

**MINUTES  
SELMA CITY COUNCIL  
SPECIAL MEETING**

**April 4, 2022**

Selma City Council Chambers  
1710 Tucker Street  
Selma, CA 93662

Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom, the public had the option to call +1 301 715 8592 ID: 895 7004 9033 to provide comments on agenda items. The Council Chamber was open to the public as well.

The special meeting of the Selma City Council was called to order at 4:32 p.m. in the Council Chambers and by teleconference. Council members answering roll call were: Council members Guerra, Mendoza- Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

**CLOSED SESSION:** Council moved to Closed Session at 4:35 p.m. to discuss the following items:

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** Government Code Section 54956.9(d)(1)

Name of Case: Fierro v. City of Selma, et al. Fresno County Superior Court Case No. 20CECG03525

**CONFERENCE WITH LABOR NEGOTIATOR** Government Code Section 54957.6

Agency Negotiator: Fernando Santillan, City Manager

Employee Organization: Miscellaneous Mid-Management Employees, Public Works and Transit Maintenance Employees, Secretarial Technical Clerical Association

Council returned to open session at 4:47 p.m., Mayor Robertson noted there was no reportable action.

**RECESS:** At 4:48 p.m., Mayor Robertson called for a short break in the meeting. The meeting then reconvened at 5:00 p.m.

**PRESENTATION AND DISCUSSION REGARDING FRESNO COUNTY AND SELMA HOMELESSNESS PRIORITIES:** Council held a Workshop Presentation regarding Fresno County and Selma Homelessness Priorities.

In attendance for Fresno County: Sonia De La Rosa, Yvette Quiroga, Lena Thatcher and Paul Nerland, Chief Administrative Officer for County of Fresno.

Ms. De La Rosa gave a PowerPoint presentation discussing the emergency shelter rehousing recap, countywide homelessness priorities to address, accomplishments, engagement, partnership, cross-sector coordination, and American Rescue Plan funding allocation received by Fresno County.

Public comments were received from Mrs. Delfina Vasquez and Mrs. Rose Robertson. After much discussion, stakeholders were thanked for their participation.

**ADJOURNMENT:** There being no further business, Mayor Robertson adjourned the meeting at 5:47 p.m.

Respectfully Submitted,

Reyna Rivera, City Clerk

**MINUTES  
SELMA CITY COUNCIL  
REGULAR MEETING**

**April 4, 2022**

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Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom, the public had the option to call +1 301 715 8592 ID: 895 7004 9033 to provide comments on agenda items. The Council Chamber was open to the public as well.

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

**INVOCATION**: Pastor Ed Anderson of the Church of God led the invocation. Mayor Robertson asked for a moment of silence for Yamile Martinez Andrade.

The Pledge of Allegiance was led by Council member Mendoza-Navarro.

**ORAL COMMUNICATIONS**: Public comment was received by Joan Nelson, Yolanda Torrez, Selena Martinez, Leslie Nelson, Jim Avalos, and Sam Cardenas.

**CONSENT CALENDAR**: Council member Trujillo requested to pull agenda item 1.f. for separate discussion. Mayor Robertson requested to pull agenda items 1.e. and 1.m. for separate discussion. Council member Trujillo motioned to approve the remainder of the Consent Calendar as written. The motion was seconded by Council member Guerra and carried unanimously.

- 1.a. 2022-22R      **Resolution in Support of the County of Fresno Board of Supervisors Homelessness Priorities**
  
- b.     Approved      **Consideration of a twelve-month extension to the current Emergency Medical Services (EMS) provider Agreement with Fresno County to continue providing ambulance services within the County's G Zone**
  
- c.     2022-23R      **Resolution consenting to the Use of Public Facilities and the Proposed Re-Routing of Traffic for the Sikh Center of the Pacific Coast's Annual Sikh Parade event**
  
- d.     2022-24R      **Resolution Approving a Request for a Fee Waiver for the Sikh Center of the Pacific Coast's Annual Sikh Parade event**
  
- e.     2022-25R      **Resolution Approving Amendment to Master Salary Schedule Creating a Special Projects Manager Position**

Mayor Robertson pulled item 1.e. for separate discussion. Public comment was received by Yolanda Torrez, Sam Cardenas, and Theresa Salas. After discussion, motion by Council member Mendoza-Navarro, seconded by Mayor Pro Tem Cho to approve Item 1.e as presented. The motion passed with the following vote:

AYES: Council members: Mendoza-Navarro, Cho, Trujillo  
NOES: Council members: Guerra, Mayor Robertson

- f. 2022-26R      **Resolution Approving One-Year Time Extension of the Deferred Improvements Agreement with Hye, LLC for the American Tire Depot Project to Complete the Rule 20 Underground Utility Lines Across Whitson Avenue**

Council member Trujillo pulled item 1.f. for separate discussion. After discussion, motion by Council member Trujillo, seconded by Council member Mendoza-Navarro to approve Item 1.f as presented. The motion passed unanimously.

- g. 2022-27R      **Resolution Approving a Request for a Fee Waiver for Bringing Neighborhoods Back to Life Events**
- h. Approved      **Approving Vehicle Purchases for the Selma Police Department**
- i. 2022-2      **Redistricting – Second Reading and Adoption of an Ordinance Redefining the Boundaries of City Council Electoral Districts**
- j. 2022-28R      **Resolution Authorizing the City to Continue with Teleconferenced Public Meetings Pursuant to Assembly Bill 361**
- k. 2022-29R      **Resolution Awarding Agreement for the Community Development Block Grant Project No. 19651 Sidewalk Connectivity Project to Don Berry Construction, Inc.**
- l. 2022-30R      **Consider Resolution Accepting the Annual Housing Element Progress Report for 2021, and Direct Staff to Submit the Report to the California Department of Housing and Community Development (HCD), and Continue to Prioritize Housing Opportunities for All Income Levels**
- m. 2022-31R      **Consider Agreement with Regional Government Services for Finance and Human Resources Consulting Services**

Mayor Robertson pulled item 1.m. for separate discussion. Public comment was received by Sam Cardenas. After discussion, motion by Council member Mendoza-Navarro, seconded by Mayor Pro Tem Cho to approve Item 1.m. as presented. The motion passed with the following vote:

AYES: Council members: Mendoza-Navarro, Cho, Trujillo  
NOES: Council members: Guerra, Mayor Robertson

- n. Approved      **Consideration of the check register dated March 25, 2022**

**CONSIDERATION OF THE 559 MURAL PROJECT MURAL PAINTING ON THE SALAZAR CENTER**

Community Services Director Kirchner reported on the project. Mayor Robertson asked for public comments, the following citizens spoke: Selena Martinez, Brandi Villegas, Theresa Salas, Pastor Anderson, Jose Moreno, Sam Cardenas, Jim Avalos, Michelle Garza, Harvey Singh, Sirina Resendez, and Yolanda Torrez.

After discussion, motion was made by Mayor Robertson and seconded by Council member Guerra to approve the 559 AGREEMENT WITH AMENDMENT OF RECITAL STATING “CLIENT AGREES WITH”. The motion passed unanimously.

**CONSIDER EXTENDING THE STAY OF ENFORCEMENT REGARDING THE REMOVAL OF AN ILLEGAL ON-PREMISE ADVERTISING DISPLAY AT 1630 2<sup>ND</sup> STREET**

Deputy City Manager Terry discussed the matter for Council. Mayor Robertson asked for public comments, the following citizens spoke: Dave Mendrin, property owner spoke to Council and mentioned he is moving forward and in the process of choosing the development of property. He states he will furnish the City with a contract from Starbucks and would like 60 days to complete his portion before the City proceed with abatement of sign. Yolanda Torrez and Louis Franco also stepped forward and spoke on the matter.

After much Council discussion, motion was made by Council member Trujillo to extend the abatement process for 60 days and return on June 6, 2022 as to the progress that has been made. The motion died for lack of second.

Motion was then made by Mayor Robertson and seconded by Council member Guerra to PROVIDE A 60-DAY EXTENSION TO THE PROPERTY OWNER, WITH STAFF SIMULTANEOUSLY SEEKING BIDS TO PROVIDE SERVICE FOR ABATEMENT OF SIGN. The motion carried unanimously.

**DEPARTMENTAL REPORTS:** City Manager Santillan reported that as soon as contract is signed with Regional Government Services, the Chief of Police recruitment will begin. He discussed damages to the Police Station which amount to approximately \$25,000, and include a light pole. He also discussed the Swearing-In of EMS, Police, and Fire employees that was well attended at Lincoln Park.

Deputy City Manager Terry mentioned the Central Valley Training Center graduation will be coming up soon and the Mapping (GIS) presentation will start quarterly at Council meetings (Planning Project Map).

Acting Police Chief Garza reported on current staffing levels, trainings, and significant crime updates. He discussed the upcoming Safety Dispatcher week and the Neighborhood Watch meeting.

**COUNCIL REPORTS:** Council member Mendoza-Navarro attended the following events: Oath of Office for Police and Fire; Women in Leadership Conference; Chamber of Commerce Annual Award Banquet; Meet and Greet in Kingsburg; Well 2022 Conference; Housing California Conference. She also reported an issue on Wright Street where speeding is occurring.

Council member Trujillo attended the following events: Oath of Office for Police and Fire; Chamber of Commerce Awards Banquet. He also noted he would like an update on the Dinuba/McCall Street light, and Consolidated Irrigation District.

Council member Guerra attended the following events: Oath of Office for Police and Fire; and United Health Care event.

Mayor Pro Tem Cho attended the following events: Oath of Office for Police and Fire; and Chamber of Commerce Awards Banquet.

Mayor Robertson attended the following events: Oath of Office for Police and Fire; Well 2022 Conference; delivered dictionaries to elementary schools; and an event at the Boys and Girls Club. He requested to revisit the speed bumps for city streets.

**ORAL COMMUNICATIONS:** Public comment was received by: Theresa Salas, Char Tucker, Jim Avalos, Rose Robertson, and Dan Ruiz.

**ADJOURNMENT:** There being no further business, Mayor Robertson adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Reyna Rivera, City Clerk

**MINUTES  
SELMA CITY COUNCIL  
SPECIAL MEETING**

**April 18, 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: 876 0996 3378 to provide comments on agenda items. The Council Chamber was open to the public as well.

The special meeting of the Selma City Council was called to order at 4:30 p.m. in the Council Chambers and by teleconference. Council members answering roll call were: Council members Guerra, Mendoza- Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

**CLOSED SESSION:** Council moved to Closed Session at 4:31 p.m. to discuss the following items:

**Government Code Section 54956.95:** Liability Claims

Claimant: NIAC a/s/o Kings View Corp  
Agency claimed against: City of Selma

**Government Code Section 54956.9:** Conference with Legal Counsel Anticipated Litigation

Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9:  
One Case

Mayor Robertson reconvened from closed session at 5:41 p.m. City Attorney Lerner reported that by motion of Council member Guerra, seconded by Council member Trujillo to pay the claim to Kings View Corp Agency in the amount of \$8,617.51. The motion passed unanimously.

**DISCUSSION AND DIRECTION ON COUNCIL PRIORITIES AND GOALS:** Due to time constraints, this item will be heard at a future meeting.

**ADJOURNMENT:** There being no further business, Mayor Robertson adjourned the meeting at 5:43 p.m.

Respectfully Submitted,

Reyna Rivera, City Clerk

**MINUTES  
SELMA CITY COUNCIL  
REGULAR MEETING**

**April 18, 2022**

Selma City Council Chambers  
1710 Tucker Street  
Selma, CA 93662

Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom, the public had the option to call +1 301 715 8592 ID: 876 0996 3378 to provide comments on agenda items. The Council Chamber was open to the public as well.

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

**INVOCATION**: Pastor Joe Alvarez of the Iglesia Antioquia led the invocation.

The Pledge of Allegiance was led by Council member Trujillo.

**ORAL COMMUNICATIONS**: Public comment was received by Joan Nelson, Leslie Nelson, Theresa Salas, Jim Avalos, Robert Cervantes, and Pastor Joe Alvarez.

**THE CRISCOM COMPANY PRESENTATION**: Jason Siegen, Chief Operating Officer for The CrisCom Company stepped forward and provided a verbal presentation regarding the governmental affairs updates for Council.

**PLANNING & DEVELOPMENT PROJECT UPDATE**: Deputy City Manager Terry provided a presentation and overview on current projects that City Staff has been working on. After a review of the thirty projects, Council thanked Deputy City Manager Terry for the information.

**CONSENT CALENDAR** Mayor Robertson requested to pull agenda item 1.a. for separate discussion. Council member Guerra requested to pull agenda items 1.c. Council member Trujillo motioned to approve the remainder of the Consent Calendar as written. The motion was seconded by Council member Mendoza-Navarro and carried unanimously.

- 1.a. 2022-32R      **Consideration of Resolutions Approving Requests for Special Event Fee**  
2022-33R,      **Waivers for Multiple Upcoming Events**  
2022-34R, 2022-35R

This item was pulled by Mayor Robertson and heard under separate motion. Public comment was received by Pastor Joe Alvarez. After discussion, motion was made by Council member Guerra and seconded by Mayor Robertson to approve Item 1.a as presented. The motion carried unanimously.

- 1.b.      2022-36R      **Consideration of Resolution Approving Final Map and Subdivision  
Improvement Agreement for Phase III of Tract 5217**

1.c. Approved **Consideration of the check register dated April 8, 2022**

This item was pulled by Council member Guerra and heard under separate motion. After discussion, motion was made by Council member Guerra and seconded by Mayor Robertson to approve Item 1.c as presented. The motion carried unanimously.

**RECESS:** At 7:10 p.m. the meeting was recessed for a short break. Mayor Robertson reconvened the meeting at 7:15 p.m.

**CONSIDERATION OF CITY COUNCIL ACTION REGARDING PLANNING COMMISSION RECOMMENDATION ON SUBMITTAL NO. 2022-0002, ZONE CHANGE AMENDMENT FOR APN 348-190-01S & ACCOMPANYING NOTICE OF EXEMPTION**

Contract Planner Trevor Stearns discussed the matter for Council. Mayor Robertson opened the Public Hearing for anyone wishing to speak in favor of or in opposition to this Zone Change at 7:10 p.m. Seeing no comments, Mayor Robertson closed the Public Hearing at 7:15 p.m.

After discussion, motion was made by Council member Trujillo, seconded by Mayor Pro Tem Cho to approve RESOLUTION 2022-37R, APPROVING SUBMITTAL NO. 2022-0002, ZONE CHANGE AMENDMENT FOR APN 348-190-01S AND ACCOMPANYING NOTICE OF EXEMPTION PURSUANT TO SECTION 11-21 OF THE CITY OF SELMA MUNICIPAL CODE. The motion carried unanimously.

**CONSIDERATION OF AN ORDINANCE APPROVING A MILITARY EQUIPMENT USE POLICY PURSUANT TO ASSEMBLY BILL 481**

Acting Police Chief Garza provided a power point presentation on the Ordinance amendment for Council. Mayor Robertson asked for public comments. Public comments were received by Jim Avalos and Robert Cervantes.

After discussion, motion was made by Council member Guerra, seconded by Council member Mendoza-Navarro to WAIVE THE FIRST READING AND INTRODUCE BY TITLE ONLY ORDINANCE APPROVING REVIEW OF POLICY 705. The motion carried unanimously.

**CONSIDERATION OF THE PURCHASE OF THREE COMMAND VEHICLES FOR THE FIRE DEPARTMENT AND AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS**

Mayor Robertson asked for public comments. Robert Cervantes provided public comment on the matter. After discussion, motion was made by Council member Guerra, seconded by Mayor Pro Tem Cho to APPROVE THE PURCHASE OF THREE COMMAND VEHICLES FOR THE FIRE DEPARTMENT AND AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS. The motion carried unanimously.

**CONSIDERATION OF AGREEMENTS WITH GATEWAY ENGINEERING, INC. FOR ENGINEERING SERVICES RELATED TO VARIOUS GRANT-FUNDED PROJECTS AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS**

City Manager Santillan discussed the agreements for Council. Mayor Robertson asked for public comments, Jim Avalos spoke on this item.

After Council discussion, Council member Trujillo motioned to APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE MASTER AGREEMENT AND SUB AGREEMENTS BETWEEN THE CITY OF SELMA AND GATEWAY ENGINEERING FOR ENGINEERING SERVICES RELATED TO VARIOUS GRANT-FUNDED PROJECTS. The motion was seconded by Council member Mendoza-Navarro and carried unanimously.

## **BANNERS AND FLAGS ON PUBLIC RIGHTS OF WAY AND STREETLIGHT POLES**

City Manager Santillan discussed the proposed Amendment for Council. Mayor Robertson asked for public comments, Leslie Nelson, Jim Avalos, Theresa Salas, and Robert Cervantes spoke on this item.

After discussion, with a motion by Mayor Robertson and second by Council member Guerra to INTRODUCE AND WAIVE FIRST READING OF PROPOSED AMENDMENT TO AN ORDINANCE WHICH AMENDS TITLE XI, CHAPTERS 1 (ZONING) AND 28 (SIGN REGULATIONS) WHICH ADDRESSES FLAGS AND BANNERS ON CITY PROPERTY AND PROVIDES FOR AN APPEAL PROCESS TO THE CITY COUNCIL FOR NON-COMMERCIAL SIGNS AS FOLLOWS: AMENDMENT ONLY SIGNS THAT ARE NON-COMMERCIAL SIGNS THAT ARE ALLOWED PER SECTION 14 (PAGE 157) WOULD BE IN FRONT OF THE ART CENTER AND WOULD BE FOR 10 DAYS AT A TIME, THAT APPLICATIONS WILL GO TO THE COMMUNITY DEVELOPMENT DIRECTOR AND THEN IF COMMUNITY DEVELOPMENT DIRECTOR DENIES APPLICATION, WOULD COME TO THE COUNCIL, THE ONLY SIGNS COULD BE POSTED WOULD BE PATRIOTIC OR AMERICAN FLAGS IN THE VETERANS PLAZA AND WHITSON FOR THE VETERANS BANNERS AND CHAMBER OF COMMERCE BAND FESTIVAL, THANKSGIVING, AND CHRISTMAS SIGNS ON 2ND AND HIGH STREET. The motion passed with the following vote:

AYES: Council members: Robertson, Guerra, Mayor Pro Tem Cho

NOES: Council members: Trujillo, Mendoza-Navarro

**DEPARTMENTAL REPORTS:** Deputy City Manager Terry reported on the Waste Management Clean Up event and the Downtown Business Improvement District Open House. He also announced that our new Economic Development Analyst starts tomorrow.

Fire Chief Petersen updated Council on the new ladder truck.

Community Services Director Kirchner provided updates on the reader board project and COVID testing opportunities.

**COUNCIL REPORTS:** Council member Mendoza-Navarro reported on attending the following meetings and events: 2022 Housing Conference; Central Valley Training Graduation; MyCarPark.com Opening; and Car show in Kingsburg.

Council member Trujillo attended the Central Valley Training Graduation and the MyCarPark.com Opening.

Council member Guerra attended the MyCarPark.com Opening, Selma Kingsburg Fowler County Sanitation District meeting, and the Central Valley Training graduation.

Mayor Pro Tem Cho attended the Central Valley Training Graduation, MyCarPark.com Opening, and lunch with Sheriff Mimms.

Mayor Robertson attended the MyCarPark.com Opening; Central Valley Training Graduation, LAFCo meeting, and reported on an upcoming Measure C Renewal meeting.

**ADJOURNMENT**: There being no further business, Mayor Robertson adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Reyna Rivera, City Clerk

**MINUTES  
SELMA CITY COUNCIL  
SPECIAL MEETING**

**May 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: 813 9813 4201 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 5:00 p.m. in the Council Chambers. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

**DISCUSSION AND DIRECTION ON COUNCIL PRIORITIES AND GOALS:** City Manager Santillan provided a power point presentation on the Selma City Council Goals and Priorities. He reported on the updates of the previous year's priorities, which were outlined as: Public Safety, Infrastructure, Economic and Community Development, Community Engagement/Communication, and Customer Service. City Council discussed additional goals pertaining to the existing priorities for the upcoming fiscal year, which included Police Department body cams; a sports complex; Brown Act Training; training on rules and procedures for Council members; customer service continuity; customer service improvement from utilities, balanced housing and placement of benchmarks on goals and priorities. It was stated that these goals and PowerPoint are located on the Cities website.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Reyna Rivera  
City Clerk

**MINUTES  
SELMA CITY COUNCIL  
REGULAR MEETING**

**May 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: 813 9813 4201 to provide comments on agenda items. The Council Chamber was open for the public as well.

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

**INVOCATION**: Pastor Gilberto Zapata Jr., of the Church of God led the invocation.

The Pledge of Allegiance was led by Mayor Pro Tem Cho.

**ORAL COMMUNICATIONS**: Public comments were received by Stuart Skogland, Mr. Gill, Mr. Sindher, Morgan Patterson, Leslie Nelson, Don Nelson, Patty Gelly, Yolanda Torres, Gurminder Singh, Pastor Marty Lynch, Robert Cortez, Jennifer Earle, Joan Nelson, Tim Erickson, Chris Brown, and Rose Robertson.

**WALMART DONATION PRESENTATION**: Selma Walmart Manager Fernando Fernandez stepped forward and presented a donation of \$2,500 each to the Fire and Police departments.

**FINANCE 3<sup>rd</sup> QUARTER UPDATE PRESENTATION**: Special Projects Manager Emily Boyd stepped forward and provided a power point presentation with a summary of the City's financial position for the quarter ending March 31, 2022, and updated on the City's fiscal status based on the most recent financial information available. She discussed the General Fund, Measure "S", and Enterprise Funds, and answered Council questions.

**CONSENT CALENDAR**: Mayor Robertson requested to pull agenda item 1.b., for separate discussion. Council member Guerra requested to pull agenda items 1.c. 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.

- 1.a. 2022-38R      **Resolution Authorizing the City to Continue with Teleconferenced Public Meetings Pursuant to Assembly Bill 361**
  
- b.    2022-39R      **Resolution Approving and Authorizing City Manager to Execute a Memorandum of Understanding between the City of Selma and the Selma Youth Legacy Center Regarding Financial Support**

Mayor Robertson pulled this item for separate discussion. Public comment was received from Yolanda Torrez. After discussion, a motion was made by Mayor Pro Tem Cho to APPROVE 1.b. RESOLUTION NO. 2022-39R APPROVING AND AUTHORIZING CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SELMA AND THE SELMA YOUTH LEGACY CENTER REGARDING FINANCIAL SUPPORT. The motion was seconded by Council member Mendoza-Navarro and carried unanimously.

c. Approved      **Consideration of the Check Register dated April 22, 2022**

Council member Guerra pulled this item for separate discussion. After discussion, a motion was made by Mayor Pro Tem Cho to APPROVE 1.c. CHECK REGISTER DATED APRIL 22, 2022. The motion was seconded by Council member Mendoza-Navarro and carried unanimously.

**CONSIDERATION OF AN ORDINANCE APPROVING A MILITARY EQUIPMENT USE POLICY PURSUANT TO ASSEMBLY BILL 481**

Acting Police Chief Garza discussed the proposed Ordinance and the policy for Council. Mayor Robertson opened the public hearing at 7:06 p.m. There being no one to speak for or against the matter, the public hearing was closed at 7:07 p.m.

After Council discussion, a motion was made to WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 2022-3 APPROVING A MILITARY EQUIPMENT USE POLICY PURSUANT TO ASSEMBLY BILL 481 by Council member Mendoza-Navarro. The motion was seconded by Mayor Pro Tem Cho and carried unanimously.

**RECESS:** At 7:08 p.m. the meeting was recessed for a short break. Mayor Robertson reconvened the meeting at 7:14 p.m.

**BANNERS AND FLAGS ON PUBLIC RIGHTS OF WAY AND STREETLIGHT POLES**

City Manager Santillan reported on the proposed Ordinance. Mayor Robertson opened the public hearing at 7:18 p.m. Public comment was received from Theresa Salas and Leslie Nelson. There being no further comments, Mayor Robertson closed the public hearing at 7:23 p.m. After much discussion, a motion was made by Mayor Pro Tem Cho to WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 2022-4 AMENDING TITLE XI, CHAPTERS 1 (ZONING) AND 28 (SIGN REGULATIONS) WHICH ADDRESSES FLAGS AND BANNERS ON CITY PROPERTY, PROVIDES FOR AN APPEAL PROCESS TO THE CITY COUNCIL FOR NON-COMMERCIAL SIGNS, AND ALLOWS FOR TEMPORARY NON-COMMERCIAL SIGNS ON SPECIFIC CITY PROPERTY AND RIGHT-OF-WAY. THE MOTION INCLUDED AN AMENDMENT TO SPECIFY PLACEMENT DIRECTLY ON THE ARTS CENTER BUILDING AND NOT A POLE. The motion was seconded by Mayor Robertson and carried with the following vote:

AYES:            Cho, Robertson, Guerra  
NOES:            Mendoza-Navarro, Trujillo

**REQUEST TO CONTINUE PUBLIC HEARING TO CONSIDER ZONE TEXT AMENDMENT (ZTA) 2021-0010, AND ASSOCIATED ACTIONS**

After discussion, a motion to CONTINUE THE PUBLIC HEARING TO THE DATE OF MAY 16, 2022 FOR ZONE TEXT AMENDMENT 2021-0010, AND ASSOCIATED ACTIONS was made by Council member Trujillo. The motion was seconded by Mayor Robertson and carried with the following vote:

AYES: Trujillo, Robertson, Guerra, Cho  
NOES: Mendoza-Navarro

**CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING WITH YANEZ CONSTRUCTION REGARDING THE DONATION OF A 10 ACRE PARK SITE**

After discussion, a motion was made by Council member Guerra to APPROVE AND AUTHORIZE THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING WITH YANEZ CONSTRUCTION REGARDING THE DONATION OF A 10-ACRE PARK SITE. The motion was seconded by Council member Mendoza-Navarro and carried unanimously.

**CONSIDERATION OF AN AGREEMENT ADDENDUM WITH RINCON CONSULTANTS, INC. FOR THE CONTINUATION OF ON-CALL PROFESSIONAL SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT**

Mayor Pro Tem Cho motioned to APPROVE AND AUTHORIZE THE CITY MANAGER TO SIGN AN AGREEMENT ADDENDUM WITH RINCON CONSULTANTS, INC. FOR THE CONTINUATION OF ON-CALL PROFESSIONAL SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT. The motion was seconded Council member Mendoza-Navarro and carried unanimously.

**CONSIDERATION OF AGREEMENT ADDENDUM NO. 3 WITH QK FOR THE CONTINUATION OF ON-CALL PROFESSIONAL SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT**

After discussion, a motion to APPROVE AND AUTHORIZE THE CITY MANAGER TO SIGN AN AGREEMENT ADDENDUM WITH QK FOR THE CONTINUATION OF ON-CALL PROFESSIONAL SERVICES FOR THE COMMUNITY DEVELOPMENT DEPARTMENT was made by Council member Mendoza-Navarro. The motion was seconded by Council member Guerra and carried unanimously.

**DRAWING FOR ONE (1) FIREWORKS PERMIT**

City Clerk Rivera reported that one organization did not reapply as of the deadline, and that four organizations had submitted interest cards and had been placed into the drawing. The four groups submitting interest cards were: Selma Firefighters Association, Antioquia Ministries, Selma High School Football, and Valley Life Community Church. Community Services Director Kirchner assisted with the lottery drawing and pulled Valley Life Church. Antioquia Ministries was also pulled as an alternate.

**DEPARTMENT REPORTS:** City Manager Santillan reported that the recruitment process for police chief has begun. He also reported on the upcoming hearing for Assembly Bill 2780, which, if approved would allow the City of Selma to form an Enhanced Infrastructure Financing District in order to fund affordable housing projects.

Deputy City Manager Terry introduced Administrative Analyst Amy Smart.

Community Services Director Kirchner invited everyone to the upcoming Council of Governments Community meeting regarding transportation needs.

**COUNCIL REPORTS:** Council member Mendoza-Navarro reported on attending the following: Economic Development Corporation Real Estate Forecast meeting, annual Sikh parade, and a meeting with City Manager Santillan and Developers Cliff Tutelian and Scott Fahrney.

Council member Trujillo reported on attending the annual Sikh parade.

Council member Guerra reported on attending the following: United Health Centers Gala, annual Sikh parade, Business Improvement Development Open House, Tour with the Yanez Developers, and a meeting with City Manager Santillan and Developers Cliff Tutelian and Scott Fahrney.

Mayor Pro Tem Cho reported on attending the following: Golden Grad weekend reunion, Lions convention, Senior High School Top 25 dinner, and Fresno College Asian Festival.

Mayor Robertson reported on attending the following: Business Improvement Development Open House, annual Sikh parade, Congressman Costa recognition lunch, Council of Governments meeting, and a meeting with City Manager Santillan and Developers Cliff Tutelian and Scott Fahrney.

**ORAL COMMUNICATIONS:** Public comments were received from Theresa Salas, Nathan Salt, Jim Avalos, and Pastor Joe Alvarez.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Reyna Rivera , City Clerk

**MINUTES  
SELMA CITY COUNCIL  
SPECIAL MEETING**

**May 16, 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: 838 8924 7398 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 5:00 p.m. in the Council Chambers. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

**CLOSED SESSION:** Council moved to Closed Session at 5:02 p.m. to discuss the following items:

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

Government Code Section 54956.8

Property: APN's 348-130-69ST and 348-130-71ST

Agency Negotiator: Selma City Manager Fernando Santillan

Negotiating Parties: County of Fresno and City of Selma

Under Negotiation: Instructions to City's negotiator may concern sale of property, price, terms, and conditions

Council returned to open session at 5:37 p.m., Mayor Robertson noted there was no reportable action.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Reyna Rivera  
City Clerk

**MINUTES  
SELMA CITY COUNCIL  
SPECIAL MEETING**

**May 16, 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: 838 8924 7398 to provide comments on agenda items. The Council Chamber was open for the public as well.

The regular meeting of the Selma City Council was called to order at 6:02 p.m. in the Council Chambers. Council members answering roll call were: Guerra, Mendoza-Navarro, Mayor Pro Tem Cho and Mayor Robertson. Council member Trujillo was absent.

**INVOCATION**: Council member Guerra led the invocation.

The Pledge of Allegiance was led by Council member Guerra.

**ORAL COMMUNICATIONS**: Public comment was received by Ajit Gill, Jasmine Plaza, Stuart Skogland, Kevin McCusker, Liz Gomez, and Jim Avalos.

**CONSENT CALENDAR**: Mayor Robertson requested to pull agenda item 1.a. for separate discussion. Council member Guerra requested to pull agenda items 1.b., and 1.e. 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 with the following vote:

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

1.a. Approved     **Consideration of Termination of City’s Contract with Fire Recovery USA, LLC and Approval of New Agreement with Oososharp, LLC, dba Sharp Ambulance Billing, for Professional Ambulance Billing Services, and Authorization for the City Manager to Execute All Documents**

Mayor Robertson requested to pull agenda item 1.a. for separate discussion. After discussion, a motion was made by Council member Guerra and Mayor Pro Tem Cho to APPROVE 1.a. THE TERMINATION OF CITY’S CONTRACT WITH FIRE RECOVERY USA, LLC AND APPROVAL OF NEW AGREEMENT WITH OOSOSHARP, LLC, DBA SHARP AMBULANCE BILLING, FOR PROFESSIONAL AMBULANCE BILLING SERVICES,

AND THE AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE ALL DOCUMENTS. The motion carried with the following vote:

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

- b. Approved **Consideration of Renewal of a Memorandum of Understanding (MOU) between the City of Selma and the Selma Unified School District for a School Partner Program**

Council member Guerra requested to pull agenda items 1.b. for separate discussion. After much discussion, a motion was made by Council member Guerra and Mayor Pro Tem Cho to APPROVE 1.b. RENEWAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SELMA AND THE SELMA UNIFIED SCHOOL DISTRICT FOR A SCHOOL PARTNER PROGRAM. The motion carried with the following vote:

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

- c. 2022-40R **Consideration of a Resolution Approving a Request for Special Event Fee Waiver for Selma Community Outreach Ministries**
- d. Approved **Consideration of Purchase of Tink C720 Claw Bucket for the Public Works Department and Authorization for the City Manager to Execute All Necessary Documents**
- e. Pulled **Consideration of the Check Register dated May 10, 2022**

Council member Guerra requested to pull agenda items 1.e. for separate discussion. After much discussion, a motion was made by Council member Guerra and Mayor Pro Tem Cho to APPROVE 1.e. CHECK REGISTER DATED MAY 10, 2022. The motion carried with the following vote:

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

**REQUEST TO CONTINUE PUBLIC HEARING TO CONSIDER ZONE TEXT AMENDMENT (ZTA) 2021-0010, AND ASSOCIATED ACTIONS**

Deputy City Manager Terry reported on the request to cancel the public hearing. He stated that City Staff is currently working with the various stakeholders to organize an in-person

roundtable discussion to address several key points of interest, and to ensure that draft language delivered to the Council for consideration is as thorough and collectively vetted as possible. While Staff is working diligently to achieve this outcome, a date certain for continuation of a public hearing cannot yet be determined.

After Council discussion, a motion was made by Council member Mendoza-Navarro to CANCEL THE PUBLIC HEARING TO CONSIDER ZONE TEXT AMENDMENT (ZTA) 2021-0010, AND ASSOCIATED ACTIONS. The motion was seconded by Mayor Pro Tem Cho and failed with the following vote:

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

After further Council discussion, a motion to CONTINUE THE PUBLIC HEARING TO CONSIDER ZONE TEXT AMENDMENT (ZTA) 2021-0010, AND ASSOCIATED ACTIONS TO THE AUGUST 1, 2022 COUNCIL MEETING was made by Mayor Robertson. The motion was seconded by Council member Guerra and carried with the following vote:

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

**CONSIDER AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KOSMONT COMPANIES FOR INFRASTRUCTURE FUNDING AND FINANCING ANALYSIS**

City Manager Santillan reported on the proposed agreement. Kosmont Companies Senior Vice President Joseph Dieguez further discussed the proposed agreement for Council. After discussion, a motion was made by Council member Mendoza-Navarro to approve RESOLUTION NO. 2022-41R, A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH KOSMONT COMPANIES FOR AN INFRASTRUCTURE FUNDING AND FINANCING ANALYSIS. The motion was seconded by Mayor Pro Tem Cho and carried with the following vote:

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

**DEPARTMENT REPORTS:** City Manager Santillan reported that Assembly Bill 2780 which would allow the City of Selma to form an Enhanced Infrastructure Financing District in order to fund affordable housing projects, was passed on the Assembly floor. He also reported that the June 6, 2022 Selma City Council meeting was cancelled and the items would be placed on the special June 7, 2022 meeting, along with the budget workshop.

Fire Chief Petersen updated Council on the new fire truck. He also reported on the partnership with Red Cross to install smoke alarms at McCall Village and announced that this was National Emergency Medical Services week.

Community Services Director Kirchner updated Council on the California Arts Council Grant and the grant application to the Selma Health Care District for recreation swim.

**COUNCIL REPORTS:** Council member Mendoza-Navarro reported on attending the following: National Day of Prayer event, League of Cities Summit, meeting with Senator Hurtado, Reedley College Ag Booster fundraiser event, and the Christ Driven Church 60<sup>th</sup> anniversary event.

Council member Guerra reported on attending the following: T-Mobile Call Center tour, Indianola School Carnival, Plaza Pop-Up event, and discussed the annual Robertson-Guerra Scholarships.

Mayor Pro Tem Cho reported on attending the following: Central Valley Training Facility tour, Five Cities meeting, and Raisin Festival. She also discussed the upcoming Chamber mixer and Christian Café Dinner.

Mayor Robertson reported on attending the following: Christian Café Dinner, Plaza Pop-Up event, and the T-Mobile Call Center tour. He also discussed the upcoming American Legion Post 12 Flag Exchange event, and Central Valley Honor Flight event.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Reyna Rivera , City Clerk

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

May 1, 2023

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**ITEM NO:** 5.

**SUBJECT:** Consideration of a Resolution Approving the Job Description for City Planner

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**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.

**DISCUSSION:** The City of Selma is not fully staffed and, in an effort to recruit for vacant positions identified within the approved 2022/2023 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 City Planner position was created in the current fiscal year and the attached job description reflects the desired requirements of the position.

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**RECOMMENDATION:** Adoption of Resolution approving a new job description for City Planner.

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\_\_\_\_\_/s/\_\_\_\_\_  
Jasmin Bains  
Deputy City Manager

\_\_\_\_\_April 25, 2023\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
Fernando Santillan  
City Manager

\_\_\_\_\_April 25, 2023\_\_\_\_\_  
Date

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA APPROVING THE JOB DESCRIPTION FOR CITY PLANNER**

**WHEREAS**, On June 20, 2022, the City Council adopted the 2022/2023 fiscal year budget approving Full-Time Employee (FTE) quantities; and,

**WHEREAS**, On December 5, 2022, the City Council approved the increase to the 2022/2023 fiscal year budget for two full-time positions in the Community Services Department; and,

**WHEREAS**, The City Manager for the City of Selma, in an effort to recruit for vacant positions within the approved 2022/2023 budget, has determined job specifications are not up to current industry standards which requires amending job specifications in order to accommodate current recruitments needs; 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 recommendation to approve the job description for City Planner in order to accommodate current recruitment needs.

**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 1<sup>st</sup> day of May 2023 by the following vote:

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

(Signatures on following page)

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

## CITY PLANNER

### **PURPOSE:**

Under general administrative direction to plan, manage and oversee general land use planning, redevelopment, low and moderate income housing assistance and related work; to serve as lead planner on specific projects; and to provide highly responsible staff assistance to the Deputy City Manager. Serves as staff advisor to the Planning Commission.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the City Manager, Deputy City Manager, or Community Development Director, as applicable. Exercises supervision over assigned staff and/or contract consultants on a project basis.

### **CLASS CHARACTERISTICS:**

**The duties and responsibilities listed below are meant to serve as a sample of the duties and responsibilities associated with this classification. This list is neither inclusive nor exclusive, but indicative of several typical types of duties performed.**

- Assume management responsibility for planning and redevelopment.
- Manage the development and implementation of planning and redevelopment goals, objectives, policies and priorities; establish, within City policy, appropriate services and staffing levels; allocates resources accordingly.
- Represents the Planning Division to other City departments, elected officials and outside agencies; explain and interpret Community Development Department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Research, collect and analyze data; conduct research; prepare reports and present recommendations on land use, transportation, population, housing goals and regulations, housing rehabilitation and assistance, and other factors related to urban planning, low and moderate income housing programs and redevelopment.
- Prepare designs, maps and other graphic material.
- Conduct environmental studies; prepare environmental impact assessments.
- Enforce zoning and other City ordinances.
- Assist architects, engineers, contractors, developers and the general public in application of City codes and procedures including the General Plan, Zoning Ordinance, Subdivision Ordinances and related regulations and procedures; apply pertinent Federal and State laws.
- Assist in field studies and in the collection, tabulation and interpretation of land use, redevelopment and housing data.

- Prepare legal notices and project descriptions; check advertising copy of noticed hearing and legal advertisements; check information submitted by project applicants; prepare and present staff reports for variances, conditional use permits, zone changes, subdivisions, parcel maps and other project applications.
- Answer inquiries concerning urban planning, housing, housing assistance and redevelopment activities.
- Prepare responses to routine correspondence; develop basics date; maintain schedules, records and files.
- Implement housing assistance programs including dwelling rehabilitation and new constructions; work with property owners requesting housing assistance; performs eligibility screening; evaluate housing structures for rehabilitation assistance; assist property owners in developing cost estimates and work specifications; review bids, contract documents, inspection reports and construction contract for compliance; participate in the formulation of housing rehabilitation policies, plans and programs.
- Coordinate Planning Division activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager, Deputy City Manager, City Council and Planning Commission; prepare and present staff reports and other necessary correspondence.
- Prioritize, assign and manage all research projects including gathering demographic data and preparing special land use studies.
- Serve as professional and technical advisor and provide staff support to the Planning Commission, and the Local Agency Formation Commission on matters related to planning, zoning and subdivisions; establish items to be placed on the Planning Commission agenda; review drafts of agenda for accuracy and completeness.
- Conduct comprehensive reviews of the General Plan and interpret General Plan relationships; initiate General Plan amendments.
- Perform field inspections of sites, building and construction to validate compliance with local planning laws.
- Recommend action on requests for variances, conditional use permits, zone changes and other special requests.
- Ensure complete compliance with the California Environmental Quality Act (CEQA).
- May monitor budget as assigned.

**EDUCATION & 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 a four-year college or university with major course work in urban planning, economics, or public or business administration, or a related field and four (4) years of responsible planning or related experience in a public agency, including two (2) years of supervisory experience. A Master's degree in planning is desirable.

**Licenses and Certifications:**

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Membership in the American Institute of Certified Planners (A.I.C.P.) is highly desirable.

## **Additional Information**

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial, industrial, and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen and to make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, 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 up to 25 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

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**ITEM NO: 6.**

**SUBJECT:** Introduce and waive the first reading of a Zoning Text Amendment No. 2023-0011 (Ordinance), amending sections of Title 11 of the City of Selma Municipal Code as it relates to parks, outdoor recreational facilities in specific zones, residential accessory structures, and Site Plan Review Application applicability standards

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**BACKGROUND:** The City of Selma's Community Development Department periodically reviews and identifies policies and procedures as it relates to the City's General Plan and Municipal Code. The City of Selma General Plan is a long-range planning document that reflects a community's growth vision with supporting policies and programs. The City's Municipal Code (SMC) is a collection of codified ordinances that are in place in order to achieve the City's growth vision outlined in the General Plan. Specifically, the Zoning Ordinance regulates proposed development within the City consistent with development standards and policies. The Municipal Code may be amended if the City feels the need to adjust certain criteria of the Municipal Code in order to better achieve the goals and policies of the General Plan. Additionally, it is the staff's responsibility to identify inconsistencies or flaws in the policies or regulations and propose corrections to the City Council.

**DISCUSSION:** The purpose of the proposal is to revise, repeal, and add to an existing section of the SMC as it relates to public/private parks, outdoor recreation facilities in specific zones, residential accessory structures, and Site Plan Review Application applicability standards. Detailed below are specific revisions to the SMC. Sections repealed are identified with ~~strikethrough~~, and additions are highlighted with an underline.

**Parks and Public or Private Outdoor Recreational Facilities**

Currently, the SMC does not permit or allow for the development of parks (public or private) and outdoor recreation facilities (public or private) within any current zone districts, with the exception of the OS zone district. This revision would also provide flexibility to the City regarding the ability to act swiftly regarding the development of new park facilities if land becomes available.

This change also eliminates the need to file additional rezone and general plan amendment applications to accommodate a park facility that may be a requirement or condition of approval for filing a final tract map. For the public, this is both a cost and time-saving measure to help further streamline entitlement applications.

Section 11-1.1, Chapter 1 – Zoning Definition; Purpose, Title 11 – Zoning of the SMC, provides clarification and defines specifics of the Zoning Ordinance. The aforementioned will be defined as follows:

OPEN SPACE, PRIVATE: An outdoor area within a development project designed and maintained for the exclusive use of residents/tenants, their invited guests, or club members, including, but not necessarily limited to, golf courses, lakes and water features, parks (active and passive), tennis courts, and other recreational facilities allowable within a new planned residential development.

OPEN SPACE, PUBLIC: An outdoor area proposed on public land designated and intended for the use or enjoyment of the general public.

OUTDOOR RECREATIONAL FACILITIES (PUBLIC AND PRIVATE): Facilities operated by public or private entities for various outdoor participant sports and/or types of recreational activities where a fee may be charged for use.

The uses defined above shall be added to the “permitted uses” section identified specifically in the following locations of the SMC: Section 11-3.2, 11-4.1-2, 11-5.1-2, 11-5.5-2, and 11-7-2.

This ordinance revision will allow for all residential zone districts to allow parks within subdivisions and the regional commercial zone district as part of a development project to provide public or private recreational open space without the need for a change of zone while meeting City established development standards.

### **Residential Accessory Structures**

Section 11-3.2, Chapter 3 – One-Family Zone, Title 11 – Zoning of the Selma Municipal Code, details the uses permitted under the typical single-family zoning district. As it specifically relates to the purpose of the amendment, the below text proposes a revision to subsection B of Section 11-3-2 as shown below.

B. Accessory buildings and structures, including, but not confined to, private garages, and carports of three (3) car maximum aggregate capacity, and one accessory living quarters, ~~and swimming pools.~~

### **Site Plan Review Application Applicability**

Section 11-20.1, Chapter 20 – General Provisions and Exceptions, Title 11 – Zoning of the Selma Municipal Code, details the purposes, procedures, application requirements, findings, and approval procedures. However, the current Municipal Code Section does not emphasize applicability standards for the Site Plan Review process. Below is the revised and added language to Section 11-20.1:

#### **11-20.1-1: PURPOSES; APPLICATION OF PROVISIONS:**

The purposes of site plan review are to enable the planning official to make a finding that the proposed development is in conformity with the intent and provisions of this Chapter and to guide the Building Department in the issuance of building permits. The provisions of this Chapter shall apply to the following uses:

- ~~—(A) Any use listed within a particular zoning district as a permitted or conditional use subject to site plan review.~~
- ~~—(B) Permitted and conditional uses within the P, C and M Districts.~~
- ~~—(C) Conditional uses where site plan review is made a condition of approval.~~

**11-20.1-2: APPLICABILITY:**

Site Plan Review provisions shall apply to the following:

- A. All activities listed as permitted uses in all zone districts shall be subject to the approval of a site plan review granted in compliance with this Chapter, unless otherwise specified later in this Chapter. Approval of a single-family residential unit on a lot shall not require site plan review.
  
- B. Site Plans will be required under the following circumstances:
  - a. New nonresidential developments proposing to construct a new structure.
  - b. Additions of more than or equal to 1,000 square feet to existing non-residential buildings.
  - c. Changes in uses that do not increase the size of a structure but increase the total required off-street parking requirement pursuant to this Chapter.
  - d. New multi-family residential development such as, but not limited to, apartments, condominiums, triplexes, or fourplexes.

All following sections within Section 11-20.1, Chapter 20 – General Provisions and Exceptions, Title 11 – Zoning of the Selma Municipal Code shall be revised to maintain correct chronology.

**ENVIRONMENTAL (CEQA):** This project is exempt under California Environmental Quality Act (CEQA) Section 15061(b)(3). The project is exempt under the “common sense” exemption because it does not involve the construction or alteration of facilities that will have a significant effect on the environment. The project includes a Zoning Text Amendment to amend the Selma Municipal Code (SMC). Discretionary projects which will require CEQA analysis, will be required to provide the appropriate level of analysis relating to the proposal of the project at that time. The amendment of the Selma Municipal Code does not effectively alter the existing environmental setting and therefore, will not have a significant effect on the environment.

**PLANNING COMMISSIONS RECOMMENDATION:** At a duly noticed public hearing, April 24, 2023, the Planning Commission made a motion to recommend approval of the ordinance associated with Zoning Text Amendment No. 2023-0011 and the accompanying Notice of Exemption.

**FISCAL IMPACT:** This is a City initiated process and therefore, no fees have been collected. Staff’s time was used in the conduction of meetings/discussions, and preparation of the draft ordinance.

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**RECOMMENDATION:** Introduce and waive the first reading of an Ordinance for Zoning Text Amendment No. 2023-0011, an amendment to sections of Title 11 of the City of Selma Municipal Code as it relates to parks, outdoor recreational facilities in specific zones, residential accessory structures, and Site Plan Review Application applicability standards.

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\_\_\_\_\_/s/\_\_\_\_\_  
Trevor Stearns  
Contract City Planner

\_\_\_\_\_  
May 1, 2023

Date

\_\_\_\_\_/s/\_\_\_\_\_  
Jerome Keene  
Deputy City Manager

\_\_\_\_\_  
May 1, 2023

Date

***Attachments:***

- 1. CEQA Notice of Exemption**
- 2. Ordinance No. 2023-\_\_\_\_\_**

# Attachment 1. Notice of Exemption

Print Form

## Notice of Exemption

## Appendix E

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044  
County Clerk  
County of: Fresno  
2200 Tulare Street  
Fresno, CA 93721

**From:** (Public Agency): City of Selma  
1710 Tucker Street  
Selma, CA  
(Address)

Project Title: Zoning Text Amendment No. 2023-0011

Project Applicant: Trevor Stearns

Project Location - Specific:

**Citywide**

Project Location - City: Selma Project Location - County: Fresno

Description of Nature, Purpose and Beneficiaries of Project:

Zoning Text Amendment requesting an amendment to sections of Title 11 of the City of Selma Municipal Code as it relates to parks, outdoor recreational facilities in specific zones, residential accessory structures, and Site Plan Review Application applicability standards.

Name of Public Agency Approving Project: City of Selma

Name of Person or Agency Carrying Out Project: Trevor Stearns, City Planner

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Section 15061(b)(3)
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The project is exempt under the "common sense" exemption because it does not involve the construction or alteration of facilities that will have a significant effect on the environment. The project includes a Zoning Text Amendment to amend the Selma Municipal Code (SMC). Discretionary projects which will require CEQA analysis, will be required to provide the appropriate level of analysis relating to the proposal of the project at that time. The amendment of the Selma Municipal Code does not effectively alter the existing environmental setting and therefore, will not have a significant effect on the environment.

Lead Agency  
Contact Person: Trevor Stearns Area Code/Telephone/Extension: (559) 891-2200

**If filed by applicant:**

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR: \_\_\_\_\_  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Revised 2011

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**ORDINANCE NO. 2023-\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELMA AMENDING  
SELMA MUNICIPAL CODE**

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WHEREAS, the City Council of the City of Selma desires to amend those Chapters of Title XI of the Selma Municipal Code as it relates to parks, outdoor recreational facilities in specific zones, residential accessory structures, and Site Plan Review Application applicability standards; and

WHEREAS, amendments to the applicable chapters of the Selma Municipal Code are denoted by strikethroughs indicating deletion and underlining indicating addition.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELMA DOES HEREBY ORDAIN as follows:

THE CITY COUNCIL OF THE CITY OF SELMA DOES ORDAIN as follows:

SECTION 1. Section 1 of Chapter 1 of Title XI (11-1-1) of the Municipal Code of the City of Selma is hereby amended to add the following:

**11-1.1: ZONING DEFINITION; PURPOSE:**

OPEN SPACE, PRIVATE: An outdoor area within a development project designed and maintained for the exclusive use of residents/tenants, their invited guests, or club members, including, but not necessarily limited to, golf courses, lakes and water features, parks (active and passive), tennis courts, and other recreational facilities allowable within a new planned residential development.

OPEN SPACE, PUBLIC: An outdoor area proposed on public land designated and intended for the use or enjoyment of the general public.

OUTDOOR RECREATIONAL FACILITIES (PUBLIC AND PRIVATE): Facilities operated by public or private entities for various outdoor participant sports and/or types of recreational activities where a fee may be charged for use.

SECTION 2. Section 2 of Chapters 3, 4, 5, and 7 of Title XI (11-3.2, 11-4.1-2, 11-5.1-2, 11-5.5-2, and 11-7-2) of the Municipal Code of the City of Selma is hereby amended to add the following as permitted uses:

Open Space, Private

Open Space, Public,

Outdoor Recreational Facilities (Public and Private)

SECTION 3. Section 2 of Chapter 3 of Title XI (11-3-2) of the Municipal Code of the City of Selma is hereby amended to read as follows:

- B. Accessory buildings and structures, including, but not confined to, private garages, and carports of three (3) car maximum aggregate capacity, and one accessory living quarters, ~~and swimming pools.~~

SECTION 4. Section 1 and 2 of Chapter 20 of Title XI (11-20-1/2) of the Municipal Code of the City of Selma is hereby amended to read as follows:

#### **11-20.1-1: PURPOSES; APPLICATION OF PROVISIONS:**

The purposes of site plan review are to enable the planning official to make a finding that the proposed development is in conformity with the intent and provisions of this Chapter and to guide the Building Department in the issuance of building permits. ~~The provisions of this Chapter shall apply to the following uses:~~

- ~~—(A) Any use listed within a particular zoning district as a permitted or conditional use subject to site plan review.~~
- ~~—(B) Permitted and conditional uses within the P, C and M Districts.~~
- ~~—(C) Conditional uses where site plan review is made a condition of approval.~~

#### **11-20.1-2: APPLICABILITY:**

Site Plan Review provisions shall apply to the following:

- A. All activities listed as permitted uses in all zone districts shall be subject to the approval of a site plan review granted in compliance with this Chapter, unless otherwise specified later in this Chapter. Approval of a single-family residential unit on a lot shall not require site plan review.
- B. Site Plans will be required under the following circumstances:
  - a. New nonresidential developments proposing to construct a new structure.
  - b. Additions of more than or equal to 1,000 square feet to existing non-residential buildings.
  - c. Changes in uses that do not increase the size of a structure but increase the total required off-street parking requirement pursuant to this Chapter.
  - d. New multi-family residential development such as, but not limited to, apartments, condominiums, triplexes, or fourplexes.

SECTION 5. 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 6. This ordinance shall take effect thirty (30) days after its passage.

SECTION 7. 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 of 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 1<sup>st</sup> day of May 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:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

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Scott Robertson  
Mayor, City of Selma

ATTEST:

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Reyna Rivera  
City Clerk, City of Selma

APPROVED AS TO FORM:

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Megan Dodd  
City Attorney

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

May 1, 2023

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**ITEM NO:** 7.

**SUBJECT:** Consideration of Appointment to the Downtown Selma Business Improvement District Advisory Board

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**DISCUSSION:** During the October 17, 2022 Selma City Council meeting, Council approved an Ordinance adding Chapter 25 to Title 5 of the Selma Municipal Code, establishing and detailing the Selma Downtown Business Improvement District, as required by Section 36500 of the California Streets and Highways Code.

Pursuant to Section 5-25-10, the Advisory Board serves 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 consist of seven (7) members appointed by a majority vote of the City Council for a term of one (1) year and shall be persons who own businesses within the District that pay District Assessments as provided by this chapter. Currently there is one (1) vacancy on the Advisory Board.

Staff has advertised for the vacancy and has received one application for the Advisory Board for Council consideration.

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**RECOMMENDATION:** Staff recommends that the City Council review the application for the Downtown Selma Business Improvement District Advisory Board, and consider the appointment.

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\_\_\_\_\_/s/\_\_\_\_\_  
Amy Smart  
Community Services Director

April 27, 2023  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
Fernando Santillan  
City Manager

April 27, 2023  
Date

APPLICATION  
For BID Advisory Board

Date \_\_\_\_\_

Name Mike Valverde

Address [REDACTED] Selma CA 93662

Phone [REDACTED] (mobile) \_\_\_\_\_ (home work)

Business owned VAWerde Tile Company

Business address 1951 W Front St

Years operated a business in Downtown Selma 23

Community involvement Past President Selma Business Alliance

Pioneer Village Comansioner, Chamber of Commerce Board Member

CVLLC, charter member

What knowledge and experience do you have in the following areas:

Marketing and Branding 23 years of marketing & branding my own business

Downtown Revitalization with my construction experience to front store remodeling, My input is helpful

Finance Understanding that it takes money to make money, opening up our downtown will attract new & old clients

Community Services: Public Works, Public Utilities, Police Department \_\_\_\_\_

Explain your reasons for wanting to be on this board

Besides the fact that I have had and will continue to have a business in the downtown area for the past 23 years, I would very much like to continue to be a part of the growth in downtown. I also feel that my knowledge and experience in the construction field will be extremely beneficial to the Advisory Board.

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:

Bev Cho  
John Trujillo  
Lewis Franco



Applicant's Signature

3-13-23

Date

Submit completed application to City of Selma . . . . .

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
81533	04/20/23	Printed	AARP MEDICARE SUPPLEMENT	FD -AMBULANCE OVERPAYMENT REIMB		70.65
81534	04/20/23	Printed	ADVENTIST HEALTH TULARE	PD -BLOOD/ALCOHOL ANALYSIS		695.00
81535	04/20/23	Printed	ZAKARIAS DIMPEL ALVAREZ	ART C -KEYBOARD FOR CINDERELLA		150.00
81536	04/20/23	Printed	MARK ALVES / ALVES ELECTRIC	PW -REPLACE STORM PUMP RISER WIRE ON METER E FRONT ST		865.00
81537	04/20/23	Void		Void Check		0.00
81538	04/20/23	Void		Void Check		0.00
81539	04/20/23	Void		Void Check		0.00
81540	04/20/23	Printed	ARAMARK UNIFORM	UNIFORMS/TOWELS/FIRST AID KITS 3/2/23-3/30/23		1,406.49
81541	04/20/23	Printed	JUSTIN ARROYO	FD -REIMBURSEMENT FOR CPR CLASS SUPPLIES		18.31
81542	04/20/23	Printed	AT&T	FIN -CVTC INTERNET SERVICE 4/6-5/5/23	R	90.25
81543	04/20/23	Printed	AT&T	PD -INTERNET SERVICE FOR WEED & SEED 4/11-5/10/23		74.90
81544	04/20/23	Printed	AT&T	ADMIN -TELEPHONE 3/4-4/3/23		1,637.53
81545	04/20/23	Printed	AT&T	ADMIN -TELEPHONE 3/4-4/3/23		124.95
81546	04/20/23	Printed	AT&T	ADMIN -TELEPHONE 3/4-4/3/23		119.47
81547	04/20/23	Printed	BENNY BACA / COOL AIR SPECIALTY	PW -HVAC SPRING PM SERVICES & FILTER REPLACEMENT		4,200.00
81548	04/20/23	Printed	BANNER PEST CONTROL INC	ADMIN -PEST CONTROL APRIL 2023		456.00
81549	04/20/23	Printed	BAUER COMPRESSORS INC.	FD -TURNOUTS	PARTIAL R	15,160.23
81550	04/20/23	Printed	BLAND COMPANY	BLDG -REFUND PERMIT 23-105		507.77
81551	04/20/23	Printed	JAY WESLEY BROCK / TOP DOG TRAINING CENTER	PD -K9 MAINTENANCE 4/3/23		360.00
81552	04/20/23	Printed	ALYSSA BRIANNA BURGOS	ART C -MAKE UP FOR CINDERELLA		150.00
81553	04/20/23	Printed	ROD CARSEY / ROD CARSEY CONSULTING	BLDG -PLAN CHECKS FEBRURAY 2023		4,851.44
81554	04/20/23	Printed	DELIA CASTRO	FIN -REFUND FOR DOUBLE BILLED REFUSE CHARGE 2335 ORANGE		404.76
81555	04/20/23	Printed	CENTRAL CALIFORNIA ELECTRONICS	PD -FIRE ALARM MONITORING		120.00
81556	04/20/23	Printed	JOHNNIE CERDA	PD -CRITICAL THINKING TRAINING PER DIEM 4/3/23	R	95.00
81557	04/20/23	Printed	RAUL CHAVEZ	ART C -STRING BASS FOR CINDERELLA		250.00
81558	04/20/23	Printed	CISCO SYSTEMS CAPITAL CRP	ADMIN -PHONE SYSTEM LEASE		1,375.84
81559	04/20/23	Printed	CITY OF SANGER FIRE DEPARTMENT	FD -CONSULTING FOR IGT MARCH 2023		475.85
81560	04/20/23	Printed	COMMUNITY MEDICAL CENTER	PD -BLOOD DRAWS FEBRUARY 2023		175.00
81561	04/20/23	Printed	CONSOLIDATED ELECTRICAL	PW -BABE RUTH FIELD LIGHTS TIMER		378.69
81562	04/20/23	Printed	COOK'S COMMUNICATION CORP	PD -2022 TOYOTA CAMRY DETECTIVE BUILD		9,478.67
81563	04/20/23	Printed	CORELOGIC SOLUTIONS LLC	ADMIN -REALQUEST SERVICES MARCH 2023		481.25
81564	04/20/23	Printed	CSJVRMA	HR -ANNUAL WORKSHOP ROOM EXPENSE 1/25-1/26/23		499.42
81565	04/20/23	Printed	DATA TICKET, INC.	PD -PARKING CITATION PROCESSING MARCH 2023		200.00
81566	04/20/23	Printed	DATAPATH LLC	ADMIN -NETCARE/ON SITE SUPPORT APRIL 2023		9,844.00
81567	04/20/23	Printed	SUSANA LOSAYA DELGADO	ART C -STAGE MANAGER FOR CINDERELLA		150.00
81568	04/20/23	Printed	DEPARTMENT OF JUSTICE	PD -FINGERPRINTS MARCH 2023		397.00
81569	04/20/23	Printed	DIVISION OF THE STATE	FIN -ADA FEE 1/1/23-3/31/23	R	134.80
81570	04/20/23	Printed	EDITOR LLC	ART C -VIDEO RECORDING FOR CINDERELLA		600.00
81571	04/20/23	Printed	ALEXANDRA E EDWARDS GONZALEZ	ART C -ART INSTRUCTOR FOR PAINT & SIP NIGHT		550.00
81572	04/20/23	Printed	DAVID JOSEPH ESQUIVEL	ART C -LIGHTING DESIGN FOR CINDERELLA		300.00
81573	04/20/23	Printed	FASTRAK VIOLATION PROCESSING	FD -TOLL FEE		7.00
81574	04/20/23	Printed	JOEL A FEDOR / FEDOR PLUMBING	PW -INSTALLED DRINKING FOUNTAIN AT ART'S CENTER		813.93
81575	04/20/23	Printed	GLORIA FERNANDEZ	FD -AMBULANCE OVERPAYMENT REIMB		95.38
81576	04/20/23	Printed	FIRE RECOVERY EMS LLC	FD -AMBULANCE BILLING		751.58
81577	04/20/23	Printed	TIFFANY FLORES	ADMIN -MILEAGE REIMBURSEMENT FOR EXEC TEAM RETREAT		108.62
81578	04/20/23	Printed	FRESNO COUNTY EDC	FIN -CVTC 2/1/23-2/28/23	R	35,207.92
81579	04/20/23	Printed	FRESNO COUNTY SHERIFF	PD -RMS/JMS/CAD ACCESS FEES MARCH 2023		489.74
81580	04/20/23	Printed	FRESNO ECONOMIC OPPORTUNITIES	SENIOR C -SENIOR MEALS FEBRUARY 2023		3,534.52
81581	04/20/23	Printed	FRESNO OXYGEN	FD -OXYGEN RENTALS		592.56
81582	04/20/23	Printed	ERICK GALARZA	FD -REIMBURSEMENT FOR ROPE RESCUE OPERATIONS COURSE		77.38
81583	04/20/23	Printed	GATEWAY ENGINEERING, INC.	PW -ENGINEERING SERVICES DINUBA & MCCALL TRAFFIC SIGNAL		29,456.00
81584	04/20/23	Printed	GEIL ENTERPRISES INC	FD -JANITORIAL SERVICES MARCH 2023		4,686.00
81585	04/20/23	Printed	ABRIANNA GOMEZ	ART C -PERCUSSION FOR CINDERELLA		300.00
81586	04/20/23	Printed	GRAINGER	PW -STEEL IIMPACT SOCKET STREET LIGHTS		94.10
81587	04/20/23	Printed	GRISWOLD, LASALLE, COBB, DOWD	CITY ATTORNEY -LEGAL FEES		17,147.83
81588	04/20/23	Printed	ELAINE C. HAWKINS	ART C -VIOLIN/FLUTE FOR CINDERELLA		200.00
81589	04/20/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 3/29/23		527.63
81590	04/20/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 4/5/23		2,094.03
81591	04/20/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 4/12/23		1,696.40
81592	04/20/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 4/19/23		580.80
81593	04/20/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -ADMINISTRATIVE FEES MAY 2023		826.78
81594	04/20/23	Printed	HEALTHWISE SERVICES, LLC.	PD -MEDICAL WASTE SERVICE		173.75
81595	04/20/23	Printed	CLARIE KAREN HEATHERLY	ART C -HARP FOR CINDERELLA		200.00
81596	04/20/23	Printed	ANNE HENDRICKSON	ART C -REED FOR CINDERELLA		250.00
81597	04/20/23	Printed	HENRY SCHEIN INC.	FD -MEDICAL SUPPLIES		2,585.12
81598	04/20/23	Printed	SAMANTHA JESSICA HILL	ART C -STAGE MANAGEMENT FOR CINDERELLA		150.00
81599	04/20/23	Printed	HINDERLITER DE LLAMAS & ASSOCIATES	SALES TAX Q3/2022		1,094.99
81600	04/20/23	Printed	ICMA MEMBER SERVICES	ADMIN -ICMA MEMBERSHIP RENEWAL 7/1/23-6/30/24		1,200.00
81601	04/20/23	Printed	IMAGETREND INC.	FD -EPCOR SOFTWARE MARCH 2023		520.72

**CHECK REGISTER REPORT**

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
81602	04/20/23	Printed	IRG MASTER HOLDINGS, LLC	FIN -CVTC MAY 2023 RENT	R	15,692.94
81603	04/20/23	Printed	J'S COMMUNICATION INC.	PD -RADIO REPAIR		1,042.32
81604	04/20/23	Printed	JH TACKETT INC.	PW -RETIREMENT PLAQUE FOR D. CALHOUN		48.26
81605	04/20/23	Printed	KINGS INDUSTRIAL OCCUPATION	HR -PRE EMPLOYMENT EXAMS		36.00
81606	04/20/23	Printed	KOEFRAN INDUSTRIES, INC.	PD -EMPTY ANIMAL CONTROL FREEZER		163.86
81607	04/20/23	Printed	HEATHER ELIZABETH LEMON	ART C -SHE KILLS MONSTERS & CINDERALLA INTERPRETING		400.00
81608	04/20/23	Printed	JOSE LUIS LEON JR / LEON'S COMPUTERS	ADMIN -COUNCIL CHAMBER UPGRADE CAMERA/DESKTOP		8,024.39
81609	04/20/23	Void		Void Check		0.00
81610	04/20/23	Void		Void Check		0.00
81611	04/20/23	Void		Void Check		0.00
81612	04/20/23	Printed	LIEBERT, CASSIDY, WHITMORE	HR -LEGAL FEES SEPTEMBER 2022 - FEBRUARY 2023		101,830.85
81613	04/20/23	Printed	LIFE-ASSIST INC.	FD -MEDICAL SUPPLIES		631.94
81614	04/20/23	Printed	DWAYNE MCPHERSON	PD -CRITICAL INCIDENT LEADERSHIP TRAINING PER DIEM		30.00
81615	04/20/23	Printed	MEDLINE INDUSTRIES, INC.	FD -MEDICAL SUPPLIES		744.59
81616	04/20/23	Printed	METRO UNIFORM	PD & FD -REVOLVING ACCT	R	1,064.67
81617	04/20/23	Printed	MICHAEL BALLIET CONSULTING LLC	ADMIN -PROJECT BILLING 9/1/22-3/31/23		12,048.75
81618	04/20/23	Printed	DANIEL MURRIETA / PRINT THEORY	PD -DISPLAY BACKDROP & SQUAD CAR WRAP		3,763.99
81619	04/20/23	Void		Void Check		0.00
81620	04/20/23	Void		Void Check		0.00
81621	04/20/23	Void		Void Check		0.00
81622	04/20/23	Void		Void Check		0.00
81623	04/20/23	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		5,281.50
81624	04/20/23	Printed	OOSOSHARP, LLC	FD -AMBULANCE BILLING MARCH 2023		12,560.61
81625	04/20/23	Printed	MATTHEW PETERS	FD -COUNTY CERTIFICATION REIMBURSEMENT		48.00
81626	04/20/23	Printed	ROBERT PETERSEN	FD -DUTY BOOT REIMBURSEMENT		230.00
81627	04/20/23	Printed	PG&E	ADMIN -UTILITIES MARCH 2023		161.79
81628	04/20/23	Printed	PG&E	ADMIN -UTILITIES APRIL 2023		68.87
81629	04/20/23	Printed	PG&E	ADMIN -UTILITIES APRIL 2023		135.87
81630	04/20/23	Printed	PG&E	ADMIN -UTILITIES MARCH 2023		4,378.87
81631	04/20/23	Printed	PITNEY BOWES BANK INC	PD -POSTAGE REFILL		320.34
81632	04/20/23	Printed	QUAD KNOPF, INC.	PLANNING SERVICES 2/5-4/4/23	PARTIAL R	26,279.50
81633	04/20/23	Printed	THOMAS R & AMIII REDEMER / REDEMER CONCEPTS	ART C -CINDERELLA POSTERS & POSTCARDS		1,626.92
81634	04/20/23	Printed	DANIEL ANTHONY RIVAS	FD -FIRE INSPECTOR COURSE LODGING & REG REIMBURSEMENT		803.85
81635	04/20/23	Printed	ELMO JOHN ROSSOTTI	PW -FAB. PUMP COVER & MODIFY & REPAIR WATER SHUT OFF KEY		670.00
81636	04/20/23	Printed	DEBORAH K ROWE	FD -TRAVEL MILEAGE REIMBURSEMENT		188.50
81637	04/20/23	Printed	GARRETT RUIZ	ART C -WIG DESIGN FOR CINDERELLA		250.00
81638	04/20/23	Printed	JOHN SANDLER	ART C -TRUMPET FOR CINDERELLA		250.00
81639	04/20/23	Printed	SANTA MARIA CALIFORNIA NEWS	PW -CDBG DOWNTOWN ADA IMPROV PROJECT	G	1,269.92
81640	04/20/23	Printed	FERNANDO SANTILLAN	ADMIN -ACROBAT PRO DEC 2022 - APRIL 2023		79.96
81641	04/20/23	Printed	SCOTT'S PPE RECON, INC.	FD -TURNOUT MAINTENANCE		430.50
81642	04/20/23	Printed	SECOND CHANCE ANIMAL SHELTER	ADMIN -MONTHLY SUPPORT MAY 2023		8,163.57
81643	04/20/23	Printed	SELMA UNIFIED SCHOOL DISTRICT	ADMIN -FUEL FEBRUARY 2023		19,982.96
81644	04/20/23	Printed	SPARKLETT'S	FIN -WATER SERVICE FOR CVTC	R	42.99
81645	04/20/23	Printed	STATEWIDE TRAFFIC SAFETY AND	PW -ALTERNATE ROUTE SIGNS & DIRECTIONAL ARROWS		685.57
81646	04/20/23	Printed	STERICYCLE, INC.	PD -STERI SAFE OSHA COMPLIANCE APRIL 2023		198.26
81647	04/20/23	Printed	SUN BADGE CO	FD -BADGES FOR EMT'S & PARAMEDICS		785.85
81648	04/20/23	Printed	TEC GROUP INC.	HR -TECHNICIAN 4/2/23		3,027.15
81649	04/20/23	Printed	TELEFLEX LLC	FD -MEDICAL SUPPLIES		1,467.72
81650	04/20/23	Printed	THE CRISCOM COMPANY	ADMIN -SEWER INFRASTRUCTURE MAY 2023		4,500.00
81651	04/20/23	Printed	THOMAS J O'LAUGHLIN MD INC.	FD -MEDICAL DIRECTOR MAY 2023		500.00
81652	04/20/23	Printed	U.S. BANK EQUIPMENT FINANCE	ADMIN -COPY MACHINE LEASES APRIL 2023		1,980.50
81653	04/20/23	Printed	UNITY IT	PD -MDT SERVICES MARCH 2023		7,809.07
81654	04/20/23	Printed	VALLEY SHREDDING LLC	PD -SHREDDING SERVICE		150.00
81655	04/20/23	Printed	FRANK VELASCO	ART C -CELLO FOR CINDERELLA		250.00
81656	04/20/23	Printed	VERIZON	FD -VEHICLE TRACKING MARCH 2023		94.75
81657	04/20/23	Printed	DANIEL VIVEROS	PW -REPAIRS TO CITY YARD FENCE		675.00
81658	04/20/23	Printed	VORTEX INDUSTRIES, INC.	PW -SERVICE FIRE SHUTTER DOOR AT SENIOR CENTER		1,337.80
81659	04/20/23	Printed	WASTE MANAGEMENT-USA WASTE	FIN -GARBAGE MARCH 2023		135,733.14
81660	04/20/23	Printed	WESTERN BUILDING MATERIALS	PW -PUNCH PLIERS BLDGS		255.87
81661	04/20/23	Printed	TARA WHITE	ART C -STRING BASS FOR CINDERELLA		300.00
81662	04/20/23	Printed	WILLDAN ENGINEERING	BLDG -INSPECTOR SERVICES THROUGH 2/24/23		1,755.00
81663	04/20/23	Void		Void Check		0.00
81664	04/20/23	Void		Void Check		0.00
81665	04/20/23	Printed	YAMABE & HORN ENGINEERING, INC	ENGINEERING SERVICES FEBRUARY 2023		74,679.37
<b>TOTAL</b>						<b>627,243.18</b>

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

May 1, 2023

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**ITEM NO: 9.**

**SUBJECT:** Consideration of a Resolution Regarding the Highland and Rose Street Improvement Project Bids

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**BACKGROUND:** On March 30, 2020, Highland Rose CLP submitted an application for a Site Plan Review (SPR 2018-0045) for the development of Caliber Collision at the northwest corner of Highland Avenue (SR43) and Rose Avenue.

On September 18, 2020, City of Selma Community Development Department issued Conditions of Approval for the SPR 2018-0045 project. The Conditions included improvements to Highland Avenue (S43) according to a response letter from Caltrans dated September 3, 2020.

On October 19, 2020, the Council adopted Resolution 2020-68R approving the City Manager to enter into a Development Agreement with Highland Rose CLP pertaining to Street Improvements in Highland Avenue (SR43). The Agreement includes certain improvements to be constructed by the City of Selma as required by Caltrans according to a March 17, 2020 letter to the City. The Agreement includes language that both parties understand and agree that it is necessary to coordinate and appropriately time the work so that the curb, gutters, and sidewalks are installed prior to the improvements to Highland Avenue.

On October 10, 2022, Caltrans issued an encroachment permit for the Street Improvement Plans for the Highland and Rose Development. The Plans depicted and labeled improvements as “To be constructed by the Developer”.

On January 18, 2023, the City advertised for public bid the Caltrans approved plans. The bid documents requested a Base Bid for street improvements depicted on the plans, and an Additive Alternate for improvements noted “To be constructed by the Developer”. The Engineers Estimate for the Base Bid was \$427,598.00 and the Additive Alternate was \$79,520.00.

On February 17, 2023, the City held a public bid opening for the Base Bid improvements to be constructed by the City, and the Additive Alternate improvements. The City received and opened bids from six contractors. The amounts of the bids were as follows:

<b>Contractor</b>	<b>Base Bid</b>	<b>Add Alt</b>	<b>Total Bid</b>
Avison Construction, Inc.	\$412,643.00	\$67,130.00	\$479,773.00
Dave Christian Construction Co. Inc.	\$428,168.00	\$77,240.00	\$505,408.00
Terra West Construction Inc.	\$442,610.00	\$79,778.00	\$522,388.00
Dawson-Mauldin, Inc.	\$465,933.00	\$78,371.00	\$544,304.00
R.J. Berry Jr. Inc.	\$470,072.00	\$80,756.00	\$550,828.00
Bush Engineering, Inc.	\$480,329.00	\$93,390.00	\$573,719.00

On March 2, 2023, the City Manager, Public Works Director, and City Engineer met with representatives from Highland Rose CLP to discuss the bid results. There was no final resolution regarding the acceptance or reimbursement of the Developers cost for the Additive Alternate.

On March 17, 2023, the City Engineer provided a letter to Highland Rose CLP summarizing the results of the Additive Alternate amount included in the bid provided by the Apparent Low Bidder, Avison Construction, Inc. The letter requested written acceptance of the cost for the Additive Alternate improvements by March 21, 2023 to allow staff to present bid results to Council for consideration. No response was received by that date.

**DISCUSSION:** As stated in the Development Agreement dated October 19, 2020, the street improvements required to be constructed the City must be coordinated with the Developer so that curbs, gutters and sidewalks are installed prior to the improvements to Highland Avenue. In an attempt to provide a cost effective and simplified construction project for the Developer, the City included the improvements noted as “To be constructed by the Developer” with the improvements to be constructed by the City. Without an agreement from Highland Rose CLP to pay for the cost of the Additive Alternate work, the City will not be able to schedule the improvements “To be constructed by the Developer” prior to the street improvements in Highland Avenue.

At such time the Developer obtains a bid for the work “To Be Constructed by the Developer” and coordinates with the City so that the curbs, gutters, and sidewalks are installed prior to the improvements to Highland Avenue, the City would need to Re-Bid the improvements to be constructed by the City.

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

If project is awarded; the Approved Budget for Fiscal Year 2022-23 allocated \$2,751,000 in Department 5400-Street Construction and Maintenance, as Expenditure 700.100.00-Improvements.

The estimated cost for the construction phase of the project is \$532,585, as detailed below:

- Construction..... \$479,773.00
- Construction Contingency ..... \$47,977.00
- Construction Management/Inspection/Testing/Admin ..... \$71,965.00
- Reimbursement from Highland Rose CLP.....(\$67,130.00)

The remaining budgeted funds for Improvements in Street Construction and Maintenance 2022/23 Budget will be \$1,646,350 for other identified Street Improvement Projects.

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**RECOMMENDATION:** Staff recommends, unless written agreement from the Developer is provided prior to the Council Meeting, approving a resolution rejecting all bids. If a written agreement is provided by Highland Rose CLP to pay for the Add Alternate, we recommend approving a resolution awarding the base bid and add alternate to the lowest bidder, Avison Construction, Inc.

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\_\_\_\_\_/s/\_\_\_\_\_  
David Horn  
City Engineer

\_\_\_\_\_April 24, 2023\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
Jerome Keene  
Deputy City Manager

\_\_\_\_\_April 24, 2023\_\_\_\_\_  
Date

\_\_\_\_\_/s/\_\_\_\_\_  
Fernando Santillan  
City Manager

\_\_\_\_\_April 24, 2023\_\_\_\_\_  
Date

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SELMA, CALIFORNIA  
REJECTING ALL BIDS FOR THE HIGHLAND AND ROSE STREET  
IMPROVEMENT PROJECT**

**WHEREAS**, the invitation to bid for the Highland and Rose Development Off Site Improvements Street Improvement Project (“Project”) was noticed in the Sentinel on January 18, 2023 and January 25, 2023; and,

**WHEREAS**, bids for the Project were publicly opened and read aloud at the Selma City Hall on February 17, 2023 at 11:00am.; and,

**WHEREAS**, the Engineer’s Estimate for the Project was \$427,598.00 for the Base Bid and \$79,520.00 for the Additive Alternate; and,

**WHEREAS**, the bids received were as follows;

<b>Contractor</b>	<b>Base Bid</b>	<b>Add Alt</b>	<b>Total Bid</b>
Avison Construction, Inc.	\$412,643.00	\$67,130.00	\$479,773.00
Dave Christian Construction Co. Inc.	\$428,168.00	\$77,240.00	\$505,408.00
Terra West Construction Inc.	\$442,610.00	\$79,778.00	\$522,388.00
Dawson-Mauldin, Inc.	\$465,933.00	\$78,371.00	\$544,304.00
R.J. Berry Jr. Inc.	\$470,072.00	\$80,756.00	\$550,828.00
Bush Engineering, Inc.	\$480,329.00	\$93,390.00	\$573,719.00

**WHEREAS**, Staff did not receive a commitment from Highland Rose CLP (“Developer”) to pay for the cost of the Additive Alternate improvements; and,

**WHEREAS**, Staff determined that the improvements to be constructed by the City as the Base Bid could not be appropriately timed so that curbs, gutters, and sidewalks are installed prior to the improvements to Highland Avenue; 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 February 17, 2023, for the Highland and Rose Development Off Site 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 as 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 1<sup>st</sup> day of May, 2023 by the following vote:

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

---

Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF SELMA, CALIFORNIA AWARDED CONTRACT FOR  
HIGHLAND AND ROSE STREET IMPROVEMENT PROJECT**

**WHEREAS**, The City entered into an Agreement with Highland Rose, CLP on October 19, 2020 to construct certain street improvements in Highland Avenue; and,

**WHEREAS**, the plans and specifications for the Project were prepared by Mark Greenwood and Associates, approved by the City Engineer, included in the Encroachment Permit with Caltrans; and,

**WHEREAS**, the project has been advertised and bids have been received on the project; and,

**WHEREAS**, the bids were opened on Tuesday, February 17, 2023;

**WHEREAS**, Staff analyzed all bids received and determined the bid from Avison Construction, Inc. to be the lowest responsive and responsible bid;

**WHEREAS**, Staff did receive written commitment from Highland Rose CLP (“Developer”) to pay for the cost of the Additive Alternate improvements;

**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 Highland and Rose Street Improvements Project is awarded to Avison Construction, Inc., at a cost of \$479,773.00;
3. Approve a 10% Construction Contingency in the amount of \$47,977.00;
4. Authorize the 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 1<sup>st</sup> day of May, 2023 by the following vote:

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

(Signatures on the following page)

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

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

May 1, 2023

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**ITEM NO:** 10.

**SUBJECT:** Discussion regarding City Solid Waste Collection Service Request for Proposals

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**BACKGROUND:** The City of Selma's Solid Waste and Recycling Franchise Agreement with Waste Management is set to expire on June 30, 2024. The City Council has previously given direction to City staff to issue a Request for Proposals (RFP) for a new franchise agreement, rather than exercising an option to extend the current agreement for up to an additional 10 years.

The RFP is currently scheduled to be released on Tuesday, May 2, 2023.

**DISCUSSION:** The attached draft RFP document takes a comprehensive approach by soliciting proposals which are compliant with new and existing CalRecycle regulations and the Selma Municipal Code. Additionally, the City Council has been vocal about several priorities important to Selma residents which should be addressed by proposing vendors, including: a focus on responsiveness and customer service, reasonable rates, locally-sited cleanup events and high-quality communication with residential and commercial customers. Service at City-sponsored special events, as well as private events when requested, will continue to be provided under any new agreement.

Last year, the City retained consultant Mike Balliet to assist with drafting and managing the RFP.

**Fiscal Impact:** There is no fiscal impact as a result of this action. After the RFP process is complete, City staff will make a recommendation to the City Council with regard to the award of a new franchise agreement.

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**RECOMMENDATION:** Information and discussion item only.

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\_\_\_\_\_/s/\_\_\_\_\_  
Fernando Santillan, City Manager

\_\_\_\_\_  
April 26, 2023  
Date

Attachments: Exhibit A: Draft City of Selma Request for Proposals for Integrated Waste Management Services



# **CITY OF SELMA**

## **REQUEST FOR PROPOSALS FOR INTEGRATED WASTE MANAGEMENT SERVICES**

**DRAFT**

**CITY OF SELMA**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**INTEGRATED WASTE MANAGEMENT SERVICES**

May 2, 2023

**NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS  
AND MANDATORY PRE-PROPOSAL CONFERENCE**

The City of Selma requests technical and cost proposals for: (1) the collection, transfer, processing, recycling, and disposal of cart-served residential refuse, and bin-served residential, commercial sector refuse, and recurring and temporary roll-off service; (2) the collection, processing, and marketing of residential and commercial sector recyclables; and (3) the collection, processing, and acceptable landfill diversion of residential and commercial organic waste in a manner that is compliant with AB 341, AB 1826 and all relevant SB 1383 regulations. Included with these specific technical services the successful proposer should be able to demonstrate how their proposed services will satisfy each applicable SB 1383 regulation.

The RFP is available electronically at [https://cityofselma.com/business/bid\\_opportunities.php](https://cityofselma.com/business/bid_opportunities.php)

A mandatory pre-proposal conference will be held on May 17, 2023 at the City of Selma City Council Chambers, 1710 Tucker Street, Selma CA 93662.

Proposals will be received until 4:00 p.m. on June 30, 2023. For further information, contact Tiffany Flores, Executive Assistant, at [TiffanyF@cityofselma.com](mailto:TiffanyF@cityofselma.com) or (559) 891-2200 ext. 2250.

**CITY OF SELMA**  
 REQUEST FOR PROPOSAL  
 FOR  
 INTEGRATED WASTE MANAGEMENT SERVICES

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**LIST OF ATTACHMENTS**

Attachment 1: Existing Commercial Service Information

# REQUEST FOR PROPOSAL (RFP) FOR DISCARDED MATERIALS MANAGEMENT SERVICES

## Section 1 Overview of the Request for Proposal

The City of Selma (City) is requesting proposals from qualified solid waste and recycling companies to provide residential, commercial and industrial sector discarded materials management services for a period of **seven (7) years, with a city option to extend services three (3) additional years (10 years total)**. The City is also requesting that responding firms provide guaranteed processing/diversion capacity for organic wastes for the term of this agreement. The requested services are summarized in the table below and described in detail in subsequent sections of this RFP.

Service	Description
<p><b>Residential Collection</b> – The City provides residential billing service covering 5,073 units (at 4,808 accounts) at the standard rate and 330 units billed at 317 accounts at a senior discount rate. There are an additional 16 units billed by the city (at 10 accounts) for “Residential Multi-Family Bin Service” and 1 commercial cart account that is also city-billed.</p> <p>The current hauler bills 52 residential properties at the standard rate, and 88 residential properties at the senior discount rate (including 84 that are “grandfathered”).</p> <p>Currently the City removes an administrative charge (\$0.13), a street-sweeping fee (\$3.20 – residential/ 5.00 – commercial), an education fee (\$0.08), and franchise fee (10%) from residential revenues received, prior to providing hauler compensation. All payment obligations are transferred to the property tax roll to ensure no bad debt is ultimately experienced by the franchised hauler for these services.</p>	<ul style="list-style-type: none"> <li>➤ A 3-container SB1383 “standard compliance” approach program (14 CCR, Division 7, Chapter 12, Article 3 and all associated program and policy requirements) is preferred though not required. This service would include hauler-provided annual route reviews and seasonal (twice per-year) waste evaluations as directed by the city.</li> <li>➤ Bid alternates for 1, 2 and/or 4 container “standard compliance” approach programs, and any “performance-based” compliance approach programs (14 CCR, Division 7, Chapter 12, Article 17, or as otherwise defined by 14 CCR Section 18982(a)(52.5), and all associated requirements) are permissible. Please mark such approaches as “bid alternates” and provide explanation why you believe such an approach is preferable and/or superior.</li> <li>➤ Provide new containers with signage and color combinations that comply with SB 1383 regulations.</li> <li>➤ Provide guaranteed tonnage capacity for organic waste processing and landfill disposal at State permitted facilities.</li> <li>➤ Provide <b>2 free bulky-item collections (up to 4 items)</b> per-residence per-year and <b>host one collection event for all City-residents annually.</b></li> <li>➤ Hours of operation limited to <b>7am until 6pm</b>, with no Sunday collection or the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas Day.</li> <li>➤ Provide service-container sizing options (35-65-95 gallon or equivalent) with discounted pricing for senior citizens.</li> <li>➤ Provide quarterly HHW collection service.</li> <li>➤ Public education and outreach services on all residential services provided, including HHW and bulky items, all state mandated compliance programs, and up to four (4) City-directed messages through quarterly newsletters and billing inserts.</li> <li>➤ Reporting on all collection, diversion, disposal, monitoring, and evaluation activities as directed by the city.</li> <li>➤ <b>Provide funding to cover City street-sweeping and litter abatement costs</b></li> <li>➤ <b>Provide periodic sweeps of city to remove abandoned items.</b></li> </ul>

<p><b>Commercial Collection</b> – Approximately 423 commercial accounts including multi-family.</p> <p>Commercial recurring containers in service include:</p> <p><b>Trash Service</b></p> <p>108 - 96-gallon carts                  21 – 1-cubic-yard bins                  33 – 1.5 cubic-yard bins                  62 – 2-cubic-yard bins                  176 – 3-cubic-yard bins                  84 – 4-cubic-yard bins                  60 – 6-cubic-yard bins                  ? – permanent roll-off containers                  ? – self-contained compactors</p> <p><b>Recycling Service</b></p> <p>25 - 96-gallon carts                  0 – 1-cubic-yard bins                  2 – 1.5 cubic-yard bins                  4 – 2-cubic-yard bins                  10 – 3-cubic-yard bins                  18 – 4-cubic-yard bins                  10 – 6-cubic-yard bins                  1 – 8-cubic-yard bin                  1 – permanent roll-off container</p> <p><b>Organics Service</b></p> <p>117 - 64-gallon carts                  55 - 96-gallon carts</p>	<ul style="list-style-type: none"> <li>➤ A 3-container SB1383 “standard compliance” approach program (14 CCR, Division 7, Chapter 12, Article 3 and all associated program and policy requirements) is preferred though not required. This preferred service would include hauler-provided annual route reviews and seasonal (twice per-year) waste evaluations as directed by the city.</li> <li>➤ Bid alternates for 1, 2 and/or 4 container “standard compliance” approach programs, and any “performance-based” compliance approach programs (14 CCR, Division 7, Chapter 12, Article 17, or as otherwise defined by 14 CCR Section 18982(a)(52.5), and all associated requirements) are permissible. Please mark such approaches as “bid alternates” and provide explanation why you believe such an approach is preferable and/or superior.</li> <li>➤ Provide guaranteed tonnage capacity for organic waste processing and landfill disposal at State permitted facilities.</li> <li>➤ Provide new containers with signage and colors that comply with SB 1383 regulations.</li> <li>➤ Hours of operation limited to <b>7am till 6 pm, with no Sunday collection</b> or the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas Day.</li> <li>➤ Public education and outreach services on all commercial services provided (including general service requirements, all state mandated compliance programs, and up to four (4) City-directed messages through quarterly newsletters and billing inserts.</li> <li>➤ Provide annual steam cleaning of disposal enclosures for all customers receiving organic waste recycling services.</li> <li>➤ Reporting on all collection, diversion, disposal, monitoring, and waste evaluation activities as directed by the city.</li> </ul>
<p>Construction/Demolition and Temporary Bins</p>	<ul style="list-style-type: none"> <li>➤ Roll-off and bin service for construction, deconstruction, and temporary/clean-up work. <b>All such for-hire hauling is incorporated into the City’s exclusive franchise.</b> Only exception is contractor self-haul.</li> </ul>
<p>City Facilities</p>	<ul style="list-style-type: none"> <li>➤ Free special event services at up to <b>seven (7) events per-year.</b></li> <li>➤ <b>Free recurring trash, recycling and organics recycling services at City facilities (13) and City parks (10).</b></li> <li>➤ <b>Free monthly collection of abandoned items, collected by city crews and consolidated at the City Yard.</b></li> </ul>
<p>Collection Vehicles</p>	<ul style="list-style-type: none"> <li>➤ All collection vehicles <b>must be no older than 2017 model year</b> and be fueled by CNG, LNG, electric power, or other alternative fuels as approved by the city.</li> <li>➤ Preference points may be awarded to firms that commit to using renewable natural gas (RNG) that assists the city in meeting SB 1383 procurement requirements.</li> <li>➤ All vehicles must be equipped with GPS systems and have the ability to show vehicle location on designated dates/times, as requested by the city.</li> <li>➤ All vehicles must be equipped with safety/notification equipment to alert drivers to pedestrians or bikers in the vicinity of collection vehicles.</li> </ul>

Through this procurement process, the city declares its intention to maintain reasonable rates and the highest level of service for the collection, transfer, processing, landfill diversion and disposal of residential, commercial, and industrial sector wastes generated within City limits. Written questions will be accepted for two weeks after the mandatory pre-proposal conference, with written answers provided electronically to all bidders on Friday of that week. Verbal answers will only be provided at the pre-proposal conference. However, written responses will govern. Communications regarding this solicitation should be conducted exclusively through Fernando Santillan, City Manager, and via email only ( [fsantillan@cityofselma.com](mailto:fsantillan@cityofselma.com) ).

## RFP Schedule

<u>Activity</u>	<u>Milestone</u>
Electronic Delivery of RFP packages	May 02, 2023
Mandatory Pre-Proposer Conference	May 17, 2023
Deadline for submittal of proposals	June 30, 2023 4:00 p.m., Pacific Time
Complete proposal evaluation	July 7, 2023
Interview selected proposers	July 14, 2023
Select proposer	July 21, 2023
Finalize agreement	August 11, 2023
Recommendation to the City Council	August 21, 2023
Preparation for transition to new Solid Waste Handling Services	September 2023 – June 2024
Roll out of commercial program	July 1, 2024
<u>Roll out of residential program</u>	<u>July 1, 2024</u>

\*These dates are subject to change by the city.

## Rights of the City

The City's rights include, but are not limited to, the following:

- Issue addenda to the RFP, including extending or otherwise revising the deadline for submittals.
- Request clarifications and/or additional information from any proposer at any point in the procurement process.
- Reject all proposals and accept or reject all or any part of any proposal.
- Discontinue its negotiations after commencing negotiations with a proposer if progress is unsatisfactory in the judgement of the City and commence discussions with another qualified proposer.
- Reissue or modify the RFP.

## Project Background and Administration

The City of Selma (City) is soliciting proposals from qualified firms interested in providing discarded materials management services for residential, commercial, and industrial accounts, as well as temporary construction/deconstruction waste hauling. The City is soliciting proposals because it intends to select a single service provider for all residential, commercial, and industrial solid waste collection and to provide waste diversion programs that ensure the City's compliance with AB 939, AB 341, AB 1826, SB 1383 regulations and additional State legislation as may be in place at the time RFP responses are received. The City's franchise agreement will stipulate the process to be followed should new legislation and State mandates be passed after award of the franchise.

Proposals should be prepared according to the guidelines presented in the following sections:

Section 1	Project Background
Section 2	Required Proposal Format
Section 3	Discarded Materials Management Specifications
Section 4	Proposal Evaluation Criteria
Section 5	Selection Process
Section 6	Other Related Information

Proposals must be delivered to:

City Clerk  
City of Selma  
1710 Tucker Street  
Selma, California 93662

AND

Submitted electronically to [TiffanyF@cityofselma.com](mailto:TiffanyF@cityofselma.com)

Proposals must be submitted no later than 4:00 p.m. (PST), on Friday, June 30, 2023. Postmarks will not be accepted as proof of receipt. All responses received after this time and date will be returned unopened.

To be considered, you must provide an electronic copy of your proposal and proposed pricing and two (2) hard copies of your complete proposal. One (1) proposal copy must be bound, printed doubled-sided on recycled paper, and bear an original signature and be stamped "original." One (1) copy must be left unbound and submitted in a sealed package. You must list all proposed rates for residential, commercial, and industrial on a bidder created document and label it as Attachment 1 to your proposal. If you wish to levy any special charges (overage fees, contamination fees, roll-outs, locks, etc.) they must be included within your Attachment 1. Only the rates and charges you submit in Attachment 1 will be eligible for inclusion into the new franchise agreement and allowable charges to franchise customers. Your Attachment 1 shall be submitted to the City in a separate sealed envelope marked "pricing".

Please note that failure to provide any requested information in the appropriate format is grounds for immediate disqualification.

The city does not warrant or guarantee the information contained in this RFP. The City, by releasing this RFP, is not obligated to select any of the submitted proposals and reserves the right to enter or to terminate exclusive negotiations at any time. The City also reserves the right to reject or accept any or all incomplete submissions, or parts of submissions, waive irregularities in the RFP, and issue addenda to the RFP. The City may request clarification or additional information from a proposer at any point in the process.

Submission of a response shall constitute acknowledgment and acceptance of all the terms and conditions contained in the RFP unless exception to terms and conditions are expressed in writing in your proposal. This RFP is not to be construed as a contract of any kind. The City is not liable for any costs or expenses incurred in the preparation of proposals.

## **Section 2 Required Proposal Format**

All responses must be typed and include the following information as a minimum.

1. **Complete and submit all proposed pricing in separate sealed envelope:** Each proposal must contain a hauler-prepared price sheet covering all services and charges (see Attachment 1) in a sealed envelope. Pricing for services must be by container size and program type and be all-inclusive.
2. **Transmittal letter:** Each response must contain a transmittal letter signed by an officer of the responding company who has the authority to bind the firm to bids and to sign contracts. Said transmittal letter must specify that the signatory has all required authority.
3. **Introduction:** A response should have an introductory chapter that identifies the contents of the submission and demonstrates knowledge and familiarity of the firm with the City of Selma.
4. **Related experience by area:** A response must address all the identified service areas in Section 3, Discarded Materials Management Services, in this RFP solicitation document. Clearly identify your firm's relevant experience and identify current and previous work for cities in the general vicinity of the City of Selma or in Central California.
5. **Project team:** Identify all members of your proposed project team, including but not limited to subcontractors, processors, and disposal site operators. State their qualifications and experience in your response.
6. **Other resources including equipment:** Identify proposer resources that can be used to implement the required programs, including but not limited to, the collection fleet, alternative fuel vehicles, transfer station, processing center or Material Recovery Facility (MRF), organic waste processing and/or diversion facilities (designate as owned or contracted), bin inventory, recycling containers, special bins, promotional items and brochures, and special equipment. Identify special services that can be provided including public education, route audits, facility diversion audits, waste audits, employee training, video transmission, bilingual specialists, etc. Be sure to include the age of fleet

vehicles proposed for the start of the City of Selma agreement.

7. **Safety record:** Describe and document the firm's safety record, and include a description or quantification of industrial accidents, driving accidents, workers' compensation claims, etc., over the past five years.
8. **Ownership and Financial records:** Provide a detailed description of the business ownership and relationships to parent companies, subsidiaries, or partial owners. Be prepared to make available for review (within 2-days of City request) financial reports describing the fiscal health and wellbeing of the firm, references (name, phone number and address) of banking representatives, and a recent audit of firm accounting practices and financial records. If audited records are not available, explain the reason and provide other records such as financial ratios and profit and loss statements.
9. **Insurance:** Provide a listing of the insurance held by the firm, including general liability, workers' compensation, vehicular insurance, property liability, and environmental impairment. Include the amounts, and name and contact person for each insurance policy. Provide copies of the policies that must include termination dates. Identify any previous and pending claims against the policies or past policies, including any dismissed or rejected claims. Identify any CERCLA claims as well.
10. **References:** Provide a listing of all municipal clients currently or previously worked for under franchise or exclusive contract for the past 10 years in Central California. Include name, contact person, phone number and address, and identify the term of the contract. If a proposer cannot meet this requirement, it must explain why.
11. **Disposal and processing facility capacity:** Identify long-term commitment(s) of the firm regarding disposal and/or processing facility capacity. Commitments that can be provided to the city in the form of agreements or other instrument. The interest is whether proposing firm can assist the City in meeting facility capacity requirements in SB 1383 regulations.
12. **Environmental record:** Disclose any incidents or claims for CERCLA and/or CalRecycle compliance orders within past five years. Identify the presence or absence of any violations of codes for littering, illegal disposal, and water quality practices. Include actions, warning letters, orders, notices of violations, administrative complaints, etc., from regulatory agencies with respect to compliance with permits and law for proposers' and subcontractors' hauling and service operations in references franchise or exclusive contract area(s).
13. **Customer service:** Disclose firm's customer service record for the past year. Quantify number of claims on contracts and provide number of potential accounts served under those same contracts.
14. **Rates and costs:** Only provide residential, commercial, and industrial rates proposed for the City of Selma in Attachment 1 and not in the main body of your proposal.
15. **Operation:** Provide evidence of ability to meet schedules and conduct exclusive collection of solid waste without commingling Selma's wastes with another city. It will be a requirement of the contract that the selected vendor either not commingle waste from Selma with another city or provide an acceptable methodology for commingled waste allocation.

16. **Exceptions:** Clearly identify any exceptions proposer has with city-requirements addressed in this document. If no exception is claimed, please specify this in your letter of transmittal.
17. **SB 1383 Compliance:** Proposer will be expected to demonstrate a familiarity with all relevant SB 1383 regulations as they relate to proposed collection, processing, landfill avoidance, reporting, route and facility audits, customer education and monitoring, and/or other services and functions required to demonstrate compliance within the services or activities proposed.

### **Section 3 Discarded Materials Management Specifications**

A proposer must demonstrate experience in all the following required areas to be deemed qualified. Any additional assistance from subcontractors can be provided but must be clearly identified. The City reserves the right to accept or reject proposed subcontractors and/or their personnel.

The information provided within this section is intended to guide the proposer in its preparation of the proposal. Each proposer should carefully examine this section and address each service area with a description of its experience, how it would implement the services, and suggestions, if any, to the proposed program, including whether any exceptions are taken with the City's approach in this RFP. The following areas are discussed in more detail below:

- Services provided
- Legal requirements
- Reporting and compliance with local, state, and federal mandates
- Indemnification (CERCLA and AB 939)
- Collection equipment
- Special wastes (construction and demolition wastes, tires, and bulky items)
- Transfer station and diversion facility capabilities
- Organic waste and landfill disposal capacity

#### *Services provided*

##### A. General and implementation plan

The firm is expected to provide discarded materials management services within the City of Selma in accordance all city code provisions as identified therein.

The proposer must submit a detailed implementation plan describing your approach to

facilitating a smooth transition to the new types of service and new solid waste hauler as applicable. The information must clearly demonstrate that your firm can implement the services in accordance with the schedule shown on page 3, RFP Schedule, including procurement of all necessary collection equipment, personnel, including administrative and maintenance staff, and public education materials. You should describe completely any assumptions, justify them, and specify your expectations for the city and current haulers' involvement in transition process. Items for consideration should include but are not limited to disposition of customers' containers and delays due to the service provider transition.

#### B. Residential Sector

The proposer shall present a discarded materials management program that collects and removes solid wastes that have been discarded into carts at all residential properties in the City of Selma (approximately 5,403 units). These residential properties include single-family homes and multi-family dwellings of 4-units or less. The selected firm shall provide the preferred three-container system, which includes:

- A grey or black container for non-organic waste for disposal.
- A blue container for non-organic recyclables, and the following types of organic wastes: paper products, printing and writing paper, wood and dry lumber and textiles (optional).
- A green or brown container for organic waste.

Provision of both collection and support services for the above 3-container program must demonstrate that it is meeting all standard compliance approach regulations of SB 1383.

The proposer may include a bid-alternate program (standard or performance-based compliance approach) in lieu of the 3-container program described as "preferred" above, if they can demonstrate their bid alternate is advantageous and/or superior for residential sector discarded materials management, inclusive of all support services required by SB 1383 regulations, in the opinion of the City.

#### C. Commercial Sector

Upon commencement of the contract, the selected firm shall collect and remove discarded materials that have been placed in carts, bins, roll-off containers, and compactors, from all commercial generators within the City that require recurring service per the City Code. Currently this includes the 332 businesses and 90 multi-family properties receiving franchised commercial service. The City of Selma is approximately 25% compliant with AB 341 through hauler-provided recycling services. With regards to AB 1826 compliance, approximately 40% of businesses are in compliance hauler provided programs. We estimate an additional 30%+ will qualify for waivers. Approximately 10% of the City's commercial multi-family properties have food waste recycling programs. The City plans to reach 100% compliance by October 1, 2023 (prior to new franchise start date). The proposer should use their own best judgment when estimating additional required containers, and levels of service required, beyond those provided in Attachment 1 to this document. In order to accurately estimate the services needed to

adequately handle the waste stream of the customers/generators we suggest proposers tour the City's commercial areas. The selected firm will be required provide the appropriate container sizing and frequency of collection for the amount and type of discarded materials generated by each customer. The RFP's requirement is that the proposed services and pricing be inclusive of all discarded materials management services mandated by the State of California and the City's municipal code. The selected service provider must also provide temporary bin and roll-off services, including but not limited to bins for construction and deconstruction projects, and perform or contract to have performed all waste diversion activity to meet CalGreen requirements. On an annual basis the selected firm must provide steam cleaning services at all enclosures where organic waste recycling services are provided.

For commercial sector services the City's preferred program would be a three (3) container program. As with residential services above, the City requires hauler support services in keeping with a standard compliance approach as described in SB 1383 regulations. As also discussed, the city will allow bid alternate services to be proposed, either in lieu of the listed "preferred services" or in addition to. If the proposer's bid alternate is ultimately determined to be the better program, the City may select it.

#### D. Industrial Sector

The proposer must provide temporary bin and roll-off services, including but not limited to bins for construction and deconstruction projects. These services shall be performed in a manner that complies with CalGreen requirements, which currently include a 65% minimum diversion rate stipulation at all covered projects.

#### E. Organic Waste Recycling Services

Organic waste recycling services provided to residential and commercial generators must be through a process and/or vendor approved by CalRecycle and be performed at a facility or facilities that are fully permitted to perform all processing and landfill diversion services required. Proposers that cannot meet these criteria may have their proposals removed from consideration at the City's discretion.

#### F. City Facilities

The proposer shall provide all State-required discarded materials management services, at the following locations within the service area, and at no additional charge to the City or other entities:

- City facilities located at:
  1. City Hall - 1710 Tucker Street
  2. City Hall Annex – 1711 Tucker Street
  3. Police Department – 2055 Third Street
  4. Old Police Station – 1935 E. Front
  5. City Corporation Yard – 1325 Nebraska Ave
  6. Fire Station #1 – 1927 W. Front
  7. Fire Station #2 – 2857 A Street

8. Fire Department Training Center – 1325 Nebraska Ave
9. Future Fire Station – Thompson Ave / Huntsman Ave
10. Selma Arts Center – 1935 High Street
11. Salazar Youth Center – 1800 Sheridan Street
12. Nick Medina Senior Center – 2301 Selma Street
13. Weed & Seed Office – 2099 Mitchell
14. All Downtown Street Receptacles (currently estimated at 18, but may vary)

▪ City parks located at:

1. Lincoln Park – McCall/Rose
2. Shafer Park – Floral/Thompson
3. Berry Park – Second/Whitson
4. Pioneer Village – 1880 Art Gonzales Parkway
5. Brentlinger Park – Rose/Olive
6. Little League Park – Orange/Rose
7. Thompson Ave Park (Future) – Thompson / Saginaw
8. Ringo Park – Nebraska/Mitchell
9. Salazar Park – 1800 Sheridan
10. Nebraska Dog Park

▪ Community events: List events by name here.

1. Selma Raisin Festival
2. July 3<sup>rd</sup> Celebration
3. Marching Band Festival
4. TBD
5. TBD
6. TBD
7. TBD

G. Public Education and Outreach

The selected firm will be required to prepare and implement a public education and outreach program at its sole expense that is consistent with the City's SRRE, and regulatory requirements established via AB 341, AB 1826, AB 827 and within SB 1383 regulations. The program shall be prepared in coordination with the City. This program shall at a minimum familiarize residents, property owners and managers, business owners and managers, and designated institutional representatives with essential waste prevention and recycling concepts, program elements, and all State mandated services. Outreach shall be consistent and frequent, explaining the benefits and attributes of recycling. Materials shall explain the purpose and manner of discarded materials management programs; emphasize the materials and practices that fall under various State mandates; and show residents and businesses how to obtain further information.

City-approved slogans and logos shall be used in all activities. They will identify the City as the sponsor, and be used as a means to integrate and unify program activities, attract attention, and send a positive message to the public to encourage individual participation.

Before the residential and commercial program roll outs, the selected firm shall prepare and distribute a series of documents for public consumption. After the initial roll out campaign, the selected service provider shall promote recycling and waste prevention through continued education and outreach. The selected firm shall provide an annual progress report to keep residents and businesses informed about the status of the City's discarded materials management program, suitable for use as an insert in the quarterly City newsletter.

#### H. City Fees

The selected firm will be required to remit the following fees to the City.

- Franchise Fees – 10% of gross receipts of any kind that are related to the franchise granted, with the lone exception being revenue from the sale of recyclable items from the discarded materials managed through franchise service.
- Franchise Monitoring and Compliance Assistance Fee – \$75,000 payable January 1<sup>st</sup> of each calendar year and adjusted by CPI.
- RFP Reimbursement Fee - Upon execution of the Agreement, the selected service provider(s) will be required to remit to the City a combined, one-time administrative fee of \$45,000 to reimburse the City for staff time, consultant, and attorney fees, and out of pocket expenses for developing and awarding the franchise(s).
- Business License – The selected service provider and any of its subcontractors will be required to maintain appropriate business licensing during the term of the agreement.
- Street Sweeping – A monthly payment equal to \$4.20 per residential customer and \$6.00 per commercial customer to support City's efforts to keep its streets free of litter and other debris.

#### *Legal requirements*

##### A. Performance Bond and Cash Bond

Contemporaneously with the execution of the Agreement, the selected firm will be expected to deposit funds payable to the City in the form of surety bond or other financial instrument to guarantee performance to the satisfaction of the City. This instrument will be used if required to provide service to customers in the event of nonperformance by the selected proposer. The size and type of performance guarantee shall be in the sum of one hundred and fifty thousand dollars (\$150,000.00). The cash bond shall be deposited in a manner similar to the performance bond but shall be used to pay the City for any payments not received in a timely manner or in lieu of payments if the selected firm were to become insolvent for any reason. The size of the cash bond shall be no less than fifty thousand dollars (\$50,000.00).

B. Ownership of waste

Once discarded materials are placed in the selected firm's containers or bins for collection at curbside or at designated locations, ownership shall transfer to the selected proposer. Disposed materials will become the property of the disposal site or as required through agreement obtained with the disposal site owner/operator. The right to direct materials and refuse will be retained by the City to the maximum extent permissible by law.

C. Annual review

The City shall conduct an annual review of the selected firm's performance by evaluating said performance and quality of service, which may include holding a public hearing to solicit customer comments. Noncompliance with any provision of the agreement may be grounds to terminate the agreement.

D. Term of Agreement

The term of this Agreement shall be for a period of seven (7) years, with the City-option to award an extension for up to three (3) years based upon successful demonstration of exemplary contract performance.

E. Permits, Licenses, and Insurance

The selected proposer and its subcontractors, if any, shall be required to secure or maintain in force during the term of the agreement resulting from this solicitation any applicable license, permit, and/or insurance required by law for the operation of the business.

***Reporting and compliance with local, state, and federal mandates***

A. Monthly reports

The selected service provider will be expected to submit monthly reports for the length of the Agreement commencing upon final approval by the City Council. These reports shall be due within thirty (30) calendar days from the end of the reporting month. These reports will address tonnages hauled and diverted, hauler-customer compliance (AB 341, AB 1826, etc.), and gross revenues and gross receipts. At the City's discretion, monthly reports can be expanded to include additional contracted service or State compliance measurements.

B. Annual reports

The City may require that within 120 days after the close of the selected proposer's first calendar year under agreement, and every year thereafter, that a written annual report in a form approved by the City Manager be submitted to the City.

C. SB 1383 Studies and Compliance Reporting

The selected firm will be expected to assist the City with all aspects of SB 1383 compliance

related to the collection, processing, and ultimate disposition of organic wastes and other collection programs that may impact the City's compliance. As such, route and/or waste evaluation studies will be required at the frequencies established in SB 1383 regulations and/or by CalRecycle staff reviewing and judging the City's compliance efforts. Customized reports, as may be deemed necessary by CalRecycle, shall also be prepared and provided by the selected firm, at the time(s) and frequency required.

**☐ *Indemnification (CERCLA)***

Provisions shall be included in the Agreement specifying the level and degree of indemnification afforded the City and the selected service provider. The City will obligate the selected service provider and/or disposal site operator to fully indemnify the City against CERCLA liability to the extent that the selected service provider controls the waste stream.

**☐ *Collection equipment***

For each type of service, the proposer is expected to identify and describe the equipment it plans to use to fulfill the terms and conditions of its agreement. All collection vehicles must be new or refurbished to "as new" appearance and operation, and if considered non-standard (i.e., dual collection vehicles), you must provide examples of where the proposed equipment is currently being used and the experience of the proposer with the equipment.

Under no circumstances can collection vehicles be older than 2017 model-year. All collection vehicles are expected to comply with existing air quality mandates and be fueled by CNG, LNG, electrical power, or other fuel approved by the city. Special consideration will be given to proposer's who will guarantee purchase and use of renewable natural gas (RNG) that qualifies as "city procurement" under SB 1383 regulations. GPS tracking and reporting capabilities, and safety/warning equipment is required on all collection vehicles.

All collection containers shall be in the colors mandated by SB 1383 and maintained, in appearance, function, and signage, in good condition and free from graffiti or other damage that could render the equipment "unsightly" in the opinion of the City, or non-compliant in the opinion of the State. The selected service provider shall change-out, or otherwise remedy, unsightly and/or non-compliant containers within three days after receiving notice from the City.

**☐ *Special wastes (construction and demolition wastes, tires, and bulky items) and environmental component***

The City desires a comprehensive special waste program that shall consist of the following items:

**A. Construction and Demolition (C&D) debris recycling**

The city requires that the selected firm provide source separated recycling service and/or mixed waste processing service for C&D debris for all developments and re-developments, and will require the selected service provider to provide any and all services to developers and contractors

who construct or demolish structures within the City limits so that they may achieve the 65% diversion level mandated by CalGreen (exceptions granted for non-recyclable materials on a case-by-case basis).

**B. Bulky item pick-up**

For purposes of this RFP, bulky items are defined as objects that cannot easily fit into compaction units of front-loader waste collection vehicles.

The selected firm must provide free bulky item collection twice per-year to both residential and multi-family residential customers in the City. Up to four (4) bulky items may be included per-collection. To the maximum extent possible bulky items may not be disposed of in landfills until the following hierarchy has been followed: 1) reuse, 2) disassembly, 3) recycle, and 4) disposal. The cost for additional bulky item collections, beyond twice per-year, should be detailed in proposer's pricing. In addition, one community clean-up event per year at a suitable location within the city limits should be hosted and open to all Selma residents. Furthermore, to address items that are abandoned in the public right-of-way, the city will require the selected firm to provide periodic sweeps of the city to remove such items and that the selected provided respond within 24 hours to city-requests for abandoned item removal. Proposers should detail their abandoned item "sweep" and collection program. This proposed program shall be provided as a no-cost service to the city.

**C. Environmental component**

The city expects the selected firm to provide an environmental component to the overall program. The selected firm will be expected to describe any potential negative environmental effects (e.g., traffic) from any of the proposed programs and to identify and/or propose mitigation measures. In addition, the city expects the selected firm to describe procedures for identifying and handling hazardous waste disposed within the municipal solid waste stream. The plan shall describe screening procedures, an employee training program, a notification plan, and corrective actions plan for use in instances when residents or businesses set out hazardous or other inappropriate materials.

**D. Household Hazardous Wastes (HHW)**

The city currently provides HHW collection services through the franchise agreement and wishes to continue this arrangement with the selected firm or its subcontractor on a quarterly basis. Proposers should detail their quarterly collection program and any subcontractors they plan to use, and their qualifications, and describe how promotion and scheduling will be conducted.

**E. Disaster preparedness**

The selected service provider shall assist the City in development of a waste mitigation emergency plan to deal with any human or natural disaster. The response to the RFP shall demonstrate the firm's ability to assist the City in this task.

❑ ***Transfer Station and Diversion Facility Capabilities***

The response to the RFP must include a disclosure and description of all transfer stations, material recovery facilities (MRF), organic waste diversion facilities, and/or other facilities and locations where City waste will be taken after collection. The proposer should present the facilities it plans to use for franchise collection, provide all information it believes the City should have in order to determine if proposed facilities can be deemed effective and capable of ensuring the City's compliance with all State mandates.

❑ ***Disposal and Diversion Capacity***

Proposer must include in its submission a description of its proposed disposal site(s) to be used. While the City reserves the right to direct waste to a specific site, proposers are at liberty to propose one or more alternative sites if they provide a cost benefit.

SB 1383 regulations require our jurisdiction to demonstrate capacity for organic waste processing and diversion from landfills, under a process that is deemed acceptable by the State. The successful proposer shall provide proof that it has the capacity, either under contracted arrangement or at a facility the proposer owns or otherwise controls, to process and divert all organic waste the City will reasonably be required to demonstrate such capacity for, over the term of this agreement.

❑ ***Rates***

Proposer must include, in a sealed envelope that accompanies the RFP response (Attachment 1), a complete listing of its proposed rates for residential, commercial, and industrial services. In addition, any additional charges the proposer wishes to levy shall be included on this list of rates. Rates presented must be all-inclusive as the city will not allow line-item charges for fees or surcharges to be used. The city also requires that only proposed rates be allowed in the franchise. Any rates not disclosed and approved through the RFP process will not be allowed.

## Section 4 Proposal Evaluation & Selection Criteria

All proposals will be reviewed by a review panel selected by the city. The panel will use, but not be limited to the following criteria as important guidelines in selecting the most qualified and responsible firm who can best serve the residents, businesses, and interests of the city. Price will be an important criterion, but the City reserves the right to select a service provider that presents the best qualifications but not necessarily at the lowest price. The City also reserves the right to request further written information and interview top-ranked proposers.

1. Document organization and completeness  
Compliance with RFP instructions, conformity with format, completeness in level of detail, typed not handwritten, bound and appropriate number of copies submitted.
2. SB 1383 compliance assistance  
Clarity, completeness, and demonstration of understanding of SB 1383 compliance activities and the franchise-haulers role in minimizing City costs while maximizing compliance with regulations.
3. Project team and resumes  
Experience of individuals working specifically with the City of Selma.
4. Related experience and capabilities  
Municipal contracts and references within Central California. Commercial and residential services provided, with particular emphasis on curbside and commercial recycling, green and food waste diversion programs and status of your City-clients' compliance with AB 341, AB 1826, and SB 1383. Also described experience with bulky item pick-up, City-event services, litter control, C&D debris recycling, diversion facilities owned-operated or under contact, education and outreach programs with emphasis on SB 1383, AB 1826 & AB 341, program roll-outs, MRF processing, reports and reporting, contracting and subcontracting, route audits and waste composition/generation studies.
5. Guaranteed Organic Waste capacity  
Long term organic waste processing agreement(s) and related description of your organics markets and State approved facilities.
6. Safety and Customer service program and record  
Equipment and personnel safety training and performance. Call center and/or other services offered to ensure exemplary customer service.
7. Financial records  
Financial strength, insurance ratings, ability to post faithful performance bond, existing indemnification agreements, evidence of liquidated damages, defaults and terminations, ability to finance equipment, history of payment of revenues to client cities, and AB 939 and CERCLA liability and indemnification.

9. Exceptions  
Number and extent of exceptions to RFP/City requirements.
10. Other resources and equipment  
Age of fleet and containers, compatibility with proposed services, signage, quality of education/ outreach materials etc.
11. Operation  
Schedules and ability to maintain schedules, personnel, exclusive collection of City waste (avoid commingling of City's waste with adjacent cities or other customers' wastes), familiarity with local area.
12. References  
All municipal and County franchises/agreements in Central California must be listed with contacts and phone numbers; references are positive or negative; strength of response.
13. Valued added services, programs, or community support  
Additional benefits over and above standard service. Community service activities and actions, etc.
14. Proposed rates

## **Section 5 Final Selection Process**

Based on the results of the evaluation process, with priority given to pricing, the number and type of exceptions taken, and technical merits of the proposer, and the other key decision points listed above, the City will then negotiate and finalize execution of the Agreement with the firm whose RFP response is deemed best. At its sole option, the City may elect to interview multiple firms and/or enter negotiations with multiple firms to determine its final selection.

## **Section 6 Other Related Information**

Proposer must complete and submit an Attachment 1 as described herein. Proposer may also include any other relevant information including brochures, reference letters, etc., which should be suitably identified in the proposal and which the City will consider in its deliberations.

**City of Selma**  
REQUEST FOR PROPOSAL  
FOR INTEGRATED WASTE MANAGEMENT SERVICES

**LIST OF ATTACHMENTS**

- Attachment 1: Forms for Proposals and Alternates  
Attachment 2: Sample Agreement