

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
SPECIAL MEETING
January 16, 2024

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662
AND

Teleconference Location
Fracc. Villa Neptuno Carretera Transpeninsular Km 4 Col. El Tezal
CP 23454 Cabo San Lucas BCS Mexico

The special meeting of the Selma City Council was called to order at 4:34 p.m. in the Council Chambers and by teleconference. Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

CLOSED SESSION: Mayor Robertson recessed the meeting into Closed Session at 4:37 p.m. to discuss the following:

Conference With Legal Counsel – Anticipated Litigation, Significant exposure to litigation pursuant to Government Code Section 54956.9(b): 1 case

Conference with Labor Negotiators – Pursuant to Government Code Section 54957.6
Agency Designated Representatives: City Manager Fernando Santillan
Employee Organizations: Selma Firefighter’s Association (IAFF Local 3716) and
Fire Mid-Management Employees

Conference with Real Property Negotiators – Pursuant to Government Code Section 54956.8
Property: APN 358-080-79
Agency Negotiator: Selma City Manager Fernando Santillan
Negotiating Parties: Michael and Kathryn McKenry, Joe and Mary Beth McKenry, and Kathryn Hanlon and Dennis McKenry
Under Negotiation: Instructions to City’s negotiator may concern sale of property, price, terms and conditions.

Mayor Robertson reconvened the meeting from closed session at 6:08 p.m., with no reportable action to report.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:09 p.m.

Respectfully submitted,
Reyna Rivera, City Clerk

Agenda Item A.
MINUTES
JOINT MEETING
SELMA CITY COUNCIL, SUCCESSOR AGENCY, AND PARKING AUTHORITY
REGULAR MEETING
January 16, 2024

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662
AND
Teleconference Location
Fracc. Villa Neptuno Carretera Transpeninsular Km 4 Col. El Tezal
CP 23454 Cabo San Lucas BCS Mexico

The regular meeting of the Selma City Council was called to order at 6:16 p.m. in the Council Chambers and by teleconference.

Council members answering roll call were: Guerra, Mendoza-Navarro, Trujillo, Mayor Pro Tem Cho, and Mayor Robertson.

INVOCATION: Pastor Lisa Satterberg of the Take It By Force Global Church Ministries led the invocation.

ORAL COMMUNICATIONS: Public comment was received from Mr. Charles Smith, Mr. Hector Chairez, Ms. Jennifer Guerra, Mr. Santiago Ocegüera, Ms. Parveen Sandhu, Ms. Nidya Juarez, and Mrs. Rose Robertson.

INTRODUCTION OF NEW CITY STAFF: Police Chief Alcaraz welcomed the Animal Services Team: Teri Rockhold, Angyla Brumm, and Sally Breyer. Deputy City Manager Keene introduced Building Inspector Matt Cochran. Community Services Director Smart welcomed Jennifer Cortes and Bryan Davis to the Community Services Department.

POLICE DEPARTMENT BODY WORN CAMERA PRESENTATION: Police Chief Alcaraz stepped forward and provided a power point presentation on the roll out of the body worn camera project. He discussed the increase in the department's transparency, accountability, evidentiary proof, increase in criminal convictions, and reduction of liability. Public comment was received from Mr. Hector Chairez, Mr. Jim Avalos, Mr. Santiago Ocegüera, and Mrs. Rose Robertson.

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

A. Pulled

CONSIDERATION OF MINUTES OF DECEMBER 4, 2023

Mayor Robertson pulled this item to inquire on the recent approval of the Waste Services Contract with Mid Valley Disposal, and the costs associated with the terms of the agreement. City Manager Santillan advised that the information would be submitted to the City Council in a memo. A motion was made by Mayor Robertson and seconded by Council member Mendoza-Navarro to approve the MINUTES OF DECEMBER 4, 2023. The motion carried unanimously.

B. 2024-1

CONSIDERATION OF A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3716 FROM JULY 1, 2023, THROUGH JUNE 30, 2024

C. 2024-2

CONSIDERATION OF A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING WITH FIRE MID-MANAGEMENT EMPLOYEES FROM JULY 1, 2023, THROUGH JUNE 30, 2024

D. 2024-3

CONSIDERATION OF A RESOLUTION APPROVING JOB DESCRIPTION FOR FIRE CAPTAIN

E. 2024-4

CONSIDERATION OF A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR INFORMATION TECHNOLOGY MANAGED SERVICE PROVIDER WITH DATA PATH, INC.

F. 2024-5

CONSIDERATION OF A RESOLUTION AWARDING A VOICE OVER IP (VOIP) SERVICES AGREEMENT WITH SPECTRUMVOIP

G. 2024-6

CONSIDERATION OF A RESOLUTION APPROVING THE NOTICE OF COMPLETION FOR THE NEBRASKA AND THOMPSON AVENUE SEWER PROJECT

H. 2024-7

CONSIDERATION OF A RESOLUTION ACCEPTING PUBLIC PEDESTRIAN EASEMENT FROM FAMILY HEALTHCARE NETWORK FOR WHITSON AND SECOND STREETS

I. 2024-8

CONSIDERATION OF A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FRESNO COUNCIL OF GOVERNMENTS FOR THE 2023 REGIONAL EARLY ACTION PLAN 2.0 GRANT PROGRAM (REAP) FOR THE SELMA GENERAL PLAN UPDATE

J. 2024-9

CONSIDERATION OF A RESOLUTION APPROVING THE CONTRACT WITH TYLER TECHNOLOGIES FOR FINANCIAL SOFTWARE AND SERVICES

K. 2024-10

CONSIDERATION OF A RESOLUTION APPROVING A REQUEST FOR A FEE WAIVER FOR CENTRAL CALIFORNIA BLOOD BANK

L. 2024-11

**CONSIDERATION OF A RESOLUTION APPROVING A REQUEST
FOR A FEE WAIVER FOR CENTRAL CALIFORNIA BLOOD BANK**

M. Pulled

CHECK REGISTER DATED JANUARY 8, 2024

Council member Guerra pulled this item requesting additional information on the check issued to Golden Shovel and the Calcard Report. Mayor Robertson inquired on the checks for Glacier Refrigeration, Kingsburg Veterinary Clinic, DL252, Inc., and Hanson Bridget LLP. City Manager Santillan and City Attorney Crouch provided clarification on the check register and Calcard report. Public comment was received from Mrs. Rose Robertson. A motion was then made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to approve the CHECK REGISTER AS PRESENTED. The motion passed with the following vote:

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

**CONSIDERATION OF A RESOLUTION DECLARING THAT THERE IS A NEED FOR
A PARKING AUTHORITY TO FUNCTION IN THE CITY, DECLARING THAT THE
CITY COUNCIL SHALL BE THE PARKING AUTHORITY AND DESIGNATING AN
INTERIM CHAIRPERSON AND VICE-CHAIRPERSON OF THE PARKING
AUTHORITY & CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF SELMA AUTHORIZING THE EXECUTION AND DELIVERY OF AN
AMENDMENT TO JOINT EXERCISE OF POWERS AGREEMENT AND TAKING
CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH & CONSIDERATION
OF A RESOLUTION OF THE PARKING AUTHORITY OF THE CITY OF SELMA
AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT TO JOINT
EXERCISE OF POWERS AGREEMENT AND TAKING CERTAIN OTHER ACTIONS IN
CONNECTION THEREWITH & CONSIDERATION OF A RESOLUTION OF THE
BOARD OF THE SUCCESSOR AGENCY FOR THE SELMA REDEVELOPMENT
AGENCY AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT
TO JOINT EXERCISE OF POWERS AGREEMENT AND TAKING CERTAIN OTHER
ACTIONS IN CONNECTION THEREWITH**

City Manager Santillan introduced Mr. Stepan Haytayan with Norton Rose Fullbright who discussed the formation of a parking authority. Mr. Haytayan advised that by establishing a parking authority it would allow a broad range of activities, such as transferring, leasing, managing or improving property, issuing bonds and receiving and expending revenues. A motion was made by Council member Mendoza-Navarro and seconded by Council member Guerra to approve RESOLUTION NO. 2024-12R DECLARING A NEED FOR A PARKING AUTHORITY TO FUNCTION IN THE CITY, DECLARING THAT THE CITY COUNCIL SHALL BE THE PARKING AUTHORITY AND DESIGNATING AN INTERIM CHAIRPERSON AND VICE-CHAIRPERSON OF THE PARKING AUTHORITY & RESOLUTION NO. 2024-13R AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT TO JOINT EXERCISE OF POWERS AGREEMENT AND TAKING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH & RESOLUTION NO. 2024-1PA OF THE SELMA PARKING AUTHORITY AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT TO JOINT EXERCISE OF POWERS AGREEMENT AND TAKING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH & RESOLUTION NO. 2024-1SRDA OF THE SELMA SUCCESSOR AGENCY FOR THE SELMA

REDEVELOPMENT AGENCY AUTHORIZING THE EXECUTION AND DELIVERY OF AN AMENDMENT TO JOINT EXERCISE OF POWERS AGREEMENT AND TAKING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH. The motion carried unanimously.

CONSIDERATION OF A RESOLUTION ADOPTING THE JANUARY 2024- JUNE 2024 BUDGET AND OPERATING PLAN FOR THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

Economic Development Manager Aguirre stepped forward to introduce Downtown Business Improvement District (BID) Board member Mr. Parminder Singh. Mr. Singh provided a power point presentation to discuss the mission of the BID. He also discussed the performance measures and goals and the service plan and estimated budget. Council discussion regarding downtown color schemes, street and parking lighting options, and a structured downtown business plan. Public comment was received from Mrs. Rose Robertson, Mr. Jim Avalos, and Mr. Santiago Ocegüera. A motion was made by Council member Guerra to approve RESOLUTION NO. 2024-14R ADOPTING THE JANUARY 2024-JUNE 2024 BUDGET AND OPERATING PLAN FOR THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT. The motion was seconded by Council member Mendoz-Navarro and carried unanimously.

RECESS: At 8:03 p.m. the meeting was recessed for a short break. Mayor Robertson reconvened the meeting at 8:11 p.m.

GARBAGE TAX ROLL UPDATE

City Manager Santillan discussed the omission of refuse rate charges from citizens' property tax bills. He reported that the full amount of the City refuse rate charge is being added to the second installment, which is due by April 10, 2024. This is different from the typical billing process where the refuse charge was split evenly between the first and second property tax installments. Normal billing will resume with the next property tax cycle in late 2024 and early 2025. He also advised that there was an omission for the Community Facilities District rates. Finance Manager Jacob Del Cid stepped forward to respond to Council questions regarding responding to the public inquiries. Mayor Robertson inquired on the additional costs associated with this item. City Manager Santillan advised that the amount is estimated to be \$50,000. Public comment was received from Mrs. Beverly Barron, Ms. Jennifer Guerra, Mr. Michael Barron, Mrs. Rose Robertson, Ms. Lorena Betancourt, Mr. Santiago Ocegüera, and Ms. Stella Ramirez. No Council action was taken as this item was informational only.

SALAZAR CENTER AND SENIOR CENTER FACILITIES UPDATE

Community Services Director Smart discussed the inspections done to the facilities and the timelines and financial impacts for the two projects. Council discussed facility maintenance, leases, timelines, and future facilities. No Council action was taken as this item was informational only.

INTRODUCTION AND WAIVER OF THE FIRST READING OF AN ORDINANCE AMENDING PERSONNEL POLICY

Administrative Services Director Venegas discussed the proposed Ordinance which includes a complete overhaul of the Personnel Rules and Regulations. Public comment was received from

Ms. Theresa Salas. Motion was made by Council member Mendoza-Navarro and seconded by Mayor Pro Tem Cho to INTRODUCE AND WAIVE THE FIRST READING OF AN ORDINANCE AMENDING THE SELMA MUNICIPAL CODE RELATING TO PERSONNEL POLICIES AND SCHEDULE THE PUBLIC HEARING FOR FEBRUARY 5, 2024. The motion carried unanimously.

PUBLIC HEARING AND WAIVER OF THE SECOND READING OF AN ORDINANCE EXPANDING THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD FROM 7 TO 9 MEMBERS AND SETTING MEETING DATES

Economic Development Manager Aguirre reported on the proposed Ordinance for Council consideration. She advised that also proposed is a Resolution setting the meeting dates for the Business Improvement District Board. Mayor Robertson opened the public hearing at 8:58 p.m. There being no public comments, the hearing was closed at 8:59 p.m. A motion was made by Council member Mendoza-Navarro and seconded by Council member Guerra to WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 2023-8 AMENDING THE SELMA MUNICIPAL CODE RELATING TO THE BUSINESS IMPROVEMENT DISTRICT BOARD MEMBERS & ADOPT RESOLUTION NO. 2024-15R SETTING MEETING DATES. The motion carried unanimously.

PUBLIC HEARING AND WAIVER OF THE SECOND READING OF AN ORDINANCE AMENDING SECTION 6-3-2 OF THE SELMA MUNICIPAL CODE RELATING TO ANIMAL CONTROL

City Attorney Crouch discussed the proposed Ordinance and clarified that this action provides the power of delegation to the Police Chief. Mayor Robertson opened the public hearing at 9:01 p.m. Public comment was received from Mr. Michael Barron and Ms. Angela Prado. With no further public comments, Mayor Robertson closed the public hearing at 9:05 p.m. Council member Mendoza-Navarro motioned to WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 2023-7 AMENDING SECTION 6-3-2 OF THE SELMA MUNICIPAL CODE RELATING TO ANIMAL CONTROL. The motion was seconded by Mayor Pro Tem Cho and carried with the following vote:

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

FUTURE AGENDA ITEMS: Council member Guerra requested to bring back the café lights downtown. Mayor Robertson requested the Mosquito Abatement District appointment. Council consensus was provided on both items. Council member Guerra requested an update on Brentlinger park and City Manager Santillan reported that staff was updating Council on the item during their department report shortly. Mayor Robertson requested to have an item on a future agenda to discuss how funds are assigned to road projects. Council consensus was provided on the request after City Manager Santillan clarified that the projects are brought to Council with a funding source and that it would be made available at a future meeting as part of the capital improvement plan.

DEPARTMENTAL REPORTS: City Manager Santillan reported that the City will be closed on Presidents Day.

Deputy City Manager Keene reported that the development department is fully staffed and updated Council on the OpenGov process.

Administrative Services Director Venegas reported on the classification and compensation project will have the kick-off meeting this week.

Community Services Director Smart reported on the recreation branding project and provided Council with an update on the Brentlinger Park playground project, with an anticipated start construction start date in March. She also discussed the current Arts Center play and upcoming tball program registration.

City Clerk Rivera discussed the current construction projects and their detours.

Public Works Director Honn discussed the Brentlinger park fence, staff training, and city facilities.

Police Chief Alcaraz recognized the Investigations Unit for their outstanding work. He updated Council on recent crime reports and discussed the Animal Services division and provided hours of operation and the upcoming open house event. He also reported on the upcoming Memorial Dedication for Gonzalo Carrasco.

COUNCIL REPORTS: Council member Trujillo reported on assisting with the Exceptional Kids with Needs breakfast event and thanked Selma Cares and the Selma Business Alliance.

Council member Mendoza-Navarro reported on attending the following: retirement luncheon for Tony Boren, meeting with a developer, Central Valley Training Center graduation. She also reported on meeting with community members and some outside entities regarding animal services.

Mayor Pro Tem Cho reported on the upcoming Chamber mixer. She also reported on assisting with the Lions and Lioness Club, Kiwanis Club, and Selma Cares.

Mayor Robertson reported on donating toys for Christmas. He advised that he attended the Selma Kingsburg Fowler County Sanitation District meeting and the retirement luncheon for Tony Boren.

ADJOURNMENT: There being no further business, Mayor Robertson adjourned the meeting at 9:54 p.m.

Respectfully submitted, Reyna Rivera, City Clerk

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

February 20, 2024

ITEM NO: B.

SUBJECT: Consideration and Placement of Appointment to Pioneer Village Commission

DISCUSSION: Currently, there are two vacancies on the City of Selma Pioneer Village Commission, which extend through June 30, 2024 and June 30, 2025.

The 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.

Staff has advertised the Commission vacancies and has received one application for the Pioneer Village Commission for Council consideration. Pursuant to Section 2-9-3 of the City's Code, the appointment to the Commission, should Council elect to make one, is for the balance of one of the unexpired terms.

RECOMMENDATION: Staff recommends that Council review the attached application and consider an appointment to the Pioneer Village Commission for the term expiring June 30, 2025.

_____/s/_____
Reyna Rivera, City Clerk

02/09/2024
Date

_____/s/_____
Fernando Santillan, City Manager

02/09/2024
Date

Attachment A
Application

**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 Fernando James Espinosa

ADDRESS _____

CITY Selma STATE CA ZIP 93662

Home Telephone No. _____ Business Telephone No. _____

Cell Phone No. _____ Email Address: _____

Employed by: _____ Position: _____

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

I have been a resident of Selma for 7 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:

San Joaquin Memorial High School

Fresno City College (G.E.D./survey)

Local 3 survey Apprenticeship (survey)

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

Fresno Model Railroad Club - Member

Local 3 - Surveyor Chief of Parties

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

N/A

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

As a surveyor chief of parties, I manage other employees and schedule the work. I am a team player, and problem solving is a big part of my job.

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

As a surveyor and resident of Selma
I'm interested in the experience
I would gain from being on the committee.
Also I want to contribute positively
to the City of Selma.

References:

Martin Winter (BNSF)
Brianda Butler (ESP)
Ryan James (DFW)

"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 10-31-2023

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

To whom this may concern,

In 2008 and 2011 I was convicted of drug possession felonies. In 2012 I entered and completed a rehab program. I started a family and changed my life. In 2014 I had these charges reduced to misdemeanors and dismissed by the courts. It hurts to talk about that part of my past, but my mistakes have made me who I am today. I am studying to get my license as a land surveyor, and my wife and I do BBQ competitions. I've been sober since 2012 and I'm moving forward in life.

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

February 20, 2024

ITEM NO: C.

SUBJECT: Consideration of Letter of Support for the UCSF Health/Adventist Health/Madera County Bid to Buy and Reopen the Madera Community Hospital

BACKGROUND: The City Manager's Office received a request on Friday, February 9, 2024, from Senator Anna Caballero's office requesting a letter of support for the proposed partnership between UCSF Health, Adventist Health, and Madera County to reopen and operate the Madera Community Hospital.

DISCUSSION: A hearing regarding this item was scheduled for Tuesday, February 13, 2024. Given the time-sensitive nature of this item, City staff sent a letter signed by the City Manager to support the bid to buy and reopen Madera Community Hospital. Staff is now seeking retroactive consent and support from the City Council.

FISCAL IMPACT: None.

RECOMMENDATION: Provide consent and retroactive approval for Letter of Support for the proposed bid to reopen the Madera Community Hospital.

_____/s/
Fernando Santillan
City Manager

02/12/2024
Date

Attachments:

1. Press Release
2. Letter of Support

FOR IMMEDIATE RELEASE

February 8, 2024

Media Contact: Brandy.Nikaido@ucsf.edu, (559) 499-6444

UCSF Health, Adventist Health and Madera County Officials Announce Proposal to Reopen Madera Community Hospital

Proposed joint venture could restore critical health care services for more than 160,000 Californians.

MADERA, CA – [UCSF Health](#), Adventist Health and Madera County leaders announced today their intent to jointly reopen and operate Madera Community Hospital. In an innovative partnership model, the three entities would come together to create a high-quality community hospital focused on keeping care local in Madera County.

UCSF Health would provide clinical oversight of the hospital, along with quality and safety programs that align with the system's nationally ranked care standards. Adventist Health would leverage its expertise in hospital operations, operational efficiency, and superior patient experience to give residents of the community a hospital that they can rely on. Partnering with Madera County to align with the health care needs of the community, both organizations are committed to restoring life-saving critical care services in Madera County and building a safe, sustainable and high-quality care infrastructure that the region can rely on for decades to come.

"We are excited and honored by the opportunity to re-open Madera Community Hospital and restore health care services to the region. We're committed to building a clinically credible and financially sustainable system of care that ensures citizens of the Central Valley are the ones caring for their community," said Suresh Gunasekaran, president and chief executive officer of UCSF Health. "UCSF Health and Adventist Health are united by our vision to keep care local and bring the resources of our organizations to this community in a way it can not only trust but depend on."

"The Madera community deserves sustainable access to quality care," said Kerry L. Heinrich, President and CEO of Adventist Health. "I want to commend our counterparts at UCSF and what we can do together. Last October, Adventist Health looked at the circumstances and realized we couldn't do it on our own. I have been so uplifted by our conversations with UCSF, to put together something remarkable to reestablish faith in this community. As California's largest provider of rural healthcare with vast metropolitan experience, we look forward to a partnership that creates a much-needed safety net in Madera County."

This innovative partnership model brings together the strongest components of an academic medical center with a community health system committed to serving the underserved to change the healthcare dynamic of the central valley. Building on the University of California, San Francisco's commitment to the Central Valley and UCSF Health's clinical excellence, the health system will work closely with the community to determine the services the hospital will provide and how to structure them. Both organizations are committed to prioritizing patient outcomes and empowering providers, and UCSF Health will approve all clinical policies.

"This is an exciting new development. This partnership among UCSF Health, Adventist Health, and Madera County is an ideal opportunity for Madera County families and residents. The opportunity to reopen Madera Community Hospital will expand access to health care, build a strong workforce and position Madera County to become a model for healthcare standards in California and the nation," said Senator Anna Caballero, California Senate District 14. "This partnership will bring prestige and stability that will help rebuild community trust and restore faith in the quality of care that our residents deserve. I appreciate the partnership among Madera County, UCSF Health, and Adventist and thank them for their commitment to families in the Valley."

"The entire Board of Supervisors is very excited about this opportunity to partner with UCSF Health to bring high quality medical care and educational opportunities to Madera County and the surrounding Central Valley region," stated County Administrative Officer Jay Varney. "The Board believes this partnership will create significant and lasting benefits for our community members."

Legislative support for the state's Distressed Hospital Loan Program and the critical funds it provides were key catalysts in bringing the three organizations together. UCSF Health and Adventist Health had separately explored ways to help secure MCH's viability but neither organization independently saw a feasible path forward to creating a financially sustainable operating strategy for the hospital.

"The proposed partnership among Madera County, UCSF Health, and Adventist Health to acquire and re-open Madera Community Hospital represents a unique opportunity to deliver high-quality patient care to our community," said Assemblywoman Esmeralda Soria, California Assembly District 27. "I am excited about this collaboration and believe it promotes our shared goal of investing in health equity for our rural communities. I fully support the partnership and the potential for it to reduce health disparities, promote diversity in future generations of healthcare workers and more closely connect UC's public service mission to areas most underrepresented across the state."

The organizations will jointly submit a proposal to the bankruptcy court currently considering the disposition of the hospital. If the proposal is approved, the organizations would begin the work of developing a thoughtful, community-informed path to reopening critical health care services in the Madera community.

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About UCSF Health: UCSF Health is recognized worldwide for its innovative patient care, reflecting the latest medical knowledge, advanced technologies, and pioneering research. It includes the flagship UCSF Medical Center, which is a [top-ranked hospital](#), as well as UCSF Benioff Children's Hospitals, with campuses in San Francisco and Oakland; Llangley Porter Psychiatric Hospital and Clinics; UCSF Benioff Children's Physicians; and the UCSF Faculty Practice. These hospitals serve as the academic medical center of the University of California, San Francisco, which is world-renowned for its graduate-level health sciences education and biomedical research. UCSF Health has affiliations with hospitals and health organizations throughout the Bay Area. Visit <https://ucsfhealth.org>. Follow UCSF Health on [Facebook](#) or on [Twitter](#).

About Adventist Health: Adventist Health is a faith-based, nonprofit, integrated health system serving more than 90 communities on the West Coast and Hawaii with over 400 sites of care, including 26 acute care facilities. Founded on Adventist heritage and values, Adventist Health provides care in hospitals, clinics, home care, and hospice agencies in both rural and urban communities. Our compassionate and talented team of 37,000 includes employees, physicians, allied health professionals and volunteers driven in pursuit of one mission: living God's love by inspiring health, wholeness, and hope. We are committed to staying true to our heritage by providing patient-centered, quality care. Together, we are transforming the healthcare experience with an innovative and whole-person focus on physical, mental, spiritual and social healing to support community well-being.



CITY OF SELMA

1710 TUCKER STREET • SELMA, CALIFORNIA 93662

February 12, 2024

Suresh Gunasekaran
President and CEO
UCSF Health, Box 0296
1800 Owens Street
San Francisco, CA 94143

Kerry Heinrich
President and CEO
Adventist Health
ONE Adventist Health Way
Roseville, CA 95661

Dear Mr. Gunasekaran and Mr. Heinrich:

We write to offer our strong support for the partnership between UCSF Health, Adventist Health, and Madera County to reopen and operate the Madera Community Hospital (MCH). The three entities would come together to create a high-quality community hospital that restores healthcare services in Madera County.

Last year's closure of MCH was devastating for our community, leaving over 100,000 residents without a local hospital. Access to quality, local health care is essential for all Californians, including those in Madera County and the San Joaquin Valley, which is a medically underserved area. Our diverse patient population lives with higher incidences of chronic health conditions, and many lack reliable transportation or experience language barriers.

The closure of MCH has challenged the ability of surrounding hospitals to deliver high quality care. The nearest hospitals in Fresno are, at a minimum, 30-minute drive away. Minutes matter when it comes to treating life-threatening conditions such as cardiac arrest, stroke, and high-risk pregnancies.

We are confident that UCSF Health's experience operating an extensive academic health system will bring much-needed expertise for the clinical oversight of the hospital and will enable MCH to reopen with improved quality and safety standards aligned with UCSF Health's nationally ranked care standards. Adventist Health's expertise in managing rural and community hospitals will enable the MCH to reopen with improved operational efficiency and patient experience. Partnering with Madera County to align with the health care needs of the community, both organizations are committed to restoring life-saving critical care services in Madera County and building a safe, sustainable, and high-quality care infrastructure that the region can rely on for decades to come.

We fully support the efforts of UCSF Health and Adventist Health to create a sustainable model that keeps health care local and in a vibrant medical center that the Madera community needs and deserves. Thank you for your commitment to improving healthcare access in Madera County and the San Joaquin Valley.

Sincerely,

A handwritten signature in black ink that reads "Fernando Santillan". The script is fluid and cursive, with the first name and last name clearly distinguishable.

Fernando Santillan
City Manager
City of Selma

CHECK REGISTER REPORT

| CHECK NUMBER | CHECK DATE | STATUS | VENDOR NAME | CHECK DESCRIPTION | CATEGORY | AMOUNT |
|-----------------|---------------|---------|--|--|-----------------|------------|
| 83466 | 01/25/24 | Printed | ACTION TOWING AND DIVE TEAM | PD -EVIDENCE TOWING NOVEMBER 2023 | | 363.00 |
| 83467 | 01/25/24 | Printed | ADVENTIST HEALTH TULARE | PD -BLOOD/ALCOHOL ANALYSIS DECEMBER 2023 | | 245.00 |
| 83468 | 01/25/24 | Printed | DAN ALDAPE / W.O.W. PRODUCTIONS | COMM SERV -ART CENTER NEW MICROPHONE SYSTEM | | 31,461.23 |
| 83469 | 01/25/24 | Printed | AMERICAN RIVER BENEFIT | HR -FIRE EMPLOYEES LIFE INSURANCE FEBRUARY 2024 | | 646.98 |
| 83470 | 01/25/24 | Printed | ARAMARK UNIFORM | PW -UNIFORMS/TOWELS/FIRST AID 12/7/23 | | 357.71 |
| 83471 | 01/25/24 | Printed | ASSOCIATED DESIGN & ENGINEERING | PW -STRUCTURAL ENGINEERS RPT. FOR SENIOR CENTER REPAIRS | | 20,000.00 |
| 83472 | 01/25/24 | Printed | AT&T | ECO DEV -CVTC INTERNET SERVICE 1/6/24-2/5/24 | R | 121.29 |
| 83473 | 01/25/24 | Printed | AT&T | ADMIN -TELEPHONE 12/4-1/3/24 | | 1,705.58 |
| 83474 | 01/25/24 | Printed | AT&T | ADMIN -TELEPHONE 12/4-1/3/24 | | 115.59 |
| 83475 | 01/25/24 | Printed | AT&T | ADMIN -TELEPHONE 12/4-1/3/24 | | 110.51 |
| 83476 | 01/25/24 | Printed | AT&T | ADMIN -TELEPHONE 12/12-1/11/24 | | 57.47 |
| 83477 | 01/25/24 | Printed | AT&T | ADMIN -TELEPHONE 12/12-1/11/24 | | 94.01 |
| 83478 | 01/25/24 | Printed | AT&T | ADMIN -TELEPHONE 12/12-1/11/24 | | 200.90 |
| 83479 | 01/25/24 | Printed | AT&T MOBILITY | ADMIN -TELEPHONE/MDT'S 12/1/23-12/31/23 | | 389.07 |
| 83480 | 01/25/24 | Printed | AXON ENTERPRISES, INC. | PD -BODY WORN CAMERAS | | 71,702.92 |
| 83481 | 01/25/24 | Printed | BENNY BACA / COOL AIR SPECIALTY | PW -MINI SPLIT FOR PD & SERVICES FOR ANIMAL SHELTER | PARTIAL PDSA | 7,840.00 |
| 83482 | 01/25/24 | Printed | BANNER PEST CONTROL INC | ADMIN -PEST CONTROL JANUARY 2024 | | 456.00 |
| 83483 | 01/25/24 | Printed | SALLY BREYER | PD -ANIMAL SHELTER SUPPLIES | | 253.76 |
| 83484 | 01/25/24 | Printed | JAY W. BROCK / TOP DOG TRAINING CENTER | PD -K9 MAINTENANCE 12/18/23 | | 90.00 |
| 83485 | 01/25/24 | Printed | TRACY CABATIC | FIN -MILEAGE REIMBURSEMENT FOR CITY OF DINUBA PANEL | | 18.34 |
| 83486 | 01/25/24 | Printed | CALIFORNIA WATER SERVICE | ADMIN -WATER SERVICE DECEMBER 2023 | | 11,956.59 |
| 83487- 83490 | 01/25/24 | Printed | CENCAL AUTO & TRUCK PARTS, INC | FLEET -AUTO PARTS & SUPPLIES | | 5,955.52 |
| 83491 | 01/25/24 | Printed | CENTRAL SANITARY SUPPLY, LLC. | PW -JANITORIAL SUPPLIES | | 886.57 |
| 83492 | 01/25/24 | Printed | COMCAST | ADMIN -PD TO FCSO DECEMBER 2023 | | 728.74 |
| 83493 | 01/25/24 | Printed | COMCAST | ADMIN -INTERNET SERVICE JANUARY 2024 | | 821.45 |
| 83494 | 01/25/24 | Printed | CORELOGIC SOLUTIONS LLC | ADMIN -REALQUEST SERVICES DECEMBER 2023 | | 481.25 |
| 83495 | 01/25/24 | Printed | DATA TICKET, INC. | PD -PARKING CITATION PROCESSING NOVEMBER 2023 | | 200.00 |
| 83496 | 01/25/24 | Printed | JACOB DEL CID | FIN -CSMFO CONFERENCE PER DIEM & MILEAGE 1/30-2/2/24 | | 428.77 |
| 83497 | 01/25/24 | Printed | DEPARTMENT OF JUSTICE | HR/PD -FINGERPRINTING DECEMBER 2023 | | 224.00 |
| 83498 | 01/25/24 | Printed | DIAMONDBACK FIRE & RESCUE INC | FD -SERVICE/MAINTENANCE SYSTEM T111 & E112 | | 1,190.00 |
| 83499 | 01/25/24 | Printed | EDITOR LLC | ART C -RIDE THE CYCLONE VIDEO RECORDING & PHOTOS | | 900.00 |
| 83500 | 01/25/24 | Printed | FEDEX | PW -GRANT DOCUMENTS DOT DOWNTOWN REVITALIZATION PROJECT | | 41.26 |
| 83501 | 01/25/24 | Printed | FIRE APPARATUS SOLUTIONS | FD -LATCH FOR ENGINE 110 | | 157.25 |
| 83502 | 01/25/24 | Printed | FLOYD JOHNSTON CONSTRUCTION CO | PW -PROGRESS PAY#1 NEBRASKA & THOMPSON SEWER MAIN | | 643,737.89 |
| 83503 | 01/25/24 | Printed | FRESNO COUNTY FIRE | FD -GRAPHICS FOR AMB 554 | | 1,445.48 |
| 83504 | 01/25/24 | Printed | FRESNO COUNTY SHERIFF | PD -RMS/JMS/CAD ACCESS FEES DECEMBER 2023 | | 489.74 |
| 83505 | 01/25/24 | Printed | FRESNO M LLC / MERCEDES BENZ OF FRESNO | FLEET -AMBULANCE 553 REPLACED AUX BATTERY | | 827.71 |
| 83506 | 01/25/24 | Printed | FRESNO OXYGEN | FD -OXYGEN RENTALS | | 621.25 |
| 83507 | 01/25/24 | Printed | FRESNO,MADERA,KINGS AND TULARE COUNTIES BUILDING & CONST | ECO DEV -FORKLIFT PURCHASE FOR CVTC | R | 4,225.00 |
| 83508 | 01/25/24 | Printed | GCS ENVIRONMENTAL EQUIPMENT | PW -GUTTER BROOMS UNIT#1315 & #1318 | | 4,724.92 |
| 83509 | 01/25/24 | Printed | GEIL ENTERPRISES INC | PD -JANITORIAL SERVICES JANUARY 2024 | | 4,990.00 |
| 83510 | 01/25/24 | Printed | GOLDEN STATE EMERGENCY VEHICLE SERVICE | FLEET -UNIT 85080 ENGINE 112 LOW COOLANT PROBE | | 100.18 |
| 83511 | 01/25/24 | Printed | ANDREA GONZALEZ | FIN -CSMFO CONFERENCE PER DIEM & MILEAGE 1/30-2/2/24 | | 444.85 |
| 83512 | 01/25/24 | Printed | GRISWOLD, LASALLE, COBB, DOWD & GIN, L.L.P | CITY ATTORNEY -LEGAL FEES DECEMBER 2023 | | 21,698.68 |
| 83513 | 01/25/24 | Printed | HEALTHEDGE ADMINISTRATORS INC. | HR -DENTAL CLAIMS 1/10/24 | | 959.30 |
| 83514 | 01/25/24 | Printed | HEALTHWISE SERVICES, LLC. | FD/PD -MEDICAL WASTE SERVICE | | 323.88 |
| 83515 | 01/25/24 | Printed | HENRY SCHEIN INC. | February 20, 2024 Council Packet | | 101.18 |

CHECK REGISTER REPORT

| CHECK NUMBER | CHECK DATE | STATUS | VENDOR NAME | CHECK DESCRIPTION | CATEGORY | AMOUNT |
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| 83516 | 01/25/24 | Printed | IMAGETREND INC. | FD -EPCR SOFTWARE DECEMBER 2023 | | 482.08 |
| 83517 | 01/25/24 | Printed | JH TACKETT INC. | REC -TRIFOLD BROCHURE 2024 ACTIVITY GUIDE, TABLE RUNNER & NEW SPARCS DIGITALIZED LOGO | | 903.43 |
| 83518 | 01/25/24 | Printed | KENT M KAWOGOE, PHD | HR -PRE EMPLOYMENT PSYCH EXAMS NOVEMBER & DECEMBER 2023 | | 650.00 |
| 83519 | 01/25/24 | Printed | JEFF KESTLY | HR -MEDICAL PREMIUM REIMB JANUARY 2024 | | 188.07 |
| 83520 | 01/25/24 | Printed | KIMBALL MIDWEST / MIDWEST MOTOR SUPPLY CO INC | PW -MARKING PAINT FOR STREETS | | 150.48 |
| 83521 | 01/25/24 | Printed | KOEFRAN INDUSTRIES, INC. | PD -EMPTY ANIMAL CONTROL FREEZER | | 163.86 |
| 83522 | 01/25/24 | Printed | KRAZAN & ASSOCIATES, NC. | PW -GEOTECHNICAL ENGINEERING INSPECTION MCCALL & NELSON | | 6,900.00 |
| 83523 | 01/25/24 | Printed | KRC SAFETY CO INC | PW -MESSAGE BOARD RENTAL FOR GRINCHMAS COMM SERVICES | | 1,630.00 |
| 83524 | 01/25/24 | Printed | LABOR FIRST, LLC / RETIRE FIRST | HR -RETIREE POST 65 PREMIUMS JANUARY & FEBRUARY 2024 | | 9,504.00 |
| 83525 | 01/25/24 | Printed | CLAUDIO LASO | ART C -RIDE THE CYCLONE CO DIRECTOR | | 150.00 |
| 83526 | 01/25/24 | Printed | LEAGUE OF CALIFORNIA CITIES | ADMIN -2024 MEMBERSHIP RENEWAL | | 9,720.00 |
| 83527 | 01/25/24 | Printed | LES SCHWAB TIRE CENTERS OF CENTRAL CALIFORNIA INC | FLEET -REPAIRS, ALIGNMENT & REPLACEMENT FOR VARIOUS CITY VEHICLES | | 611.30 |
| 83528 | 01/25/24 | Printed | LEXISNEXIS COPLOGIC SOLUTIONS | PD -ONLINE REPORTING SYSTEM DECEMBER 2023 | | 960.00 |
| 83529 | 01/25/24 | Printed | LIEBERT, CASSIDY, WHITMORE | HR -LEGAL FEES NOVEMBER 2023 | | 9,648.93 |
| 83530 | 01/25/24 | Printed | LIFE-ASSIST INC. | FD -MEDICAL SUPPLIES | | 2,549.12 |
| 83531- 83532 | 01/25/24 | Printed | MEDLINE INDUSTRIES, INC. | FD -MEDICAL SUPPLIES | | 4,970.93 |
| 83533 | 01/25/24 | Printed | METRO UNIFORM | PD -BALLISTIC VESTS & REVOLVING ACCT | | 5,057.76 |
| 83534 | 01/25/24 | Printed | CHRISTIE MOORADIAN | HR -SETTLEMENT AGREEMENT | | 125,000.00 |
| 83535 | 01/25/24 | Printed | MV PUBLIC TRANSPORTATION, INC. | REC -SENIOR TRIP TO TABLE MOUNTAIN CASINO | | 125.00 |
| 83536- 83537 | 01/25/24 | Printed | ODP BUSINESS SOLUTIONS LLC | ADMIN -OFFICE SUPPLIES | | 1,790.14 |
| 83538 | 01/25/24 | Printed | OOSOSHARP, LLC / SHARP AMBULANCE BILLING | FD -AMBULANCE BILLING DECEMBER 2023 | | 12,058.50 |
| 83539 | 01/25/24 | Printed | PG&E | ADMIN -UTILITIES JANUARY 2024 | | 76.47 |
| 83540 | 01/25/24 | Printed | PG&E | ADMIN -UTILITIES JANUARY 2024 | | 153.09 |
| 83541 | 01/25/24 | Printed | PG&E | ADMIN -UTILITIES DECEMBER 2023 | | 6,432.02 |
| 83542 | 01/25/24 | Printed | PG&E | ADMIN -UTILITIES DECEMBER 2023 | | 19,496.06 |
| 83543 | 01/25/24 | Printed | PIPKIN DETECTIVE AGENCY INC. | HR -EMPLOYMENT BACKGROUND CHECKS | | 567.00 |
| 83544 | 01/25/24 | Printed | PITNEY BOWES BANK INC | PD -POSTAGE REFILL | | 357.26 |
| 83545 | 01/25/24 | Printed | PITNEY BOWES BANK INC | ADMIN -POSTAGE REFILL | | 1,067.27 |
| 83546 | 01/25/24 | Printed | PRICE PAIGE & COMPANY | FIN -PROFESSIONAL SERVICES DECEMBER 2023 | | 17,925.00 |
| 83547 | 01/25/24 | Printed | QUINN COMPANY | FLEET/PW -SKID STEER RENTAL, TROUBLESHOOT GENERATOR, CHECK & REPAIR CHARGING STATION | | 417.26 |
| 83548 | 01/25/24 | Printed | ANDREW RANGEL | HR -GYM MEMBERSHIP REIMBURSEMENT PER MOU | | 200.00 |
| 83549 | 01/25/24 | Printed | TERI ROCKHOLD | PD -ANIMAL SHELTER SUPPLIES REIMBURSEMENT | | 1,019.60 |
| 83550 | 01/25/24 | Printed | GERSSON ROMERO | ART C -MEAN GIRLS GRAPHIC ART COSTUME T- SHIRT LOGOS | | 125.00 |
| 83551 | 01/25/24 | Printed | FERNANDO SANTILLAN | ADMIN -APA/AICP MEMBERSHIP | | 838.00 |
| 83552 | 01/25/24 | Printed | SOCIAL VOCATIONAL SERVICES INC DBA EMPLOY AMERICA | PW -PARK RESTROOM MAINTENANCE DECEMBER 2023 | | 1,199.70 |
| 83553 | 01/25/24 | Printed | STAPLES, INC. | FD -OFFICE SUPPLIES | | 314.82 |
| 83554 | 01/25/24 | Printed | STERICYCLE, INC. | PD -STERI SAFE OSHA COMPLIANCE JANUARY 2024 | | 198.26 |
| 83555 | 01/25/24 | Printed | SUN LIFE | HR -EMPLOYEE INSURANCE FEBRUARY 2023 | | 2,363.96 |
| 83556 | 01/25/24 | Printed | SURVEILLANCE INTEGRATION INC. | PD -SECURITY CAMERA WORK | | 7,589.54 |
| 83557 | 01/25/24 | Printed | TAG-AMS, INC. | HR -EMPLOYEE DRUG TESTING | | 360.00 |
| 83558 | 01/25/24 | Printed | TEC WEST, INC. | HR -CLERICAL ASSIST 12/31/23-1/14/24 | | 3,397.38 |
| 83559 | 01/25/24 | Printed | TELEFLEX LLC | FD -MEDICAL SUPPLIES | | 1,467.72 |
| 83560 | 01/25/24 | Printed | THE CRISCOM COMPANY | ADMIN -LEGISLATIVE ADVOCACY JANUARY & FEBRUARY 2024 | | 9,000.00 |
| 83561 | 01/25/24 | Printed | THOMAS J O'LAUGHLIN MD INC. | FD -MEDICAL DIRECTOR FEBRUARY 2024 | | 500.00 |
| 83562 | 01/25/24 | Printed | JAMES UHL / BREAKING THE CHAIN CONSULTING | ADMIN -STRENGTHS PLUS ORGANIZATIONAL DEV (2 OF 4) | | 8,990.00 |
| 83563 | 01/25/24 | Printed | UNITY IT | PD -ONLINE REPORTING SYSTEM DECEMBER 2023 | | 4,150.80 |

CHECK REGISTER REPORT

| CHECK NUMBER | CHECK DATE | STATUS | VENDOR NAME | CHECK DESCRIPTION | CATEGORY | AMOUNT |
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| 83564 | 01/25/24 | Printed | VERIZON | ADMIN -TELEPHONE/MDT'S 11/19/23-12/18/23 | | 1,672.64 |
| 83565 | 01/25/24 | Printed | WASTE MANAGEMENT-USA WASTE | COMM DEV -GARBAGE SERVICE FOR CVTC 12/1/23-12/31/23 | R | 591.69 |
| 83566 | 01/25/24 | Printed | WHITE CAP, L.P. | PW -RAIN PAINTS & JACKETS | | 522.56 |
| 83567 | 01/25/24 | Printed | WILLDAN ENGINEERING | BLDG -INSPECTOR SERVICES THROUGH 12/29/23 | | 8,100.00 |
| TOTAL | | | | | | 1,137,977.52 |

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

| WIRE/EFT | | | | | | |
|----------|----------|--|---------------------|--------------------------------------|---|--------|
| | 01/26/24 | | IRG MASTER HOLDINGS | ECO DEV -CVTC FEBRUARY 2024 LEASE | R | 522.56 |
| | 01/26/24 | | US BANK | TAXABLE PENSION OBLIGATION BOND 2022 | | 522.56 |

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

February 20, 2024

ITEM NO: 1.

SUBJECT: Discussion and Consideration of Potential Mobile Home Rent Stabilization Ordinance

BACKGROUND:

At the Selma City Council meeting on December 4, 2023, multiple local mobile home residents expressed the need for the City of Selma to consider the adoption of a mobile home rent stabilization ordinance. At that time, the Council requested additional information to consider whether the City should consider adopting an ordinance to address the issue.

DISCUSSION:

Mobile Homes in the state are exempt from California Rent Control Laws, making rent stabilization a “local control issue.” The City of Selma currently does not have an ordinance in place, which limits our ability to address impactful rent increases for residents - many of whom are on fixed incomes. Mobile home owners, unlike apartment tenants or residents of other rental units, are in the unique position of having made a substantial investment in a residence where their space is rented or leased. Removal and/or relocation of a mobile home from a park space is not a practical alternative to accepting an excessive rent increase due to the substantial cost to transport the mobile home, which may cause extensive damage to the mobile home and loss of prior investments in their home site, such as landscaping and supporting structures like carports or porches. Because mobile homes are often owned by senior citizens, persons on fixed incomes, and persons of low and moderate income, exorbitant or frequent rent increases may cause these individuals undue financial hardships.

The purpose of a rent stabilization ordinance is to prevent excessive rent increases and exploitation of the City's current mobile home inventory while maintaining the opportunity for mobile home park owners to receive a fair and reasonable return on their investment. Staff research included conversations with parties affected by both sides of this issue. Local mobile home residents have expressed difficulties in making increased payments due to being on fixed incomes. Furthermore, the lack of disclosure of justification for the increase, such as park amenities or repairs, has typically not been provided to local residents. Residents also provided City staff with similar rent stabilization ordinances from other municipalities that they suggest should be implemented. Staff also reached out to mobile park owners and discussed park operation and management as it relates to rental space increases. In one case, an owner did not implement increases for multiple years due to the potential for pricing their tenants out of their parks. Furthermore, some parks rent both the space and mobile home to residents while others rent spaces only with residents owning the mobile home outright. However, business operations seem to vary from park to park with regard to providing amenities, utilities, and notification and/or timing of rental increases.

The data below was gathered to articulate the City's current mobile home statistics and to help in the development of an effective policy for the residents of Selma, if that is Council's direction.

| Mobile Parks | Acreage | Total Mobile Homes | Valuation of Parcel | Amount of Available Spaces | Estimated Mobile Home Ownership Rate |
|----------------------|---------|--------------------|---------------------|----------------------------|--------------------------------------|
| Selma Mobile Estates | 9.29 | 115 | \$719,486 | 10-12 spaces | 39.6% |
| McCall Village | 20.82 | 216 | \$1,457,240 | 1-2 spaces | 64.1% |
| Frontier Mobile | 1.69 | 20 | \$933,300 | 0 spaces | 0% |

| Mobile Home Park | Last Increase | 2022 Rent | 2023 Rent | 2024 Rent | % of Increase | CPI Increase 2023 | Recurring Date of Increase |
|-----------------------|---------------|-----------|-----------|-----------|---------------|-------------------|----------------------------|
| McCall* Estates | 2023 | \$575 | \$615 | \$625.99 | 1.7% | 3.4 | May 1 st |
| Frontier* | 2006 | \$350 | \$350 | \$400 | 14.2% | 3.4 | N/A |
| Selma* Mobile Estates | 2023 | \$395 | \$400 | \$410 | 2.5% | 3.4 | January 1 st |

*Rent includes water, sewer and garbage

Current state laws, much of which is found within the 2023 California Mobile Home Residency Law, identify that notification to residents in the following manner is required by the mobile home park owner to tenants describing cost increases for residency:

- A 90-day advance written notice of rent increase.
- A 60-day advance written notice when a new fee is required if it is not mentioned in the lease with the tenant.
- Notice is not required for an increase of an existing fee.

In most cases, the timing of these notifications does not coincide with timely increases in income streams, such as Social Security benefits. As a result, the increases may outpace income adjustments, causing residents to contribute a larger percentage of their income towards rent alone and away from other essential items, placing residents at risk of poverty or homelessness.

Rent Increase Limitations – Many municipalities use the Consumer Price Index or some other readily available published metric to establish a methodology for mobile home rent increases once an initial base threshold is adopted. Once this methodology is set, Mobile Home Park Owners' rent increases must be based on these criteria. Examples of other jurisdictions' rent stabilization methodologies are shown below. Staff believes that the methodology for the City should follow similar ordinances adopted within the region, as demographics are largely similar from an income standpoint.

| Municipal Ordinance | Rent Stabilization Methodology | Reviewing Body of Violations | Petition Process |
|----------------------------|---|---|---------------------------------------|
| City of Gilroy | Shall not exceed five 5% of the base rent (within any (12) month period) or eighty 80 % percent of the change in the CPI Index, whichever is less. | Arbitrator appointed by City's rent review officer. | Tenants |
| City of Clovis | Based upon the rent charged on the date twelve (12) months prior to the date the increase is to take effect, multiplied by the cost-of-living factor and rounded off to the nearest dollar. | Hearing officer appointed by City Manager | Tenants |
| City of Rialto | Commission reviews established permitted rent increase/adjustment thresholds. | Commission appointed by City Council | Tenants |
| City of Modesto | Rent may be increased to an amount equal to the rent in the prior year adjusted by one hundred (100) percent of the increase in the percentage increase in the CPI last reported of the prior year as of August 31st in the year before the prior year Automatic Annual Increases Shall not exceed 6%. | Subcommittee of the Citizens Housing and Community Development Commission | Mobile Home Park Owners (Fair Return) |
| City of Fresno | Shall not exceed seventy-five (75%) of the previous year's CPI. Shall increase rent if Annual Government Costs exceed 5% of the previous 12 months | Rent Review and Stabilization Commission | N/A |
| CA AB 978 | Shall increase the gross rental rate for a tenancy for a mobile home space by more than 3% plus the percentage change in the cost of living, as defined, or 5%, whichever is lower. | N/A | N/A |

In our research of various jurisdictions' ordinances, there are key components that are imperative in providing effective policy for the City. Once the base threshold and rent increase methodology is established, the ordinance must create limits for rent increase requirements, exemptions from the rent increase requirements, and determine the parties that will be affected. Petitions for mobile home residents or park owners are another component jurisdictions can establish. This petition process creates a platform for owners to increase rent outside of the established threshold and for residents to challenge increase rents outside the threshold. A Rent Stabilization hearing process, likely comprised of a hearing officer or a

governing body such as the City Council, shall also be in place to oversee hearings and determine whether rent increases are reasonable under the circumstances.

Based on this information, Staff requests direction from the City Council pertaining to the development of a rent stabilization policy for the City of Selma. Staff has drafted an outline highlighting key components for the Council to provide further direction with regard to the composition of a Rent Stabilization ordinance for the City:

- **Rent Stabilization Methodology** - The rent may be increased to an amount equal to the rent in effect of that current year, adjusted by one hundred (100) percent of the increase in the percentage increase in the Consumer Price Index (CPI), of that year or by 5%, whichever is less.
 - All rent increase notices shall be given to the tenants on the same day each calendar year and subsequent years. A 90-day advance written notice of rent increase.
 - Rent increases shall not be increased more than once in any twelve (12) month period.
 - Rent increases shall only apply to the base rent for the mobile home space. Annual Government Costs which could include municipal utilities, general property taxes, special property assessments, and governmental regulatory, processing or permitting fees, shall not be calculated within the rent stabilization methodology but should be itemized for informational purposes to tenants.
- **Petition Requirements** - Any homeowner who will be or has been subjected to a proposed rental or service charge increase may file a petition and concurrent response. The petition shall be signed by more than fifty (50%) of the mobile homeowners affected by a rent increase. The petitions shall specify in clear and concise terms why, in the petitioners' opinion, the rent increase is not justified under the ordinance.
- **Reviewing Body** – The City Council shall be the reviewing body for Mobile Home Park Rent Increase Hearings.
- **Hearing Process** - The purpose of the hearing shall be to allow the two (2) parties the opportunity to present their differences concerning the proposed rent increase and settle them in a final manner. The city council shall use the review standards for the hearing proceedings.

FISCAL IMPACT: The drafting or administration of any new ordinance related to rent stabilization would become part of Community Development's duties and workload. Therefore, no new fiscal impact is anticipated as it is envisioned that current staffing levels are adequate to incorporate this work into current duties.

RECOMMENDATION: Staff is requesting direction or concurrence from City Council in preparing a rent stabilization ordinance for the City of Selma based on the information provided within this report.

/s/
Kamara BIAWOGI
City Planner

February 12, 2024
Date

/s/
Jerome Keene
Deputy City Manager

February 12, 2024
Date

/s/
Fernando Santillan
City Manager

February 12, 2024
Date

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

February 20, 2024

ITEM NO: 2.

SUBJECT: Consideration and Review of Pioneer Village Concept Map

BACKGROUND: On August 24, 2023, City staff, comprised of representatives from Administration, Planning, Building, Engineering, and Public Works, met with QK and Willdan staff to tour Pioneer Village and begin discussing an overall Master Plan for the facility. During this tour, the facility grounds and each building were inspected. Following the tour, City staff and the consultants met to discuss observations and compile comments and recommendations to be considered during conceptual design.

On December 19, 2023, QK presented three concepts for City staff to review based on the tour of the facilities and subsequent conversations about Pioneer Village. City staff then provided additional recommendations and comments to develop a revised concept, "Concept D".

On February 1, 2024, City staff presented Concept D to the Pioneer Village Commission for discussion and recommendations. At the public meeting, the commissioners gave their approval of Concept D with no changes.

The development of a Pioneer Village conceptual master plan would allow for City staff to plan for future Capital Improvement Projects as well as pursue grant opportunities to enhance the facility through various funding sources.

DISCUSSION: Concept D has been provided to the Council for review and/or comment. Concept D includes the following design attributes based on the feedback provided by City staff:

1. Parking summary:
 - a. 171 new parking spaces north of Cattleman's Restaurant.
 - b. Restriping provides 108 additional parking spaces east of Cattleman's Restaurant.
 - i. 200 parking spaces must be made available at a minimum pursuant to the Cattleman's usage agreement.
 - c. EV charging spaces have been identified and are included in the 278 spaces available adjacent to Cattleman's Restaurant.
 - d. 71 new parking spaces in front of the Danish building.
 - e. 53 new parking spaces behind the existing fence, north of the banquet hall.
 - f. 71 new parking spaces added along the northern portion of the site.
 - g. Potential for 53 additional parking spaces west of Train Depot building, if needed.
 - h. There are a minimum of 327 spaces for park users, with up to 527 spaces available for potential use when events do not conflict with the Cattleman's Restaurant usage agreement.

2. Identification of potential locations of a storm drain basin:
 - a. The northern corner of the site (in lieu of parking);
 - b. A shared facility with the McGrath property; and,
 - c. An underground storage facility is being considered, but a location has yet to be determined.
3. The open space event area will measures 3.74 acres.
 - a. If the 53 additional spaces are installed, the amount of open space is reduced to 3.20 acres.
4. The opera house is proposed to be demolished and replaced with a replica banquet hall that would be approximately 4,800 square feet.
5. The restrooms are proposed to be increased in size, but will remain in their current location.
6. The Chinese section houses, the barn, and the Edge Comb building are proposed to be demolished due to the deterioration and unsafe nature of these structures.
7. The park identification sign, emergency access road, site utilities and existing well site have all been properly identified for clarity.
8. A 50-foot radius turnaround has been added at the end of Art Gonzales Parkway to promote better motorist circulation at the entrance of the park.
9. A secondary access to Golden State Boulevard has been added for emergency services with the adjacent McGrath project.
 - a. The parking and the possible basin both accommodate this vehicular access location.
10. The amphitheater and concrete dance floor are located at a preferred location, minimizing sun glare and ambient sound impacts while utilizing existing open space areas for shade of visitors.

The existing structures that are not proposed to be demolished or relocated will likely require some upgrades and improvements for consistency with applicable building and accessibility requirements. Staff believes that the completion of the conceptual master plan will be essential in identifying needed funding sources to upgrade Pioneer Village facilities for increased utilization as a regional asset for special events and other community uses.

Staff is requesting direction on the following items pertaining to this conceptual design to aid in the production of a final design concept for Pioneer Village:

1. Any changes to the parking lot layout.
2. The location or use of proposed buildings and amenities.
3. Other features not currently shown that should also be considered in the final design.

FISCAL IMPACT: There is no anticipated fiscal impact at this time. Once the conceptual plan is finalized, Staff would work to prepare appropriate cost estimates for identifying revenue sources, both internal and external to the General Fund.

RECOMMENDATION: Staff is requesting direction on the current concept to allow for preparation of a final conceptual plan that would be brought to the Council for approval at a future meeting.

_____/s/_____
Amy Smart, Director
Community Services Department

_____02/14/2024_____
Date

_____/s/_____
Jerome Keene, AICP
Deputy City Manager

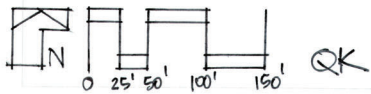
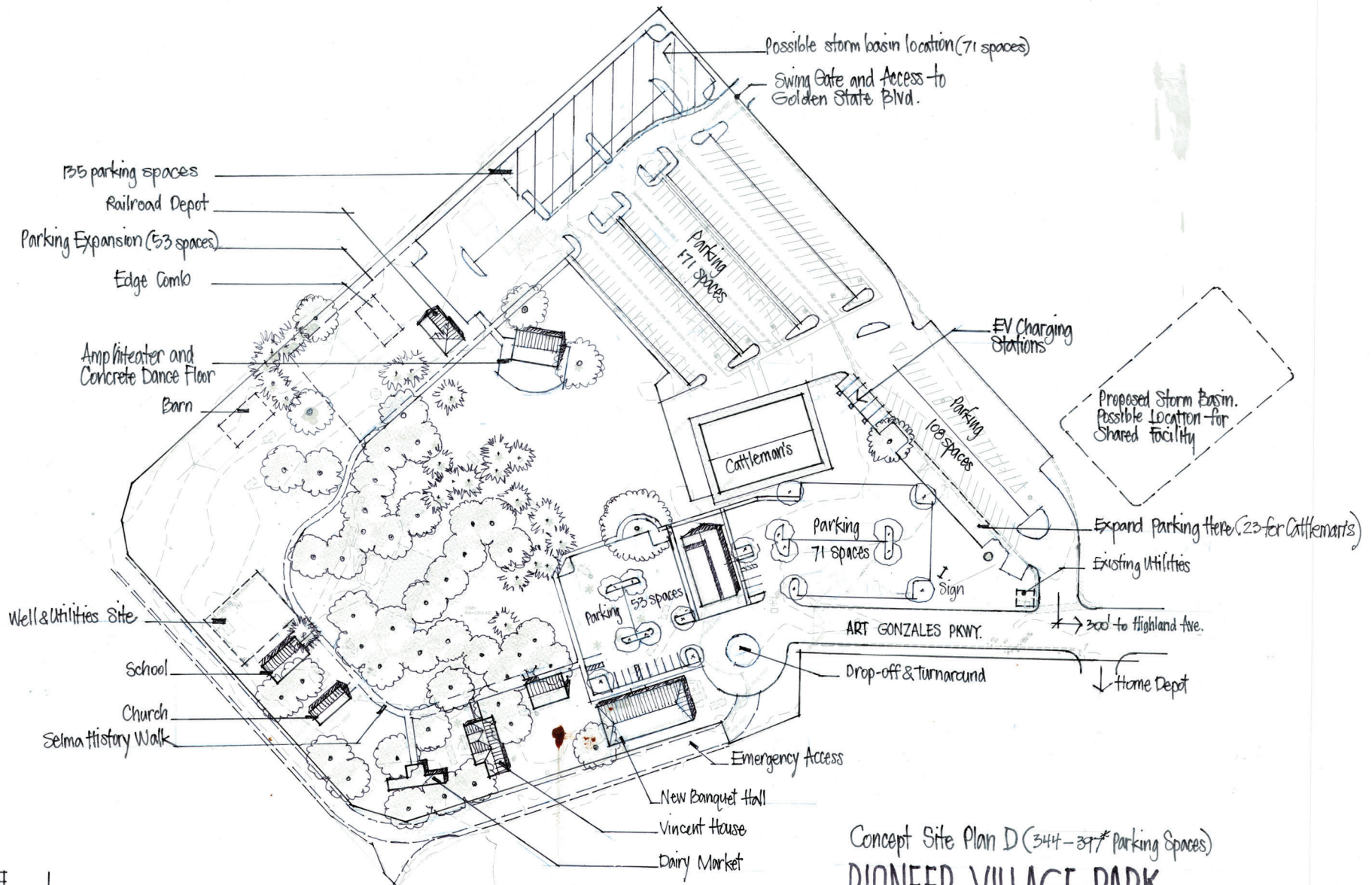
_____02/14/2024_____
Date

_____/s/_____
Fernando Santillan, AICP
City Manager

_____02/14/2024_____
Date

Attachments:

1. Pioneer Village Master Plan– Concept D



Concept Site Plan D (344 - 397* Parking Spaces)

PIONEER VILLAGE PARK

Selma, California

* For Park Users

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

February 20, 2024

ITEM NO: 3.

SUBJECT: Consideration of a Resolution approving the Fire Department, Emergency Medical Services Division Reorganization Plan

BACKGROUND: On June 19, 2023 the City Council adopted the 2023/2024 fiscal year budget approving Full-Time Employee (FTE) allocations. The 23/24 budget included eighteen (18) positions in the EMS Division of the Fire Department including nine (9) Paramedics and nine (9) Emergency Medical Technicians (EMTs). Staff is requesting that the City Council approve a reorganization that includes (12) Paramedics and (6) EMTs, maintaining the total number of staff at eighteen (18) EMS personnel.

DISCUSSION: The City of Selma resumed providing ambulance transport services through the Emergency Medical Services (EMS) Division of the Fire Department in April of 2020. Prior to this, EMS services were being provided by contractual service agreement through American Ambulance of Fresno. The Fire Department's EMS Division in fiscal year 23/24 was allocated for eighteen (18) line personnel consisting of nine (9) full time Paramedics and nine (9) full time EMTs. The EMS Division's resource deployment standard is three (3) Advanced Life Support (ALS) Ambulances staffed 24/7, 365 days a year. Current staffing for this deployment model requires a minimum of nine (9) full time Paramedics and nine (9) full time EMTs. That staffing model can be further broken down to a three (3)-platoon system consisting of three (3) shifts of three (3) Paramedics and three (3) EMTs working a 48/96 schedule. Part-time or Per-diem Paramedics and EMTs also supplement this resource deployment model at times. With the current staffing model and deployment of resources, anytime a Paramedic takes leave from their assignment, an ALS Ambulance must be staffed through call-back of either full time personnel on overtime or per diem personnel, if available. It is not uncommon for the call back assignment of a paramedic to not be fulfilled due to staff availability, thus causing the need to reduce service capability of the Division and staff a Basic Life Support (BLS) Ambulance with two EMTs. BLS ambulances have a place in the EMS system; however, this resource type comes with significant operational challenges as a front-line resource in the prehospital 911 setting.

Staff has analyzed the current resource deployment and staffing model and have identified opportunities for improvement in operations of the EMS Division. A reorganization of the staffing plan for the EMS Division would allow for greater flexibility for the deployment of resources as well as reducing the potential of Paramedic call back, thus lowering the expenses of overtime and per diem salaries as well as reducing the frequency of staffing a BLS ambulance.

Staff is recommending the reorganization of allocated positions from the eighteen (18) total positions consisting of nine (9) full time Paramedics and nine (9) full time EMTs to eighteen (18) total positions consisting of twelve (12) full time Paramedics and six (6) full time EMTs. This staffing model can be further broken down to a three (3) platoon system consisting of three (3) shifts of four (4) Paramedics and two (2) EMTs. The reorganization and

reclassification of three (3) EMTs to three (3) Paramedics will allow the Fire Chief the ability to promote paramedic qualified EMTs as well as fill vacant EMT positions with Paramedics until all vacancies are filled.

The need for reclassification of three EMT positions to Paramedic positions has several benefits to our Department and to our citizens including:

1. Paramedics receive more extensive training than EMTs, allowing them to administer a wider scope of medications, perform advanced airway management, and interpret electrocardiograms (ECGs). This expanded skill set can lead to better patient outcomes.
2. A more consistent workforce simplifies recruitment, training, and staffing, potentially reducing operational costs. With a limited roster of Paramedics, we have several open shifts a month due to vacations and sick leaves. With an expanded Paramedic roster, it will expand the pool of staff to fill behind vacancies.
3. With the additional Paramedics on duty, we are able to increase the division of labor throughout our workforce thus minimizing fatigue and burnout.

This reclassification of positions will not trigger the need for the termination of employment of any current employees. The transition of the staffing model will be done through attrition and back-fill of vacant positions.

Reclassifying EMT positions into Paramedic positions represents a significant shift in EMS delivery. The potential benefits in terms of improved patient care, a more capable workforce, and increased organizational efficiency make it a compelling consideration for our department and the citizens of Selma.

FISCAL IMPACT: Fiscal impact to the Ambulance Fund for fiscal year 23/24 is estimated at an additional \$35,000.00 above approved budget amounts due to the variables of the timeliness of recruitment and onboarding. There is no anticipated impact to the General Fund.

RECOMMENDATION: Adopt Resolution approving the Fire Department Emergency Medical Services Division Reorganization Plan increasing the total number of Paramedics by three (3) full time positions and decreasing the total of EMTs by three (3) full time positions.

_____/s/
Jordan Webster
Fire Chief

_____/02/14/2024
Date

_____/s/
Fernando Santillan
City Manager

_____/02/14/2024
Date

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA, APPROVING THE FIRE DEPARTMENT EMERGENCY MEDICAL
SERVICES DIVISION REORGANIZATION PLAN**

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

WHEREAS, Staff has analyzed the current resource deployment and staffing model and have identified opportunities for improvement in operations of the EMS Division; and,

WHEREAS, A reorganization of the staffing plan for the EMS Division would allow for greater flexibility for the deployment of resources and more efficient operations; and,

WHEREAS, the City Manager for the City of Selma, having assessed various departmental operations and workload issues desires to take the following actions:

- Increase FTE Paramedic Positions to a total of twelve personnel
- Decrease FTE EMT positions to a total of 6 personnel

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 City Council hereby approves the recommended addition of three FTE Non-Safety Paramedic positions by the City Manager.
3. The City Council hereby approves the recommended reduction of three FTE Emergency Medical Technicians by the City Manager.
4. **Severability.** The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.
5. **Effective Date.** That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 20th day of February 2024 by the following vote:

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

(Signatures on the following page)

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

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

February 20, 2024

ITEM NO: 4.

SUBJECT: Consideration of a Resolution Approving Job Descriptions and Salary Ranges for Animal Services Director, Animal Services Technician and Emergency Medical Services Supervisor

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

DISCUSSION: The City of Selma is continuously recruiting for vacant positions identified within the Adopted 2023/2024 Fiscal Year Budget, as well as identifying positions necessary to provide exceptional service to the community.

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

Animal Services Director
Animal Services Technician
Emergency Medical Services Supervisor

The Animal Services Director and Animal Services Technician positions are necessary due to the re-acquisition of Animal Services operations by the Selma Police Department. The attached job descriptions reflect the desired current requirements for these positions.

The Emergency Medical Services Supervisor position is necessary due to the proposed reorganization of EMS services, which is being considered by the Council for approval on February 20th, 2024. The attached job description reflects the desired current requirements for this position.

The new classifications were presented to the appropriate bargaining units prior to submittal as required.

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

| | Current Monthly | Proposed Monthly |
|---------------------------------------|-----------------|--------------------|
| Animal Services Director | N/A | \$8,271 - \$10,053 |
| Animal Services Technician | N/A | \$3,729 - \$4,533 |
| Emergency Medical Services Supervisor | N/A | \$6,728 - \$8,671 |

There are no local comparisons for the Animal Services Director classification and Bay Area salaries were reviewed for comparison. The Bay Area salaries were adjusted downward

according to the percentage difference specified by the “Forbes Cost of Living Calculator” to provide an apples-to-apples comparison with the local labor market.

The Emergency Medical Services Supervisor position is unique to the City of Selma as the position will be supervising both paramedic and EMT personnel. There are no local or Bay Area comparisons due to the uniqueness of the position. The recommended salary was proposed by the Fire Chief based on his knowledge of salary requirements for the proposed scope of work. This salary can be further adjusted in the future if necessary based on our ability to recruit for the position.

FISCAL IMPACT: Funding for these positions are to be considered for approval in the mid-year budget adjustment request.

RECOMMENDATION: Adoption of Resolution approving job descriptions and salary ranges for Animal Services Director, Animal Services Technician and Emergency Medical Services Supervisor; and authorizing the City Manager, or his designee, to add to the Master Salary Schedule.

_____/s/
Janie Venegas
Administrative Services Director

02/14/2024
Date

_____/s/
Fernando Santillan
City Manager

02/14/2024
Date

RESOLUTION NO. 2024 – __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA APPROVING THE JOB DESCRIPTIONS AND SALARY RANGES FOR ANIMAL SERVICES DIRECTOR, ANIMAL SERVICES TECHNICIAN AND EMERGENCY MEDICAL SERVICES SUPERVISOR

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

WHEREAS, The City Manager for the City of Selma has determined it is in the best interest of the city to add the Animal Services Director, Animal Services Technician and Emergency Medical Services Supervisor classifications and salary ranges in order to provide exceptional customer service to the community; and

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

Section 1. The above recitals are true and correct;

Section 2. The City Council hereby approves the following:

- a. The Animal Services Director position will be added as a new classification, allocated to the Police Department and shall be an unrepresented, exempt position, with a salary range of \$8,271 - \$10,053 monthly;
- b. The Animal Services Technician position will be added as a new classification, allocated to the Police Department and shall be a represented, non-exempt position, with a salary range of \$3,729 - \$4,533 monthly;
- c. The Emergency Medical Services Supervisor position will be added as a new classification, allocated to the Fire Department and shall be an unrepresented, exempt position, with a salary range of \$6,728 - \$8,671 monthly;
- d. The Animal Services Director, Animal Services Technician, and EMS Supervisor job descriptions attached hereto is hereby adopted;
- e. The City Manager, or designee, shall update the Master Salary Schedule accordingly;
- f. The City Manager, or designee, shall recruit for vacant position as necessary.

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

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

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 20th day of February 2024 by the following vote:

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

Scott Robertson
Mayor

ATTEST:

Reyna Rivera
City Clerk

ANIMAL SERVICES DIRECTOR

PURPOSE:

Under administrative direction of the City Manager, plans, organizes, manages, continuously improves and provides administrative direction and oversight for Animal Services; provides highly responsible and complex professional assistance to staff in areas of expertise.

This is an exempt at-will position that serves at the will of the City Manager.

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):

- Develop and maintain performance standards and ensure quality service and staff productivity through supervision and evaluation of performance; enforce all State, City and Shelter policies and procedures; and oversee dispatching, licensing, animal care and euthanasia functions.
- Provide briefings, respond to inquiries and requests, and maintain supportive, cooperative relations with local animal welfare groups and with any applicable city or county Animal Welfare Commission.
- Prepare or approve schedules and coordinate assignments of shelter personnel.
- Prepare and administer the shelter budget and maintain fiscal control; prepare budgetary reports.
- Coordinate and perform grants administration and reporting, including researching and evaluating grant funding opportunities relative to the shelter.
- Advocate effectively for the shelter's budget needs.
- Work with the City Administrator, Police Department and non-profit animal welfare organizations to develop sources of additional funding through public-private partnerships; collect data to support collaborative funding efforts.
- Oversee the acquisition, secure storage, distribution, and inventory control of supplies used at the shelter and in the field.
- Monitor organizational performance and analyze data to detect trends and assess program requirements; formulate short and long-term management plans.
- Oversee the development and implementation of on-going and special programs and activities.
- Ensure courteous and high-quality customer service for field and shelter operations; provide information and respond to public complaints or inquiries regarding animal care services, lost animals, redemption and adoption, etc.
- Prepare and present orientation sessions, education courses and on-the-job training both to shelter personnel and the general public.

- Establish and maintain cooperative relations with other city organizations, jurisdictions, and agencies.
- Prepare or supervise the preparation and distribution of promotional materials concerning shelter services and programs including the distribution of literature in appropriate languages.
- Inspect the facility, equipment and supplies for compliance with safety standards and maintenance needs; oversee the ordering of food, equipment, and supplies and the preparation of service requests.
- Supervise the Division's involvement in civil and criminal actions related to animal incidents (vicious animals, animal bites); be proactive in pursuing animal cruelty cases; assist SPD sworn personnel in other criminal investigations (e.g., inhumane treatment) and ensure that investigating Animal Control Officers are properly trained in the gathering and storage of evidence.
- Facilitate prompt resolution of administrative cases; establish protocols to ensure that animals held for long periods of time due to lengthy litigations are socialized and exercised appropriately.
- Prepare briefings and technical reports regarding shelter activities, personnel matters, new initiatives, or civil actions.
- Review, interpret and implement new policies, rules, regulations, and state/local laws and ordinances concerning the care, treatment and custody of animals (e.g., receipt, redemption, adoption and euthanasia of animals).
- Work cooperatively with the Community to ensure that financial constraints do not result in detention or destruction of animals.
- Work proactively and cooperatively with animal welfare agencies to establish prevention services which will lower the number of animals entering the shelter.
- Collaborate with animal welfare groups to facilitate the rescue of animals from the shelter.
- Negotiate, secure, and monitor contract veterinary care; work cooperatively with veterinarians to establish or modify standards and procedures relating to animal capture, care, vaccination, sterilization, and disposal.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Principles and practices of management, supervision and training including program design and evaluation methods.
- Principles and practices of marketing, public speaking, customer service, and community relations.
- General practices of animal care and control in accordance with professional standards (Humane Society, National Animal Control Association, American Humane Association, etc.).
- State and local codes, regulations and ordinances associated with animal control and care.
- Safety principles, practices and procedures.
- Accounting and revenue handling procedures; budget preparation, advocacy and control.

- Preparation and maintenance of records and technical reports using computers in a networked environment and common software applications (word processing, spreadsheets, etc).

Ability to:

- Design, implement, supervise and evaluate animal control services and operations.
- Communicate effectively with a diverse community both orally and in writing.
- Design and implement marketing campaigns and serve as the media spokesperson regarding City animal services.
- Solve problems and make decisions and effectively respond to community or political concerns with tact and diplomacy.
- Provide leadership in order to promote customer service and safe, humane, and professional work practices.
- Advocate for the shelter's budget and policy needs; prepare the shelter's budget and research and prepare grant proposals for funding.
- Establish and maintain effective work relationships with shelter staff, other city departments, community, organizations, businesses, and individual citizens.
- Interpret and implement state and local codes and regulations pertaining to animal care and control.
- Prepare and maintain fiscal records including inventory control; monitor and maintain facility budget appropriations.
- Prepare timely and accurate reports of a general or technical nature.

REQUIREMENTS:

Education and Experience:

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

A Bachelor's Degree from an accredited four-year college or university with major course work in business administration, public administration, veterinary medicine, or a related field required and six (6) years of extensive management and public relations experience.

Licenses and Certifications:

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

Physical Demands:

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

Environmental Elements:

Occasionally indoors in an office setting; Exposure to extreme noise, noxious odors and outdoors; ability to travel to different sites and locations.

ANIMAL SERVICES TECHNICIAN

PURPOSE:

Under general supervision, cares for impounded animals; assists with animal adoption and licensing; cleans and maintains animal care facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives technical and functional direction and training from the Animal Services Director or designee and direct or general supervision from the Animal Services Manager or designee. No supervision of staff is exercised.

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):

- Examine captured animals for illness or injury; transport sick or injured animals to veterinarian for medical treatment.
- Quarantine animals that are known or suspected of inflicting an animal bite on a person; provide follow-up contact to ascertain if the animal is showing any signs of sickness or rabies; file report with the Health Department.
- Maintain extensive records of the number of animals taken to animal control shelter, breed and sex of the animal impounded, the location where the animal was captured, deposition of injured animals, and number of citations issued; prepare necessary reports.
- Maintain effective and productive working relationships with volunteers, animal rescue/welfare groups, other departments, and agencies to promote and increase animal adoptions.
- Feed and water animals according to schedules.
- Prepare feed for animals according to specific instructions, such as diet list or schedules.
- Feed and care for impounded animals; transfer animals between pens; clean, disinfect, and maintain sanitary conditions of all ground and facilities at the animal shelter such as kennels, cages, runs, vehicles, and equipment.
- Perform routine maintenance and minor repairs of facilities and equipment at the animal shelter.
- Clean and maintain kennels, animal holding areas, examination rooms, or animal loading or unloading facilities to control the spread of disease.
- Bath and prepare animals that are being made available for placement; release animals using approved methods.
- Examine animals to detect behavioral changes or clinical symptoms that could indicate illness or injury.
- Dust, spray, or bathe animals to control insect pests.

- Provide emergency first aid to sick or injured animals.
- Walk through the kennel areas checking each animal individually for any abnormal behavior or activity such as vomiting, diarrhea, or blood in the cage or run.
- Remove and dispose of dead animals; assist other animal services personnel as needed, by performing various auxiliary tasks including clerical tasks.
- Prepare examination or treatment rooms by stocking them with appropriate supplies.
- Assist with prepping and restraining animals for vaccination or euthanasia.
- Provide assistance with euthanasia of animals and disposal of corpses.
- Exercise animals or provide them with companionship.
- Clean cat litter boxes, disinfect all food and water bowls.
- Perform office reception duties such as scheduling appointments or helping customers/members of the public.
- Collect fees and issue receipts for licenses and other animal care/control services.
- Perform public speaking presentations concerning animal control services and answer questions related to the care and treatment of animals.
- Operate and maintain department vehicles.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

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

Ability to:

- Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including animal control and protection laws and regulations.
- Learn to operate necessary tools and devices to capture animals.
- Learn and use radio 10-code to communicate with dispatch.
- Learn general animal diseases to help determine the proper disposition for an animal.
- Determine the proper action to take when confronting animals who are agitated, vicious, frightened, or injured.
- Perform routine cleaning and care for animals.
- Act quickly and calmly in emergencies.

- Prepare and maintain accurate and complete records.
- Meet and deal tactfully and effectively with the public.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Learn various techniques of safe and humane destruction of animals, such as lethal injection.
- Assist with the euthanization of dangerous, sick, or unsaveable animals, as required.
- Handle sick, injured, dangerous or dead animals and decomposing animal carcasses in a safe and humane manner.
- Work in the field and the kennel on a rotating basis.
- Work shifts and weekends.

REQUIREMENTS:

Education and Experience:

Equivalent to the completion of the twelfth grade with one (1) year of experience in the care and handling of animals and dealing with the public.

Licenses and Certifications:

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

Physical Demands:

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

Environmental Elements:

Exposure to extreme noise, noxious odors and outdoors; ability to travel to different sites and locations.

EMERGENCY MEDICAL SERVICES SUPERVISOR

PURPOSE:

Under general supervision, plans, schedules, deploys, supervises, and reviews the work of Emergency Medical Technicians and Paramedics assigned to the Emergency Medical Services (EMS) Division, responsible for providing emergency medical treatment; performs the full range of emergency response duties as a member of a response team; coordinates, and participates in non-emergency inspection, training, maintenance, and related activities; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from a Fire Division Chief. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a full supervisory class in the EMS series, responsible for activities and programs within EMS Division and for assisting with overall department management activities, as assigned. Responsibilities include both company command and the performance of a variety of emergency response, non-emergency maintenance, and administrative duties. This class is distinguished from Non Safety Paramedic in that the EMS Supervisor is a management-level class responsible for the administration of the EMS Division within the Fire Department.

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):

- Establishes safety activities to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing effective emergency medical services; implements policies and procedures.
- Participates in the development of the EMS Divisions budget, including submitting budget recommendations and monitoring expenditures.
- Plans, schedules, organizes, assigns, reviews, and evaluates the work of staff; provides input into recruitment, discipline, and other personnel matters; may counsel employees as required.
- Identifies training needs of EMS personnel; drills and instructs personnel in the use of a variety of apparatus, equipment, tools, and devices; ensures conformance of training and

instructional work with department policies and procedures.

- Ensures an accurate and efficient inventory of equipment and supplies, including purchasing needed equipment and submitting equipment requests accordingly.
- Administers, coordinates, manages, and personally performs work in support of a variety of departmental programs and activities such as EMS administration, prevention, public education, inspection, fleet equipment maintenance, inventory, training, or other aspects of the EMS programs.
- Represents the department and the City in contacts with other fire and medical response agencies.
- Provides mutual aid to medical emergency agencies in accordance with departmental policy.
- Performs and assists in staff and station inspections; inspects personnel, equipment, and company quarters.
- Develops and maintains effective working relationships with the community; presents a variety of educational and public service programs to children, youth and community groups; responds to questions and comments from the public; collaborates with involved parties to reach resolutions on identified issues.
- Keeps immediate supervisor and designated others informed regarding present and potential work issues and provides solutions to address issues.
- Performs a variety of administrative duties including recording company activities in designated logs, preparing and maintaining records, reports, forms, recommendations, and other required administrative procedures of the company.
- Applies for various grants and coordinates the process from the beginning (i.e., grant writing) to the end (i.e., purchase order tracking).
- Attends meetings, conferences, workshops, and training sessions and reviews materials to remain current on principles, practices, and developments in assigned work areas.
- Assists in rendering emergency medical services.
- Performs the full range of EMT/Paramedic duties.
- Administer Advance Life Support services to sick and injured persons in the pre-hospital and inter-facility setting.
- Maintain, operate, and perform prescribed treatment in an emergency.
- Communicate with base hospitals and other medical personnel.
- Administration of basic and advanced life support procedures recognized by CCEMSA.
- Oversees and coordinates the daily operations and activities of a comprehensive training program within the Fire Department and EMS Division, ensuring that the assigned program has the necessary logistical support to ensure efficient operations at all times, and compliance with Federal, State, and local training mandates.
- Trains and supervises assigned staff to implement goals, objectives, and functions of training programs, including coordinating and participating in ongoing training activities, participating with staff in correcting deficiencies, and maintaining records as appropriate.
- Schedules monthly training of staff; plans, oversees, and coordinates all related activities; produces, maintains, and manages all training-related reports, records, and logs.
- Plans, develops, and instructs training courses in a variety of EMS service areas; researches various current materials, tools, techniques, and equipment for performing various emergency tasks.
- Participates in training planning on at the local, state, and national level as a member of

related committees and organizations.

- Manages and administers the EMS training budget; prioritizes training leave; approves and purchases training materials and supplies.
- Performs other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation and the training of staff in work procedures.
- Principles, practices, procedures, techniques, and equipment used in medical emergency response.
- Advanced emergency medical procedures.
- Symptoms of medical emergencies and of appropriate responses to such conditions.
- City streets, buildings, and routes travel
- Applicable Federal, State and local laws, codes, and ordinances.
- Safety practices and equipment.
- Modern office practices, methods, computer equipment, and computer applications.
- Correct English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Plan, schedule, assign, supervise, review, and evaluate the work of assigned staff.
- Train staff in work procedures.
- Serve as an integral part of the department's management team, including administering assigned programs and projects.
- Evaluate patients' conditions and properly render emergency medical care including administration of emergency medications.
- Perform at required EMS operation levels.
- Operate vehicles and apparatus safely and in conformance with department procedures and traffic laws.
- Maintain accurate records and prepare clear and accurate reports and other written materials.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Establish and maintain a variety of manual and computerized recordkeeping and project management systems.
- Make sound, independent decisions in emergency situations within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal

guidelines in politically sensitive situations.

- Establish and maintain effective working relationships with those contacted in the course of work.

REQUIREMENTS:

Education and Experience:

Equivalent to the completion of the twelfth grade supplemented with extensive course work in related field, and five (5) years of progressively responsible full time EMS experience. In addition, two (2) years at the level of Paramedic is desirable.

Licenses and Certifications:

- Possession of a valid Class C driver's license and a satisfactory driving record.
- Possession of a valid Healthcare Provider CPR certification.
- Possession of a current State of California Paramedic License and Fresno County Paramedic Certificate

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength, and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials, objects, and individuals necessary to perform job functions.

Environmental Elements:

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

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

| BENCHMARK CLASSIFICATION TITLE | # of Comps | Selma Base Salary | Market Median Salary | Selma to Market Median % | Top Step to the Median of Market | 60th Percentil Salary | Selma to 60th Percentile % | Top Step to the Average of Market |
|--------------------------------|------------|-------------------|----------------------|--------------------------|----------------------------------|-----------------------|----------------------------|-----------------------------------|
| Animal Services Director | 5 | \$10,053 | \$10,009 | 0.44% | Competitive | \$10,053 | 0.00% | Competitive |
| Animal Services Technician | 5 | \$4,533 | \$4,452 | 1.82% | Competitive | \$4,533 | 0.00% | Competitive |
| EMS Supervisor | 0 | \$8,671 | N/A | N/A | Unknown | N/A | N/A | Unknown |

CITY OF SELMA

| | Agency | Class Title | Min Monthly Salary | Max Monthly Salary | |
|----------|------------------|---------------------------------------|--------------------|--------------------|-----------------------|
| | | | | | adjusted salary diff. |
| 0 | Selma | Animal Services Director | \$8,271 | \$10,053 | |
| 1 | San Francisco | Animal Services Director (or similar) | \$7,549 | \$8,679 | 36% |
| 2 | San Jose | Animal Services Director (or similar) | \$6,689 | \$8,130 | 38% |
| 3 | Oakland | Animal Services Director (or similar) | \$8,235 | \$10,009 | 22% |
| 4 | Hayward | Animal Services Director (or similar) | \$8,326 | \$10,119 | 21% |
| 5 | Vallejo | Animal Services Director (or similar) | \$9,160 | \$11,134 | 13% |
| | Atwater | NCC | - | - | |
| | Clovis | NCC | - | - | |
| | Coalinga | NCC | - | - | |
| | Dinuba | NCC | - | - | |
| | Fowler | NCC | - | - | |
| | Fresno City | NCC | - | - | |
| | Fresno County | NCC | - | - | |
| | Hanford | NCC | - | - | |
| | Kerman | NCC | - | - | |
| | Kings Canyon USD | NCC | - | - | |
| | Kingsburg | NCC | - | - | |
| | Lemoore | NCC | - | - | |
| | Los Banos | NCC | - | - | |
| | Madera | NCC | - | - | |
| | Porterville | NCC | - | - | |
| | Reedley | NCC | - | - | |
| | Sanger | NCC | - | - | |
| | Selma USD | NCC | - | - | |
| | Tulare City | NCC | - | - | |
| | Visalia | NCC | - | - | |
| | | | | | |
| | | Number of Matches | 5 | 5 | |
| | | | | | |
| | | Median of Comparators | \$8,235 | \$10,009 | |
| | | % Above/Below | 0.44% | 0.44% | |
| | | | | | |
| | | 60th Percentile of Comparators | \$8,271 | \$10,053 | |
| | | % Above/Below | 0.00% | 0.00% | |

NCC - No Comparable Classification

CITY OF SELMA

| | Agency | Class Title | Min Monthly Salary | Max Monthly Salary |
|----------|------------------|---------------------------------------|--------------------|--------------------|
| 0 | Selma | Animal Services Technician | \$3,729 | \$4,533 |
| 1 | Fresno City | Animal Care Specialist II | \$3,623 | \$4,404 |
| 2 | Visalia | Animal Care Worker | \$3,829 | \$4,814 |
| 3 | Clovis | Animal Services Aide | \$3,663 | \$4,452 |
| 4 | Tulare City | Animal Services Technician | \$3,830 | \$4,655 |
| 5 | Los Banos | Animal Shelter Attendant | \$3,407 | \$4,348 |
| | Atwater | NCC | - | - |
| | Coalinga | NCC | - | - |
| | Dinuba | NCC | - | - |
| | Fowler | NCC | - | - |
| | Fresno County | NCC | - | - |
| | Hanford | NCC | - | - |
| | Kerman | NCC | - | - |
| | Kings Canyon USD | NCC | - | - |
| | Kingsburg | NCC | - | - |
| | Lemoore | NCC | - | - |
| | Madera | NCC | - | - |
| | Porterville | NCC | - | - |
| | Reedley | NCC | - | - |
| | Sanger | NCC | - | - |
| | Selma USD | NCC | - | - |
| | | | | |
| | | Number of Matches | 5 | 5 |
| | | | | |
| | | Median of Comparators | \$3,663 | \$4,452 |
| | | % Above/Below | 1.80% | 1.82% |
| | | | | |
| | | 60th Percentile of Comparators | \$3,729 | \$4,533 |
| | | % Above/Below | -0.01% | 0.00% |

NCC - No Comparable Classification

CITY OF SELMA

| | Agency | Class Title | Min Monthly Salary | Max Monthly Salary |
|----------|------------------|---------------------------------------|---------------------------|---------------------------|
| | | | | |
| 0 | Selma | EMS Supervisor | \$6,728 | \$8,671 |
| | Atwater | NCC | - | - |
| | Clovis | NCC | - | - |
| | Coalinga | NCC | - | - |
| | Dinuba | NCC | - | - |
| | Fowler | NCC | - | - |
| | Fresno City | NCC | - | - |
| | Fresno County | NCC | - | - |
| | Hanford | NCC | - | - |
| | Kerman | NCC | - | - |
| | Kings Canyon USD | NCC | - | - |
| | Kingsburg | NCC | - | - |
| | Lemoore | NCC | - | - |
| | Los Banos | NCC | - | - |
| | Madera | NCC | - | - |
| | Porterville | NCC | - | - |
| | Reedley | NCC | - | - |
| | Sanger | NCC | - | - |
| | Selma USD | NCC | - | - |
| | Tulare City | NCC | - | - |
| | Visalia | NCC | - | - |
| | | | | |
| | | Number of Matches | 0 | 0 |
| | | | | |
| | | Median of Comparators | \$0 | \$0 |
| | | % Above/Below | 0.00% | 0.00% |
| | | | | |
| | | 60th Percentile of Comparators | \$0 | \$0 |
| | | % Above/Below | 0.00% | 0.00% |

NCC - No Comparable Classification

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

February 20, 2024

ITEM NO: 5.

SUBJECT: Consideration of an Amended Fiscal Year 2023-2024 Budget at Mid-Year allowing for the addition of Revenues and Expenditures of the Various City Departments

DISCUSSION: Staff has reviewed the status of the City’s Adopted Fiscal Year 2023-2024 Budget as of December 31, 2023 (“Mid-Year”) and have identified areas requiring adjustment due to additional staff, unforeseen grant revenue, new software purchases, and other items requiring a budget allocation in the current fiscal year. The proposed budget adjustments would impact various funds, including the General Fund, Ambulance Fund, Measure S, and others.

Attached as **Exhibit “1”** is a breakdown of staff’s recommended adjustments, accompanied by associated costs and their funding source. Listed below is an overview of the net impacts to each fund which is proposed to be adjusted.

FISCAL IMPACT:

The fiscal impact for the various funds is as follows:

Fund 100 General Fund: -\$9,334.77

Fund 210 Streets Fund: -\$16,714.62

Fund 295 Measure S Fund: -\$276,381.40

Fund 600 Ambulance Fund: -\$98,541.65

Fund 601 Pioneer Village Fund: -\$13,000

Fund 603 Transit Service: -\$5,142.42

Fund 604 Garbage Fund: -\$47,532.30

Fund 605 Cultural Arts: -\$321.40

Fund 704 Data Processing Fund: No net effect

RECOMMENDATION: Staff recommends that the City Council approve the Amended Budget for Fiscal Year 2023-2024 incorporating additional revenues and expenditures to better align with the projected staff initiatives, services, and activities for the remainder of the current fiscal year.

_____/s/_____
Jacob Del Cid
Finance Manager

_____02/14/2024_____
Date

_____/s/_____
Fernando Santillan
City Manager

_____02/20/2024_____
Date

RESOLUTION NO. 2024-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA
AMENDING THE ADOPTED BUDGET FOR FISCAL YEAR 2023-2024**

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2023-2024, commencing July 1, 2023 and ending June 30, 2024; and

WHEREAS, the purpose of the mid-year adjustment is to update the community on the financial condition of the City and recommend adjustments to the City's Budget that have been identified subsequent to the budget adoption; and

WHEREAS, the City Council has determined that it is necessary to adjust the expenditures and revenues of the current City budget; and

WHEREAS, an annual budget for the City of Selma for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024, a copy of which is on file in the City Clerk's Office.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Selma using their independent judgment hereby resolves as follows:

1. The City Council hereby amends the adopted Budget to adjust the expenditures and revenues as provided in Exhibit "1". Attached hereto.
2. The City Council hereby amends the updated Summary of Employee Count as provided in Exhibit "2". Attached hereto.
3. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the office of the City Clerk

This foregoing resolution is hereby approved the 20th of February, 2024, in the City of Selma, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk

Attachments:

Exhibit 1: Mid-Year Requests Excel File

Exhibit 2: Updated Summary of Employee Count

Fiscal Year 2024 Mid-Year Presentation

EXHIBIT 1

| TOTALS BY FUND | REVENUES | EXPENDITURES | DATA PROCESSING | NET EFFECT |
|-----------------------|--------------|--------------|-----------------|---------------|
| 100 - GENERAL FUND | \$241,000.00 | \$166,449.07 | \$83,885.70 | -\$9,334.77 |
| 210 - STREETS | \$0.00 | \$10,608.00 | \$6,106.62 | -\$16,714.62 |
| 295 - MEASURE "S" | \$0.00 | \$276,381.40 | \$0.00 | -\$276,381.40 |
| 600 - AMBULANCE | \$0.00 | \$83,435.80 | \$15,105.85 | -\$98,541.65 |
| 601 - PIONEER VILLAGE | \$10,000.00 | \$23,000.00 | \$0.00 | -\$13,000.00 |
| 603 - TRANSIT SERVICE | \$0.00 | \$0.00 | \$5,142.42 | -\$5,142.42 |
| 604 - GARBAGE | \$0.00 | \$47,532.30 | \$0.00 | -\$47,532.30 |
| 605 - CULTURAL ARTS | \$0.00 | \$0.00 | \$321.40 | -\$321.40 |
| 704 - DATA PROCESSING | \$110,562.00 | \$110,562.00 | \$0.00 | \$0.00 |
| TOTALS | \$361,562.00 | \$717,968.57 | \$110,562.00 | |

CITY OF SELMA

POSITION ALLOCATION DETAIL

| | Approved FY 23/24 | Mid-Year Adjustments FY 23/24 |
|----------------------------------|----------------------|-------------------------------------|
| CITY COUNCIL | 5.00 | 5.00 |
| Mayor | 1.00 | 1.00 |
| Mayor Pro Tem | 1.00 | 1.00 |
| Council Members | 3.00 | 3.00 |
| 1300 CITY MANAGER | 2.00 | 2.00 |
| City Manager | 1.00 | 1.00 |
| Executive Assistant to the CM | 1.00 | 1.00 |
| 1400 HUMAN RESOURCES | 2.50 | 1.90 |
| Deputy City Manager | 0.50 | 0.00 |
| Administrative Services Director | 0.00 | 0.90 |
| Human Resources Manager | 1.00 | 0.00 |
| Human Resources Technician | 1.00 | 1.00 |
| 1500 ECONOMIC DEVELOPMENT | 1.00 | 1.00 |
| Management Analyst | 1.00 | 1.00 |
| 1600 FINANCE | 6.50 | 7.00 |
| Deputy City Manager | 0.50 | 0.00 |
| Finance Director | 0.00 | 1.00 |
| Finance Department Manager | 1.00 | 1.00 |
| Senior Accountant | 1.00 | 1.00 |
| Grants Manager | 1.00 | 1.00 |
| Accountant | 1.00 | 1.00 |
| Accounting Technician | 1.00 | 1.00 |
| Account Clerk | 1.00 | 1.00 |
| 1700 CITY CLERK | 2.00 | 2.00 |
| City Clerk/PIO | 1.00 | 1.00 |
| Clerical Assistant II | 1.00 | 1.00 |
| 2100 POLICE SUPPORT | 12.00 | 12.00 |
| Commander | 1.00 | 1.00 |
| Sergeant - Detective | 1.00 | 1.00 |
| Officer (Detective) | 5.00 | 5.00 |
| Police Clerk I | 2.00 | 2.00 |
| Property Evidence Technician | 1.00 | 1.00 |
| Crime Analyst | 1.00 | 1.00 |
| Part-Time EE | 1.00 | 1.00 |

| | | |
|-----------------------------------|--------------|--------------|
| 2200 POLICE OPERATIONS | 47.00 | 50.00 |
| Commander | 1.00 | 1.00 |
| Sergeant | 5.00 | 5.00 |
| Officer | 25.00 | 26.00 |
| Code Enforcement Officer I/II | 2.00 | 2.00 |
| Community Service Officer | 1.00 | 1.00 |
| Dispatch Supervisor | 1.00 | 1.00 |
| Safety Dispatcher I/II | 7.00 | 7.00 |
| Part-Time EE | 5.00 | 7.00 |
| 2300 POLICE ADMINISTRATION | 2.00 | 2.00 |
| Police Chief | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 |
| 2400 ANIMAL SERVICES | 0.00 | 5.00 |
| Animal Services Director | 0.00 | 1.00 |
| Animal Services Manager | 0.00 | 1.00 |
| Animal Services Officer | 0.00 | 1.00 |
| Animal Services Technician | 0.00 | 2.00 |
| 2500 FIRE ADMINISTRATION | 1.75 | 1.75 |
| Fire Chief | 0.50 | 0.50 |
| Administrative Assistant | 0.25 | 0.25 |
| Part-Time EE | 1.00 | 1.00 |
| 2525 FIRE OPERATIONS | 19.50 | 19.50 |
| Division Chief | 1.50 | 1.50 |
| Captain | 3.00 | 3.00 |
| Engineer | 9.00 | 9.00 |
| Firefighter | 6.00 | 6.00 |
| 2550 FIRE PREVENTION | 1.00 | 1.00 |
| Fire Marshall | 1.00 | 1.00 |
| 2600 AMBULANCE | 25.50 | 26.50 |
| Fire Chief | 0.50 | 0.50 |
| Administrative Assistant | 0.50 | 0.50 |
| Division Chief | 1.50 | 1.50 |
| EMS Supervisor | 0.00 | 1.00 |
| Captain | 3.00 | 3.00 |
| Paramedic | 9.00 | 12.00 |
| EMT | 9.00 | 6.00 |
| Part-Time EE | 2.00 | 2.00 |
| 3100 PLANNING | 3.83 | 2.83 |
| Deputy City Manager | 0.33 | 0.33 |
| City Planner | 1.00 | 1.00 |
| Associate Planner | 1.00 | 0.00 |
| Building/Planning Technician | 0.50 | 0.50 |

| | | |
|----------------------------------|--------------|--------------|
| Assistant Planner | 1.00 | 1.00 |
| Part-Time EE | 0.00 | 0.00 |
| 3200 BUILDING | 1.84 | 1.84 |
| Deputy City Manager | 0.34 | 0.34 |
| Building Inspector | 1.00 | 1.00 |
| Building/Planning Technician | 0.50 | 0.50 |
| Part-Time EE | 0.00 | 0.00 |
| 4100 RECREATION | 1.47 | 1.47 |
| Community Services Director | 0.32 | 0.32 |
| Administrative Assistant | 1.00 | 1.00 |
| Recreation Supervisor | 0.15 | 0.15 |
| Recreation Coordinator | 0.00 | 0.00 |
| Part-Time EE | 0.00 | 0.00 |
| 4200 SENIOR CENTER | 0.80 | 0.80 |
| Community Services Director | 0.10 | 0.10 |
| Recreation Supervisor | 0.20 | 0.20 |
| Recreation Coordinator | 0.50 | 0.50 |
| 4300 CULTURAL ARTS | 2.18 | 2.18 |
| Community Services Director | 0.18 | 0.18 |
| Recreation Supervisor | 1.00 | 1.00 |
| Part-Time EE | 1.00 | 1.00 |
| 4500 SENIOR NUTRITION | 1.65 | 1.65 |
| Community Services Director | 0.15 | 0.15 |
| Recreation Supervisor | 0.50 | 0.50 |
| Part-Time EE | 1.00 | 1.00 |
| 4700 RECREATION - SPORTS | 1.90 | 1.90 |
| Community Services Director | 0.25 | 0.25 |
| Recreation Supervisor | 0.15 | 0.15 |
| Recreation Coordinator | 0.50 | 0.50 |
| Part-Time EE | 1.00 | 1.00 |
| 5100 ENGINEERING | 0.58 | 0.58 |
| Deputy City Manager | 0.33 | 0.33 |
| Administrative Assistant | 0.25 | 0.25 |
| 5300 PUBLIC WORKS - PARKS | 11.25 | 11.75 |
| Public Works Director | 0.50 | 0.50 |
| Public Works Supervisor | 0.50 | 0.50 |
| Public Works Inspector | 0.00 | 0.50 |
| Administrative Assistant | 0.25 | 0.25 |
| Maintenance Worker III | 1.00 | 1.00 |
| Maintenance Worker I/II | 9.00 | 9.00 |
| Part-Time EE | 0.00 | 0.00 |

| | | |
|------------------------------------|---------------|---------------|
| 5400 PUBLIC WORKS - STREETS | 9.50 | 10.00 |
| Public Works Director | 0.50 | 0.50 |
| Public Works Supervisor | 0.50 | 0.50 |
| Public Works Inspector | 0.00 | 0.50 |
| Administrative Assistant | 0.50 | 0.50 |
| Maintenance Worker III | 1.00 | 1.00 |
| Maintenance Worker I/II | 7.00 | 7.00 |
| 5500 TRANSIT | 7.00 | 8.00 |
| Transit Maintenance Manager | 1.00 | 1.00 |
| Fleet Service Coordinator | 1.00 | 1.00 |
| Transit Mechanic III | 2.00 | 3.00 |
| Transit Shuttle Driver | 2.00 | 2.00 |
| Part-Time EE | 1.00 | 1.00 |
| 9200 FLEET | 2.25 | 2.25 |
| Fleet Maintenance Manager | 1.00 | 1.00 |
| Equipment Mechanic | 1.00 | 1.00 |
| Administrative Assistant | 0.25 | 0.25 |
| 9300 BUILDING MAINTENANCE | 5.00 | 5.00 |
| Maintenance Worker I/II | 4.00 | 4.00 |
| Custodian | 1.00 | 1.00 |
| 9600 DATA PROCESSING (IT) | 1.00 | 1.10 |
| Information System Technician | 1.00 | 1.00 |
| Administrative Services Director | 0.00 | 0.10 |
| GRAND TOTAL | 173.00 | 183.00 |
| FT EE's | 160.00 | 168.00 |
| PT EE's | 13.00 | 15.00 |