTOBER 2023		821.45
82779	10/18/23	Printed	CONSOLIDATED ELECTRICAL	PW -OUTDOOR FLOOD LIGHTS & ELECTRIC BOX LID FOR NEW PD		361.52
82780	10/18/23	Printed	CORELOGIC SOLUTIONS LLC	ADMIN -REALQUEST SERVICES SEPTEMBER 2023		481.25
82781	10/18/23	Printed	STEFANIE DAVIDSON	REC -BOUNCE HOUSES		460.00
82782	10/18/23	Printed	DEPARTMENT OF JUSTICE	HR -FINGERPRINTING SEPTEMBER 2023		96.00
82783	10/18/23	Printed	JOSE NICHOLAI DIONISIO	ART C -RIDE THE CYCLONE VOCAL REHEARSALS/AUDITION PIANIST		350.00
82784	10/18/23	Printed	JAVIER EVARISTO / GARAGE DOOR SKILLZ INC	PW -SERVICE & REPROGRAM KEYPADS		440.00
82785	10/18/23	Printed	FRESNO COUNTY SHERIFF	PD -RMS/JMS/CAD ACCESS FEES SEPTEMBER 2023		489.74
82786	10/18/23	Printed	FRESNO ECONOMIC OPPORTUNITIES	SENIOR C -MEALS SEPTEMBER 2023		2,824.01
82787	10/18/23	Printed	FRESNO OXYGEN	FD -OXYGEN RENTALS		640.97
82788	10/18/23	Printed	GOLDEN STATE EMERGENCY	FLEET -AC COMPRESSOR/RECEIVER UNIT 8508		1,778.97
82789	10/18/23	Printed	GRISWOLD, LASALLE, COBB, DOWD	CITY ATTORNEY -LEGAL FEES SEPTEMBER 2023		17,832.31
82790	10/18/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 10/4/23		428.50
82791	10/18/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 10/11/23		602.09
82792	10/18/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -ADMINISTRATIVE FEES NOVEMBER 2023		937.84
82793	10/18/23	Printed	HEALTHWISE SERVICES, LLC.	PD -MEDICAL WASTE SERVICE		173.75
82794	10/18/23	Printed	HENRY SCHEIN INC.	FD -MEDICAL SUPPLIES		1,137.10
82795	10/18/23	Printed	IMAGETREND INC.	FD -EPCR SOFTWARE SEPTEMBER 2023		471.96
82796	10/18/23	Printed	J'S COMMUNICATION INC.	PD -SERVICE AGREEMENT SEPTEMBER 2023		446.00
82797	10/18/23	Printed	JH TACKETT INC.	REC -CROSSBODY BACKPACK		46.10
82798	10/18/23	Printed	KOEFRAN INDUSTRIES, INC.	PD -EMPTY ANIMAL CONTROL FREEZER		163.86
82799	10/18/23	Printed	LEXISNEXIS COPLOGIC SOLUTIONS	PD -ONLINE REPORTING SYSTEM SEPTEMBER 2023		960.00
82800	10/18/23	Printed	LIFE-ASSIST INC.	FD -MEDICAL SUPPLIES		104.79
82801	10/18/23	Printed	ADAM LONG	ART C -MEAN GIRLS VOCAL DIRECTOR		450.00
82802	10/18/23	Printed	HEATHER MCCOY / CENTRAL VALLEY FORENSIC NURSING	PD -VICTIM EXAMS 23-5691 & 23-5889		2,500.00
82803	10/18/23	Printed	MICHAEL MCQUILLION	REC -DJ SERVICE FOR PUMPKIN PALOOZA 10/14/23		600.00
82804	10/18/23	Printed	MEDLINE INDUSTRIES, INC.	FD -MEDICAL SUPPLIES		312.26
82805	10/18/23	Printed	MICHAEL BALLIET CONSULTING LLC	ADMIN -PROJECT BILLING 8/1-9/30/23		4,556.25
82806	10/18/23	Printed	MIRACLE PLAYSYSTEMS INC	PW -SLIDE FOR SHAFER PARK, SWING FOR RINGO PARK		2,431.39
82807	10/18/23	Printed	JACOB MOON	ART C -MEAN GIRLS COSTUMES		96.04
82808	10/18/23	Printed	ADRIAN OCEGUERA	ART C -MEAN GIRLS COSTUMES		44.15
82809	10/18/23	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		451.91
82810	10/18/23	Printed	OOSOSHARP, LLC / SHARP AMBULANCE BILLING	FD -AMBULANCE BILLING SEPTEMBER 2023		10,441.42
82811	10/18/23	Printed	CHRISTOPHER ORTIZ-BELCHER	ART C -2023/2024 SEASON 1/4 PAYMENT		1,550.00
82812	10/18/23	Printed	JOE A PERALTA / CUT RITE TREE SERVICE	PW -PONDING BASIN TREE REMOVAL		12,850.00
82813	10/18/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		6,136.09
82814	10/18/23	Printed	QUAD KNOPF, INC.	COMM DEV -PLANNING SERVICES 8/20/23-9/16/23	PARTIAL R	24,462.00
82815	10/18/23	Printed	THOMAS R & AIMII REDEMER / REDEMER CONCEPTS	ART C -ON YOUR FEET PRINTS & POSTCARDS		338.22
82816	10/18/23	Printed	DANIEL ANTHONY RIVAS	FD -STRIKE TEAM EXPENSES	R	1,094.49
82817	10/18/23	Printed	SANTA MARIA CALIFORNIA NEWS	ADMIN -RFP IT VOIP AD		252.14
82818	10/18/23	Printed	SECOND CHANCE ANIMAL SHELTER	ADMIN -MONTHLY SUPPORT NOVEMBER 2023		30,000.00
82819	10/18/23	Printed	SITEONE LANDSCAPE SUPPLY, LLC.	PW -IRRIGATION SUPPLIES		817.22
82820	10/18/23	Printed	SOCIAL VOCATIONAL SERVICES INC / EMPLOY America	PW -PARK RESTROOM MAINTENANCE SEPTEMBER 2023		1,199.70
82821	10/18/23	Printed	STEAM CLEANERS, INC.	FLEET -UNIT 2309 REPAIR		1,060.11
82822	10/18/23	Printed	STERICYCLE, INC.	PD -STERI SAFE OSHA COMPLIANCE OCTOBER 2023		198.26
82823	10/18/23	Printed	GLENDIA LEANNE DAWN STEWART	ART C -MEAN GIRLS SUPPLIES		20.60
82824	10/18/23	Printed	SUN LIFE	HR -EMPLOYEE INSURANCE NOVEMBER 2023		2,827.78
82825	10/18/23	Printed	THEATRICAL RIGHTS WORLDWIDE	ART C -JERSEY BOYS RIGHTS & REHEARSAL TRACKS		4,155.00
82826	10/18/23	Printed	THOMAS J O'LAUGHLIN MD INC.	FD -MEDICAL DIRECTOR NOV 2023		500.00
82827	10/18/23	Printed	SAMANTHA MOREE VALLES	ART C -MEAN GIRLS SNACK BAR		118.27
82828	10/18/23	Printed	VALLEY COACH SERVICES INC.	REC -SENIOR TRIP TO LAUGHLIN	R	5,987.75
82829	10/18/23	Printed	VALLEY SHREDDING LLC	ADMIN-SHREDDING SERVICE		24.00

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
82830	10/18/23	Printed	VERIZON	FD -VEHICLE TRACKING SEPTEMBER 2023		94.75
82831	10/25/23	Printed	SELMA COLLISION CENTER	FLEET -UNIT 8561 REPAIRS		22,362.00
82832	10/31/23	Printed	DON BERRY CONSTRUCTION INC.	PW -CDBG DOWNTOWN ADA IMPROVEMENTS PROG PAY #2	G	339,300.10
82833	11/01/23	Printed	ACTION TOWING AND DIVE TEAM	PD -EVIDENCE TOWING SEPTEMBER 2023		361.00
82834	11/01/23	Printed	ADVENTIST HEALTH TULARE	PD -BLOOD/ALCOHOL ANALYSIS SEPTEMBER 2023		497.00
82835	11/01/23	Printed	AIRGAS USA LLC	FIN -CVTC OXYGEN SUPPLIES	R	24.68
82836	11/01/23	Void		Void Check		0.00
82837	11/01/23	Void		Void Check		0.00
82838	11/01/23	Printed	ARAMARK UNIFORM	PW -UNIFORMS/TOWELS/FIRST AID 9/28-10/12/23		1,078.22
82839	11/01/23	Printed	ASSOCIATED DESIGN & ENGINEERING	HR -SENIOR CENTER ENGINEER REPORT		3,448.72
82840	11/01/23	Printed	AT&T	ADMIN -TELEPHONE OCTOBER 2023		48.39
82841	11/01/23	Printed	AT&T	FIN -CVTC INTERNET SERVICE 10/6-11/5/23	R	121.29
82842	11/01/23	Printed	AT&T	FIN -INTERNET FOR WEED & SEED 10/11-11/10/23		84.89
82843	11/01/23	Printed	AT&T	ADMIN -PD FIRE ALARM 10/20-11/19/23		309.12
82844	11/01/23	Printed	AT&T	ADMIN -TELEPHONE 9/12-10/11/23		53.17
82845	11/01/23	Printed	AT&T	ADMIN -TELEPHONE 9/12-10/11/23		94.21
82846	11/01/23	Printed	AT&T MOBILITY	ADMIN -TELEPHONE/MDT'S 9/12-10/11/23		1,780.90
82847	11/01/23	Printed	BANNER PEST CONTROL INC	ADMIN -PEST CONTROL OCTOBER 2023		456.00
82848	11/01/23	Printed	CALIFORNIA PARK & RECREATION	PW -MEMBERSHIP RENEWAL		555.00
82849	11/01/23	Printed	CENTRAL CALIFORNIA ELECTRONICS	PD -FIRE ALARM MONITORING		120.00
82850	11/01/23	Printed	CENTRAL SANITARY SUPPLY, LLC.	PW -JANITORIAL SUPPLIES		12.32
82851	11/01/23	Printed	CENTRAL VALLEY LOCK & SAFE INC	PW -DEAD BOLTS BRENTLINGER RESTROOM, DEAD BOLTS OLD CITY YARD		492.45
82852	11/01/23	Printed	CENTRAL VALLEY TOXICOLOGY INC.	PD -DRUG TESTING 23-3802		352.00
82853	11/01/23	Printed	ROBERT CERVANTES	FIN -REFUND GARBAGE DOUBLE BILLING ON TAX ROLL		1,202.28
82854	11/01/23	Printed	CISCO SYSTEMS CAPITAL CRP	ADMIN -PHONE SYSTEM LEASE		1,375.84
82855	11/01/23	Printed	COMCAST	FD -INTERNET SERVICE 10/11-11/10/23		205.71
82856	11/01/23	Printed	CONSOLIDATED ELECTRICAL	PW -LED LIGHT & SLIP FITTER FOR BERRY PARK		867.80
82857	11/01/23	Printed	CORE BUSINESS INTERIORS	PD -ADDITIONAL FURNITURE	PDSA	1,317.77
82858	11/01/23	Printed	DATA TICKET, INC.	PD -PARKING CITATION PROCESSING SEPTEMBER 2023		200.00
82859	11/01/23	Printed	DATAPATH LLC	IT -DOWN PAYMENT PROJECT SWITCHING & WIRELESS REFRESH		21,199.41
82860	11/01/23	Printed	DEPARTMENT OF JUSTICE	PD -BLOOD ALCOHOL ANALYSIS SEPTEMBER 2023		486.00
82861	11/01/23	Printed	TIFFANY FLORES	ADMIN -APC 2023 CONFERENCE PER DIEM & MILEAGE 10/22-10/25		752.00
82862	11/01/23	Printed	FRESNO CITY COLLEGE	PD -TRAFFIC COLLISION COURSE 9/25-9/29/23	R	534.00
82863	11/01/23	Printed	FRESNO COUNTY EDC	FIN -CVTC 12/1-12/31/22 BALANCE DUE	R	1,326.80
82864	11/01/23	Printed	FRESNO COUNTY FIRE	FLEET -UNIT 8508 REPAIRS		1,215.23
82865	11/01/23	Printed	FRESNO ECONOMIC OPPORTUNITIES	SENIOR C -MEALS OCTOBER 2023		133.87
82866	11/01/23	Printed	FRESNO OXYGEN	FD -OXYGEN RENTALS		205.04
82867	11/01/23	Printed	GATEWAY ENGINEERING, INC.	PW -CANALES PHASE 2 ADDRESSING, ENGINEERING SERVICES FOR DINUBA & MCCALL	PARTIAL G	16,420.00
82868	11/01/23	Printed	GEIL ENTERPRISES INC	FD -JANITORIAL SERVICES OCTOBER 2023		4,686.00
82869	11/01/23	Printed	CHRISTIAN GUIZAR	PD -POST FTO COURSE PER DIEM 10/23-10/27/23	R	75.00
82870	11/01/23	Printed	HANSON BRIDGETT LLP	HR -ADMINISTRATIVE INVESTIGATION REVIEW		13,475.00
82871	11/01/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 10/18/23		1,882.40
82872	11/01/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 10/25/23		1,954.60
82873	11/01/23	Printed	HEALTHWISE SERVICES, LLC.	PD -MEDICAL WASTE SERVICE		150.13
82874	11/01/23	Printed	DAREN GREGORY HESS / KINGSBURG HONEY	PW -BEE REMOVAL AT TRAIN DEPOT AND SHED		724.00
82875	11/01/23	Printed	JUSTIN HILL	FD -ANNUAL INSPECTION T-111		1,100.00
82876	11/01/23	Printed	J&E RESTAURANT SUPPLY, INC.	PD -ICE MACHINE		5,845.48
82877	11/01/23	Printed	JORGENSEN & COMPANY	PW -SAFETY HARNESES		818.84
82878	11/01/23	Printed	KINGS BASIN WATER AUTHORITY	ECON DEV -FISCAL YEAR 2024 MEMBER DUES		7,000.00
82879	11/01/23	Printed	KINGS INDUSTRIAL OCCUPATION	HR -PHYSICALS & DRUG TESTS		412.00
82880	11/01/23	Printed	KNOX ASSOCIATES INC	FD -KNOX BOX FOR FIRE VEHICLES		6,696.57
82881	11/01/23	Printed	KRC SAFETY CO INC	PW -RED STRIPING PAINT FOR STREETS		7,419.89
82882	11/01/23	Printed	LIEBERT, CASSIDY, WHITMORE	HR -LEGAL FEES SEPTEMBER 2023		6,011.00
82883	11/01/23	Printed	CAROL MEJIA	REC -SHELTER REIMBURSEMENT		10.00
82884	11/01/23	Printed	METRO UNIFORM	PD -UNIFORM HAT BADGES, BALLISTIC VESTS		3,440.66
82885	11/01/23	Printed	JENNIFER CORTES MORELOS	COMM SERV -CPRS CONFERENCE PER DIEM 9/27-9/28/23		98.00
82886	11/01/23	Printed	MOTOROLA SOLUTIONS, INC.	PD -AGREEMENT 9/1/23-8/31/24		52,792.78
82887	11/01/23	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		825.86
82888	11/01/23	Printed	PAPE MACHINERY	FLEET -REPAIR UNIT 1516		2,526.45
82889	11/01/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		75.28
82890	11/01/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		39,347.34
82891	11/01/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		146.22
82892	11/01/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		19,563.28
82893	11/01/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		497.07
82894	11/01/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		16.98
82895	11/01/23	Printed	PIPKIN DETECTIVE AGENCY INC.	HR -EMPLOYMENT BACKGROUND CHECK		540.00
82896	11/01/23	Printed	PITNEY BOWES BANK INC	ADMIN -POSTAGE REFILL		915.06
82897	11/01/23	Printed	PRICE PAIGE & COMPANY	FIN -PROFESSIONAL SERVICES SEPTEMBER 2023		8,337.00
82898	11/01/23	Printed	PRISTINE ROOFING	FIN -BUSINESS LIC OVERPAYMENT		99.00

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
82899	11/01/23	Printed	R.J. BERRY JR. INC.	PW -ALPHABET STREETS & STORM DRAIN PROG PAY# 2		768,659.72
82900	11/01/23	Printed	RAVE WIRELESS INC	ADMIN -ANNUAL RENEWAL OF MASS NOTIFICATION SYSTEM		4,750.00
82901	11/01/23	Printed	THOMAS R & AIMII REDEMER	ART C -MEAN GIRLS POSTERS & POSTCARDS		338.48
82902	11/01/23	Printed	RISING GREEN INC	PW -REMOVE FALLEN TREES AT LINCOLN PARK & SHAFER		10,500.00
82903	11/01/23	Printed	RRM DESIGN GROUP	COMM DEV -THOMPSON PARK PROJECT AUGUST 2023	G	22,515.25
82904	11/01/23	Printed	SACRAMENTO METROPOLITAN FIRE	FD -GEMT 2018/19		9,684.45
82905	11/01/23	Printed	SANTA MARIA CALIFORNIA NEWS	ADMIN -RFP FINANCIAL SOFTWARE		56.66
82906	11/01/23	Printed	FERNANDO SANTILLAN	ADMIN -ICMA 2023 CONFERENCE PER DIEM		195.00
82907	11/01/23	Printed	SELMA UNIFIED SCHOOL DISTRICT	ADMIN -FUEL AUGUST 2023		65,938.55
82908	11/01/23	Printed	SHADOWBROOK APARTMENTS	FIN -BUSINESS LIC OVERPAYMENT		739.00
82909	11/01/23	Printed	AMY SMART	COMM SERV -CPRS CONFERENCE PER DIEM 9/27-9/28/23		158.00
82910	11/01/23	Printed	SPARKLETTS	FIN -WATER SERVICE FOR CVTC	R	56.18
82911	11/01/23	Printed	SUPERIOR VISION INSURANCE INC	HR -VISION INSURANCE NOV 2023		7,429.64
82912	11/01/23	Printed	SURVEILLANCE INTEGRATION INC.	PD -CITY CAMERA MAINTENANCE 12/1/23-3/1/24		7,775.00
82913	11/01/23	Printed	TARGET SOLUTIONS LEARNING LLC	FD -ONLINE TRAINING PROGRAM 10/31/23-10/30/24		1,479.94
82914	11/01/23	Printed	THE CRISCOM COMPANY	ADMIN -LEGISLATIVE ADVOCACY NOVEMBER 2023		4,500.00
82915	11/01/23	Printed	THE MOWER'S EDGE INC.	PW -BLADES		1,305.66
82916	11/01/23	Printed	TURF STAR, INC	FLEET -LUG NUT & RIM FOR TRACTOR		288.84
82917	11/01/23	Printed	U.S. BANK	FIN -2022 PENSION OBLIGATION BOND		2,750.00
82918	11/01/23	Printed	U.S. BANK CORPORATE PMT SYSTEM	CALCARD CHARGES 9/23-10/23/23	PARTIAL R	108,231.37
82919	11/01/23	Printed	UNITY IT	PD -COMPUTER PROGRAMMING SEPTEMBER 2023		4,950.18
82920	11/01/23	Printed	VANIR CONSTRUCTION	COMM DEV -THOMPSON PARK MAY 2023	G	257.27
82921	11/01/23	Printed	WILLDAN ENGINEERING	BLDG -INSPECTOR SERVICES THROUGH 9/29/23		10,395.00
82922	11/01/23	Printed	ZUMAR INDUSTRIES, INC.	PW -FLAT BLADES/SQUARE POSTS FOR ST NAME SIGNS		1,730.53
82923	11/07/23	Printed	RUTHIE M. DICKERSON	FIN -REFUND FOR TRASH ASSESSMENT TAX YEAR 2022/2023		434.28
82924	11/15/23	Printed	MARK ALVES / ALVES ELECTRIC	PW -INSTALL TWO FLOOD LIGHTS AT SKATE PARK		300.00
82925	11/15/23	Void		Void Check		0.00
82926	11/15/23	Printed	ARAMARK UNIFORM	PW -UNIFORMS/TOWELS/FIRST AID 2055 THIRD 9/28-10/12/23		710.50
82927	11/15/23	Printed	AT&T	PD -LAW ENFORCEMENT PING		175.00
82928	11/15/23	Printed	AT&T	PD -LOGGING RECORDER MAINT 10/23-11/22/23		474.37
82929	11/15/23	Printed	AT&T	ADMIN -TELEPHONE 10/4-11/3/23		1,694.21
82930	11/15/23	Printed	AT&T	ADMIN -TELEPHONE 10/4-11/3/23		115.59
82931	11/15/23	Printed	AT&T	ADMIN -TELEPHONE 10/4-11/3/23		110.51
82932	11/15/23	Printed	AT&T MOBILITY	ADMIN -TELEPHONE/MDT'S 10/1-10/31/23		389.07
82933	11/15/23	Printed	CALIFORNIA PARK & RECREATION	PW -MEMBERSHIP RENEWAL		150.00
82934	11/15/23	Printed	CALIFORNIA WATER SERVICE	ADMIN -WATER SERVICE OCTOBER 2023		17,444.25
82935	11/15/23	Printed	ROD CARSEY / ROD CARSEY CONSULTING	BLDG -PLAN CHECKS OCTOBER 2023		7,061.32
82936	11/15/23	Printed	CENTRAL SANITARY SUPPLY, LLC.	PW -JANITORIAL SUPPLIES		656.46
82937	11/15/23	Printed	CENTRAL VALLEY OVERHEAD DOOR	PW -INSTALLED SECTIONAL WEST DOOR FIRE STA 1		6,503.00
82938	11/15/23	Printed	BEVERLY CHO	REC -SPECIAL EVENT REFUND		500.00
82939	11/15/23	Printed	CORE BUSINESS INTERIORS	ADMIN -CONFERENCE ROOM FURNITURE		2,271.46
82940	11/15/23	Printed	DATAPATH LLC	ADMIN -NETCARE/ON SITE SUPPORT NOVEMBER 2023		7,189.75
82941	11/15/23	Printed	DANIEL DIAZ	FD -PARAMEDIC RECERTIFICATION		250.00
82942	11/15/23	Printed	EMPLOYMENT DEVELOPMENT DEPT.	FIN -UNEMPLOYMENT 7/1-9/30/23		8,528.00
82943	11/15/23	Printed	YESENIA ESPINOZA / BLOOMIE'S FLORAL	ADMIN -BEREAVEMENT ALLEN & MUNOZ		288.61
82944	11/15/23	Printed	FASTRAK VIOLATION PROCESSING	FD -TOLL FEE		7.00
82945	11/15/23	Printed	FIRE APPARATUS SOLUTIONS	FD -LIGHT MARKER LED UNIT 8510		82.20
82946	11/15/23	Printed	FIVE CITIES EDA	ADMIN -1st QUARTER DUES JULY - DECEMBER 2023		1,387.71
82947	11/15/23	Printed	FRESNO CITY COLLEGE	PD -FTO TRAINING 10/23-10/27		140.00
82948	11/15/23	Printed	FRESNO COUNTY EDC	FIN -CVTC 8/1-9/30/23	R	97,107.74
82949	11/15/23	Printed	FRESNO COUNTY SHERIFF	PD -RMS/JMS/CAD ACCESS FEES OCTOBER 2023		489.74
82950	11/15/23	Printed	FRESNO OXYGEN	FD -OXYGEN RENTALS		303.61
82951	11/15/23	Printed	FRESNO TRUCK CENTER INC	FLEET -STREET SWEEPER BELT		1,654.88
82952	11/15/23	Printed	GCS ENVIRONMENTAL EQUIPMENT	FLEET -STREET SWEEPER PARTS		2,625.26
82953	11/15/23	Printed	GRISWOLD, LASALLE, COBB, DOWD	CITY ATTORNEY -LEGAL FEES OCTOBER 2023		16,888.57
82954	11/15/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 11/1/23		1,521.68
82955	11/15/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 11/8/23		1,676.00
82956	11/15/23	Printed	HEALTHWISE SERVICES, LLC.	PD -MEDICAL WASTE SERVICE		173.75
82957	11/15/23	Printed	VANESSA M. HERRERA	HR -HEALTH BENEFITS FAIR ITEMS		70.85
82958	11/15/23	Printed	INDUSTRIAL SAFETY LLC	PW -GLOVES		295.04
82959	11/15/23	Printed	IRG MASTER HOLDINGS, LLC	ECO DEV -CVTC RENT ADJUSTMENT	R	2,863.05
82960	11/15/23	Printed	IRVINE & JACHENS INC.	PD -BADGES UPGRADE TO STERLING SILVER		1,681.36
82961	11/15/23	Printed	J&A DRUG TESTING INC	HR -EMPLOYEE DRUG TESTING		494.00
82962	11/15/23	Printed	JAMES JOHNSON / CENTRAL FLOOR SUPPLY	PW -DANISH BUILDING FLOORING		2,927.02
82963	11/15/23	Printed	JEFF KESTLY	HR -MEDICAL PREMIUM REIMB OCTOBER 2023		178.85
82964	11/15/23	Printed	KINGS INDUSTRIAL OCCUPATION	HR -PHYSICALS & DRUG TESTS		1,829.00
82965	11/15/23	Printed	KOEFRAN INDUSTRIES, INC.	PD -EMPTY ANIMAL CONTROL FREEZER		163.86
82966	11/15/23	Printed	KRC SAFETY CO INC	PW -KRAILS/PORTABLE MESSAGE BOARDS FOR BAND FESTIVAL		2,030.00
82967	11/15/23	Printed	LEXISNEXIS COPLOGIC SOLUTIONS	PD -ONLINE REPORTING SYSTEM OCTOBER 2023		580.00

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
82968	11/15/23	Printed	DANIEL MURRIETA / PRINT THEORY	PD -PATCH & COFFEE W/ A COP & PD PINK PATCHES		1,759.95
82969	11/15/23	Printed	NATIONAL ASSOCIATION OF SCHOOL	PD -SCHOOL RESOURCE TRAINING		550.00
82970	11/15/23	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		446.43
82971	11/15/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		527.75
82972	11/15/23	Printed	PG&E	ADMIN -UTILITIES OCTOBER 2023		5,466.23
82973	11/15/23	Printed	PIPKIN DETECTIVE AGENCY INC.	HR -EMPLOYMENT BACKGROUND CHECK		270.00
82974	11/15/23	Printed	PITNEY BOWES BANK INC	PD -POSTAGE REFILL		562.51
82975	11/15/23	Printed	PITNEY BOWES INC.	ADMIN -RED INK CARTRIDGE FOR POSTAGE MACHINE		513.15
82976	11/15/23	Printed	PRICE PAIGE & COMPANY	FIN -PROFESSIONAL SERVICES OCTOBER 2023		22,158.00
82977	11/15/23	Printed	QUAD KNOPF, INC.	COMM DEV -PLANNING SERVICES 9/16/23-10/14/23	PARTIAL R	23,492.50
82978	11/15/23	Printed	QUINN COMPANY	FLEET -UNIT 1605 REPAIRS		5,686.38
82979	11/15/23	Printed	BOBBY SALAMANCA	BLDG -REFUND BUSINESS LICENSE PLATINUM TINT		127.80
82980	11/15/23	Printed	SELMA UNIFIED SCHOOL DISTRICT	ADMIN -FUEL JULY 2023		18,224.51
82981	11/15/23	Printed	SHARPLINE SOLUTIONS, INC.	PW -STOP LEGENDS		1,323.56
82982	11/15/23	Printed	SPARKLETTES	FIN -WATER SERVICE FOR CVTC	R	56.32
82983	11/15/23	Printed	STERICYCLE, INC.	PD -STERI SAFE OSHA COMPLIANCE NOVEMBER 2023		198.26
82984	11/15/23	Printed	SURVEILLANCE INTEGRATION INC.	PD -CITY CAMERA MAINTENANCE 12/1/23-3/1/24		10,645.20
82985	11/15/23	Printed	THOMAS J O'LAUGHLIN MD INC.	FD -MEDICAL DIRECTOR DEC 2023		500.00
82986	11/15/23	Printed	U.S. BANK EQUIPMENT FINANCE	ADMIN -COPY MACHINE LEASES NOVEMBER 2023		2,514.75
82987	11/15/23	Printed	UNION PACIFIC RAILROAD COMPANY	COMM DEV -AGREEMENT DINUBA SEWER PROJECT		10,000.00
82988	11/15/23	Printed	UNITY IT	PD -COMPUTER PROGRAMMING OCTOBER 2023		7,352.85
82989	11/15/23	Printed	VALLEY SHREDDING LLC	ADMIN -SHREDDING SERVICE		69.00
82990	11/15/23	Printed	VERIZON	FD -VEHICLE TRACKING OCTOBER 2023		94.75
82991	11/15/23	Printed	VERIZON WIRELESS	ADMIN -TELEPHONE/MDT'S 9/19-10/18/23		1,213.87
82992	11/15/23	Printed	VIDEO INSPECTION SPECIALISTS	PW -NEBRASKA STORM DRAIN INSPECTION		5,965.00
82993	11/15/23	Printed	WASTE MANAGEMENT-USA WASTE	FIN -GARBAGE OCTOBER 2023		140,536.94
82994	11/15/23	Printed	WASTE MANAGEMENT-USA WASTE	FIN -CITY WIDE CLEAN UP		7,185.58
82995	11/15/23	Printed	WHITE CAP, L.P.	PW -RAIN JACKETS,HOODY JACKETS PARKA'S,RAIN BOOTS,RAIN PANTS		6,991.79
82996	11/15/23	Void		Void Check		0.00
82997	11/15/23	Void		Void Check		0.00
82998	11/15/23	Void		Void Check		0.00
82999	11/15/23	Printed	YAMABE & HORN ENGINEERING, INC	COMM DEV -ENGINEERING SERVICES SEPTEMBER 2023	PARTIAL R	126,700.79
TOTAL						2,422,021.80

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

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
ALEJANDRO ALVAREZ	9/22/2023	76 GAS STATION	FUEL - BLUE IMPALA	701-9200-600.257.000	73.72
AMY SMART	9/26/2023	MISTER CAR WASH	CAR WASH	100-4100-600.250.000	10.00
AMY SMART	9/26/2023	CRUMBLE COOKIES	TRAINING SNACKS	100-4100-610.920.000	31.86
AMY SMART	9/26/2023	MICHAEL'S	PUMPKIN PALOOZA SUPPLIES	100-4100-656.905.000	42.76
AMY SMART	9/28/2023	WHEELER RIDGE GAS STATION	FUEL	100-4100-610.920.000	49.26
AMY SMART	9/29/2023	CPRS	ANNUAL MEMBERSHIP	100-4100-610.915.000	15.00
AMY SMART	10/2/2023	HAMPTON INN NORCO	EASTVALE CONFERENCE	100-4100-610.920.000	153.89
AMY SMART	10/2/2023	HAMPTON INN NORCO	EASTVALE CONFERENCE	100-4100-610.920.000	153.89
AMY SMART	10/6/2023	SAN LUIS OBISPO PARKING	SAN LUIS OBISPO CONFERENCE	100-4100-610.920.000	12.00
AMY SMART	10/9/2023	THE WAYFARER	SAN LUIS OBISPO CONFERENCE	100-4100-610.920.000	242.90
AMY SMART	10/10/2023	CPRS	PALM SPRINGS CONFERENCE - AMY SMART	100-4100-610.920.000	480.00
AMY SMART	10/10/2023	CPRS	PALM SPRINGS CONFERENCE - LIZ MARTINEZ	100-4700-610.920.000	480.00
AMY SMART	10/10/2023	CPRS	PALM SPRINGS CONFERENCE - FERNANDO MORAN	100-5300-610.920.000	480.00
AMY SMART	10/10/2023	CPRS	PALM SPRINGS CONFERENCE - NICOLETTE CHAVEZ	100-4300-610.920.000	480.00
AMY SMART	10/16/2023	ME-N-EDS PIZZERIA	PUMPKIN PALOOZA	100-4100-656.905.000	127.70
AMY SMART	10/16/2023	WAL-MART	PUMPKIN PALOOZA PUMPKINS	100-4100-656.905.000	72.00
AMY SMART	10/18/2023	CPRS	VISALIA CONFERENCE - COMMUNITY SERVICES	100-4100-610.920.000	180.00
AMY SMART	10/18/2023	CPRS	VISALIA CONFERENCE - PUBLIC WORKS	100-5300-610.920.000	440.00
ANDREW GUZMAN	10/7/2023	DJI STORE	DRONE MAINTENANCE/WARRANTY	100-2200-600.250.000	129.00
ANTHONY RIVAS	9/21/2023	SHELL OIL GAS STATION	FUEL	701-9200-600.257.000	92.45
CALEB GARCIA	9/25/2023	SHOP N GO GAS STATION	FUEL - ACT	269-2100-600.257.000	94.08
CALEB GARCIA	9/28/2023	CHEVRON GAS STATION	FUEL - ACT	269-2100-600.257.000	105.61
CALEB GARCIA	10/3/2023	FASTRIP GAS STATION	FUEL - ACT	269-2100-600.257.000	99.44
CALEB GARCIA	10/6/2023	BOB'S VILLA MART GAS STATION	FUEL - ACT	269-2100-600.257.000	111.43
CALEB GARCIA	10/10/2023	BOB'S VILLA MART GAS STATION	FUEL - ACT	269-2100-600.257.000	111.32
CALEB GARCIA	10/16/2023	CHEVRON GAS STATION	FUEL - ACT	269-2100-600.257.000	99.95
CALEB GARCIA	10/18/2023	ARCO GAS STATION	FUEL - ACT	269-2100-600.257.000	88.35
CALEB GARCIA	10/20/2023	CHEVRON GAS STATION	FUEL - ACT	269-2100-600.257.000	68.40
CASSY FAIN	9/29/2023	EVERYTHING GOOGLE	TRAINING - DETECTIVE HUGHES	100-2100-610.915.000	675.00
CASSY FAIN	10/3/2023	ICI DETECTIVE UNIT MANAGEMENT	TRAINING - SARGENT FAIN	100-2100-610.915.000	593.28
CASSY FAIN	10/5/2023	PATRIOT TACTICAL	EQUIPMENT	100-2100-600.250.000	414.32
CASSY FAIN	10/6/2023	5.11 TACTICAL CLOVIS	EQUIPMENT - TACTICAL VESTS	100-2100-600.250.000	125.25
CASSY FAIN	10/18/2023	CHEVRON GAS STATION	FUEL	701-9200-600.257.000	89.14
CASSY FAIN	10/19/2023	TACTICAL GEAR	EQUIPMENT	100-2100-600.250.000	263.22
CASSY FAIN	10/23/2023	AUTO ZONE	SUPPLIES	100-2200-600.250.000	6.50
CITY OF SELMA FIRE QRT MST	9/22/2023	LOWE'S	BURN BOX STONE FLOORING	295-2525-610.915.000	54.61
CITY OF SELMA FIRE QRT MST	9/29/2023	NELSON'S ACE HARDWARE	ROOF NAILS TRAINING TOWER	295-2525-610.915.000	10.74
CITY OF SELMA STATION 1	9/26/2023	NELSON'S ACE HARDWARE	2 CYCLE FUEL	701-9200-600.257.000	119.85
CITY OF SELMA STATION 1	10/16/2023	WAL-MART	STATION WATER	100-2525-600.250.000	38.15
CITY OF SELMA STATION 2	9/22/2023	UNIQUELY YOURS	REPAIRS FOR E110	701-9200-600.457.000	20.00
CITY OF SELMA STATION 2	9/29/2023	WAL-MART	REPLACEMENT TO COOKWARE	100-2525-600.250.000	46.53
CITY OF SELMA STATION 2	9/29/2023	THE HOME DEPOT	PEST CONTROL TRAPS	100-2525-600.401.000	12.92
CITY OF SELMA STATION 2	10/9/2023	NAPA AUTO PARTS	CAR WASH	100-2525-600.250.000	14.08
CITY OF SELMA STATION 2	10/12/2023	MIRROR FINISH POLISHES	CAR WASH	100-2525-600.250.000	62.44
CITY OF SELMA TRAINING DIV	10/15/2023	THE HOME DEPOT	TRAINING MATERIAL (LUMBER, HINGES, SCREWS)	295-2525-610.915.000	(14.02)
CITY OF SELMA TRAINING DIV	10/15/2023	THE HOME DEPOT	TRAINING MATERIAL (LUMBER, HINGES, SCREWS)	295-2525-610.915.000	88.49
CITY OF SELMA TRAINING DIV	10/15/2023	THE HOME DEPOT	TRAINING MATERIAL (LUMBER, HINGES, SCREWS)	295-2525-610.915.000	22.76
CITY OF SELMA TRAINING DIV	10/15/2023	THE HOME DEPOT	TRAINING MATERIAL (LUMBER, HINGES, SCREWS)	295-2525-610.915.000	10.83
CITY OF SELMA TRAINING DIV	10/16/2023	THE HOME DEPOT	TRAINING MATERIAL (LUMBER, HINGES, SCREWS)	295-2525-610.915.000	31.76

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
CITY OF SELMA TRAINING DIV	10/17/2023	SP RAM MOUNTS	IPAD MOUNT FOR UNIT 730	100-2525-600.250.000	386.86
CYNTHIA GOMEZ	9/22/2023	SONESTA SILICON VALLEY	HOTEL STAY FOR SUPERVISOR TRAINING	100-2100-610.910.000	874.35
CYNTHIA GOMEZ	9/28/2023	MARIN CONSULTING	ASSERTIVE SUPERVISION TRAINING	100-2100-610.920.000	375.00
CYNTHIA GOMEZ	10/6/2023	AMAZON	CHAIR FOR LACTATION ROOM	100-2200-600.250.000	144.25
EMS DIVISION 550	9/25/2023	SHELL OIL GAS STATION	FUEL	701-9200-600.257.000	105.02
EMS DIVISION 550	9/26/2023	CHEVRON GAS STATION	FUEL	701-9200-600.257.000	103.72
EMS DIVISION 550	9/27/2023	CIRCLE K GAS STATION	FUEL	701-9200-600.257.000	98.19
EMS DIVISION 550	10/4/2023	LOVE'S GAS STATION	FUEL	701-9200-600.257.000	119.01
EMS DIVISION 552	9/29/2023	WAL-MART	WATER	600-2600-600.250.000	48.48
EMS DIVISION 552	10/2/2023	NELSONS ACE HARDWARE	VEHICLE CLEANING EQUIPMENT	600-2600-600.250.000	63.98
EMS DIVISION 552	10/12/2023	THE HOME DEPOT	STATION LIGHTS	600-2600-600.250.000	41.67
EMS DIVISION 552	10/19/2023	WAL-MART	WATER	600-2600-600.250.000	34.48
FERNANDO MORAN	9/27/2023	THE HOME DEPOT	GAS CAN/INDOOR FOGGER-PARKS	100-5300-600.250.000	60.65
FERNANDO MORAN	9/29/2023	THE HOME DEPOT	HOSE HANGER-PARKS	100-5300-600.250.000	21.65
FERNANDO MORAN	10/2/2023	THE HOME DEPOT	LUMBER-PARKS	100-5300-600.360.000	39.64
FERNANDO MORAN	10/3/2023	NELSON'S ACE HARDWARE	SUPPLIES FOR PARK REPAIRS	100-5300-600.360.000	133.11
FERNANDO MORAN	10/5/2023	THE HOME DEPOT	SPRAY BOTTLES, JUGS, VOLTAGE TESTER-PARKS	100-5300-600.250.000	101.84
FERNANDO MORAN	10/5/2023	THE HOME DEPOT	5000 PSI HOSE-PARKS	100-5300-600.250.000	59.12
FERNANDO MORAN	10/5/2023	THE HOME DEPOT	5000 PSI HOSE-STREETS	210-5400-600.250.000	59.12
FERNANDO MORAN	10/9/2023	NELSON'S ACE HARDWARE	WASP/HORNET KILLER-PARKS	100-5300-600.250.000	22.78
FERNANDO MORAN	10/10/2023	THE HOME DEPOT	TRASH CANS/BATTERIES	100-5300-600.250.000	218.57
FERNANDO MORAN	10/12/2023	THE HOME DEPOT	EAR MUFFS-PARKS	100-5300-600.250.000	18.31
FERNANDO MORAN	10/12/2023	THE HOME DEPOT	EAR MUFFS-STREETS	210-5400-600.250.000	18.31
FERNANDO MORAN	10/16/2023	ROYCE ROLLS RINGER COMPANY	TOILET PAPER ROLL DISPENSERS-PARKS	702-9300-600.250.000	228.72
FERNANDO MORAN	10/16/2023	NELSON'S ACE HARDWARE	FLUSH LEVER, CHAIN/HOOK-PARK	702-9300-600.250.000	149.81
FERNANDO MORAN	10/17/2023	THE HOME DEPOT	SPRAY BOTTLES-PARKS	100-5300-600.250.000	17.27
FERNANDO MORAN	10/18/2023	THE HOME DEPOT	BATTERIES -PARKS	100-5300-600.250.000	19.24
FERNANDO SANTILLAN	9/22/2023	GRANT HUB	REFUND	100-1300-600.250.000	(795.00)
FERNANDO SANTILLAN	9/23/2023	ADMIN PROF CONFERENCE	T.FLORES CONFERENCE	100-1300-610.920.000	1,695.00
FERNANDO SANTILLAN	9/29/2023	ICMA ONLINE	CONFERENCE	100-1300-610.920.000	895.00
FERNANDO SANTILLAN	10/2/2023	COURTYARD BY MARRIOTT	ICMA CONFERENCE; TRAVEL; HOTEL	100-1300-610.920.000	585.72
FERNANDO SANTILLAN	10/5/2023	CITY OF FRESNO	ICMA CONFERENCE; TRAVEL; PARKING	100-1300-610.920.000	45.00
FERNANDO SANTILLAN	10/8/2023	FRESNO BEE	SUBSCRIPTION	100-1300-610.900.000	15.99
FERNANDO SANTILLAN	10/11/2023	LEAGUE OF CALIFORNIA CITIES	CITY MANAGER CONFERENCE; REGISTRATION	100-1300-610.920.000	750.00
FERNANDO SANTILLAN	10/12/2023	ICMA ONLINE	REFUND	100-1300-600.920.000	(895.00)
FERNANDO SANTILLAN	10/18/2023	RODOLFO'S	MEETING WITH R. CERVANTES	100-1300-610.920.000	19.13
FINANCE DEPARTMENT	9/26/2023	ZOOM	ANNUAL ZOOM SUBSCRIPTIONS	100-1600-610.900.000	322.40
FINANCE DEPARTMENT	9/26/2023	ZOOM	ANNUAL ZOOM SUBSCRIPTIONS	100-1300-610.900.000	322.40
FINANCE DEPARTMENT	9/26/2023	ZOOM	ANNUAL ZOOM SUBSCRIPTIONS	100-1700-610.900.000	322.40
FINANCE DEPARTMENT	9/26/2023	ZOOM	ANNUAL ZOOM SUBSCRIPTIONS	100-3100-610.900.000	322.40
FINANCE DEPARTMENT	10/9/2023	CSMFO	CSMFO ANNUAL CONFERENCE REGISTRATION - J. DEL CID	100-1600-610.920.000	515.00
FINANCE DEPARTMENT	10/9/2023	CSMFO	CSMFO ANNUAL CONFERENCE REGISTRATION - A. GONZALEZ	100-1600-610.920.000	515.00
FINANCE DEPARTMENT	10/9/2023	CSMFO	CSMFO NETWORKING EVENT - J. DEL CID	100-1600-610.920.000	35.00
FINANCE DEPARTMENT	10/9/2023	CSMFO	CSMFO NETWORKING EVENT - A. GONZALEZ	100-1600-610.920.000	35.00
FINANCE DEPARTMENT	10/9/2023	DLR RESORT	CSMFO CONFERENCE HOTEL - J. DEL CID	100-1600-610.920.000	384.93
FINANCE DEPARTMENT	10/9/2023	DLR RESORT	CSMFO CONFERENCE HOTEL - A. GONZALEZ	100-1600-610.920.000	384.93
FINANCE DEPARTMENT	10/17/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	1,787.19
FINANCE DEPARTMENT	10/17/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	414.98
FINANCE DEPARTMENT	10/17/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	621.13

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
FINANCE DEPARTMENT	10/17/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	1,169.90
FINANCE DEPARTMENT	10/17/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	910.75
FINANCE DEPARTMENT	10/18/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	4,003.26
FINANCE DEPARTMENT	10/19/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	31.80
GEORGE SIPIN	9/22/2023	AMAZON	ALUMINUM PLATFORM/STOOL	603-5500-600.250.000	(3.79)
GEORGE SIPIN	9/22/2023	AMAZON	ALUMINUM PLATFORM/STOOL	603-5500-600.250.000	(3.80)
GEORGE SIPIN	9/22/2023	MARTENS CHEVROLET	KEYS & TRANSMITTERS-RT#226	603-5500-600.256.000	352.14
GEORGE SIPIN	9/22/2023	NAPA AUTO PARTS	AIR FILTERS-STOCK	603-5500-600.256.000	224.87
GEORGE SIPIN	9/22/2023	AMAZON	AIR JACKS FOR SHOP TRUCKS	603-5500-600.256.000	260.32
GEORGE SIPIN	9/22/2023	ONLINE COMPONENTS	MICRO SWITCH FOR ARBOCS-STOCK	603-5500-600.256.000	163.30
GEORGE SIPIN	9/25/2023	ROMITA AUTO SERVICE	REPLACE HEAD GASKET & FUSE BOX-RT#147	603-5500-600.400.000	4,743.39
GEORGE SIPIN	9/25/2023	A-I AUTO ELECTRIC	REPLACE FUEL INJECTOR-RT#177	603-5500-600.256.000	878.79
GEORGE SIPIN	9/25/2023	NAPA AUTO PARTS	MOTOR ASSY, BRAKE ROTORS-STOCK	603-5500-600.256.000	752.62
GEORGE SIPIN	9/25/2023	NAPA AUTO PARTS	BRAKLEEN, GUMOUT CARB-STOCK	603-5500-600.256.000	143.54
GEORGE SIPIN	9/26/2023	LES SCHWAB TIRES	RESTOCK TIRES	603-5500-600.256.000	2,503.01
GEORGE SIPIN	9/26/2023	NAPA AUTO PARTS	ATP PLATINUM KITS-STOCK	603-5500-600.256.000	218.13
GEORGE SIPIN	9/26/2023	NAPA AUTO PARTS	WHEEL BEARINGS/HUB ASSYS-STOCK	603-5500-600.256.000	705.19
GEORGE SIPIN	9/27/2023	MARTENS CHEVROLET	INSPECT TIRE PRESSURE, TRANSMITTER-RT#226	603-5500-600.400.000	175.00
GEORGE SIPIN	9/27/2023	MARTENS CHEVROLET	MULTI-POINT INSPECTION-RT#218	603-5500-600.400.000	175.00
GEORGE SIPIN	9/27/2023	LES SCHWAB TIRES	REPAIR TIRE/BALANCE-RT#201	603-5500-600.400.000	113.07
GEORGE SIPIN	9/27/2023	RAY FISHER PHARMACY	WHEEL CHAIR ELECTRICAL REPAIRS	603-5500-600.400.000	390.06
GEORGE SIPIN	9/27/2023	NVB EQUIPMENT	PARTS RETURN	603-5500-600.256.000	(1.63)
GEORGE SIPIN	9/29/2023	NAPA AUTO PARTS	RELAYS, GASKETS-STOCK	603-5500-600.256.000	573.93
GEORGE SIPIN	10/2/2023	KROEGER EQUIPMENT & SUPPLY CO	TOW ROPE FOR SERVICE TRUCKS	603-5500-600.250.000	676.96
GEORGE SIPIN	10/2/2023	NAPA AUTO PARTS	PLUG COILS, WIRE SETS, SPARK PLUGS-STOCK	603-5500-600.256.000	1,529.59
GEORGE SIPIN	10/2/2023	NAPA AUTO PARTS	RADIATORS, RADIATOR HOSES-STOCK	603-5500-600.256.000	1,807.96
GEORGE SIPIN	10/3/2023	AMAZON	PARKING BRAKE ALARMS-STOCK	603-5500-600.256.000	119.85
GEORGE SIPIN	10/3/2023	NAPA AUTO PARTS	PLUG WIRE SET - RETURN	603-5500-600.256.000	(30.92)
GEORGE SIPIN	10/3/2023	BLACKSTONE CHEVROLET	OIL FILLER NECK CAP FOR ARBOCS	603-5500-600.256.000	39.94
GEORGE SIPIN	10/3/2023	NAPA AUTO PARTS	CAMSHAFT SENSOR, FUEL INJECTOR-STOCK	603-5500-600.256.000	740.10
GEORGE SIPIN	10/3/2023	NAPA AUTO PARTS	WIRE SET, END COIL-STOCK	603-5500-600.256.000	49.29
GEORGE SIPIN	10/3/2023	NAPA AUTO PARTS	CRANKSHAFT SENSORS-STOCK	603-5500-600.256.000	160.53
GEORGE SIPIN	10/4/2023	LES SCHWAB TIRES	INSTALL NEW TIRE-RT#184	603-5500-600.400.000	553.42
GEORGE SIPIN	10/5/2023	ROMITA AUTO SERVICE	INSTALLED ENGINE CONTROL MODULE-RT#147	603-5500-600.400.000	180.00
GEORGE SIPIN	10/5/2023	ARMANDO'S SMOG	SMOG RT #147	603-5500-600.400.000	80.00
GEORGE SIPIN	10/6/2023	BLACKSTONE CHEVROLET	HYDRO BOOST PUMP FOR GMC TITAN	603-5500-600.256.000	487.66
GEORGE SIPIN	10/9/2023	JOE GAITAN TRUCKING	TOW RT#182-SELMA TO FRESNO	603-5500-600.400.000	555.00
GEORGE SIPIN	10/9/2023	JOE GAITAN TRUCKING	TOW RT#177-MENDOTA TO SELMA	603-5500-600.400.000	832.50
GEORGE SIPIN	10/9/2023	SAFETY-KLEEN SYSTEMS INC	PARTS WASHER SERVICE	603-5500-600.400.000	318.72
GEORGE SIPIN	10/9/2023	NAPA AUTO PARTS	THERMOSTATS, WATER PUMPS-STOCK	603-5500-600.256.000	1,072.62
GEORGE SIPIN	10/10/2023	LES SCHWAB TIRES	ALIGNMENT-RT#179	603-5500-600.400.000	85.00
GEORGE SIPIN	10/10/2023	CREATIVE BUS SALES	AIR BAGS FOR EL DORADOS-STOCK	603-5500-600.256.000	1,293.17
GEORGE SIPIN	10/10/2023	CREATIVE BUS SALES	AIR BAGS FOR EL DORADOS-CHARGED	603-5500-600.256.000	1,293.17
GEORGE SIPIN	10/10/2023	DANNY'S DIESEL REPAIR	REBUILT ALTERNATORS STOCK	603-5500-600.256.000	550.80
GEORGE SIPIN	10/10/2023	CREATIVE BUS SALES	AIR BAGS FOR EL DORADOS CRDT	603-5500-600.256.000	(1,293.17)
GEORGE SIPIN	10/10/2023	BLACKSTONE CHEVROLET	SEAL-STOCK	603-5500-600.256.000	29.59
GEORGE SIPIN	10/11/2023	INTERSTATE BATTERIES	BATTERIES -STOCK	603-5500-600.256.000	302.37
GEORGE SIPIN	10/11/2023	INTERSTATE BATTERIES	BATTERY-STOCK	603-5500-600.256.000	161.18
GEORGE SIPIN	10/11/2023	LES SCHWAB TIRES	RESTOCK TIRES	603-5500-600.256.000	2,230.61

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
GEORGE SIPIN	10/11/2023	ALERT-O-LITE	NONSLIP TAPE-STOCK	603-5500-600.250.000	210.00
GEORGE SIPIN	10/11/2023	NAPA AUTO PARTS	AIR FILTERS, BRAKE SHOES-STOCK	603-5500-600.256.000	2,413.13
GEORGE SIPIN	10/12/2023	ROMITA AUTO SERVICE	REPLACED FUSE BOX-RT#182	603-5500-600.400.000	682.08
GEORGE SIPIN	10/12/2023	NAPA AUTO PARTS	WHEEL SEALS - STOCK	603-5500-600.256.000	231.99
GEORGE SIPIN	10/12/2023	LES SCHWAB TIRES	4 WHEEL ALIGNMENT -RT#174	603-5500-600.400.000	85.00
GEORGE SIPIN	10/12/2023	TRANS N SPEED INC	REPLACE RELAY MOTORS - RT#184	603-5500-600.400.000	1,728.82
GEORGE SIPIN	10/13/2023	BLACKSTONE CHEVROLET	HYDRO BOOST PUMPS FOR ARBOCS-STOCK	603-5500-600.256.000	582.59
GEORGE SIPIN	10/13/2023	BLACKSTONE CHEVROLET	REAR SWAY BAR BUSHINGS - STOCK	603-5500-600.256.000	78.73
GEORGE SIPIN	10/13/2023	WAL-MART	KITCHEN/JANITORIAL SUPPLIES	603-5500-600.250.000	177.29
GEORGE SIPIN	10/13/2023	NAPA AUTO PARTS	CONTROL ARM W/BALL JOINT-STOCK	603-5500-600.256.000	117.26
GEORGE SIPIN	10/13/2023	LES SCHWAB TIRES	ALIGNMENT-RT#150	603-5500-600.256.000	85.00
GEORGE SIPIN	10/16/2023	NAPA AUTO PARTS	HVAC KNOB-STOCK	603-5500-600.256.000	8.79
GEORGE SIPIN	10/16/2023	ARMANDO'S SMOG	SMOG RT#152	603-5500-600.400.000	100.00
GEORGE SIPIN	10/16/2023	BLACKSTONE CHEVROLET	PARTS RETURN	603-5500-600.256.000	484.48
GEORGE SIPIN	10/16/2023	LES SCHWAB TIRES	RESTOCK TIRES	603-5500-600.256.000	553.42
GEORGE SIPIN	10/16/2023	LES SCHWAB TIRES	ALIGNMENT-RT#163	603-5500-600.400.000	85.00
GEORGE SIPIN	10/17/2023	BLACKSTONE CHEVROLET	PS LINE, OIL COOLER LINE HYDRO BOOST-STOCK	603-5500-600.256.000	1,940.18
GEORGE SIPIN	10/17/2023	NATIONAL HARDWARE SUPPLY	LOCKS FOR FILING CABINETS	603-5500-600.250.000	160.58
GEORGE SIPIN	10/18/2023	NAPA AUTO PARTS	FLEET PADS - STOCK	603-5500-600.256.000	316.21
GEORGE SIPIN	10/18/2023	LES SCHWAB TIRES	INSTALL NEW TIRES-RT#188	603-5500-600.400.000	3,195.14
GEORGE SIPIN	10/18/2023	LES SCHWAB TIRES	INSTALL NEW TIRES-RT#194	603-5500-600.400.000	3,195.14
GEORGE SIPIN	10/18/2023	AMAZON	LOCKS FOR FILING CABINETS	603-5500-600.250.000	37.04
GEORGE SIPIN	10/19/2023	INTERSTATE BATTERIES	BATTERIES-STOCK	603-5500-600.256.000	285.66
GEORGE SIPIN	10/19/2023	INTERSTATE BATTERIES	BATTERIES-STOCK	603-5500-600.256.000	325.66
GEORGE SIPIN	10/19/2023	INTERSTATE BATTERIES	BATTERIES-STOCK	603-5500-600.256.000	161.18
GEORGE SIPIN	10/19/2023	INTERSTATE BATTERIES	BATTERIES-STOCK	603-5500-600.256.000	302.37
GEORGE SIPIN	10/19/2023	INTERSTATE BATTERIES	BATTERIES-STOCK	603-5500-600.256.000	471.87
GEORGE SIPIN	10/19/2023	BLACKSTONE CHEVROLET	CLAMPS, INSULATORS-STOCK	603-5500-600.256.000	115.52
GEORGE SIPIN	10/19/2023	BLACKSTONE CHEVROLET	OIL COOLER HOSES-STOCK	603-5500-600.256.000	256.75
GEORGE SIPIN	10/19/2023	NAPA AUTO PARTS	AIR FILTERS-STOCK	603-5500-600.256.000	136.20
GEORGE SIPIN	10/19/2023	NAPA AUTO PARTS	SPARK PLUGS, WIRE SETS-STOCK	603-5500-600.256.000	110.92
GEORGE SIPIN	10/20/2023	BASKIN AUTO UPHOLSTERY	REPAIR SEAT CUSHIONS-RT#184	603-5500-600.400.000	243.68
GEORGE SIPIN	10/20/2023	ARMANDO'S SMOG	SMOG RT #182	603-5500-600.400.000	100.00
JACOB DEL CID	10/3/2023	THE HOME DEPOT	CVTC SUPPLY MATERIAL ORDER	274-1600-600.250.000	458.83
JACOB DEL CID	10/11/2023	CITY OF FRESNO PARK MOBIL	PARKING FOR FCTA BOARD MEETING	100-1600-610.920.000	3.49
JANIE VENEGAS	10/3/2023	NAME TAG INC.	PERSONNEL NAMEPLATE	100-1400-600.250.000	21.05
JEROME KEENE	10/4/2023	WAL-MART	DRINKS FOR BID TOWN HALL	100-1500-600.401.000	6.72
JEROME KEENE	10/4/2023	SAL'S MEXICAN RESTAURANT	SNACKS FOR BID TOWN HALL	100-1500-600.401.000	53.90
JESUS HERNANDEZ	9/25/2023	NELSON'S ACE HARDWARE	SPRAY PAINT, PRO REMOVER, CLEANER-CORP YARD	702-9300-600.250.000	58.20
JESUS HERNANDEZ	9/25/2023	NELSON'S ACE HARDWARE	SPRAY PAINT-STREETS	210-5400-600.250.000	19.24
JESUS HERNANDEZ	9/25/2023	NELSON'S ACE HARDWARE	EQUIPMENT MAINT KIT, PAINT MARKER-WEED EATERS	701-9200-600.256.000	133.20
JESUS HERNANDEZ	9/27/2023	NELSON'S ACE HARDWARE	52G DRUM-FLEET	701-9200-600.250.000	1,198.64
JESUS HERNANDEZ	9/27/2023	NELSON'S ACE HARDWARE	52G DRUM-FLEET	701-9200-600.250.000	1,198.64
JESUS HERNANDEZ	9/27/2023	NELSON'S ACE HARDWARE	GEAR GREASE-FLEET	701-9200-600.256.000	48.71
JESUS HERNANDEZ	9/27/2023	NELSON'S ACE HARDWARE	LOCK ENTRY BALL-FD STORAGE ROOM @ OLD PD	702-9300-600.250.000	52.10
JESUS HERNANDEZ	9/29/2023	THE HOME DEPOT	NIFTY NABBERS-PARKS	100-5300-600.250.000	86.65
JESUS HERNANDEZ	9/29/2023	THE HOME DEPOT	DIGITAL CIRCUIT BREAKER FINDER-TOOLS	702-9300-600.305.000	54.21
JESUS HERNANDEZ	9/29/2023	THE HOME DEPOT	SUPPLIES FOR BUILDINGS REPAIRS-CH	702-9300-600.370.000	147.10
JESUS HERNANDEZ	10/3/2023	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDINGS REPAIRS-CH	702-9300-600.370.000	143.86

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
JESUS HERNANDEZ	10/3/2023	NELSON'S ACE HARDWARE	SUPPLIES TO INSTALL ICE MAKER-NEW PD	702-9300-600.250.000	165.88
JESUS HERNANDEZ	10/11/2023	THE HOME DEPOT	SUPPLIES FOR BUILDINGS REPAIRS-PD	702-9300-600.370.000	58.56
JESUS HERNANDEZ	10/11/2023	THE HOME DEPOT	SUPPLIES FOR BUILDINGS REPAIRS	702-9300-600.370.000	24.54
JESUS HERNANDEZ	10/11/2023	THE HOME DEPOT	10PC SCREWDRIVER SET-PARKS TOOLS	100-5300-600.305.000	43.18
JESUS HERNANDEZ	10/17/2023	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDING REPAIRS-CH	702-9300-600.370.000	41.32
JESUS HERNANDEZ	10/17/2023	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDING REPAIRS-OLD CORP YARD	702-9300-600.370.000	69.71
JESUS HERNANDEZ	10/17/2023	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDING REPAIRS-PD	702-9300-600.370.000	24.75
JESUS HERNANDEZ	10/17/2023	NELSON'S ACE HARDWARE	SUPPLIES FOR BUILDING REPAIRS-DANISH BLDG.	702-9300-600.370.000	310.15
JESUS HERNANDEZ	10/17/2023	NELSON'S ACE HARDWARE	NEW DOOR HANDLE/KEYS-WEED & SEED	702-9300-600.370.000	88.23
JESUS HERNANDEZ	10/17/2023	NELSON'S ACE HARDWARE	ROLLER COVER - STREETS	210-5400-600.250.000	15.67
JESUS HERNANDEZ	10/17/2023	THE HOME DEPOT	SUPPLIES BUILDING REPAIRS-DANISH BLDG.	702-9300-600.370.000	51.22
JESUS HERNANDEZ	10/18/2023	THE HOME DEPOT	RENTAL-FLOOR POLISHER	702-9300-600.370.000	100.00
JESUS HERNANDEZ	10/18/2023	THE HOME DEPOT	SUPPLIES BUILDING REPAIRS-DANISH BLDG.	702-9300-600.370.000	160.61
JESUS HERNANDEZ	10/19/2023	THE HOME DEPOT	CORD ASSY/SANDPAPER DRIVER-DANISH BLDG.	702-9300-600.370.000	(16.04)
JESUS HERNANDEZ	10/19/2023	THE HOME DEPOT	FLOOR STRIPPER/BLADES-DANISH BLDG.	702-9300-600.370.000	89.87
JESUS HERNANDEZ	10/19/2023	THE HOME DEPOT	FLOWERS-DOWNTOWN	210-5400-600.250.000	259.47
JORDAN WEBSTER	9/26/2023	ARCO GAS STATION	FUEL	701-9200-600.257.000	40.00
JORDAN WEBSTER	10/6/2023	WAL-MART	ST. SUPPLIES/PUB ED SUPPLIES	100-2525-600.250.000	59.87
JORDAN WEBSTER	10/6/2023	WAL-MART	ST. SUPPLIES/PUB ED SUPPLIES	100-2500-600.250.000	59.86
JORDAN WEBSTER	10/6/2023	THE BEARS DEN	MEETING SUPPLIES	701-9200-600.250.000	16.64
JUSTIN HOLT	10/5/2023	FEDERAL AVIATION ADMINISTRATION	UAV LICENSE	100-2200-600.250.000	5.00
JUSTIN HOLT	10/5/2023	THE HOME DEPOT	HEAT GUN TO REMOVE DECALS	100-2200-600.250.000	143.76
KELLI TELLEZ	9/22/2023	AMAZON	WALL FILE HOLDERS-HQ	100-1600-600.250.000	21.68
KELLI TELLEZ	9/29/2023	AMAZON	LABEL MAKER RETURN	100-1600-600.250.000	(21.68)
KELLI TELLEZ	10/2/2023	ENTENMANN-ROVIN COMPANY	EMS BADGES	600-2600-600.300.000	560.24
KELLI TELLEZ	10/3/2023	WAL-MART	BALLOONS FOR NNO/OFFICE SUPPLIES	100-2500-600.250.000	34.66
KELLI TELLEZ	10/4/2023	AMAZON	OFFICE SUPPLIES	100-1600-600.250.000	22.14
KELLI TELLEZ	10/5/2023	UNIQUELY YOURS	NAME PLAQUES FOR HQ	100-2500-600.250.000	135.00
KELLI TELLEZ	10/6/2023	AMAZON	OFFICE SUPPLIES	100-1600-600.250.000	19.62
KELLI TELLEZ	10/11/2023	WAL-MART	HALLOWEEN CANDY OCTOBER BOOTHS	100-2550-600.215.000	63.70
KELLI TELLEZ	10/11/2023	AMAZON	PRIZE WHEEL	100-2550-600.215.000	68.33
KELLI TELLEZ	10/13/2023	AMAZON	OFFICE CHAIR MAT	100-1600-600.250.000	35.79
KELLI TELLEZ	10/16/2023	AMAZON	PERSONAL CHECK FOR CITY OF SELMA REIMBURSEMENT	800-0000-220.000.000	140.98
KELLI TELLEZ	10/16/2023	AMAZON	OFFICE SUPPLIES	100-1600-600.250.000	18.43
KELLI TELLEZ	10/17/2023	AMAZON	OFFICE SUPPLIES	100-1600-600.250.000	86.61
KELLI TELLEZ	10/18/2023	AMAZON	OFFICE SUPPLIES	100-1600-600.250.000	86.74
LISBETH MARTINEZ	9/22/2023	ITS BURGER TIME	SENIOR LUNCH FOR SOCK HOP DANCE	100-4500-456.800.000	292.00
LISBETH MARTINEZ	9/22/2023	WAL-MART	DESSERT ITEMS FOR SOCK HOP DANCE	100-4500-456.800.000	41.45
LISBETH MARTINEZ	9/25/2023	WAL-MART	PUMPKINS FOR PUMPKIN PALOOZA	100-4100-656.905.000	605.54
LISBETH MARTINEZ	9/26/2023	UNIQUELY YOURS	CHAMPIONSHIP SHIRTS FOR CO-ED SOFTBALL	100-4700-656.901.000	550.58
LISBETH MARTINEZ	9/27/2023	AMAZON	SUPPLIES FOR PUMPKIN PALOOZA	100-4100-656.905.000	70.11
LISBETH MARTINEZ	9/27/2023	AMAZON	SUPPLIES FOR PUMPKIN PALOOZA	100-4100-656.905.000	97.71
LISBETH MARTINEZ	9/28/2023	WAL-MART	SODAS, BREAKFAST ITEMS FOR SR. CENTER	100-4500-456.800.000	211.45
LISBETH MARTINEZ	9/28/2023	ORIENTAL TRADING	SUPPLIES FOR PUMPKIN PALOOZA	100-4100-656.905.000	525.88
LISBETH MARTINEZ	10/3/2023	WAL-MART	CANDY FOR NATIONAL NIGHT OUT	100-4100-656.905.000	43.32
LISBETH MARTINEZ	10/4/2023	AMAZON	1ST BASE FOR SHAFER PARK	100-4700-656.901.000	120.80
LISBETH MARTINEZ	10/11/2023	AMAZON	REFUND ON 1ST BASE FOR SHAFER PARK	100-4700-656.907.000	(120.80)
LISBETH MARTINEZ	10/11/2023	SMART AND FINAL	CANDY FOR PUMPKIN PALOOZA	100-4100-656.905.000	282.70
LISBETH MARTINEZ	10/11/2023	SMART AND FINAL	SUPPLIES FOR SENIOR CENTER	100-4500-600.250.000	229.43

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
LISBETH MARTINEZ	10/12/2023	WAL-MART	CANDY PAILS FOR PUMPKIN PALOOZA	100-4100-656.905.000	26.18
LISBETH MARTINEZ	10/12/2023	AMAZON	DECORATIONS FOR PUMPKIN PALOOZA	100-4100-656.905.000	38.81
LISBETH MARTINEZ	10/12/2023	AMAZON	COLORING BOOKS FOR PUMPKIN PALOOZA	100-4100-656.905.000	85.86
LISBETH MARTINEZ	10/12/2023	COSTCO	COOKIES FOR PUMPKIN PALOOZA	100-4100-656.905.000	188.91
LISBETH MARTINEZ	10/13/2023	AMAZON	NUMBERS FOR PUMPKIN PALOOZA	100-4100-656.905.000	21.92
LISBETH MARTINEZ	10/13/2023	DOLLAR TREE	MISC. ITEMS FOR PUMPKIN PALOOZA GAMES	100-4100-656.905.000	14.92
LISBETH MARTINEZ	10/13/2023	THE HOME DEPOT	STAKES FOR PUMPKIN PALOOZA	100-4100-656.905.000	14.90
LISBETH MARTINEZ	10/18/2023	BIG 5 SPORTING GOODS	5 GALLON COOLER FOR PICKLE BALL CLINIC	100-4700-656.901.000	41.21
LISBETH MARTINEZ	10/18/2023	WAL-MART	BAG & CONES FOR PICKLE BALL CLINIC	100-4700-656.901.000	28.14
NESTOR GALVAN	9/21/2023	NAPA AUTO PARTS	UNIT 8512-ANTIFREEZE	701-9200-600.254.000	30.35
NESTOR GALVAN	9/21/2023	NAPA AUTO PARTS	UNIT 1002-BEAM, REAR WIPER, ROTOR, ER, ROTOR, BRAKE PAD, AIR FILTER, CABIN AIR FILTER, TENSIONER, SERPENTINE, OIL FILTER	701-9200-600.256.000	509.12
NESTOR GALVAN	9/21/2023	NAPA AUTO PARTS	UNIT 1000-OIL FILTER, RETRIEVING TOOL, AIR FILTER, CABIN AIR FILTER	701-9200-600.256.000	68.37
NESTOR GALVAN	9/25/2023	NAPA AUTO PARTS	UNIT 721- SHIFTER CABLE, WELD ABLE STEEL	701-9200-600.256.000	112.14
NESTOR GALVAN	9/25/2023	FAHRNEY FORD	UNIT 189-OIL CHANGE, ENGINE AIR FILTER REPLACEMENT, CABIN AIR FILTER CHANGE, NEW BATTERY, ENGINE NOISE	701-9200-600.457.000	1,222.62
NESTOR GALVAN	9/26/2023	BARBOSA AUTO GLASS	UNIT 1001-FRONT WINDSHIELD REPLACEMENT, LABOR AND PARTS	701-9200-600.457.000	700.00
NESTOR GALVAN	9/26/2023	CAMACHO TIRES	UNIT 8511-TIRE INSTALL X 2 & LABOR	701-9200-600.255.000	190.00
NESTOR GALVAN	9/26/2023	NAPA AUTO PARTS	SYNTHETIC OIL	701-9200-600.254.000	2,039.31
NESTOR GALVAN	9/26/2023	NAPA AUTO PARTS	SMALL TOOLS	701-9200-600.305.000	953.46
NESTOR GALVAN	9/26/2023	THE HOME DEPOT	DRILL BIT	701-9200-600.305.000	24.92
NESTOR GALVAN	9/27/2023	TIFCO INDUSTRIES	SHOP SUPPLIES	701-9200-600.250.000	524.16
NESTOR GALVAN	9/27/2023	NELSONS ACE HARDWARE	UNIT 8511- WIRE ROPE, CABLE	701-9200-600.256.000	137.74
NESTOR GALVAN	9/27/2023	NAPA AUTO PARTS	UNIT 718-HEATER HOSE EXCHANGE	701-9200-600.256.000	(4.34)
NESTOR GALVAN	9/27/2023	NAPA AUTO PARTS	STOCK ORDER PARTS-RADIATOR CAP X6	701-9200-600.256.000	1,113.06
NESTOR GALVAN	9/27/2023	NAPA AUTO PARTS	UNIT 718-HEATER HOSE	701-9200-600.256.000	45.20
NESTOR GALVAN	9/27/2023	NAPA AUTO PARTS	UNIT 718-HEATER HOSE	701-9200-600.256.000	56.40
NESTOR GALVAN	9/27/2023	NAPA AUTO PARTS	UNIT 718-ADAPTER AND IGNITION SWITCH	701-9200-600.256.000	37.96
NESTOR GALVAN	9/27/2023	NAPA AUTO PARTS	SHOP SUPPLIES	701-9200-600.250.000	19.48
NESTOR GALVAN	9/27/2023	THE HOME DEPOT	UNIT 718 & 719- KEYS	701-9200-600.256.000	12.94
NESTOR GALVAN	9/27/2023	THE HOME DEPOT	UNIT 8511-SLIP HOOK, STAINLESS STEEL CLAMP SET	701-9200-600.256.000	29.16
NESTOR GALVAN	9/28/2023	CAMACHO TIRES	UNIT 198-TIRE INSTALL, BALANCE, VALVE STEM, DISPOSAL	701-9200-600.255.000	45.00
NESTOR GALVAN	9/28/2023	NAPA AUTO PARTS	OIL FILTER	701-9200-600.256.000	9.63
NESTOR GALVAN	10/2/2023	SELMA LES SCHWAB TIRES CENTER	UNIT 8561-ROTATION, ALIGNMENT	701-9200-600.457.000	114.99
NESTOR GALVAN	10/3/2023	TIFCO INDUSTRIES	SUPPLIES	701-9200-600.250.000	136.58
NESTOR GALVAN	10/5/2023	NAPA AUTO PARTS	UNIT 189- CORE DEPOSIT CREDIT	701-9200-600.256.000	(19.53)
NESTOR GALVAN	10/5/2023	NAPA AUTO PARTS	UNIT 2202 (AIR COMPRESSOR)- BATTERY & CORE CHARGE	701-9200-700.200.000	156.65
NESTOR GALVAN	10/6/2023	ALERTOLITE INC	UNIT 2202 (AIR COMPRESSOR)- CENTER PUNCH CLAMP, HOSE END FITTING	701-9200-700.200.000	11.33
NESTOR GALVAN	10/7/2023	KIMBL MIDWEST	GLOVES X 2	701-9200-600.250.000	27.48
NESTOR GALVAN	10/9/2023	O'REILLY AUTO PARTS	UNIT 722-BLOWER MOTOR	701-9200-600.256.000	75.59
NESTOR GALVAN	10/9/2023	NAPA AUTO PARTS	VALVE CORE	701-9200-600.305.000	15.18
NESTOR GALVAN	10/9/2023	NAPA AUTO PARTS	3X BLISTER PACK MINIATURES	701-9200-600.250.000	17.08
NESTOR GALVAN	10/9/2023	NAPA AUTO PARTS	UNIT 503-BLOWER MOTOR SWITCH	701-9200-600.256.000	26.85
NESTOR GALVAN	10/10/2023	NAPA AUTO PARTS	BRAKE PARTS CLEANER, PRESSURE SPRAYER, WINDSHIELD WASH	701-9200-600.250.000	367.91
NESTOR GALVAN	10/11/2023	O'REILLY AUTO PARTS	UNIT 227-VENT CLEANER, CAR FOGGER	701-9200-600.256.000	24.93
NESTOR GALVAN	10/11/2023	NAPA AUTO PARTS	PIPE WRENCH-FIRE VEHICLES	701-9200-600.305.000	11.42
NESTOR GALVAN	10/12/2023	FUTURE FORD OF CLOVIS	SERVICE & BLOWER MOTOR	701-9200-600.256.000	326.37
NESTOR GALVAN	10/12/2023	NAPA AUTO PARTS	UNIT 806-AIR FILTER X 2	701-9200-600.256.000	34.65
NESTOR GALVAN	10/13/2023	TIFCO INDUSTRIES	SUPPLIES-DUAL MAT MAG, OUT OF SERVICE TAG	701-9200-600.250.000	98.78

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
NESTOR GALVAN	10/16/2023	ARMANDO'S SMOG	SMOGS- UNITS 716, 726,228,& 727	701-9200-600.457.000	240.00
NESTOR GALVAN	10/16/2023	NELSONS ACE HARDWARE	SINGLE CUT KEY	701-9200-600.256.000	3.79
NESTOR GALVAN	10/16/2023	CAMACHO TIRES	UNIT 1315- TIRE, LABOR, DISPOSAL	701-9200-600.255.000	540.00
NESTOR GALVAN	10/16/2023	BETT'S COMPANY	BRAKE DRUM, REMAN SHOE KIT	701-9200-600.256.000	1,526.31
NESTOR GALVAN	10/17/2023	NAPA AUTO PARTS	UNIT 187-CONTROL ARM BALL JOINT X 2, AC COMPRESSOR, AC FILTER DRYER	701-9200-600.256.000	797.62
NESTOR GALVAN	10/17/2023	NAPA AUTO PARTS	UNIT 187-ANTIFREEZE RESERVOIR	701-9200-600.256.000	109.55
NESTOR GALVAN	10/18/2023	NAPA AUTO PARTS	UNIT 187-DRIVESHAFT	701-9200-600.256.000	208.71
NESTOR GALVAN	10/18/2023	NAPA AUTO PARTS	UNIT 1209-BATTERY	701-9200-600.256.000	331.02
NESTOR GALVAN	10/19/2023	NAPA AUTO PARTS	UNIT 718-ALTERNATOR	701-9200-600.256.000	198.96
NESTOR GALVAN	10/19/2023	NAPA AUTO PARTS	UNIT 187-STRUT MOUNTING KIT X 2	701-9200-600.256.000	205.93
NESTOR GALVAN	10/20/2023	NAPA AUTO PARTS	ANTI LOCK SYSTEM X 2, ANTIFREEZE RESERVOIR, ENGINE MOUNT, AIR FILTER	701-9200-600.256.000	812.48
NESTOR GALVAN	10/20/2023	O'REILLY AUTO PARTS	UNIT 187- TRANSMISSION MOUNT	701-9200-600.256.000	128.76
NESTOR GALVAN	10/9//2023	NAPA AUTO PARTS	UNIT 503- SWITCH	701-9200-600.256.000	(30.64)
NICOLETTE ANDERSEN	10/14/2012	LIQUOR LOCKER	SAC- HARVEST FEST ICE FOR SNACK BAR	605-4300-656.910.000	35.94
NICOLETTE ANDERSEN	9/22/2023	SIGN UP GENIUS	SAC - AUDITION SIGNUP PLATFORM	605-4300-656.910.000	24.99
NICOLETTE ANDERSEN	9/23/2023	WAL-MART	MEAN GIRLS- SNACK BAR	605-4300-656.910.000	26.21
NICOLETTE ANDERSEN	9/26/2023	FASTSIGNS	MEAN GIRL - POSTER	605-4300-656.910.000	46.47
NICOLETTE ANDERSEN	9/26/2023	DRILEAWO	SAC- DVD RIPPER SOFTWARE	605-4300-656.910.000	10.00
NICOLETTE ANDERSEN	9/27/2023	SLACK	SAC- MARKETING PLATFORM	605-4300-656.910.000	47.13
NICOLETTE ANDERSEN	9/28/2023	WAL-MART	MEAN GIRLS- SNACK BAR	605-4300-656.910.000	181.95
NICOLETTE ANDERSEN	9/29/2023	AMAZON	MEAN GIRLS - BATTERIES	605-4300-656.910.000	215.05
NICOLETTE ANDERSEN	9/29/2023	OFFICE DEPOT	SAC- OFFICE DESK	100-4100-600.250.000	216.94
NICOLETTE ANDERSEN	10/1/2023	SAVEMART	MEAN GIRLS - SNACK BAR	605-4300-656.910.000	23.52
NICOLETTE ANDERSEN	10/5/2023	WAL-MART	MEAN GIRLS - SNACK BAR	605-4300-656.910.000	313.08
NICOLETTE ANDERSEN	10/9/2023	CA PARK REC SOCIETY	REC- SUPERVISOR WEBINAR	605-4300-656.910.000	165.00
NICOLETTE ANDERSEN	10/10/2023	WPFORMS	SAC- WEBSITE FORMS	605-4300-656.910.000	99.00
NICOLETTE ANDERSEN	10/10/2023	SAVEMART	MEAN GIRLS- SNACK BAR	605-4300-656.910.000	11.54
NICOLETTE ANDERSEN	10/10/2023	AMAZON PRIME	SAC- PRIME MEMBERSHIP	605-4300-600.400.000	16.26
NICOLETTE ANDERSEN	10/10/2023	AMAZON	MEAN GIRL - BATTERIES & MIC ELEMENT	605-4300-656.910.000	258.12
NICOLETTE ANDERSEN	10/10/2023	FASTSIGNS	RIDE THE CYCLONE - POSTER	605-4300-656.910.000	46.47
NICOLETTE ANDERSEN	10/11/2023	AMAZON	SAC- HARVEST FEST SUPPLIES	100-4300-600.400.000	10.83
NICOLETTE ANDERSEN	10/11/2023	AMAZON	RIDE THE CYCLONE - PROPS	605-4300-656.910.000	21.24
NICOLETTE ANDERSEN	10/11/2023	AMAZON	SAC- HARVEST FEST SUPPLIES	100-4100-656.905.000	49.87
NICOLETTE ANDERSEN	10/11/2023	AMAZON	SAC- HARVEST FEST SUPPLIES	100-4100-656.905.000	9.75
NICOLETTE ANDERSEN	10/12/2023	AMAZON	RIDE THE CYCLONE - PROPS	100-4300-600.400.000	26.48
NICOLETTE ANDERSEN	10/12/2023	AMAZON	SAC- OFFICE SUPPLIES	605-4300-600.250.000	17.25
NICOLETTE ANDERSEN	10/12/2023	WAL-MART	MEAN GIRLS - SNACK BAR	605-4300-656.910.000	197.33
NICOLETTE ANDERSEN	10/13/2023	WAL-MART	SAC- HARVEST FEST SUPPLIES PAINTS	100-4300-600.400.000	32.26
NICOLETTE ANDERSEN	10/14/2023	WAL-MART	SAC- HARVEST FEST SNACK BAR SUPPLIES	605-4300-656.910.000	53.45
NICOLETTE ANDERSEN	10/14/2023	AMAZON	RIDE THE CYCLONE - COSTUMES	605-4300-656.910.000	86.76
NICOLETTE ANDERSEN	10/15/2023	AMAZON	RIDE THE CYCLONE - COSTUMES	605-4300-656.910.000	135.54
NICOLETTE ANDERSEN	10/15/2023	DREAM HOST	SAC- WEBSITE HOSTING	605-4300-656.910.000	5.00
NICOLETTE ANDERSEN	10/15/2023	RITE AID	SAC- CLEANING SUPPLIES	605-4300-600.250.000	25.00
NICOLETTE ANDERSEN	10/16/2023	AMAZON	RIDE THE CYCLONE - COSTUMES	605-4300-656.910.000	69.38
NICOLETTE ANDERSEN	10/16/2023	AMAZON	RIDE THE CYCLONE - COSTUMES	605-4300-656.910.000	599.72
NICOLETTE ANDERSEN	10/17/2023	AMAZON	RIDE THE CYCLONE - COSTUMES	605-4300-656.910.000	26.02
NICOLETTE ANDERSEN	10/19/2023	WAL-MART	SAC- CONCERT BAR SUPPLIES	605-4300-656.910.000	207.77
NICOLETTE ANDERSEN	10/19/2023	CONTEMPORARY SERVICES COR	SAC - CONCERT EVENT SECURITY	605-4300-656.910.000	280.00
NICOLETTE ANDERSEN	10/20/2023	WAL-MART	SAC- CONCERT BAR SUPPLIES	605-4300-656.910.000	82.16

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
NICOLETTE ANDERSEN	10/21/2023	LIQUOR LOCKER	SAC- CONCERT BAR SUPPLIES	605-4300-656.910.000	211.45
NICOLETTE ANDERSEN	10/22/2023	SAL'S MEXICAN RESTAURANT	MEAN GIRLS - CAST PARTY FOOD FOR CAST	605-4300-656.910.000	339.78
NICOLETTE ANDERSEN	10/22/2023	SIGN UP GENIUS	AUDITION SIGNUP PLATFORM	605-4300-656.910.000	24.99
NICOLETTE ANDERSEN	10/22/2023	AMAZON	RIDE THE CYCLONE - COSTUMES	605-4300-656.910.000	28.18
PATRICK HERNANDEZ	9/23/2023	AMAZON.COM	DURACELL 3V LITHIUM BATTERY 1 COUNT PACK	704-9600-600.250.000	4.75
PATRICK HERNANDEZ	10/21/2023	AMAZON.COM	VIZIO 43-INCH MQ6 4K QLED SMART TV	704-9600-600.250.000	331.41
PAUL DEMMERS	9/26/2023	WAL-MART	WATER FOR STATIONS	100-2525-600.250.000	30.52
PAUL DEMMERS	10/1/2023	THE HOME DEPOT	MOUSE BAIT	100-2525-600.401.000	16.24
PAUL DEMMERS	10/2/2023	NELSONS ACE HARDWARE	LIGHTER & FLUID FOR NATIONAL NIGHT OUT	100-2500-600.250.000	82.40
PAUL DEMMERS	10/20/2023	THE HOME DEPOT	DRAIN CLEANER	100-2525-600.250.000	40.47
POLICE DEPARTMENT NO 1	10/2/2023	AMAZON	DRONE	100-2200-600.250.000	1,393.89
POLICE DEPARTMENT NO 1	10/4/2023	PETCO	DOG FOOD	100-2200-600.400.700	133.94
POLICE DEPARTMENT NO 2	9/30/2023	AIRDATA	SOFTWARE ACCESS/DRONE PROGRAM	100-2200-600.250.000	164.89
POLICE DEPARTMENT NO 2	10/1/2023	AMAZON	DRONE CASE/EXTRA BATTERIES	100-2200-600.250.000	375.13
RENE GARZA	9/28/2023	76 GAS STATION	FUEL	701-9200-600.257.000	61.77
RENE GARZA	10/5/2023	CITY OF FRESNO PARKING	PARKING FEE (BG CHECK AT FSO)	100-2100-600.250.000	5.00
RENE GARZA	10/7/2023	AIR TABLE	AIR TABLE	100-2100-600.250.000	59.79
RENE GARZA	10/9/2023	76 GAS STATION	FUEL	701-9200-600.257.000	65.64
RENE GARZA	10/12/2023	76 GAS STATION	FUEL	701-9200-600.257.000	68.03
REYNA RIVERA	9/28/2023	CANVA	SUBSCRIPTION	100-1700-600.215.000	27.49
REYNA RIVERA	9/29/2023	WAL-MART	COUNCIL MEETING SUPPLIES	100-1100-600.250.000	28.12
REYNA RIVERA	10/12/2023	CITY CLERKS ASSOCIATION	ANNUAL DUES	100-1700-610.900.000	250.00
REYNA RIVERA	10/12/2023	CITY CLERKS ASSOCIATION	TRAINING - R. RIVERA, T. FLORES	100-1700-610.915.000	200.00
RICHARD FIGUEROA	9/26/2023	BLADETECH	THIGH TASER HOLSTERS	100-2200-600.250.000	416.67
RICHARD FIGUEROA	10/3/2023	ACTION TARGET	RANGE EQUIPMENT	100-2200-600.250.000	460.36
RICHARD FIGUEROA	10/5/2023	WAL-MART	FLASH DRIVE - DRONE SD CARDS AND CABLE	100-2200-600.250.000	111.61
RICHARD FIGUEROA	10/7/2023	ARCO GAS STATION	FUEL - TRAVELING TO RIPON PARADE	701-9200-600.257.000	20.00
RICHARD FIGUEROA	10/7/2023	ARCO GAS STATION	FUEL - TRAVELING TO RIPON PARADE	701-9200-600.257.000	30.00
RICHARD FIGUEROA	10/7/2023	CHEVRON GAS STATION	FUEL - RETURNED TO RIPON PARADE	701-9200-600.257.000	96.45
ROBYN LEWIS	9/26/2023	AMAZON	SUPPLIES - EVIDENCE AND DISPATCH	100-2200-600.250.000	66.14
ROBYN LEWIS	9/27/2023	AMAZON	SUPPLIES	100-2200-600.250.000	30.94
ROBYN LEWIS	9/27/2023	ARROWHEAD FORENSICS	SUPPLIES - EVIDENCE	100-2200-600.250.000	118.57
ROBYN LEWIS	9/28/2023	AMAZON	SUPPLIES - NNO STICKERS	100-2100-600.250.000	13.01
ROBYN LEWIS	10/3/2023	AMAZON	SUPPLIES - BACKGROUND FOLDERS CMDR GARZA	100-2200-600.250.000	44.77
ROBYN LEWIS	10/6/2023	WAL-MART	CITY BBQ - HOT DOGS	100-2200-600.250.000	62.26
ROBYN LEWIS	10/7/2023	AMAZON	SUPPLIES - RED RIBBON WEEK	100-2100-600.250.000	10.83
ROBYN LEWIS	10/9/2023	AMAZON	SUPPLIES - RED RIBBON WEEK	800-0000-121.000.000	30.15
ROBYN LEWIS	10/10/2023	AMAZON	SUPPLIES - PUMPKIN PALOOZA	100-2200-600.250.000	74.52
ROBYN LEWIS	10/11/2023	HEAVENLY CREATIONS	CUSTOM CONDOLENCE CARDS	100-2200-600.250.000	116.63
ROBYN LEWIS	10/12/2023	AMAZON	SUPPLIES - SGT ALVAREZ FOR CELL PHONE DUMPS	100-2200-600.250.000	71.80
ROBYN LEWIS	10/13/2023	AMAZON	MEMBERSHIP FEE	100-2200-600.250.000	194.17
ROBYN LEWIS	10/17/2023	AMAZON	SUPPLIES - VACUUM	100-2200-600.250.000	82.97
ROBYN LEWIS	10/18/2023	AMAZON	COVER FOR CARRASCO MONUMENT	100-2200-600.250.000	10.08
ROBYN LEWIS	10/20/2023	AMAZON	SUPPLIES - DISPATCH AND CMDR GARZA	100-2200-600.250.000	27.04
ROBYN LEWIS	10/20/2023	SURF THRU CAR WASH	CAR WAS FOR PD UNIT FOR SENSORY FRIENDLY HALLOWEEN	100-2200-600.250.000	17.00
RUDOLFO ALCARAZ	9/28/2023	THE WOOD VENEER HUB	WOOD VENEER PANELS - BUILDING UPGRADE SOUND PROOFING	457-2100-700.100.005	1,301.64
RUDOLFO ALCARAZ	10/17/2023	NELSON'S ACE HARDWARE	SUPPLIES	457-2100-700.100.005	12.68
TIFFANY FLORES	9/22/2023	THE BEARS DEN	EMPLOYEE APPRECIATION; DONUTS	100-1300-610.000.000	33.28
TIFFANY FLORES	9/28/2023	HARRAH'S HOTEL LV	ADMIN PROF CONFERENCE; TRAVEL; HOTEL	100-1300-610.920.000	115.65

US BANK INVOICE FOR CALCARD CHARGES: 9/23/23-10/23/23

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
TIFFANY FLORES	9/29/2023	COSTCO	HR; JOB FAIR; SUPPLIES	100-1300-610.920.000	28.99
TIFFANY FLORES	9/29/2023	COSTCO	CITY COUNCIL; SUPPLIES	100-1100-610.920.000	28.98
TIFFANY FLORES	10/2/2023	AMAZON	HR; JOB FAIR; SUPPLIES	100-1300-610.920.000	19.94
TIFFANY FLORES	10/3/2023	AMAZON	CITY COUNCIL; SUPPLIES	100-1300-610.920.000	(21.33)
TIFFANY FLORES	10/5/2023	AMAZON	SUPPLIES; FLOATING SHELVES	100-1300-610.920.000	14.09
TIFFANY FLORES	10/5/2023	AMAZON	ADMIN CONF. ROOM; SUPPLIES; HDMI DONGLE	100-1300-610.920.000	81.99
TIFFANY FLORES	10/15/2023	DROPBOX	REFUND	100-1300-610.900.000	19.99
TIFFANY FLORES	10/16/2023	AMAZON	SUPPLIES; CM SCRIBE PEN TIPS	100-1300-610.920.000	26.15
TIM CANNON	9/21/2023	SHELL GAS STATION	SUPPLIES; COFFEE CREAMER	700-9200-600.257.000	88.46
TIM CANNON	9/28/2023	CASE CLUB	SUBSCRIPTION; STORAGE	100-2200-600.250.000	1,607.68
TIM CANNON	9/29/2023	AMAZON	SNACKS	100-2200-600.250.000	(26.99)
TIM CANNON	9/29/2023	AMAZON	FUEL	100-2200-600.250.000	99.99
TIM CANNON	10/5/2023	GOV-X	DRONE MONITOR	100-2200-600.250.000	166.29
			INSURANCE - DRONE PART		
			2-YEAR DRONE INSURANCE PLAN		
			EQUIPMENT BAG - DEPARTMENT EQUIPMENT		
					<u>108,231.37</u>

Agenda Item 1.

**PRESENTATION TO ACCEPT FISCAL YEAR 2021-2022 FINANCIAL
STATEMENTS WITH INDEPENDENT AUDITORS REPORT**

Page Holder

Agenda Item 2.

**CONSIDERATION OF A RESOLUTION APPROVING WASTE SERVICES
CONTRACT WITH MID VALLEY DISPOSAL**

Page Holder

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

December 4, 2023

ITEM NO: 3.

SUBJECT: Introduction and Waiver of the First Reading of an Ordinance of the City of Selma Amending Section 6-3-2 of the Selma Municipal Code Relating to Animal Control

DISCUSSION: Currently in the Municipal Code, The City has delegated all animal control authority to Second Chance Animal Shelter (SCAS). This relinquishes all control by the City over animal control, and instead gives it to an outside agency.

The proposed ordinance places animal control authority back in the hands of the City, specifically, the Chief of Police. The proposed ordinance still allows animal control authority to be delegated, however, delegation must be approved by the Chief of Police and is still subject to control by the Chief of Police.

FISCAL IMPACT: None.

RECOMMENDATION: Staff recommends the City Council introduce and waive the first reading of an Ordinance Amending Section 6-3-2 of the Selma Municipal Code Relating to Animal Control and schedule the public hearing for January 16, 2024.

_____/s/_____
Megan Dodd, City Attorney

November 27, 2023
Date

ORDINANCE NO. 2023- __

**AN ORDINANCE OF THE CITY OF SELMA AMENDING
CHAPTER 6-3-2, RELATING TO ANIMAL CONTROL, OF THE
CITY OF SELMA MUNICIPAL CODE.**

THE CITY COUNCIL OF THE CITY OF SELMA DOES ORDAIN AS
FOLLOWS:

SECTION 1. Amendment of Authority of Animal Control Officer. Chapter 6-3-2 of the Selma Municipal Code is amended to read as follows:

6-3-2: AUTHORITY OF ANIMAL CONTROL OFFICER:

(A) The Chief of Police for the City of Selma is the head animal control officer for the City. The Chief of Police shall be responsible for delegating all animal control duties, and no person shall perform animal control duties within the City of Selma, unless authorized by the Chief of Police. Any person serving as an animal control officer for the City, must be appointed by the Chief of Police, and will be subject to control by the Chief of Police. If the Chief of Police appoints an animal control officer, that person will be authorized to perform all duties of an animal control officer, including enforcement of all provisions of chapter 2 of this title; the power to serve warrants as specified in Penal Code sections 1523 and 1530; and to issue administrative citations for any violation of the provisions of chapter 2 of this title.

(B) Further, all complaints of animal cruelty shall initially be investigated by the Selma police department or an officer thereof and shall be dealt with by the animal control officer in the manner prescribed by the police department. Nothing in this chapter or section is intended to or shall affect the authority of the chief of police of the city of Selma, or of any peace officer employed by the city of Selma to enforce state and local animal control laws and ordinances as deemed necessary by the chief of police or the peace officer.

SECTION 2. Portions of Chapter 6-3-2 of the Selma Municipal Code are hereby deleted as follows:

~~The city of Selma hereby specially appoints and authorizes the animal control officer employed by Second Chance Animal Shelter Of Selma (SCAS), a California nonprofit corporation organized and operating as the Humane Society, Society For The Prevention Of Cruelty To Animals and/or a public pound within the city of Selma to enforce, in any manner permitted by this code, those provisions that currently exist in chapter 2 of this title, or as they may be hereafter amended. The animal control officer is hereby designated by the city of Selma as an animal control officer authorized to perform such duties. The chief of police may designate the animal control officer employed by SCAS to perform all of the~~

~~duties prescribed by chapter 2 of this title for a poundmaster and animal control officer to include the power to serve warrants as specified in Penal Code sections 1523 and 1530 and to issue administrative citations for violation of any or all of the animal control provisions in chapter 2 of this title. In performing these duties, the animal control officer employed by SCAS shall contact and defer any such enforcement or other animal control activity as deemed necessary by any peace officer of the Selma police department with respect to each and all of the following:~~

- ~~—1. Where an animal presents a threat to the public safety;~~
- ~~—2. When an animal bites any persons;~~
- ~~—3. When an animal is creating a traffic hazard;~~
- ~~—4. When the owner/handler of the animal has been arrested by the Selma police department; or~~
- ~~—5. When the animal has been gravely injured.~~

SECTION 3. Severability. If any part of this Ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed the remainder of this Ordinance, as if such invalid portion thereof had been deleted.

SECTION 4. This ordinance shall take effect thirty (30) days after its passage.

SECTION 5. The City Clerk is hereby ordered and directed to certify the passage of this Ordinance and to cause the same to be published once in a newspaper of general circulation, published in the County of Fresno.

I, Reyna Rivera, City Clerk for the City of Selma do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Selma held on the 4th day of December of 2023, and passed and adopted at a regular meeting of the City Council held on the ____ day of _____ 2023, by the following vote, to wit:

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

(Signatures on following page)

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

APPROVED AS TO FORM:

Megan N. Dodd
City Attorney

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

December 4, 2023

ITEM NO: 4.

SUBJECT: Consideration of Amendment No. 2 to City of Selma's Agreement with
Second Chance Animal Shelter

BACKGROUND: The City Council directed staff at the June 1, 2023 Special Meeting to extend and modify the expiring contract with Second Chance Animal Shelter reflecting a monthly payment amount of \$30,000 through December 31, 2023, due to an increase in animal intakes and operating costs. In addition, the City Council approved \$55,000 in one-time emergency funds, which were issued to the Shelter.

DISCUSSION: The attached Amendment No. 2 (Exhibit A) reflects a new term that would extend the agreement on a month-to-month basis through March 31, 2024, terminable by the City at any time with 30-days notice or immediately in the case of any breaches of the contract

FISCAL IMPACT: Up to \$90,000 through March 31, 2024 from the General Fund.

RECOMMENDATION: Approve Amendment No. 2 to City of Selma's Agreement with
Second Chance Animal Shelter

/s/
Fernando Santillan, City Manager

11/30/2023
Date

Attachments:

1. Exhibit A: Proposed Addendum No. 2
2. Exhibit B: Addendum No. 1
3. Exhibit C: Professional Services Agreement (July 1, 2021) with Second Chance Animal Shelter

CITY OF SELMA
PROFESSIONSAL SERVICES AGREEMENT AMENDMENT NO. 2

This Professional Services Agreement Addendum (“Addendum”) is made and entered into and between the City of Selma (“City”) and Second Chance Animal Shelter of Selma (“Consultant”).

Whereas, the Consultant’s professional relationship with the City is governed by the Professional Services Agreement (“Agreement”) dated July 1, 2021, attached hereto as Exhibit 1, and Addendum No. 1 as approved on July 14, 2023; and

Whereas, Consultant has suffered from financial and operational struggles, which requires an amendment to the Agreement;

Accordingly, the parties agree that the Agreement is amended as follows:

Section 1: Term. The current contract term would extend on a month-to-month basis through March 31, 2024 terminable by the City at any time with 30-day’s notice, with or without cause

Except as set forth in this Addendum, all other terms and conditions of the Agreement shall remain in full force and effect.

Date: _____

Sign: _____
Fernando Santillan, City Manager
City of Selma

Date: _____

Sign: _____
Parveen Sandhu, President
Second Chance Animal Shelter of Selma

CITY OF SELMA

PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1

This Professional Services Agreement Addendum ("Addendum") is made and entered into between the City of Selma ("City") and Second Chance Animal Shelter of Selma ("Consultant").

Whereas, the Consultant's professional relationship with the City is governed by the Professional Services Agreement ("Agreement") dated July 1, 2021, attached hereto as Exhibit 1, and

Whereas, Consultant has suffered from financial and operational struggles, which requires an amendment to the Agreement.

Accordingly, the parties agree that the Agreement is amended as follows:

Section 1: Term. The current contract term would end on June 30, 2023. The parties agree to extend the Agreement for an additional six (6) months. Prior to December 31, 2023, the parties will meet and determine whether a new agreement can be reached.

Exhibit A: Subsection (o): City Manager shall have authority to approve an increase or decrease in staffing levels, as well as to determine part-time or full-time status of employees based upon the needs of the Shelter. Additionally, a representative of the City will be involved in all hiring decisions made by the Shelter, including interviews and employment offers extended, as needed. Furthermore, Shelter staff shall receive training from the City, including from the Police Department, as deemed appropriate by the City, in order to provide effective and competent service to the community.

Exhibit A: Subsection (m): Additionally, Consultant will provide weekly, monthly, quarterly, and annual revenue and expense reports. Consultant will be required to provide an accounting to the City at any time at City request. Consultant will also provide a monthly report that details the following:

- Description of current capacity at the shelter
- Challenges currently faced by the shelter
- Any complaints received from staff or members of the public
- Significant events that have affected operations

Exhibit B: Rate Schedule: Consultant's flat monthly fee shall be increased to the amount of thirty thousand dollars (\$30,000.00).

In addition to the above, the below sections shall be added to the Agreement as follows:

Section 24: Shelter Capacity: Currently, the shelter is well-over capacity with animals. The shelter shall use its best efforts and work immediately to reduce the number of dogs to below sixty (60). Once the number of the dogs at the shelter is reduced to below sixty (60), within 3 months of execution of this addendum, Consultant shall use its best efforts to consistently keep the amount of animals at the shelter at or below sixty (60). However, under no circumstances, shall the number of animals reach above seventy-five (75). Additionally, Consultant must notify the City **within 24 hours** if the number of animals at the shelter reaches sixty (60) or more.

In instances when the Consultant receives a litter of puppies, Consultant is allowed up to 12 weeks to nurse and wean the puppies, as necessary, before removing them from the shelter in order to meet the capacity requirement stated above. In all such instances, Consultant shall notify the City and ensure proper monitoring and reporting of the specific timeframes and number of puppies subject to this provision.

Additionally, Consultant shall cease all pickup of animals from Kingsburg or Fowler due to the capacity limitations at Shelter, following a 60-day notice period to the respective agencies.


Section 25: Board Representation: A City representative shall always have a seat on the Second Chance Animal Shelter Board of Directors. Additionally, Consultant shall ensure that at least one member of the Board of Directors has an adequate accounting or finance background who is able to effectively manage the Shelter's funds.

Except as set forth in this Addendum, all other terms and conditions of the Agreement shall remain in full force and effect.

Date: 7/19/23

Sign: 
Fernando Santillan, City of Selma City Manager

Date: 07-19-2023

Sign: 
Parveen Sandhu, President of Second Chance Animal Shelter of Selma

CITY OF SELMA

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT ("Agreement"), is made and effective as of July 1, 2021 ("Effective Date"), between the City of Selma, a municipal corporation ("City") and Second Chance Animal Shelter of Selma, a California non-profit corporation ("Consultant"). The City and Consultant are hereinafter collectively referred to as the "Parties".

RECITALS

WHEREAS, City desires to engage Consultant to perform the services described herein, and Consultant desires to perform such services in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

1. TERM

This Agreement shall commence on the Effective Date, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2023, unless sooner terminated pursuant to the provisions of this Agreement. If this agreement is not renewed by this date, this agreement will remain in place on a month-to-month services.

2. SERVICES

(a) Consultant shall perform the tasks ("Services") described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. ("Scope of Services"). Tasks other than those specifically described in the Scope of Services shall not be performed without prior written approval of the City. The Services shall be performed by Consultant, unless prior written approval is first obtained from the City. In the event of conflict or inconsistency between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail.

(b) City shall have the right to request, in writing, changes to the Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

(c) Consultant shall perform all Services in a manner reasonably satisfactory to the City and in a first-class manner in conformance with the standards of quality normally observed by an entity providing animal care and animal control services, serving a municipal agency.

(d) Consultant shall comply with all applicable federal, state, and local laws,

regulations and ordinances in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*). During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working on the Effective Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute or law; and (ii) City has not consented in writing to Consultant's performance of such work. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for Services performed pursuant to this Agreement, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

(e) Consultant represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Consultant or under its supervision, and all personnel engaged in the Services shall be qualified and licensed to perform such services.

3. MANAGEMENT

City's City Manager shall represent the City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but shall have no authority to modify the Services or the compensation due to Consultant.

4. PAYMENT

(a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B ("Rate Schedule"), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed Eight Thousand One Hundred Sixty-Three Dollars and Fifty-Seven Cents (\$8,163.57) per month, plus reimbursements as set forth in Exhibit B, during the total Term of the Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

(c) Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within 45 days of receipt of an invoice therefore.

5. SUSPENSION OR TERMINATION OF AGREEMENT

(a) Either party may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the other party at least sixty (60) days prior written notice. Upon receipt of said notice from the City, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If either party suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant shall submit an invoice to the City pursuant to Section 4 of this Agreement.

6. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to review such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office, and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest,

including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement. All reports, documents, or other written material developed by Consultant in the performance of the Services pursuant to this Agreement, shall be and remain the property of the City.

7. INDEMNIFICATION

(a) Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) DUTY TO DEFEND. In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, claim, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by City, Consultant shall have an immediate duty to defend the City at Consultant's cost or at City's option, to reimburse the City for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters.

Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and City, as to whether liability arises from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

8. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by reference.

9. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultants exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

11. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

12. NO BENEFIT TO ARISE TO LOCAL OFFICERS AND EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Services during his/her tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Services performed under this Agreement.

13. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City, unless otherwise required by law or court order.

(b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless Consultant is prohibited by law from informing the City of such Discovery, court order or subpoena. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City: City of Selma
1710 Tucker Street
Selma, CA 93662
Attention: City Manager

With a Copy To: Lozano Smith
Attorneys at Law
7404 North Spalding Avenue

Fresno, CA 93720-3370

To Consultant: Second Chance Animal Shelter
2831 W. Front St.
Selma, CA 93662
Attention: President

15. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision similar to the one provided herein and identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

Notwithstanding Consultant's use of any subconsultant, Consultant shall be responsible to the City for the performance of its subconsultant as it would be if Consultant had performed the Services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the City and any subconsultant employed by Consultant. Consultant shall be solely responsible for payments to any subconsultants. Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the services performed by a subconsultant under this Agreement.

16. GOVERNING LAW/ATTORNEYS' FEES

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court in Fresno County, California. If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Consultant under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each

party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

18. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

20. CAPTIONS

The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

21. WAIVER

The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

22. REMEDIES

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

23. AUTHORITY TO EXECUTE THIS AGREEMENT


The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

"CITY"
City of Selma

By: 
Ralph Jimenez, Interim City Manager

"CONSULTANT"
Second Chance Animal Shelter

By: 
Amanda Guerra, President
Nidya Suarez, Vice President

Attest:

By: 
Reyna Rivera, City Clerk

Approved as to form:

By: 
Mary Lerger, City Attorney

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Rate Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A

SCOPE OF SERVICES

Consultant shall provide animal care and control services, as set forth herein, for animals which originate in the City of Selma, which shall include, but are not limited to the following services:

- a. Shelter animals consistent with State and local laws and regulations.
- b. Maintain kennels and animal shelter facilities in a humane and sanitary condition at all times.
- c. Maintain shelter hours twenty-four (24) hours per day, seven (7) days per week for the feeding and care of abandoned dogs.

- d. Maintain at a minimum, business hours of:
 - Regular operational hours (drop offs allowed):
 - Tuesday – Saturday 7am – 11am & noon – 4pm
 - Sunday – Monday 7am – 11am & 3pm – 5pm

Animal Control Services:

7 days a week from 8am – 5pm and on-call after hours; after hours public contacts Selma Police Department and Selma Police Department contacts on-call Animal Control Officers

Adoption and Business Hours:

Tuesday – Friday 12pm – 4pm
Saturday 9am – 5pm

Animal Reclaim Hours:

Tuesday – Saturday 8am – 5pm
Sunday – Monday 7am – 11am

- e. Maintain voice-messaging services for public inquiries during non-operational hours.
- f. Vaccinate impounded animals against common communicable diseases as needed.
- g. Quarantine and monitor animals in accordance with State and local regulations.
- h. Provide or arrange for emergency medical care to sick and injured animals that are within Consultant's care.

- i. Dispose of deceased animals in a lawful manner using an animal disposal company.
- j. Employ and enlist qualified officials, officers, employees, agents, and volunteers to perform work for Consultant.
- k. Adopt and practice personnel rules that conform to Federal, State and local laws and regulations.
- l. Ensure all of Consultant's officials, officers, employees, agents, and volunteers deliver exceptional customer service and perform work with courtesy, integrity and respect. All complaints shall be handled with diplomacy and addressed promptly.
- m. Submit statistical and narrative activity reports to the City on a monthly basis, on or before the fifteen (15th) day for the preceding month. Reports shall include the following information and be presented in a format acceptable to the City:
 - i. Number of dogs received.
 - ii. Number of dogs adopted by individuals or transferred to other shelters or organizations.
 - iii. Description of shelters and organizations that received dogs, including dates of delivery.
 - iv. Description of any other disposition of dogs.
 - v. Number of dogs requiring medical treatment, quarantine or vaccinations.
 - vi. Records of any other disposition of dogs.
 - vii. Other related information that the City may request, provided individual privacy rights are respected.
- n. File all reports required by State and local laws.
- o. Employ two, qualified, trained, Animal Control Officers ("ACO") to engage in animal control activities daily in the City; one on a full-time basis and one part-time, seven days a week (exception: City holidays), and five kennel technicians. Said activities shall include, but are not limited to, the following: responding to reports of vicious and dangerous animals, capturing and impounding stray domestic animals, accepting animals surrendered by their owners, rescuing ill, injured or abused animals.

- p. Maintain a website with stray animals to assist in owner reunification
- q. Adoption services
- r. Accept animals surrendered by owners at the shelter
- s. Provide vaccination and microchip clinics no less than three times annually

EXHIBIT B

RATE SCHEDULE

Consultant shall receive a flat monthly fee in the amount of Eight Thousand One Hundred Sixty-Three Dollars and Fifty-Seven Cents (\$8,163.57) for the Services set forth herein.

Additionally, the City will reimburse Consultant up to \$1,500 for spay/neuter services provided for dogs or cats.

City will pay monthly for disposal of deceased animals and maintain freezer located at Second Chance Animal Shelter.

Pursuant to certain leases between the City and CalWater, the City leases the animal shelter site from CalWater in exchange for CalWater's lease of space on Selma's Tower property.

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of the Services, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to the City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000.00 per occurrence, \$2,000,000.00 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000.00 combined single limit for each accident.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000.00).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of the City, its officers, agents, employees and volunteers.

Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsement must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a

primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant, or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

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

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by the City. The City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by the City.

Timely notice of claims. Consultant shall give the City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

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

December 4, 2023

ITEM NO: 5.

SUBJECT: Selma-Kingsburg-Fowler Sanitation District Update

DISCUSSION: At the September 5, 2023 Regular Council meeting, Council requested an update and report from General Manager Veronica Cazares regarding SFK activities and projects relating to Selma. To date, we have not received confirmation that General Manager Cazares is willing to present to the Selma City Council.

FISCAL IMPACT: None.

RECOMMENDATION: As requested by Council, Staff has placed this item on the agenda for information and discussion.

_____/s/_____
Fernando Santillan
City Manager

11/30/2023
Date

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

December 4, 2023

ITEM NO: 6.

SUBJECT: Consideration of a Resolution Awarding Classification and Compensation Agreement to Ramos HR Consulting

BACKGROUND: In December 2022, the City Council directed staff to undertake a Classification and Compensation Study in Fiscal Year 2023-24. The purpose of the Classification and Compensation Study and analysis is to ensure appropriate classifications and compensation for all employees when compared to similarly situated Cities/Agencies. It is unknown when the last Class & Comp study was undertaken by the City of Selma, but indications are that it has been at least 15 years, if not more.

DISCUSSION: City staff initiated a Request for Proposal (RFP) process to contract for a Classification and Compensation Study. The RFP was made initially available on the City website on November 2, 2023. Additionally, it was directly sent to qualified firms based in California that have provided similar services to agencies within the region.

The deadline for submitting proposals under the RFP was November 22, 2023. The City received a total of two proposals. These proposals underwent evaluation by a committee where members convened and compared the two proposals in accordance with the grading criteria identified in the RFP.

After consideration by the Classification and Compensation Study Committee, it is recommended that the City Council award the Professional Services Agreement to Ramos HR Consulting for the Classification and Compensation Study.

FISCAL IMPACT: The total amount for the contract is not to exceed \$155,075, depending on actual billed hours. This item was budgeted in Fiscal Year 2023-24 by Human Resources – Professional Contract Services for \$120,000. Staff requests an increase to the Human Resources budget of \$35,075 from the General Fund to accommodate this contract.

RECOMMENDATION It is recommended that the City Council approve the Resolution awarding the Professional Services Agreement to Ramos HR Consulting for the Classification and Compensation Study.

/s/

Janie Venegas
Administrative Services Director

11/28/23
Date

/s/

 Fernando Santillan
 City Manager

11/28/23
Date

RESOLUTION NO. 2023 – ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA, APPROVING A PROFESSIONAL SERVICES AGREEMENT AND
AUTHORIZING CITY MANAGER TO EXECUTE AGREEMENT WITH RAMOS HR
CONSULTING FOR THE PURPOSE OF CONDUCTING A CLASSIFICATION AND
COMPENSATION STUDY**

WHEREAS, the City of Selma is authorizing the City Manager to execute a Professional Services Agreement (Agreement) with Ramos HR Consulting for the purpose of conducting a Classification and Compensation Study; and

WHEREAS, the total fees associated with this agreement shall not exceed \$155,075 for the entirety of the agreement; and

WHEREAS, the City Council authorizes an increase of \$35,075 to the FY 23-24 budget to accommodate the contract amount;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELMA DOES
HEREBY RESOLVE 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 work performed will be consistent with the work details listed in the proposal provided by Ramos HR Consulting titled “Business Proposal prepared for City of Selma RFP Classification and Compensation Study” dated November 22, 2023.

Section 3. Authorize the City Manager to execute contract documents.

Section 4. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 5. Effective Date. 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 this 4th day of December 2023, by the following vote:

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

(Signatures on following page)

ATTEST:

Scott Robertson
Mayor

Reyna Rivera
City Clerk



BUSINESS PROPOSAL

Prepared For
City of Selma
RFP for Classification and Compensation Study

TABLE OF CONTENTS

COVER LETTER.....	3
TEAM EXPERIENCE & RESUMES.....	4
CLIENT REFERENCES.....	5
SCOPE OF WORK.....	7
OVERVIEW OF 3 STEPS TO COMPLETE STUDY.....	8
STEP 1: Formal Kickoff Meeting and Ongoing Communication.....	8
STEP 2: Review Background Materials & Perform Scope of Work.....	9
STEP 3: Finalize and Debrief Project	10
STUDY APPROACH.....	11
METHODOLOGY.....	13
Whole Job Methodology.....	13
Allocation Factors	14
ANTICIPATED TIMELINE	15
RATE SCHEDULE	17

COVER LETTER

November 22, 2023

City of Selma
1710 Tucker Street, Selma, CA 93662
Attention: Janie Venegas, Human Resources Manager

Submitted via email at JanieV@cityofselma.com

Dear Evaluation Committee,

Ramos HR Consulting has diverse experience and expertise in the field of human resources ("HR"), which allows us to support a wide variety of unique client needs. Our firm was established in May 2022 as an S-Corporation. We are a minority and woman-owned business with over 40 years of combined experience specific to the public sector. Our firm has experience and a proven record of accomplishment in similar public sector projects that include Police and Fire Personnel.

Located in California, we have provided customized HR guidance, solutions, and modernization in the areas below.

- Classification and Compensation
- HR Auditing and Compliance
- Performance Management
- Training and Development
- Recruitment and Selection
- Onsite and remote leadership support
- Customized policy, practices and procedures

Our team of professionals will leverage our expertise in public sector HR and will collaborate with all levels to serve and help the City of Selma ("City") move forward with innovative solutions. Specifically, Ramos HR Consulting will conduct a comprehensive classification and compensation study for positions in the Police and Fire employee groups, and provide a comparison of compensation rates with similarly situated Cities or designated benchmark agencies. Our recommendations will allow the City to effectively recruit, retain, and maintain its budgeted positions, which in turn enhances overall operations.

Ramos HR Consulting presently is not aware of any conflicts of interest, and agrees that it will not acquire any interest, which would present a conflict of interest. We look forward to the potential of partnering with the City of Selma.

Thank you for your time and consideration!



Jennifer Ramos
Founder and CEO, Ramos HR Consulting
EIN: 88-2301809
www.ramoshrconsulting.com

TEAM EXPERIENCE & RESUMES

Ramos HR Consulting enjoys helping organizations achieve HR success. Our experience includes leading small (one position, one classification, or one series) to larger agency-wide classification and compensation studies for over 500 budgeted positions and nearly 2,000 employees. We have worked with all levels of the public sector (state, county, city, community college, k-12 school districts, specialty districts, and more) on classification and compensation specific work for 30 years. We understand how the fundamental principles apply differently to each entity yet align with industry standards and best practices. We have direct experience with studies specific to Police and Fire.

MEET THE EXPERTS: KEY PERSONNEL AND AVAILABILITY



Jennifer Ramos is the Founder and CEO of Ramos HR Consulting. She began her career in Human Resources over 20 years ago. She has a successful history of working in the public sector and has held various HR roles at all levels. She served as Principal Consultant and promoted to Division Manager in the Classification and Compensation Unit for a prior consulting firm based out of Sacramento, California for a total of five years before moving into recent HR leadership roles. Ramos earned her Bachelor of Arts degree in History and Business Administration from the University of California, Berkeley, and a Master of Public Administration from California State University, Northridge. Ramos is passionate and committed to ensuring quality results and adapts to any organizational needs. Ramos's practical and creative approach allows her to contribute valuable HR solutions to elevate organizations.

Karen Barocio is a Principal Consultant with over 13 years of experience in private and public sector HR. She has served in management roles for various organizations throughout California where she helped build their HR infrastructures and left a positive impact. More importantly, she has provided leadership and guidance to all organizational levels in municipalities throughout California, Texas, and Florida. She brings this breadth of experience and expertise to all human resources functions. Barocio is committed to continuous learning. She obtained her Master's degree in Administration and Human Resources Management, and holds the Senior Professional in Human Resources (SPHR) and International Public Management Association-Certified Professional (IPMA-CP) designations, which further demonstrates her commitment and knowledge in the HR field.

Together, Ramos and Barocio share the mission of providing the highest level of HR consulting services and a dedication to public sector HR excellence. As a small firm, we are able to fully dedicate two classification and compensation experts to your project, along with a support team.

OUR TEAM

AND AREAS OF RESPONSIBILITY

Jennifer Ramos – Project Manager with 17 years of related HR experience with primary oversight of staff, technical work, and client deliverables. Led citywide studies in Arizona, California, and Texas.

Karen Barocio – Principal Consultant with 13 years of related HR experience, serves as Co-Project Manager, performs technical work, and conducts quality control of consultant work. Expertise in public safety studies in California, Texas, and Florida.

Joshua Castellanos – Senior Graphic Designer with over 20 years of experience in marketing and communications, creates innovative reports, templates, and user-friendly forms using technology.

Mei Shih – Consultant with 8 years of HR experience. Expertise in Police recruiting for the City of Hermosa Beach, California. Awarded 2023 Centurion Award for Excellence in Innovation Recruitment/Retention by the Peace Officers Association of Los Angeles County.

CLIENT REFERENCES

Ramos HR Consulting has worked with all levels of the public sector (state, county, city, community college, k-12 school districts, specialty districts, and more) on classification and compensation specific work. Below are five (5) professional references.

REFERENCE 1

AGENCY: Los Angeles County Employee Retirement Association (LACERA)
300 N. Lake Ave. Pasadena, CA

CONTACT: Carly Ntoya, Director of Human Resources
Phone: (626) 422-8233 | Email: cntoya@lacera.com

DESCRIPTION OF SERVICES PROVIDED: Awarded a multi-year Master Services Contract \$150,000 per year (2022-2027) to provide ongoing HR consulting services in various HR functions. Created a Hiring Manager Playbook. Audited approximately 800 job applications as part of a county series examination. Currently, our firm is completing a Classification and Compensation Manual for the client based on civil service rules.

SERVICE DATES: January 2023 - Present

REFERENCE 2

AGENCY: Long Beach City College, Personnel Commission
4901 East Carson Street, Long Beach, CA 90808

CONTACT: Juliet Hernandez, Assistant to the Vice President of Human Resources
Phone: (562) 308-0844 | Email: jhernandez@lbcc.edu

DESCRIPTION OF SERVICES PROVIDED: Jennifer Ramos, served as Interim Executive Director, Classified Human Resources and led a classification/compensation study for 545 employees with the assistance of Karen Barocio as Interim Human Resources Manager. Ramos met with stakeholder groups (Vice Presidents, Union, and Employees) to revise over 200 class specs and make compensation recommendations.

SERVICE DATES: January 2020 - December 2022

REFERENCE 3

AGENCY: City of Pasadena, Human Resources Department
100 N. Garfield Avenue, Room 135, Pasadena, CA 91101

CONTACT: Alex Souto, Deputy City Manager
Phone: (626) 744-4333 | Email: asouto@cityofpasadena.net

DESCRIPTION OF SERVICES PROVIDED: Jennifer Ramos served as Principal HR Analyst with the primary role to lead a citywide study for over 500 classifications with 2,000 employees. Revised class specs, including the City's Police Department, and met with multiple bargaining groups to propose/negotiate changes and salary impacts.

SERVICE DATES: August 2013 - May 2016

REFERENCE 4

AGENCY: City of Sacramento, Police Department
5770 Freeport Blvd., Sacramento, CA 95822

CONTACT: Luis Canela, Sergeant
Phone: 916-808-6125 | Email: lcanela@pd.cityofsacramento.org

DESCRIPTION OF SERVICES PROVIDED: Karen Barocio served as a Principal HR Analyst leading the classification and compensation function of the Police Department as well as, supported their recruitment efforts. Barocio reviewed the departments classification structure and proposed retention, redesign, or replacement of existing classifications. Developed salary surveys and analyzed results for market competitiveness. Partnered with the department to identify current and future recruitment needs, improve selection process, and address turnover concerns.

SERVICE DATES: January 2016 – December 2017

REFERENCE 5

AGENCY: City of Lancaster, Human Resources Department
44933 Fern Avenue, Lancaster, CA 93534

CONTACT: Kathleen Abaied, Director of Human Resources
Phone: (661) 723-6093 | Email: kabaied@cityoflanasterca.org

DESCRIPTION OF SERVICES PROVIDED: Jennifer Ramos served as Principal Consultant and promoted to Division Manager of the Classification and Compensation Unit at CPS HR Consulting based in Sacramento, California. CPS HR entered into a \$250,000 contract to perform on-call classification and compensation services.

SERVICE DATES: January 2019 - December 2019



SCOPE OF WORK

Ramos HR Consulting will conduct a comprehensive study of existing classification and compensation factors to make professional recommendations and present innovative solutions. The goal of this project will be to achieve a classification and compensation structure that can remain dynamic and relevant with industry standards and best practices, while enhancing and streamlining City operations specific to public safety classifications.

Ramos HR will consider the City's background and organizational culture:

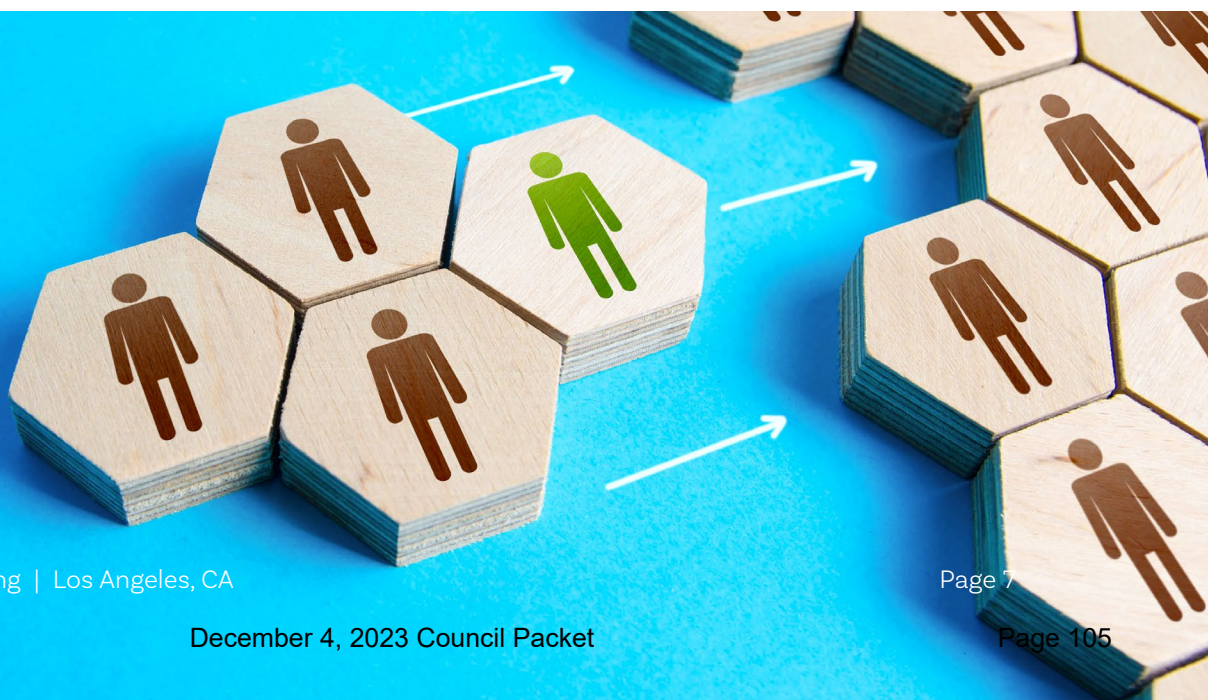
The City of Selma has a population of approximately 25,000. Situated along State Route 99 at the intersection of State Route 43 within Fresno County, California, the economic vitality of the community mainly stems from regional retail and services in addition to a thriving Central Valley agriculture industry.

The purpose of the study is to carefully analyze, recommend, and ensure appropriate classifications and compensation for all employees when compared to similarly situated Cities and benchmark agencies. The RFP Addendum No. 1 identified 171 employees (75 full-time employees and part-time employees), as well as 88 classifications included in the study.

Ramos HR Consulting understands that the City's objectives are to:

- A. Attract and retain qualified employees.
- B. Provide salaries commensurate with assigned duties.
- C. Provide benefits commensurate with comparable government agencies.
- D. Clearly outline compensation growth.
- E. Provide justifiable pay differential between individual classes.
- F. Maintain a competitive position with other comparable government entities similarly situated to the City of Selma.

Our team of classification and compensation experts will meet with relevant stakeholders to carefully review, confirm, and complete the scope of work if selected. Ramos HR Consulting will submit deliverables according to the timeline section of this proposal and solicit feedback from the City's assigned project manager or designated team prior to submitting a final work product. Detailed steps for the proposed scope of work and methodology are outlined on the next pages.



OVERVIEW OF 3 STEPS TO COMPLETE STUDY

STEP 1: Formal Kickoff Meeting and Ongoing Communication

The objective of this step is to meet with the assigned project team upon execution of a master service agreement or contract to review the scope of work in-depth, agree on the proposed timeline, and adjust the scope or timeline as needed.

The project will require ongoing email, phone, text message communication, and video conference meetings with the designated project managers or stakeholders for relevant history, questions, scheduling, and decision points.

Ramos HR Consulting will confirm the City's vision and expectations related to the scope of work. We will also gather relevant documents and create a shared drive to organize files, review background materials, and share draft deliverables.

DESCRIPTION	ANTICIPATED HOURS
Per the RFP, conduct orientation and briefing session(s) to discuss and explain the scope of study with department heads, managers, supervisors and employees with a minimum of two (2) onsite sessions.	<p>UP TO 105 HOURS</p> <p>171 employees and 88 classifications used as baseline for estimating hours in this step</p>
Schedule an initial meeting with assigned City staff and related personnel to discuss the process and tasks to be performed.	
Prepare for and conduct a formal kickoff meeting with project managers and/or stakeholder groups to review the scope, methodology, and timeline.	
Perform administrative tasks, create shared drive, and organize files.	
The City will provide copies of all salary schedules and benefits summaries for 2023 and 2024, Memorandums of Understanding or Contracts for all full-time groups, budget allocation reports, past studies, relevant history or precedence, and any other available in-house information requested by Ramos HR Consulting that may be required to complete the study.	<p>TRAVEL UP TO 40 HOURS</p> <p>Minimum of two (2) onsite sessions up to 10 hours per day for two Ramos HR Consultants</p>
Ongoing email/phone/text over duration of project amongst project team related to the scope of work.	
Follow-up meetings or periodic check-ins via video-conference.	
Per the RFP, Ramos HR Consulting will attend a minimum of two (2) onsite meetings throughout the process with the City, which could include City Council meeting(s), to explain methodology, survey results and recommendations. For the duration of the project, Ramos HR Consulting will provide the Human Resources Manager and the City Manager, or designee, with ongoing reports on the status and any issues encountered.	

STEP 2: Review Background Materials & Perform Scope of Work

The objective of this step is to review the City's background materials to understand the context, organizational culture, and specific needs of the City related to its Police and Fire Personnel. Ramos HR Consulting will review information including, but not limited to, existing classification, compensation and recruiting practices; organizational charts; budget documents; bargaining unit agreements, rules and laws; and related HR function policies and procedures.

DESCRIPTION	ANTICIPATED HOURS
Review relevant documents and background materials.	UP TO 890 HOURS 171 employees and 88 classifications used as baseline for estimating hours in this step to complete the classification and compensation study
Analyze City's existing classification and compensation structure, current practices, and guiding principles.	
Audit classification specifications against budgeted positions.	
Modernize classification specifications based on employee questionnaires, interviews, and whole job analysis techniques by Ramos HR Consultants.	
Study includes analysis for compliance with the Americans with Disabilities Act and exemption analysis to determine designation under the Fair Labor Standards Act.	
Identify benchmark classifications to survey the labor market and collect data based on the total compensation elements outlined in the RFP and listed under the Study Approach and Methodology section of this proposal.	
Make compensation recommendations for the Police and Fire job families based on study findings.	
Ramos HR Consultants review data independently to make objective determinations and together for organizational (holistic) considerations. We will seek clarification from the City's project manager as needed.	

STEP 3: Finalize and Debrief Project

The objective of this step is to create a high-level overview of the time, steps, and work required to produce a final deliverable for the classification and compensation phases of the study. Ramos HR Consulting will be available to present the final work products to key stakeholders, if asked to join, via video or teleconference.

Travel on-site to the City will require authorization and designated funding for travel expenses.

DESCRIPTION	ANTICIPATED HOURS
Create a PowerPoint presentation to accompany final work product, if requested.	UP TO 90 HOURS TRAVEL UP TO 20 hours Minimum of two (2) onsite sessions up to 10 hours per day for one Ramos HR Consultant
Co-present to the executive team, Council, or stakeholder groups upon request, hours depend on whether meetings require travel on-site.	
Provide training to designated staff on the methodology employed by Ramos HR Consulting, so the classification and compensation plan may be maintained after the completion of the study.	
Ramos HR may produce a concluding client report to summarize steps and outcomes for final deliverables, or two separate reports for the classification and compensation phases upon request.	



STUDY APPROACH

The objective of this section is to identify the actual scope of work and present Ramos HR Consulting's planned approach.

Ramos HR Consulting will conduct a comprehensive classification study of Police and Fire first, and subsequently a total compensation survey for selected benchmark classifications.

Note: the RFP indicated a labor market survey of all 88 classifications. However, Ramos HR Consulting will work with stakeholder groups to select strategic benchmarks (survey up to 40% of classifications) that allow for sound recommendations in accordance with the requirements described in this scope of work. The benchmark approach will mitigate collecting conflicting data.

Ramos HR Consulting will use industry techniques to recommend a pay philosophy and structure based on salary differentials supported by market trends.

The consulting services provided shall include, but not be limited to, the following:

- ✓ Gather data using industry accepted methods, including a comprehensive job analysis questionnaire and face-to-face interviews with at least one incumbent within each job classification to ensure a good understanding of work duties and responsibilities.
- ✓ Modernize classification specifications with appropriate titles; distinguishing characteristics; duties; knowledge, skills, and abilities; licenses, certifications, driving requirements; and physical requirements in compliance with the Americans with Disabilities Act.
- ✓ Determine appropriate exempt and non-exempt designation under the Fair Labor Standards Act.
- ✓ Review of City's total compensation and agree upfront to select/define the elements that will be collected in the total compensation survey tool. Some examples include Base Pay, Educational Incentive Pay, Special Assignment Pay, Certification Pay, Employee Retirement Contribution, Health Insurance (Medical, Dental, and Vision), Longevity, Bilingual skills, Wellness, Deferred Compensation contributions, Retiree Medical Contribution, Uniform Allowance, Accrual Rates, and recommendations by Ramos HR Consulting.
- ✓ A matrix explaining comparative data points used to analyze City salary and total compensation with market salary and total compensation data.
- ✓ Provide a comprehensive evaluation of every job classification within the City to determine relative worth within the organization for internal equity and to establish pay ranges.
- ✓ Submit a final total compensation report that analyzes salary and total compensation labor market data for safety job classifications, using not only job titles, but duties and responsibilities based upon the classification specifications from the City and duties performed within each classification.

A Total Compensation Report will be submitted to the Human Resources Manager and the City Manager, or designee, and include the following report parameters:

- Agencies surveyed
- Comparable class title
- Salary range minimum
- Salary range maximum/control point
- Number of observations
- Level of variability of the data
- Market value relative to the mean, median, and specified percentile
- Percent of City salary range above/below the market average value
- Explanation and outline of methodology used
- Summary and assessment of City's data relative to the market data points
- Review of current pay structure relative to market data and/or recommendation of possible change
- Identification of key issues that may need to be addressed
- Recommendations that include rationale for each key issue identified and a proposal for implementation

Other report factors include percentile placement amounts for all positions regarding salary and total compensation relative to market position. Ramos HR Consulting will cost analysis quantifying the fiscal impact of proposed implementations/recommendations for adjustment of market-valued job classifications that may be out of alignment.

Ramos HR Consulting will provide the City Manager, or designee, with a recommended strategy for implementing any changes suggested based on findings within the context of City policies and procedures.



METHODOLOGY

Ramos HR will use an intensive whole job analysis approach during the classifications phase which informs the total compensation portion of the study. Job matching in the labor market requires a whole job analysis, which means looking beyond title or level alone, and considering all allocation factors.

WHOLE JOB METHODOLOGY

When salary survey are conducted generally a whole job analysis methodology is used to identify comparables.

Salary studies applying whole job analysis methodology require the use of judgment and look at allocation factors as a whole:

- Functional level of position
- Scope of responsibility (develops and implements policies and procedures; place in organization)
- Level of supervision received and exercised
- Required certification and licensures (registration as a professional engineer)
- Organizational structure (department head in a city or county vs. a special district)

A sustainable compensation system is competitive in the marketplace, internally equitable, and integrated with the classification system.

Whole Job Method uses qualitative analysis, not quantitative analysis, and jobs are compared in their entirety against one another.

- Reflects values and priorities.
- Based upon compensable factors which are relevant job characteristics.
- Most common are skill, effort, responsibility, working condition.
- Employer determines which and how much of these factors are important.
- Compares jobs to one another based upon the overall worth of the job to the organization.
- The basic purpose is to eliminate pay inequities which may exist because of illogical pay structures.

ALLOCATION FACTORS

During a classification study, information is collected from employees and evaluated first individually, then collectively within the entire classification, to assure that class specifications are reflective of work performed by incumbents allocated to a particular classification.

Scope of Responsibility - purpose of work and level of core duties performed regularly.

Basic	Moderate	Advanced
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Knowledge Required - nature of job related competencies, knowledge, skills, and abilities needed to perform the job.

Basic	Moderate	Advanced
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Level of Complexity - nature of assignment, not volume of work performed.

Basic	Moderate	Advanced
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Budgetary responsibility - financial oversight of a program, division, department, or school.

Basic	Moderate	Advanced
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Supervision given/received - number of direct/indirect reports to determine span of control.

Basic	Moderate	Advanced
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Decision Making - authority level, degree of autonomy, and impact of decisions.

Basic	Moderate	Advanced
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Minimum Qualifications - experience and education threshold to effectively recruit employees and showcase career ladders.

Basic	Moderate	Advanced
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Services provided - specialized or generalized contributions and work products.

Basic	Moderate	Advanced
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Contacts - Nature of the people and conditions or purpose of contacts made in course of work.

Basic	Moderate	Advanced
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Consequence of Error - Impact of work product or services.

Basic	Moderate	Advanced
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ANTICIPATED TIMELINE

The Classification and Compensation Study shall be completed, and copies of the final report prepared and presented to the City no later than six (6) months from the date the agreement is entered into or a mutually agreed upon alternate date.

Ramos HR Consulting acknowledges that the City prefers a five-month timeline. We will work with the internal project team to expedite steps where possible. Target date for study completion is June 1, 2024. Successful completion relies on access to relevant City information and timely employee participation.

JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024
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STEP 1: Formal Kickoff Meeting and Ongoing Communication JANUARY 2024

GOAL: convey study Purpose and Methodology, collect Employee Surveys, and Review Data

- Orientation meetings with designated staff to discuss study objectives, procedures, overview of classification and compensation principles, possible study outcomes, milestones and tentative key dates
- Distribution of position description questionnaire (PDQ) with a timeline that accounts for input from multiple levels of the organization per classification
- Comprehensive, valid, and reliable position analysis and evaluation of each current job classification
- Position description questionnaire completion and review

JANUARY 2024	
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STEP 2: Review Background Materials & Perform Scope of Work FEBRUARY 2024

GOAL: Incumbent Interviews, propose Draft Classification Plan, and make Preliminary Classification Allocations

- Onsite/Remote Interviews: incumbents within each classification, all incumbents of single-position classification, and selected employees who request an interview
- Review current job descriptions for all classifications in public safety series, unless otherwise designated by City project managers during kickoff and follow-up meetings
- Preliminary Allocation Sheets - Prior to modernizing or developing detailed job descriptions, Ramos HR will create "preliminary allocation sheets" outlining internal job relationships within, and between, different job families and specific position allocations which will be submitted to the City for review and approval

	FEBRUARY 2024
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JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024
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MARCH 2024 - APRIL 2024

GOAL: finalize Classification Plan, modernize Job Descriptions, and administer Appeal Process

- Finalize Classification Plan including levels, tilting protocol, and classification changes
- After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the City designated team
- Modernize job descriptions based on allocation sheet recommendations and agreements
- Develop job descriptions for newly recommended job classes
- Draft a preliminary report on findings and recommendations for City Manager
- Provide an appeal process for employees and managers between the preliminary report and the final recommendations. Meet with appellants, as well as designated staff, as requested by the City
- Prepare and submit final report including classification allocations, and recommendations of new classifications.

	MARCH 2024 - APRIL 2024	
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MAY 2024 - JUNE 2024

GOAL: complete Total Compensation Study, propose a Compensation Philosophy, make Salary Recommendations, calculate Salary Range Placements, and propose Implementation Plan

- Propose and recommend a salary range placement for each classification based on internal relationships and external comparison with benchmark Cities
- Draft a preliminary report on findings and recommendations for designated City review
- Ramos HR will recommend a compensation philosophy and implementation strategy based on labor market data
- Prepare and submit final report including salary recommendations, allocations, and recommendations of new classifications

Note: the compensation phase should remain objective and factor the City's budget, current and future financial considerations, and labor negotiations. Therefore, no employee appeal process is administered.

	MAY 2024 - JUNE 2024
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OPTIONAL ADDITIONAL SERVICES: Beyond the proposed scope

On-call Support: Upon completion of the project scope, Ramos HR Consulting can aid with implementation, ongoing policy interpretation, or guidance on applying concepts. We can provide other on-call professional services for HR related functions.

Graphic Design Services: Ramos HR works with clients to produce polished and user-friendly manuals, resources, and employee tools by leveraging design and technology. Some examples include a recruitment playbook for managers, classification and compensation manual for HR staff, and agency-wide policies and procedures. Our in-house Graphic Designer creates an interactive PDF document that is beautifully designed and easy to navigate.

Ramos HR Consulting will only complete approved projects. Furthermore, any authorized scope of work will be completed in alignment with the culture, expectations, and values of the City.

	ONGOING
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RATE SCHEDULE

The statement of work above is represented as the total estimated hours to complete the 3-step study. The rate schedule includes time and materials, as well as incidental costs for performing remote work. All work will be performed at Ramos HR Consulting locations unless travel onsite to the City is requested.

Cost for additional services not specified in this proposal and/or other incidental fees must be approved by the City. The total cost of this proposal is outlined below.

Description	Rate	Hours	Cost
STEP 1: Formal Kickoff Meeting and Ongoing Communication		105	\$14,175
STEP 2: Review Background Materials Perform Scope of Work	\$135/hour	890	\$120,150
STEP 3: Finalize and Debrief Project		90	\$12,150

Description	Rate
Hourly Fee	\$135
General Project Fee - Steps 1 & 2	Up to \$134,325
Presentation Fees - Step 3	Up to \$12,150
Travel Fees - Consultants to travel onsite upon request	Up to \$8,100
Materials Fees	Up to \$500
Specialized Fees	N/A
Optional Additional Services	Not included in total
RATE SCHEDULE TOTAL - NOT TO EXCEED	\$155,075

NOTE: Ramos HR Consulting submits a monthly invoice to our clients. Billing terms are typically Net 30-day, unless otherwise requested by the City. Consultants will track project work. Only hours utilized will be billed at the hourly rate. All hours are noted above as a “not to exceed” total contract value.

Travel expenses, including mileage and per diem, and will be billed at approved government rates.

Should the scope of work evolve, Ramos HR Consulting will seek approval from the City before adding to or commencing any work outside the original scope of work outlined in this proposal. As an example, the Optional Additional Services line item was not calculated or factored into the rate schedule total.

Thank You
for your time and consideration.

We're excited at the potential of partnering with the City of Selma.



CITY OF SELMA

REQUEST FOR PROPOSALS (RFP) for CLASSIFICATION AND COMPENSATION STUDY

ADDENDUM NO. 1

The City of Selma hereby amends, in accordance with this Addendum to the Request for Proposals for the Classification and Compensation Study (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Provide for changes to the RFP; and
2. Provide responses to questions received.

1. CHANGES TO THE RFP

This addendum details changes to the RFP based on the questions received. Revisions to pre-existing language in the RFP are indicated either by ~~strike-through~~ for deletions and **bold/underlining** for insertions.

Revision 1, CHANGE

Page 7, Period of Performance

The Class and Compensation Study shall be completed and copies of the final report prepared and presented to the City no later than ~~five (5)~~ **six (6)** months from the date the agreement is entered into or on a date mutually agreed upon by the City and the Consultant.

Revision 2, CHANGE

Page 8, Process for Submitting Proposals

Responses must be received not later than 12:00 PM, PST, ~~November 21, 2023~~ **November 22, 2023.**

2. QUESTIONS AND ANSWERS

City response in red

1. Can you confirm the number of employees and classifications that will be covered in the study?
We sourced on your website 75 full-time and 13 part-time classifications/titles but will need a confirmation of the number of employees and classifications for an accurate timeline cost quote.
 - 171 employees / 75 full-time employees and 13 part-time employees
 - 88 classifications / 75 full-time and 13 part-time

2. We note the reference to completion of the study in a 5 month timeline. We don't see this as being realistically possible and want to inquire if the City would consider a 6-9 month timeline? Is there a date the City requires the study to be completed by?
- The city will consider a 6 month timeline
 - Study required to be completed by 06/01/2024

ALL OTHER TERMS AND CONDITIONS REMAIN THE UNCHANGED.

CITY OF SELMA

REQUEST FOR PROPOSALS (RFP)

Classification and Compensation Study

Released on November 2, 2023

Proposals Due on November 22, 2023 12:00 PM

Dear Consultants:

The City of Selma (hereinafter referred to as the “City”) is seeking a highly qualified and experienced individual(s) or firm with a proven record of accomplishment in similar public sector projects that include Police and Fire Personnel to conduct a comprehensive compensation study and analysis for all positions in the employee groups and to provide a comparison of compensation rates with similarly situated Cities/Agencies. The purpose of the Request for Proposal (RFP) is to provide interested individual(s) or firms with sufficient information to enable them to propose and submit proposals for the scope outlined within the RFP.

ABOUT US

The City of Selma has a population of approximately 25,000. Situated along State Route 99 at the intersection of State Route 43 within Fresno County, California, the economic vitality of the community mainly stems from regional retail and services in addition to a thriving Central Valley agriculture industry.

RFP TIMELINE

This RFP will be governed by the following schedule:

- Release of RFP: **November 2, 2023**
- Deadline for Proposers to Submit Questions: **November 10, 2023**
- Deadline for City to Answer Questions: **November 14, 2023**
- Proposal Due Date: **November 22, 2023**
- Review Period of Proposals: **November 27-28, 2023**
- Interviews (if required): **November 29, 2023**
- Approval of Contract: **December 4, 2023**

*All dates are subject to change at the discretion of the City

QUESTIONS AND ANSWERS

All questions regarding this RFP must be submitted in writing by e-mail to JanieV@cityofselma.com, with “RFP- Class & Compensation Study” in the subject line and be received no later than the due date indicated in Section 5. No telephone or oral requests will be considered. No requests for additional information or clarification to any person other than the RFP contact will be considered. Questions and requests for clarification from a Consultant must be submitted by only a single representative and must include the

requestor's name, address, telephone number, and email address, and the Consultant that he/she represents.

The City may rephrase questions as it deems appropriate and may consolidate similar questions. The City may also create and answer questions independent of the consultant's question(s).

The City will not consider questions received after the due date. Written responses to submitted questions will be included in an RFP Addenda, at the sole discretion of and sent by the City to all registered Consultants. The City may respond individually to questions or requests for clarification identified by the Consultant and deemed by the City as containing confidential information relating to that particular Consultant's proposal.

The City is not responsible for any explanation, clarification, interpretation, or approval (including any City responses to questions and requests for clarification) made or given in any manner except via written addendum to this RFP. The Consultant must not rely upon any explanation, clarification, interpretation, or approval that is not contained in a written addendum.

SCOPE OF WORK

The purpose of the Class and Compensation Study and analysis is to ensure appropriate classifications and compensation for all employees when compared to similarly situated Cities/Agencies.

The City's objectives are to:

- A. Attract and retain qualified employees.
- B. Provide salaries commensurate with assigned duties.
- C. Provide benefits commensurate with comparable government agencies.
- D. Clearly outline compensation growth.
- E. Provide justifiable pay differential between individual classes.
- F. Maintain a competitive position with other comparable government entities similarly situated to the City of Selma.

The Consultant shall conduct comprehensive compensation surveys for all classifications in accordance with the requirements described in this Scope of Work. The services provided shall include, but not be limited to, the following:

- Conduct orientation and briefing session(s) to discuss and explain the scope of study with department heads, managers, supervisors and employees.

- Provide a comprehensive evaluation of every job classification within the City to determine relative worth within the organization for internal equity and to establish pay ranges. In addition, Consultant will gather data using industry accepted methods, including a comprehensive job analysis questionnaire and face-to-face interviews with at least one incumbent within each job classification to ensure a good understanding of work duties and responsibilities.

Classification specifications include but are not limited to the following:

- Summary of classification
- Distinguishing characteristics
- Required and/or desired knowledge, skills, and abilities
- Requirements and/or desired education, experience, and certifications
- Working environments and/or conditions
- License, certifications, driving requirements, and physical requirements in compliance with the Americans with Disabilities Act
- Appropriate exempt and non-exempt designation under the Fair Labor Standards Act
- Review of City's total compensation, including but not limited to Base Pay, Educational Incentive pay, Special Assignment Pays, Certification Pays, Employee Retirement Contribution, Health Insurance (Medical, Dental, and Vision), Longevity, Bilingual, Wellness, Deferred Compensation contributions, Retiree Medical Contribution, Uniform Allowance, and Accrual Rates inclusive of all banks compared to market data points and/or recommendations of possible change(s);
- A matrix explaining comparative data points used to analyze City salary and total compensation with market salary and total compensation data;
- A compensation survey final report that analyzes salary and total compensation labor market data for all job classifications, using not only job titles, but duties and responsibilities based upon the classification specifications from the City and duties performed within each classification submitted to the City Manager, or designee, to include the following:
 - Agencies surveyed;
 - Comparable class title;
 - Salary range minimum;
 - Salary range maximum/control point;

- Number of observations;
 - Level of variability of the data;
 - Market value relative to 60th percentile (market average).
 - Percent of City salary range above/below the market average value;
 - Explanation and outline of methodology used;
 - Summary and assessment of City's data relative to the market data points;
 - Review of current pay structure relative to market data points and/or recommendation of possible change;
 - Identification of key issues that may need to be addressed;
 - Recommendations that include rationale for each key issue identified and a proposal for implementation;
- Percentile placement amounts for all positions regarding salary and total compensation relative to market position; and
 - Cost analysis and quantify fiscal impact of proposed implementations/recommendations for adjustment of market-valued job classifications that may be out of alignment.
 - Attend a minimum of four onsite meetings throughout the process with the City, which could include City Council meeting(s), to explain methodology, survey results and recommendations.
 - For the duration of the project, the Consultant shall provide the City Manager, or designee, with ongoing and biweekly reports on the status and any issues encountered during the project.
 - The City will provide copies of all salary schedules and benefits summaries for 2023 and 2024, and Memorandums of Understanding or Contracts for all full-time groups, and any other available in-house information requested by the Consultant that may be required to complete the study.
 - The Consultant shall provide the City Manager, or designee, with a recommended strategy for implementing any changes suggested based on findings within the context of City policies and procedures.

CONSULTANT QUALIFICATIONS/REQUIRED PROPOSAL CONTENT

The Consultant shall be responsible for preparing an effective, clear, and concise proposal. All proposals must contain the following information:

- A brief cover letter describing the firm’s organization and services. Include the primary contact. Address any qualifying statements or comments regarding the proposal. The signed letter should include a paragraph stating that the firm is unaware of any conflict of interest in performing the proposed work;
- Number of years the company has been conducting classification and compensation studies for municipalities;
- Consultant’s understanding of the services to be provided;
- Summary of five similar studies conducted for public agencies of similar size during the past five years. Include names, addresses, email addresses and phone numbers of a contact person at the client agency for reference checking purposes;
- Resumes of experience and education for all staff to be assigned to this project;
- Complete description of compensation methodology including study objectives, end products, processes, steps and procedures;
- Detailed work plan. Include a step-by-step study process, which includes an itemization of tasks to be performed, an estimated number of hours, and the timeline for completing each step. Include also the plan for communications and the employee appeal process;
- A statement indicating any information consultant may require from City staff and any other City staff assistance that may be needed;
- Description, if applicable, of how City support staff and services are expected to be used in the project;
- Project timing. A project schedule should be supplied identifying beginning and end dates for each phase of work and an integrated timeline;
- Fee proposal and reimbursable expenses. The fee schedule shall include the hourly rate for each personnel category and any other additional charges to complete the services required of this contract. Provide a list of any reimbursable expenses that may apply. The City will use the fee proposal in the selection process, reserves the right to negotiate the final fee with the consultant, and will not consider any additional expenses or fees not identified in the proposal.
- The successful consulting firm shall be required to present proof of insurance and indemnify the City in accordance with the enclosed “Professional Services Agreement” form.

- The consultant shall coordinate activities and report to the City a schedule for completion of key components of the project and the project as a whole based on a start date of the date the agreement is entered into.

The City will not be liable for any costs associated with the preparation or transmittal of any proposed or material submitted in response to this RFP. All responses and documentation become the property of the City of Selma.

PERIOD OF PERFORMANCE

The Class and Compensation Study shall be completed and copies of the final report prepared and presented to the City no later than five (5) months from the date the agreement is entered into or on a date mutually agreed upon by the City and the Consultant.

CONSULTANT SELECTON PROCESS AND PROPOSAL EVALUATION

The Contract award will be made after selection of one (1) respondent's proposal from among all respondents with implement of services to follow. However, this RFP does not indicate a commitment by the City to award a contract to any successful respondent. The City intends to evaluate the proposed services based upon the data presented in response to the RFP. The proposals will then be reviewed based on qualifications, specific experience, references, familiarity with the services and pricing, and the rated according to which company best meets the city's requirements.

KEY CONSIDERATION AND EVALUATON CRITERIA

The RFP responses will be evaluated based upon the following:

- Consultant's demonstrated expertise in classification and compensation studies on behalf of clients similar to the City of Selma;
- Perceived ability of consultant to meet the needs of the City of Selma including, but not limited to, ability of the consultant to perform high quality work, costs of services and ability to control costs;
- Consultant's availability and accessibility to work within the proposed schedule;
- The experience, professional credentials and references of those persons who will actually be conduct the study;
- Consultant's conceptual approach and process related to customer service as well as how the project will be managed and Consultant's ability to work effectively with City staff.

PROCESS FOR SUBMITTING PROPOSALS

Proposals must be submitted via email to the Human Resources Manager, Janie Venegas at JanieV@cityofselma.com, by or before 12:00 p.m. (PST) on November 21, 2023. The electronic bid system will not accept any Proposals after the Proposal Deadline. Only a Proposal submitted via email to the Human Resources Manager at JanieV@cityofselma.com will be considered for evaluation.

EVALUATION OF PROPOSALS AND SELECTION PROCESS

- The City will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.
- The criteria are as follows:

Criteria Categories	Points Possible	Points Awarded
Qualifications of Key Personnel: Include ability to provide the requested scope of services, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.	25	
Approach to Providing the Requested Scope of Services: Includes an understanding of the RFP and of the project's scope of services, deliverables, and knowledge of applicable laws and regulations related to the project.	25	
Price Proposal	15	
Innovation/Creative Approach: Innovative and/or creative approaches that provide additional efficiencies, enhanced employee engagement, expedited timing or increased performance capabilities, or other actions that benefit the delivery of this project.	25	
References	10	
Total Points	100	

Please note that this RFP pertains to professional services, and the above-referenced scoring rubric will be used as guidance only. Given the nature of the services, the City reserves the right to utilize its discretion in awarding the project. The City also reserves the right to negotiate pricing and contract terms. After reviewing the proposals, City Staff may conduct interviews with the top firms. Staff will forward a recommendation to the City Council for final selection.

The City reserves the right to reject all proposers and/or to invite other individuals and/or firms to respond to this RFP if the proposals received are inadequate.

A. Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. Proposal Review

A committee, assembled by the City Manager, will be established to review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The City may contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of the evaluation process, the Committee will rank all Proposers according to the evaluation criteria set forth above. The Committee will conclude the evaluation process at this point, and make a recommendation for award.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest-scoring Proposer or withdraw the RFP.

EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives cannot communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives cannot communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf.

CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest, which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further information from any and all Consultants and to waive any defects as to form or content of the RFP or any responses by any Consultant teams.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

Professional Services Agreement

The selected Consultant will be required to enter into an agreement with the City of Selma containing the terms and conditions set forth in the City of Selma's Contractual Services Agreement. A copy of this Contractual Services Agreement is included this RFP. If the Consultant has any exceptions to the standard terms and conditions, the consultant must identify any provision they are not prepared to satisfy in their proposal submission. Any requested changes will be considered by the City of Selma when evaluating proposals. Failure to meet the City of Selma's standard agreement may result in termination of the service agreement at the discretion of the City of Selma. The Consultant awarded the service agreement will be held accountable and liable for the acts of the Consultant's employees, representatives, agents and/or sub-contractors and shall defend, indemnify and hold harmless the City of Selma, its officers, employees and agents against any claim, loss or liability arising out of or resulting in any way from work performed under the service agreement due to the willful or negligent acts (active or passive) or omissions by the Consultant's officers, employees or agents. The acceptance of said services and duties by the City of Selma shall not operate as a waiver of such right of indemnification.

Insurance

The Consultant shall provide and maintain insurance in accordance with the City of Selma's Contractual Services Agreement. Upon execution of the service agreement, evidence of insurance will be required and annually thereafter upon expiration of the policies. The Consultant must be in full compliance with all statutory and applicable regulatory agencies at all times.

If an agreement cannot be reached, negotiations with an alternate consultant may commence.

**CITY OF SELMA
PROFESSIONAL SERVICES AGREEMENT**

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”), is made and effective as of _____ (“Effective Date”), between the City of Selma, a municipal corporation (“City”) and _____ (“Consultant”). The City and Consultant are hereinafter collectively referred to as the “Parties”.

RECITALS

WHEREAS, City desires to engage Consultant to perform the services described herein, and Consultant desires to perform such services in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

1. TERM

This Agreement shall commence on the Effective Date, and shall remain and continue in effect until tasks described herein are completed, but in no event later than _____, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

(a) Consultant shall perform the tasks (“Services”) described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. (“Scope of Services”). Tasks other than those specifically described in the Scope of Services shall not be performed without prior written approval of the City. The Services shall be performed by Consultant, unless prior written approval is first obtained from the City. In the event of conflict or inconsistency between the terms of this Agreement and Exhibit A, the terms of this Agreement shall prevail.

(b) City shall have the right to request, in writing, changes to the Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.

(c) Consultant shall perform all Services in a manner reasonably satisfactory to the City and in a first-class manner in conformance with the standards of quality normally observed by an entity providing Cost Allocation & User Fee Study, serving a municipal agency.

(d) Consultant shall comply with all applicable federal, state, and local laws, regulations and ordinances in the performance of this Agreement, including but not limited to, the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*). During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working on the Effective Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute or law; and (ii) City has not consented in writing to Consultant’s performance of such work. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.* Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve (12) months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et. seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for Services performed pursuant to this Agreement, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

(e) Consultant represents that it has, or will secure at its own expense, all licensed personnel required to perform the Services. All Services shall be performed by Consultant or under its supervision, and all personnel engaged

in the Services shall be qualified and licensed to perform such services.

3. MANAGEMENT

City's City Manager shall represent the City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but shall have no authority to modify the Services or the compensation due to Consultant.

4. PAYMENT

(a) The City agrees to pay Consultant monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B ("Rate Schedule"), attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed _____ (\$ _____) for the total Term of the Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

(c) Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this Agreement shall be made within 45 days of receipt of an invoice therefore.

5. SUSPENSION OR TERMINATION OF AGREEMENT

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant shall submit an invoice to the City pursuant to Section 4 of this Agreement.

6. OWNERSHIP OF DOCUMENTS

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to review such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office, and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any

copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement. All reports, documents, or other written material developed by Consultant in the performance of the Services pursuant to this Agreement, shall be and remain the property of the City.

7. INDEMNIFICATION

(a) Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

(b) Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

8. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by reference.

9. INDEPENDENT CONSULTANT

(a) Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultants exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against the City, or bind the City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation including, but not limited to, Worker's Compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

10. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

11. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all

remedies at law or in equity.

12. NO BENEFIT TO ARISE TO LOCAL OFFICERS AND EMPLOYEES

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

13. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City, unless otherwise required by law or court order. (b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City, unless Consultant is prohibited by law from informing the City of such Discovery, court order or subpoena. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

14. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City: City of Selma
1710 Tucker Street
Selma, CA 93662
Attention: City Manager

With a Copy To: Selma City Attorney

To Consultant: _____

15. ASSIGNMENT

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include and indemnity provision similar to the one provided herein and identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

Notwithstanding Consultant's use of any subconsultant, Consultant shall be responsible to the City for the performance of its subconsultant as it would be if Consultant had performed the Services itself. Nothing in this Agreement shall be deemed or construed to create a contractual relationship between the City and any subconsultant employed by Consultant. Consultant shall be solely responsible for payments to any subconsultants. Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the services performed by a subconsultant under this Agreement.

16. GOVERNING LAW/ATTORNEYS' FEES

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court in Fresno County, California. If any action at law or suit in equity is brought to enforce or interpret the provisions of this Agreement, or arising out of or relating to the Services provided by Consultant under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and all related costs, including costs of expert witnesses and consultants, as well as costs on appeal, in addition to any other relief to which it may be entitled.

17. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties relating to the obligations of the Parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

18. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

19. COUNTERPARTS

This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

20. CAPTIONS

The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and shall have no significance in the interpretation of this Agreement.

21. WAIVER

The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

22. REMEDIES

Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude

the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

23. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant represents and warrants that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the Effective Date.

“CITY”

City of Selma

By: _____
Fernando Santillan, City Manager

“CONSULTANT”

By: _____

Attest:

By: _____
Reyna Rivera, City Clerk

Approved as to form:

By: _____
Megan Dodd, City Attorney

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Rate Schedule
	Exhibit C	Insurance Requirements

EXHIBIT A

SCOPE OF CONTRACTUAL SERVICES - BASIC

The Contractor shall provide contractual services as follows:

A. Classification and Compensation Study Services

The Contractor shall conduct comprehensive compensation surveys for all classifications in accordance with the requirements described in this Scope of Work. The services provided shall include, but not be limited to, the following:

- Conduct an orientation and briefing session(s) to discuss and explain the scope of study with department heads, managers, supervisors and employees with a minimum of two (2) onsite sessions.
- Provide a comprehensive evaluation of every job classification within the City to determine relative worth within the organization for internal equity and to establish pay ranges. In addition, Consultant will gather data using industry accepted methods, including a comprehensive job analysis questionnaire and face-to-face interviews with at least one incumbent within each job classification to ensure a good understanding of work duties and responsibilities.

Classification specifications include but are not limited to the following:

- Summary of classification
- Distinguishing characteristics
- Required and/or desired knowledge, skills, and abilities
- Requirements and/or desired education, experience, and certifications
- Working environments and/or conditions
- License, certifications, driving requirements, and physical requirements in compliance with the Americans with Disabilities Act
- Appropriate exempt and non-exempt designation under the Fair Labor Standards Act
- Review of City's total compensation, including but not limited to Base Pay, Educational Incentive pay, Special Assignment Pays, Certification Pays, Employee Retirement Contribution, Health Insurance (Medical, Dental, and Vision), Longevity, Bilingual, Wellness, Deferred Compensation contributions, Retiree Medical Contribution, Uniform Allowance, and Accrual Rates inclusive of all banks compared to market data points and/or recommendations of possible change(s);
- A matrix explaining comparative data points used to analyze City salary and total compensation with market salary and total compensation data;
- A compensation survey final report that analyzes salary and total compensation labor market data for all job classifications, using not only job titles, but duties and responsibilities based upon the classification specifications from the City and duties performed within each classification submitted to the Human Resources Manager and the City Manager to include the following:
 - Agencies surveyed;
 - Comparable class title;
 - Salary range minimum;
 - Salary range maximum/control point;
 - Number of observations;
 - Level of variability of the data;
 - Market value relative to 50th and 75th percentile (market average/high average).
 - Percent of City salary range above/below the market average value;
 - Explanation and outline of methodology used;
 - Summary and assessment of City's data relative to the market data points;
 - Review of current pay structure relative to market data points and/or recommendation of possible change;
 - Identification of key issues that may need to be addressed;
 - Recommendations that include rationale for each key issue identified and a proposal for

- implementation;
- Percentile placement amounts for all positions regarding salary and total compensation relative to market position; and
- Cost analysis and quantify fiscal impact of proposed implementations/recommendations for adjustment of market valued job classifications that may be out of alignment.
- Attend a minimum of two (2) onsite meetings, when requested, throughout the process with the City to explain methodology, survey results and recommendations.
- For the duration of the project, the Consultant shall provide the Human Resources Manager with ongoing and regular reports on the status and any issues encountered during the project.
- The City will provide copies of all salary schedules and benefits summaries for 2023 and 2024, and Memorandum of Understandings or Resolutions for all full-time groups, and any other available in-house information requested by the Consultant that may be required to complete the study.
- The Consultant shall provide the Human Resources Manager and City Manager with a recommended strategy for implementing any changes suggested based on findings within the context of City policies and procedures.

EXHIBIT B
RATE SCHEDULE

Hourly Fee	\$ _____
General Project Fee	\$ _____
Travel Fees	\$ _____
Presentation Fees	\$ _____
Materials Fees	\$ _____
Specialized Fees	\$ _____

EXHIBIT C

INSURANCE REQUIREMENTS

General Liability Insurance

Contractor shall obtain commercial general liability insurance (occurrence policy form) from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of “B” or better or, in the alternative, an unlicensed U.S. domiciled company or companies with an “A” rating, which provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$5,000, or as approved by the City’s Human Resources Department.

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specific minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured, whichever is greater.

The insurance coverage required herein shall be evidenced by a certificate of insurance with policy endorsements and shall be executed by an authorized official of the insurer(s). In addition to the limits of coverage described above, the certificate of insurance shall provide that the insurer shall provide to City at least 30 days prior notice of cancellation or material change in coverage, or 10 days prior notice of cancellation for non-payment.

Contractor acknowledges and agrees that City of Selma, its officers, boards and commissions, and members thereof, its employees and agents, are covered as additional insureds with respect to any liability arising out of the activities of Contractor as the named insured. Such additional insured status shall be evidenced by a policy endorsement executed by an authorized official of the insurer(s). A blanket endorsement which provides additional insured status to any person or organization with whom Contractor, as named insured, has entered into a written contract, such as this Agreement, shall satisfy this requirement.

The insurance coverage required herein shall be primary and non-contributory insurance with respect to the City of Selma, its officers, officials and employees. Any insurance or self-insurance maintained by the City of Selma, its officers, officials or employees shall be in excess of the insurance afforded to the named insured by the insurance coverage required herein and shall not contribute to any loss. Such primary insurance status shall be evidenced by a policy endorsement issued by an authorized official of the insurer(s), and shall be at least as broad as CG 20 01 04 13. In the alternative, a letter issued by an authorized official of the insurer(s) and copies of the pertinent page(s) of the policy shall satisfy this requirement.

The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City of Selma (if agreed to in a written contract or agreement) before City of Selma’s self-insurance shall be called upon to protect it as a named insured.

All self-insured retentions (SIR) must be disclosed to the City’s Human Resources and Risk Management Office for approval and shall not reduce the limits of liability. Policies containing any (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Insured or City of Selma. City of Selma reserves the right to obtain a full certified copy of any Insurance policy or endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Automobile Liability Insurance

Contractor shall obtain automobile liability insurance from one or more U.S. domiciled insurance companies

licensed to do business in the State of California with an A.M. Best Company rating of “B” or better which provides coverage for bodily injury, personal injury, and property damage liability in the amount of at least \$500,000 combined single limit for each occurrence. Evidence of such coverage shall be maintained by Consultant/Contractor and provided to City upon request.

Subcontractor Insurance

Contractor agrees to include with all subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the subcontractor’s work. Subcontractor agrees to be bound to Contractor and City of Selma in the same manner and to the same extent as Contractor is bound to City of Selma under the agreement. Subcontractor further agrees to include the same requirements and provisions of this agreement, including the indemnity and Insurance requirements, with any Sub-subcontractor to the extent they apply to the scope of the Sub-subcontractor’s work.

A copy of the City of Selma Insurance Provisions will be furnished to the subcontractor upon request. Evidence of such coverage shall be maintained by Contractor and provided to City upon request.

Workers’ Compensation Insurance

Contractor shall, at Contractor’s expense, purchase and maintain in full force and effect workers’ compensation insurance as required by Federal and State of California law. Contractor shall also require all of Consultant’s subcontractors to maintain this insurance coverage. Proof of workers’ compensation insurance or other documentation acceptable to City evidencing such insurance coverage shall be provided by Contractor or Contractor’s subcontractors to City upon request.

Subrogation

Contractor shall agree to waive all rights of subrogation against City for losses arising from Services performed by the Contractor or Contractor’s subcontractors for City under this Agreement.

Professional Liability Insurance

Contractor shall obtain professional liability (errors and omissions) insurance, with a minimum \$500,000 or \$1,000,000 limit, from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of “B” or better providing coverage for services rendered to City under this Agreement.

Said insurance coverage shall be evidenced by a certificate of insurance which shall be executed by an authorized official of the insurer(s). In addition to the limits of coverage described above, the certificate of insurance shall provide that the insurer shall provide to City at least 30 days prior notice of cancellation or material change in coverage, or 10 days prior notice of cancellation for non-payment.

For All Required Insurance

In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled, at any time and no replacement coverage is provided, the City has the right to, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by the City shall be charged to and promptly paid by Contractor or deducted from sums due the City, at the City’s option.

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

December 4, 2023

ITEM NO: 7.

SUBJECT: Consideration of a Resolution Awarding Contract to Miracle Playsystems, Inc. for New Brentlinger Park Playground Equipment and Installation

BACKGROUND: The playground equipment at Brentlinger Park was removed due to safety concerns and wear and tear in June 2023. On July 10, 2023 the City of Selma released an RFP for new playground equipment to replace the former equipment. The RFP included design of appropriate play systems within the constructed play area boundaries, with minimal-to-no alterations to the existing footprint, installation of all playground equipment and certified safety inspection of the completed playground structure.

DISCUSSION: A total of (4) four proposals were received during the RFP process. All of the proposals received for this project were individually reviewed by staff after the RFP closed and two candidates were selected for further discussions.

After narrowing down the most competitive proposals based on features, cost, and other factors, staff is recommending the City Council award the project to Miracle Playsystems.

In addition to staff's recommendation, the Recreation Commission voted unanimously to support this project and staff's recommendation.

FISCAL IMPACT: The funding sources and estimated costs for this project are as follows:

- Prop 68 Grant.....\$163,327.00
- ARPA Funds.....\$187,174.31

- 10% Contingency (ARPA Funds)....\$35,000

RECOMMENDATION: Approve Resolution awarding contract to Miracle Playsystems for Brentlinger Park Playground Equipment and Installation in the amount of \$350,501.31; approving a 10% contingency for potential change in orders in the amount of \$35,000 for the project; and authorize the City Manager to sign the contract documents on behalf of the City.

_____/s/_____
Amy Smart
Community Services Director

November 20, 2023
Date

_____/s/_____
Fernando Santillan
City Manager

November 20, 2023
Date

RESOLUTION NO. 2023-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA AWARDED CONTRACT FOR THE BRENTLINGER PARK
PLAYGROUND EQUIPMENT AND INSTALLATION PROJECT**

WHEREAS, a Request for Proposal for Brentlinger Park Playground Equipment was released on July 10, 2023 and,

WHEREAS, upon the closing date of July 31, 2023, a total of (4) four RFP's were submitted; and,

WHEREAS, Staff analyzed all bids received and determined the RFP submitted by Miracle Playsystems, Inc. to be the responsible proposal;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Selma hereby finds, determines, and declares the following:

1. The above recitals are true and correct;
2. The contract for the Brentlinger Park Playground Equipment and Installation Project is awarded to Miracle Playsystems, Inc. at the cost of \$350,501.31;
3. Approve a 10% contingency in the amount of \$35,000.00;
4. Authorize City Manager to execute contract documents.
5. Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.
6. Effective Date. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 4th day of December, 2023 by the following vote:

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

(Signatures on the following page)

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

Brentlinger Park Playground Development -Project A

Selma, CA
Prepared for: City of Selma



Option 4



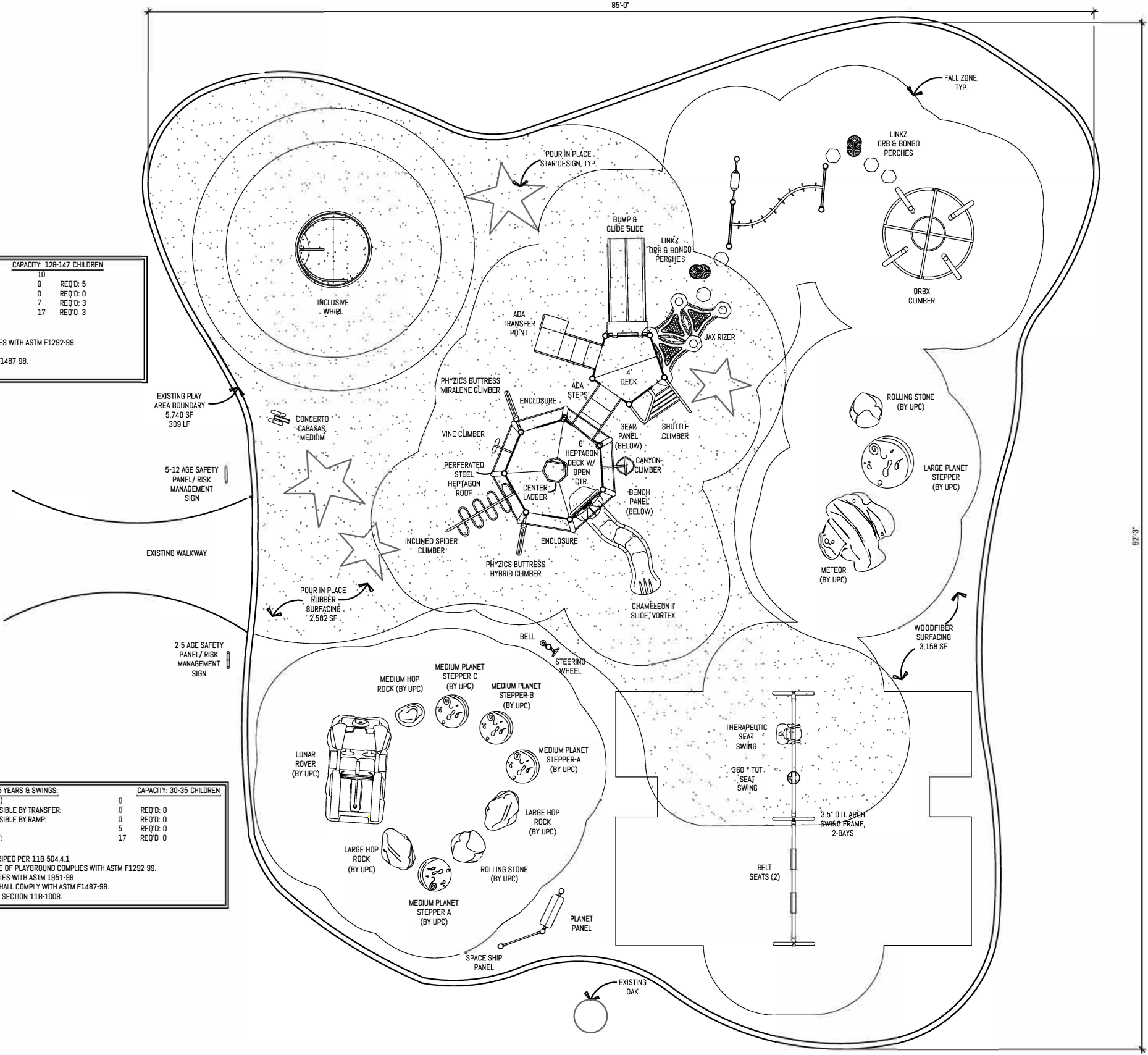
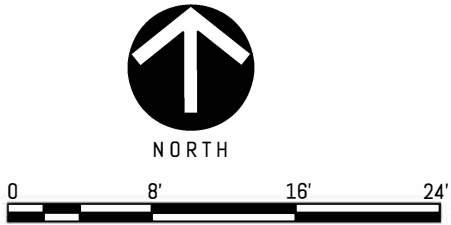
Prepared By

Matt Durkin
Sales Account Manager
Miracle Play systems Inc
matt@miracleplaygroup.com
(559)545-5274



PLAY AREA - AGE APPROPRIATE 5-12 YEARS:		CAPACITY: 128-147 CHILDREN	
ELEVATED PLAY ACTIVITIES (TOTAL):	10	REQ'D:	5
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	9	REQ'D:	0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	0	REQ'D:	0
GROUND LEVEL ACTIVITY TYPE:	7	REQ'D:	3
GROUND LEVEL ACTIVITY QUANTITY:	17	REQ'D:	3
NOTES:			
1. TRANSFER STEPS TO BE STRIPED PER 11B-504.4.1			
2. USE ZONES FINISH SURFACE OF PLAYGROUND COMPLIES WITH ASTM F1282-99.			
3. GROUND SURFACING COMPLIES WITH ASTM 1951-99			
4. PLAYGROUND EQUIPMENT SHALL COMPLY WITH ASTM F1487-98.			
5. THIS PLAY AREA MEETS CBC SECTION 11B-1008.			

PLAY AREA - AGE APPROPRIATE 2-5 YEARS & SWINGS:		CAPACITY: 30-35 CHILDREN	
ELEVATED PLAY ACTIVITIES (TOTAL):	0	REQ'D:	0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	0	REQ'D:	0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	0	REQ'D:	0
GROUND LEVEL ACTIVITY TYPE:	5	REQ'D:	0
GROUND LEVEL ACTIVITY QUANTITY:	17	REQ'D:	0
NOTES:			
1. TRANSFER STEPS TO BE STRIPED PER 11B-504.4.1			
2. USE ZONES FINISH SURFACE OF PLAYGROUND COMPLIES WITH ASTM F1282-99.			
3. GROUND SURFACING COMPLIES WITH ASTM 1951-99			
4. PLAYGROUND EQUIPMENT SHALL COMPLY WITH ASTM F1487-98.			
5. THIS PLAY AREA MEETS CBC SECTION 11B-1008.			



BRENTLINGER PARK PLAYGROUND

SELMA, CA

PERIMETER:	PER PLAN	VERSION 004	
SITE AREA:	PER PLAN	DATE:	11/14/2023
CRITICAL FALL HEIGHT:	8'-0"	DRAWN BY:	DT/AHS/KD
December 13, 2023		FILE: 23_2665 BRENTLINGER PARK PLAYGROUND_004.DWG	



ALL DRAWINGS ARE SUBJECT TO CHANGE AND SHOULD BE REVIEWED BEFORE FINAL SALE. ALL SITE DIMENSIONS WILL NEED TO BE VERIFIED PRIOR TO SALE AND INSTALLATION.



Colors used in renderings:



*Colors shown in rendering are for illustrative purposes only. Actual color and pattern may vary slightly.



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Job Number: 23-2665
Job: Brentlinger Park Playground
Quote Name: Quote-23-2665-Brentlinger Park Option 4
Quote Number: Q-06485



Prepared by:
 MattDurkin
 matt@miracleplaygroup.com

Terms: Net 30
Remit to: Miracle Playsystems, Inc.
 1276 S Main St., Salinas, CA 93901

Sub Total: \$321,494.24
Freight: \$11,095.63
Estimated Tax: \$17,911.44
Total: \$350,501.31

Miracle

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
EQUIP1	Miracle Recreation Play Structure (Kids' Choice) and other Freestanding Equipment for Ages 5-12 (per design version 004)	1	\$97,236.00	\$97,236.00	\$8,240.75
EQUIP1	Miracle Recreation Freestanding Play Equipment for Ages 2-5 and 2-Bay Swing Set (per design version 004)	1	\$14,471.00	\$14,471.00	\$1,226.42

UPC

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
EQUIP8	UPC Play Equipment (per design version 004)	1	\$37,909.87	\$37,909.87	\$3,212.86

Brentlinger Park Playground
 MIRACLE PLAYSYSTEMS, INC. — PO BOX 263, ALAMO, CA 94507 — (800) 879-7730 — (510) 893-2163 (FAX)
 CSL: 981433 (Exp Date 03/23) — DIR: 1000015853

Page 1 of 5

Installation Services

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
A2	Temporary cyclone fencing	350	\$12.48	\$4,368.00	\$370.19
B13	Offload of Miracle Recreation equipment	1	\$2,380.00	\$2,380.00	\$0.00
B13	Offload of UPC equipment	1	\$1,020.00	\$1,020.00	\$0.00
B15	Equipment installation to plan per specification	1	\$74,808.43	\$74,808.43	\$0.00

Rubber Pour In Place

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
C8	Rubber Surfacing material only (sq. ft.): 3.5" System Depth for an 8' Critical Fall Height; 50/50 Black/Standard Color; Aromatic; Includes design graphic	2,582	\$20.72	\$53,499.04	\$4,534.05
C1	Rubber Surfacing Installation Only	2,582	\$10.81	\$27,911.42	\$0.00

Wood Fiber Surfacing

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
C15	Wood Fiber Material Only	116	\$33.28	\$3,860.48	\$327.17
C17	Installation of wood fiber surfacing	116	\$26.00	\$3,016.00	\$0.00

CPSI Inspection

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
B22	CPSI Inspection (per structure)	1	\$1,014.00	\$1,014.00	\$0.00

Sub Total: \$321,494.24

Brentlinger Park Playground

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Page 2 of 5

Total Freight: \$11,095.63
Total Estimated Tax: \$17,911.44
Grand Total: \$350,501.31

OPTIONAL PRODUCT

The below product(s) are optional and do not contribute to the quote totals, estimated taxes and freight amounts.

Installation Services

Product Code	Description	Qty	Rate	Total	Estimated Tax (if applicable)
B03	Excavation for wood fiber @ 12" thickness (NOT inclusive of disposal-quoted case/case) disposed of onsite	3,158	\$4.00	\$12,632.00	
B05	Excavation to a 4" depth to accommodate base rock for rubber surfacing	2,582	\$4.75	\$12,264.50	
B06	Baseroack (assumes 4" delivered and compacted)	2,582	\$4.94	\$12,755.08	

Company: _____

Signature: _____

Name: _____

Date: _____

Brentlinger Park Playground

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Page 3 of 5

Please confirm or edit order information below.

End User Company:

City of Selma

End User Contact:

End User Email:

Bill To Email:

fernandom@cityofselma.com

SylviaL@cityofselma.com

AP@cityofselma.com

Delivery Contact:

Delivery Email:

Delivery Phone:

Delivery Address:

Bill To:

,

,

,

Site Address:

Rose Ave & Olive St.

Selma

Customer Reference #:

INDEMNITY

Client/Owner shall defend, indemnify and hold harmless Miracle PlaySystems, Inc., its officers, directors, board of trustees, agents, or employees and each of them, from any and all claims, demands, causes of action in law or in equity, damages, penalties, costs, expenses, reasonable attorneys' fees, reasonable experts' fees, reasonable consultants' fees, judgments, losses or liabilities, of every kind and nature whatsoever arising out of or in any way connected with or incidental to, the performance of the services under this Agreement or any of the obligations contained in this Agreement ("Claims"). Without limitation, "damages" include personal injury, including, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons, including, but not limited to, any employees or agents of Miracle PlaySystems, Inc., or any other person; or other damages of any kind to anyone including, without limitation, economic loss, property damage and loss of use thereof. It is expressly acknowledged and agreed that each of the foregoing indemnities is independent, that each shall be given effect, and that each shall apply despite any acts or omissions, misconduct or negligent conduct, whether active or passive, on the part of, or other contractor(s); provided, however, Miracle PlaySystems, Inc. duty to indemnify shall be limited to the percentage or the degree Miracle PlaySystems, Inc. comparative negligence caused any damages.

STANDARD NOTES

- Price quotation is good for 30 days. Accurate color selections must be made in writing prior to equipment going into production. Colors to be confirmed with your local sales representative.
- PLEASE MAKE PURCHASE ORDER TO MIRACLE PLAYSYSTEMS, INC at PO Box 263 Alamo, CA 94507
- PLEASE REMIT CHECKS TO: MIRACLE PLAYSYSTEMS INC., 1276 S MAIN ST, SALINAS, CA 93901
- Please email/fax quotation with your signature to accept this quote and place order. Fax 510-893-2163 or email Info@MiraclePlayGroup.com
- Unless otherwise specified, Miracle PlaySystems, Inc **DOES NOT** include the following in this proposal:
 - Engineered drawings
 - Installation of equipment or other site amenities
 - Specialty trades, equipment, power supply required to install equipment
- Any insurance requiring in excess of \$1M/\$2M per occurrence, special insurance coverage or wording, Prevailing/Certified wage rates, local permitting, bid/performance bonds, temp fencing, geo tech surveys, playground safety inspection, equipment offload, and testing services.
- Inspect equipment upon delivery. Color discrepancy must be reported at time of delivery. Installation constitutes acceptance of colors.
- Warranty does not cover labor for reinstallation.

TERMS & CONDITIONS

- Purchase contract terms & conditions of sale: The client/customer's acceptance and understanding of these terms & conditions and all other supporting documentation provided as part of this package is evidenced by signing of this estimate/quote.
- Payment terms: Standard terms (on approved credit), unless otherwise noted are 50% with order and balance to ship equipment (no retention). Should any changes be required to the products after order is placed, modifications or changes will be at client/customers expense. Miracle PlaySystems, Inc maintains a no return policy and asks

Brentlinger Park Playground

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CSL: 981433 (Exp Date 03/23) — DIR: 1000015853

Page 4 of 5

all clients to determine feature, layout and color selection prior to ordering. Should any order be cancelled after production has started a 30% restocking fee will be charged to client. Credit card convenience fee is 3.5% which will be added to all credit card charges

- Lead times: Estimated lead times for the time the order is released into production until it is delivered will vary.
- **Lead times may currently be extended due to reasons such as supply chain issues, shipping delays, raw material shortages, and other COVID-19 related impacts.**
- Custom play feature lead times are determined on a case by case basis.

CONSTRUCTION SERVICES (if applicable)

Unless otherwise noted, we exclude responsibility for material delivery & offloading equipment, removal & disposal of packaging accumulated by equipment packaging, project security, landscape & hardscape repair based on access route to site, delays or returns due to layout conflicts or delay of other trades, removal of spoils from job site, locating underground: utilities, pipes, obstructions in work area, conditions unforeseen and/or not disclosed at time of estimate, permits, engineering, material testing, soil samples, CPSI. Conditions: Grades; stable, compacted & workable with 95% compaction and less than 1% grade, adequate access to site for labor, materials, tools and equipment. Estimate good for 90 days from quote or Dec. 31 of current calendar year, whichever comes first. Terms: Upon completion.

GENERAL TERMS

- THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN: Miracle Playsystems, Inc. objects to any other terms proposed by client, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Client authorizes Miracle Playsystems, Inc. to ship equipment and agrees to pay the total specified. Shipping terms are FOB the place of shipment via common carrier.
- Client and owner/operator agree to indemnify and hold Miracle Playsystems, Inc. harmless from and against all liabilities, losses, penalties, damages and expenses, including costs and attorney fees, resulting from any and all claims, liens, damages, actions, suits, judgments or settlements, injuries arising or alleged to arise out of their failure, or failure of architect, contractors, subcontractors, installers, employees, agents and assigns to assemble, install, inspect and/or maintain the play equipment and impact absorbing surfacing in full compliance with each manufacturers installation instructions and safety requirements and their misuse and/or alteration of the play equipment.

Company: _____

Signature: _____

Name: _____

Date: _____



Brentlinger Park Playground

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Page 5 of 5

CITY OF SELMA

REQUEST FOR PROPOSALS (RFP) **FOR**

Project A – Brentlinger Park Playground Development

Project B – Ringo Park Playground Shade Structure

Released on 7/10/23
Proposals Due on 7/31/23

Email Proposals to ReynaR@cityofselma.com

The City of Selma (hereinafter referred to as the “City”) is requesting proposals from qualified firms to provide the design of two separate playground projects in Selma, CA. This solicitation is being offered as two separate projects: Project A and Project B. Interested Proposers may propose on one or both projects but must propose on all items in each project for which a proposal is being submitted.

ABOUT US

The City of Selma is a growing community of over 25,000, located in the central San Joaquin Valley. Its downtown gives the City a small-town charm, while commercial and industrial areas foster larger city development. 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.

The purpose of this project contract is to provide the City of Selma with the highest quality playground structure expected by the City’s residents, City Council, City staff, and visitors of the community. The selected firm will work closely with the Project Manager and other City staff to insure the most durable, playable, and unique playground design for the City of Selma, its residents and visitors.

1. RFP Timeline

This RFP will be governed by the following schedule:

- Release of RFP **7/10/23**
- Proposals are Due **7/31/23 AT 5:00 PM**
- Approval of Contract

*All dates are subject to change at the discretion of the City

2. SCOPE OF WORK

The City invites you to submit a proposal for new playground equipment for two City-owned parks. The scope of work includes, but is not limited to, the following:

A. Required Products

Project A: Brentlinger Park Playground Structure Replacement

Work is to include:

- Design of a 2-to-5 and 5-to-12 age-appropriate play systems within the constructed play area boundaries, with minimal-to-no alterations to the existing footprint.
- Pour-in-place or approved equal fall zone material inside entire existing concrete curbs.
- Installation of all playground equipment.
- Certified safety inspection of completed playground structure. This project will be the final turnkey step in completing the overall Brentlinger Park Playground Replacement Project.

Playground Suppliers shall submit a maximum of (2) two designs per age-appropriate playground.

The City of Selma requires Suppliers to design a play system that meets or exceeds all current federal CPSC, ASTM, IPEMA standards and ADA requirements. The proposals shall include the cost of delivered play systems as designed, inclusive of the equipment structures, components, hardware, details technical installation instructions and maintenance & operations manuals from manufacturer.

Project B: Ringo Park Playground Shade Structure

Work is to include:

- Design, furnish, and install a new sail shade structure over the existing playground structure.
- Shade structure shall include, but is not limited to the following items: fabric tops (color to be selected by owner), powder-coated steel posts, cables, fasteners, foundations/footings, grout, and base attachments.

Suppliers shall submit a maximum of (2) two shade structure designs.

The proposals shall include the cost of delivered shade structure as designed, inclusive of the equipment components, hardware, details technical installation instructions and maintenance & operations manuals from manufacturer.

The City of Selma shall be exempt for any liability for costs incurred by unsuccessful Proposers Suppliers in preparation of the proposal.

B. Services of the Consultant

The City of Selma will require the consultant to perform the tasks detailed below and in the Introductory Section so that the contract will be completed by the end of the sixty (60) day contract period for the Project.

Awarded Consultant will be required to obtain from the City's Building Services Division (1710 Tucker Street) a building permit for awarded project/s. The City of Selma will pay for the cost of the building permit.

Awarded Consultant is required to obtain a City of Selma Business Tax permit from our Finance Department, located at 1710 Tucker Street. The cost of business tax permit is the Awarded Consultant's responsibility. For more information, call 559-891-2200.

This is a public works contract and therefore, the Awarded Consultant will be responsible for paying State of California prevailing wages for any trade performed that has a designated wage rate. Further, the Awarded Consultant will be responsible for uploading certified payroll to the Labor Commissioner and provide the City of Selma project manager with Contractor's affidavit that labor codes were followed, and prevailing wage rates were paid. The affidavit must be submitted to the City Project Manager prior to final payment.

C. Consultant Responsibilities

DESIGN ELEMENT GUIDELINES & PLAY SYSTEM SPECIFICATIONS

Suppliers should base their playground equipment designs on meeting all accessibility and safety standards as well as the guidelines & specifications listed in this RFP. Quality of equipment components, quality of design, play value, cost and appropriateness to location and target demographic must be taken into consideration and stay within budget in the design, construction, and inspection of the play system.

Budget for Project A is \$300,000. Budget for Project B is \$30,000.

PROJECT A – Brentlinger Park 2-to-5 Playground Dimensions for Fall Surface: 71' x 83' Approximate Perimeter

Required Items:

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include pour-in-place rubber fall surfacing or approved equal at the proper thickness to meet fall attenuation requirements.
3. Play system must follow a space theme design.
4. Playground Safety Inspection performed by a Certified Playground Inspector to ensure playground is in compliance with all safety requirements.

Play System Features in Priority Order:

5. Provide a minimum of one structure designed for age 2-to-5.

Preferred Play System Qualities:

6. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
7. Structures should provide a variety of built-in activity panels and climbers.
8. Play system shall use primary colors that will withstand fading from the central valley summer.
9. Maximum shade coverage designed into structure, or a free-standing shade structure.

PROJECT A – Brentlinger Park 5-to-12 Playground Dimensions for Fall Surface: 71' x 83' Approximate Perimeter.

Required Items:

1. All play system elements must meet and/or exceed all federal, CPSC, ASTM & IPEMA guidelines.
2. Play system must include pour-in-place rubber fall surfacing or approved equal at the proper thickness to meet fall attenuation requirements.
3. Play system must follow a space theme design.
4. Playground Safety Inspection performed by a Certified Playground Inspector to ensure playground is in compliance with all safety requirements.

Play System Features in Priority Order:

5. Provide a minimum of one structure designed for age 5-to-12.

Preferred Play System Qualities:

6. All play system elements must demonstrate the highest level of durability in materials and finishes selected in consideration of child health and safety.
7. Structures should provide a variety of built-in activity panels and climbers.
8. Play system shall use primary colors that will withstand fading from the central valley summer.
9. Maximum shade coverage designed into structure, or a freestanding shade structure.

In the proposal, provide a list of the components proposed for the Brentlinger Park play system. Include structure and component model numbers, materials, color choices and recommendations, protective area requirements, target age ranges and development levels, target play type or activity, estimated lifetime of equipment including manufactures warranty and any other relevant descriptive information.

Play system design shall safely fit in the playground area as shown on the site plans (Attached). Suppliers are encouraged to be creative in their designs and to maximize the role of unstructured play in their proposals. Suppliers may submit proposals from non-traditional type playground structures, if desired, in whole or as components of the overall playground.

PROJECT B – Ringo Park Playground Shade Structure

Playground area: 75' x 45' Approximate Perimeter.

Required Items:

1. Design, furnish, and install a new sail shade structure over the playground structure. New fabric shade structure must be provided with a minimum 10-year warranty. Warranty shall cover steel posts, footings, powder coating, and fabrics.
2. Shade structure shall include but is not limited to the following items: fabric tops (color to be selected by owner), powder coated steel posts, cables, fasteners, foundations/footings, grout, and base attachments.
3. Contractor to provide stamped structural calculations and drawings for shade structure per Building Department requirements.
4. Any damage to existing concrete slabs or playground equipment shall be repaired at the expense of the contractor.
5. Contractor shall be responsible for clean-up and disposal of all waste materials.
6. Submittals required for fabric material, fabric colors, poles, mounting cables and hardware.

D. City Responsibilities

- Compensate the consultant as provided in the contract agreement.
- Provide a "City Representative" who will represent the City and who will work with the consultant in carrying out the provisions of the RFP.
- Examine documents submitted to the City by the Consultant and timely render decisions pertaining thereto.

- Give reasonably prompt consideration to all matters submitted by the Consultant for approval to the end that there will be no substantial delays in the Consultant's program of work.
- City will pay for the cost of the City Building Permit, but the Awarded Consultant is responsible for obtaining the permit from the City's Buildings Division

3. PROPOSAL FORMAT GUIDELINES

Consultants are to provide the City with a proposal using the following guidelines:

Each proposal must adhere to the following order and content of sections.

A. Qualifications and Experience

Provide a brief history of your business entity and project team. Identify legal form, ownership, and senior officials of company. Identify the name and email of the main contact, including phone number and e-mail address. Include the website address (if applicable). If proposing a sub-consultant, describe the division of responsibilities between participating parties, and offices (location) that would be the primary participants.

Describe professional experience and number of employees (licensed professionals, technical support) on the proposed project team.

B. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

1. Your approach and understanding of the project and any special considerations of which the City of Selma should be aware. Indicate clearly, the levels of participation you will expect from City of Selma staff in the fulfillment of the contract. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
2. Exceptions to the requirements of the RFP should be clearly delineated in this section.
3. In addition, you are invited to include a maximum of two (2) pages of information not included, nor requested in this RFP, if you feel it may be useful and applicable to this project.
4. Proposers are encouraged to provide additional innovative and/or creative designs that offer a unique experience for users.

C. Staffing Staff Qualifications and Related Experience

1. Staff Qualifications and Experience

This section should demonstrate the qualifications of all professional personnel to be assigned to this project by providing resumes/experience summaries describing their education, credentials, related experience and their proposed roles for this contract. Note: Consultant may not substitute any member of the project team without prior written approval of the City.

If your firm intends to subcontract any of the services required under this RFP it should be discussed in this section. Detailed information for each subcontractor must be provided. Note: No work may be subcontracted, nor assigned, without prior written approval of the City of Selma.

2. Related Experience

Include descriptive information concerning the experience of the firm. Include information about previous projects that might be comparable, including the size and type of projects and the scope of services provided. These projects must demonstrate that the consultant has experience in designing systems with multi use functions effectively blended into neighborhood design. In addition, provide references for the three (3) most comparable projects for which your firm has provided, or currently is providing, similar services in the past three years.

List the projects in reverse chronological order and provide the following information for each project:

Indicate for each of these projects:

- Name of project or playground
- Project location (address)
- Brief description (type of construction, functional components, special design considerations)
- Name of owner/entity
- Name of owner's contact person and telephone number (contact person, who, at the time of RFP submittal, will be employed by the owner)
- Your firm's specific involvement (i.e., engineer, construction contractor, etc.)
- The Total contract amount awarded vs the Final Contract amount at end of project.
- Status of completion

D. Fee Proposal

A Proposed Fee Structure and Schedule shall be provided as a part of the RFP submittal. One (1) original Fee Structure and Schedule are required, no additional copies are needed.

Provide proposed fees, cost information, and recommend a budget plan for all services to be provided in the following format:

1. Proposers should review the requirements of this RFP and address all services in this fee schedule that might reasonably be expected to support each project. Indicate how the City will be invoiced for services, i.e., unit or hourly costs. This information should be detailed and broken down for Project A and Project B, type of service and units of work or other applicable measure (for example, staff hours at a certain rate). Proposers should endeavor to provide a comprehensive, fee schedule for each Project being proposed, as the City will not include compensation in the contract for items not addressed.

Include a total cost to provide services, based on the consultant's fee schedule and the scope of work as outlined in this RFP for each project being proposed. This cost will be used as a basis for negotiations.

- Clearly identify all costs for Tasks related to the project for which a proposal is being submitted: Project A and/or Project B.
- Clearly identify all trades to be performed and the corresponding State of California prevailing wage determinations for same. The Awarded Contractor will be responsible for uploading certified payroll to the Labor Commissioner and provide the City of Selma project manager with an affidavit that labor codes and prevailing wage rates were paid. The affidavit must be submitted to the City Project Manager prior to final payment.

4. PROCESS FOR SUBMITTING PROPOSALS

Sealed responses for this RFP shall be submitted electronically to the City Clerk at ReynaR@cityofselma.com on or before 5:00 PM on July 31, 2023. Hard copies may be mailed to 1710 Tucker Street, Selma, California, 93662, though they will not be counted as official submissions. No late bids will be accepted. Upon receipt of the digital file an email confirmation will be sent. If the City is unable to view your digital proposal, you may be contacted on or after the deadline to mail hard copies.

The City reserves the right, without limitation and at its sole discretion, to accept or reject any or all proposals and/or terminate this RFP process at any time, for any reason, without notice and with no obligations.

5. EVALUATION OF PROPOSALS AND SELECTION PROCESS

The City will screen and review all proposals according to the weighted criteria set forth above. While price is one basic factor for award, it is not the sole consideration.

The criteria are as follows:

Criteria Categories	Points Possible	Points Awarded
ADA, ASTM, IPEMA & CPAC compliance	Yes/No	
Proposal addresses design guidelines and specifications	25	
Quality of design, play value and target demographic	20	
Quality and durability of equipment	20	
Uniqueness of equipment	15	
Reputation and reliability of manufacturer	10	
Overall quality of Proposal	10	
Total Points	100	

Please note that this RFP pertains to professional services, and the above referenced scoring rubric will be used as guidance only. Given the nature of the services, the City reserves the right to utilize its discretion in awarding the project. The City also reserves the right to negotiate pricing and contract terms. After reviewing the proposals, City Staff may conduct interviews with the top firms. Staff will forward a recommendation to the City Council for final selection.

The City reserves the right to reject all proposers and/or to invite other individuals and/or firms to respond to this RFP if the proposals received are inadequate.

A. Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

B. Proposal Review

The Committee will review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The City may contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

Following conclusion of the evaluation process, the Committee will rank all Proposers according to the evaluation criteria set forth above. The Committee will conclude the evaluation process at this point, and make a recommendation for award.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the City with any Proposer, the City may terminate negotiations with such Proposer and may commence negotiations with any other Proposer.

6. EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives cannot communicate with the City Council members about this RFP. In addition, Proposers and Proposers' representatives cannot communicate outside the procedures set forth in this RFP with an officer, employee or agent of the City, including any member of the evaluation panel, with the exception of the RFP Facilitator, regarding this RFP until after Contract Award. Proposers and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the City during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the City on the Proposer's behalf.

7. CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under any Agreement awarded. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of any Agreement awarded. Violation of this provision may result in any Agreement awarded being deemed void and unenforceable.

8. STANDARD TERMS AND CONDITIONS

Amendments

The City reserves the right to amend or supplement this RFP prior to the proposal due date.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City.

Professional Services Agreement

The successful Proposer shall be required to enter into the City's standard Professional Services Agreement ("PSA"), which is attached hereto. Any proposed changes to the PSA by Proposer must be submitted in track changes/redline format with Proposer's proposal. Please be advised the following provisions of the City's PSA are non-negotiable:

- Indemnification
- All insurance terms
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law

If an agreement cannot be reached, negotiations with an alternate consultant may commence.

9. QUESTIONS

All questions relative to this RFP shall be directed to the following City representative ("RFP Facilitator"):

Amy Smart, Community Services Director
City of Selma
1325 Nebraska Ave
Selma, CA 93662
amys@cityofselma.com

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

December 4, 2023

ITEM NO: 8.

SUBJECT: Quarterly Development Update Presentation

DISCUSSION: As requested, the Community Development Department will be presenting the quarterly update on currently development projects within the City of Selma.

<u>/s/</u>	<u>11/28/23</u>
Jerome Keene	Date
Deputy City Manager	

<u>/s/</u>	<u>11/28/23</u>
Fernando Santillan	Date
City Manager	

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

December 4, 2023

ITEM NO: 9.

SUBJECT: Economic Development Department Update

DISCUSSION: Selma is committed to the advancement of economic development goals to foster sustainable growth, and enhance the well-being of our residents. Economic Development will be sharing the quarterly update on department activities.

_____/s/_____
Alicia Aguirre, Economic Development Manager

_____/s/_____
Jerome Keene, Deputy City Manager

Date

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

December 4, 2023

ITEM NO: 10.

SUBJECT: Introduction and waiver of the first reading of an Ordinance to Expand the Downtown Business Improvement District Board from 7 to 9 Members

BACKGROUND: On November 6, 2023, the City Council explored the prospect of expanding the BID Advisory Board, increasing its membership from seven (7) to nine (9) members. This adjustment aimed to enhance community involvement.

The City Council gave its approval to proceed with an ordinance that would introduce two additional seats to the Downtown Business Improvement District, along with a plan to stagger the Board appointments.

DISCUSSION: The proposed changes to the ordinance aim to expand the BID Advisory Board's membership from 7 to 9 individuals. Moreover, the ordinance introduces language that outlines the establishment of regular meetings through means of a resolution. This practice of using resolutions to determine meeting schedules is a standard procedure across Boards and Commissions like the Recreations and Community Services Commission and Community Services Commission.

Should the attached ordinance be adopted, a subsequent revision to the BID's Management Plan will be necessary to reflect the updated Board membership. A public hearing for this ordinance is scheduled for January 16, 2023.

Upon the ordinance taking effect, an application period will open for community members interested in joining the Board. It is recommended that the terms for these new members commence in May 2024. This timing ensures that the annual appointments to the Downtown Business Improvement District follow this schedule:

- 4 members appointed in January
- 3 members appointed in May
- 2 members appointed in October

FISCAL IMPACT: Cost of publications of the proposed ordinance revision to the Municipal Code to amend the number of Board members.

RECOMMENDATION: Staff recommends that City Council introduce an Ordinance to Expand the Downtown Business Improvement District Board from 7 to 9 Members and schedule the public hearing on January 16, 2024.

/s/
Alicia Aguirre, Economic Development Manager

11/27/2023
Date

/s/
Jerome Keene, Deputy City Manager

11/27/2023
Date

Attachments:

1. Ordinance Change
2. Changes to BID Management Plan

CHAPTER 25
DOWNTOWN SELMA BUSINESS IMPROVEMENT DISTRICT

SECTION:

5-25-1: Authority

5-25-2: Designation

5-25-3: Description Of The District

5-25-4: Increase Of Business License Fee

5-25-5: Initial Rate Of Increase And Additional Levy Of Business License Fee

5-25-6: Definitions And Classifications

5-25-7: Collection Of District Assessments

5-25-8: Enforcement Of Provisions

5-25-9: District Services

5-25-10: Advisory Board

5-25-11: Regular And Additional Revenues - Deposits

5-25-12: Disestablishment

5-25-1: AUTHORITY:

This chapter is adopted pursuant to the provisions of the "Parking and Business Improvement Area Law of 1989," being Sections 36500 et seq. of the California Streets and Highway Code. (Ord. 2022-6, 10-17-2022)

5-25-2: DESIGNATION:

There is created and established a business improvement district area designated as the "Downtown Selma Business Improvement District" ("District"). (Ord. 2022-6, 10-17-2022)

5-25-3: DESCRIPTION OF THE DISTRICT:

The exterior boundaries of the District is that portion of the Central Commercial Zone District in the City of Selma, County of Fresno, State of California, within the streets and address ranges as shown on Exhibit "A", attached to this Ordinance 2022-6. (Ord. 2022-6, 10-17-2022)

5-25-4: INCREASE OF BUSINESS LICENSE FEE:

Effective January 1, 2023, there is imposed an initial increase and additional levy of business license fees upon all businesses located within the boundaries of the District which are required to pay a business license fee under the provisions of Chapter 1 of Title 5 of this Code. (Ord. 2022-6, 10-17-2022)

5-25-5: INITIAL RATE OF INCREASE AND ADDITIONAL LEVY OF BUSINESS LICENSE FEE:

The initial increase and additional levy of the business license fees imposed upon businesses within the District shall be an amount equal to one hundred percent (100%) of the business license fees imposed by Chapter 1 of Title 5, and subsequent amendments thereto, as the same applies to businesses located within the District and which are required to pay a business license fee ("District Assessment"). Business within the District not required to pay a business fee will be assessed an annual fee of One Hundred Dollars (\$100.00). The Advisory Board as defined in Section 5-25-10 may recommend to the City Council adjustments to the District Assessment and the City Council shall have the authority to adjust the amount of the District Assessment by resolution of the City Council. (Ord. 2022- 6, 10-17-2022)

5-25-6: DEFINITIONS AND CLASSIFICATIONS:

The definitions and classifications of businesses shall be determined by the definitions and classifications set forth in Chapter 1 of Title 5 as the same apply to businesses within the District. (Ord. 2022-6, 10-17-2022)

5-25-7: COLLECTION OF DISTRICT ASSESSMENTS:

The collection of the District Assessments imposed by this chapter shall be made at the same time and in the same manner as the ordinary business license fees pursuant to the provisions of Chapter 1 of Title 5 and shall be due and payable and subject to the same penalties for delinquencies as provided in Chapter 1 of Title 5 as the same applies to businesses paying a regular business license fee. (Ord. 2022-6, 10-17-2022)

5-25-8: ENFORCEMENT OF PROVISIONS:

It shall be the duty of the City Clerk for the city or his/her appointee to enforce the provisions of this chapter by any lawful means. (Ord. 2022-6, 10-17-2022)

5-25-9: DISTRICT SERVICES:

The services (collectively "District Services") to be initially provided by the District are as follows:

(A) Marketing strategies and programming to create an appealing and vibrant Downtown Selma will be developed as part of the overall program. Efforts will be made to encourage both locals and visitors to explore Downtown Selma. Traditional and non-traditional marketing activities and products will be explored including an interactive website, electronic communication tools and printed materials.

(B) Attention will be made to address physical improvements. These may include pressure washing sidewalks and alleys along with curb painting, above and beyond what is currently done by the City. These efforts will improve walkability within the Downtown.

(C) Business recruitment efforts will seek to increase the mix of retail/restaurant businesses in collaboration with the City of Selma Economic Development Department. In addition, compilation of periodic market reports will guide the direction of business development.

The Advisory Board as defined in Section 5-25-10 may recommend to the city council changes to the District Services and the city council shall have the authority to change the District Services by resolution of the city council. (Ord. 2022-6, 10-17-2022)

5-25-10: ADVISORY BOARD:

For the purpose of advising the City Council and making recommendations regarding the operation of the District, the services performed by the District, and the methods and ways in which the revenue derived from the levy of the District Assessments imposed by this chapter shall be used within the scope of the services set forth in this chapter; and to perform such other powers and duties as the City Council may determine, the Downtown Selma Business Improvement District Advisory Board ("Advisory Board") is created.

The Advisory Board shall consist of ~~nine seven~~ (97) members appointed by a majority vote of the City Council for a term of one (1) year.

The Advisory Board members shall be persons who own businesses within the District that pay District Assessments as provided by this chapter. Annually, the Advisory Board shall present an annual budget to the city council for review and approval. The proposed budget shall include an estimate of income and expenditures by the Advisory Board to carry out the purposes of the District. (Ord. 2022-6, 10-17-2022)

5-25-11 MEETINGS:

Regular meetings shall be held at such stated times as may be fixed by the commission by resolution. Special meetings of the commission may be called by the chairperson or by any three (2) members. (Ord. #-#,.)

5-25-11: REGULAR AND ADDITIONAL REVENUES - DEPOSITS:

The District Assessments shall be deposited in the Downtown Selma Business Improvement District Fund ("Fund") to be created by the city. All expenses of the District shall be paid only from District Assessments deposited in the Fund. (Ord. 2022-6, 10-17-2022)

5-25-12: DISESTABLISHMENT:

The City Council may disestablish the District by adopting an ordinance after holding a public hearing on disestablishment in accordance with the provisions on Section 36550 of the California Streets and Highway Code as amended. Upon disestablishment of the District, any remaining revenues derivate from the levy of District Assessments shall be refunded to the owners of the businesses located and operating in the District in accordance with the provisions of Section 36551 of the California Streets and Highway Code as amended. (Ord. 2022-6, 10-17-2022)

Management District Plan

for the creation of the
Downtown Selma Business Improvement District

Contents

Summary of the Management District Plan	1
Why Create the Downtown Selma BID?	2
Improvement and Activity Plan.....	3
Process	
BID Boundaries	
Work Program Plan	
Budget	
Assessments.....	4
Assessment Methodology	
Calculation of Assessments Assessment	
Adjustments	
Governance	5

Exhibits

List of businesses to be benefited

Base level of services letter of intention from City of Selma

Prepared for the
City of Selma and the Downtown Selma BID Steering Committee
by AMI Concepts

SUMMARY

The proposed Downtown Selma Business Improvement District (BID) will be an assessment district that conveys special benefits to the businesses located within the district boundaries. As described in this

Downtown Selma
Business Improvement District (BID)

plan, it is proposed that the BID will provide marketing and improvements above and beyond those provided by the City of Selma. This approach has been used successfully in downtowns throughout California and the nation, helping to improve the business mix, promote walkability and increase sales.

Location

The district will encompass the core of the downtown area bounded approximately by McCall Ave, 3rd St, W Front St and Arrants St. A map is included to provide details.

Services and Activities

The goal of the BID is to create an economically vital Downtown. The district will finance marketing and improvements to attract residents and visitors while stabilizing and improving the Downtown environment and experience. All businesses within the district will receive benefits.

Method of Financing

The district will be funded by a levy of assessments upon businesses that benefit from services and activities within the district.

Budget

Total district assessment budget for its first year of operations is \$25,000 (estimate).

ACTIVITY	BUDGET	% OF TOTAL
District Activities	\$23,750	95%
Contingency	\$1,250	5%
TOTAL	\$25,000	100%

Cost

Annual assessments are based upon an allocation of program costs. Annual maximum assessment for the first year of the district is 100% of business license fees. Businesses within the district that don't require a business license will pay fee of \$100.

City Services

The City of Selma has established and documented the base level of preexisting City services and has evidenced its intention to continue to deliver and/or pay for these services if a BID is formed. The BID will not replace any pre-existing general City services.

District Governance

The BID Advisory Board will be appointed by the Selma City Council. The Board shall consist of nine ~~seven (97)~~ members approved annually by a majority vote of the Selma City Council. Prospective Board members will complete applications prior to the Downtown BID annual review. The BID Advisory Board will make recommendations and monitor service delivery.

District Creation

The Downtown Selma BID district will be formed by the Selma City Council upon request by the Downtown Selma BID Workgroup. Included in this first ordinance will be the Management District Plan with a budget and assessment rates.

Duration

The BID remains in place once approved unless it is disestablished. However, annual Council actions are required to keep it operable. Those include accepting the annual report, appointing the BID Advisory Board, approving the annual budget, and approving assessments.

WHY CREATE THE DOWNTOWN SELMA BID?

What is a BID?

Downtown Selma Business Improvement District (BID)

A Business Improvement District (BID) is created to energize a business district through a public/private partnership that is a catalyst for revitalization. The district can provide activities, such as marketing, maintenance, and image enhancement, that are in addition to those provided by local government. BIDs provide services that improve the overall viability of business districts resulting in increased sales.

Why Downtown Selma?

- *Create a vibrant Downtown* Downtown Selma faces similar challenges to other small downtowns in the Central Valley. The BID is viewed as a proactive step to create immediate impact through marketing and other improvements.
- *Attract New Businesses and Customers to Downtown* The Downtown area has shops and restaurants, but would benefit from increasing the ratio of retail/restaurant businesses to service businesses, creating a more walkable Downtown. This would set the stage for attracting more customers, both Selma residents and visitors. Working in concert with the City of Selma, the BID will provide supplemental resources to improve Downtown's image to these markets
- *Enhance Sales and Occupancies* BIDs are acknowledged as a critical ingredient in downtown revitalization and are proven to work by funding services that enhance the economic viability of a business district. Success is measured by higher sales and targeted occupancy rates.
- *Private Sector Control* An Advisory Board consisting of downtown business owners will govern the BID. Annual BID workplans and budgets will be developed by the Advisory Board, ensuring that the BID will be directly accountable to those who pay an assessment.

IMPROVEMENT AND ACTIVITY PLAN

Process

In the spring of 2020, the City of Selma sought grants to fund a feasibility study to explore a Downtown Selma BID. The consulting firm of AMI Concepts was retained by the City to guide the process. Key steps of the process included:

- *BID Steering Committee* To guide the consultant team and test BID concepts, a group of business owners was formed. A roster of the BID Steering Committee is provided in the Appendix.
- *Business Owner Engagement* Working with business owners, the consultant held an Open House and conducted a survey in May 2021, then held a series of meetings during the summer of 2021. Priorities that emerged:
 - Increase sales and walkability
 - Improve the business mix to include more retail and restaurant businesses
 - Confirm BID services as supplemental to, and not in replacement of, City services
 - Focus on marketing and improvements
- *City Base Level of Services* A letter was provided by the Community Development Director identifying current relevant city services and an intention to continue these services throughout the life of the BID.
- *Plan Review & Final Plan* The draft BID Management District Plan and budget were reviewed by the BID Steering Committee and individual business owners. Business owners were invited to an Open House in September 2021 to review the plan. Input from this meeting, plus with Steering Committee members, led to the completion of the final plan.

Downtown Selma
Business Improvement District (BID)

Bid Boundaries

The proposed BID district will encompass the core of the Downtown area. A detailed map of the proposed district boundary is provided here.



Work Program

- *An Inviting, Attractive and Economically Vital Downtown*
To respond to stakeholder priorities and guiding principles for a Downtown Selma BID, the BID Steering Committee reviewed several scenarios for providing district-wide services. Objectives in developing the scenarios included:
 - Deploy a program that will make a visible, tangible and lasting impact.
 - Ensure that BID-funded services are supplemental to, and do not replace, existing City services.

Downtown Selma
Business Improvement District (BID)

- Provide flexibility in the modeling of the program so that the BID can make adjustments as market conditions change.
- *Marketing*
Marketing strategies and programming to create an appealing and vibrant Downtown Selma will be developed as part of the overall program. Efforts will be made to encourage both locals and visitors to explore Downtown Selma. Traditional and non-traditional marketing activities and products will be explored including an interactive website, electronic communication tools and printed materials.
- *Improvements*
Attention will be made to address physical improvements. These may include pressure washing sidewalks and alleys along with curb painting, above and beyond what is currently done by the City. These efforts will improve walkability within the Downtown.
- *Business Development and Market Research*
Business recruitment efforts will seek to increase the mix of retail/restaurant businesses in collaboration with the City of Selma Economic Development Department. In addition, compilation of periodic market reports will guide the direction of business development.
- *Management and Reserve*
Fund management will be performed by the City of Selma in accordance with the budgets and activities approved by the BID Advisory Board. Monthly reports will be provided by the City. There will be no charge for this service. A reserve fund of 5% is budgeted to provide a contingency for unforeseen program needs and to provide a cushion for assessment delinquencies.

Plan Budget

The total improvement and activity plan budget is projected to be \$25,000. The initial budget allocation is summarized here.

ACTIVITY	AMOUNT	PERCENTAGE
Marketing and Improvements	\$18,750	75%
Business Development and Market Research	\$5,000	20%
Contingency	\$1,250	5%
TOTALS	\$25,000	100%

Final budget allocation decisions will be subject to the annual budget process of the BID Advisory Board. Other monies received for the benefit of the BID will not be included in this budget and can be spent as budgeted separately by the Advisory Board.

ASSESSMENT

Assessment Methodology

The primary BID assessment methodology is a common BID structure assessing businesses whereby business license fees are used as the basis. In addition, businesses not subject to business license fees will be assessed a \$100 flat fee. A factor of each fee is assessed annually, as determined by the BID Advisory Board. All businesses within the district are subject to assessment with one exception.

Downtown Selma
Business Improvement District (BID)

Assessment Exceptions

A business recently established in the district is exempt from the levy of assessments for a period not to exceed one year from the date the business commenced operating in the district.

Calculation of Assessments

The preceding methodology is applied to a database that has been constructed by the City of Selma working with the BID Steering Committee. It consists of all businesses within the BID district.

Assessment Adjustments

- *Annual Assessment Factor*
An annual assessment factor will be determined by the BID Advisory Board. This factor will not exceed the initial assessment factor of 100% of both types of fees. Fees include business license fees and those assessed of businesses within the district that are not subject to business licenses.
- *Budget Process*
A balanced budget approach is utilized to develop each annual budget within the constraints of the assessment rates. Any annual budget surplus or deficit is tracked. Prior year surpluses may be used as necessary, based on the allocations described in the Management District Plan.
- *Time and Manner for Collecting Assessments*
As provided by state law, the City of Selma will bill the assessments in conjunction with the annual business license statement, or separately in the case of businesses that are not required to have City business licenses. Existing laws for enforcement and appeal of business license fees will apply to BID assessments.
- *Disestablishment*
State law provides for the disestablishment of a BID pursuant to an annual review process. Each year that the BID is in existence, there will be a 30-day period during which the business owners will have the opportunity to request disestablishment of the District. This 30-day period begins each year on the anniversary day that the district was first established by City Council. Within that 30-day period, if a written petition is submitted by the business owners who pay more than 50 percent (50%) of the assessments levied, the BID may be disestablished. The City Council will hold a public hearing on disestablishing the PBID prior to doing so.
- *Issuance of Bonds*
No bonds or other bonded debt are to be issued to finance activities and services envisioned in the Management District Plan.

GOVERNANCE

Selma City Council will appoint the BID Advisory Board as part of the district formation process, and annually thereafter during the review process. The BID Advisory Board shall consist of ~~seven~~nine (97) members who represent a business within the BID district. They are selected from available applicants and represent a broad mix of business types.

The BID Advisory Board meets monthly. Meetings shall be held at such stated times as may be fixed by the commission by resolution. Terms will be for one year. Terms should be staggered to avoid complete turnover of the Board. Meetings are open to the public. It will hold district-wide meetings as needed for input on services and operations, including an annual nomination meeting for the BID Advisory Board.

Downtown Selma
Business Improvement District (BID)

BID Advisory Board will recommend budgets, services, and Advisory Board members. It will monitor service delivery and provide oversight of the district. The Advisory Board oversight will:

- Review monthly reports from the City of Selma
- Leverage BID funds with resources, programs and capabilities provided by other agencies and organizations in Selma
- Eliminate the potential for duplication of enhanced services and activities
- Ensure that Downtown Selma is represented by a unified voice, thereby maximizing Downtown's influence in policies and civic affairs.

Pursuant to State of California law, the BID Advisory Board will be subject to disclosure and notification guidelines set by the Ralph M. Brown Act and California Public Records Act.

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

December 4, 2023

ITEM NO: 11.

SUBJECT: Consideration of the Board and Commission Vacancies and Appointments

BACKGROUND: There are various Boards and Commissions to which the City Council has the discretion to appoint some or all of the members. Each Board and Commission has an issue, policy and/or program focus. The City Council relies on these groups to advise them on a wide range of issues affecting their constituencies and to assure they are responsive to community needs. The City Council is committed to providing all citizens with access to specific and current information about the local boards, commissions and committees so they might pursue the opportunity to serve on and participate in the operations and processes of local government.

DISCUSSION: In November 2022, the Selma City Council appointed 4 business owners to the Downtown BID, their year of service began January 2023 and concludes January 2024. To ensure continuity of the district activities the BID opened the application window for the BID Advisory Board in November 2023.

Staff has advertised the Board and Commission vacancies and has received applications for the BID Advisory Board for Council consideration.

In accordance with the Business Improvement District Management Plan, the Advisory Board reviewed the submitted applications and is recommending the appointment of the following individuals to the board: Stuart Skoglund from California Water Service, Parminder Singh from London Properties, Char Tucker from Bill Tucker and Associates, and Richard Braden from Kentucky Fried Chicken.

RECOMMENDATION: Staff recommends that Council review the attached applications and appoint to the respective vacant positions.

<u> /s/ </u> Alicia Aguirre, Economic Development Manager	<u>11/28/2023</u> Date
<u> /s/ </u> Reyna Rivera, City Clerk	<u>11/28/2023</u> Date
<u> /s/ </u> Fernando Santillan, City Manager	<u>11/28/2023</u> Date

Attachments:

- 1) Applications Received
- 2) Local Appointment List

APPLICATION
Downtown Selma BID Advisory Board

Deadline: November 22 by 12:00 PM

Return to: 1710 Tucker Street, Selma, CA.

Name Richard Braden

Address _____

Phone _____
(mobile) _____ (home/work) _____

Business owned KFC & Wendy's Restaurants

Business address KFC 2438 Mcall Avenue Wendy's 2805 Whitson

Years operated a business in Downtown Selma 51

Community involvement We have participated and engaged in activities that benefit our local community.

we have helped with neighborhood clean up days, Toy Drives

Winter coat drives, and city parades

What knowledge and experience do you have in the following areas:

Marketing and Branding _____

I have did marketing and branding for our companies for over 40 years

Downtown Revitalization Strengthening the social, physical and economic value of a community's traditional business district

The primary goal of revitalization efforts abd quality of life

in the community by expanding and attracting employment shopping and social activities.

Finance In our business, I have done budgets and actual balancing of the finances.

I have also set on many finance communities for other boards.

Community Services: Public Works, Public Utilities, Police Department_____

I have worked with all of the above in my 51 year career

Explain your reasons for wanting to be on this board

I feel this is the right time to be involved and help with the City of Selma's
downtown Selma Business Improvement District.

I would be honored to set on this Advisory Board.I have attended every meeting since September 6, 2023.

Are you aware that this board meets once a month and you are required to attend these meetings? ☒ Yes ☐ No

List three references giving name and phone number:

Pastor Mike Chastain

Jillean Castanon

Valerie Braden

Applicant's Signature

11/9/23

Date

Submit a complete application to the City of Selma before 12:00 PM on November 22, 2023.

APPLICATION
Downtown Selma BID Advisory Board

Deadline: August 31, 2023

Name Ramza Coury

Address _____

Phone _____
(mobile) _____ (home/work)

Business owned RPS Real Estate

Business address 1927 High St, Selma CA 93662

Years operated a business in Downtown Selma 15 years

Community involvement Selma Chamber of Commerce board,
City of Selma Planning Commission, Selma Cemetery
District board, Selma Rotary, CVLLC, Selma Women's Club

What knowledge and experience do you have in the following areas:

Marketing and Branding As a real estate broker, marketing
and branding is a part of my job. As a
successful broker, I've proven that I have experience
in this area.

Downtown Revitalization I have been involved in the
planning of revitalizing our downtown through
the planning commission and as a business owner.

Finance Before going full time in the sales part
of real estate, I was a loan officer and
a financial advisor. I am experienced in this
field.

Community Services: Public Works, Public Utilities, Police Department I work
hand in hand with the Police Department and
code enforcement to make our town a better place for
all and a safe community.

Explain your reasons for wanting to be on this board

I've always believed in giving back to the
community I call home. I enjoy serving
others & sharing my knowledge. I have
owned more than one business in downtown.
I travel a lot and I have visited numerous cities.
I have a vision and a hope for our downtown.
I'm hoping to help improve and revitalize this
area.

Are you aware that this board meets once a month and you are required to attend these meetings? ☒ Yes ☐ No

List three references giving name and phone number:

Harold Philips
Chris Rima
Stuart Skoglund

Applicant's Signature

Date

10/02/2023

Submit a complete application the City of Selma before 5:00 PM on August 31, 2023

APPLICATION
Downtown Selma BID Advisory Board

NEW DEADLINE
Monday, September 12

Name Mandeep Sandhu

Address _____

Phone _____
(mobile) _____ (home/work) _____

Business owned Dental Office

Business address 2059 High St. Selma CA 93662

Years operated a business in Downtown Selma 12 yrs

Community involvement Parti

What knowledge and experience do you have in the following areas:

Marketing and Branding I Marketing and Branding
for my dental office.

Downtown Revitalization Renovated my dental office
building

Finance I run a dental Business in
downtown

Community Services: Public Works, Public Utilities, Police Department_____

Community Services to help needful people
with dental problems

Explain your reasons for wanting to be on this board

want to see my downtown and city
beautiful.

Are you aware that this board meets once a month and you are required to attend these meetings? ☒ Yes ☐ No

List three references giving name and phone number:

Parminder Singh
Parminder Singh
Nick Sahota

Applicant's Signature

Date

Submit completed application to City of Selma by Monday, September 12

APPLICATION
Downtown Selma BID Advisory Board

Name Parminder Singh

Address _____

Phone _____
(mobile) (home/work)

Business owned Opening real estate office @ 2001 2nd St. (Trophy Shop)

Business address Own shops + apartments @ 1954-68 High St. 2001 2nd St.

Years operated a business in Downtown Selma 13 (London Properties Sales)

Community involvement Help promote the selma downtown and business. Investing capital to purchase + improve the downtown.

What knowledge and experience do you have in the following areas:

Marketing and Branding Very familiar with strategic branding + marketing. Specifically, my brand is in real estate sales + marketing in the Selma + Kingsburg area.

Downtown Revitalization Helped remove homeless + drug users from High St properties; updated downtown apartments, about to install new storefronts @ 1968 High St + next door; restoring/renovating the Trophy Shop on 2nd St.

Finance Experienced with the following businesses for finance: Farm operations / The UPS Store - Kingsburg / Real Estate Business.

Community Services: Public Works, Public Utilities, Police Department N/A

Explain your reasons for wanting to be on this board

I am significantly invested and want the downtown
of Selma to flourish and thrive, and to help attract
a more diverse set of businesses. The downtown needs
a clear and concise plan to direct the rebrand,
rehab, and to attract businesses to the downtown.
Also, I would like to push for a matching grant for business
owners to update their storefronts. Currently I am working
on bring a popular coffee shop to open in the Trophy Shop.
Are you aware that this board meets once a month and you are required to attend these
meetings? ☒ Yes ☐ No

List three references giving name and phone number:

Lisa Williams _____
Ryan Dias _____
Lisa Reimer _____

Applicant's Signature

09/12/22
Date

APPLICATION

Downtown Selma BID Advisory Board

Deadline: August 31, 2023

Name SHARANJIT SINGH

Address 2410 MacCall Ave

Phone _____
(mobile) (home/work)

Business owned Abuelas Lavadora

Business address 2412 MacCall Ave. 2412

Years operated a business in Downtown Selma 18 years

Community involvement almost none

What knowledge and experience do you have in the following areas:

Marketing and Branding no

Downtown Revitalization _____

Finance _____

Community Services: Public Works, Public Utilities, Police Department_____

ex military ex Police Inspector (INDIA)

Explain your reasons for wanting to be on this board

To help city development.

Are you aware that this board meets once a month and you are required to attend these meetings? ☒ Yes ☐ No

List three references giving name and phone number:

_____	_____
_____	_____
_____	_____

_____	_____
Applicant's Signature	8/12/2023 Date

Submit a complete application the City of Selma before 5:00 PM on August 31, 2023

APPLICATION

Downtown Selma BID Advisory Board

Deadline: November 22 by 12:00 PM

Return to: 1710 Tucker Street, Selma, CA.

Name Stuart Skoglund

Address 2042 Second St, Selma, CA 93662

Phone _____
(mobile) (home/work)

Business owned I represent California Water Service

Business address 2042 Second St, Selma, CA 93662

Years operated a business in Downtown Selma Over 20 years

Community involvement I'm currently on the Selma BID Advisory Board serving as Secretary.

I'm a member of the Selma Rotary Club, currently serving as Past-President and Public Image Chair
on the Board.

What knowledge and experience do you have in the following areas:

Marketing and Branding Not much

Downtown Revitalization I understand the importance of having a
strong downtown so people living in Selma can spend
time there and be proud of it.

Finance I oversee and maintain a budget at California
Water Service

Community Services: Public Works, Public Utilities, Police Department Over the years
I've worked closely with Public Works departments and other
utility companies. It's important to build strong relationships.

Explain your reasons for wanting to be on this board

I can make a difference. I am a great team player and
enjoy working with people. I also have a desire to
learn more about Selma, build good relationships,
and do what I can to help revitalize Downtown Selma.

Are you aware that this board meets once a month and you are required to attend these meetings? Yes No

List three references giving name and phone number:

Steve Johnson

Tom Brassfield

Tammy Johnson

11-20-23

Applicant's Signature

Date _____

Submit a complete application to the City of Selma before 12:00 PM on November 22, 2023.

APPLICATION
Downtown Selma BID Advisory Board

Deadline: November 22 by 12:00 PM

Return to: 1710 Tucker Street, Selma, CA.

Name Charlotte "Char" Tucker

Address _____

Phone _____

(mobile)

(home/work)

Business owned Bill Tucker Real Estate & Prop Mgmt

Business address 2128 North St Selma

Years operated a business in Downtown Selma 32

Community involvement Pres. Chamber of Commerce, Selma Business Alliance, Selma Rotary, Selma Beautification Committee, Pres. Selma Cancer Support, Chair Selma BID

What knowledge and experience do you have in the following areas:

Marketing and Branding I have successfully grown & branded

4 businesses over the past 22 years. They included

a restaurant, a coffee house, a car wash and a busy

real estate & prop. management company. Branding

establishes your identity through customer service and appearance.

As a Chamber Board member for many years we have worked hard to bring business to our downtown merchants through marketing, downtown events workshops & encouraging businesses to open on Saturday for shoppers.

Finance

I have prepared budgets for all of our businesses to allow for marketing & branding costs.

Community Services: Public Works, Public Utilities, Police Department I have worked on many events over the past 20 yrs. and worked closely with P-D, Fire & Public Works. Each event has been successful because we have all worked as a team.

As a service to our Community I helped form a non-profit, Selma Cancer Support to assist local Cancer patients.

Explain your reasons for wanting to be on this board

As I mentioned earlier, I have worked for many years on various Boards to help rejuvenate downtown Selma. I believe small towns should have a thriving downtown. A place where its residents can shop, eat and enjoy events. I will continue to work for the growth of our downtown.

I have been involved with the BID throughout the planning process and have enjoyed my time with the Committee. I would like to see our plans come to fruition and encourage others to join our efforts.

Are you aware that this board meets once a month and you are required to attend these meetings? ☒ Yes ☐ No

List three references giving name and phone number:

Beverly Cho - Mayor Pro Tem
Harold Phillips, Martin Jewelers
Steve Johnson, Cal Water

11-20-23

Date

Submit a complete application to the City of Selma before 12:00 PM on November 22, 2023.



C I T Y O F S E L M A

1710 TUCKER STREET • SELMA, CALIFORNIA 93662

Notice is Hereby Given that in compliance with the requirements of the Maddy Act, California Government Code Section 54972 et. Seq., the following appointment list is posted on or before December 31, 2023. The list identifies members of Boards and Commissions and the dates of their terms of office as of the time of this posting. Please Note: the names on this list are subject to change based on term expirations and resignations that occur during the year.

COMMISSION NAME

TERM EXPIRES

Planning Commission (4 year Terms)

Louis Franco	6/30/2027
Ramza Coury	6/30/2027
Parveen Sandhu	6/30/2024
Nidya Juarez	6/30/2024
Greg Garcia	6/30/2025
Theresa Salas	6/30/2025
Mandeep Singh	6/30/2026

Recreation & Community Services (2 year Terms)

Santiago Ocegüera	6/30/2025
Jeannette Solorio	6/30/2025
Doug Kessler	6/30/2025
Natalie Gonzalez	6/30/2026
Yolanda Torrez	6/30/2024
Ken Robison	6/30/2024
Andrea Affrunti	No Expiration

Personnel Commission (4 year Terms)

Rosemary Alanis- Reapplied	6/30/2027
Louis Franco- Reapplied	6/30/2027
Danny Serimian	6/30/2025
Theresa Salas	6/30/2025
Greg Garcia	6/30/2025

Pioneer Village Commission (2 year Terms)

Vacant	6/30/2024
Vacant	6/30/2025
Joel Fedor	6/30/2024
Char Tucker	6/30/2025
Jesse Crouch	6/30/2024
Louis Franco	6/30/2024
Mike Valverde	6/30/2024

Measure "S" Oversight Committee (3 year Terms)

Louis Franco	6/30/2024
Charlotte Tucker	6/30/2024
Doug Kessler	6/30/2024
Michael Ridgway	6/30/2026
Jennifer Earle	6/30/2026

Downtown Business Improvement District (1 year Terms)

Harold Phillips	1/1/2024
Charlotte Tucker	1/1/2024
Stuart Skoglund	1/1/2024
Parminder Singh	1/1/2024
Mike Valverde	5/31/2024
Rosa Gonzalez	10/31/2024
Nick Sahota	10/31/2024

City of Selma Commission Information

Planning Commission/ Traffic-Streets Commission

Planning Commission member's terms are for four (4) years unless an appointment is made to fill an unexpired term. Appointees are required to be at least 18 years old and live within the Selma city limits. The Planning Commission plays a major role in establishing present and future land use policy for Selma. The Commission meets to determine issues and policies related to traffic and/or street issues. Certain decisions of the Planning Commission ultimately go to the City Council for final approval or denial. The Commission is comprised of seven members and meets on the fourth Monday of each month at 6:00 p.m. at Selma City Hall.

Recreation and Community Services Commission

Community Services Commission member's terms are for two years, unless an appointment is made to fill an unexpired term. Appointees are required to live within the city limits of the City of Selma. The Commission meets to determine issues and policies regarding recreation issues. There are seven regular members comprised of six citizens appointed at large and one representative appointed by the Selma Unified School District. The Commission meets on the third Wednesday of each month at 6:30 p.m. at Selma City Hall.

Personnel Commission

Appointees are required to be at least 18 years old and live within the city limits of the City of Selma. Personnel Commission members serve for four years unless appointed to fill an unexpired term. The Personnel Commission's function is to hear appeals submitted by any person in the competitive service (city employees) relative to any disciplinary action, dismissal, demotion, charge of discrimination, or alleged violation and to review personnel policies and procedures. The Commission is comprised of five members and meets on a *needs only* basis.

Pioneer Village Commission

Pioneer Village Commissioner's terms are for two years unless an appointment is made to fill an unexpired term. Appointees must be at least 18 years old and either live or have a business in the Selma city limits. The Commission is comprised of seven members who meet to develop policy and procedure for Selma's Pioneer Village. The Commission meets on the first Thursday of each month at 5:30 p.m.

Measure "S" Oversight Committee

The Measure "S" Oversight Committee's purpose is to ensure that the expenditures made from Measure "S" funds are spent according to the purposes specified in the measure's expenditure plan. Measure "S" is the half-cent sales tax increase approved by the voters to help fund safety (Police and Fire) services in the City of Selma. The committee is comprised of five members whose terms run for three years each. Applicants must be at least 18 years of age and live within the Selma city limits. This committee will meet at least annually with the date and time to be determined.

Downtown Business Improvement District Advisory Board

The Downtown Business Improvement District Advisory Board, comprising seven members appointed by the Selma City Council for a one-year term, is composed of business owners within the district. The Advisory Board's primary goal is to recommend budgets, projects, and services aimed at enhancing the downtown area's marketability, ultimately attracting people and businesses to contribute to the downtown's growth and vitality.

General Information

- All Commission members must be residents of the City of Selma unless otherwise stated.
 - Applicants must be willing to attend and actively participate at regular and special meetings.
 - Appointees must have an interest in being of service to the City of Selma and its citizens.
- Further information and applications may be obtained by contacting the City Clerk.

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

December 4, 2023

ITEM NO: 12.

SUBJECT: Shafer Park Block Wall Discussion

BACKGROUND: The City of Selma was approached by various property owners to develop a common fence or block wall along the northern property line of Shafer Park. The type of fence is typically referred to as a “Good Neighbor Fence” and legislation was adopted into State law that could compel neighbors to share costs with its construction.

DISCUSSION: The Good Neighbor Fence law for the State of California is covered under Civil Code 841. Under the law, the shared cost of replacing a fence should be split between two “landowners” following property notice and disclosure of information related to fence construction costs. It should be noted that the costs to be shared would only account for replacing the current fence, not upgrading the fence to another construction type, such as a block fence. The party who wishes to upgrade the fence would pay those additional costs.

However, under section 841(c)(1) of the Good Neighbor Fence law, the City is not considered a “landowner” for the purposes of enforcing this statute and is not required to adhere to this legislation.

Staff also conducted a review of the development of both the residential subdivision and Shafer Park to determine the history of fence line. The original fencing was developed with the construction of the residential subdivision (Comstock Estates No. 1) in approximately 1970, as Shafer Park was still owned by the Selma Cemetery District and had not yet been developed. Over time, it appears that some of the fencing may have been upgraded by the City for various purposes, such as preventing erosion near the storm basin. It remains unclear why certain sections of the fence have remained unimproved or upgraded to match more modern portions of the fence line.

RECOMMENDATION: This is an information and discussion item. Council may provide direction to Staff after discussion.

_____/s/_____
Jerome Keene
Deputy City Manager

_____11/28/23_____
Date

_____/s/_____
Fernando Santillan
City Manager

_____11/28/23_____
Date

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

December 4, 2023

ITEM NO: 13.

SUBJECT: Public Hearing and Approval of a Resolution Submitting A Ballot Measure to Selma Voters at the Next Regular Municipal Election on November 5, 2024 Relating to An Ordinance Establishing Term Limits for Mayor and City Council Members

DISCUSSION: The Selma City Council previously approved submitting term limits to the November 2024 election. Specifically, Council directed staff to prepare an ordinance, which establishes term limits of two terms for both Council Members and the Mayor. Under the proposed ordinance, Council Members and the Mayor, after serving two terms, would have to remain off Council or the office of Mayor for two terms before he or she can return.

Additionally, if a Council member serves two terms and then becomes the elected Mayor, the terms served as Mayor would not count as a break in service, therefore, preventing that person from subsequently running for Council again.

As previously discussed, this ordinance would not be retroactive, and would only count for terms served from the November 2024 election and beyond.

FISCAL IMPACT: Costs of election, which are approximately \$10,000 to \$30,000.

RECOMMENDATION: Staff recommends Council approve the Resolution.

_____/s/_____
Megan Dodd, City Attorney

____11/27/2023_____
Date

RESOLUTION NO. 2023 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA, SUBMITTING TO CITY VOTERS AT THE NEXT REGULAR MUNICIPAL ELECTION TO BE HELD NOVEMBER 5, 2024, A BALLOT MEASURE RELATING TO ORDINANCE NO. 2023-6 REGARDING THE ADDITION OF TERM LIMITS FOR CITY COUNCIL MEMBERS AND THE MAYOR

WHEREAS, the City Council Members of the City of Selma are elected for four year terms; and

WHEREAS, the Mayor of the City of Selma is elected at large to serve a two year term; and

WHEREAS, the City Council has expressed a desire to add term limits to both the offices of Council Member and Mayor; and

WHEREAS, the proposed term limits for City Council Members and Mayor are two terms, with the ability to return after a break in service of two terms;

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

SECTION 1. The City Council submits to the voters of the City of Selma at its next regular municipal election to be held on November 5, 2024, a ballot measure for consideration of term limits for Council Members and the Mayor as set forth in the ordinance attached as Exhibit “A” to this resolution.

SECTION 2. The question to be submitted to the voters with respect to the ballot measure shall be printed on the election ballot with the title and in the form set forth as follows:

SELMA COUNCIL MEMBER AND MAYOR TERM LIMITS: Measure _____ Shall an ordinance establishing term limits for Selma Mayor and City Council Members be adopted?	YES
	NO

SECTION 3. The following constitutes the synopsis of the measure to be voted on for purposes of meeting the publication requirements of Election Code Section 12111:

MEASURE TO BE VOTED ON
APPROVAL OF ORDINANCE NO. 2023-6 ADOPTING TERM LIMITS FOR SELMA
MAYOR AND COUNCIL MEMBERS AS AUTHORIZED IN
GOVERNMENT CODE SECTION 36502

Ordinance No. 2023-6 adds section 1-9-1 through 1-9-3 and 1-10-1 through 1-10-3 to the Selma Municipal Code in order to establish term limits for the offices of Council Members and the Mayor.

Currently, Council members serve four-year terms, with no established term limits, while the Mayor serves a two-year term, also with no term limits. Ordinance No. 2023-6 proposes to limit both Council Members and the Mayor to two consecutive terms, with the ability to return to office after a break in service of two terms.

SECTION 4. The full text of the ordinance submitted to the voters is attached as Exhibit A. The full text of Ordinance No. 2023-6 is not required to be printed in the Sample Ballot and Voters Pamphlet. However, the full text of the measure shall be made available at the Office of the Fresno County Clerk/Registrar of Voters and the Office of the Selma City Clerk.

SECTION 5. Passage of this measure requires a simple majority vote.

SECTION 6. The City of Selma requests that the Fresno County Clerk/Registrar of voters conduct the election and canvass the returns, and the City consents to reimburse the Registrar of Voters for all costs incurred by said services.

SECTION 7. In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 8. Arguments in favor or against the proposed measure are permissible and shall be filed with the Fresno County Clerk/Registrar in accordance with Elections Code Section 9282. The Mayor is authorized to prepare and file a written argument in favor of the proposed measure not to exceed 300 words on behalf of the City Council.

SECTION 9. The Fresno County Clerk/Registrar of Voters shall give the appropriate notices for the election in the Selma Enterprise Fresno Bee and shall conduct the election pursuant to appropriate provisions of state law.

SECTION 10. The City Attorney shall prepare an impartial analysis of the measure in accordance with Elections Code Section 9280 and file it with the Fresno County Clerk/Registrar of Voters.

SECTION 11. The City Clerk shall file a certified copy of this resolution with the Fresno County Clerk/Registrar of Voters as required by applicable law.

CLERK'S CERTIFICATION

I, Reyna Rivera, City Clerk for the Selma, hereby certify that a public hearing was held and that the foregoing Resolution No. 2023-__ was duly approved at a regular meeting of the Selma City Council on December 4, 2023, by the following vote:

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

APPROVED:

Scott Robertson, Mayor

ATTEST:

APPROVED AS TO FORM:

Reyna Rivera, City Clerk

Megan Dodd, City Attorney

EXHIBIT “A” TO RESOLUTION NO. 2023-__

ORDINANCE NO. 2023-6

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELMA ADDING SECTIONS 1-9-1 THROUGH 1-9-3 AND 1-10-1 THROUGH 1-10-3 TO THE SELMA MUNICIPAL CODE IN ORDER TO ADD TERM LIMITS FOR COUNCILMEMBERS AND THE MAYOR, AS AUTHORIZED BY GOVERNMENT CODE SECTION 36502

THE CITY COUNCIL OF THE CITY OF SELMA DOES ORDAIN AS FOLLOWS:

SECTION 1. **Addition of Term Limits for City Council.** Title 1-9 is added to the Selma Municipal Code as follows:

Chapter 9

Term Limits – City Council Members

1-9-1 Definitions.

The terms utilized in this chapter shall have the following meanings ascribed to them, unless the context clearly requires otherwise:

(A) “Consecutive” means immediately following, without a break in service.

(B) “Term” or “term of office” means the four-year time for which a council member is elected or appointed as provided by law, as the same may be extended or shortened upon a change of election date(s) as provided by law.

1-9-2 Term limits established.

(A) No person shall serve more than two consecutive terms of office as a city council member; provided, however, that such person shall be eligible to hold such office after a break in service of at least two terms. For purposes of this section, a person serving for at least two years of a term shall be considered to have served a full term of office.

(B) No break in service will have occurred for any period of time a person is serving as the elected Mayor for the City of Selma.

1-9-3 Effective date.

The term limits established by this chapter shall be applicable to all terms of office for members of the city council measured from and commencing with the terms of members of the city council elected at the November 5, 2024, general municipal election.

SECTION 2. Addition of Term Limits for Mayor. Title 1-10 is added to Selma Municipal Code as follows:

Chapter 10

Term Limits – Mayor

1-10-1 Definitions.

The terms utilized in this chapter shall have the following meanings ascribed to them, unless the context clearly requires otherwise:

(A) “Consecutive” means immediately following, without a break in service.

(B) “Term” or “term of office” means the two-year time for which a council member is elected or appointed as provided by law, as the same may be extended or shortened upon a change of election date(s) as provided by law.

1-10-2 Term limits established.

(A) No person shall serve more than two consecutive terms of office as a Mayor; provided, however, that such person shall be eligible to hold such office after a break in service of at least two terms. For purposes of this section, a person serving for at least one year of a term shall be considered to have served a full term of office.

(B) No break in service will have occurred for any period of time a person is serving as a city council member for the City of Selma.

1-10-3 Effective date.

The term limits established by this chapter shall be applicable to all terms of office for a Mayor measured from and commencing with the term of the Mayor elected at the November 5, 2024, general municipal election.

ORDINANCE No. 2023-6 was PASSED AND ADOPTED by the Voters of the City of Selma, County of Fresno, at a regular election held on November 5, 2024.

PROOF OF PUBLICATION

The Sentinel
SM California News Media Inc
300 W. 6th St.
Hanford, CA 93232
Phone (559) 582-0471
billing@hanfordsentinel.com

Reyna Rivera
1710 Tucker Street
Selma CA 93662

ORDER NUMBER 273394
Publication- Selma Enterprise/Kingsburg Recorder

State of New Jersey, County of Hudson, ss:

Ayesha Carletta Cochran-Worthen, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Selma Enterprise/Kingsburg Recorder, a newspaper printed and published in the City of Hanford, County of Fresno, State of California, and which newspaper has been adjudged a newspaper of general circulation by the superior court of the County of Kings, State of California, under the date of October 23, 1951, case number 11623.

That I know from my own personal knowledge the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspapers and not in any supplement thereof on the following dates, to wit:

Section: Legals
Category: 201 Public Notices
PUBLISHED ON:
Nov. 22, 2023

TOTAL AD COST: 83.57
FILED ON: 11/22/2023

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct

(Signed) Ayesha Carletta M Cochran-Worthen

VERIFICATION

State of New Jersey
County of Hudson

SHANNEA H HOLMES
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires August 1, 2026

Subscribed in my presence and sworn to before me on this: 11/24/2023

Shanea H. Holmes

Notary Public

This notarial act involved the use of communication technology

**CITY OF SELMA
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of Selma will conduct a public hearing on Monday, December 4, 2023, at 6:00 p.m. or as soon thereafter as possible in the City Council Chambers located at 1710 Tucker Street, Selma, California to consider adoption of a resolution placing on the November 5, 2024 ballot, a measure which will require the term limits for election of members of the City Council and Mayor beginning November 2026. Relevant documents relating to the proposed ordinance and resolution to be considered at the public hearing are on file and available from the City Clerk at the address above. All interested persons are invited to attend the public hearing. If any of the proposed actions are challenged, such challenges may be limited to those raised at the time of the public hearing.

ATTEST: Reyna Rivera, City Clerk

PUBLISH:
November 22, 2023
AD# 273394