

Agenda Item A.  
MINUTES  
**SELMA CITY COUNCIL**  
**SPECIAL MEETING**  
**September 19, 2022**  
Selma City Council Chambers  
1710 Tucker Street  
Selma, CA 93662

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

The special meeting of the Selma City Council was called to order at 4:45 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**: Mayor Robertson moved to Closed Session at 4:46 p.m. to discuss the following items:

Government Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: City Manager Fernando Santillan  
Employee Organizations: Public Works and Transit Maintenance Employees, Secretarial Technical Clerical Association, Selma Police Officers Association, Selma Firefighter's Association (IAFF Local 3716), Fire Mid-Management Employees, Police Mid-Management Employees, Miscellaneous Mid- Management Employees

Mayor Robertson reported that there was no reportable action on this item.

Government Code Section 54957  
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT  
Title: Interim City Attorney

Mayor Robertson reported that David Yanez, with McCormick, Cabot, & Lew was appointed as Interim City Attorney on a 3-2 Vote. The motion passed with the following vote:

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

There being no further business, Mayor Robertson adjourned the Closed Session at 5:58 p.m.

Respectfully submitted,

Reyna Rivera  
City Clerk

MINUTES  
**CITY COUNCIL/PLANNING COMMISSION**  
**SPECIAL JOINT MEETING**  
**September 19, 2022**  
Selma City Council Chambers  
1710 Tucker Street  
Selma, CA 93662

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

The special joint meeting of the Selma City Council and Planning Commission was called to order concurrently with the Regular meeting at 6:06 p.m. in the Council Chambers. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson. Planning Commission members answering roll call were: Gonzalez, Salas, Singh, Vice-Chair Juarez (arrived at 6:11 p.m.), and Chairperson Coury. Planning Commissioners Garcia and Sandhu were absent.

**MULTI-JURISDICTIONAL HOUSING ELEMENT UPDATE STUDY SESSION  
BY FRESNO COUNCIL OF GOVERNMENTS WORKSHOP**

Clancy Taylor, with PlaceWorks representing California Coalition for Rural Housing gave a PowerPoint presentation. She provided an overview on the Housing Element Contents, Regional Housing Needs Allocation (RHNA) and changes for State Housing Laws.

**ADJOURNMENT:** There being no further business, Mayor Robertson adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Reyna Rivera  
City Clerk

MINUTES  
**SELMA CITY COUNCIL**  
**REGULAR MEETING**  
**September 19, 2022**  
Selma City Council Chambers  
1710 Tucker Street  
Selma, CA 93662

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

The regular meeting of the Selma City Council was called to order concurrently with the Special Joint Planning Commission meeting at 6:06 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 Josue Guevara of the Iglesia DC led the invocation.

**ORAL COMMUNICATIONS:** Mark Dudley announced a Prayer Run for the Fuentes family on October 1, 2022 starting in Fresno and ending in Selma. Rachael Morales also spoke regarding the event for Julissa Fuentes, and requested a fee waiver. Julissa Fuentes' grandparents spoke regarding this event and thanked the community for their support. Jim Avalos spoke regarding this event and requested Council waive the fees for this event.

After City Attorney Yanez provided Brown Act requirements for adding emergency items to an agenda, he noted that since this item came up after the agenda was posted; he advised that Council could motion to add this item to the agenda for a fee waiver under an emergency item.

Motion was then made by Mayor Robertson and seconded by Council member Guerra to ADD THE FOLLOWING EMERGENCY ITEM TO THE AGENDA: CONSIDERATION OF A FEE WAIVER FOR A SPECIAL EVENT REGARDING MISSING PERSON JULISSA FUENTES. The motion passed unanimously.

This item was moved from Business and heard at this time.

**CONSIDERATION OF AN INTERIM CITY ATTORNEY AGREEMENT:** Motion was made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT WITH THE 2 AMENDMENTS TO THE AGREEMENT, 1) CITY TO PAY FOR ONE-WAY CHARGES FOR TRAVEL; AND 2) GENERAL LIABILITY OF \$2 MILLION AS RECOMMENDED BY RISK MANAGEMENT AUTHORITY. The motion passed with the following vote:

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

**FRESNO COUNTY ECONOMIC DEVELOPMENT CORPORATION SERVICES**

**PRESENTATION:** Fresno County Economic Development Corporation Services (EDC) Staff gave an overview and PowerPoint presentation on their services and the Five Cities Joint Powers Authority services. They discussed Administration, Business Development, Capacity Building and Marketing and Promotional assistance. Public comment was received from Jim Avalos.

**RECESS:** At 7:38 p.m., Mayor Robertson called for a short break in the meeting. The meeting then reconvened at 7:45 p.m.

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

- a. 2022-87R **CONSIDERATION OF A RESOLUTION APPROVING AMENDMENT I TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SIDEWALK CONNECTIVITY PROJECT NO. 19651 AGREEMENT**
- b. 2022-88R **CONSIDERATION OF A RESOLUTION APPROVING FINAL ACCEPTANCE AND NOTICE OF COMPLETION FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SIDEWALK CONNECTIVITY PROJECT NO. 19651**
- c. 2022-89R **CONSIDERATION OF A RESOLUTION APPROVING AMENDMENT II TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DOWNTOWN SIDEWALK ADA PROJECT NO. 20651 AGREEMENT**
- d. Approved **CONSIDERATION OF AMENDMENT II TO THE PROFESSIONAL SERVICES AGREEMENT WITH YAMABE & HORN ENGINEERING, INC. FOR INTERIM CITY ENGINEERING SERVICES**

Mayor Robertson pulled this item for separate discussion. After Council discussion, motion was made by Council member Trujillo and seconded by Council member Guerra, to approve AMENDMENT II TO THE PROFESSIONAL SERVICES AGREEMENT WITH YAMABE & HORN ENGINEERING INC. FOR INTERIM CITY ENGINEERING SERVICES. The motion passed unanimously.

- e. Approved **CONSIDERATION OF THE CHECK REGISTER DATED SEPTEMBER 14, 2022**

Council member Guerra pulled this item for separate discussion. After discussion, motion was made by Council member Guerra and seconded by Council member Mendoza-Navarro to approve the CHECK REGISTER AS PRESENTED. The motion passed unanimously.



## **URGENCY FEE WAIVER FOR JULISSA FUENTES' SPECIAL EVENT**

At this point in the meeting, Council discussed the emergency motion regarding the October event for Julissa Fuentes. City Attorney Yanez reported that this urgency item was added pursuant to Government Code Section 54954.2 (b). Public comments were received from Rachel Morales.

Motion was made by Council member Trujillo and seconded by Council member Guerra to DIRECT STAFF TO WORK WITH EVENT ORGANIZERS FOR EVENT INFORMATION AND APPROVE THE FEE WAIVER NOTING THAT THE FEE WAIVER FOR THIS EVENT IS A DEVIATION OF THE NON-PROFIT POLICY FEE WAIVER. The motion carried unanimously.

## **CONSIDERATION OF A RESOLUTION APPROVING FINAL PARCEL MAP 2021-0014**

Deputy City Manager Terry reported on the matter for Council. Public comments were received from Jim Avalos. After discussion, motion was made by Council member Mendoza-Navarro, and seconded by Mayor Pro Tem Cho to approve RESOLUTION 2022-89R APPROVING THE FINAL PARCEL MAP 2021-0014. The motion carried unanimously.

## **REQUEST TO CONTINUE PUBLIC HEARING TO CONSIDER ORDINANCE TO ESTABLISH THE SELMA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT PURSUANT TO THE PARKING AND BUSINESS IMPROVEMENT**

Mayor Robertson opened the public hearing, seeing no public comments, he closed the public hearing. Motion was then made by Council member Mendoza-Navarro and seconded by Council member Guerra to CONTINUE THE PUBLIC HEARING TO OCTOBER 3, 2022 TO CONSIDER ORDINANCE TO ESTABLISH THE SELMA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT PURSUANT TO THE PARKING BUSINESS IMPROVEMENT AREA LAW OF 1989. The motion passed unanimously.

**DEPARTMENTAL REPORTS:** City Manager Santillan reported that at the last council meeting, Mayor Robertson requested that a discussion regarding body cameras come back to Council for discussion. He mentioned that the City has applied for a Body Camera Grant and staff would like to wait to bring the item back to a future meeting. He also thanked the Finance department for rectifying a problem with payroll.

Police Chief Alcaraz reported that they are actively working on the Julissa Fuentes case.

Community Services Director Smart reported on the upcoming Senior Resource Fair, Flu Vaccination Clinic, Arts Center Plays, and the Chamber of Commerce Rib Cook-off.

**COUNCIL REPORTS:** Council member Mendoza-Navarro reported she attended the League of California Cities Conference and a recent Catholic Women's Club meeting.

Council member Trujillo reported that he attended the League of California Cities Conference, Central Valley Training Center Graduation, Car Show, and reported on the upcoming Lioness PAC fights special event.

Council member Guerra attended Jackson Elementary school and spoke regarding local government, she also attended the Central Valley Training Center Graduation.

Mayor Pro Tem Cho announced the new street signs are up. She reported on attending the League of California Cities Conference, Central Valley Training Center Graduation, Car Show, and announced the upcoming Lioness PAC fights special event. She also discussed the upcoming Mural fundraiser event at Cho's Kitchen.

Mayor Robertson attended Jackson Elementary school and spoke regarding local government, and attended the Central Valley Training Graduation.

**ORAL COMMUNICATIONS:** Public comments were received from Theresa Salas, Louis Franco, Jim Avalos, and Rose Robertson.

**ADJOURNMENT:** There being no further business, Mayor Robertson adjourned the meeting at 8:41 p.m.

Respectfully submitted,

Reyna Rivera  
City Clerk

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

**September 5, 2023**

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**ITEM NO:** B.

**SUBJECT:** Consideration of a Resolution Approving Job Descriptions for Code Enforcement Officer I/II

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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 2023/2024 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 Code Enforcement Officer I position was officially approved in 1995 as a City Code Enforcement Officer. The Code Enforcement Officer II position was created in the previous fiscal year but a job description was not created. The attached job description reflect the desired requirements of the positions.

The job description was approved by the appropriate bargaining unit prior to submittal as required.

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**RECOMMENDATION:** Adoption of Resolution approving updated job description for Code Enforcement Officer I/II.

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\_\_\_\_\_/s/  
Janie Venegas  
Human Resources Manager

\_\_\_\_\_  
August 23, 2023  
Date

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

\_\_\_\_\_  
August 23, 2023  
Date

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA APPROVING THE JOB DESCRIPTIONS FOR  
FIRE CAPTAIN AND SAFETY DISPATCHER I/II**

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

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

**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 Code Enforcement Officer I/II in order to accommodate current recruitment needs as well as current staffing.

**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 5<sup>th</sup> day of September 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

## **CODE ENFORCEMENT OFFICER I-II**

### **PURPOSE:**

Under immediate supervision (Code Enforcement Officer I) or general supervision (Code Enforcement Officer II), to assist with responsible office work and field inspections related to the investigation and enforcement of City codes, ordinances and abatement regulations, while learning City codes, ordinances, policies and procedures and specific methods for performance of the full range of code enforcement duties; receives and responds to complaints, investigates premises for land use, sign, municipal/building code violations, abandoned vehicle abatement, graffiti abatement and other municipal code violations; issues notices of violation and/or administrative notices of non-compliance as appropriate; establishes and maintains records and files of complaints received, investigations and enforcement activities conducted; confers with other departments as required; and performs related work as required and/or assigned.

### **DISTINGUISHING CHARACTERISTICS**

**Code Enforcement Officer I** - This is the entry level class in the Code Enforcement series. This class is distinguished from the Code Enforcement II in that incumbents of this class are under close supervision and perform more routine enforcement and inspection duties while learning City policies, procedures and specific methods for performance of the full range of code enforcement work.

**Code Enforcement Officer II** - This is the journey level class within the Code Enforcement series. Employees within this class are distinguished from the Code Enforcement Officer I by the greater independence with which an incumbent is expected to operate. Employees at this level receive only occasional instruction or assistance and are fully competent to independently perform the full range of responsible and difficult residential and commercial inspections and related code enforcement activities, exercises independent judgment and makes sound recommendations.

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

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

**Code Enforcement Officer I** - Exercises no supervision.

**Code Enforcement Officer II** - May provide guidance to less experienced code enforcement and administrative support staff.

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

**Essential Functions (Illustrative Only):**

- Receives, investigates, and responds to complaints of possible violations of local and state laws, ordinances, or codes (i.e. neighborhood blight, zoning, water waste, signs, etc.).
- Conducts field inspections to ensure compliance with appropriate codes, ordinances and regulations.
- Prepares reports of conditions for referral to proper authorities and prepares notices of violations, follow-up legal advertisements, and other similar notices.
- Interviews property and business owners, residents, and members of the public concerning violations and other code enforcement matters.
- Analyzes, evaluates, and interprets all City codes; explains enforcement procedures to the public and provides information on land use and sign related ordinances.
- Develops and implements public information and education programs to inform citizens of the municipal codes and ordinances that the Division enforces.
- Assists individuals with the completion of forms, applications and sign permits.
- Issues citations, as appropriate, for violations of the Municipal Code.
- Monitors compliance activities and conducts follow-up and final inspections; prepares required notices and correspondence relative to non-compliance as required.
- Prepares and manages a caseload including maintenance of accurate case files of related correspondence, memos and written reports.
- Refers graffiti abatement issues for investigation, documentation and eradication of graffiti.
- Inputs daily inspection logs and generates compliance letters to property owners as appropriate; establishes and maintains a variety of work-related records and files.
- Confers with other agencies and City departments on the disposition of a variety of complaints and code violations.
- Operates assigned vehicle skillfully and safely, observing safe driving practices.
- May assist or represent the City in public meetings, City Council meetings, neighborhood forums and necessary court appearances or administrative hearings.
- May assist department staff by performing a variety of administrative and office support duties.
- Performs related duties as required and/or assigned.

**QUALIFICATIONS / REQUIREMENTS:**

**Code Enforcement Officer I**

**Knowledge of:**

- Procedures and techniques for dealing with the public in a tactful but firm manner.
- Methods for establishing and maintaining effective working relations with the public, sometimes in adverse conditions.

- Principles, practices, methods and techniques of code enforcement; applicable state and local codes, ordinances, regulations, policies and procedures related to the work of the code enforcement Division.
- Principles and methods of investigation used in the field of code enforcement, including field investigations and research techniques.
- Modern office procedures including procedures for effective operation of a personal computer and applicable software applications.
- Proper English usage, grammar and punctuation.
- Regulations and requirements for court evidence documentation.
- Basic techniques of report writing and presentation
- Safe and efficient work practices related to code enforcement activities.
- Communication, negotiation and behavioral techniques used to foster cooperation and compliance with code and program requirements.

**Ability to:**

- Make sound decisions, exercise independent judgment and initiative without close supervision.
- Work effectively and efficiently under stressful situations, simultaneously handling multiple priorities.
- Investigate zoning, code and other complaints in a timely and tactful manner.
- Inspect and identify violations of applicable City codes and ordinances and enforce legal requirements.
- Interpret, apply and explain applicable codes, ordinance and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Deal courteously, but firmly and communicate effectively to resolve conflicts.
- Prepare accurate and detailed documentation of inspections and other related documentation.
- Prepare clear and concise reports and presentations.
- Establish and maintain organized and accurate records of inspections and code enforcement files.
- Read maps and learn the City's geography.
- Establish positive working relationship with those contacted in the course of work.

**REQUIREMENTS:**

**Education and Experience:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade with one (1) year of progressively responsible experience in enforcement of administrative rules and regulations that include case management, field investigations and substantial public contact requiring persuasive communication skills.

**Special Requirement:**

Incumbents appointed to this classification are required to successfully obtain CACEO I certification within one year of date of hire to remain in the classification.

**Code Enforcement Officer II**

In addition to the qualifications of Code Enforcement Officer I:



**Ability to:**

- Assist in training new employees.

**Education and Experience:**

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade with two (2) years of journey level experience in enforcement of administrative rules and regulations that includes case management, field investigations and substantial public contact OR one (1) year of experience as a Code Enforcement Officer I with the City.

**Special Requirement:**

- Possession of a CACEO I certification at date of hire.
- Ability to obtain a CACEO II certification within one year is required.

**License and Certifications:**

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

**ADDITIONAL INFORMATION:**

May be required to work shifts, on-call, and stand-by.

**Physical Demands:**

Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; to see in the normal visual range with or without correction; to hear in the normal audio range with or without correction; and to verbally communicate to exchange information.

**Environmental Elements:**

Work is performed primarily outdoors with travel to various locations within the City of Selma. Often works in and around building and construction sites; exposure to inclement weather conditions, noise and dust. When not in the field, work is performed in a standard office environment.

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

**September 5, 2023**

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**ITEM NO:** C.

**SUBJECT:** Consideration of a Resolution awarding contract to Sierra Construction & Excavation, Inc. for the Valley View Storm Drain Phase 2 Project

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**BACKGROUND:** The Valley View Storm Drain Phase 2 Project ("Project") includes the extension of a 60-inch storm drain pipeline from the Valley View Basin along Valley View Street east to McCall Avenue, north along McCall Avenue under the State Route 99 to Todd Street to the CID Selma Ditch Canal where it connects to the existing City Storm Drain system. This connection will remove the pump station that discharges storm water to the CID Canal. Additionally, the Project includes the excavation of a portion of the Valley View Basin to allow for the additional runoff to be retained and percolated into the local ground water. The Project is the second phase of three phases that will complete the connection and removal of pump stations discharging into the CID Canal.

The State Water Resources Control Board (SWRCB) and the City of Selma entered into a revised agreement for grant funds under Agreement No. 2018135 and was signed in 2020. The initial amount of the grant was \$1,425,000. The Project was Bid in May 2022 with a low bid of \$2,112,500. The Council approved Resolution 2022-58 rejecting the bids and instructed Staff to request additional funding.

The request for additional funding was successful with the SWRCB providing an additional \$790,100 from Prop 1 funding. In May 2023, Amendment No. 1 to Agreement No. 2018135 was executed between the City and the SWRCB with funding as follows:

Initial Grant Award	\$1,425,000
Proposed Added Grant (Prop 1)	\$790,100
City Match Funding	\$246,800
Total Available Funds	\$2,461,900

**DISCUSSION:** The Project was advertised for bid on August 2 and August 9, 2022. Bids were received from three (3) contractors on August 23, 2023 as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Sierra Construction & Excavation, Inc.	\$2,758,920.00
Emmett's Excavation	\$3,119,252.00
Floyd Johnson Construction, Inc.	\$3,329,320.00
Engineers Estimate	\$2,324,095.13

The bids were analyzed, and it was determined that Sierra Construction & Excavation, Inc. submitted the lowest responsive and responsible base bid and as such, Staff recommends that they be awarded the contract.

## FISCAL IMPACT:

The estimate cost for the construction phase of the project is \$3,158,920, as detailed below:

Construction	\$2,758,920
Construction Contingency	\$200,000
Construction Management/Inspection/Testing/Admin	\$200,000
Total	\$3,158,920

The available grant funds provided by SWRCB total \$2,215,100. The balance of the construction costs totals \$943,820 which will be funded by City Match Funding.

The Adopted Budget for the fiscal year 2023/24 included the initial City Match Funding of \$246,800 from Fund 210 – Street Construction and Maintenance.

The remaining City Match Funds in the amount of \$697,020 will be funded through Fund 213 – Local Transportation Fund for the pavement resurfacing, Measure C Flexible Funds for improvement to street drainage, and Storm Drain Impact Fees for the expansion of storm basin capacity.

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**RECOMMENDATION:** Approve Resolution awarding construction contract to Sierra Construction & Excavation, Inc. for the Valley View Storm Drain Phase 2 Project in the amount of \$2,758,920; approving a 7% construction contingency for potential change orders in the amount of \$200,000 for this project; and authorize the City Manager to sign contract documents on behalf of the City.

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<u>                    /s/                    </u>	<u>August 30, 2023</u>
David Horn	Date
City Engineer	

<u>                    /s/                    </u>	<u>August 30, 2023</u>
Jerome Keene	Date
Deputy City Manager	

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

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA AWARDING CONTRACT FOR  
VALLEY VIEW STORM DRAIN PHASE 2 PROJECT**

**WHEREAS**, The City Council designated the Valley View Storm Drain Phase 2 Project (“Project”) as critical infrastructure required to eliminate the discharge of storm water to the Consolidated Irrigation District (CID) canal; and,

**WHEREAS**, the plans and specifications for the Project were prepared by Gateway Engineering, Inc., and approved by the City Engineer; and,

**WHEREAS**, the City applied for and was granted funds from the State Water Resources Control Board in the amount of \$2,215,100 for the construction of the Project according to the Agreement No. 2018135, Amendment No. 1; and,

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

**WHEREAS**, the bids were opened on Wednesday, August 23, 2023;

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

**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 Valley View Storm Drain Phase 2 Project is awarded to Sierra Construction & Excavation, Inc., at a cost of \$2,758,920.00;
3. Approve a 7% Construction Contingency in the amount of \$200,000;
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 5th day of September 2023 by the following vote:

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

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

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

**September 5, 2023**

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**ITEM NO:** D.

**SUBJECT:** Consideration of a Resolution Approving Newport Trust Company Retirement Plan Sponsor

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**BACKGROUND:** In order to provide a deferred compensation retirement plan, the City of Selma has been contracting with Newport Trust Company to administer this benefit. Through this plan, City employees have the option of designating pre-tax savings toward retirement security. The benefit provides employee's flexibility in saving for retirement, and is a program that helps the City attract and retain skilled talent.

**DISCUSSION:** The Newport Trust Company plan guidelines requires the governing body to pass a Resolution in order to change the authorized Plan Sponsor for the City. The responsibilities include:

- Receive all necessary reports, notices, etc. from Newport Trust Company
- Cast, on behalf of the City, any required votes relating to Newport Trust Company
- Assign all administrative duties to carry out the Plan to the appropriate designee(s) within the City; and
- Execute all necessary agreements with Newport Trust Company incidental to the administration of the Plan.

The change of plan sponsor requires a new resolution.

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**RECOMMENDATION:** Adopt Resolution authorizing the appointment of Fernando Santillan, City Manager, as Plan Sponsor for Newport Trust Company Retirement 457 Employee Defined Contribution Retirement Plan.

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\_\_\_\_\_/s/  
Janie Venegas  
Human Resources Manager

\_\_\_\_\_  
August 23, 2023  
Date

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

\_\_\_\_\_  
August 23, 2023  
Date

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA  
AUTHORIZING THE APPOINTMENT OF NEWPORT TRUST COMPANY  
RETIREMENT PLAN SPONSOR**

**WHEREAS**, the City of Selma (“City”) is a municipality located in Selma, California; and,

**WHEREAS**, The City of Selma has employees that are rendering valuable services to the City; and

**WHEREAS**, City of Selma 457(b) Plan (the “Plan and Trust”) expressly provides the right to amend said Plan and Trust; and

**WHEREAS**, the City desires to amend the Plan and Trust in order to appoint Newport Trust Company (“Newport”) as nondiscretionary Custodian of the Plan and Trust subject to its acceptance; and

**WHEREAS**, the City desires to remove Fidelity Investments (“Current Custodian”) of the Plan and Trust; 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 that Fernando Santillan, City Manager, shall be appointed as Plan Sponsor for Newport Trust Company 457 Employee Defined Contribution Retirement Plan with the following responsibilities related to the Plan: 1) coordinator of the Plan 2) receive all necessary reports, notices, etc. from Newport; 3) cast, on behalf of the City of Selma, any required votes related to Newport; 4) assign all administrative duties to carry out the Plan to the appropriate designee(s) with the City of Selma; and 5) execute all necessary agreements with Newport Trust Company incidental to the administration of the Plan;

**Section 3.** The City Council hereby approves the appointment of Newport Trust Company to act as a non-discretionary Custodian of the trust established as part of the Plan and Trust and is authorized to hold the assets of the trust under the terms of the Custody Agreement entered into with Newport;

**Section 4.** The City Council hereby approves the removal and resignation of the current Custodian of the Plan and Trust, effective as of the date assets transfer to Newport Trust Company;

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

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 5<sup>th</sup> day of September 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



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

**September 5, 2023**

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**ITEM NO:** E.

**SUBJECT:** Consideration of Four (4) Resolutions Approving Changes to Banking Authorized Signers for City of Selma, the Selma Successors Agency, Selma Community Enhancement Corporation, and the Selma Public Financing Authority

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**BACKGROUND:** On December 8, 2021, Fernando Santillan was appointed City Manager for the City of Selma ("City"). The City Manager also serves as the Executive Director for the Selma Successor Agency ("Agency"), Selma Community Enhancement Corporation ("Corporation"), Selma Public Financing Authority ("Authority"). The City, Successor Agency, Corporation, and Authority maintain bank accounts at US Bank, a national banking association. The City Manager/Executive Director has historically been an authorized signor on the various accounts. Banking authorization for the City, Agency, Authority, and Corporation need to be updated.

**DICUSSION:** With the recent staffing changes, documents have been prepared naming the City Manager, Fernando Santillan, and/or Deputy City Manager, Jerome Keene, as authorized signers on the various accounts at US Bank. Two (2) signatures are still required on each check.

**FISCAL IMPACT:** None.

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**RECOMMENDATION:** Approve the (4) Resolutions to Update Banking Authorized Signers for City of Selma, the Selma Successors Agency, Selma Community Enhancement Corporation, and the Selma Public Financing Authority.

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

August 23, 2023  
Date

**Attachments:**

1. Resolution No. 2023-\_\_\_\_R
2. Resolution No. 2023-\_\_\_\_CEC
3. Resolution No. 2023-\_\_\_\_PFA
4. Resolution No. 2023-\_\_\_\_SRDA

**RESOLUTION NO. 2023 – \_\_\_R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA  
RESCINDING RESOLUTION NO. 2021-7R AUTHORIZING  
AND DESIGNATING AUTHORIZED PERSONS  
TO ESTABLISH, DEPOSIT, AND WITHDRAW  
FROM BANK ACCOUNTS AT US BANK**

**WHEREAS**, the City of Selma should designate certain persons and authorized persons to deposit into City Accounts and to withdraw on behalf of the City from said account; and

**WHEREAS**, on February 16, 2021, the City Council adopted Resolution No. 2021-7R designating said authorized persons, and now wishes to revise said designations.

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

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

**Section 2.** The City Council hereby rescinds Resolution No. 2021-7R, and any other City Council resolution that designated authorized banking signatories for the City of Selma Accounts.

**Section 3.** The City Council hereby affirms that that US Bank, a national banking association (“Bank”), is hereby selected and designated as a depository of funds of the City, and that accounts are established and maintained by and in the name of the City at the Selma office of said Bank, upon and subject to such terms and conditions as the officers hereinafter designated, or any of them, may from time to time agree upon with said Bank.

**Section 4.** The City Council hereby designates that all checks, drafts and other instruments for the payment of money drawn or accepted by the City for payment from said account or at said office be signed on behalf of the City by any two (2) of the following officers of the City viz: **Scott Robertson** as Mayor, **Beverly Cho** as Mayor Pro Tem, **Fernando Santillan** as City Manager, and/or **Jerome Keene** as Deputy City Manager.

**Section 5.** The City Council hereby designates that any checks, drafts or other instruments for the payment of money, endorsed on behalf of this city for deposit with or collection by said Bank, may be so endorsed in the name of the City by written or stamped endorsement, without designation or signature of the person making such endorsement; and

**Section 6.** The City Council hereby directs that the City Clerk certify to said Bank that the Resolution has been duly adopted, and is in conformity with the by-laws of the City, and to further certify to said Bank that names and specimen signatures of the present officers of the City authorized to sign as aforesaid, and if and when any change be made in the personnel of said officers the fact of such change and the name and specimen signature of each new officer.

**Section 7.** The City Council hereby requests and authorizes the Bank to honor, receive, certify, and pay any such instrument signed or endorsed in accordance with the foregoing resolution and the certification then in effect as above provided for, including any such instrument drawn or endorsed to the personal order of, or presented for negotiation or encashment by, any officer signing or endorsing the name.

**Section 8.** The City Council hereby finds and declares that this Resolution and each such certification shall remain in full force and effect, and said Bank is authorized and requested to reply and act thereon, until it shall receive at its office to which the certified copy of this Resolution is delivered, either a certified copy of a further resolution of the City of Selma amending or rescinding these resolutions or a further certification as above provided for, as the case may be.

**Section 9. 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 10. Effective Date.** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Selma on this 5<sup>th</sup> day of September 2023, by the following roll call vote:

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

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

**RESOLUTION NO. 2023 – \_\_\_\_ CEC**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SELMA COMMUNITY ENHANCEMENT CORPORATION  
RESCINDING RESOLUTION NO. 2021-1CEC, AND AUTHORIZING AND  
DESIGNATING AUTHORIZED PERSONS TO ESTABLISH AND WITHDRAW  
FROM BANK ACCOUNTS AT US BANK**

**WHEREAS**, the Selma Community Enhancement Corporation (“Corporation”) should designate certain persons and authorized persons to deposit in Corporation accounts and to withdraw on behalf of the Corporation from said accounts; and

**WHEREAS**, on February 16, 2021, the Corporation adopted Resolution No. 2021-1CEC designating said authorized persons, and now wishes to revise said designations.

**NOW, THEREFORE, THE COMMUNITY ENHANCEMENT  
CORPORATION HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Corporation hereby rescinds Resolution No. 2021-1CEC, and any other Corporation resolution that designated authorized banking signatories for the Corporation account.

**Section 3.** The Corporation hereby affirms that US Bank, a national banking association (“Bank”), is hereby selected and designated as a depository of funds of this Corporation, and that accounts be established and maintained by and in the name of this Corporation at the Selma office of said Bank, upon and subject to such terms and conditions as the officers hereinafter designated, or any of them, may from time to time agree upon with said Bank.

**Section 4.** The Corporation hereby designates that all checks, drafts and other instruments for the payment of money drawn or accepted by the Corporation for payment from said account or at said office be signed on behalf of the Corporation by any two (2) of the following officers of the Corporation viz: **Scott Robertson** as Chairman, **Beverly Cho** as Vice Chairman, **Fernando Santillan** as Executive Director, and/or **Jerome Keene** as Deputy City Manager; and

**Section 5.** The Corporation Board hereby designates that any checks, drafts or other instruments for the payment of money, endorsed on behalf of the Corporation for deposit with or collection by said Bank, may be so endorsed in the name of the Corporation by written or stamped endorsement, without designation or signature of the person making such endorsement.

**Section 6.** The Corporation Board hereby directs that the Secretary certify to said Bank that this Resolution has been duly adopted, and is in conformity with the by-laws of the Corporation, and to further certify to said Bank that names and specimen signatures of the present officers of the Corporation authorized to sign as aforesaid, and if and when any change be made in the personnel of said officers the fact of such change and the name and specimen signature of each new officer.

**Section 7.** The Corporation Board hereby requests and authorizes the Bank to honor, receive, certify, and pay any such instruments signed or endorsed in accordance with the foregoing Resolution and the certification then in effect as above provided for, including any such instrument drawn or endorsed to the personal order of, or presented for negotiation or encashment by, any officer signing or endorsing the name.

**Section 8.** The Corporation Board hereby finds and declares that this Resolution and each such certification shall remain in full force and effect, and said Bank is authorized and requested to reply and act thereon, until it shall receive at its office to which the certified copy of these resolutions is delivered, either a certified copy of a further resolution of the Selma Enhancement Corporation amending or rescinding these resolutions or a further certification as above provided for, as the case may be.

**Section 9. 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 10. Effective Date.** That the Corporation Secretary shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Selma Community Enhancement Corporation on this 5<sup>th</sup> day of September 2023, by the following roll call vote:

AYES: BOARD MEMBERS:  
NOES: BOARD MEMBERS:  
ABSTAIN: BOARD MEMBERS:  
ABSENT: BOARD MEMBERS:

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Scott Robertson, Chairperson

ATTEST:

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Reyna Rivera, Corporation Secretary

**RESOLUTION NO. 2023 – \_\_\_\_ PFA**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SELMA PUBLIC FINANCING AUTHORITY RESCINDING RESOLUTION NO.  
2021-1PFA, AND AUTHORIZING AND DESIGNATING AUTHORIZED PERSONS  
TO ESTABLISH AND WITHDRAW FROM BANK ACCOUNTS AT US BANK**

**WHEREAS**, the Selma Public Financing Authority (“Authority”) should designate certain persons and authorized persons to deposit in Authority accounts and to withdraw on behalf of the Authority from said accounts; and

**WHEREAS**, on February 16, 2021, the Authority adopted Resolution No. 2021-1PFA designating said authorized persons, and now wishes to revise said designations.

**NOW, THEREFORE, THE SELMA PUBLIC FINANCING AUTHORITY HEREBY  
FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Authority hereby rescinds Resolution No. 2021-1PFA, and any other resolution that designated authorized banking signatories for the Authority account.

**Section 3.** The Authority hereby affirms that US Bank, a national banking association (“Bank”), is hereby selected and designated as a depository of funds of this Authority, and that accounts be established and maintained by and in the name of this Authority at the Selma office of said Bank, upon and subject to such terms and conditions as the officers hereinafter designated, or any of them, may from time to time agree upon with said Bank.

**Section 4.** The Authority hereby designates that all checks, drafts and other instruments for the payment of money drawn or accepted by the Authority for payment from said account or at said office be signed on behalf of the Authority by any two (2) of the following officers of the Authority viz: **Scott Robertson** as Chairman, **Beverly Cho** as Vice Chairman, **Fernando Santillan** as Executive Director, and/or **Jerome Keene** as Deputy City Manager; and

**Section 5.** The Authority Board hereby designates that any checks, drafts or other instruments for the payment of money, endorsed on behalf of the Authority for deposit with or collection by said Bank, may be so endorsed in the name of the Authority by written or stamped endorsement, without designation or signature of the person making such endorsement.

**Section 6.** The Authority Board hereby directs that the Secretary certify to said Bank that this Resolution has been duly adopted, and is in conformity with the by-laws of the Authority, and to further certify to said Bank that names and specimen signatures of the present officers of the Authority authorized to sign as aforesaid, and if and when any change be made in the personnel of said officers the fact of such change and the name and specimen signature of each new officer.

**Section 7.** The Authority Board hereby requests and authorizes the Bank to honor, receive, certify, and pay any such instruments signed or endorsed in accordance with the foregoing Resolution and the certification then in effect as above provided for, including any such

instrument drawn or endorsed to the personal order of, or presented for negotiation or encashment by, any officer signing or endorsing the name.

**Section 8.** The Authority Board hereby finds and declares that this Resolution and each such certification shall remain in full force and effect, and said Bank is authorized and requested to reply and act thereon, until it shall receive at its office to which the certified copy of these resolutions is delivered, either a certified copy of a further resolution of the Selma Enhancement Authority amending or rescinding these resolutions or a further certification as above provided for, as the case may be.

**Section 9. 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 10. Effective Date.** That the Authority Secretary shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Selma Public Financing Authority on this 5<sup>th</sup> day of September 2023, by the following roll call vote:

AYES: BOARD MEMBERS:  
NOES: BOARD MEMBERS:  
ABSTAIN: BOARD MEMBERS:  
ABSENT: BOARD MEMBERS:

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Scott Robertson, Chairperson

ATTEST:

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Reyna Rivera, Authority Secretary

**RESOLUTION NO. 2023 – \_\_\_\_SRDA**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA SUCCESSOR AGENCY RESCINDING RESOLUTION NO. 2021-3SRDA, AND AUTHORIZING AND DESIGNATING AUTHORIZED PERSONS TO ESTABLISH AND WITHDRAW FROM BANK ACCOUNTS AT US BANK – SUCCESSOR RDA**

**WHEREAS**, the Selma Successor Agency (“Agency”) should designate certain persons and authorized persons to deposit in Agency accounts and to withdraw on behalf of the Agency from said accounts; and

**WHEREAS**, on February 16, 2021, the Agency adopted Resolution No. 2021-3SRDA designating said authorized persons, and now wishes to revise said designations.

**NOW, THEREFORE, THE SUCCESSOR AGENCY DOES HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct and are incorporated herein by reference.

**Section 2.** The Agency hereby rescinds Resolution No. 2021-3SRDA, and any other Agency resolution that designated authorized banking signatories for the Agency account.

**Section 3.** The Agency hereby affirms that US Bank, a national banking association (“Bank”), is hereby selected and designated as a depository of funds of this Agency, and that accounts be established and maintained by and in the name of this Agency at the Selma office of said Bank, upon and subject to such terms and conditions as the officers hereinafter designated, or any of them, may from time to time agree upon with said Bank.

**Section 4.** The Agency hereby designates that all checks, drafts and other instruments for the payment of money drawn or accepted by the Agency for payment from said account or at said office be signed on behalf of the Agency by any two (2) of the following officers of the Agency viz: **Scott Robertson** as Chairman, **Beverly Cho** as Vice Chairman, **Fernando Santillan** as Executive Director, and/or **Jerome Keene** as Deputy City Manager; and

**Section 5.** The Agency Board hereby designates that any checks, drafts or other instruments for the payment of money, endorsed on behalf of the Agency for deposit with or collection by said Bank, may be so endorsed in the name of the Agency by written or stamped endorsement, without designation or signature of the person making such endorsement.

**Section 6.** The Agency Board hereby directs that the Secretary certify to said Bank that this Resolution has been duly adopted, and is in conformity with the by-laws of the Agency, and to further certify to said Bank that names and specimen signatures of the present officers of the Agency authorized to sign as aforesaid, and if and when any change be made in the personnel of said officers the fact of such change and the name and specimen signature of each new officer.

**Section 7.** The Agency Board hereby requests and authorizes the Bank to honor, receive, certify, and pay any such instruments signed or endorsed in accordance with the foregoing



Resolution and the certification then in effect as above provided for, including any such instrument drawn or endorsed to the personal order of, or presented for negotiation or encashment by, any officer signing or endorsing the name.

The Agency Board hereby finds and declares that this Resolution and each such certification shall remain in full force and effect, and said Bank is authorized and requested to reply and act thereon, until it shall receive at its office to which the certified copy of these resolutions is delivered, either a certified copy of a further resolution of the Selma Successor Agency amending or rescinding these resolutions or a further certification as above provided for, as the case may be.

**Section 9. 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 10. Effective Date.** That the Agency Secretary shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Selma Successor Agency on this 5<sup>th</sup> day of September 2023, by the following roll call vote:

AYES:	BOARD MEMBERS:
NOES:	BOARD MEMBERS:
ABSTAIN:	BOARD MEMBERS:
ABSENT:	BOARD MEMBERS:

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Scott Robertson, Chairperson

ATTEST:

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Reyna Rivera, Agency Secretary

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

September 5, 2023

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**ITEM NO:** F.

**SUBJECT:** Consideration of a Resolution Approving Changes to Banking Authorized Signers of City of Selma Monies in the Local AGENCY Investment Fund – CITY LAIF Account

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**DISCUSSION:** With changes in personnel, individuals authorizing the deposit and withdrawal of funds need to be changed.

Documents have been prepared naming the positions by title. The following positions have been identified as authorized signers on the City of Selma's LAIF Account:

City Manger  
Deputy City Manager

**FISCAL IMPACT:** None.

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**RECOMMENDATION:** Approve Resolution authorizing signers on the City of Selma's LAIF Account.

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

\_\_\_\_\_August 23, 2023\_\_\_\_\_  
Date

**Attachments:**

1. Resolution No. 2023-\_\_R

**RESOLUTION NO. 2023 – \_\_\_\_ R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA  
AUTHORIZING INVESTMENT OF CITY OF SELMA MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND – CITY LAIF**

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the City Council of the City of Selma hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City of Selma;

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Selma hereby authorizes the deposit and withdrawal of City of Selma monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, that the following City of Selma officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Fernando Santillan  
Jerome Keene

City Manager  
Deputy City Manager

Section 1. This resolution shall remain in full force and effect until rescinded by City Council of the City of Selma by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

The foregoing Resolution was duly approved by the City Council of the City of Selma, State of California, at a regular meeting held on the 5<sup>th</sup> day of September 2023 by the following vote, to wit:

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

Attest:

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

\_\_\_\_\_  
Scott Robertson  
Mayor of the City of Selma

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

**September 5, 2023**

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**ITEM NO:** G.

**SUBJECT:** Consideration of a Resolution Approving Amendment IV with Fresno County Rural Transit Agency for Contracted Services

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**BACKGROUND:** The City of Selma approved "Amendment II to the Agreement for Contracted Services between the Fresno County Rural Transit Agency (FCRTA) and the City of Selma" on July 19, 2021. This amendment allowed for the further extension of the agreement for up to 4 additional years, in one-year increments, for services related to FCRTA fleet maintenance.

Amendment III was approved on August 1, 2022 which extended the original agreement through September 1, 2023.

**DISCUSSION:** Attached for Council's consideration and approval is Amendment IV, which extends the original agreement through September 1, 2024. If extended for Fiscal Year 2023-2024, the City of Selma is to receive \$951,244.63 for services relating to maintaining the FCRTA fleet, as well as an estimated amount of \$978,051.12 for Fiscal Year 2024-2025 if a future extension is approved.

**FISCAL IMPACT:** No fiscal impact. Anticipated revenues from this contract were incorporated into the FY 23-24 approved budget.

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**RECOMMENDATION:** Staff recommends adoption of the attached Resolution and approval of Amendment IV to the Agreement for Contracted Services between the City of Selma and Fresno County Rural Transit Agency.

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

August 28, 2023  
Date

**Attachments:**

1. Resolution No. 2023
2. Amendment No. IV

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA, APPROVING AMENDMENT IV OF THE AGREEMENT FOR  
CONTRACTED SERVICES WITH FRESNO COUNTY RURAL TRANSIT AGENCY**

**WHEREAS**, on August 29, 2018, an Agreement was entered into between the City of Selma “Selma” and Fresno County Rural Transit Agency “FCRTA”, wherein FCRTA engaged the City to provide and/or coordinate the necessary provisions to service and maintain the Fleet Vehicle Maintenance Service and FCRTA’s alternatively powered vehicles; and,

**WHEREAS**, on October 15, 2018, the City Council approved the First Amendment to the Agreement to add a Fleet Service Coordinator position, and related contract amount; and,

**WHEREAS**, the City of Selma approved Amendment II to the Agreement on July 19, 2021. Amendment II allowed for the further extension of the agreement for up to 4 additional years, in one-year increments, for services related to FCRTA fleet; and,

**WHEREAS**, the City of Selma approved Amendment III to the Agreement on August 1, 2022; and,

**WHEREAS**, the parties wish to extend the term of the Agreement and agree that Amendment IV is necessary and desirable to extend the contracted services through 2024; and,

**WHEREAS**, Amendment IV shall become effective September 1, 2023.

**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 Amendment IV with the effective date of September 1, 2023 and the Agreement, Amendment I, Amendment II, Amendment III, and this amendment IV shall together constitute the Agreement.

**Section 3.** 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.** 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 5<sup>th</sup> day of September 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

AMENDMENT IV TO THE AGREEMENT FOR CONTRACTED SERVICES BETWEEN  
THE FRESNO COUNTY RURAL TRANSIT AGENCY  
AND  
CITY OF SELMA

This Amendment IV to Agreement (hereinafter "Amendment IV") amends that certain Member Agency Services Agreement (hereinafter "Agreement"), entered into on July 31, 2018, between the FRESNO COUNTY RURAL TRANSIT AGENCY (hereinafter "FCRTA") and City of Selma, a municipal corporation (hereinafter "CITY"), whereby CITY agreed to provide services to FCRTA to maintain FCRTA's vehicle fleet. FCRTA and CONTRACTOR may be referred to herein collectively as the "Parties" and singularly as a "Party."

**Recitals:**

A. The Agreement between FCRTA and CITY had a three-year term set to expire on September 1, 2021.

B. The Agreement was amended by Amendment II and was extended for up to four (4) additional years, in one-year increments, subject to the FCRTA Board of Directors approval.

C. The Parties wish to extend the term of the Agreement for the third year of the one-year increments.

D. The Parties agree that an amendment to the Agreement is necessary and desirable to extend the contracted services through 2024.

NOW THEREFORE, in consideration for their mutual promises, FCRTA and CITY agree to amend the Agreement as follows:

1. Notwithstanding any language to the contrary in SECTION 2 "TERM OF SERVICES" of the Agreement, the term of the Agreement shall be extended by one year through September 1, 2024.
2. That existing SECTION 4, "COMPENSATION, BILLING AND PAYMENT FOR SERVICE," shall be deleted in its entirety and replaced with the following:

The compensation to the CITY for Services under this Agreement shall not exceed \$951,244.63 for FY 2023-24 and \$978,051.12 for FY 2024-25, as set forth in Exhibit 1, attached hereto and incorporated herein by reference. City shall bill FCRTA for the Services set forth herein at the rates set forth in Exhibit 1. FCRTA has no responsibility to pay any sums beyond the compensation set forth in this Agreement. This amount may be amended by mutual written agreement between FCRTA and the City. FCRTA shall pay City for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from FCRTA to City for services rendered pursuant to this Agreement. City shall submit all invoices to the FCRTA in the manner specified herein:

- 4.1 Invoices.** Subject to the previous Sections, the City shall submit a summarized monthly service bill to FCRTA within thirty (30) days, following the given month in which services were rendered on the fleet vehicles. The billing statement shall set forth the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain

the following information:

**4.1.1** The beginning and ending dates of the billing period.

**4.1.2** A detailed billing statement of all personnel, parts, supplies provided by the City during the invoice period with copies of work orders itemizing specific maintenance, or inspection, work performed to each respective vehicle, with a separate accounting of parts and fluids.

**4.1.3** The City's Contract Administrator's signature.

**4.2** **Service Fees.** The City will invoice the FCRTA for actual service(s) provided in accordance with the per the attached reimbursement schedule by job class.

Invoices and billings by other independent vendors, under the City's direction, shall be coordinated by City maintenance personnel for recordkeeping and accountability requirements.

**4.3** **Parts.** FCRTA shall reimburse City for the cost of all parts, fluids, and all things necessary to perform the required Services (the "Parts"), with the exception of personnel. FCRTA shall purchase and maintain all equipment necessary to provide the Services. The Parts are not included in the costs set forth in Exhibit 1, and are not subject to the dollar limitation set forth in this Section 4. The City shall not include any billing markup on Parts.

**4.4** **Payment by FCRTA.** FCRTA shall make payment within thirty (30) days from receipt of said invoice.

3. Exhibit 1 to this Amendment shall replace Exhibit 1 to the Agreement, and is incorporated into the Agreement by this reference.
4. This Amendment IV shall become effective July 1, 2023 (hereinafter "Effective Date").
5. Upon the Effective Date, the Agreement, Amendment I, Amendment II, Amendment III and this Amendment IV shall together constitute the Agreement.
6. Unless expressly modified by the terms of this Amendment III, all terms of the Agreement remain in full force and effect.
7. Each Party represents and warrants to the other Party that such Party is duly authorized and empowered to execute, enter into, and perform its obligations set forth in this Amendment IV, and that the individual signing this Amendment IV on behalf of such Party has been duly authorized to execute this Amendment IV on behalf of such Party, and will, by signing this Amendment IV on such Party's behalf, legally bind such Party to the terms, covenants, and conditions of this Amendment IV. Each Party further represents and warrants to the other Party that no other person or entity is required to give its approval or consent to this Amendment IV in order for such Party to authorize, enter into, and perform its obligations under this Amendment IV, or that if such approval or consent to this Amendment IV is required, that such approval or consent has been obtained.

**(Signature page follows.)**



IN WITNESS WHEREOF, the Parties hereto have executed this document the \_\_\_\_ day of \_\_\_\_\_, 2023.

FRESNO COUNTY RURAL TRANSIT AGENCY

By \_\_\_\_\_  
MOSES STITES, General Manager

CITY OF SELMA

By \_\_\_\_\_  
SCOTT ROBERTSON, City of Selma Mayor

APPROVED AS TO LEGAL FORM ON BEHALF OF FCRTA:  
DANIEL C. CEDERBORG, County Counsel

By Bryan Rome E-Signed by  
Bryan D. Rome  
June 13, 2023  
BRYAN ROME, Deputy County Counsel

**EXHIBIT 1**

**Proposed Budget Form (Maintenance)**

Summary of FORTA's Subsystem Individual and Total Contract Budgets for 2021-25

By Number of Vehicles, Total Service Hours, Hourly Contract Rate and Calculated Contract Budgets

FORTA Subsystems	Service Type	# of Employees to Provide	Total Vehicle Service	FY 21-22				FY 22-23				FY 23-24				FY 24-25				Cumulative Contract Totals
				Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	Hourly Contract Billing Rate	Total of Service Contracts	
Maintenance Shuttle	Rural Areas	2	3,984.00	\$ 37.60	\$149,199.72	\$ 38.73	\$153,675.71	\$ 39.89	\$158,285.98	\$ 41.09	\$163,034.56									\$624,195.97
Vehicle Maintenance	Rural Areas	2	3,984.00	\$ 78.89	\$313,054.12	\$ 81.26	\$322,466.57	\$ 83.70	\$332,119.97	\$ 86.21	\$342,083.56									\$1,309,724.22
Fleet Services Coordinator	Rural Areas	1	1,472.00	\$ 95.77	\$190,000.92	\$ 98.64	\$195,700.95	\$ 101.60	\$201,571.98	\$ 104.65	\$207,619.14									\$794,892.99
Maintenance Manager	Rural Areas	1	6,324.00	\$ 95.77	\$190,000.92	\$ 98.64	\$195,700.95	\$ 101.60	\$201,571.98	\$ 104.65	\$207,619.14									\$794,892.99
Vehicle Detailing	Rural Areas	2	1,984.00	\$ 29.08	\$57,694.72	\$ 29.08	\$57,694.72	\$ 29.08	\$57,694.72	\$ 29.08	\$57,694.72									\$230,778.88
<b>TOTALS</b>		<b>8</b>	<b>13,764.00</b>		<b>\$899,950.40</b>		<b>\$925,238.90</b>		<b>\$951,244.63</b>		<b>\$978,051.12</b>									<b>\$3,754,485.05</b>

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

September 5, 2023

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**ITEM NO:** H.

**SUBJECT:** Consideration of a Resolution approving a Building Permit and Plan Check fee waiver for Fresno County Rural Transit Agency Maintenance Facility

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**BACKGROUND:** The Fresno County Rural Transit Agency (FCRTA) has been in the planning phases for several years of a 15,258 square foot maintenance facility located at 1821 Pacific Avenue in the Selma Industrial Park. This brand-new facility would house FCRTA transit vehicle mechanics and staff dedicated to maintaining the fleet of buses and shuttles which FCRTA operates to provide transit services to rural Fresno County communities.

Construction of the new maintenance facility is already underway and FCRTA has proceeded with the development of the facility pursuant to the approved building and grading plans. In addition, the project consists of new construction of an office component, bus storage area with ponding basin, staff/guest parking, premanufactured patio cover, premanufactured bus wash building, premanufactured bus detailing building. There are 23,180 sq. ft. of premanufactured solar bus ports and 5,280 sq. ft. of premanufactured solar car ports in the paved parking areas of the site. The current application is in regard to the Solar/EV design at the bus/car ports.

**DISCUSSION:** The total valuation of the construction is estimated at \$1,570,000. Because building permit and plan check fees are determined as a percentage of the building valuation, the total fees generated for FCRTA were in the amount of \$16,071.50.

FCRTA is a joint-powers authority of which the City of Selma is a part, along with most other Fresno County cities and the County of Fresno. With this relationship in mind, as well as the fact that FCRTA provides an important public service to the residents of Selma and surrounding communities, Council may consider waiving (reimbursing) the building and plan check fees paid by FCRTA.

Additionally, FCRTA and the City of Selma have an existing partnership agreement through which FCRTA's transit maintenance staff are employed by the City of Selma with support from FCRTA.

**FISCAL IMPACT:** \$16,071.50 from the General Fund would be refunded to FCRTA for various building and plan check fees.

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**RECOMMENDATION:** Consider adopting the attached resolution approving a waiver and refunding \$16,071.50 in fees for the Selma FCRTA Maintenance Facility.

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/s/  
Fernando Santillan, City Manager

August 31, 2023  
Date

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA, APPROVING BUILDING PERMIT AND PLAN CHECK FEE  
WAIVER FOR FRESNO COUNTY RURAL TRANSIT AGENCY MAINTENANCE  
FACILITY**

**WHEREAS**, FCRTA is in the process of building a new maintenance facility in Selma and

**WHEREAS**, as a part of the scope of the FCRTA maintenance facility, the facility is designed within the implementation of Solar/EV capabilities; and

**WHEREAS**, the total valuation of the new building is estimated at \$1,570,000.00; and

**WHEREAS**, the City of Selma building permit and plan check fees are determined as a percentage of the building valuations; and,

**WHEREAS**, FCRTA is requesting a waiver for the fees paid in the amount of \$16,071.50; and

**WHEREAS**, FCRTA is a joint-powers authority of which the City of Selma is a part, and provides an important public service to the residents of Selma and surrounding communities; and

**WHEREAS**, FCRTA and the City of Selma have an existing partnership agreement through which FCRTA's transit maintenance staff are employed by the City of Selma with support from FCRTA;

**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. Approving a waiver of \$16,071.50 in total fees for the Selma Maintenance Facility.

Section 3. The fee waiver serves a public purpose by supporting transit services to rural Fresno County communities.

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

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

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 5<sup>th</sup> day of September 2023 by the following Vote:

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

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

**Agenda Item I.**

**CONSIDER AWARDING AUDIT SERVICES AGREEMENT**

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Staff Report and Resolution to be published separately and provided at the Council Meeting.

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**CHECK REGISTER REPORT**

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
82287	08/10/23	Printed	ACTION TOWING AND DIVE TEAM	PD -EVIDENCE TOWING JUNE 2023		360.00
82288	08/10/23	Printed	AIRGAS USA LLC	FIN -CVTC OXYGEN SUPPLIES	R	49.84
82289	08/10/23	Printed	RUDY ALCARAZ	PD -2023 ANNUAL LAW ENFORCEMENT SUMMIT		168.00
82290	08/10/23	Printed	ALTEC, INC.	PW -REPAIR BOOM TRUCK	R	22,825.63
82291	08/10/23	Printed	ALEJANDRO ALVAREZ	PD -2023 ANNUAL LAW ENFORCEMENT SUMMIT		168.00
82292	08/10/23	Printed	AMERICA'S KIDS, INC.	REC -GATE FEES SUMMER 2023		9,550.00
82293	08/10/23	Printed	AMERICAN LEGAL PUBLISHING	ADMIN -ORDINANCE CODIFICATION 2022-6 & 2023-2 BLDG CODE ORD		715.93
82294	08/10/23	Printed	NICOLETTE ANDERSEN	ART C -WILLY WONKA JR SUPPLIES REIMBURSEMENT		587.60
82295	08/09/23	Void		Void Check		0.00
82296	08/09/23	Void		Void Check		0.00
82297	08/10/23	Printed	ARAMARK UNIFORM	PW -UNIFORMS/TOWELS/FIRST AID 7/6-7/27/23		1,221.21
82298	08/10/23	Printed	AT&T	ADMIN -PD FIRE ALARM JULY 2023		307.20
82299	08/10/23	Printed	RICHARD AVILA	ART C -WILLY WONKA JR SOUND DESIGN & OPERATOR		200.00
82300	08/10/23	Printed	BENNY BACA / COOL AIR SPECIALTY	PW -RECHARGE REFRIGERANT OLD PD SERVER ROOM		240.00
82301	08/10/23	Printed	BANNER PEST CONTROL INC	ADMIN -PEST CONTROL JULY 2023		456.00
82302	08/10/23	Printed	BAUER COMPRESSORS INC.	FD -PPE		1,320.61
82303	08/10/23	Printed	LIANA J. BRIGHAM / PICTURE THIS EMBROIDERY	PW -SUMMER SHIRTS		348.94
82304	08/10/23	Printed	CALIFORNIA COMPUFORMS, INC.	PD -FORM PRINTING		606.92
82305	08/10/23	Printed	CALIFORNIA DEPARTMENT OF TAX	FIN -OUT OF STATE USE TAX		100.00
82306	08/10/23	Printed	CALRECYCLE	FIN -REFUND REMAINDER OF UNUSED FY20-21 GRANT	G	5,891.00
82307	08/10/23	Printed	ROD CARSEY / ROD CARSEY CONSULTING	BLDG -PLAN CHECKS APRIL 2023		19,266.32
82308	08/10/23	Printed	CENTRAL SANITARY SUPPLY, LLC.	PW -JANITORIAL SUPPLIES		1,010.20
82309	08/10/23	Printed	CISCO SYSTEMS CAPITAL CRP	ADMIN -PHONE SYSTEM LEASE		1,375.84
82310	08/10/23	Printed	CITY OF SANGER FIRE DEPARTMENT	FD -CONSULTING FOR IGT MAY 23		1,995.50
82311	08/10/23	Printed	DAVID COOMBS	ART C -WILLY WONKA JR VOCAL DIRECTING		858.50
82312	08/10/23	Printed	DATAPATH LLC	ADMIN -NETCARE/ON SITE SUPPORT AUGUST 2023		9,857.00
82313	08/10/23	Printed	DEPARTMENT OF JUSTICE	PD -BLOOD ALCOHOL ANALYSIS JUN 2023		245.00
82314	08/10/23	Printed	DEPARTMENT OF TRANSPORTATION	PW -SIGNALS & LIGHTING APR-JUNE 2023		2,653.96
82315	08/10/23	Printed	MATTEO DESANTIS	FD -1231 ROSE AVE BALANCE DUE		6.00
82316	08/10/23	Printed	EDITOR LLC	ART C -ON YOUR FEET VIDEO RECORDING		600.00
82317	08/10/23	Printed	CASSY FAIN	LAW ENFORCEMENT LEADERSHIP SYMPOSIUM		225.00
82318	08/10/23	Printed	FIRE APPARATUS SOLUTIONS	FD -HANDLE WINDOW CRANK		102.60
82319	08/10/23	Printed	FRESNO COUNCIL OF GOVERNMENTS	MULTI-JURISDICTIONAL HOUSING ELEMENT		18,921.36
82320	08/10/23	Printed	FRESNO COUNTY SHERIFF	PD -RMS/JMS/CAD ACCESS FEES JULY 2023		489.74
82321	08/10/23	Printed	FRESNO OXYGEN	FD -OXYGEN RENTALS		635.44
82322	08/10/23	Printed	MYAH GALVAN	ART C -ON YOUR FEET ASSISTANT STAGE MANAGER		100.00
82323	08/10/23	Printed	JANIS GIOTTA	FD -AMBULANCE OVERPAYMENT REIMB		1,823.99
82324	08/10/23	Printed	WYATT GORMAN	PD -FTO COURSE PER DIEM 8/13-8/18/23	R	355.00
82325	08/10/23	Printed	HANSON BRIDGETT LLP	HR -ADMINISTRATIVE INVESTIGATION REVIEW		5,550.00
82326	08/10/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 7/26/23		2,868.83
82327	08/10/23	Printed	HEALTHEDGE ADMINISTRATORS INC.	HR -DENTAL CLAIMS 8/2/23		2,290.20
82328	08/10/23	Printed	HENRY SCHEIN INC.	FD -MEDICAL SUPPLIES		2,042.13
82329	08/10/23	Printed	RAUL R HERRERA JR / ECN POLYGRAP	HR -POLYGRAPH SERVICES 6/23/23		250.00
82330	08/10/23	Printed	KIMBERLY HOUSTON	ART C -WILLY WONKA PROP SUPPLIES REIMBURSEMENT		135.50
82331	08/10/23	Printed	IRG MASTER HOLDINGS, LLC	FIN -CVTC UTILITIES 5/25-6/26/23	R	2,445.46
82332	08/10/23	Printed	J'S COMMUNICATION INC.	PD -SERVICE AGREEMENT AUGUST 2023		446.00
82333	08/10/23	Printed	JOE SAUBERT, INC.	PW -CLEAN OUT SEWER FROM BOOKING ROOM		517.50
82334	08/10/23	Printed	JOHNSON CONTROLS SECURITY	PW -TROUBLESHOOT ALARM SERVICE		944.67
82335	08/10/23	Printed	KOSMONT & ASSOCIATES INC	ADMIN -EIFD FORMATION		338.00
82336	08/10/23	Printed	KRC SAFETY CO INC	PW -ADA DETACHABLE WARNING MAT		218.68
82337	08/10/23	Printed	RUSSELL A KULOW / KULOW BROS	FIN -SELF INKING STAMP		578.66
82338	08/10/23	Printed	TIM J LAW / LAW & ASSOCIATES	HR -LAW ENFORCEMENT BACKGROUND		700.00
82339	08/10/23	Printed	LIEBERT, CASSIDY, WHITMORE	HR -LEGAL SERVICES JUNE 2023		9,958.00
82340	08/10/23	Printed	LIFE-ASSIST INC.	FD -MEDICAL SUPPLIES		1,260.09
82341	08/10/23	Printed	LISBETH MARTINEZ	REC -SAN DIEGO CONFERENCE PER DIEM 4/2-4/6/23		256.00
82342	08/10/23	Printed	MEDLINE INDUSTRIES, INC.	FD -MEDICAL SUPPLIES		551.55
82343	08/10/23	Printed	MICHAEL BALLIET CONSULTING LLC	ADMIN -PROJECT BILLING 7/1-7/31/23		6,082.50
82344	08/10/23	Printed	MICHAEL C. NELSON / NELSON'S ACE HARDWARE	PW -SMALL TOOLS MINOR EQUIPMENT, HEDGE TRIMMER, BRLOWER		2,484.03
82345	08/10/23	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		394.66
82346	08/10/23	Printed	PG&E	ADMIN -UTILITIES JULY 2023		708.16
82347	08/10/23	Printed	PG&E	ADMIN -UTILITIES JULY 2023		18,946.96

# **CHECK REGISTER REPORT**

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
82348	08/10/23	Printed	PITNEY BOWES BANK INC	PD -POSTAGE REFILL		7.92
82349	08/10/23	Printed	PITNEY BOWES BANK INC	CH -POSTAGE REFILL		34.93
82350	08/10/23	Printed	QUAD KNOPF, INC.	COMM DEV -PLANNING SERVICES 5/28-6/30/23	PARTIAL R	28,774.34
82351	08/10/23	Printed	QUINN COMPANY	FD -GENERATOR SERVICE		7,633.19
82352	08/10/23	Printed	ANDREW RICO	FD -PARAMEDIC PROGRAM REIMBURSEMENT		4,000.00
82353	08/10/23	Printed	ROOT & BOUGH ENTERPRISES, INC.	PW -ARBORICULTURAL & HORTICULTURAL TRANING		950.00
82354	08/10/23	Printed	SACRAMENTO COUNTY SHERIFF'S	PD -2023 ANNUAL LAW ENFORCEMENT SUMMIT		650.00
82355	08/10/23	Printed	SANTA MARIA CALIFORNIA NEWS	PW -PUBLIC HEARING NOTICES		1,314.96
82356	08/10/23	Printed	SCOTT'S PPE RECON, INC.	FD -TURNOUT MAINTENANCE/REPAIR		261.50
82357	08/10/23	Printed	SITEONE LANDSCAPE SUPPLY, LLC.	PW -IRRIGATION SUPPLIES -SHAFFER		391.92
82358	08/10/23	Printed	AMY SMART	COMM SERV -SAN DIEGO CONFERENCE PER DIEM 4/2-4/6/23		256.00
82359	08/10/23	Printed	SOUTH BAY REGIONAL PUBLIC	PD -FTO COURSE 8/13-8/18/23	R	177.00
82360	08/10/23	Printed	SPARKLETTS	FIN -WATER SERVICE FOR CVTC	R	85.98
82361	08/10/23	Printed	KENDRA STEFFEN	PD -WOMAN LEADERS IN LAW ENFORCE TRAINING SYMPOSIUM SEP 5-8		225.00
82362	08/10/23	Printed	STERICYCLE, INC.	PD -STERI SAFE OSHA COMPLIANCE AUGUST 2023		198.26
82363	08/10/23	Printed	GLENDA LEANNE DAWN STEWART	ART C -WILLY WONKA JR CHOREO & STAGE MANAGING		363.01
82364	08/10/23	Printed	TEC GROUP INC.	HR -TECHNICIAN 7/30/23		10,234.52
82365	08/10/23	Printed	THOMAS J O'LAUGHLIN MD INC.	FD -MEDICAL DIRECTOR SEPT 2023		500.00
82366	08/10/23	Printed	TIREHUB, LLC.	FLEET -TIRES FOR PD		3,175.62
					<b>TOTAL</b>	<b>224,840.06</b>

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



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

**September 5, 2023**

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**ITEM NO:** 1.

**SUBJECT:** Selection of New Solid Waste Collection Contractor

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**BACKGROUND:** During the August 15, 2023 Special Council Meeting, the City Council interviewed Caglia Environmental and Mid Valley Disposal, the finalists for the City's Request for Proposals for Integrated Solid Waste Collection Services, as scored and recommended by the Selection Committee. The consensus of the City Council was to schedule additional interviews with the two remaining bidders, American Reclamation and Waste of California, Inc. (WM). However, during the August 21, 2023 Regular City Council Meeting, the City Council's consensus to move forward with the two additional interviews with the remaining bidders was withdrawn.

**DISCUSSION:** At this time, staff is requesting Council's selection of a preferred solid waste collection contractor (Caglia Environmental or Mid Valley Disposal) to award a new franchise agreement. The agreement, which would be brought back to the City Council for approval, would be consistent with the RFP and the contractor's submitted "Best and Final" proposal.

**FISCAL IMPACT:** None.

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**RECOMMENDATION:** Staff recommends that the City Council select a preferred solid waste collection services contractor and direct staff to negotiate a franchise agreement with the preferred contractor.

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

August 28, 2023  
Date

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

**September 5, 2023**

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**ITEM NO:** 2.

**SUBJECT:** OpenGov Permit System Implementation Update

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**DISCUSSION:**

The City of Selma began implementing OpenGov to streamline permitting processing for the public in late 2022 and early 2023.

Staff will be presenting an update of the implementation and some updates to the process to aid in streamlining permit review, issuance, and inspections.

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**RECOMMENDATION:** Presentation Only.

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/s/  
Jerome Keene  
Deputy City Manager

August 25, 2023  
Date

/s/  
Fernando Santillan  
City Manager

August 25, 2023  
Date

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

**September 5, 2023**

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**ITEM NO:** 3.

**SUBJECT:** Downtown Parking Study

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**BACKGROUND:**

The City Council previously directed staff to review the potential parking conflicts with the Selma Art Center, and other events, with businesses located downtown. This item will serve as an update to the current study of parking related to this request.

**DISCUSSION:**

Based on the current use of the Art Center, it is anticipated that approximately 180 people attend, work, or perform during a scheduled show. Therefore, staff believes this would generate a need for about 113 parking stalls, assuming 1.6 people per automobile.

Utilizing City staff resources and GIS mapping software, staff was able to compile the following information regarding parking availability within walking distance of the Selma Art Center. A map showing the measured distances from the Art Center is shown in the Attachment.

Number of public parking spaces within:

- 1/8<sup>th</sup> of a mile - 346
- 1/6<sup>th</sup> of a mile - 367
- 1/4<sup>th</sup> of a mile – 451
- Total – 1,164

Staff then identified how many downtown businesses were closed after 6:00 PM to aid in determining how many on-street parking stalls would be needed for regular use and could not be occupied by Art Center usage. There are approximately 141 businesses within a 1/4<sup>th</sup> of a mile from the Selma Arts Center. Out of those businesses, 42 businesses are normally open at 6:00 PM or later. Of the 42 businesses that are open during this time, 10 businesses are located within the 1/8<sup>th</sup> mile travel area, 11 are within the 1/6<sup>th</sup> mile travel area, and 21 are within the 1/4<sup>th</sup> mile travel area. Businesses that are open during these times have had spaces adjacent to their property excluded from the count of available parking stalls for use by the Art Center during events. The number of parking stalls that have been excluded from the analysis in order to maintain adequate parking for each business is as follows: 60 for businesses within the 1/8<sup>th</sup> mile travel area, 66 for businesses within the 1/6<sup>th</sup> mile travel area, and 126 for businesses within the 1/4<sup>th</sup> mile travel area.

A map showing available on-street parking and those stalls within parking lots while excluding stalls adjacent to businesses open after 6:00 PM is shown in Attachment 2.

- 1/8<sup>th</sup> of a mile - 286
- 1/6<sup>th</sup> of a mile - 301
- 1/4<sup>th</sup> of a mile – 325
- Total – 912

Lastly, staff removed any private parking lots and stalls that are not normally available to the public within the 1/8<sup>th</sup> mile travel area, thus reducing the number of available parking stalls at the time of an event at the Selma Arts Center after 6 o'clock.

This analysis shows that the shortest studied distance of 1/8<sup>th</sup> of a mile, which is approximately a 2-4 minute walk, has approximately 201 parking stalls available to be used by the public to visit downtown businesses. Other associated distances, 1/6<sup>th</sup> and 1/4<sup>th</sup> of a mile have an approximate travel time of 3-5 minute and 4-6 minutes, respectively. Staff calculated these using a verified average walking speed metric by the American Planning Association of 3 MPH. If the Art Center needs 113 parking stalls for a performance to accommodate customers, employees, and performers, that would leave approximately 88 stalls remaining within 1/8<sup>th</sup> mile of the Art Center available for other downtown businesses to utilize.

Based on this information, staff believes that there is ample parking for downtown businesses, and the operation of the Art Center would not adversely impact the ability of patrons to park in the vicinity of said businesses.

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**RECOMMENDATION:** Discussion item only.

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

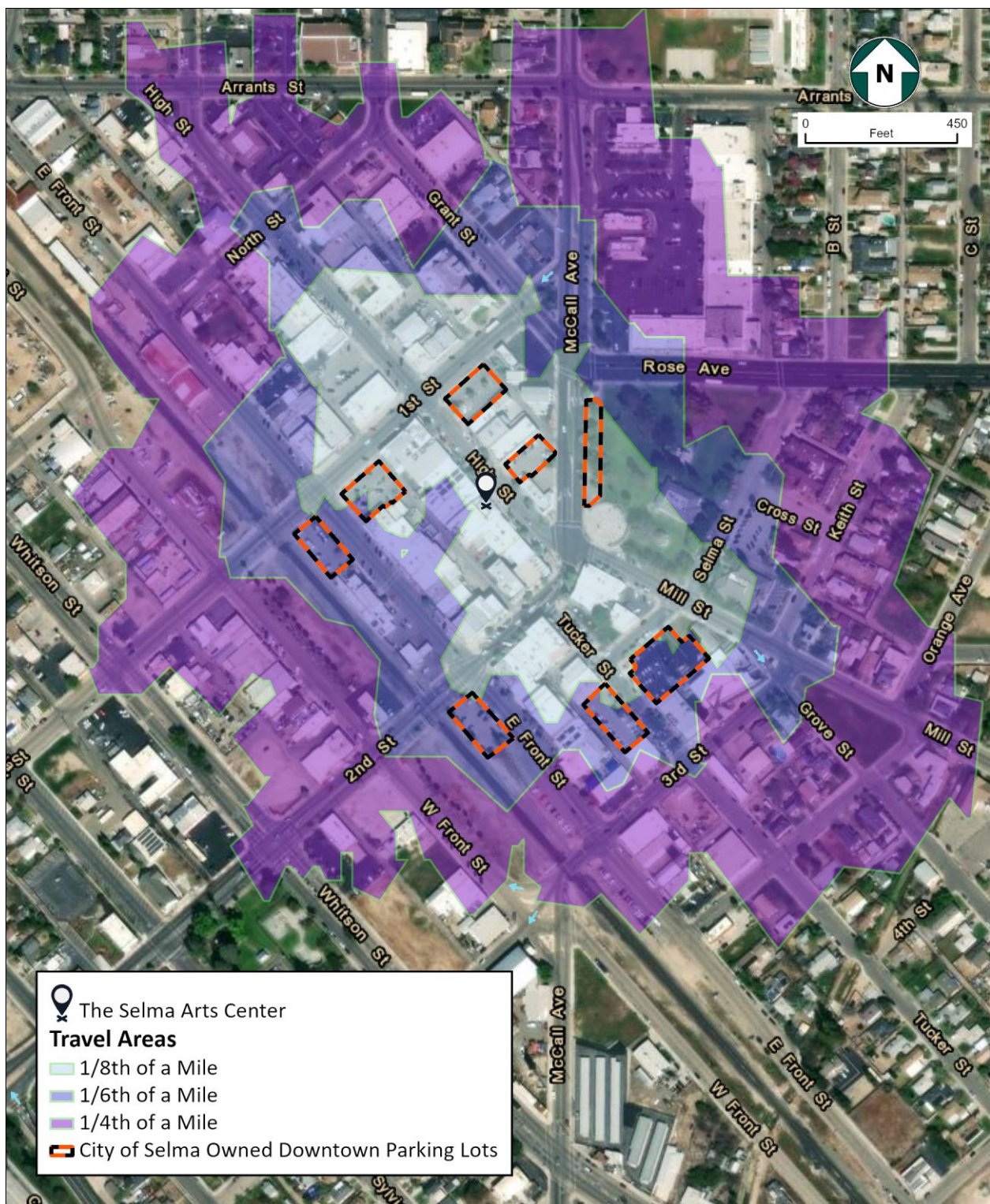
\_\_\_\_\_  
August 30, 2023  
Date

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

\_\_\_\_\_  
August 30, 2023  
Date

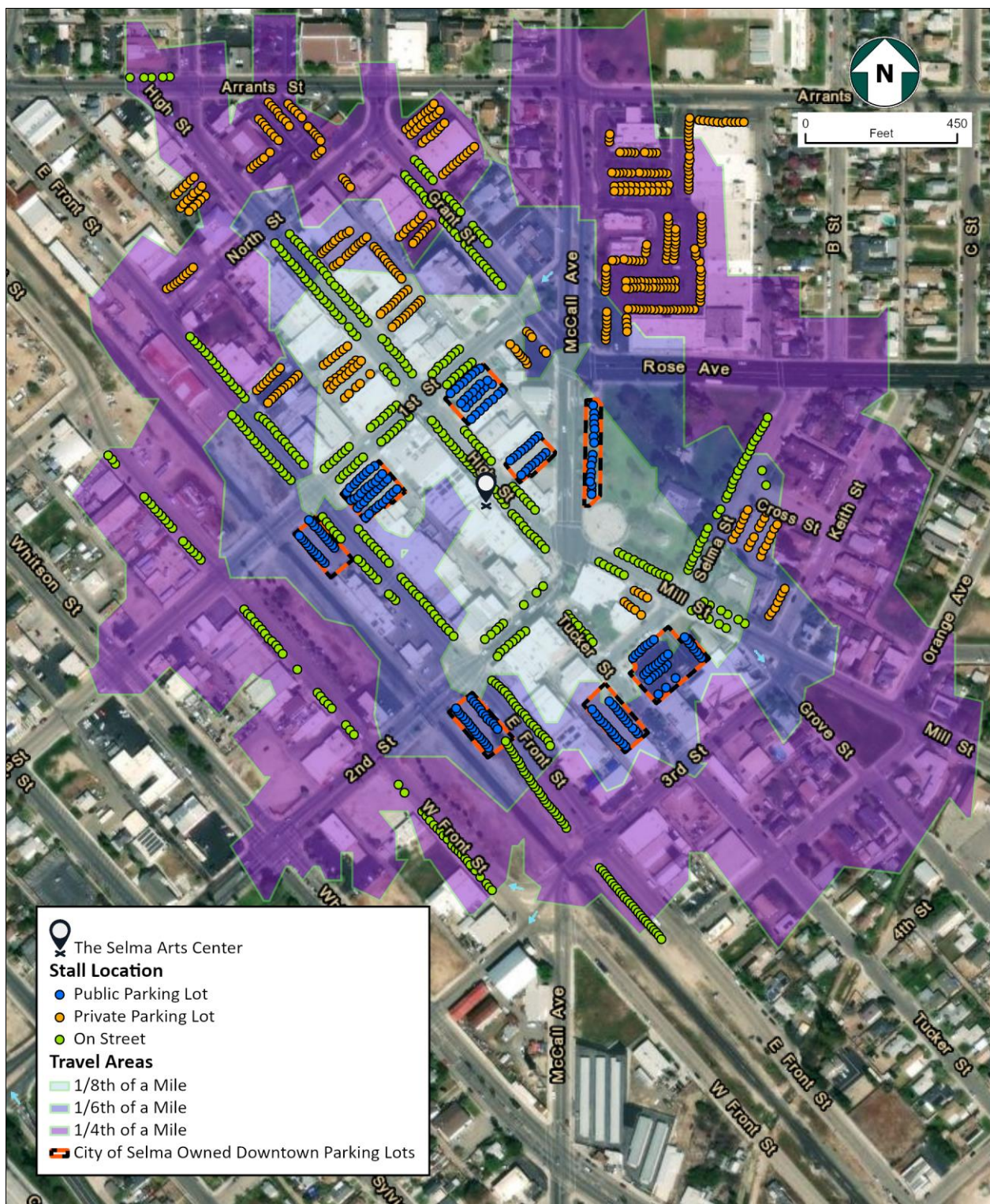
Attachments:

1. Map of Walking Distances from the Selma Art Center
2. Available Parking from the Selma Art Center



**Figure 1**  
**Map of Walking Distances from the Selma Art Center**





**Figure 2**  
**Available Parking from the Selma Art Center**

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

**September 5, 2023**

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**ITEM NO:** 4.

**SUBJECT:** Consideration of a Resolution Terminating CalPERS Health Contract Agreement to Participate in the Public Employee Medical and Hospital Care Act

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**DISCUSSION:** In July 2001, the City Council adopted Resolution 2001-47R to provide health insurance coverage under the under the Public Employees' Medical and Hospital Care Act (PEMHCA) to all active and retired employees through CalPERS Healthcare. At the same meeting, City Council also adopted Resolution 2001-48R to add coverage for City Elected Officials and establish a fixed employer contribution at an amount equal to or greater than that prescribed in Government Code 228 (B) for health benefits for City Council members under the CalPERS Health Benefits Program (Exhibit B). All employees and elected officials would continue to receive a 90% employer/10% employee) split for health insurance premiums.

Since 2001, CalPERS Healthcare premiums for employees have increased between 5% to 18% annually based upon the employee-selected plan. The projected budget amount for CalPERS Healthcare premiums for 2023 is approximately \$1,840,958. CalPERS rates will increase by 13% for 2024 with a projected budget amount of \$2,087,337. In addition to premium increases (paid by the employer and employee), participating organizations in PEMHCA are subject to an annual administrative fee. Currently, this fee is approximately \$600 per month for employee and retiree (approximately \$7,200/annually). This fee could increase in 2024. The administrative fee is calculated on total active and total retired health premiums each month.

As City staff continue to explore strategies to control health insurance costs, staff is recommending to exit PEMHCA to provide the City with more price stability with healthcare options for its employees and retirees.

Should Council decide to terminate healthcare through CalPERS, the approved resolution must be filed with CalPERS no later than Monday, September 18, 2023 by 5:00 p.m. Once filed, the election to terminate is irrevocable and termination is effective at the end of the current contract year, ending December 31, 2023. It is CalPERS procedure that the City cannot participate with PEMHCA again within five years of termination.

After exiting CalPERS Health, staff will pursue fully-funded or self-funded options to help with price stability and better cost control and increased employee satisfaction through improved customer service.

The new plans and premiums will be effective January 1, 2024. For a smoother transition for benefit participants, a benefit and provider comparison will be provided to attempt to limit disruption as much as possible.

Reviewing the City's Health Insurance programs is the first step to conducting a comprehensive insurance review and in looking for cost savings options. Future Council agenda items may include reviewing retiree health care benefits and employer contributions for employees that do

not utilize the health insurance benefit.

Staff is certain that there will be a significant annual savings due to the elimination of the administrative fee and the reduced premiums in the new program.

The major advantage to exiting CalPERS healthcare is that the City would have more control over costs and flexibility in benefit offerings for employees, such as access to an employee wellness program.

There are several advantages to terming participation from PEMHCA and they are:

- Not limited to only CalPERS Healthcare.
- A wellness component that could include items such as on-site health assessments, gym membership discounts and weight loss subsidies.
- Higher control over rate structure.
- Flexibility in plan year and anniversary dates.
- Eliminates AB2544 and PEMCHA Section 22892 (c) requirements, which requires a minimum contribution by the City for employee healthcare.
- Ability to separate active and early retiree rates.

All impacted bargaining units have been notified of the proposed termination of CalPERS Healthcare benefits and the meeting was facilitated by an independent health insurance broker, Burnham Benefits Insurance Services, LLC.

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**RECOMMENDATION:** Adoption of Resolution approving intent to terminate participation from the Public Employee's Medical and Hospital Care Act (PEMHCA) effective December 31, 2023.

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\_\_\_\_\_/s/  
Janie Venegas  
Human Resources Manager

\_\_\_\_\_  
August 30, 2023  
Date

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

\_\_\_\_\_  
August 30, 2023  
Date



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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA ELECTING TO CEASE TO BE SUBJECT TO THE PUBLIC  
EMPLOYEE’S MEDICAL AND HOSPITAL CARE ACT**

**WHEREAS**, Government Code Section 22938 provides that a local agency which has elected to be subject to the Public Employees’ Medical and Hospital Care Act (“Act”) may cease to be subject by proper application by the local agency; and

**WHEREAS**, The City of Selma hereinafter referred to as Public Agency, is a contracting agency which previously elected to be subject to the provisions of the Act; and

**WHEREAS**, The City Council, after negotiation with the relevant representative employee associations, agrees that the City should cease to be subject to the Act; and

**WHEREAS**, The City Council has carefully considered all of the available facts, circumstances, and options in reaching the decisions described herein.

**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, pursuant to Government Code Section 22938, Public Agency hereby elects to cease to be subject to the provisions of the Act effective December 31, 2023.

**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 5<sup>th</sup> day of September 2023 by the following vote:

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

(Signatures on following page)

---

Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

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

**September 5, 2023**

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**ITEM NO:** 5.

**SUBJECT:** Consideration of Revisions to Fee Waiver Policy and Regulations Related to Special Events

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**BACKGROUND:** On March 4, 2019, the City Council adopted Resolution No. 2019-11R, which established the Fee Waiver and Fee Reduction Program (Waiver Policy) specifically for Special Event applications from qualifying non-profit organizations and events. The Waiver Policy identifies an annual limit during a fiscal year of \$5,000 that can be waived for qualifying non-profit organizations and events. Furthermore, the Waiver Policy has requirements for the timing of the waiver request (60 days prior to the event) and findings that the Council or staff must make in order to waive fees:

- Create revenue-generating opportunities for local businesses
- Become recurring and self-sustaining
- Involve more than one Selma community group (in event organization and/ or participation)
- Contain an education component
- Commit to tracking event attendance and vendor sales
- Encourage City Council priorities and adopted policies

With the adoption of the recent adoption of the Special Event Ordinance, the Waiver Policy has been codified within the Municipal Code.

On August 21, 2023, the City Council provided direction to City staff to consider revisions to the Waiver Policy.

**DISCUSSION:** On August 21, 2023, the Council discussed potential events that could be considered “legacy events.” These events would be budgeted annually for City sponsorship rather than being subject to the Waiver Policy. By budgeting these items, it provides proper disclosure of true costs the City is prepared to pledge towards community events rather than the Waiver Policy, which does not truly disclose costs to the City at budget adoption if it is not adhered to.

Based on Council direction, “legacy events” demonstrate consistent benefit to the local community and meet one of the following criteria:

- Have been held for a significant number of years (e.g. at least 20 years or more) while providing education to visitors regarding the historical and/or cultural heritage of residents of the City of Selma.
- Celebrate national holidays with the residents of Selma.
- Promote the youth of the City and/or the region at large through collaboration with local schools.

Based on this definition, these events qualify as “legacy events” and will be exempt from the Special Event Ordinance process and budgeted for sponsorship in future fiscal years:

1. The Raisin Festival
2. Selma 3<sup>rd</sup> of July Celebration
3. Selma Rotary Band Festival
4. Annual Christmas Parade
5. Sikh Parade
6. Portuguese Parade

Based on prior waiver applications, the anticipated budget impact of sponsoring these events would be approximately \$40,000 to \$60,000.

The Waiver Policy’s intent was solely for waiver of permit-related application fees. Thus, the Waiver Policy allows only for the waiver of application fees, not personnel costs or overtime related to the City’s participation in the event.

Additionally, in order to be eligible, fee waivers must meet the following qualifications, with supplemental recommendations or comments being provided below each item:

1. Not-for-profit organizations and non-profit entities that have a documented federal tax-exempt status
  - a. There are 26 types of tax-exempt, not-for-profit designations under the federal tax code. It is recommended that waivers be limited to the following designations:
    - i. 501(c)(3): Charitable, educational, religious, or scientific organizations that provide essential services or benefits to the local community.
    - ii. 501(c)(4): Civic leagues and social welfare organizations are typically engaged in efforts that promote the well-being of the community.
    - iii. 501(c)(5): Labor and agricultural organizations provide essential support to major local industries or worker populations.
    - iv. 501(c)(6): Business leagues and chambers of commerce can play a key role in local economic development. If supporting business growth and stability is a local priority, these groups might receive fee waivers.
    - v. 501(c)(7-10): Social and recreational clubs, fraternal organizations, and other such societies that play a significant role in community bonding or provide essential community services.
2. Local organization presence
  - a. The organization should be based within the City of Selma or other areas within Fresno County.
3. Organization cannot receive more than one waiver or reduction in a fiscal year
  - a. This requirement has not been historically enforced, with multiple organizations receiving multiple waivers in a fiscal year.
4. Be open to the public
  - a. This policy and special events only apply to events open to the public.
5. Raise the profile of Selma through prominent acknowledgment of its support and assistance in event marketing materials and at the event itself

- a. Flyers, social media, and other marketing items are not typically submitted with waiver requests, let alone approved by the City to ensure they are fulfilling this requirement.
6. Benefit the residents of Selma
  - a. This is a broad, and unquantifiable standard since “benefit” could be viewed subjectively without any additional criteria. Benefits should include the event organizer providing supporting data showing the measurable impact of the event in some segment of the community, such as sales tax generation, improving awareness in a social issue, or fundraising for a community-based matter.
7. Organization is required to provide a report to City Council post-event
  - a. Organizations have typically not provided ticket sales, attendance, or other information that would be used to justify the waiver.

Staff recommends updating criteria 1 and 2, while working with event organizers to submit appropriate justification for the fee waivers under criteria 5, 6, and 7.

Additionally, the Council requested staff to propose an increase amount for the annual fee waiver limit currently set at \$5,000 by the 2019 Waiver Policy. Based on the amounts of previous fee waivers, staff believes raising the limit to between \$10,000 and \$20,000 would continue to encourage events while providing City staff with more certainty about costs and expenditures related to special events.

Lastly, the Council requested the establishment of tiers for special events to reduce application fee amounts by amending the cost recovery of the permit. The assumption being that although the permit fee covers the cost of processing, some events may be able to achieve efficiency due to varying factors. Based on the feedback, staff proposes the following tiers be incorporated into the Waiver Policy:

1. Tier 1 – 100% cost recovery: First-time events that have not been reviewed by the City at any time.
2. Tier 2 – 75% cost recovery: Recurring events that require some form of City services to conduct the event.
3. Tier 3 – 50% cost recovery: Recurring events that require no City services to conduct the event.

“City services” would be defined as assistance prior to, during, and after the event with items such as security or traffic management (Police Department staff), street closures and delivery of barricades (Public Works Department), assistance with public facility access (Community Services Department).

“Recurring event” would be defined as an event that has been held for more than two consecutive years without interruption (except for special circumstances such as extreme weather, pandemics, or other such events).

**FISCAL IMPACT:** If legacy events are sponsored by the City, the anticipated budget impact could be approximately \$40,000 to \$60,000 to various funds, including the General Fund. Additionally, if the City Council approves an increase to the annual fee waiver limit, the General Fund budget will be increased accordingly.

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**RECOMMENDATION:** Provide direction to Staff on how to proceed with the implementation of the Waiver Policy.

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

\_\_\_\_\_August 23, 2023\_\_\_\_\_  
Date

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

\_\_\_\_\_August 23, 2023\_\_\_\_\_  
Date

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

**September 5, 2023**

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**ITEM NO: 5.**

**SUBJECT:** Consideration to Approve a Fee Waiver Request for Centro de Folklor Padrinos

---

**BACKGROUND:**

Centro de Folklor Padrinos (CDFP) will host a Dia de los Muertos (Day of the Dead) event to celebrate the Mexican holiday with music, performance, and food. The CDFP has submitted a request to waive fees associated with the event at Pioneer Village on November 4<sup>th</sup>, 2023.

**DISCUSSION:**

The upcoming event is expected to draw people from various parts of the Valley. It will offer an opportunity to bring the residents and community together to celebrate this Mexican holiday.

The Deputy City Manager has referred this application to the City Council for consideration to waive \$1,561 of the Special Event Application Fees.

**FEE WAIVER POLICY:**

In accordance with Resolution No. 2019-11R passed by the City Council on March 4, 2019, the City Council may waive up to \$5,000 in special event permit fees for qualifying events. Organizations are also allowed a single waiver per fiscal year (Waiver Policy).

Under the waiver policy, an event must meet specific criteria to qualify for a waiver. CDFP consistency with these criteria is identified below:

- Not-for-profit organizations and non-profit entities that have a documented federal tax-exempt status
  - CDFP provided documentation confirming its status as a 501(c)(3) organization.
- Local organization presence.
  - CDFP is located in Selma, which is considered local.
- Organization cannot receive more than one waiver or reduction in a fiscal year
  - This is CDFP's first waiver during the current fiscal year.
- Be open to the public
  - The event is open to the public.
- Raise the profile of Selma through prominent acknowledgment of its support and assistance in event marketing materials and at the event itself.
  - CDFP is a Selma-based organization located at 2016 Second Street.
- Benefit the residents of Selma.

- The event is being held at Pioneer Village, which will allow residents to attend the event.
- Organization is required to provide a report to City Council post-event.
  - Staff will be requesting the report from the organizer following the event.

On April 17, 2023, the Council waived fees for Selma Community Outreach Ministries (SelmaCOM), a 501(c)(3) non-profit organization, for their Bringing Neighborhood Back to Life events on July 8 and September 9, 2023. The amount of fees waived for the SelmaCOM totaled \$2,450.

On July 17, 2023, the Council waived fees for Fresno Model Railroad Club (FMRC), a 501(c)(7) non-profit organization, for their Train Show Event at Pioneer Village on August 4, 2023. The amount of fees waived for FMRC totaled \$1,265.

At the time of this report, under the current Waiver Policy, the City Council has \$1,285 available to waive for qualifying events. Therefore, the Council could only waive a portion of the special event fees for CDFP, and CDFP would pay the remaining amount above the Waiver Policy (\$276).

#### **FISCAL IMPACT:**

If approved, \$1,285 would be the cost to the General Fund that would have otherwise been collected for the processing of the special event and associated permits.

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**RECOMMENDATION:** Consider approving a resolution and request from Centro de Folklor Padrinós to waive fees for their event.

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

\_\_\_\_\_  
August 30, 2023  
Date

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

\_\_\_\_\_  
August 30, 2023  
Date

#### **Attachments:**

1. Special Event – Fee Waiver Request



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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA, APPROVING A REQUEST FOR A FEE WAIVER FOR THE CENTRO  
DE FOLKLOR PADRINOS EVENT**

**WHEREAS**, the Centro De Folklor Padrinós, a 501(c)(3) non-profit organization, requested that the City Council waive fees associated with the special event to be held on November 4<sup>th</sup>, 2023 and,

**WHEREAS**, the total fees associated with the event are One Thousand Five Hundred Sixty-One Dollars (\$1,561), which includes the fees for the special event permit, Pioneer Village and,

**WHEREAS**, the total amount the Centro De Folklor Padrinós is requesting the City Council to waive is One Thousand Five Hundred Sixty-One Dollars (\$1,561) and,

**WHEREAS**, while the City is proposing to waive certain fees associated with the request, the Centro De Folklor Padrinós is still required to comply with all other provisions of the City's Municipal Code; and,

**WHEREAS**, the waiver of fees is consistent with the City's Fee Waiver Policy for Special Events adopted within Resolution No. 2019-11R; and,

**WHEREAS**, the total request for waiver of fees exceeds the City's Fee Waiver Policy for Special Events adopted within Resolution No. 2019-11R for the year; 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 and are incorporated herein by reference;

Section 2. The fee waiver serves a public purpose by gathering the community.

Section 3. The City Council hereby approves the fee waiver for fees associated with the Event in the amount of One Thousand Two Hundred Eighty-Five Dollars (\$1,285).

Section 4. The Centro De Folklor Padrinós shall comply with the City's Municipal Code;

Section 5. 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 6. 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 5th day of September, 2023 by the following vote:

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

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

**City of Selma**  
**Application for Special Event Fee Waiver**  
**or Fee Reduction**

SELMA CITY HALL  
1710 Tucker Avenue, Selma, CA 93662  
(559) 891-2200 Fax (559) 896-1068

**Policy:**

The City of Selma (City) recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable services to the community, specific guidelines have been established for determining when permit fees may be reduced or waived (see "Fee Reduction or Waiver Policy for Special Events"). In order to request a reduction or waiver of fees, please complete this application and submit it with necessary documentation to the address provided on the last page.

Policy approved by City Council on March 4, 2019 (Resolution No. 2019-11R)

**THIS APPLICATION IS DUE TO THE CITY 60 DAYS PRIOR TO THE EVENT**

REQUESTING (Please check all that apply)

( ) Fee waiver ( ) Fee reduction (Amount Requested: \$\_\_\_\_\_)

**SPONSORING ORGANIZATION INFORMATION**

Name of Organization: Centro De Folklor Padrinos

Address: 2016 2nd Street Selma, CA 93662

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Event Coordinator: Margarita Hernandez

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: ! \_\_\_\_\_

Nonprofit 501(c) (3) tax-exempt organization: 88-3315516

Located in Selma: Yes

Has organization received any other financial assistance from the City this year? \_\_\_\_\_

No

**EVENT INFORMATION**

Name of Event: Dia de los Muertos

Type of Event: Celebration, featuring food and performances

Facility Requested or Event Location: Pioneer Village

Date of Event: 11/4/2023

Event Hours: 12 PM to 8 PM

On which dates and at what times are you requesting permission to setup/clean up?

Set up: same day Clean up: same day

Please describe the event, its purpose, and the activities that will take place:

This event it to bring together the community to remember  
those that have gone before us, and celebrate them and  
their lives with music, performances, and food.

Is the event open to the public: Yes

Estimated number of participants/spectators: 150

Is this event a fundraiser: Yes

Will there be an admission, entrance, user fee or cover charge for the event? If so,  
please explain: No

How will the event benefit Selma: It will bring in people from other  
towns to see the beauty of Selma and what we have to offer

Will promotional materials be used? How are you planning to market the event:

Yes, flyers, and social media.

Will the event create revenue-generating opportunities for local Selma businesses? If so, how: Yes, people that are traveling from out of town, may stay over night in hotels and eat at our restaurants.

Can you commit to tracking event attendance and vendor sales to report the City's Economic Development Team following the event? Yes ☐ No ☒

If yes, please describe how you will track attendance and sales:

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Has your organization put on this same event in the past: Yes ☒ No ☐

If not, has your organization put on other events in Selma? If so, please indicate which ones: \_\_\_\_\_

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Other organizations participating in organization of the event: None

Other organizations participating in event: unsure at this time

Will this event receive third party funding or sponsorship: NO

Name of Applicant (Print): Margarita Hernandez Date: 7/11/2022

Signature of Applicant: [Signature]

Please deliver completed application to (City Hall, 1710 Tucker Street, Selma, CA 93662 Building-Planning Technician, 559-891-2208) along with a copy of your organization IRS 501(3)(c) determination letter. Incomplete applications or requests will not be considered.

Planning Office Use Only	
Date Received:	_____
Received By:	_____
Application Rcvd ( )	IRS 501(3)(c) Rcvd ( )
Date Forwarded for Approval:	_____

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

**September 5, 2023**

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**ITEM NO: 7.**

**SUBJECT:** Consideration to Deny a Fee Waiver Request for the Selma Chamber of Commerce for the Annual Car Show and BBQ Event Competition

---

**BACKGROUND:**

The Selma Chamber of Commerce (Chamber) will host a Car Show and BBQ competition. The Chamber has submitted a request to waive fees associated with the event at Lincoln Park on September 16<sup>th</sup>, 2023.

**DISCUSSION:**

The upcoming event is expected to draw people throughout the City of Selma and surrounding areas. It is an event for Selma residents and a fundraiser for the Chamber.

The Deputy City Manager has referred this application to the City Council for consideration to waive \$1,737 in Special Event Application Fees.

**FEE WAIVER POLICY:**

In accordance with Resolution No. 2019-11R passed by the City Council on March 4, 2019, the City Council may waive up to \$5,000 in special event permit fees for qualifying events. Organizations are also allowed a single waiver per fiscal year (Waiver Policy).

Under the waiver policy, an event must meet specific criteria to qualify for a waiver. Chamber consistency with these criteria is identified below:

- Not-for-profit organizations and non-profit entities that have a documented federal tax-exempt status
  - Chamber provided documentation confirming its status as a 501(c)(3) organization.
- Local organization presence.
  - Chamber is located in Selma, which is considered local.
- Organization cannot receive more than one waiver or reduction in a fiscal year
  - This is Chamber's first waiver during the current fiscal year.
- Be open to the public
  - The event is open to the public
- Raise the profile of Selma through prominent acknowledgment of its support and assistance in event marketing materials and at the event itself.
  - Chamber is a Selma-based organization that is utilizing Lincoln Park to bring City community members together
- Benefit the residents of Selma.



- The event is being held at Lincoln Park which will allow for residents to attend the event.
- Organization is required to provide a report to City Council post-event.
  - Staff will be requesting the report from the organizer following the event.

Additionally, under the current Waiver Policy at the time of this report, eligible events cannot be:

- Events organized by groups or individuals that are unincorporated
  - The Chamber is not incorporated.
- Private functions
  - The proposed event is open to the public.
- Political parties and lobby groups
  - This is not a political or lobby event.
- Recipients of any other financial or other type of assistance from the City within the same calendar year
  - The Chamber receives funding through the City of Selma through budget allocations as part of a cooperative agreement
- Projects or organizations who have not satisfactorily fulfilled their obligations following previous fee reductions or waivers
  - Although the City has not been diligent in requesting reporting identified above, the Chamber has not provided reports pertaining to the events which it has been granted, such as this reoccurring event.

On April 17, 2023, the Council waived fees for Selma Community Outreach Ministries (SelmaCOM), a 501(c)(3) non-profit organization, for their Bringing Neighborhood Back to Life events on July 8 and September 9, 2023. The amount of fees waived for the SelmaCOM totaled \$2,450.

On July 17, 2023, the Council waived fees for Fresno Model Railroad Club (FMRC), a 501(c)(7) non-profit organization, for their Train Show Event at Pioneer Village on August 4, 2023. The amount of fees waived for FMRC totaled \$1,265.

If approved on September 5, 2023, the Council will waive fees for Centro De Folklore Padrinos (CDFP), a 501(c)(3) non-profit organization, for their Dia de los Muertos event at Pioneer Village on November 4, 2023. The amount of fees waived for CDFP totaled \$1,285 (requested \$1,561).

Under the current Waiver Policy, the City Council has exhausted the \$5,000 available to be waived for qualifying events. Therefore, in accordance with the current Waiver Policy at the time of this report, the Council cannot waive the special event fees for Chamber, and Chamber would need to pay the application fees associated with their event. Furthermore, since the Chamber receives financial assistance in the form of a budgetary contribution from the City of Selma, it appears that they are not eligible for fee waivers under the current Waiver Policy in effect at the time of this report.

**FISCAL IMPACT:**

None, as recommended by staff in accordance with the Waiver Policy in place at the time of this report.

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**RECOMMENDATION:** In accordance with the current Waiver Policy, adopt a resolution denying the request from the Selma Chamber of Commerce to waive fees for their event.

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

\_\_\_\_\_  
August 30, 2023  
Date

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

\_\_\_\_\_  
August 30, 2023  
Date

Attachments:

1. Special Event – Fee Waiver Request



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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA, DENYING A REQUEST FOR A FEE WAIVER FOR THE SELMA  
CHAMBER OF COMMERCE CAR SHOW AND BBQ EVENT**

**WHEREAS**, the Chamber, a 501(c)(3) non-profit organization, requested that the City Council waive fees associated with the special event to be held on September 16<sup>th</sup>, 2023 and,

**WHEREAS**, the total fees associated with the event are One Thousand Seven Hundred Thirty-Seven Dollars (\$1,737), which includes the fees for the special event permit, Lincoln Park rental and,

**WHEREAS**, the total amount the Chamber is requesting the City Council to waive is One Thousand Seven Hundred Thirty-Seven Dollars (\$1,737) and,

**WHEREAS**, while the City is proposing to waive certain fees associated with the request, the Chamber is still required to comply with all other provisions of the City's Municipal Code; and,

**WHEREAS**, the waiver of fees is consistent with the City's Fee Waiver Policy for Special Events adopted within Resolution No. 2019-11R; and,

**WHEREAS**, the total request for waiver of fees exceeds the City's Fee Waiver Policy for Special Events adopted within Resolution No. 2019-11R for the year; 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 and are incorporated herein by reference;

Section 2. The fee waiver serves a public purpose by gathering the community.

Section 3. The City Council hereby denies the fee waiver for fees associated with the Event in the amount of One Thousand Seven Hundred Thirty-Seven Dollars (\$1,737).

Section 4. The Chamber shall comply with the City's Municipal Code;

Section 5. 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 6. 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 5<sup>th</sup> day of September 2023 by the following vote:

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

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Scott Robertson  
Mayor

ATTEST:

---

Reyna Rivera  
City Clerk

**City of Selma**  
**Application for Special Event Fee Waiver**  
**or Fee Reduction**

SELMA CITY HALL  
1710 Tucker Avenue, Selma, CA 93662  
(559) 891-2200 Fax (559) 896-1068

**Policy:**

The City of Selma (City) recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable services to the community, specific guidelines have been established for determining when permit fees may be reduced or waived (see "Fee Reduction or Waiver Policy for Special Events"). In order to request a reduction or waiver of fees, please complete this application and submit it with necessary documentation to the address provided on the last page.

Policy approved by City Council on March 4, 2019 (Resolution No. 2019-11R)

**THIS APPLICATION IS DUE TO THE CITY 60 DAYS PRIOR TO THE EVENT**

REQUESTING (Please check all that apply)

☒ Fee waiver ☐ Fee reduction (Amount Requested: \$\_\_\_\_\_)

**SPONSORING ORGANIZATION INFORMATION**

Name of Organization: Selma Chamber of Commerce

Address: 1821 Tucker St. Selma

Telephone: \_\_\_\_\_ Cell: Same

Email: \_\_\_\_\_

Event Coordinator: Char Tucker

Telephone: \_\_\_\_\_ Cell: Same

Email: \_\_\_\_\_

Nonprofit 501(c) (3) tax-exempt organization: 94-1116850

Located in Selma: yes

Has organization received any other financial assistance from the City this year? \_\_\_\_\_

yes - Selma Raisin Festival

**EVENT INFORMATION**

Name of Event: Park in the Park / BBQ Cook off

Type of Event: Car Show & BBQ Competition

Facility Requested or Event Location: Lincoln Park

Date of Event: Sept 16, 2023

Event Hours: 6:00 AM - 5:00 PM

On which dates and at what times are you requesting permission to setup/clean up?

Set up: Sept 16<sup>th</sup> Clean up: Sept 16<sup>th</sup>

Please describe the event, its purpose, and the activities that will take place:

Car Show - Judging

BBQ Competition -

Activity for Selma Residents

Is the event open to the public: yes

Estimated number of participants/spectators: 300

Is this event a fundraiser: yes

Will there be an admission, entrance, user fee or cover charge for the event? If so, please explain: no

How will the event benefit Selma: Event for Selma residents  
& fundraiser for Chamber

Will promotional materials be used? How are you planning to market the event:

yes - flyers & social media

Will the event create revenue-generating opportunities for local Selma businesses? If so, how: Attendees may shop downtown

Can you commit to tracking event attendance and vendor sales to report the City's Economic Development Team following the event? Yes ☐ No ☒

If yes, please describe how you will track attendance and sales:

N/A

Has your organization put on this same event in the past: Yes ☒ No ☐

If not, has your organization put on other events in Selma? If so, please indicate which ones: \_\_\_\_\_

Other organizations participating in organization of the event: N/A

Other organizations participating in event: N/A

Will this event receive third party funding or sponsorship: yes

Name of Applicant (Print): Char Tucker Date: 7-26-23

Signature of Applicant: [Signature]

Please deliver completed application to (City Hall, 1710 Tucker Street, Selma, CA 93662 Building-Planning Technician, 559-891-2208) along with a copy of your organization IRS 501(3)(c) determination letter. Incomplete applications or requests will not be considered.

Planning Office Use Only	
Date Received:	_____
Received By:	_____
Application Rcvd ( )	IRS 501(3)(c) Rcvd ( )
Date Forwarded for Approval:	_____

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

**September 5, 2023**

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**ITEM NO: 8.**

**SUBJECT:** Consideration to Deny a Fee Waiver Request for Christ Driven AG Church

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**BACKGROUND:**

Christ Driven AG Church (CDAC) will host a Soup and Bread Festival event. The CDAC has submitted a request to waive fees associated with the event at 1801 Second Street on October 31<sup>st</sup>, 2023.

**DISCUSSION:**

The upcoming event is expected to draw people throughout the City of Selma and surrounding areas. It is meant to offer a safe place for residents during Halloween, while offering games and food.

The Deputy City Manager has referred this application to the City Council for consideration to waive \$1,200 in Special Event Application Fees.

**FEE WAIVER POLICY:**

In accordance with Resolution No. 2019-11R passed by the City Council on March 4, 2019, the City Council may waive up to \$5,000 in special event permit fees for qualifying events. Organizations are also allowed a single waiver per fiscal year (Waiver Policy).

Under the waiver policy, an event must meet specific criteria to qualify for a waiver. CDAC consistency with these criteria is identified below:

- Not-for-profit organizations and non-profit entities that have a documented federal tax-exempt status
  - CDAC provided documentation confirming its status as a 501(c)(3) organization.
- Local organization presence.
  - CDAC is located in Selma, which is considered local.
- Organization cannot receive more than one waiver or reduction in a fiscal year
  - This is CDAC's first waiver during the current fiscal year.
- Be open to the public
  - The event is open to the public
- Raise the profile of Selma through prominent acknowledgment of its support and assistance in event marketing materials and at the event itself.
  - CDAC is a Selma-based organization that is bringing community members to the City through the celebration of a Soup and Bread Festival event.
- Benefit the residents of Selma.

- The event is being held at 1801 Second Street which will allow for residents to attend the event.
- Organization is required to provide a report to City Council post-event.
  - Staff will be requesting the report from the organizer following the event.

On April 17, 2023, the Council waived fees for Selma Community Outreach Ministries (SelmaCOM), a 501(c)(3) non-profit organization, for their Bringing Neighborhood Back to Life events on July 8 and September 9, 2023. The amount of fees waived for the SelmaCOM totaled \$2,450.

On July 17, 2023, the Council waived fees for Fresno Model Railroad Club (FMRC), a 501(c)(7) non-profit organization, for their Train Show Event at Pioneer Village on August 4, 2023. The amount of fees waived for FMRC totaled \$1,265.

If approved on September 5, 2023, the Council will waive fees for Centro De Folklor Padrinos (CDFP), a 501(c)(3) non-profit organization, for their Dia de los Muertos event at Pioneer Village on November 4, 2023. The amount of fees waived for CDFP totaled \$1,285 (requested \$1,561).

Under the current Waiver Policy, the City Council has exhausted the \$5,000 available to be waived for qualifying events. Therefore, in accordance with the current Waiver Policy at the time of this report, the Council cannot waive the special event fees for CDAC, and CDAC would need to pay the application fees associated with their event.

#### **FISCAL IMPACT:**

None, as recommended by staff in accordance with the Waiver Policy in place at the time of this report.

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**RECOMMENDATION:** In accordance with the current Waiver Policy, adopt a resolution denying the request from Christ Driven AG Church to waive fees for their event.

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_____ /s/ Jerome Keene Deputy City Manager	_____ <u>August 30, 2023</u> Date
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_____ /s/ Fernando Santillan City Manager	_____ <u>August 30, 2023</u> Date
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Attachments: Special Event – Fee Waiver Request

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,  
CALIFORNIA, DENYING A REQUEST FOR A FEE WAIVER FOR THE CHRIST  
DRIVEN AG CHURCH EVENT**

**WHEREAS**, the Christ Driven AG Church., a 501(c)(3) non-profit organization, requested that the City Council waive fees associated with the special event to be held on October 31<sup>st</sup>, 2023 and,

**WHEREAS**, the total fees associated with the event are One Thousand two Hundred Dollars (\$1,200), which includes the fees for the special event permit and,

**WHEREAS**, the total amount the Christ Driven AG Church is requesting the City Council to waive is One Thousand two Hundred Dollars (\$1,200) and,

**WHEREAS**, while the City is proposing to waive certain fees associated with the request, the Christ Driven AG Church is still required to comply with all other provisions of the City's Municipal Code; and,

**WHEREAS**, the waiver of fees is consistent with the City's Fee Waiver Policy for Special Events adopted within Resolution No. 2019-11R; and,

**WHEREAS**, the total request for waiver of fees exceeds the City's Fee Waiver Policy for Special Events adopted within Resolution No. 2019-11R for the year; 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 and are incorporated herein by reference;

Section 2. The fee waiver serves a public purpose by gathering the community.

Section 3. The City Council hereby denies the fee waiver for fees associated with the Event in the amount of One Thousand two Hundred Dollars (\$1,200).

Section 4. The Christ Driven AG Church shall comply with the City's Municipal Code;

Section 5. 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 6. 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 denied at a regular meeting of the City Council of the City of Selma held on the 5<sup>th</sup> day of September 2023 by the following vote:

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

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Scott Robertson  
Mayor

ATTEST:

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Reyna Rivera  
City Clerk

**City of Selma**  
**Application for Special Event Fee Waiver**  
**or Fee Reduction**

SELMA CITY HALL  
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**Policy:**

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Policy approved by City Council on March 4, 2019 (Resolution No. 2019-11R)

**THIS APPLICATION IS DUE TO THE CITY 60 DAYS PRIOR TO THE EVENT**

REQUESTING (Please check all that apply)

☒ Fee waiver ( ) Fee reduction (Amount Requested: \$\_\_\_\_\_)

**SPONSORING ORGANIZATION INFORMATION**

Name of Organization: Christ Driven AG Church

Address: 1801 2nd str.

Telephone: (559) 365-4796 Cell: \_\_\_\_\_

Email: Christdrivenagchurch@gmail.com

Event Coordinator: Aaliyah Kaelelopono

Telephone: (559) 365-4796 Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Nonprofit 501(c) (3) tax-exempt organization: m & m ministries

Located in Selma: 1801 second street, selma Ca

Has organization received any other financial assistance from the City this year? NO

**EVENT INFORMATION**

Name of Event: Soup & bread Festival

Type of Event: Social event

Facility Requested or Event Location: Sylvia street

Date of Event: 10-31-23

Event Hours: 1pm - 8:30 pm

On which dates and at what times are you requesting permission to setup/clean up?

Set up: 10-31-23 1pm Clean up: 10-31-23 8:30pm

Please describe the event, its purpose, and the activities that will take place:

This event was made to give the community  
safe  
a place to go on the night known as Halloween.

There will be free games and many giveaways throughout  
the event, as well as guest speakers.

Is the event open to the public: yes

Estimated number of participants/spectators: 150-300

Is this event a fundraiser: no

Will there be an admission, entrance, user fee or cover charge for the event? If so,  
please explain: no

How will the event benefit Selma: It is a popular event that  
has thrived at bringing the community closer together.

Will promotional materials be used? How are you planning to market the event:

Through social media platforms (facebook,  
instagram), flyers, posters, business endorsements

Will the event create revenue-generating opportunities for local Selma businesses? If so, how: Yes, we have many businesses every year invited to speak and promote themselves.

Can you commit to tracking event attendance and vendor sales to report the City's Economic Development Team following the event? Yes ☐ No ☒

If yes, please describe how you will track attendance and sales:

\_\_\_\_\_

\_\_\_\_\_

Has your organization put on this same event in the past: Yes ☒ No ☐

If not, has your organization put on other events in Selma? If so, please indicate which ones: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other organizations participating in organization of the event: \_\_\_\_\_

\_\_\_\_\_

Other organizations participating in event: members of the council, chief of police, Church of Selma United.

Will this event receive third party funding or sponsorship: We are accepting donations from any organizations that are willing.

Name of Applicant (Print): Aaliyah Kaolelopono Date: 8-9-23

Signature of Applicant: \_\_\_\_\_

Please deliver completed application to (City Hall, 1710 Tucker Street, Selma, CA 93662 Building-Planning Technician, 559-891-2208) along with a copy of your organization IRS 501(3)(c) determination letter. Incomplete applications or requests will not be considered.

Planning Office Use Only	
Date Received:	<u>8/9/23</u>
Received By:	<u>[Signature]</u>
Application Rcvd (X)	IRS 501(3)(c) Rcvd (X)
Date Forwarded for Approval:	_____

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

September 5, 2023

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**ITEM NO: 9.**

**SUBJECT:** Consideration and Placement of Appointments to City Commissions as a Result of Vacancies

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**DISCUSSION:** There are currently vacancies on the City of Selma Pioneer Village and Recreation and Community Services Commissions. Terms for the Pioneer Village and Recreation and Community Services Commissions vary and extend through June 30, 2025.

The Recreation and Community Services Commission meets to determine issues and policies regarding recreation issues. There are seven regular members comprised of six citizens appointed at large and one representative appointed by the Selma Unified School District. The City of Selma has one vacancy on the Recreation and Community Services Commission.

Pioneer Village Commission appointees are required to be at least 18 years old and live, have a business, or pay real property tax within the area delineated by the boundaries of the Selma Unified School District. The City of Selma has one vacancy on the Pioneer Village Commission.

Staff has advertised the Commission vacancies and has received three application for the Recreation and Community Services Commission for Council consideration. Pursuant to Sections 2-2-3, 2-3-2 and 2-9-3 of the City's Code, the appointments to the Commissions are for the balance of the unexpired terms.

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**RECOMMENDATION:** Staff recommends that Council review the attached applications and appoint Commissioners to the respective vacant positions.

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\_\_\_\_\_/s/\_\_\_\_\_  
Reyna Rivera, City Clerk

08/28/2023  
Date

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

08/28/2023  
Date

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# C I T Y O F S E L M A

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1710 TUCKER STREET • SELMA, CALIFORNIA 93662

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COMMISSION NAME	TERM EXPIRES	NEW APPLICATIONS ON FILE
<b><u>Planning Commission (4 year Terms)</u></b>		
Louis Franco	6/30/2027	
Ramza Coury	6/30/2027	
Parveen Sandhu	6/30/2024	
Nidya Juarez	6/30/2024	
Greg Garcia	6/30/2025	
Theresa Salas	6/30/2025	
Mandeep Singh	6/30/2026	
<b><u>Recreation &amp; Community Services (2 year Terms)</u></b>		
Santiago Ocegueda	6/30/2025	
<b>Vacant</b>	<b>6/30/2025</b>	1. Jeannette Solorio
Doug Kessler	6/30/2025	2. John Mendoza
Natalie Gonzalez	6/30/2026	3. Diego Haro
Yolanda Torrez	6/30/2024	
Ken Robison	6/30/2024	
Andrea Affrunti	No Expiration	
<b><u>Personnel Commission (4 year Terms)</u></b>		
Rosemary Alanis- Reapplied	6/30/2027	
Louis Franco- Reapplied	6/30/2027	
Danny Serimian	6/30/2025	
Theresa Salas	6/30/2025	
Greg Garcia	6/30/2025	
<b><u>Pioneer Village Commission (2 year Terms)</u></b>		
Char Tucker	6/30/2025	
<b>Vacant</b>	<b>6/30/2025</b>	None
Joel Fedor	6/30/2024	
Robert Allen	6/30/2024	
Jesse Crouch	6/30/2024	
Louis Franco	6/30/2024	
Mike Valverde	6/30/2024	
<b><u>Measure "S" Oversight Committee (3 year Terms)</u></b>		
Louis Franco	6/30/2024	
Charlotte Tucker	6/30/2024	
Doug Kessler	6/30/2024	
Michael Ridgway	6/30/2026	
Jennifer Earle	6/30/2026	

Attachment B  
Applications

Rec'd  
8/18/23

**CITY OF SELMA  
COMMISSION APPLICATION**

I hereby request to be considered as a nominee for the following City Commission or Committee:

☐ Planning /Traffic-Streets

☒ Recreation &  
Community Services

☐ Personnel

☐ Pioneer Village

☐ Measure "P" Oversight

☐ Measure "S" Oversight

NAME Diego Haro

ADDRESS

CITY Selma STATE Ca. ZIP 93662

Home Telephone No.  Business Telephone No.

Cell Phone No.  Email Address:

Employed by: Eriks & Reedley College Position: Sales / Coach

I have been a registered voter in the City of Selma for 28+ years.

I have been a resident of Selma for 28 years.

Have you ever been convicted of a felony? Yes ☐ No ☒  
*(If your answer is "yes", please explain the nature of the felony conviction on a separate sheet of paper and attach it to this form).*

Please state your educational background:

High school Graduate

1 year community college



Please list any organizations of which you are a member and any offices you have held in those organizations:

California Youth Soccer Association District Commissioner/Member 49 years

Selma Youth Soccer League 20 years held all BOD postions

Reedley Youth Soccer League 6 years Playing Program admin

Teen Challenge Voluteer

Aqua Bears Volunteer

Selma parks t-ball coach

Please list any appointed public boards, commissions, or committees on which you have served, dates of service, and any chairmanship or office held:

City Of Selma Parks and Recreation Comission

Pioneer Village Volunteer

Do you believe your experience (personal, educational, professional) applies to your effectively serving on this Commission/Committee? If so, please explain:

Yes, I have worked with many youth sports organizations from Sacramento to San Diego as well as other

Arkansa, Texas, Arizona South Carloina,,also in other parts of the world England,Spain,Mexico,Costa Rica, Canada,

Do you have any personal goals or objectives that might be achieved by serving on this Commission/Committee? If so, please explain:

I would love to see the soccer complex come to fruition before I leave this earth

References:

Mayor Scott Robertson

Dennis Lujan

Beverly Cho

"I, the undersigned, acknowledge that this form, once it is submitted, is a public record and as such, the City of Selma will disclose the fact that it was filed and its contents upon receiving the appropriate request. By signing this form and submitting it to the City of Selma I hereby forever waive any claim of confidentiality and any claim of privacy which I may otherwise have in the content of this document and in the fact that it was filed with the City of Selma. I understand that this information is **NOT CONFIDENTIAL** in any way."

Signed 

Date 8-18-23

**PLEASE RETURN YOUR COMPLETED APPLICATION TO THE CITY CLERK OF THE CITY OF SELMA, 1710 TUCKER STREET, SELMA, CA, 93662**

**CITY OF SELMA  
COMMISSION APPLICATION**



I hereby request to be considered as a nominee for the following City Commission or Committee:

☒ Planning /Traffic-Streets

☒ Personnel

☒ Recreation &  
Community Services

☐ Pioneer Village

☐ Measure "P" Oversight

☒ Measure "S" Oversight

NAME John Mendoza

ADDRESS \_\_\_\_\_

CITY Selma

STATE Ca

ZIP 93662

Home Telephone No. \_\_\_\_\_ Business Telephone No. N/A

Cell Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Employed by: N/A Position: N/A

I have been a registered voter in the City of Selma for 28 years.

I have been a resident of Selma for 45 years.

Have you ever been convicted of a felony? Yes ☐ No ☒  
(If your answer is "yes", please explain the nature of the felony conviction on a separate sheet of paper and attach it to this form).

Please state your educational background:

B.A. Economics

Masters City and Regional Planning

Certificate Dartmouth

Certificate in 4 months from Brown University

Please list any organizations of which you are a member and any offices you have held in those organizations:

**Knights of Columbus Recorder office holder**

**Lions Club Vice President and recorder office holder**

**Citizen Climate Lobby, Volunteer Lobbyist.**

Please list any appointed public boards, commissions, or committees on which you have served, dates of service, and any chairmanship or office held:

**Selma Recreation Commission 12/2020-6/2022**

**Pioneer Commissioner 12/2020-6/2022**

Do you believe your experience (personal, educational, professional) applies to your effectively serving on this Commission/Committee? If so, please explain:

**Experience being a Selma Recreation Commissioner.**

**Masters in City and Regional Planner. Worked nearly 7 years as a County Planner.**

**I want to make the City of Selma better.**

Do you have any personal goals or objectives that might be achieved by serving on this Commission/Committee? If so, please explain:

Follow through on the Project Priorities List Form I filled out, to make

sure the projects are completed.

Goal, to make sure that the city has a new community center for residents.

References:

Monique Alanis

Mariah Garcia (

Irene Mendoza

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Signed

Date June 26, 2023

***PLEASE RETURN YOUR COMPLETED APPLICATION TO THE CITY CLERK OF THE CITY OF SELMA, 1710 TUCKER STREET, SELMA, CA, 93662***

**CITY OF SELMA  
COMMISSION APPLICATION**

I hereby request to be considered as a nominee for the following City Commission or Committee:

☐ Planning /Traffic-Streets

☒ Recreation &  
Community Services

☐ Personnel

☐ Pioneer Village

☐ Measure "P" Oversight

☐ Measure "S" Oversight

NAME Jeannette LeAnn Solorio

ADDRESS \_\_\_\_\_

CITY Selma STATE CA ZIP 93662

Home Telephone No. \_\_\_\_\_ Business Telephone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

Employed by: Selma Unified Position: Educator

I have been a registered voter in the City of Selma for 18+ years.

I have been a resident of Selma for 18+ years.

Have you ever been convicted of a felony? Yes ☐ No ☒

*(If your answer is "yes", please explain the nature of the felony conviction on a separate sheet of paper and attach it to this form).*

Please state your educational background:

M.S. Educational Counseling, National University  
B.A. Liberal Studies, Fresno State Cum Laude  
Rodman Scholar  
Multiple Subject Teaching Credential



Please list any organizations of which you are a member and any offices you have held in those organizations:

Co-founder of E.S.Y.N. (Exceptional Sports for Youth with Needs), which is a non-profit organization that serves and provides sports (adaptive bowling, surfing, soccer, etc) and recreational activities (egg hunt, fall festival/party, Christmas give-aways/breakfast) to differently abled individuals.

Please list any appointed public boards, commissions, or committees on which you have served, dates of service, and any chairmanship or office held:

Not applicable.

Do you believe your experience (personal, educational, professional) applies to your effectively serving on this Commission/Committee? If so, please explain:

I believe my experience of 25+ years as an elementary teacher, elementary coaching experience, varsity coaching experience, and as a co-founder of ESYN has all helped me develop and refine my organizational skills, developed and formulated my implementational skills, formulate ideas to help produce positive recreational events and construction within our community.

Do you have any personal goals or objectives that might be achieved by serving on this Commission/Committee? If so, please explain:

I currently have two personal goals/objectives that might be achieved by serving on this Committee. First, I would like to see the City of Selma be conscientious and inclusive to individuals (young and older) who are differently-abled. I would also like to see more health/fitness related activities, which can lead to healthier citizens and a more connected community.

References:

1. Ranely Esraelian, SHS Athletic Director
2. Eliseo Zuniga, American Legion
3. Pastor Rod Haro, Worship Centre

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Signed \_\_\_\_\_

Date \_\_\_\_\_

7/18/2023

***PLEASE RETURN YOUR COMPLETED APPLICATION TO THE CITY CLERK OF THE CITY OF SELMA, 1710 TUCKER STREET, SELMA, CA, 93662***



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

**September 5, 2023**

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**ITEM NO:** 10.

**SUBJECT:** Discussion to Clarify Request Regarding City of Selma and Selma-Kingsburg-Fowler County Sanitation District Relationship

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**BACKGROUND:** During the August 7<sup>th</sup> Council Meeting, Councilmember Trujillo requested a future agenda item to discuss alternatives which would best suit the City of Selma with regard to wastewater collection and treatment. At the August 21<sup>st</sup> City Council Meeting, Mayor Robertson's shared his interpretation of Councilmember Trujillo's original request, which conflicted with Councilmember Trujillo's stated intention for his request. This discussion then prompted a request to agendize an item that would allow the Council to clarify the original request.

**DISCUSSION:** Councilmember Trujillo's original request on August 7<sup>th</sup> was understood by City of Selma Staff as direction to analyze different wastewater collection and treatment alternatives that would facilitate residential and commercial development in the City. No direction was given to Staff to pursue a separation from the Selma-Kingsburg-Fowler County Sanitation District (SKF). Rather, staff was directed to analyze what alternative avenues could be pursued (for example, package treatment plants) which may or may not necessitate a change to the City's existing relationship with SKF.

**FISCAL IMPACT:** None.

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**RECOMMENDATION:** Provide clear direction on the specific analysis to be completed by City Staff.

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

August 30, 2023  
Date

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**ITEM NO:** 11.

**SUBJECT:** Discussion and Direction Regarding Adoption of Councilmember Term Limits

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**DISCUSSION:** At the August 21, 2023 meeting, Mayor Pro Tem Cho requested a future agenda item regarding the procedure for adoption of councilmember term limits.

Government Code section 36502 allows for cities to adopt term limits for Councilmembers. Specifically, section 36502 states that a city may “[limit]...the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve. Any proposal to limit the number of terms a member of the city council may serve on the city council, or the number of terms an elected mayor may serve, shall apply prospectively only and shall not become operative unless it is submitted to the electors of the city at a regularly scheduled election and a majority of the votes cast on the question favor the adoption of the proposal.”

First, Council should decide whether they would like to proceed with establishing term limits. Additionally, Council should decide whether it would like to establish term limits for councilmembers as well as the mayor seat and what the limits will be.

If Council determines that it would like to proceed with establishing term limits, a resolution to proceed will be drafted and a public hearing will be held. We will also need to draft a proposed ordinance, which will amend the municipal code to include term limits, to submit to the voters.

Assuming the resolution to proceed passes, the City will ensure all deadlines are met with the County Registrar for the initiative to be placed on the November 2024 ballot. If the initiative were to pass at the November 2024 election, the term limits will only apply prospectively. Therefore, terms will only be counted for terms served after the ballot measure is approved.

**FISCAL IMPACT:** Costs of election

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**RECOMMENDATION:** Staff asks for direction regarding whether to proceed with adoption of councilmember term limits.

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\_\_\_\_\_/s/\_\_\_\_\_  
Megan Dodd, City Attorney

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August 30, 2023  
Date