

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
SPECIAL MEETING
June 17, 2024

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The special meeting of the Selma City Council was called to order at 5:45 p.m. in the Council Chambers. Council members answering roll call were: Guerra, Mendoza-Navarro, and Mayor Robertson. Council member Trujillo and Mayor Pro Tem Cho were absent.

ORAL COMMUNICATIONS: Public comment was received from Santiago Ocegüerra.

CLOSED SESSION: Mayor Robertson recessed the meeting into Closed Session at 5:49 p.m. to discuss the following:

Conference with Labor Negotiators, pursuant to Government Code Section 54957.6
Agency Designated Representatives: Administrative Services Director, Janie Venegas
Employee Organizations: Selma Firefighter's Association (IAFF Local 3716)

Mayor Robertson reconvened the meeting from closed session at 5:58 p.m. City Attorney Crouch advised that there was no reportable action.

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:59 p.m.

Respectfully submitted,
Reyna Rivera, City Clerk

Agenda Item A.
MINUTES
SELMA CITY COUNCIL
REGULAR MEETING
June 17, 2024

Selma City Council Chambers
1710 Tucker Street
Selma, CA 93662

The regular meeting of the Selma City Council was called to order at 6:00 p.m. in the Council Chambers.

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

INVOCATION: Pastor Paul Mesa with Trinity Life Assembly led the invocation.

AGENDA CHANGES OR DELETIONS: Mayor Robertson advised that the Agenda Item No. 2: Consideration of an Ordinance Establishing Mobile Home Rent Stabilization for the City of Selma, would be heard after the Consent Calendar.

ORAL COMMUNICATIONS: Public comments were received from Theresa Salas, Abraham Saghbini, Jim Avalos, Jennifer Guerra, Bryan Ceballos, Santiago Ocegüera, Harvey Singh, Rose Robertson, and Dwight Nelson.

CONSENT CALENDAR: Mayor Robertson requested to pull Agenda Item D for separate discussion. A motion to approve the remainder of the Consent Calendar as written was made by Council member Guerra. The motion was seconded by Council member Mendoza-Navarro and carried with the following vote:

AYES: Guerra, Mendoza-Navarro, Robertson

NOES: None

ABSENT: Trujillo, Cho

ABSTAIN: None

A. Approved **CONSIDERATION OF MINUTES OF THE MAY 20, 2024 COUNCIL MEETING**

B. 2024-66R **CONSIDERATION OF A RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 3716 FROM JULY 1, 2023 THROUGH JUNE 30, 2024 SIDE LETTER**

C. 2024-67R CONSIDERATION OF A RESOLUTION APPROVING JOB DESCRIPTION FOR FIRE ENGINEER

D. Pulled CONSIDERATION OF A RESOLUTION APPROVING AN EMERGENCY MEDICAL SERVICES (“EMS”) AGREEMENT WITH FRESNO COUNTY TO PROVIDE AMBULANCE SERVICES IN ZONE G

Mayor Robertson pulled this item to inquire additional information on the Zone G area. Fire Chief Webster clarified for Council, the location of Zone G. A motion was made by Mayor Robertson and seconded by Council member Guerra to ADOPT RESOLUTION NO. 2024-68R, APPROVING AN EMERGENCY MEDICAL SERVICES (“EMS”) AGREEMENT WITH FRESNO COUNTY TO PROVIDE AMBULANCE SERVICES IN ZONE G. The motion carried with the following vote:

AYES: Robertson, Guerra, Mendoza-Navarro

NOES: None

ABSENT: Trujillo, Cho

ABSTAIN: None

E. 2024-69R CONSIDERATION OF A RESOLUTION AWARDDING CONTRACT TO VSS INTERNATIONAL, INC. FOR THE FISCAL YEAR 2023/2024 SELMA STREET SEALING PROJECT

F. 2024-70R CONSIDERATION OF A RESOLUTION AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE A NON-EXCLUSIVE FRANCHISE TOW AGREEMENT WITH EXPRESS TOWING

G. Approved CHECK REGISTER DATED JUNE 10, 2024

CONSIDERATION OF AN ORDINANCE ESTABLISHING MOBILE HOME RENT STABILIZATION FOR THE CITY OF SELMA

Deputy City Manager Keene presented a Power Point presentation on the draft mobile home rent stabilization ordinance. He provided the background on rent stabilization, which was initially discussed in December 2023, with more information in February 2024, and advised that the first draft of the ordinance was reviewed on June 3, which led to further revisions based on public feedback. He noted key provisions of the revised ordinance include clearly defined base rent and operating expenses, capital expenses require 50% tenant approval and are capped at \$10,000 annually, with adjustments based on the same percentage as rent increases and rent increase limits are set to the lower of 75% of the Consumer Price Index (CPI) or 3%. Additionally, park owners must provide 100 days’ notice for rent increases, and tenants have 40 days to file a protest. Mayor Robertson opened the public hearing at 6:54 p.m. Public comments were received from Theresa Salas, Ralph Bibeck, Bonnie Rowe, Harvey Singh, Jim Avalos, Betty Standridge, Yvonne Bibeck, and Michael Kazarian. The hearing closed at 7:13 p.m.

Council discussed the challenges faced by mobile home park residents, such as income limitations and high relocation costs. They emphasized balancing residents' needs with park owners' operational needs and expressed gratitude for the collaborative efforts in developing the ordinance. The Council also discussed adding a \$10,000 annual cap on capital expenses, adjusted annually by the same percentage as rent increases.

Mayor Robertson moved to WAIVE THE SECOND READING AND ADOPT ORDINANCE NO. 2024-5 ESTABLISHING MOBILE HOME RENT STABILIZATION FOR THE CITY OF SELMA WITH THE AMENDMENT FOR THE \$10,000 CAPITAL EXPENSE CAP, SUBJECT TO ANNUAL ADJUSTMENT. The motion was seconded by Council member Mendoza-Navarro and carried with the following vote:

AYES: Robertson, Mendoza-Navarro, Guerra

NOES: None

ABSENT: Trujillo, Cho

ABSTAIN: None

RECESS: At 7:20 p.m. the meeting was recessed for a short break. Mayor Robertson reconvened the meeting at 7:27 p.m.

SELMA STORMDRAIN INFRASTRUCTURE UPDATE

Public Works Director Honn presented a comprehensive update on Selma's storm drain infrastructure. He highlighted recent efforts by Public Works staff to clean and validate the city's storm drain system, which was prompted by recent rains and identified flood-prone areas. Emphasizing the need for annual pipe cleaning and video inspections, he also outlined plans to integrate these into the storm drain master plan, requiring future investments in CCTV equipment and a vector rodding truck. Public Works Director Honn identified missing concrete bottoms in curb inlets, longitudinal cracking in trunk mains, and differential settlement causing rainwater intrusion into road structures. Additionally, major blockages from debris, incomplete piping systems, outdated pumps and probes, and problematic cross-intersection bubbler systems were noted. He discussed the emergency repair of a 36-inch trunk main, costing approximately \$50,000. In addition to the work done by the Public Works department, Engineering efforts are also underway to address the issues, with plans to prioritize remaining repairs through the Capital Improvement Program (CIP). Also discussed was the ongoing development of the storm drain master plan with consultants, QK Inc., which will include an annual maintenance strategy and identify infrastructure replacements. The immediate and ongoing need for funding to restore the storm drain system was emphasized by Director Honn, and advised that Engineering has allocated \$500,000 from Measure C funds for urgent repairs, with additional funding sources being sought to mitigate financial strain. He underscored the critical role of regular maintenance and CCTV inspections in safeguarding Selma's residents and businesses from increasingly frequent major rain events in California. Public comments from Harvey Singh, Bryan Ceballos, Jim Avalos, and Edna Nunez was received following the presentation. Council expressed gratitude to

Director Honn for the detailed update. No Council action is required as the presentation was informational only.

CONSIDERATION OF AN ORDINANCE FOR THE COMPREHENSIVE UPDATE TO THE CITY OF SELMA MUNICIPAL CODE (SMC), TITLE 11 – ZONING TO COMPLY WITH CURRENT HOUSING STATE LAW, PROMOTE CONSISTENCY WITH THE GENERAL PLAN, CLARIFY THE DEVELOPMENT STANDARDS BY REMOVING REDUNDANT OR OBSOLETE CODE SECTIONS, AND ADDING OBJECTIVE DESIGN STANDARDS FOR RESIDENTIAL USES IN ACCORDANCE WITH SENATE BILL 330

Deputy City Manager Keene presented a Power Point presentation for the Comprehensive Zoning ordinance update. He advised that this was the second reading of the proposed ordinance and highlighted its purpose to reorganize and modernize the existing zoning code, incorporating state housing laws and enhancing user-friendliness. The update includes new procedures, such as preliminary development reviews and director-level approvals to streamline processes. Residential and commercial developments now align with current practices, allowing for increased flexibility and updated standards. The ordinance also clarifies and consolidates definitions, ensuring clarity in permitted land uses across zones and provides objective design standards, while ensuring CEQA requirements. Staff has also engaged property owners to transition uses appropriately, enhancing zoning clarity and housing element compliance. Mayor Robertson opened the public hearing at 8:21 p.m. Public comments were received from Arakel Arisian, Harvey Singh, and Dwight Nelson. There being no additional comments, Mayor Robertson closed the public hearing at 8:38 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. 2024-6 THE COMPREHENSIVE UPDATE TO THE CITY OF SELMA MUNICIPAL CODE (SMC), TITLE 11 – ZONING TO COMPLY WITH CURRENT HOUSING STATE LAW, PROMOTE CONSISTENCY WITH THE GENERAL PLAN, CLARIFY THE DEVELOPMENT STANDARDS BY REMOVING REDUNDANT OR OBSOLETE CODE SECTIONS, AND ADDING OBJECTIVE DESIGN STANDARDS FOR RESIDENTIAL USES IN ACCORDANCE WITH SENATE BILL 330. The motion carried with the following vote:

AYES: Mendoza-Navarro, Guerra, Robertson

NOES: None

ABSENT: Trujillo, Cho

ABSTAIN: None

FUTURE AGENDA ITEMS: Council member Guerra requested to cancel the July 1, 2024 Council meeting. Deputy City Manager Keene advised that the public hearing has been noticed for the Landscape Lighting and Maintenance District matter. Mayor Robertson requested to add oral communications at the end of the meeting. City Attorney Crouch clarified the request, with Mayor Robertson revising his request to review the Council

handbook for revisions. He also requested to review the financial policy and receive an update from Mid Valley Disposal. Council consensus was provided on the three items.

DEPARTMENTAL UPDATES: Administrative Services Director Venegas provided updates on the City Hall lobby remodel and the new phone system.

Public Works Director Honn provided updates on the Parks Master Plan and Movies in the Park.

Fire Chief Webster reported on the fire season and current staffing.

Police Chief Alcaraz discussed May's crime and animal statistics. He noted that the department recovered 19 firearms in May, bringing the total number of firearms recovered for the year to 60.

COUNCIL REPORTS: Council member Mendoza-Navarro wished everyone a happy belated Father's Day and reported that she celebrated her twenty-ninth wedding anniversary and discussed that June is full of birthday celebrations.

Council member Guerra reported on attending a meeting with Selma Unified School District Superintendent Gomes, Lioness Club Installation, Amberwood Groundbreaking event, and T-Ball Games at Shafer Park.

Mayor Robertson reported on attending the following: meeting with Senator Cabellero, meeting with Selma Unified School District Superintendent Gomes, Central Valley Lioness Club Installation, Selma Kingsburg Fowler County Sanitation District meeting, and a recent Arts Center show. He also discussed his upbringing, receiving a call from Fowler City Manager, and inquired on a transit bench near McCall and Rose.

ADJOURNMENT: There being no further business, Mayor Robertson adjourned the meeting at 9:07 p.m.

Respectfully submitted, Reyna Rivera, City Clerk

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

July 15, 2024

ITEM NO: B.

SUBJECT: Consideration of a Resolution Confirming the Report of Annual Refuse Collection Charges to be Added to the 2024-2025 Fresno County Property Tax Roll

DISCUSSION Annually, the City of Selma, along with the City's solid waste contractor, prepares a list of residential trash assessments for placement on the Fresno County property tax roll.

This year's list includes 5,363 parcels for approximately \$2,182,102.32. The complete list is on file in the Finance Department.

If approved, the Resolution would authorize the 2024-2025 trash assessments to the Fresno County property tax roll.

RECOMMENDATION: Adopt Resolution Confirming Report of Annual Refuse Collection to be added to the 2024-2025 Property Tax Roll for Solid Waste Collection, Disposal, and Recycling Services.

_____/s/_____
Jacob Del Cid, Finance Manager

_____July 15, 2024_____
Date

_____/s/_____
Fernando Santillan, City Manager

_____July 15, 2024_____
Date

RESOLUTION NO. 2024 – R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA
CONFIRMING THE REPORT OF ANNUAL REFUSE COLLECTION CHARGES
TO BE ADDED TO THE 2024-25 FRESNO COUNTY PROPERTY TAX ROLL**

WHEREAS, Health and Safety Code Section 5473 provides authority for the City of Selma to elect, by resolution, to have refuse collection charges to be collected on the tax roll; and

WHEREAS, in accordance with the provisions of Health & Safety Code Section 5473, a written report containing a description of each parcel of real property receiving such services and the amount of the charge for each parcel has been prepared and filed with the City Clerk (“Report”).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SELMA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct, and are incorporated herein by reference.

SECTION 2. That the City Council of the City of Selma hereby approves and adopts the Report, and confirms and approves the charges therein.

SECTION 3. That the charges set forth in the Report shall be filed with the Fresno County Auditor-Controller/Treasurer-Tax Collector, and said charges shall be collected on the property tax roll all in accordance with State law.

SECTION 4. The City Clerk is hereby directed to file this Resolution and the Report with the Fresno County Auditor-Controller/Treasurer-Tax Collector.

SECTION 5. The provisions of this Resolution are severable, and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

SECTION 6. That the City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

The foregoing Resolution was duly approved by the Selma City Council at a regular meeting on the 15th day of July 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

Site Name	YEAR	APN	Tax Roll Conversion
SELMA MF 2-4	393.36	38914409	39336
SELMA MF 2-4	393.36	38919208	39336
SELMA MF 2-4	393.36	39005504	39336
SELMA MF 2-4	393.36	38923220	39336
SELMA MF 2-4	393.36	38923220	39336
SELMA MF 2-4	393.36	38909105	39336
SELMA MF 2-4	393.36	38909105	39336
SELMA MF 2-4	393.36	38914504	39336
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SELMA RESIDENTIAL	393.36	38813306	39336
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SELMA RESIDENTIAL	393.36	39018206	39336
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SELMA RESIDENTIAL	393.36	35828504	39336
SELMA RESIDENTIAL	393.36	35812016	39336
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SELMA RESIDENTIAL	393.36	35836114	39336
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SELMA MF 2-4	1573.44	38813201	157344
SELMA MF 5+	2360.16	35822023	236016
SELMA RESIDENTIAL	373.44	35817623	37344

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SELMA RESIDENTIAL	373.44	38914306	37344
SELMA RESIDENTIAL	373.44	38920409	37344
SELMA RESIDENTIAL	373.44	38927228	37344
SELMA RESIDENTIAL	373.44	38935025	37344

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\$2,182,102.32

ITEM NO: C.

SUBJECT: Consideration of a Resolution Setting the Tax Rate for Fiscal Year 2024-25
With Respect to General Obligation Bonds for Police Station Improvements

DISCUSSION: The City received authorization from the voters in November 2016 to issue \$4,000,000 in General Obligation Bonds (Measure P) to finance the acquisition and construction of a Police Station and associated improvements (the "Police Station Improvements"). On August 1, 2016, the City adopted Ordinance No. 2016-4 which among other things called for an election on November 8, 2016 (the "Election") on the question of incurring a bonded indebtedness for the purpose of acquiring and constructing the Police Station Improvements and provided for the issuance and sale of City of Selma General Obligation Improvement Bonds (the "Bonds") to finance the Police Station Improvements.

Following approval of Measure P by the voters on November 8, 2016, on May 15, 2017, the City adopted a Resolution officially authorizing the issuance of the bonds and issued \$4,000,000 bonds on July 6, 2017.

The Bonds are general obligations of the City payable from and secured by taxes levied and collected in the manner prescribed by the laws of the State of California. The proposed resolution simply levies the tax the City is authorized to levy against all taxable real property in the City of Selma and sets the tax rate at a level necessary to pay for the interest and principal and on the General Obligation Bonds.

The 0.0150% tax rate for FY 2024-25 being set by the City Council is based on the debt service, the estimated FY 2024-25 assessed values for all rolls (secured, unsecured and utility), and existing fund balances will serve as a delinquency reserve. This ad valorem tax related to Measure P is anticipated to be collected through tax year 2046-47 with annual tax rate approvals by the City Council each July.

Because all taxes collected from the general obligation levy will be deposited in a special fund, and collections not used to pay debt service for the FY 2024-25 bond year will be retained in the fund to pay future obligations, the tax impact of any over-collection will be reversed in the following years. Estimated Tax Rate on property owners is:

RESOLUTION NO. 2024- R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA SETTING THE TAX RATE FOR FISCAL YEAR 2024-25 WITH
RESPECT TO GENERAL OBLIGATION BONDS FOR POLICE STATION
IMPROVEMENTS**

WHEREAS, pursuant to Section 43632 of the California Government Code, the City Council is required annually to levy and collect a tax sufficient to pay the principal of and interest on the Bonds coming due and payable before the proceeds of a tax levied at the next general tax levy will be available; and

WHEREAS, on August 1, 2016, the City adopted Ordinance No. 2016-4 which, among other things, called for an election on November 8, 2016 (the "Election") on a question of incurring a bonded indebtedness for the purpose of acquiring and constructing police station and associated improvements (the Police Station Improvements) within the City and providing for the issuance and sale of the City of Selma, General Obligation Bonds (the "Bonds") to finance the Police Station Improvements; and

WHEREAS, more than two-thirds of the qualified voters of the City, voting at a municipal election on November 8, 2016, approved the issuance of up to \$4,000,000 of General Obligation Bonds to finance the cost of the Police Station Improvements; and

WHEREAS, on May 15, 2017, the City Council adopted a resolution authorizing the issuance of the Bonds in the amount not to exceed \$4,000,000, and issued the Bonds on July 6, 2017, at an all-in true interest cost 3.53%. The Bonds will be general obligations of the City payable from and secured by taxes levied and collected in the manner prescribed by the laws of the State of California.

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

Section 1. Levy of Tax. The City Council hereby determines that the tax rate necessary to pay the principal of and interest on the Bonds coming due and payable on February 1, 2025 and August 1, 2025, is 0.0150% of assessed valuation, and such tax rate shall be and is hereby levied in accordance with all applicable requirements of law.

Section 2. Collection of Tax. The City Manager is hereby directed to forward a copy of this Resolution to the Auditor-Controller of Fresno County, and to the Board of Supervisors of the County, and to take such actions and execute such documents as may be required to cause the tax rate set forth in Section 1 to be placed on the 2024-25 property tax bill and collected by the County.

Section 3. Application of Tax. As provided in Section 43634 of the California Government Code, all taxes levied pursuant to this Resolution shall be used only for payment of the Bonds and the interest thereon.

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

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

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Selma on this 15th day of July 2024 by the following roll call vote:

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

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk

ITEM NO: D.

SUBJECT: Consideration of a Resolution Approving a Certified List of All Parcels Subject to a Special Tax Levy Pursuant to the City of Selma Community Facilities District No. 2006-1, Setting the Amount of the Special Tax to be Levied on Each Such Parcel for the 2024-25 Fiscal Year, and Authorizing the Placement of the Special Tax on the Fresno County Tax Rolls

DISCUSSION: On December 4, 2006, Community Facilities District (“CFD”) No. 2006-1 was formed for the Vineyard Estates development project. The purpose of a CFD is to provide financing of public improvements and services, including streets, sewer systems and other basic infrastructure, police protection, fire protection, ambulance services, schools, parks, libraries, museums and other cultural facilities. Once a CFD is formed, a special tax lien is placed against each property in the CFD. Property owners then pay a special tax each year for the aforementioned improvements and services.

Pursuant to the CFD’s formation documents, annually, the City’s Finance Department determines the amount of the special tax by increasing the base year tax by using the greater of the West Urban Area Consumer Price Index (CPI) or three percent (3%). Per the formation documents, the tax cannot exceed \$390.00 for a single-family residence and \$293.00 multi-family, plus the annual adjustment. The CPI for the West Urban Area is 3.3% and was used in calculating this year’s increase to the special tax.

The Vineyard Estates project consists of multiple phases and parcels. Once a building permit is issued by the owner or contractor, the special tax lien is placed on the parcel for levy on the next property tax roll. A certified list of parcels and amounts is prepared to reflect each parcel that will be levied for the year. Although not all parcels will be taxed, the outstanding obligation accrues to the following year. For the fiscal year of 2024-25, the rate is as follows:

Special Tax Per Unit	
Single-Family	Multi-Family
\$ 723.53	\$ 543.57

The revenues collected from the tax are restricted and are held by the City in a segregated fund, and are used to pay for the following services within the CFD:

- Police, Fire, and Paramedic Services
- Park Service
- Storm Drainage Services

Only property owners within the Vineyard Estates project are subject to the special tax. A total of \$83,928 will be collected for the tax year of 2025.

RECOMMENDATION: Adopt the Resolution authorizing the levy of the Fiscal Year 2024-25 special tax for Community Facilities District No. 2006-1 (Vineyard Estates) on the 2024-25 Fresno County tax roll.

_____/s/_____
Jacob Del Cid, Finance Manager

_____July 8, 2024_____
Date

_____/s/_____
Fernando Santillan, City Manager

_____July 8, 2024_____
Date

RESOLUTION NO. 2024 – R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA APPROVING A CERTIFIED LIST OF ALL PARCELS SUBJECT TO A SPECIAL TAX LEVY PURSUANT TO THE CITY OF SELMA COMMUNITY FACILITIES DISTRICT NO. 2006-1, SETTING THE AMOUNT OF THE SPECIAL TAX TO BE LEVIED ON EACH SUCH PARCEL FOR THE 2024-25 FISCAL YEAR, AND AUTHORIZING PLACEMENT OF THE SPECIAL TAX ON THE FRESNO COUNTY TAX ROLLS

WHEREAS, following the conduct of proceedings pursuant to California Streets and Highways Code §3114.5 and the Mello-Roos Community Facilities Act of 1982, as amended, commencing with §53311 of the California Government Code (“Act”) the City conducted proceedings pursuant to the Act, and a special tax was authorized to be levied within the City of Selma Community Facilities District No. 2006-1 (“CFD”), and the lien of the special tax is a continuing lien, secured annually; and

WHEREAS, in accordance with the Act and the proceedings of the City, on January 9, 2007, a notice of special tax lien was recorded in the Office of the Fresno County Recorder as Document No. DOC-2007-0004328, together with the names of the owners of Assessors Tax Parcel Numbers of the real property included within the CFD, and setting forth the amount of the special tax levied by such notice, accompanied by a recorded copy of the ordinance and rate of apportionment of the special tax by as follows:

Land Use Class	Description	Maximum Special Tax Per Unit, Subject to Annual Escalation Factor
1.	Developed single-family residence	\$390.00
2.	Developed multi-family residence	\$293.00

WHEREAS, the Ordinance and rate of apportionment provide that annually, on July 1, following the base year of 2007, the maximum special tax rates set out above shall increase automatically, in accordance with an annual escalation factor which is the greater of the increase in the annual percentage change of all urban consumers price index (CPI), or three percent (3%); and

WHEREAS, the CPI for the West Urban Area is 3.3% and was used in calculating the increase for this special tax; and

WHEREAS, the City Council may, by resolution, provide for the levy of the special tax in an amount consistent with that set forth in the ordinance, and may order the special tax to be placed on the tax rolls of Fresno County; and

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

SECTION 1. The foregoing recitals are true and correct, and are incorporated herein by reference.

SECTION 2. Attached hereto and incorporated by reference as Exhibit A, is a certified list of all parcels subject to the special tax, as set forth in the Notice of Special Tax Lien, City of Selma Community Facilities District No. 2006-1, recorded January 9, 2007, as Document No. DOC-2007-0004328, including the amount of the tax to be levied on each parcel for fiscal year 2024-25 according to the terms of the Ordinance recorded with the foregoing notice

SECTION 3. The City Council hereby approves and adopts Exhibit A, and the amounts set forth thereon are hereby levied as the special tax against the identified parcels for the current tax year. The City Clerk is directed to file a certified copy of this resolution with the County Auditor for placement of the special tax levied by this resolution on the County of Fresno tax rolls.

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

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

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Selma on this 15th day of July 2024 by the following roll call vote:

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

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk



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Consumer Price Index, West Region — May 2024

Area prices were up 0.1 percent over the past month, up 3.3 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 0.1 percent in May, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The May increase was influenced by higher prices for shelter. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 3.3 percent. (See [chart 1](#) and [table A](#).) Food prices rose 2.7 percent. Energy prices advanced 5.4 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy advanced 3.3 percent over the year. (See [table 1](#).)

News Release Information

24-1156-SAN
Wednesday, June 12, 2024

Contacts

Technical information:
(415) 625-2270
BLInfoSF@bls.gov
www.bls.gov/regions/west

Media contact:
(415) 625-2270

Related Links

[CPI historical databases](#)

Vineyard Estates CFD 2006-1 Exhibit A

Rate Base:

Developed Single-Family Residence \$ 390.00 Per Unit
 Developed Multi-Family Residence \$ 293.00 Per Unit

Year	CPI-U Rate	Standard Rate	Annual Escalation		Special Tax Per Unit		Fiscal Year
			Factor	Single-Family	Multi-Family		
2006				\$ 390.00	\$ 293.00		
2007	3.3%	3.0%	3.3%	\$ 402.87	\$ 302.67		2007-8
2008	3.5%	3.0%	3.5%	\$ 416.97	\$ 313.26		2008-9
2009	-0.7%	3.0%	3.0%	\$ 429.48	\$ 322.66		2009-10
2010	1.5%	3.0%	3.0%	\$ 442.36	\$ 332.34		2010-11
2011	3.0%	3.0%	3.0%	\$ 455.63	\$ 342.31		2011-12
2012	2.1%	3.0%	3.0%	\$ 469.30	\$ 352.58		2012-13
2013	1.3%	3.0%	3.0%	\$ 483.38	\$ 363.16		2013-14
2014	1.8%	3.0%	3.0%	\$ 497.88	\$ 374.05		2014-15
2015	1.0%	3.0%	3.0%	\$ 512.82	\$ 385.27		2015-16
2016	1.8%	3.0%	3.0%	\$ 528.21	\$ 396.83		2016-17
2017	2.9%	3.0%	3.0%	\$ 544.05	\$ 408.74		2017-18
2018	3.2%	3.0%	3.2%	\$ 561.46	\$ 421.82		2018-19
2019	2.9%	3.0%	3.0%	\$ 578.31	\$ 434.47		2019-20
2020	1.3%	3.0%	3.0%	\$ 595.65	\$ 447.50		2020-21
2021	3.9%	3.0%	3.9%	\$ 618.89	\$ 464.96		2021-22
2022	8.3%	3.0%	8.3%	\$ 670.25	\$ 503.55		2022-23
2023	4.5%	3.0%	4.5%	\$ 700.41	\$ 526.21		2023-24
2024	3.3%	3.0%	3.3%	\$ 723.53	\$ 543.57		2024-25

Note: The annual escalation factor is the greater of the increase in the annual percentage change of the all Urban Consumers Consumer Price Index (CPI) or three 3%

Vineyard Estates CFD 2006-1
Exhibit A (Continued)

	Special Tax Per Unit	
	Single-Family	Multi-Family
Fiscal Year 2016-17 Rate	\$ 528.21	\$ 396.83
Fiscal Year 2017-18 Rate	\$ 544.05	\$ 408.74
Fiscal Year 2018-19 Rate	\$ 561.46	\$ 421.82
Fiscal Year 2019-20 Rate	\$ 578.32	\$ 434.48
Fiscal Year 2020-21 Rate	\$ 595.66	\$ 447.50
Fiscal Year 2021-22 Rate	\$ 618.90	\$ 464.96
Fiscal Year 2022-23 Rate	\$ 670.25	\$ 503.55
Fiscal Year 2023-24 Rate	\$ 700.41	\$ 526.21
Fiscal Year 2024-25 Rate	\$ 723.53	\$ 543.57

Issue Date	Phase	APN	Address	2024-25 rate *Total Tax Roll Amount
05/26/16	One	390-173-01	2719 Birch Street	\$723.52
05/10/16	One	390-172-06	2720 Birch Street	\$723.52
04/04/16	One	390-173-16	2706 Saginaw Avenue	\$723.52
04/04/16	One	390-172-03	2802 Birch Street	\$723.52
05/26/16	One	390-171-04	1723 Shaft Street	\$723.52
04/04/16	One	390-171-03	1717 Shaft Street	\$723.52
04/04/16	One	390-173-03	2731 Birch Street	\$723.52
04/04/16	One	390-173-10	2800 Saginaw Avenue	\$723.52
05/10/16	One	390-172-02	2808 Birch Street	\$723.52
05/10/16	One	390-171-02	1711 Shaft Street	\$723.52
05/10/16	One	390-172-04	2732 Birch Street	\$723.52
04/04/16	One	390-172-01	2814 Birch Street	\$723.52
10/15/15	One	390-173-07	2813 Birch Street	\$723.52
02/04/16	One	390-173-08	2812 Saginaw Avenue	\$723.52
10/15/15	One	390-173-06	2807 Birch Street	\$723.52
02/04/16	One	390-173-09	2806 Saginaw Avenue	\$723.52
02/04/16	One	390-173-05	2801 Birch Street	\$723.52
10/15/15	One	390-173-04	3737 Birch Street	\$723.52
02/04/16	One	390-173-11	2736 Saginaw Avenue	\$723.52
09/11/15	One	390-173-12	2730 Saginaw Avenue	\$723.52
09/11/15	One	390-173-13	2724 Saginaw Avenue	\$723.52
08/25/15	One	390-173-14	2718 Saginaw Avenue	\$723.52
08/25/15	One	390-173-15	2712 Saginaw Avenue	\$723.52
02/04/16	One	390-171-01	1705 Shaft Street	\$723.52
08/19/16	One	390-173-02	2725 Birch Street	\$723.52
08/05/16	One	390-173-17	2700 Saginaw Ave	\$723.52
07/28/16	One	390-173-19	1709 Mitchell Ave	\$723.52
08/19/16	One	390-173-18	1703 Mitchell Ave	\$723.52
07/28/16	One	390-173-23	1733 Mitchell Ave	\$723.52
07/28/16	One	390-173-21	1721 Mitchell Ave	\$723.52
09/22/16	One	390-172-05	2726 Birch Street	\$723.52
12/15/16	One	390-173-20	1715 Mitchell Ave	\$723.52
12/15/16	One	390-173-22	1727 Mitchell Ave	\$723.52
01/24/17	One	390-181-05	1769 Mitchell Ave	\$723.52
01/24/17	One	390-173-24	1739 Mitchell Ave	\$723.52
04/03/17	One	390-181-01	1745 Mitchell Ave	\$723.52
04/03/17	One	390-181-06	1775 Mitchell Ave	\$723.52
05/04/17	One	390-181-02	1751 Mitchell Ave	\$723.52
05/04/17	One	390-181-03	1757 Mitchell Ave	\$723.52
07/10/17	One	390-181-04	1763 Mitchell Ave	\$723.52
04/10/19	Two	390-171-11	2804 Ash Street	\$723.52
03/29/19	Two	390-172-14	2809 Ash Street	\$723.52
06/21/18	Two	390-172-07	1719 Berry Street	\$723.52
01/08/19	Two	390-173-27	1720 Berry Street	\$723.52
01/08/19	Two	390-173-28	1724 Berry Street	\$723.52
06/21/18	Two	390-172-08	1725 Berry Street	\$723.52

Vineyard Estates CFD 2006-1
Exhibit A (Continued)

	Special Tax Per Unit	
	Single-Family	Multi-Family
Fiscal Year 2016-17 Rate	\$ 528.21	\$ 396.83
Fiscal Year 2017-18 Rate	\$ 544.05	\$ 408.74
Fiscal Year 2018-19 Rate	\$ 561.46	\$ 421.82
Fiscal Year 2019-20 Rate	\$ 578.32	\$ 434.48
Fiscal Year 2020-21 Rate	\$ 595.66	\$ 447.50
Fiscal Year 2021-22 Rate	\$ 618.90	\$ 464.96
Fiscal Year 2022-23 Rate	\$ 670.25	\$ 503.55
Fiscal Year 2023-24 Rate	\$ 700.41	\$ 526.21
Fiscal Year 2024-25 Rate	\$ 723.53	\$ 543.57

Issue Date	Phase	APN	Address	2024-25 rate *Total Tax Roll Amount
03/29/19	Two	390-173-29	1730 Berry Street	\$723.52
11/09/18	Two	390-172-09	1731 Berry Street	\$723.52
11/09/18	Two	390-173-30	1736 Berry Street	\$723.52
08/15/18	Two	390-181-27	1742 Berry Street	\$723.52
03/29/19	Two	390-181-25	2718 Blaine Street	\$723.52
01/08/19	Two	390-181-23	2730 Blaine Street	\$723.52
08/15/18	Two	390-181-22	2734 Blaine Street	\$723.52
04/10/19	Two	390-172-12	1720 Cleveland St.	\$723.52
11/09/18	Two	390-172-10	1732 Cleveland St.	\$723.52
08/15/19	Two	390-183-02	1765 Cleveland St.	\$723.52
09/12/19	Two	390-182-02	2811 Clover St.	\$723.52
09/12/19	Two	390-182-01	2805 Clover St.	\$723.52
10/11/19	Two	390-171-05	1729 Shaft Ave.	\$723.52
10/14/19	Two	390-181-21	2735 Fern Ct.	\$723.52
10/23/19	Two	390-181-18	2717 Fern Ct.	\$723.52
10/23/19	Two	390-171-10	2810 Ash St.	\$723.52
11/14/19	Two	390-172-15	2815 Ash St.	\$723.52
01/07/20	Two	390-171-06	1735 Shaft St.	\$723.52
01/07/20	Two	390-184-02	2815 Valley View St.	\$723.52
01/13/20	Two	390-181-07	2742 Valley View St.	\$723.52
01/15/20	Two	390-182-06	1767 Shaft St.	\$723.52
01/15/20	Two	390-182-04	2823 Clover St.	\$723.52
01/15/20	Two	390-183-03	1771 Cleveland St.	\$723.52
01/21/20	Two	390-185-03	2757 Valley View St.	\$723.52
01/21/20	Two	390-171-08	2822 Ash St.	\$723.52
01/22/20	Two	390-184-01	2823 Valley View St.	\$723.52
01/22/20	Two	390-183-05	1783 Cleveland St.	\$723.52
01/22/20	Two	390-183-04	1777 Cleveland St.	\$723.52
01/22/20	Two	390-185-04	2745 Valley View St.	\$723.52
01/23/20	Two	390-181-20	2729 Fern Ct.	\$723.52
01/24/20	Two	390-185-01	2771 Valley View St.	\$723.52
01/28/20	Two	390-181-12	2772 Valley View St.	\$723.52
03/02/20	Two	390-181-17	2712 Fern Ct.	\$723.52
03/24/20	Two	390-181-14	2730 Fern Ct.	\$723.52
04/29/20	Two	390-173-25	2713 Birch St.	\$723.52
06/20/19	Two	390-181-24	2724 Blaine Ct.	\$723.52
06/19/20	Two	390-181-16	2718 Fern Ct.	\$723.52
01/19/21	Two	390-185-02	2769 Valley View St	\$723.52
01/19/21	Two	390-171-07	1741 Shaft St.	\$723.52
02/11/21	Two	390-181-26	1748 Berry	\$723.52
02/18/21	Two	390-181-15	2724 Fern Court	\$723.52
07/17/20	Two	390-181-08	2748 Valley View St.	\$723.52
08/04/20	Two	390-183-01	1766 Shaft St	\$723.52
08/04/20	Two	390-181-11	2766 Valley View St.	\$723.52
08/04/20	Two	390-181-13	2736 Fern Ct.	\$723.52
08/13/20	Two	390-182-03	2817 Clover St.	\$723.52

Vineyard Estates CFD 2006-1
Exhibit A (Continued)

	Special Tax Per Unit	
	Single-Family	Multi-Family
Fiscal Year 2016-17 Rate	\$ 528.21	\$ 396.83
Fiscal Year 2017-18 Rate	\$ 544.05	\$ 408.74
Fiscal Year 2018-19 Rate	\$ 561.46	\$ 421.82
Fiscal Year 2019-20 Rate	\$ 578.32	\$ 434.48
Fiscal Year 2020-21 Rate	\$ 595.66	\$ 447.50
Fiscal Year 2021-22 Rate	\$ 618.90	\$ 464.96
Fiscal Year 2022-23 Rate	\$ 670.25	\$ 503.55
Fiscal Year 2023-24 Rate	\$ 700.41	\$ 526.21
Fiscal Year 2024-25 Rate	\$ 723.53	\$ 543.57

Issue Date	Phase	APN	Address	2024-25 rate *Total Tax Roll Amount
08/13/20	Two	390-181-10	2760 Valley View St.	\$723.52
09/09/20	Two	390-181-09	2754 Valley View St.	\$723.52
09/22/20	Two	390-173-26	1716 Berry St.	\$723.52
09/22/20	Two	390-184-03	2801 Valley View St.	\$723.52
09/22/20	Two	390-172-13	Ash St.	\$723.52
10/07/20	Two	390-181-19	Fern Ct.	\$723.52
10/23/20	Two	390-171-09	2816 Ash Ct.	\$723.52
10/23/20	Two	390-182-05	1761 Shaft St.	\$723.52
12/07/20	Two	390-172-11	1726 Cleveland St.	\$723.52
11/22/22	Three	390-242-17	2826 Park St	\$723.52
11/22/22	Three	390-242-10	2724 PARK ST	\$723.52
11/28/22	Three	390-183-06	1776 SHAFT ST	\$723.52
11/28/22	Three	390-182-09	1777 SHAFT ST	\$723.52
01/31/23	Three	390-242-11	2730 PARK ST	\$723.52
01/31/23	Three	390-242-18	2832 PARK ST	\$723.52
01/31/23	Three	390-184-08	1789 SHAFT ST	\$723.52
02/01/23	Three	390-182-08	1783 SHAFT ST	\$723.52
03/13/23	Three	390-183-08	1788 Shaft St	\$723.52
03/13/23	Three	390-243-10	2810 Yerba St	\$723.52
04/07/23	Three	390-241-04	1819 YERBA COURT	\$723.52
04/17/23	Three	390-241-07	1806 Yerba Court	\$723.52
04/17/23	Three	390-183-07	1782 Shaft St	\$723.52
		390-243-06	2729 Park St	\$723.52
03/13/23	Three	390-243-12	2822 Yerba St	\$723.52
				\$83,928

*Total Tax Roll amount was rounded up to make even number when needed

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA APPROVING THE AGREEMENT BETWEEN THE CITY OF SELMA
AND THE FOWLER UNIFIED SCHOOL DISTRICT FOR ON-SITE AMBULANCE
SERVICES**

WHEREAS, the City of Selma Fire Department (City) agrees to provide on-site ambulance services to the Fowler Unified School District for its home football games for the 2024 season at the District’s Football Stadium (Nielsen Stadium); and,

WHEREAS, the purpose of this Agreement is to summarize the on-site ambulance services to be provided by the City; and,

WHEREAS, this Agreement shall not be automatically renewed for successive periods unless agreed upon by both parties made in writing; 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 Agreement between the City of Selma and the Fowler Unified School District for on-site ambulance services.

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

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

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

The foregoing Resolution was approved and adopted at a regular meeting of the City Council of the City of Selma held on the 15th day of July, 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

**AGREEMENT
BETWEEN
THE CITY OF SELMA, CALIFORNIA
AND
FOWLER UNIFIED SCHOOL DISTRICT**

This Agreement is made and entered into effective August 1, 2024, between the City of Selma, a California municipal corporation, (“City”) and the Fowler Unified School District, a local educational agency (“District”). The City and the District are collectively referred to as the Parties in this Agreement.

WHEREAS, the City Fire Department agrees to provide on-site ambulance services to the District for its home football games for the 2024 season at the District’s Football Stadium; (Nielsen Stadium) and

WHEREAS, the purpose of this Agreement is to summarize the on-site ambulance services to be provided by the City (“Services”), including but not limited to:

- a. Medical care to players, coaches, facility staff, and guests of Fowler High School in the event of injury or medical emergency.
- b. Ambulance transport to the hospital if needed, while committing another ambulance to come to remain at the football game.

NOW THEREFORE, the Parties mutually agree as follows:

1. Cost of the Service

The cost of the Service shall be paid by the District at a rate of \$86.49 an hour. The hourly rate for the Services includes one advance life support ambulance with one paramedic and one EMT. In addition to the hourly rate, District shall pay City a \$20 per game fuel surcharge.

2. Employment of Personnel

- a. The paramedic and EMT be an employee of the City Fire Department and shall be subject to the administration, supervision, and control of the City Fire Department.
- b. The paramedic and EMT shall be subject to all personnel policies and practices of the City Fire Department and by this Agreement. They shall also be responsible for compliance with any applicable District policies, rules, or regulations when applicable.
- c. If the District is dissatisfied with the personnel who have been assigned to the District, then the District may request that the Chief of the City Fire Department assign a different person or people for the District.

3. Duty Hours

- a. The dedicated life support ambulance with one paramedic and one EMT hours shall be from 4:30 to approximately 10:00 pm on the following dates: August 30, 2024, September 6, 2024, September 20, 2024, October 11, 2024, and November 1, 2024. The date and time may be modified by mutual written consent.
- b. Other dates may be required if the District has playoff competitions at their home site.

4. Term of Agreement

The initial term of this Agreement is one four-month period commencing on the 1st day of August 2024, and ending on the 8th day of December 2024, however, should either party encounter budgetary constraints that make the continuation of this Agreement impractical, then either party may cancel this Agreement upon ten days' notice to the other in writing.

This Agreement shall not be automatically renewed for successive periods unless agreed upon by both parties made in writing. Prior to this renewal, the City will provide the District an updated actual costs to provide service for the time period stated in the renewal writing.

5. Duties of Paramedic and EMT

The duties will include, but not be limited to the following:

- a. To be a visible, active figure in regulation uniform and operating a marked approved vehicle at the football stadium to provide a presence to promote safety and build positive relationships with school staff, student athletes and community.
- b. Render aide to those who may require it and assist in the handing of patient if transportation is required to a hospital.

6. Indemnification

The Parties hereby agree to indemnify, defend and hold harmless each other, its governing board, officials, officers, employees, agents, and volunteers from and against all claims, demands, causes of action, actions, damages, losses, expenses, awards, fines, costs and other liabilities, (including without limitation reasonable attorney fees and costs of litigation) of every nature arising out of or in connection with this Agreement, including but not limited to the use of District's property, and the alleged or actual acts, errors, omissions or negligence of either party or anyone authorized or permitted to act on behalf of the party to the fullest extent permitted by law, unless the injuries or damages are the result of the sole negligence or willful misconduct of the party to be indemnified, subject to any limitations imposed by law. District and City agree that said indemnity and defense obligations shall survive the expiration or termination of this Agreement for any items specified herein that arose

or occurred during the term of this Agreement. Each party shall immediately notify the other party of any claims or legal actions arising out of the performance of this Agreement.

7. Insurance

The City agrees to provide all necessary workers' compensation insurance for any and all City employees, including, but not limited to any City employee providing Services to the District as contemplated by this Agreement, at the City's own cost and expense.

8. Payment Terms

The City shall invoice the District monthly for the cost of the Services as follows:

1. August 31, 2024, for one day of service (August 30th)
2. September 30, 2024, for two days of service (September 6th and 20th)
3. October 31, 2024, for one day of service (October 11th)
4. November 30, 2024, for one day of service (November 1st)

Invoices shall include details on breakdown of cost. The District shall remit to the City payment of the full amount invoiced within thirty (30) days of receipt of the invoice. Playoff games will require additional payment at the same rate as a regular season game.

9. Training

The City shall provide the assigned EMS personnel training and other required training to maintain their status, in accordance with applicable fire and safety standards and laws. The City shall also provide training to additional personnel to backfill the position and cover absences due to scheduled training, vacation, or other unforeseen leaves to ensure coverage at the events.

10. Nondiscrimination

Neither the District nor the City shall discriminate against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, gender, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics when fulfilling duties under this Agreement.

11. Compliance with Law

Each provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced

as though it were included therein. The parties shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others.

12. Severability

If any term or provision of this Agreement is determined to be unlawful or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected. Each term or provision of the Agreement shall be valid and enforced as written to the fullest extent permitted by law.

13. Amendment

This Agreement may only be modified by a written amendment signed by both parties.

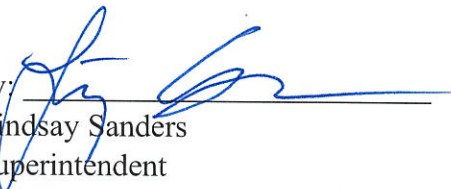
14. Full Force and Effect

Except as otherwise provided herein, the Agreement remains in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement in Fowler County, California as of the day and year first hereinabove written.

CITY OF SELMA, a California municipal FOWLER UNIFIED SCHOOL DISTRICT, Corporation, a local agency.

By: _____
Fernando Santillan
City Manager
City of Selma

By: 
Lindsay Sanders
Superintendent
Fowler Unified School District

Addresses

CITY:

City of Selma
1710 Tucker St.
Selma, CA 93662

DISTRICT:

Fowler Unified School District
658 E Adams Ave
Fowler, CA 93625

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

July 15, 2024

ITEM NO: F.

SUBJECT: Consideration of a Resolution Approving an Agreement with Selma Unified School District to Provide (2) School Resource Officers for the 2024-2025 School Year

BACKGROUND: The primary mission of the Selma Police Department School Resource Officer (SRO) is to improve the quality of life for students, parents, school employees, and related community members directly affected by the program. Specific desired outcomes of the program include:

- Reduction of criminal activity and fear on campus and foster a positive relationship with the school community.
- Handle Calls for Service at Selma High School and Abraham Lincoln Middle School.
- Identify school related enforcement problems and develop solutions in a problem-solving manner.
- Provide a coordinated team effort between the Selma Police Department and Fresno County Probation.
- A general improvement in the relationship between the parties listed herein.

Community Policing calls for a concern for all involved in contact with the law enforcement profession. To maximize the services provided to the community by the Selma Police Department, it is imperative to maintain a fully functioning relationship with educational entities within the city of Selma. This agreement between agencies will continue the enhancement of collaborative problem solving. In addition, bolster the quality of life for students, parents, and staff of the respective schools.

DISCUSSION: City of Selma staff is proposing an agreement with the Selma Unified School District to provide two SROs, one to serve Selma High School (grades 9-12) and one serving Abraham Lincoln Middle School. The District agrees to reimburse the City 50% of the fully-burdened rate for two (2) Regular Duty Law Enforcement Officers as set forth herein. The District shall pay City a total of \$113,439.00 in ten (10) monthly payments of \$11,343.00.

FISCAL IMPACT: The fiscal impact to the City amounts to 50% of the fully-burdened salaries for two sworn police officers at the fully burdened rate of \$113,439.00 for both officers which is budgeted in General Fund (100), Department 2100 (Police Support).

RECOMMENDATION: Staff recommends Council Adopt the attached Resolution Authorizing the City Manager to Execute an Agreement with Selma Unified School District to provide two (2) School Resource Officers for the 2024-2025 School Year.

_____/s/
Rudy Alcaraz
Chief of Police

07/09/2024
Date

_____/s/
Fernando Santillan
City Manager

07/09/2024
Date

Attachments:

1. Resolution
2. Agreement

RESOLUTION NO. 2024 – __R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA, APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN SELMA UNIFIED SCHOOL DISTRICT AND THE CITY OF SELMA FOR SCHOOL RESOURCES OFFICER PROGRAM

WHEREAS, the agreement between agencies will lead to the enhancement of collaborative problem solving. In addition, bolster the quality of life for the students, parents, and staff of the respective schools; and

WHEREAS, the primary mission of the Selma Police Department (SPD) School Resources Officer (SRO) is to improve the quality of life for students, parents, school employees, and related community members directly affected by the program; and

WHEREAS, the agreement provides that the City of Selma will receive a contribution from Selma Unified School District (SUSD) for fifty percent of SPD’s operational costs for two regular duty SPD Officers at a designated SUSD school, for a total of \$113,439.00 in ten (10) monthly payments of \$11,343.00 beginning August 12, 2024 thru June 30, 2025; and

WHEREAS, the City of Selma is authorizing the City Manager to execute an agreement with SUSD for the purpose of providing police services for its SRO Program; and

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 Agreement with SUSD.
3. The City Manager is authorized to execute all necessary documents.
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 15th day of July 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

**AGREEMENT BETWEEN THE
CITY OF SELMA AND THE SELMA UNIFIED SCHOOL DISTRICT
FOR SCHOOL RESOURCE OFFICER SERVICES**

THIS AGREEMENT is made and entered into effective the ____ day of July, 2024, by and between the City of Selma, a California municipal corporation ("CITY"), and the Selma Unified School District, a unified school district ("DISTRICT").

RECITALS

The following recitals are a substantive portion of the Agreement.

- A. District intends to provide increased safety at its public schools by utilizing two (2) City Police Department Officers as a School Resource Officer(s) (SRO).
- B. The City desires to accommodate District's request for police services.
- C. It is not the intent of the Parties for the District to delegate to the City its duty to protect its students from foreseeable dangers.
- D. The Parties understand the District has broader legal authority to set and enforce rules than the City and its officer.
- E. The Parties understand student privacy rights limit the City's and assigned officer's access to District information, which may limit the City's and officer's ability to perceive a potential threat.
- F. The Parties anticipate the assigned officer's duties and travel between campuses will take the officer off-campus and result in the lack of the presence of an officer and marked vehicle during such times.
- G. The Parties acknowledge there is no viable legal theory on which a claim and/or cause of action could arise out of the absence of the assigned officer and/or the patrol vehicle at a school. Therefore, the Parties agree that absence of the assigned officer and/or the patrol vehicle at a school shall not be considered a substantial cause of an act or omission giving rise to a claim and/or cause of action against the City or the assigned officer.
- H. The DISTRICT wishes to contribute funds to partially offset the costs of the services of two (2) police officers currently employed by the CITY for the purpose of providing regular duty law enforcement services at a DISTRICT school.
- I. California Government Code section 53050 and Education Code section 35160 authorize DISTRICT to contract with persons specially trained, experienced, and competent to perform certain special services.

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and premises hereinafter contained, to be kept and performed by the respective parties, it is mutually agreed as follows:

AGREEMENT

Law Enforcement Services.

- (a) CITY shall assign two (2) sworn police officers (hereinafter referred to as "Officer") to serve as SRO at a DISTRICT-designated school (Selma High School and Abraham Lincoln Middle School) between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday, during the normal school year and summer school schedule, except for annual leave allowances, and subject to the availability of officers.

- (b) For purposes of this Agreement, “availability of officers” shall be in the sole determination of Selma Police Department’s (hereinafter “SPD”) Chief of Police, or his/her designated representative, taking into consideration all relevant factors, including, and without limitation, the health of officer, shortage of manpower, funding, and duty assignment of officer(s) to higher priority matters. It is not a material breach of this Agreement if an Officer is absent from DISTRICT-designated school, pursuant to the terms of this Section.
- (c) SPD shall make reasonable efforts to select an SRO, or an acting SRO, for the days when the designated SRO may be on leave, absent for training, or otherwise not available, and DISTRICT may provide input regarding the selection of the SRO. Training absences will be kept to a minimum by being scheduled during the time that the DISTRICT is in session. SRO may work different hours if otherwise requested by the DISTRICT and approved by the SRO’s immediate supervisor.
- (d) SRO shall provide law enforcement expertise to assist the school staff to maintain safety at DISTRICT schools. Such services shall include, but will not be limited to, performing campus community policing duties, handling truancy issues, complying with legal reporting requirements, and assisting the DISTRICT in providing security, directing traffic, and interacting with students and the community at mutually agreed upon activities. SRO shall perform his/her duties pursuant to the following guidelines:
 - (1) SRO’s investigation and questioning of DISTRICT students shall be limited to offenses related to the operation of the DISTRICT or occurring on DISTRICT property, except in situations where a delay in investigation or questioning may result in danger to any person, flight from the jurisdiction by the person suspected of a crime, or destruction of evidence.
 - (2) SRO shall notify the DISTRICT principal as soon as practical of any law enforcement actions taken by an SRO or other police officers occurring on the DISTRICT property. If there is an emergency, the SRO or Officer shall take immediate action and will update DISTRICT officials after the emergency has been deemed safe and as soon as practical.
 - (3) SRO shall not become involved in DISTRICT administrative searches unless specifically requested by DISTRICT principal to provide security or to handle contraband where probable cause exists.
 - (4) SRO shall be responsible for monitoring the social and cultural environment around DISTRICT schools to identify existing or emerging youth gangs. Gang prevention in early intervention strategies should be coordinated between CITY and DISTRICT.
 - (5) SRO, through DISTRICT principal, may become involved with DISTRICT curriculum by providing instructional presentations to enhance DISTRICT students’ understanding of the police mission and the responsibilities of citizenship. All educational documents and/or materials prepared for the aforementioned shall be DISTRICT property upon completion of preparation. Documents related to SPD investigations shall remain property of the CITY.
 - (6) SRO shall serve as a role model by building close contacts and positive relationships with students to prevent juvenile delinquency and campus violence.

- (7) SRO should attend suspension and expulsion hearings at the request of the DISTRICT, and when available. SRO shall prepare to testify on any actions or observations personally taken at such hearings.
- (8) SRO will work to establish and maintain a collaborative partnership with DISTRICT administrators to provide a safe school environment through regular communications of crime trends, changes in laws, and issues and concerns of mutual interest.
- (9) SRO shall build positive relationships and work to increase communication between law enforcement, DISTRICT students, parents, and staff, and the community.
- (10) SRO shall wear a department approved uniform unless instructed otherwise by the SRO's immediate supervisor at SPD.
- (11) SRO may assist other SPD officers on calls, not DISTRICT-related, if additional resources are required off-campus.
- (12) SRO may attend to duties at SPD during DISTRICT- hours if SRO is unable to perform such duties at the DISTRICT office.

2. DISTRICT Contribution: To off-set 50% of SPD's operational costs for two (2) regular duty SPD Officers at DISTRICT-designated school, DISTRICT shall pay CITY a total of \$113,439.00 in 10 monthly payments of \$11,343. Amount shall be prorated based on date of assignment. Payments will be due by the fifteenth (15th) of every month following the month of service. For events held beyond the SRO-employment hours agreed under Section 1(a) above, DISTRICT shall be responsible for overtime pay at the fully burden rate for the additional SRO service, whether performed by the designated SRO or another SPD Officer, when a request is submitted by DISTRICT staff.

3. Term of Agreement. The term of this Agreement shall begin on August 10, 2024, and shall expire on June 30, 2025, unless terminated earlier in accordance with this Agreement.

4. Employment of Officer. City shall retain control over supervision, wages and other terms and conditions of employment of the officers providing the Services under this Agreement. The Parties acknowledge that such officers are held to the requirements of the law and City policies and procedures. The District shall assist City with evaluation of the officers; however, the City shall have the responsibility to evaluate, manage, and supervise the officers. The District shall immediately notify City of any concerns regarding the performance of the assigned officer, including, but not limited to, adherence to the Duty Schedule and quality of Services.

5. Termination of Agreement.

(a) Either party may terminate this Agreement without cause by giving thirty (30) days' prior written notice of the intention to terminate and specifying the date of termination.

(b) This Agreement may be terminated by either party, following material breach by the other and failure of the breaching party to remedy the breach to the satisfaction of the breaching party within seven (7) days of receipt of notice specifying the breach. Following the seven (7) day period, the non-breaching party may terminate the agreement upon service of written notice specifying the date of termination. If the nature of the breach cannot be remedied within seven (7) days, the reaching party shall submit a written proposal to the other party setting for the specific means to resolve the default and the anticipated resolution date. Consent by the non-breaching party to an extended remediation period shall not be unreasonably withheld.

(c) No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

6. Indemnification.

(a) DISTRICT shall indemnify, defend, and hold harmless CITY, its officers, officials, employees, and volunteers from and against any and all liability, claims, damage, cost, expenses, awards, fines, judgments, and expenses of litigation (including, without limitation, costs, attorney fees, expert witness fees and prevailing party fees and cost) of every nature arising out of or in connection with the assigned officer's performance of work or his or her failure to comply with any of its obligations contained in the Agreement, except such loss or damage which was caused by the active negligence by the CITY, or the gross or willful misconduct of the assigned officer.

(b) CITY shall indemnify, defend, and hold harmless DISTRICT, its officers, officials, employees, and volunteers from and against any and all liability, claims, damage, cost, expenses, awards, fines, judgments, and expenses of litigation (including, without limitation, costs, attorney fees, expert witness fees and prevailing party fees and cost) of every nature arising out of the active negligence by the CITY or the gross or willful misconduct of the assigned officer during the performance of work hereunder.

(c) In the event of concurrent negligence on the part of DISTRICT or any of its officers, directors, trustees, employees, agents or volunteers, and CITY or any of its officers, officials, employees, agents or volunteers, the liability for any and all such claims, demands and actions in law equity for such losses, fines, penalties, forfeiture, costs and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

(d) If DISTRICT rejects a tender of defense by CITY and/or the assigned officer under this Agreement, and it is later determined that CITY and/or the officer breached no duty of care and/or was immune from liability, DISTRICT shall reimburse CITY and/or officer for any and all litigation expenses (including, without limitation, costs, attorney fees, expert witness fees and prevailing party fees and cost). A duty of care or immunity determination may be made by a jury or a court, including a declaratory relief determination by a court after CITY and/or officer settles a liability claim, with or without participation by DISTRICT.

(e) Parties acknowledge that it is not the intent of the Agreement to create a duty of care by CITY or its assigned officer that they would not owe in the absence of the Agreement. The Agreement does not create an affirmative duty of care (including, without limitation, a duty to protect, a duty to deter and/or a duty to intervene) by CITY or the assigned officer and the absence of the assigned officer and/or the patrol vehicle is not a material breach of this Agreement. The Parties further acknowledge that by entering into this Agreement neither CITY nor its assigned officer intends to waive any immunities to which they would be entitled in the absence of the Agreement.

(f) The indemnity sections shall survive termination or expiration of this Agreement.

6. Student Records.

(a) The parties agree that the SRO shall be deemed to be a "school official" for the performance of SRO's duties on behalf of DISTRICT. The SRO shall therefore be allowed access to student records, but the DISTRICT is in direct control of the use, maintenance, and disclosure of student records in accordance with Education Code section 49076 and other applicable provisions of law. School officials shall allow the SRO to inspect and copy any student records maintained by the school for which the SRO

has a “legitimate educational interest” within the scope of the SRO’s service under this Agreement. This includes access to student directory information to the extent permitted by DISTRICT policy, classroom assignments, attendance records, and discipline files. However, the SRO may not inspect or copy confidential student records outside the scope of the SRO’s service, except as allowed by law.

(b) If confidential student record information is needed in an emergency to protect the health or safety of a student or others, may access information that is needed to respond to the emergency based on the seriousness of the threat to someone’s health or safety, the need of the information to meet the emergency, and the extent to which time is of the essence. The SRO shall notify the DISTRICT as soon as practical once this event has been addressed.

(c) If confidential student record information is needed by the SRO but no emergency exists, unless subsection (b) applies, the information may be released only upon the issuance of a subpoena, a court order or written authorization of the parent/guardian.

(d) Pursuant to Education Code section 48902, the Principal or designee shall notify the SRO of any acts of a student that may violate specified provisions of the Penal Code and Education Code. This may require the disclosure of the student’s name or other identifying information to the SRO, along with information related to the underlying offense.

7. Student Discipline. The certificated administrators of each school shall be responsible for student discipline and shall make all decisions regarding the imposition of discipline for students enrolled at their campus.

8. Program Criteria. DISTRICT and SPD will work collaboratively to be responsive to evolving school and law enforcement requirements.

9. Training and Supervision. The SRO shall receive SRO’s work assignments from the SPD and shall be supervised in the performance of SRO’s duties by the Chief of the SPD or designee. The SPD shall be responsible for training the SRO according to applicable law enforcement standards. The Superintendent of DISTRICT or designee will provide the Chief of the SPD with information to assist in evaluating the SRO. Any disciplinary problems or alleged improprieties involving the SRO shall be brought to the attention of the Chief of the SPD or designee.

10. Law Enforcement Records and Juvenile Case File Information. Pursuant to Welfare and Institutions Code sections 827, 828.1 and 828.3, certain law enforcement records, probation reports and juvenile case file information may be provided to DISTRICT Superintendent or his/her designee. In addition to providing such information directly to DISTRICT Superintendent, the SRO may provide such information to the Principal of the school in which a minor student is enrolled and the Principal shall be a designee of the Superintendent for the receipt of such information.

11. Feedback and Evaluation. DISTRICT and SPD agree on the importance of evaluating the SRO program. DISTRICT and SPD will work together to develop and implement procedures to provide periodic feedback and evaluation data for the purpose of measuring the program’s effectiveness.

12. It is understood and agreed that DISTRICT and CITY maintain insurance policies or self-insurance programs to fund their respective liabilities. The DISTRICT agrees to name the CITY as an

additional insured or additional covered party as the DISTRICT will be the party managing the SRO and the SRO's duties. Evidence of Insurance, Certificates of Insurance or other similar documentation shall not be required of either party under this Agreement.

13. Nondiscrimination. Neither party shall employ discriminatory practices in their respective performance under this Agreement on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.

14. Independent Contractor and Not a Partnership. For purposes of this Agreement, CITY and DISTRICT shall act in an independent capacity and not as officers or employees or agents of the other. Nothing in this Agreement establishes, constitutes, or will be construed as establishing or constituting a partnership or agency or employment relationship between CITY and DISTRICT. Officers providing services under this Agreement shall remain the employees of CITY, and shall not be employees of DISTRICT.

15. Notices. Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally or deposited into the United States mail, with postage prepaid, addressed to the party to which notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice. Notices shall be addressed as follows:

To City:

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

To District:

Selma Unified School District
Attention: Edward Gomes, Superintendent
3036 Thompson Ave.
Selma, California 93662

16. Binding. Once this Agreement is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each parties' respective heirs, successors, assigns, transferees, agents, servants, employees and representatives.

17. Assignment. Neither party may assign or transfer, by operation of law or otherwise, all or any of its rights or obligations under this Agreement without the prior written consent of the other party.

18. Waiver. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

19. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California.

20. Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.

21. Conflict of Laws or Regulations/Severability. This Agreement is subject to all applicable laws and regulations. If any provision of this Agreement is found by any court or other legal authority, or is agreed by the parties, to be in conflict with any code or regulation governing its subject, the conflicting provisions will be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the Agreement to either party is lost, the Agreement may be terminated at the option of the affected party. In all other cases, the remainder of the Agreement will continue in full force and effect.

22. Dispute Resolution. If a dispute arises out of or relating to this Agreement, or the breach of this Agreement, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation, unless the parties mutually agree otherwise. The mediator will be mutually selected by the parties, but in the case of disagreement, the mediator will be selected by receiving a list of potential mediators from State Mediation and Conciliation Services (SMCS) and the parties alternately striking one name from said list. The first party to exercise a strike shall be determined by witnessed coin toss. If mediation fails to resolve the dispute within thirty (30) days, or a time period as mutually extended by the parties, either party may pursue litigation. The prevailing party in any litigation will be entitled to the reimbursement of reasonable costs and attorney's fees.

23. Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

24. Integration of Prior Terms and Conditions. This Agreement, including all recitals constitutes the entire agreement of the Parties. This Agreement may be amended or modified only by the mutual written agreement of the Parties. This Agreement is invalid unless approved by the legislative body of each Party, although it may be executed by an authorized agent of each Party. An authorized agent of the City shall be a person specifically authorized by the legislative body of the City to execute this Agreement, at the level of City Manager, City Attorney or equivalent.

25. Survivability. The indemnity sections shall survive termination or expiration of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement at Selma, California, the day and year first above written.

CITY OF SELMA,

SELMA UNIFIED SCHOOL DISTRICT

By: _____
Fernando Santillan
City Manager
City of Selma

By: _____
Edward Gomes
Superintendent
Selma Unified School District

ATTEST:

APPROVED AS TO FORM:

By: _____
Reyna Rivera, City Clerk

By: _____
Jessica Villarreal
Assistant Superintendent
Selma Unified School District

APPROVED AS TO FORM:

By: _____
Megan Crouch, City Attorney

Addresses:

CITY:
City of Selma
Attention: Fernando Santillan, City Manager
1710 Tucker Street
Selma, CA 93662

DISTRICT:
Selma Unified School District
Attention: Edward Gomes, Superintendent
3036 Thompson Ave.
Selma, California 93662

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
84534	06/13/24	Printed	U.S. BANK CORPORATE PMT SYSTEM	FIN -CALCARD CHARGES 4/23-5/22/24	PARTIAL R	77,158.75
84535	06/13/24	Printed	US BANK EQUIPMENT FINANCE	FIN - COPY MACH LEASES JUNE 2024		2,627.17
84536	06/13/24	Printed	VERIZON WIRELESS	FIN -TELEPHONE/MDT'S 4/19-5/18/24		2,714.75
84537	06/13/24	Printed	VESTIS	PW -UNIFORMS/TOWELS/FIRST AID 5/23/24		1,910.18
84538	06/13/24	Printed	WASTE MANAGEMENT-USA WASTE	FIN - CITY WIDE CLEAN UP 4/01-4/30/24		12,505.23
84539	06/13/24	Printed	WHITE CAP, L.P.	FD -PALLET OF BOTTLE WATER		408.24
84540	06/13/24	Printed	WINDTAMER TARPS	PW -MOUND COVER FOR BRENTLINGER BABE RUTH FIELD		148.01
84541	06/13/24	Printed	WORLD ENVIRONMENTAL SERVICES	FLEET -PAPER FILTERS		90.00
84542	06/13/24	Printed	RICK WATSON	ED -AMBERWOOD GRAPHICS AND MAPS		1,172.58
84543	06/13/24	Void	JOSE ZAVALA	HR -DMV MEDICAL REIMBURSEMENT CLASS B LIC (Re-issued ck#84618)		161.00
84544	06/26/24	Printed	24-7 PETVETS	PD -MEDICAL TREATMENT FOR PITBULL		76.00
84545	06/26/24	Printed	CARLOS ACEVES	PD -FUEL FOR PRIUS		15.37
84546	06/26/24	Printed	ALICIA AGUIRRE	ED -CALED CONFERENCE LODGING, MEALS AND FUEL		924.30
84547	06/26/24	Printed	AT&T	ADMIN -TELEPHONE 5/4-6/3/24		1,711.06
84548	06/26/24	Printed	AT&T	ADMIN -TELEPHONE 5/4-6/3/24		116.10
84549	06/26/24	Printed	AT&T	ADMIN -TELEPHONE 5/4-6/3/24		111.00
84550	06/26/24	Printed	AT&T MOBILITY	ADMIN -TELEPHONE MDT'S 5/1/24-5/31/24		389.07
84551	06/26/24	Printed	BANNER PEST CONTROL INC	ADMIN -PEST CONTROL MAY 2024		456.00
84552	06/26/24	Printed	STEPHANIE E. BARNETT	AC -JERSEY BOYS COSTUME DESIGNER, COSTUME REIMBURSEMENT		688.07
84553	06/26/24	Printed	JAY W. BROCK / TOP DOG TRAINING CENTER	PD -SERVICE/MAINT TRAINING 5/28/24		90.00
84554	06/26/24	Printed	CYNDLE TYE CEE	AC -JERSEY BOYS STAGE MANAGER		200.00
84555	06/26/24	Printed	CENCAL AUTO & TRUCK PARTS, INC / NAPA AUTO PARTS	FLEET -BRAKE PADS & ROTORS UNIT 183		499.82
84556	06/26/24	Printed	CENTRAL VALLEY LOCK & SAFE INC	PW -CUT DUPLICATE KEYS FOR ART CENTER		80.00
84557	06/26/24	Printed	CITY OF SANGER FIRE DEPARTMENT	FD -1/5 OF HEALTH MANAGEMENT FEES JAN-MARCH 2024		3,574.20
84558	06/26/24	Printed	CITY OF SELMA	FIN -REPLENISH YE PETTY CASH FOR CITY HALL		13.98
84559	06/26/24	Printed	CITY OF SELMA	AC -REPLENISH YE PETTY CASH FOR ART CENTER		339.00
84560	06/26/24	Printed	COMCAST	ADMIN -PD TO FCSO MAY 2024		717.47
84561	06/26/24	Printed	COMCAST	ADMIN -INTERNET SERVICE JUNE 2024		821.45
84562	06/26/24	Printed	CPCA	PD -ASSOCIATE MEMBER DUES		155.00
84563	06/26/24	Printed	DELTA DENTAL OF CALIFORNIA	HR -DENTAL CLAIMS 5/31-6/6/24		5,566.93
84564	06/26/24	Printed	DEPARTMENT OF JUSTICE	HR -PRE EMPLOYMENT FINGERPRINT MAY 2024		96.00
84565	06/26/24	Printed	RALPH L EDWARDS	REC -LIVE MUSIC FOR JULY 3RD		2,100.00
84566	06/26/24	Printed	JAVIER EVARISTO / GARAGE DOOR SKILLZ INC	PW -REPAIRS AT FD & PW YARD DOORS		2,500.00
84567	06/26/24	Printed	ESTELA H. FLORES	FIN -ADMIN CITE REFUND		100.00
84568	06/26/24	Printed	FLOYD JOHNSTON CONSTRUCTION CO	PW -NEBRASKA & THOMPSON SEWER MAIN PROJ RETENTION		33,880.94
84569	06/26/24	Printed	FRESNO COUNTY SHERIFF	PD -RMS/JMS/CAD ACCESS FEE MAY 2024		486.00
84570	06/26/24	Printed	FRESNO M LLC / MERCEDES BENZ OF FRESNO	FLEET -RECHARGE UNIT 8563 WITH FREON		299.60
84571	06/26/24	Printed	FRESNO OXYGEN	FD -MEDICAL OXYGEN		405.34
84572	06/26/24	Printed	RENE GARZA	PD -COMMAND COLLEGE PER DIEM 7/7-7/11/24		290.00
84573	06/26/24	Printed	KANWARNOOR SINGH GHUMAN	FIN -ADMIN CITE 10836-2023 10835-2023 CS 23-1523 & 1568		1,000.00
84574	06/26/24	Printed	GONZALES, TISCO	BLDG -RES 2024-53R BUSINESS LICENSE APP FEE REDUCTION		50.00
84575	06/26/24	Printed	GRENZ TPA INSURANCE ADMIN	HR -FIRE EMPLOYEES LIFE INSURANCE APRIL 2024		1,735.82
84576	06/26/24	Printed	GRISWOLD, LASALLE, COBB, DOWD	CITY ATTORNEY -LEGAL FEES MAY 2024		31,616.31
84577	06/26/24	Printed	HEALTHWISE SERVICES, LLC.	PD -38G PHARM KIO5K CONTAINER		177.29
84578	06/26/24	Printed	HENRY SCHEIN INC.	FD -MEDICAL SUPPLIES		1,594.94
84579	06/26/24	Printed	RAUL R HERRERA JR / ECN POLYGRAPH	HR -POLYGRAPH SERVICES JUNE 2024		1,500.00
84580	06/26/24	Printed	J'S COMMUNICATION INC.	FLEET -INSTALLED LIGHTBAR UNIT 191		378.00
84581	06/26/24	Printed	JORGENSEN & COMPANY	PW -ANNUAL FIRE EXTINGUISHER INSPECTIONS FOR PW YARD & CH		351.87
84582	06/26/24	Printed	KNORR SYSTEMS, INT'L	PW -TROUBLESHOOT SPLASH PAD PUMP -SALAZAR CENTER		1,136.00
84583	06/26/24	Printed	ANGELICA LARA	BLDG -RES 2024-53R BUSINESS LICENSE APP FEE REDUCTION		50.00
84584	06/26/24	Printed	LEWIS, TERRY	AC -JERSEY BOYS VOCAL DIRECTOR		400.00
84585	06/26/24	Printed	LIFE-ASSIST INC.	FD -MEDICAL SUPPLIES		1,571.84
84586	06/26/24	Printed	ROBYN LUNA	BLDG -RES 2024-53R BUSINESS LICENSE APP FEE REDUCTION		50.00
84587	06/26/24	Printed	CORY LYNCH	PD -PER DIEM FIELD TRAINING OFFICER POST COURSE 7/14-7/19/24		355.00
84588	06/26/24	Printed	MEDLINE INDUSTRIES, INC.	FD -MEDICAL SUPPLIES		156.13
84589	06/26/24	Printed	VANESSA NARIO	FIN -ADMIN CITE REFUND		100.00

CHECK REGISTER REPORT

CHECK NUMBER	CHECK DATE	STATUS	VENDOR NAME	CHECK DESCRIPTION	CATEGORY	AMOUNT
84590	06/26/24	Printed	NEW HOPE CHURCH	REC -TRASH CLEAN UP JULY 3RD		600.00
84591	06/26/24	Printed	RENEE NEWLOVE	AC -JERSEY BOYS DRAMATURGY		100.00
84592-84593	06/26/24	Printed	ODP BUSINESS SOLUTIONS LLC	ADMIN -OFFICE SUPPLIES		1,036.14
84594	06/26/24	Printed	FLORENCE PEREZ	FIN -ADMIN CITE REFUND		100.00
84595	06/26/24	Printed	PG&E	ADMIN -UTILITIES JUNE 2024		86.47
84596	06/26/24	Printed	PG&E	ADMIN -UTILITIES MAY 2024		4,825.40
84597	06/26/24	Printed	THOMAS PHILLIPS	FIN -ADMIN CITE REFUND		200.00
84598	06/26/24	Printed	QUAD KNOPF, INC.	PLN -PIONEER VILLAGE PLANNING SERVICES 4/14/24-5/11/24	PARTIAL R	193.44
84599	06/26/24	Printed	ROBERTO RAMIREZ	BLDG -RES 2024-53R BUSINESS LICENSE APP FEE REDUCTION		50.00
84600	06/26/24	Printed	ROBERT HALF FINANCE & ACCOUNTING	HR -SR ACCOUNTANT 06/07/2024		2,960.00
84601	06/26/24	Printed	DEANNA SEAMORE	REC -FACE PAINTER FOR JULY 3RD		445.00
84602	06/26/24	Printed	SPARKLETTS	FD -WATER SERVICE STA 3		88.90
84603	06/26/24	Printed	STEAM CLEANERS, INC.	PW -NOZZLES & COUPLERS		44.69
84604	06/26/24	Printed	TARGET SOLUTIONS LEARNING LLC	FD -MEMBERSHIP FEE 7/1/24-6/30/25		3,680.00
84605	06/26/24	Printed	TELEFLEX LLC	FD -MEDICAL SUPPLIES		96.17
84606	06/26/24	Printed	TIFCO INDUSTRIES, INC.	PW -RETRACTABLE RATCHETS		330.47
84607	06/26/24	Printed	ANDREW TREVINO	REC -SOUND AND LIGHTING FOR JULY 3RD EVENT		5,750.00
84608	06/26/24	Printed	ULINE	FD -POLY BOX		401.08
84609	06/26/24	Printed	UNITY IT	PD -MONTHLY SERVICE 5/1/24-5/31/24		4,518.80
84610	06/26/24	Printed	VALLEY SHREDDING LLC	ADMIN -SHREDDING SERVICE AT CITY HALL		24.00
84611	06/26/24	Printed	VERIZON	FD -VEHICLE TRACKING MAY 2024		94.75
84612	06/26/24	Printed	VINCENT COMMUNICATIONS INC	FD -T111 RADIO HEADSET		7,405.61
84613-84617	06/26/24	Printed	YAMABE & HORN ENGINEERING, INC	CD -ENGINEERING SERVICES APRIL 2024	PARTIAL R	172,124.79
84618	06/26/24	Printed	JOSE ZAVALA	HR -REIMB DMV/MEDICAL B LIC PER MOU		85.00
84619	06/25/24	Printed	MARY HELEN WILSON	ED -DOWNTOWN BLOCK PARTY EVENT		1,700.00
TOTAL						404,762.52

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

WIRE/EFT						
6/25/2024			IRG MASTER HOLDINGS	CD -JUNE & JULY 2024 RENT & UTILITIES		26,975.88
6/25/2024			US BANK	FIN -2017 GO BOND		160,531.25
6/25/2024			STATE OF CA DEPT OF HEALTH	FD -PP GEMT IGT		96,879.22

US BANK INVOICE FOR CALCARD CHARGES: 04/23/24-05/22/24

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
ALEJANDRO ALVAREZ	5/3/2024	METRO UNIFORMS	CLASS A GLOVES FOR OFFICERS-DETAIL SACRAMENTO	100-2200-600.300.000	43.12
ALEJANDRO ALVAREZ	5/6/2024	HYATT REGENCY	SACRAMENTO MEMORIAL/ C.O.P.S CONFERENCE	100-2200-610.915.000	452.04
ALEJANDRO ALVAREZ	5/6/2024	CHEVRON GAS STATION	FUEL- SACRAMENTO MEMORIAL	701-9200-600.257.000	93.78
ALEJANDRO ALVAREZ	5/11/2024	AMERICAN AIRLINES	NATIONAL POLICE WEEK/ CONFERENCE/ MEMORIAL	100-2200-610.915.000	30.00
ALEJANDRO ALVAREZ	5/11/2024	AMERICAN AIRLINES	NATIONAL POLICE WEEK/ CONFERENCE/ MEMORIAL	100-2200-610.915.000	30.00
ALEJANDRO ALVAREZ	5/22/2024	CHEVRON GAS STATION	FUEL- SLI	701-9200-600.257.000	73.02
AMY SMART	5/13/2024	CANVA	CANVA SUBSCRIPTION	100-4100-610.900.000	149.90
ANDREW GUZMAN	5/4/2024	GALLS	DUTY BELTS	100-2200-600.250.000	418.72
ANDREW GUZMAN	5/10/2024	AMAZON	SAFETY VEST FOR NEW CODE ENFORCEMENT OFFICER	100-2200-600.250.000	51.59
ANTHONY RIVAS	5/15/2024	AMAZON	IPAD CASES X2	100-2550-600.250.000	56.96
CALEB GARCIA	4/22/2024	WAL-MART	SUPPLIES	100-2100-600.250.000	50.85
CALEB GARCIA	5/2/2024	CHEVRON GAS STATION	FUEL	701-9200-600.257.000	28.94
CALEB GARCIA	5/8/2024	BPS TACTICAL, CA	SUPPLIES	100-2100-600.250.000	71.45
CALEB GARCIA	5/20/2024	SELMA GAS STATION	FUEL	701-9200-600.257.000	35.04
CASSY FAIN	5/5/2024	CHEVRON GAS STATION	TRAINING FUEL	701-9200-600.257.000	48.61
CASSY FAIN	5/8/2024	HAMPTON INN TRAINING	TRAINING LODGING	100-2200-610.915.000	319.77
CASSY FAIN	5/8/2024	CHEVRON GAS STATION	TRAINING FUEL	701-9200-600.257.000	50.01
CITY OF SELMA FIRE QTR MST	4/22/2024	CALIFORNIA PPE RECON	PPE TRAINING CLASS	295-2525-610.915.000	300.00
CITY OF SELMA FIRE QTR MST	4/23/2024	FIRE SCOPE	TRAINING ITEMS	295-2525-610.915.000	136.83
CITY OF SELMA FIRE QTR MST	4/24/2024	SUPPLYCACHE.COM	TRAINING ITEMS	295-2525-610.915.000	181.33
CITY OF SELMA FIRE QTR MST	4/24/2024	FIRE NUGGETS INC	CLASS REFUND	800-0000-220.000.000	(191.03)
CITY OF SELMA FIRE QTR MST	4/26/2024	NELSON'S ACE HARDWARE	KEYS/BOLTS FOR TRAINING CENTER	295-2525-610.915.000	8.66
CITY OF SELMA FIRE QTR MST	5/2/2024	TAYLOR'S TINS	DIAZ OFFICE NAME PLATE	600-2600-600.250.000	23.00
CITY OF SELMA FIRE QTR MST	5/7/2024	PRICELINE*COURTYARD BY M	ROOM FOR 1851 PPE CLASS	295-2525-610.915.000	180.97
CITY OF SELMA FIRE QTR MST	5/9/2024	CHEVRON GAS STATION	FUEL	701-9200-600.257.000	130.51
CITY OF SELMA FIRE QTR MST	5/15/2024	ALL-STAR FIRE EQUIPMENT	FIRE HELMET PPE	295-2525-700.200.000	143.33
CITY OF SELMA FIRE QTR MST	5/17/2024	WAL-MART	PAINT FOR PPE I. D.	100-2525-600.250.000	26.68
CITY OF SELMA FIRE QTR MST	5/19/2024	THE HOME DEPOT	HQ BUG SPRAY ITEMS	100-2525-600.401.900	47.63
CITY OF SELMA FIRE QTR MST	5/20/2024	THE HOME DEPOT	HQ BUG SPRAY FOGGER	100-2525-600.401.900	9.73
CITY OF SELMA FIRE QTR MST	5/21/2024	AMAZON	DC111 TABLET CASE	100-2525-600.250.000	14.08
CITY OF SELMA FIRE QTR MST	5/21/2024	AMAZON	DC111 TABLET HOLDER	100-2525-600.250.000	29.28
CITY OF SELMA STATION 1	4/23/2024	NAPA AUTO PARTS	E111 AUX PUMP	701-9200-600.256.000	4.65
CITY OF SELMA STATION 2	5/14/2024	WAL-MART	CLEANING SUPPLIES FOR STATION 1, 2 & 3	100-2525-600.250.000	121.28
CITY OF SELMA STATION 2	5/14/2024	WAL-MART	CLEANING SUPPLIES FOR STATION 1, 2 & 3	600-2600-600.250.000	60.64
CITY OF SELMA TRAINING DIVISION	4/26/2024	THE HOME DEPOT	OFFICE SUPPLIES	100-2525-600.250.000	14.00
CITY OF SELMA TRAINING DIVISION	5/8/2024	ANTONIO'S RESTAURANT	LUNCH MEETING	600-2600-600.400.000	54.07
DANIEL DIAZ	5/9/2024	NELSON'S ACE HARDWARE	SPARE KEY EXPLORER	600-2600-600.250.000	6.50
EMS DIV 550	5/8/2024	CHEVRON GAS STATION	FUEL	701-9200-600.257.000	111.63
EMS DIV 554	5/17/2024	CHEVRON GAS STATION	FUEL	701-9200-600.257.000	139.13
FERNANDO MORAN	4/23/2024	THE HOME DEPOT	7' STEEL T POST-PARKS	100-5300-600.250.000	30.66
FERNANDO MORAN	4/23/2024	THE HOME DEPOT	7' STEEL T POST-STREETS	210-5400-600.250.000	30.65
FERNANDO MORAN	4/26/2024	AMAZON	9'UMBRELLAS-POCKET PARK	100-5300-600.250.000	107.74
FERNANDO MORAN	4/29/2024	NELSON'S ACE HARDWARE	BROWN SPRAY PAINT - RINGO PARK	100-5300-600.250.000	20.47

US BANK INVOICE FOR CALCARD CHARGES: 04/23/24-05/22/24

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
FERNANDO MORAN	5/3/2024	THE HOME DEPOT	9V BATTERIES - LLMDS	210-5400-600.250.000	48.46
FERNANDO MORAN	5/3/2024	THE HOME DEPOT	9V BATTERIES - LLMDS	220-5300-600.250.000	48.46
FERNANDO MORAN	5/7/2024	NELSON'S ACE HARDWARE	OUTLET RECEPTACLE - RINGO PARK	100-5300-600.360.000	27.32
FERNANDO MORAN	5/16/2024	THE HOME DEPOT	9V BATTERIES - ISLANDS	210-5400-600.250.000	38.77
FERNANDO MORAN	5/16/2024	NELSON'S ACE HARDWARE	NIFTY PICK UP NABBERS - PARKS	220-5300-600.250.000	73.19
FERNANDO MORAN	5/16/2024	THE HOME DEPOT	9V BATTERIES - LLMDS	220-5300-600.250.000	38.77
FERNANDO MORAN	5/21/2024	WAL-MART	GALLON WATER JUGS - PARKS	100-5300-600.250.000	94.93
FERNANDO SANTILLAN	5/9/2021	FRESNO BEE	MONTHLY SUBSCRIPTION	100-1300-610.900.000	39.99
FERNANDO SANTILLAN	5/2/2024	DROPBOX	SUBSCRIPTION	100-1300-610.900.000	19.99
FERNANDO SANTILLAN	5/6/2024	NESPRESSO USA INC	OFFICE SUPPLIES; COFFEE	100-1300-600.250.000	94.60
FERNANDO SANTILLAN	5/16/2024	DROPBOX	SUBSCRIPTION	100-1300-610.900.000	19.99
FINANCE DEPARTMENT	4/22/2024	76 GAS STATION	FUEL FOR CA BUILDING OFFICIALS ANNUAL BUSINESS MEETING	100-3200-610.920.000	107.49
FINANCE DEPARTMENT	4/25/2024	SHELL OIL GAS STATION	FUEL FOR CA BUILDING OFFICIALS ANNUAL BUSINESS MEETING	100-3200-610.920.000	86.31
FINANCE DEPARTMENT	4/25/2024	RENAISSANCE HOTELS	MEAL AT CA BUILDING OFFICIALS ANNUAL BUSINESS MEETING	100-4100-656.905.000	63.88
FINANCE DEPARTMENT	4/25/2024	RENAISSANCE HOTELS	HOTEL FOR CA BUILDING OFFICIALS ANNUAL BUSINESS MEETING	100-4100-656.905.000	1,059.66
FINANCE DEPARTMENT	4/25/2024	RENAISSANCE HOTELS	HOTEL FOR CA BUILDING OFFICIALS ANNUAL BUSINESS MEETING	100-4100-656.905.000	1,059.66
FINANCE DEPARTMENT	4/26/2024	S&S WORLDWIDE, INC	SOCCER SPORTS EQUIPMENT	100-4100-656.905.000	469.15
FINANCE DEPARTMENT	4/29/2024	CITY OF FRESNO PARKING	PARKING FOR TRAINING IN FRESNO	100-2200-610.920.000	6.00
FINANCE DEPARTMENT	5/3/2024	VERIZON	FIRE DEPT VEHICLE TRACKING	600-2600-600.400.000	94.75
FINANCE DEPARTMENT	5/3/2024	VERIZON	FIRE DEPT VEHICLE TRACKING	600-2600-600.400.000	94.75
FINANCE DEPARTMENT	5/3/2024	VERIZON	FIRE DEPT VEHICLE TRACKING	600-2600-600.400.000	94.75
FINANCE DEPARTMENT	5/16/2024	OFFICE DEPOT	ENVELOPES	100-4100-600.250.000	79.07
FIRE ADMINISTRATION	4/23/2024	WAL-MART	COFFEE	100-1600-600.100.000	13.24
FIRE ADMINISTRATION	4/24/2024	AMAZON	OFFICE SUPPLIES: CLIPBOARDS	100-1600-600.100.000	10.29
FIRE ADMINISTRATION	4/24/2024	AMAZON	OFFICE SUPPLIES: COPY PAPER	100-1600-600.100.000	93.26
FIRE ADMINISTRATION	4/26/2024	AMAZON	OFFICE SUPPLIES: RECYCLE BASKET	100-1600-600.100.000	30.03
FIRE ADMINISTRATION	4/27/2024	FASTRAK	AMBULANCE TRANSPORT TOLL	600-2600-600.250.000	7.00
FIRE ADMINISTRATION	5/9/2024	AMAZON	OFFICE SUPPLIES: BUSINESS CARD HOLDERS	100-1600-600.100.000	8.67
FIRE ADMINISTRATION	5/14/2024	AMAZON	OFFICE SUPPLIES: WRITING PADS	100-1600-600.100.000	28.77
FIRE ADMINISTRATION	5/18/2024	AMAZON	HDMI TRANSMITTERS	100-2550-600.250.000	59.66
FIRE ADMINISTRATION	5/18/2024	AMAZON	HDMI TRANSMITTERS	295-2500-600.250.000	59.65
FIRE ADMINISTRATION	5/19/2024	AMAZON	TV WALL MOUNT	100-2550-600.250.000	43.38
FIRE ADMINISTRATION	5/20/2024	AMAZON	TV WALL MOUNT	295-2500-600.250.000	65.07
HUMBERTO SALAS	4/24/2024	CIRCLE K GAS STATION	FUEL	269-2100-600.257.000	89.29
HUMBERTO SALAS	4/26/2024	CHEVRON GAS STATION	FUEL	269-2100-600.257.000	76.05
HUMBERTO SALAS	4/29/2024	CHEVRON GAS STATION	FUEL	269-2100-600.257.000	89.02
HUMBERTO SALAS	5/8/2024	CIRCLE K GAS STATION	FUEL	269-2100-600.257.000	67.87
HUMBERTO SALAS	5/13/2024	CIRCLE K GAS STATION	FUEL	269-2100-600.257.000	75.59
HUMBERTO SALAS	5/20/2024	ARCO GASOLINE	FUEL	269-2100-600.257.000	73.07
JANIE VENEGAS	5/7/2024	THE BEARS DEN	LEADERSHIP ACADEMY #3 BREAKFAST DONUTS	100-1400-600.250.000	58.24
JANIE VENEGAS	5/19/2024	LUCID SOFTWARE, INC	CHARTING SOFTWARE	100-1400-600.250.000	9.95
JEROME KEENE	4/24/2024	EVENT BRITE	LISTING DOWNTOWN STRATEGIC PLAN CHARETTE ON EVENTBRITE	296-1500-600.400.000	49.99
JEROME KEENE	5/9/2024	AT&T	CVTC INTERNET APRIL	274-1600-600.400.000	121.99

US BANK INVOICE FOR CALCARD CHARGES: 04/23/24-05/22/24

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
JEROME KEENE	5/15/2024	BLOOMIE'S FLORAL	EDC FOOD TRAIL GIFT BASKET PROMO ITEMS	296-1500-600.215.000	202.34
JEROME KEENE	5/15/2024	VINTAGE MARKETPLACE	EDC FOOD TRAIL GIFT BASKET PROMO ITEMS	296-1500-600.215.000	182.25
JEROME KEENE	5/19/2024	DOORDASH - SELMA DELI DELICIOUS	DT STRATEGIC PLAN LUNCH FOR STAFF	296-1500-610.920.000	127.79
JESUS HERNANDEZ	4/22/2024	NELSON'S ACE HARDWARE	REPAIRS SUPPLIES - PARKS	100-5300-600.360.000	100.47
JESUS HERNANDEZ	4/22/2024	NELSON'S ACE HARDWARE	SUPPLIES-REPAIR CITY BENCHES	210-5400-600.360.000	277.65
JESUS HERNANDEZ	4/22/2024	NELSON'S ACE HARDWARE	REPAIRS SUPPLIES - BLDGS	702-9300-600.370.000	52.41
JESUS HERNANDEZ	4/23/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD	702-9300-600.370.000	35.43
JESUS HERNANDEZ	4/24/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD	702-9300-600.370.000	236.36
JESUS HERNANDEZ	4/25/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD (RETURN)	702-9300-600.370.000	(19.11)
JESUS HERNANDEZ	4/25/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD	702-9300-600.370.000	12.25
JESUS HERNANDEZ	4/30/2024	THE HOME DEPOT	REPAIRS SUPPLIES - BLDGS (RETURN)	702-9300-600.370.000	(3.55)
JESUS HERNANDEZ	4/30/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD (RETURN)	702-9300-600.370.000	(12.88)
JESUS HERNANDEZ	4/30/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD	702-9300-600.370.000	21.67
JESUS HERNANDEZ	5/6/2024	PRINT THEORY	CREDIT FOR DELIVERY FEE (ANIMAL SERVICES SIGN)	100-2400-600.250.050	(27.25)
JESUS HERNANDEZ	5/6/2024	VULCAN CALMAT	6 TONS COLD MIX-STREETS	210-5400-600.360.000	726.20
JESUS HERNANDEZ	5/7/2024	THE HOME DEPOT	REPAIRS SUPPLIES -ANIMAL SERVICES	100-2400-600.250.050	78.29
JESUS HERNANDEZ	5/14/2024	NELSON'S ACE HARDWARE	REPAIRS SUPPLIES - ANIMAL SERVICES	100-2400-600.250.050	68.13
JESUS HERNANDEZ	5/14/2024	NELSON'S ACE HARDWARE	REPAIRS SUPPLIES - PARKS	100-5400-600.360.000	164.12
JESUS HERNANDEZ	5/14/2024	NELSON'S ACE HARDWARE	REG FLAGS-811 STREETS	210-5400-600.250.000	13.99
JESUS HERNANDEZ	5/14/2024	NELSON'S ACE HARDWARE	REPAIRS SUPPLIES - BENCH	210-5400-600.360.000	29.88
JESUS HERNANDEZ	5/14/2024	NELSON'S ACE HARDWARE	REPAIRS SUPPLIES - BLDGS	702-9300-600.370.000	72.20
JESUS HERNANDEZ	5/14/2024	THE HOME DEPOT	REPAIRS SUPPLIES - FD	702-9300-600.370.000	19.73
JESUS HERNANDEZ	5/15/2024	THE HOME DEPOT	REPAIRS SUPPLIES - BABE RUTH CONCESSION	702-9300-600.370.000	284.52
JESUS HERNANDEZ	5/17/2024	THE HOME DEPOT	REPAIRS SUPPLIES - BABE RUTH CONCESSION	702-9300-600.370.000	130.46
JORDAN WEBSTER	4/22/2024	76 GAS STATION	FUEL	701-9200-600.257.000	40.00
JORDAN WEBSTER	4/26/2024	RODOLFO'S	MEETING WITH MEDICAL DIRECTOR	600-2600-600.400.000	135.03
JORDAN WEBSTER	5/10/2024	AM-PM GAS STATION	FUEL	701-9200-600.257.000	103.65
KIZITO OKOROANYANWU	4/22/2024	AMAZON	POSTURAL W/C BELT FOR ARBOC VEHICLES	603-5500-600.250.000	1,431.98
KIZITO OKOROANYANWU	4/22/2024	FRONTIER FASTENER	ASSORTED FASTENERS	603-5500-600.250.000	69.77
KIZITO OKOROANYANWU	4/22/2024	CHEVROLET CADILLAC OF FRESNO	PARKING BRAKE CABLES FOR ARBOC	603-5500-600.256.000	283.60
KIZITO OKOROANYANWU	4/22/2024	LES SCHWAB TIRE CENTER	PURCHASE OF ONE ARBOC TIRE AND FLAT TIRE REPAIR OF TWO TIRES	603-5500-600.256.000	260.23
KIZITO OKOROANYANWU	4/22/2024	NAPA AUTO PARTS	BRAKE SHOE RT# 172 / ARBOC STOCK	603-5500-600.256.000	135.38
KIZITO OKOROANYANWU	4/22/2024	NAPA AUTO PARTS	BRAKE PAD RT# 172 / ARBOC STOCK	603-5500-600.256.000	468.40
KIZITO OKOROANYANWU	4/22/2024	NAPA AUTO PARTS	BRAKE SHOE FOR ARBOC VEHICLE STOCK	603-5500-600.256.000	202.83
KIZITO OKOROANYANWU	4/22/2024	NAPA AUTO PARTS	BRAKE ROTOR FOR ARBOC VEHICLE STOCK	603-5500-600.256.000	466.71
KIZITO OKOROANYANWU	4/23/2024	AMAZON	OFFICE SUPPLIES	603-5500-600.250.000	45.90
KIZITO OKOROANYANWU	4/23/2024	NAPA AUTO PARTS	BRAKE PAD FOR VEHICLE ARBOC STOCK	603-5500-600.256.000	466.88
KIZITO OKOROANYANWU	4/23/2024	NAPA AUTO PARTS	BRAKE ROTOR FOR RT# 175/ARBOCS STOCK	603-5500-600.256.000	934.49
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	SUPPLIES FUSE	603-5500-600.250.000	5.90
KIZITO OKOROANYANWU	4/24/2024	COOK'S COMMUNICATION	PURCHASE OF (10) 2 WAY RADIO MIC	603-5500-600.256.000	688.02
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	RETURNED PART	603-5500-600.256.000	(66.39)
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	RETURNED PART	603-5500-600.256.000	(53.11)
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	TEMPERATURE SENSOR FOR ARBOC VEHICLES	603-5500-600.256.000	66.39

US BANK INVOICE FOR CALCARD CHARGES: 04/23/24-05/22/24

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	TEMPERATURE SENSOR FOR ARBOC VEHICLES	603-5500-600.256.000	53.11
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	TEMPERATURE SENSOR FOR ARBOC VEHICLES	603-5500-600.256.000	50.66
KIZITO OKOROANYANWU	4/24/2024	NAPA AUTO PARTS	SWITCH FOR ARBOC VEHICLES	603-5500-600.256.000	17.80
KIZITO OKOROANYANWU	4/24/2024	O'REILLY AUTO PARTS	OBII CODE SCANNER	603-5500-600.256.000	735.50
KIZITO OKOROANYANWU	4/24/2024	O'REILLY AUTO PARTS	OIL FILTER FOR GMC VEHICLES	603-5500-600.256.000	43.02
KIZITO OKOROANYANWU	4/24/2024	O'REILLY AUTO PARTS	OIL FILTER FOR ARBOC VEHICLES	603-5500-600.256.000	139.15
KIZITO OKOROANYANWU	4/24/2024	PY *STORQUEST -SELMA DOC	AIR AND OIL FILTER FOR GMC	603-5500-600.256.000	451.00
KIZITO OKOROANYANWU	4/24/2024	ALL AMERICAN GLASS INC	REPLACEMENT DRIVER SIDE WINDSHIELD RT# 192	603-5500-600.400.000	1,319.40
KIZITO OKOROANYANWU	4/24/2024	ALL AMERICAN GLASS INC	ROCK CHIP REPAIR RT# 172	603-5500-600.400.000	125.00
KIZITO OKOROANYANWU	4/25/2024	ALL AMERICAN GLASS INC	STORAGE SPACE FOR FCRTA EQUIPMENT	603-5500-600.256.000	72.00
KIZITO OKOROANYANWU	4/25/2024	CHEVROLET CADILLAC OF FRESNO	COOLANT TEMPERATURE SENSOR	603-5500-600.256.000	458.10
KIZITO OKOROANYANWU	4/25/2024	CHEVROLET CADILLAC OF FRESNO	CONVERTER FOR ARBOC RT# 147	603-5500-600.256.000	4,847.00
KIZITO OKOROANYANWU	4/25/2024	NAPA AUTO PARTS	REMANUFACTURED STARTER RT# 174	603-5500-600.256.000	215.19
KIZITO OKOROANYANWU	4/25/2024	O'REILLY AUTO PARTS	ADDITIONAL CHARGE RT# 192 GLASS REPLACEMENT	603-5500-600.400.000	278.25
KIZITO OKOROANYANWU	4/26/2024	NAPA AUTO PARTS	AXLE FLANGE GASKET	603-5500-600.256.000	7.03
KIZITO OKOROANYANWU	4/26/2024	O'REILLY AUTO PARTS	AIR FILTER FOR GMC VEHICLES	603-5500-600.256.000	235.23
KIZITO OKOROANYANWU	4/29/2024	SAUNDERS AUTOMATIC SERV	DEFROSTER CONTROL VALVE FOR VEHICLE NO.188 AND EL DORADO STOCK	603-5500-600.256.000	134.28
KIZITO OKOROANYANWU	4/30/2024	NAPA AUTO PARTS	RETURNED PART. SERPENTINE BELT FOR ARBOC	603-5500-600.256.000	43.51
KIZITO OKOROANYANWU	4/30/2024	NAPA AUTO PARTS	RETURNED PART. SERPENTINE BELT FOR ARBOC	603-5500-600.256.000	203.02
KIZITO OKOROANYANWU	4/30/2024	O'REILLY AUTO PARTS	WRONG PART. RETURNED SERPENTINE BELT	603-5500-600.256.000	(34.25)
KIZITO OKOROANYANWU	4/30/2024	O'REILLY AUTO PARTS	SERPENTINE BELT FOR ARBOC VEHICLES	603-5500-600.256.000	34.25
KIZITO OKOROANYANWU	4/30/2024	O'REILLY AUTO PARTS	SERPENTINE BELT FOR ARBOC VEHICLES	603-5500-600.400.000	36.04
KIZITO OKOROANYANWU	4/30/2024	THE OUTDOORSMAN	REMOVAL AND INSTALLATION OF CATALYTIC CONVERTER RT#147	603-5500-600.400.000	260.00
KIZITO OKOROANYANWU	5/1/2024	CHEVROLET CADILLAC OF FRESNO	PURCHASE OF SERPENTINE BELT FOR VEHICLE	603-5500-600.256.000	74.24
KIZITO OKOROANYANWU	5/1/2024	NAPA AUTO PARTS	RETURNED PART	603-5500-600.256.000	(43.51)
KIZITO OKOROANYANWU	5/1/2024	NAPA AUTO PARTS	SERPENTINE BELT FOR ARBOC VEHICLES	603-5500-600.256.000	(203.02)
KIZITO OKOROANYANWU	5/1/2024	O'REILLY AUTO PARTS	RETURNED PART. A/C BELT FOR EL DORADO	603-5500-600.256.000	(36.04)
KIZITO OKOROANYANWU	5/2/2024	NAPA AUTO PARTS	SUPPLIES	603-5500-600.250.000	6.42
KIZITO OKOROANYANWU	5/2/2024	JOE GAITAN TRUCKING	TOW SERVICE FEE RT# 184 FROM AUBERRY TO SELMA	603-5500-600.400.000	600.00
KIZITO OKOROANYANWU	5/2/2024	JOE GAITAN TRUCKING	TOW SERVICE FEE RT# 188 FROM FRESNO TO SELMA	603-5500-600.400.000	425.00
KIZITO OKOROANYANWU	5/2/2024	LES SCHWAB TIRE CENTER	ALIGNMENT	603-5500-600.400.000	85.00
KIZITO OKOROANYANWU	5/3/2024	NAPA AUTO PARTS	SUPPLIES	603-5500-600.250.000	10.06
KIZITO OKOROANYANWU	5/6/2024	O'REILLY AUTO PARTS	OIL PUMP RT# 157	603-5500-600.256.000	161.94
KIZITO OKOROANYANWU	5/7/2024	NVB EQUIPMENT - FRESNO	POSTURAL W/C BELT FOR ARBOC VEHICLES	603-5500-600.250.000	290.01
KIZITO OKOROANYANWU	5/7/2024	WAL-MART	SUPPLIES OFFICE	603-5500-600.250.000	40.35
KIZITO OKOROANYANWU	5/7/2024	O'REILLY AUTO PARTS	PAG OIL FOR A/C	603-5500-600.256.000	37.39
KIZITO OKOROANYANWU	5/8/2024	WAL-MART	REPAIR KIT SUPPLIES	603-5500-600.250.000	691.43
KIZITO OKOROANYANWU	5/8/2024	CHEVROLET CADILLAC OF FRESNO	CLIMATE CONTROL RT# 158/STOCK	603-5500-600.256.000	443.91
KIZITO OKOROANYANWU	5/8/2024	CHEVROLET CADILLAC OF FRESNO	INTERIOR LIGHT FOR EL DORADO RT#194	603-5500-600.256.000	(74.24)
KIZITO OKOROANYANWU	5/8/2024	CREATIVE BUS SALES AZ	GMC COMPRESSOR	603-5500-600.256.000	4,199.86
KIZITO OKOROANYANWU	5/8/2024	LES SCHWAB TIRE CENTER	EL DORADO FRONT (10) SHOCKS	603-5500-600.256.000	1,514.15
KIZITO OKOROANYANWU	5/8/2024	O'REILLY AUTO PARTS	PURCHASE OF (1) EL DORADO TIRE AND (3) ARBOC TIRES	603-5500-600.256.000	46.63

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EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
KIZITO OKOROANYANWU	5/9/2024	CHEVROLET CADILLAC OF FRESNO	CATALYTIC CONVERTER PURCHASE RT# 160	603-5500-600.256.000	4,847.00
KIZITO OKOROANYANWU	5/9/2024	NELSON'S ACE HARDWARE	RETURNED CREDIT OF SERPENTINE BELT ARBOC	603-5500-600.256.000	32.52
KIZITO OKOROANYANWU	5/10/2024	THE HOME DEPOT	SHOP TOOL/SUPPLIES	603-5500-600.250.000	390.37
KIZITO OKOROANYANWU	5/10/2024	CHEVROLET CADILLAC OF FRESNO	CLIMATE CONTROL FOR ARBOC VEHICLE STOCK	603-5500-600.256.000	443.91
KIZITO OKOROANYANWU	5/10/2024	THE OUTDOORSMAN	REMOVAL AND INSTALLATION OF CATALYTIC CONVERTER RT# 160	603-5500-600.400.000	260.00
KIZITO OKOROANYANWU	5/12/2024	WAL-MART	POSTURAL W/C BELT FOR ARBOC VEHICLES	603-5500-600.250.000	232.13
KIZITO OKOROANYANWU	5/13/2024	O'REILLY AUTO PARTS	COOLANT TEMPERATURE SENSOR FOR ARBOC STOCK	603-5500-600.256.000	115.60
KIZITO OKOROANYANWU	5/14/2024	NVB EQUIPMENT - FRESNO	A/C BLOWER (3) FOR ARBOC RT# 165/ STOCK	603-5500-600.256.000	469.82
KIZITO OKOROANYANWU	5/15/2024	NAPA AUTO PARTS	PORTACOOOL PUMP	603-5500-600.250.000	243.45
KIZITO OKOROANYANWU	5/15/2024	NAPA AUTO PARTS	RELAY (16) FOR ARBOC VEHICLES STOCK	603-5500-600.256.000	249.71
KIZITO OKOROANYANWU	5/16/2024	CHEVROLET CADILLAC OF FRESNO	CORE CREDIT FOR CATALYTIC CONVERTER PURCHASE RT# 160	603-5500-600.256.000	(433.40)
KIZITO OKOROANYANWU	5/16/2024	CHEVROLET CADILLAC OF FRESNO	CORE CREDIT FOR CATALYTIC CONVERTER PURCHASE RT# 147	603-5500-600.256.000	(866.80)
KIZITO OKOROANYANWU	5/16/2024	NAPA AUTO PARTS	CREDIT FOR PORTACOOOL PUMP	603-5500-600.256.000	(243.45)
KIZITO OKOROANYANWU	5/16/2024	NVB EQUIPMENT - FRESNO	A/C SUPPLIES FOR GMC STOCK	603-5500-600.256.000	92.29
KIZITO OKOROANYANWU	5/17/2024	NVB EQUIPMENT - FRESNO	A/C COMPRESSOR RT# 131	603-5500-600.256.000	936.55
KIZITO OKOROANYANWU	5/17/2024	ARMANDO'S SMOG	SMOG FEE RT# 154	603-5500-600.400.000	100.00
KIZITO OKOROANYANWU	5/17/2024	NVB EQUIPMENT - FRESNO	A/C FITTINGS RECONSTRUCTION	603-5500-600.400.000	45.85
KIZITO OKOROANYANWU	5/20/2024	NAPA AUTO PARTS	COOLANT TEMPERATURE SENSOR RT# 158	603-5500-600.256.000	34.91
KIZITO OKOROANYANWU	5/20/2024	O'REILLY AUTO PARTS	IGNITION COIL	603-5500-600.256.000	217.08
KIZITO OKOROANYANWU	5/20/2024	SAFETY KLEEN SYSTEMS	PARTS WASH	603-5500-600.400.000	311.97
KIZITO OKOROANYANWU	5/21/2024	SAFETY KLEEN SYSTEMS	PURCHASE OF FLUIDS	603-5500-600.256.000	2,170.24
KIZITO OKOROANYANWU	5/21/2024	CUMMINS INC - Y4	SERVICE CHARGE RT# 188	603-5500-600.400.000	5,982.71
LISBETH MARTINEZ	4/24/2024	SIERRA MARKET SELMA	WATER FOR BRENTLINGER PARK	100-4100-656.905.000	17.67
LISBETH MARTINEZ	4/25/2024	AMAZON	STORAGE ORGANIZER FOR SOUND EQUIPMENT	100-4100-656.905.000	71.58
LISBETH MARTINEZ	4/25/2024	WAL-MART	SENIOR CENTER SNACKS/SUPPLIES	100-4500-656.895.000	73.45
LISBETH MARTINEZ	4/29/2024	KNOTTY CHIX	SENIOR CENTER/PRETZELS	100-4500-656.895.000	355.75
LISBETH MARTINEZ	4/30/2024	WAL-MART	SENIOR CENTER SNACKS/SUPPLIES	100-4500-656.895.000	171.13
LISBETH MARTINEZ	5/1/2024	WAL-MART	SENIOR MEALS	100-4500-656.895.000	153.35
LISBETH MARTINEZ	5/2/2024	AMAZON	T-BALL SUPPLIES	100-4700-656.902.000	33.59
LISBETH MARTINEZ	5/3/2024	DOLLAR TREE	SENIOR CENTER SUPPLIES	100-4500-600.250.000	17.73
LISBETH MARTINEZ	5/3/2024	WAL-MART	SENIOR CENTER - 5 DE MAYO	100-4500-600.250.000	28.09
LISBETH MARTINEZ	5/6/2024	SAL'S MEXICAN RESTAURANT	SENIOR MEALS	100-4500-656.895.000	106.60
LISBETH MARTINEZ	5/7/2024	SMART AND FINAL	SENIOR MEALS	100-4500-656.895.000	134.21
LISBETH MARTINEZ	5/7/2024	AMAZON	YOUTH SPORTS EXPENSE	100-4700-656.902.000	23.81
LISBETH MARTINEZ	5/7/2024	SMART AND FINAL	YOUTH SPORTS EXPENSE	100-4700-656.902.000	298.41
LISBETH MARTINEZ	5/7/2024	WAL-MART	YOUTH SPORTS EXPENSE	100-4700-656.902.000	101.92
LISBETH MARTINEZ	5/9/2024	WAL-MART	SENIOR MEALS	100-4500-656.895.000	71.25
LISBETH MARTINEZ	5/10/2024	DOLLAR TREE	SENIOR CENTER SUPPLIES	100-4200-600.250.000	9.59
LISBETH MARTINEZ	5/10/2024	WAL-MART	SENIOR SUPPLIES	100-4200-600.250.000	7.69
LISBETH MARTINEZ	5/13/2024	G'S RISTORANTE	SENIOR MEALS	100-4500-656.895.000	563.64
LISBETH MARTINEZ	5/15/2024	CROWN REWARDS	YOUTH SPORTS EXPENSE	100-4700-656.902.000	422.33
LISBETH MARTINEZ	5/15/2024	WAL-MART	YOUTH SPORTS EXPENSE	100-4700-656.902.000	95.83
LISBETH MARTINEZ	5/16/2024	COSTCO	SENIOR MEALS	100-4500-656.895.000	55.53

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EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
LISBETH MARTINEZ	5/17/2024	WAL-MART	SENIOR MEALS	100-4500-656.895.000	120.19
LISBETH MARTINEZ	5/21/2024	WAL-MART	SENIOR MEALS	100-4500-656.895.000	59.23
LISBETH MARTINEZ	5/22/2024	IT'S BURGER TIME	SENIOR MEALS	100-4500-656.895.000	292.60
LISBETH MARTINEZ	5/22/2024	SMART AND FINAL	YOUTH SPORTS EXPENSE	100-4700-656.902.000	362.74
MICHAEL HONN	5/10/2024	THE HOME DEPOT	REPAIRS SUPPLIES - BABE RUTH CONCESSION	702-9300-600.370.000	295.56
MICHAEL HONN	5/14/2024	THE HOME DEPOT	REPAIRS SUPPLIES - BABE RUTH CONCESSION	702-9300-600.370.000	(83.37)
MICHAEL HONN	5/14/2024	THE HOME DEPOT	REPAIRS SUPPLIES - BABE RUTH CONCESSION	702-9300-600.370.000	129.52
MICHAEL HONN	5/20/2024	ANN'S DONUTS	PUBLIC WORKS APPRECIATION WEEK	100-3100-610.000.000	36.98
MICHAEL HONN	5/20/2024	APWA.NET	ANNUAL CHAPTER DUES - MICHAEL (PARKS)	100-5300-610.900.000	119.00
MICHAEL HONN	5/20/2024	APWA.NET	ANNUAL CHAPTER DUES - MICHAEL (STREETS)	210-5400-610.900.000	119.00
MICHAEL HONN	5/21/2024	SAL'S MEXICAN RESTAURANT	PUBLIC WORKS APPRECIATION WEEK	100-3100-610.000.000	1,030.83
NESTOR GALVAN	4/22/2024	BETT'S COMPANY	CREDIT FOR OVERCHARGE ON PREVIOUS INV.	701-9200-600.256.000	(30.00)
NESTOR GALVAN	4/23/2024	NELSON'S ACE HARDWARE	AIR FILTERS FOR BACKPACK BLOWERS-STOCK	701-9200-600.256.000	61.92
NESTOR GALVAN	4/23/2024	O'REILLY AUTO PARTS	WINDOW REG ASSEMBLY - UNIT #717	701-9200-600.256.000	63.37
NESTOR GALVAN	4/24/2024	O'REILLY AUTO PARTS	OIL PRESSURE SWITCH-UNIT #191	701-9200-600.256.000	8.71
NESTOR GALVAN	4/25/2024	O'REILLY AUTO PARTS	BATTERY-UNIT #1516	701-9200-600.256.000	321.22
NESTOR GALVAN	4/28/2024	AMAZON	SPARK PLUG REPAIR KIT-UNIT #4622	701-9200-600.256.000	60.74
NESTOR GALVAN	4/29/2024	NELSON'S ACE HARDWARE	STARTER CORD-STOCK	701-9200-600.256.000	40.49
NESTOR GALVAN	5/1/2024	O'REILLY AUTO PARTS	TRANSMISSION FLUID-STOCK	701-9200-600.254.000	185.92
NESTOR GALVAN	5/1/2024	O'REILLY AUTO PARTS	EVAP CORE,HVAC ACTUATOR, HEATER CORE-UNIT #717	701-9200-600.256.000	315.41
NESTOR GALVAN	5/1/2024	O'REILLY AUTO PARTS	WASHER PUMP-UNIT #722	701-9200-600.256.000	28.32
NESTOR GALVAN	5/2/2024	O'REILLY AUTO PARTS	DISC PAD SET, BRAKE ROTORS-UNIT #728	701-9200-600.256.000	385.96
NESTOR GALVAN	5/3/2024	O'REILLY AUTO PARTS	INTERLOCK SOLENOID-UNIT #717	701-9200-600.256.000	39.65
NESTOR GALVAN	5/6/2024	TIFCO INDUSTRIES INC	CABLE TIES, DISPOSABLE GLOVES-STOCK	701-9200-600.250.000	232.38
NESTOR GALVAN	5/6/2024	O'REILLY AUTO PARTS	REMAN RACK & PINION-UNIT #224	701-9200-600.256.000	283.76
NESTOR GALVAN	5/7/2024	O'REILLY AUTO PARTS	AIR PUMP - UNIT #224	701-9200-600.256.000	162.01
NESTOR GALVAN	5/9/2024	NELSON'S ACE HARDWARE	CABLE SLEEVES, CABLE-UNIT #1402	701-9200-600.256.000	20.38
NESTOR GALVAN	5/9/2024	O'REILLY AUTO PARTS	CAPSULE - UNIT #1402	701-9200-600.256.000	36.31
NESTOR GALVAN	5/13/2024	THE HOME DEPOT	LEATHER WELDING GLOVES, STEEL BRUSH	701-9200-600.250.000	57.43
NESTOR GALVAN	5/13/2024	O'REILLY AUTO PARTS	SPARK PLUGS,MANIFOLD, V-BELT-UNIT #1000	701-9200-600.256.000	207.52
NESTOR GALVAN	5/13/2024	O'REILLY AUTO PARTS	NEW COMPRESSOR - UNIT #1000	701-9200-600.256.000	378.58
NESTOR GALVAN	5/14/2024	NELSON'S ACE HARDWARE	HARDWARE - UNIT #192	701-9200-600.256.000	3.91
NESTOR GALVAN	5/14/2024	O'REILLY AUTO PARTS	CORE RETURN	701-9200-600.256.000	(10.85)
NESTOR GALVAN	5/14/2024	O'REILLY AUTO PARTS	ENGINE MOUNT, A/C HOSE -UNIT #1000	701-9200-600.256.000	208.45
NESTOR GALVAN	5/15/2024	ALPHABET SIGNS	NUMBER DECALS	701-9200-600.250.000	155.35
NESTOR GALVAN	5/16/2024	O'REILLY AUTO PARTS	ENGINE MOUNT (CREDIT)	701-9200-600.256.000	(85.52)
NESTOR GALVAN	5/16/2024	O'REILLY AUTO PARTS	IGNITION MULTI SWITCH-UNIT #915	701-9200-600.256.000	165.80
NESTOR GALVAN	5/16/2024	O'REILLY AUTO PARTS	COPPER PLUGS-SMALL EQUIPMENT REPAIRS	701-9200-600.375.000	50.66
NESTOR GALVAN	5/20/2024	O'REILLY AUTO PARTS	FUSE KIT & FUSES-UNIT #1000	701-9200-600.256.000	21.65
NICOLETTE ANDERSEN	4/22/2024	SIGNUP GENIUS	SAC - AUDITION SIGN UP PLATFORM	605-4300-656.910.000	24.99
NICOLETTE ANDERSEN	4/25/2024	WAL-MART	SAC- MATILDA SNACK BAR/ STAGE SUPPLIES	605-4300-656.910.000	156.26
NICOLETTE ANDERSEN	4/26/2024	WALGREENS	SAC - MATILDA SNACK BAR/ STAGE SUPPLIES	605-4300-656.910.000	36.89
NICOLETTE ANDERSEN	4/27/2024	SLACK	SAC- MARKETING PLATFORM	605-4300-656.910.000	3.95

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EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
NICOLETTE ANDERSEN	4/27/2024	WALGREENS	SAC- MATILDA SNACK BAR/ STAGE SUPPLIES	605-4300-656.910.000	54.67
NICOLETTE ANDERSEN	5/1/2024	SP D&K MENSWEAR	SAC - JERSEY BOYS COSTUMES	605-4300-656.910.000	284.91
NICOLETTE ANDERSEN	5/2/2024	WAL-MART	SAC - MATILDA SNACK BAR SUPPLIES	605-4300-656.910.000	163.49
NICOLETTE ANDERSEN	5/4/2024	WAL-MART	SAC - MATILDA SNACK BAR SUPPLIES	605-4300-656.910.000	128.66
NICOLETTE ANDERSEN	5/5/2024	LITTLE CAESARS	SAC- MATILDA CAST PARTY	605-4300-656.910.000	184.19
NICOLETTE ANDERSEN	5/5/2024	SAL'S MEXICAN RESTAURANT	SAC- MATILDA CAST PARTY	605-4300-656.910.000	178.53
NICOLETTE ANDERSEN	5/8/2024	MUSICAL THEATER INTERNATIONAL	SAC- EVIL DEAD TRACKS	605-4300-656.910.000	350.00
NICOLETTE ANDERSEN	5/8/2024	QR.IO GENERATOR	SAC- QR CODE TICKET GENERATOR SERVICE	605-4300-656.910.000	35.00
NICOLETTE ANDERSEN	5/9/2024	AMAZON	SAC -PRIME MEMBERSHIP	605-4300-600.400.000	16.26
NICOLETTE ANDERSEN	5/14/2024	THE HOME DEPOT	SAC- JERSEY BOY SET SUPPLIES	605-4300-656.910.000	223.37
NICOLETTE ANDERSEN	5/15/2024	DREAM HOST	SAC- WEBSITE HOSTING	605-4300-600.400.000	5.00
NICOLETTE ANDERSEN	5/15/2024	AMAZON	SAC - JERSEY BOYS SET & PROP SUPPLIES	605-4300-656.910.000	207.48
NICOLETTE ANDERSEN	5/17/2024	AMAZON	SAC- SACHOP SUPPLIES	605-4300-656.910.000	21.68
NICOLETTE ANDERSEN	5/19/2024	AMAZON	SAC - SACHOP SUPPLIES	605-4300-656.910.000	46.41
NICOLETTE ANDERSEN	5/20/2024	QR.IO GENERATOR	SAC- QR CODE TICKET GENERATOR SERVICE	605-4300-656.910.000	35.00
NICOLETTE ANDERSEN	5/21/2024	SP D&K MENSWEAR	SAC- JERSEY BOYS COSTUMES	605-4300-656.910.000	104.38
POLICE DEPT NO 1	4/22/2024	DASH MEDICAL	GLOVES FOR ANIMAL SERVICES	100-2400-600.250.050	63.79
POLICE DEPT NO 1	5/3/2024	PETCO	DOG FOOD	100-2200-600.250.000	133.92
POLICE DEPT NO 1	5/9/2024	DASH MEDICAL	GLOVES FOR PD	100-2100-600.250.000	309.51
POLICE DEPT NO 1	5/9/2024	SAFARI LAND	BASKETWEAVE RADIO AND HANDCUFF HOLDERS	100-2200-600.250.000	527.19
POLICE DEPT NO 1	5/20/2024	LYNN PEAVEY	EVIDENCE SUPPLIES	100-2100-600.250.000	82.26
POLICE DEPT NO 2	4/24/2024	TACTICAL GEAR.COM	UNIFORM SHIRTS/REVOLVING ACCOUNT	100-0000-123.010.000	64.83
POLICE DEPT NO 2	5/16/2024	HILTON DOUBLE TREE	HOTEL, WASHINGTON D.C./POLICE WEEK/CONFERENCE	100-2200-610.915.000	1,524.74
POLICE DEPT NO 2	5/16/2024	SQUVC TAXI CO INC.	TRANSPORTATION TO AIRPORT/WASHINGTON D.C. CONFERENCE	100-2200-610.920.000	34.75
RENE GARZA	4/29/2024	76 GAS STATION	FUEL	701-9200-600.257.000	71.61
RENE GARZA	5/1/2024	76 GAS STATION	FUEL	701-9200-600.257.000	56.52
RENE GARZA	5/9/2024	ARCO GAS STATION	FUEL	701-9200-600.257.000	67.72
RENE GARZA	5/10/2024	HILTON DOUBLE TREE	HOTEL ROOM FOR TRAINING	100-2100-610.915.000	964.71
RENE GARZA	5/14/2024	AMAZON	WARRANTY FOR AIR PAD FOR CODE ENFORCEMENT OFFICER	100-2100-600.250.000	65.99
RENE GARZA	5/15/2024	AMAZON	APPLE AIR PAD FOR CODE ENFORCEMENT OFFICER	100-2100-600.250.000	420.53
RENE GARZA	5/15/2024	VALLARTA	SNACKS AND DRINKS FOR SW IN FRESNO	100-2100-600.250.000	42.74
RENE GARZA	5/16/2024	76 GAS STATION	FUEL	701-9200-600.257.000	62.74
RENE GARZA	5/17/2024	AMAZON	CREDIT	100-2100-600.250.000	(65.99)
RENE GARZA	5/17/2024	AMAZON	LAPTOP TABLET PROTECTION PLAN	100-2100-600.250.000	75.89
RENE GARZA	5/19/2024	AMAZON	AMAZON RETURN	100-2100-600.250.000	518.17
REYNA RIVERA	4/24/2024	AMAZON	SUPPLIES - COUNCIL	100-1100-600.250.000	141.01
REYNA RIVERA	4/25/2024	AMAZON	SUBSCRIPTION CREDIT	100-1100-600.250.000	(16.26)
REYNA RIVERA	4/28/2024	CANVA	SUBSCRIPTION	100-1700-600.215.000	41.99
REYNA RIVERA	5/10/2024	COLUMN PUBLIC NOTICE.COM	NIB SELMA STREET SEALING PROJECT	213-5200-700.100.659	316.98
REYNA RIVERA	5/18/2024	COLUMN PUBLIC NOTICE.COM	BUDGET PUBLIC NOTICE	100-1700-600.210.000	64.65
REYNA RIVERA	5/20/2024	WAL-MART	SUPPLIES - COUNCIL	100-1700-600.210.000	70.34
RICHARD FIGUEROA	5/6/2024	ARCO GAS STATION	FUEL (N154 - CA PEACE OFFICERS MEMORIAL)	701-9200-600.257.000	71.52
RICHARD FIGUEROA	5/12/2024	SHELL OIL GAS STATION	FUEL (N128 - FTO TRAINING)	701-9200-600.257.000	43.16

US BANK INVOICE FOR CALCARD CHARGES: 04/23/24-05/22/24

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
RICHARD FIGUEROA	5/17/2024	76 GAS STATION	FUEL	701-9200-600.257.000	57.04
RICHARD FIGUEROA	5/18/2024	76 GAS STATION	FUEL	701-9200-600.257.000	57.32
ROBYN LEWIS	4/23/2024	FROM YOU FLOWERS	SYMPATHY FLOWERS TO JUSTIN HOLT & FAMILY	100-2100-600.400.000	65.35
ROBYN LEWIS	4/23/2024	FROM YOU FLOWERS	SYMPATHY FLOWERS TO CORY LYNCH	100-2100-600.400.000	64.98
ROBYN LEWIS	4/26/2024	AMAZON	SUPPLIES	100-2100-600.250.000	22.89
ROBYN LEWIS	5/11/2024	FRESNO SUPERIOR COURT	ONE YEAR ODYSSEY PORTAL ACCESS-EVIDENCE	100-2100-600.400.000	84.72
ROBYN LEWIS	5/14/2024	J'S COMMUNICATIONS	RADIO REPAIR	100-2200-600.400.000	28.00
ROBYN LEWIS	5/15/2024	AMAZON	SUPPLIES	100-2100-600.250.000	7.39
ROBYN LEWIS	5/15/2024	AMAZON	SUPPLIES	100-2100-600.250.000	25.96
ROBYN LEWIS	5/20/2024	AMAZON	IPAD CHARGERS-CODE ENFORCEMENT	100-2100-600.250.000	51.30
ROBYN LEWIS	5/21/2024	AMAZON	SAFETY GLOVES-CODE ENFORCEMENT	100-2100-600.250.000	57.66
RUDOLFO ALCARAZ	5/6/2024	HYATT REGENCY	SACRAMENTO POLICE MEMORIAL	100-2300-610.920.000	482.04
RUDOLFO ALCARAZ	5/19/2024	EXXON GAS STATION	FUEL	701-9200-600.257.000	94.87
TERRI ROCKHOLD	4/24/2024	VISTA PRINT	RETURN ADDRESS LABELS	100-2400-600.250.050	24.93
TERRI ROCKHOLD	4/24/2024	WRIST-BAND	SHELTER WRIST BANDS-PROMO	100-2400-600.250.050	143.99
TERRI ROCKHOLD	4/25/2024	REVIVAL ANIMAL HEALTH	MEDICAL SUPPLIES	100-2400-600.250.050	93.63
TERRI ROCKHOLD	4/25/2024	THE HOME DEPOT	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	248.13
TERRI ROCKHOLD	4/26/2024	AMAZON	DEWORMER	100-2400-600.250.050	174.92
TERRI ROCKHOLD	4/26/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	281.86
TERRI ROCKHOLD	4/26/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	133.00
TERRI ROCKHOLD	4/26/2024	THE HOME DEPOT	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	75.78
TERRI ROCKHOLD	4/26/2024	WAL-MART	CAT LITTER	100-2400-600.250.050	45.92
TERRI ROCKHOLD	4/26/2024	WAL-MART	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	36.43
TERRI ROCKHOLD	4/27/2024	ELM FEED	FOOD	100-2400-600.250.050	246.17
TERRI ROCKHOLD	5/1/2024	THE HOME DEPOT	CANOPY TENT/CHAIR	100-2400-600.250.050	157.98
TERRI ROCKHOLD	5/1/2024	THE HOME DEPOT	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	145.02
TERRI ROCKHOLD	5/1/2024	TRACTOR SUPPLY	FOOD	100-2400-600.250.050	386.89
TERRI ROCKHOLD	5/1/2024	TRACTOR SUPPLY	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	140.17
TERRI ROCKHOLD	5/2/2024	AMAZON	DONATION BOX	100-2400-600.250.050	43.31
TERRI ROCKHOLD	5/2/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	116.03
TERRI ROCKHOLD	5/3/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	12.99
TERRI ROCKHOLD	5/3/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	105.61
TERRI ROCKHOLD	5/3/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	55.21
TERRI ROCKHOLD	5/3/2024	SPARKLETTES	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	95.66
TERRI ROCKHOLD	5/6/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	46.02
TERRI ROCKHOLD	5/6/2024	AMAZON	FOOD	100-2400-600.250.050	188.66
TERRI ROCKHOLD	5/7/2024	AMAZON	FOOD CARE	100-2400-600.250.050	66.15
TERRI ROCKHOLD	5/8/2024	THE HOME DEPOT	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	342.24
TERRI ROCKHOLD	5/9/2024	SPARKLETTES	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	7.20
TERRI ROCKHOLD	5/10/2024	WAL-MART	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	87.02
TERRI ROCKHOLD	5/12/2024	AMAZON	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	35.09
TERRI ROCKHOLD	5/13/2024	COVETRUS	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	613.69
TERRI ROCKHOLD	5/15/2024	TRACTOR SUPPLY	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	83.97

US BANK INVOICE FOR CALCARD CHARGES: 04/23/24-05/22/24

EMPLOYEE NAME	TRANSACTION DATE	VENDOR NAME	DESCRIPTION OF PURCHASE	ACCOUNT NUMBER	AMOUNT
TERRI ROCKHOLD	5/15/2024	TRACTOR SUPPLY	FOOD/CARE	100-2400-600.250.050	788.10
TERRI ROCKHOLD	5/18/2024	AMAZON	INK	100-2400-600.250.050	22.57
TERRI ROCKHOLD	5/20/2024	SPARKLETTS	ANIMAL SERVICES SUPPLIES	100-2400-600.250.050	39.10
TIM CANNON	5/8/2024	AMAZON	TSA GUN CASE	100-2200-600.250.000	40.12
TIM CANNON	5/8/2024	AMAZON	TSA GUN LOCKS	100-2200-600.250.000	71.58
TIM CANNON	5/8/2024	AMAZON	TSA GUN CASE	100-2200-600.250.000	39.94
TIM CANNON	5/9/2024	HOUSE OF FLOWERS	FLORAL ARRANGEMENT/WASHINGTON POLICE MEMORIAL	100-2200-600.250.000	448.70
TIM CANNON	5/16/2024	HILTON DOUBLE TREE	HOTEL, WASHINGTON D.C./POLICE WEEK/CONFERENCE	100-2200-610.915.000	1,524.74
TIM CANNON	5/16/2024	AMERICAN AIRLINES	BAGGAGE FEES	100-2200-610.920.000	70.00
ULYSSES MARAVILLA	5/3/2024	THE HOME DEPOT	POSTS, BOLTS, WASHERS-BLDGS	702-9300-600.370.000	104.98
ULYSSES MARAVILLA	5/13/2024	AMAZON	SLOAN VALVE KITS-PARK RESTROOMS	100-5300-600.370.000	143.70
ULYSSES MARAVILLA	5/13/2024	AMAZON	STRIPING LINE MARKER-STREETS	210-5400-600.305.000	133.41
ULYSSES MARAVILLA	5/13/2024	AMAZON	SLOAN VALVE KITS- BLDGS	702-9300-600.370.000	143.70
ULYSSES MARAVILLA	5/13/2024	THE HOME DEPOT	REPAIR SUPPLIES-BABE RUTH SNACK BAR	702-9300-600.370.000	178.17
ULYSSES MARAVILLA	5/14/2024	WORLDS BEST GRAFFITI REMOVER	GRAFFITI REMOVER-PARKS	100-5300-600.250.000	157.11
ULYSSES MARAVILLA	5/14/2024	WORLDS BEST GRAFFITI REMOVER	GRAFFITI REMOVER-STREETS	210-5400-600.250.000	157.10
ULYSSES MARAVILLA	5/15/2024	THE HOME DEPOT	5 GALLON JUGS-PARKS	100-5300-600.250.000	54.19
ULYSSES MARAVILLA	5/15/2024	THE HOME DEPOT	10 GALLON RECYCLE CAN, PADLOCKS-BLDGS	702-9300-600.250.000	67.68
ULYSSES MARAVILLA	5/20/2024	APWA.NET	ANNUAL CHAPTER DUES-ULYSSES(PARKS)	100-5300-610.900.000	119.00
ULYSSES MARAVILLA	5/20/2024	APWA.NET	ANNUAL CHAPTER DUES-ULYSSES (STREETS)	210-5400-610.900.000	119.00
					<u>77,158.75</u>

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

July 15, 2024

ITEM NO: 2.

SUBJECT: Presentation by Fresno County Transit Authority regarding Golden State Boulevard Corridor Project (Phase 1) Plan Review and Construction

BACKGROUND:

At the July 1, 2024 meeting, the City Council requested an agenda item to review and discuss the timeline associated with the development of plans and eventual construction for Phase 1 of the Golden State Boulevard Corridor Project being administered by Fresno County.

DISCUSSION:

Terry Ogle, Executive Director of the Fresno County Transit Authority, will make presentation regarding the timeline associated with the review process for construction documents associated with design of the project, construction award, and timelines for completion of Phase 1 and future phases.

FISCAL IMPACT: There is no fiscal impact with this item.

RECOMMENDATION: The Council accept the presentation and provide any feedback or direction regarding follow-up associated with the Golden State Boulevard Corridor project.

_____/s/_____
Jerome Keene, Deputy City Manager

07/11/2024
Date

_____/s/_____
Fernando Santillan, City Manager

07/11/2024
Date

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

July 15, 2024

ITEM NO: 3.

SUBJECT: Consideration of a Resolution Awarding Griffin Structures for Construction Management with Master Architectural Services for the City of Selma New Fire Station No. 3 Project and authorize the City Manager to negotiate the terms of an agreement

BACKGROUND: The City of Selma was awarded \$4,500,000 in State funding for the construction of a new fire station. The City Council has selected the design build process for the New Fire Station No. 3 Project. An RFP was drafted and published to solicit bids for Construction Management with Master Architectural Services.

DISCUSSION: The deadline for submitting proposals under the RFP was April 24, 2024. The City received two proposals. These proposals underwent evaluation by a committee where members reviewed and compared the two proposals.

The City received proposals from the following firms:

Firm:	Proposed Fee:
Vanir Construction Management, Inc.	\$991,301.38
Griffin Structures	\$1,480,475.00
Additive Alternate 1	\$360,000.00
Deductive Alternate 1	-\$260,000.00
Deductive Alternate 2	-\$126,250.00

In addition to the written proposals received from each firm, Staff conducted panel interviews with each firm. Each firm was scored in the following categories: Qualifications of Key Personnel (20), Approach to Providing the Requested Scope of Services (20), Price Proposal (25), Innovation/Creative Approach (20), and References (15).

Following the panel interviews, three staff panelists scored each firm based on their written and verbal presentations. The average score for each firm were as follows:

Firm	Average Total Score
Griffin Structures	92 points
Vanir Construction Management, Inc.	79 points

As indicated by the points totals for each firm, the panel’s recommendation is that the Council award this project to Griffin Structures. The Griffin team, which entails a partnership with LPA Design Studios, was assessed by the panel to have brought forth the plan with the most innovative solutions that meet the needs of our community.

The project is expected to take 18 to 24 months to complete.

Fiscal Impact: Estimated Construction Management Cost: \$1,094,225

The funding for this project will come from State Appropriation Funding (\$4,500,000) received in 2022, as well as a combination of Ambulance Fund (est. \$3,500,000), Measure S (est. \$2,000,000), General Fund (est. \$800,000), and Development Impact Fees (est. \$200,000). Please note these are estimated amounts based on currently available balances and the City Council has not made specific General Fund allocations for this project. Once a more concrete construction estimate is developed after the facility is designed, the funding sources will be determined more accurately.

RECOMMENDATION City Council Approve Resolution Awarding the Construction Management with Master Architectural Services for the City of Selma New Fire Station No. 3 Project to Griffin Structures and Authorize the City Manager to Negotiate the Terms of an Agreement with Griffin Structures.

_____/s/_____
Jordan Webster, Fire Chief

07/11/2024
Date

_____/s/_____
Fernando Santillan, City Manager

07/11/2024
Date

RESOLUTION NO. 2024-__R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA, CALIFORNIA, AWARDED GRIFFIN STRUCTURES FOR CONSTRUCTION MANAGEMENT WITH MASTER ARCHITECTURAL SERVICES FOR THE CITY OF SELMA NEW FIRE STATION NO. 3 PROJECT AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE THE TERMS OF AN AGREEMENT

WHEREAS, the City Council of the City of Selma approved the Design Build Process for the New Fire Station No. 3; and

WHEREAS, the project has been advertised and two proposals were received; and

WHEREAS, proposals were reviewed and firms were interviewed; and

WHEREAS, Griffin Structures was selected by the panel for their innovative solutions.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

Section 2. The City Council hereby awards Griffin Structures for Construction Management with Master Architectural Services for the City of Selma New Fire Station No. 3 project and authorize the City Manager to negotiate the terms of an agreement.

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.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Selma on this 15th day of July 2024 by the following roll call vote:

AYES: Council members:
NOES: Council members:
ABSTAIN: Council members:
ABSENT: Council members:

Scott Robertson, Mayor

ATTEST:

Reyna Rivera, City Clerk



MANHATTAN BEACH FIRE STATION NO. 2



ORANGE CITY FIRE DEPT HEADQUARTERS



TUSTIN FIRE STATION NO. 37



VISALIA EMERGENCY COMM. CENTER



BUENA PARK FIRE STATION NO. 61



IRVINE FIRE STATION NO. 51



IRVINE FIRE STATION NO. 20



CATHEDRAL CITY FIRE STATION NO. 411



CITY OF SELMA

CONSTRUCTION MANAGEMENT WITH MASTER ARCHITECTURAL SERVICES
FOR CITY OF SELMA - NEW SELMA FIRE STATION BUILDING, PROJECT # 22-0531

IN COLLABORATION WITH:



T A B L E O F C O N T E N T S

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4.4.C. Organizational Chart	12
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4.5. Work Plan / Technical Services	32
4.6. Required Attachments / Appendices	45
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Why Our Team?

Significant experience with:

- Fire Stations
- Design-Build Delivery
- Corporate Yard / Maintenance Facilities
- Police Stations
- Emergency Operations Centers
- Training Facilities
- Public Safety Administrative Headquarters

Unparalleled public safety, fire station portfolio and team with direct CM / Master Architect teaming experience.

Public sector experienced Project & Construction Management (established in 1981) and Master Architect design professionals (established 1965).

Deep breadth of Design-Build experience, including a team comprised of DBIA professionals.

Highlighted Projects:

- Visalia Emergency Communication Center
- Visalia Civic Center
- Buena Park Fire Station No.61
- Manhattan Beach Fire Station No.2
- Cathedral City Fire Station No.411
- Orange City Fire Dept. Headquarters
- Carlsbad Police & Fire Headquarters Renovation



ORANGE CITY FIRE DEPARTMENT HEADQUARTERS

July 15, 2024 Council Packet

4.1. Project Title

'Construction Management with Master Architectural Services for CITY OF SELMA – NEW SELMA FIRE STATION BUILDING, Project # 22-0531'

4.2. Applicant or Firm Name (s)

Proposed Construction Manager:
Griffin Structures

Proposed Master Architect:
LPA Design Studios

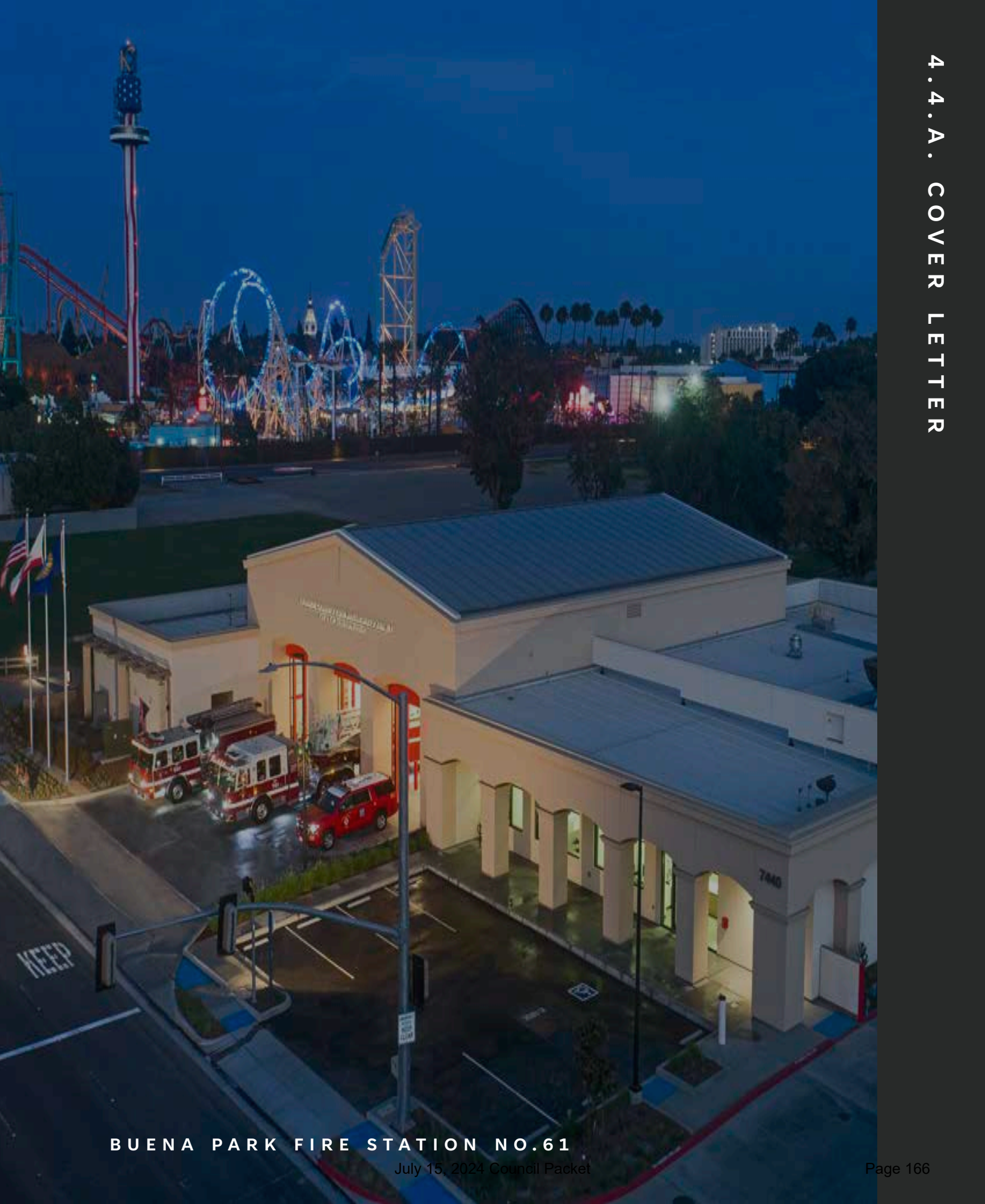
4.3. Introduction Statement of Overriding Qualifications

Griffin Structures brings a unique skillset to the City of Selma in the delivery of its new Fire Station No.3 project. Our proposed team has not only overseen the delivery of over 100 public safety projects from concept to keys (pre-design through completion), but most specifically fire station facilities including those delivered within the Design-Build delivery method.

Collectively, the team of Griffin Structures and LPA have seen to the completion of projects such as the Visalia Emergency Communications Center, Visalia Civic Center, Buena Park Fire Station No.61, Salinas Police Services Headquarters, and most notably the \$400M County of Orange Civic Center both delivered ahead of schedule and with returned savings to the County. All delivered with the Design-Build method of delivery, our team has been involved from pre-design and early programming with LPA serving as the Master Architect for projects such as the Cathedral City Fire Station No.411, Eastvale Civic Center (which will include a police and fire station), Riverside County Sheriff’s Ben Clarke Training Center, as well as the San Bernardino County’s Valley Communication Center.



BUENA PARK FIRE STATION NO. 61



BUENA PARK FIRE STATION NO.61



IN COLLABORATION WITH:

LPA

April 24, 2024

City of Selma

Selma City Hall, 1710 Tucker St., Selma, CA 93662

Attention: Reyna Rivera, Selma City Clerk

RE: Construction Management with Architectural Services for the
City of Selma, New Fire Station No.3 Project

Dear Ms. Rivera & City Evaluation Team,

We are pleased to submit our proposal to the City of Selma for the Selma Fire Station No.3 project. As you will discover within our proposal, Griffin Structures is highly qualified to deliver this project given our extensive and ongoing public safety experience, unparalleled fire station portfolio throughout the state, demonstrated experience with LPA Design Studios, and the Design-Build method of project delivery.

As the City embarks on this project, it will require a partner which brings an in-depth understanding of public safety facilities. Our team brings this exact experience, having managed the successful delivery of the Manhattan Beach Fire Station No.2, Cathedral City Fire Station No.411, Visalia Emergency Communications Center and Civic Center Public Safety Headquarters, Orange City Fire Department Headquarters, Buena Park Fire Station No.61 and several additional projects.

The Design-Build experience of our team is unparalleled, particularly in the delivery of over 80 public safety facilities, including many alongside LPA Design Studios. In this proposal, you'll notice a clear understanding of the delivery method nuances, including the selection of the Design-Build entity and managing their work from selection, through design and construction, and on to occupancy. We have additionally included Design-Build Institute of America (DBIA) Associates on our team to further demonstrate our experience and commitment to realizing the benefits of this innovative form of project delivery.

Our team will be led by Leonard Marshall who oversaw the recent delivery of the Manhattan Beach Fire Station No.2 project, \$52M Santa Clarita Canyon Country Community Center, including key leadership for the largest campus development in North America, the \$1B University of Merced Campus Expansion. He will be supported by Dustin Alamo and Jon Hughes, who have overseen the delivery of over 60+ public safety facilities from concept to keys, including all fire stations included in our portfolio. Lance Solomon will also be engaged as the project approaches the construction phase, utilizing his construction management experience as a former public works inspector and leadership for the Orange City Fire Department Headquarters project and ongoing projects such as the Carlsbad Police & Fire Headquarters and Campbell Police Operations Building with LPA Design Studios.





To summarize, we offer the following benefits:

- A portfolio inclusive of many of the most high profile public safety facilities in the state, including a wealth of fire station projects.
- Demonstrated team with experience with LPA Design Studios, having served on over 50 successful projects including the Buena Park Fire Station No.61, Salinas Police Services Headquarters, and additional projects as a collective team.
- A team with vast experience with Design-Build project delivery, including the Cathedral City Fire Station No.411, Salinas Police Services Headquarters, and a wealth of additional public safety Design-Build projects.
- Leadership committed to reducing administrative overhead, while ensuring the efficient and on-time delivery of services to the City of Selma.

Griffin Structures takes great pride in providing both competitive pricing, and highly qualified personnel, going to great measures to ask ourselves, “What is our true value-added proposition to the City?”. The answer is our people. Our people offer creative delivery options, solutions-based recommendations, and a true perspective of ownership that our competitors do not possess. This is our differentiator, and the meaning behind our pledge to provide Excellence in Project Delivery.

We look forward to serving you,

Dustin Alamo, CCM, LEED AP, DRE Broker 0193029

Vice President

P: (949) 497-9000 x263 | E: dalamo@griffinstructures.com

WE HEREBY ACKNOWLEDGE RECEIPT OF ALL ADDENDA.



MANHATTAN BEACH FIRE STATION NO. 2



Griffin Structures Introduction

ABOUT US

Founded in 1981, Griffin Structures is a diversified Owner's Representative / Program, Project and Construction Management firm serving public, private, non-profit, and institutional sectors. A unique aspect of our firm rests not only in our unparalleled fire station / public safety portfolio, but also in our delivery of over 60+ facilities completed via Design-Build delivery. *We hereby confirm we are ready to provide all applicable services as outlined within the RFP.*

ORGANIZATION

Griffin Structures is a California "S" Corporation, incorporated in 1997.

CONCEPT TO KEYS



Unlike our competitors, Griffin Structures possesses the experience and capacity to manage projects from Concept to Keys, including projects alongside LPA Design Studios. By researching and evaluating current and future needs and engaging users before facility planning begins, Griffin Structures can assist clients in creating a framework for solid, information-based decision-making, providing clear options and tradeoffs for initial capital outlay, facility delivery methods and the budgetary considerations of future costs and considerations.

MANAGEMENT OF DESIGN-BUILD DELIVERY



Griffin Structures is ready to manage all phases of Design-Build delivery from initial needs assessment, planning, budgeting, cost estimating and scheduling; through design, bid and award; to construction, occupancy and beyond. Griffin achieves each client's specific goals and objectives for each project by providing a single point of responsibility, accountability and coordination, serving as an extension of client staff to deliver projects in a timely and cost-effective manner.

SIMILAR PROJECT EXPERIENCE



The public safety portfolio of Griffin Structures is extensive with over 40+ fire facilities delivered within Southern California. This includes a range of facilities with a multitude of complex design elements, including fire and police headquarters, emergency operations centers, training facilities, and the like. We are also incredibly familiar with sustainable design, including photovoltaic panels and additional design elements, given our experience on a series of LEED Platinum and Net Zero Energy projects.



Areas of Expertise & List of Services

AREAS OF EXPERTISE

In addition to the key service areas outlined below, Griffin Structures offers direct expertise in the delivery of fire stations and public safety facilities of virtually every type, including Design-Build method of delivery from early programming, through design and construction, to successful completion.

STRATEGIC CONSULTING

- Operational Assessment
- Needs Assessment
- Space Efficiency Studies
- Space Planning
- Programming
- Facility Condition Assessment
- Benchmarking Studies
- Feasibility Studies
- Capital Assessment
- Campus Master Planning
- Phasing Analysis
- Implementation Strategies
- Relocation Planning & Mgmt.
- Portfolio Utilization Analysis
- Sustainability

DEVELOPMENT MGMT.

- Site Selection
- Acquisition Analysis
- Financing Support
- Planning
- Implementation
- Sales & Marketing Support

Disposition Analysis

- Lease Analysis
- Market Analysis
- Due Diligence

FINANCIAL SERVICES

- Budget Analysis
- Sources & Uses
- Actual / Projected Expenditures
- Contract Allowances
- Contingency Update & Tracking
- Financial Structuring & Planning
- Portfolio Review & Rationalization
- Transaction Management
- Operating Expenses Evaluation
- Portfolio Optimization
- Sale-Leasebacks
- Disposition Strategies
- Financial Statement Evaluations
- Negotiations

PROJECT MGMT. & DELIVERY

- Owner Representation
- Program Management
- Preconstruction Management
- Delivery Method Consulting
- Project Mgmt. Tools & Program Develop.
- Facilities Management
- Entitlement Management
- Procurement
- Design & Construction Administration
- Occupancy Management
- Project Accounting
- Agreement Review
- Budget Development
- Schedule Development Analysis
- Delay Claims
- Look Ahead / Look Back Update
- Current Construction Schedule
- Project Closeout



LPA Introduction

ABOUT US

LPA was founded in 1965. Today, the firm has expanded to over 425 people with four locations in California and two in Texas. As an integrated design firm, LPA breaks down the barriers between disciplines. We bring together in-house experts in architecture, engineering, interior design, landscape architecture and master planning to collaborate with clients from start to finish.

ORGANIZATION

LPA, Inc. is a California "C" Corporation, incorporated in 1971.



CIVIC + CULTURAL EXPERTISE

LPA views each civic design project as a special opportunity to create places and spaces that bring people together and strengthen community ties. We coordinate closely with government staff, stakeholders and the community to build consensus and deliver unique solutions. Our goal is to create enduring civic landmarks that reflect the values and vision of both the city and the community. And as leaders in sustainable design, we have the ability to lighten your project's footprint, while creating a more cost-effective and healthier environment.



THE POWER OF INTEGRATED DESIGN

LPA believes that collaboration drives creativity and improves problem-solving. That's the philosophy behind our integrated design process. When you work with us, you benefit from a multidisciplinary team of designers, planners, engineers, researchers and thought leaders all working together for the greater good of the project. From the beginning of the design process through completion and post-occupancy evaluation—everyone is actively involved and in sync.



SUSTAINABLE SOLUTIONS THAT ARE BETTER FOR BUSINESS

As pioneers in sustainability, LPA has been setting new standards for more than 50 years. Unlike many firms who view green design as a LEED checklist or project add-on, sustainability informs everything we do. We create smarter sustainable designs that improve efficiency and reduce operational and maintenance costs for clients. Our projects also help to promote health and well-being and enhance the user experience.



Areas of Expertise & List of Services

AREAS OF EXPERTISE

At LPA, we have created a very different kind of design firm, where architecture, interiors, landscape architecture and engineering work together harmoniously to create efficient, innovative and inspiring projects for the present and future. Our inter-discipline approach draws upon the experience and expertise of the different teams, working cohesively as a unit, without ego or pre-conceptions, to find the best solutions for our clients.

ARCHITECTURE

- Architectural building design
- Project management/scheduling
- Construction drawings/specifications
- Contract administration
- Jurisdictional approval processing

INTERIOR DESIGN

- Program visioning
- Educational specifications
- Materials/fixtures technical standards
- Furniture selection and installation
- High-performance learning environments

LANDSCAPE ARCHITECTURE

- Site and environmental analysis
- Landscape and irrigation design
- Outdoor gathering environments
- Recreation planning and design
- Post-construction maintenance analysis

ENGINEERING

- Structural modeling, analysis, design and documentation
- Existing and new structures seismic performance evaluation
- Mechanical and plumbing design, energy use modeling
- Civil engineering design and documentation
- Electrical engineering, technology and low voltage systems

MASTER PLANNING

- Site surveys and facility needs assessments
- Educational programming and philosophy
- Cost and budget estimating
- Land use planning
- Funding source scenarios and scope prioritization

SUSTAINABLE DESIGN

- LEED/CHPS sustainable assessments
- Sustainable design standards
- Agency program rebate
- Life cycle cost analysis
- Project commissioning

SIGNAGE / GRAPHICS

- Project entry announcements
- Site and building navigation
- Space identification
- ADA compliance
- Coordinated architectural aesthetic

RELATED PROFESSIONAL SERVICES

- Feasibility studies
- Site test fits
- Public workshops and presentations
- Community outreach strategies
- Renderings and architectural models

REPRESENTATIVE + COMBINED



Griffin Structures + LPA Shared Experience

Public Safety

- Buena Park Fire Station No.61, CA
- Buena Park Police Department Headquarters, CA
- Campbell Police Operations Building Renovation, CA
- Cathedral City Fire Station No. 411, CA
- Eastvale Civic Center, Police Station & Fire Station, CA
- Garden Grove Police Department Pre-Development, CA
- Hesperia Police Department, CA
- Inglewood Emergency Operations Center Renovation, CA
- Inglewood Police Department Pre-Development, CA
- Riverside Sheriff's Office, Ben Clark Training Center Modernization, CA
- Salinas Police Services Headquarters, CA
- San Bernardino County Public Safety Operations Center, CA
- San Bernardino County, Valley Communications Center, CA
- Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA
- Victorville Police Department, CA
- Visalia Civic Center & Public Safety Office Building, CA
- Visalia Emergency Communications Center, CA



SALINAS POLICE SERVICES HEADQUARTERS

Other

- Brea Sports Park, CA
- Buena Park Navigation Center, CA
- County of Orange Civic Center, CA
- County of Orange Workforce Reentry Center, CA
- El Centro Dr. Martin L. King Jr. Sports Pavilion, CA
- Environmental Nature Center, Newport Beach, CA
- Great Park Ice & FivePoint Arena, Irvine, CA
- Hesperia City Library, CA
- Hesperia City Hall, CA
- Hesperia Civic Center Plaza Park, CA
- Inglewood Main Library Renovation, CA
- Jurupa Community Services District Harrel Headquarters Renovation, CA
- Laguna Beach Community & Susi-Q Senior Center, CA
- Montebello City Hall Pre-Development, CA
- Newport Beach Emergency Homeless Shelter, CA
- Pflugerville Downtown East, TX
- Pretend City Children's Museum, Irvine, CA
- Rancho Cordova Mills Crossing Civic Center, CA
- Samueli Academy, Santa Ana, CA
- Santa Cruz County Sanitation District Facilities Plan, CA
- Santa Cruz County Superior Court, Watsonville, CA
- Seal Beach Lifeguard HQ & Police Dept Pre-Develop, CA
- Tustin Legacy Annex, CA
- Tustin Transitional Homeless Shelter, CA
- Watsonville Civic Plaza Library, CA
- Watsonville Civic Plaza Parking Structure, CA
- Watsonville Civic Plaza Court, CA
- West Hollywood Plummer Park Community Center, CA

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REPRESENTATIVE + COMBINED

Fire Station Experience

Buena Park Fire Station No.61, CA
 Burbank Police & Fire Department Headquarters, CA
 Carlsbad Police & Fire Headquarters Renovation, CA
 Cathedral City Fire Station No. 11, CA
 Chino Hills Fire Administration HQ, CA
 Eastvale Civic Center Police Station & Fire Station, CA
 Fairfield Fire Station, CA
 Garden Grove Fire Department & HQ Pre-Development, CA
 Irvine Fire Station No.20, CA
 Irvine Fire Station No.27, CA
 Irvine Fire Station No.38, CA
 Irvine Fire Station No.39, CA
 Irvine Fire Station No.47, CA
 Irvine Fire Station No.51, CA
 Irvine Fire Station No.55, CA

Laguna Niguel Fire Station No.39, CA
 Manhattan Beach Fire Station No.2, CA
 Modjeska Canyon Fire Station No.16, CA
 Newport Beach Fire Headquarters Pre-Development, CA
 OCFA Fire Station, Development Guide & Prototype, CA
 Orange City Fire Department Headquarters, CA
 Redwood City Fire Training Facility, CA
 San Antonio Fire Fighting Training Facility, TX
 San Antonio Fire Station No.45, TX
 Silverado Fire Station No.14, CA
 Terrell Hills Fire Station, TX
 Tustin Fire Station No.37, CA
 Yorba Linda Fire Station No.32, CA
 Yorba Linda Fire Station No.53, CA



IRVINE FIRE STATION NO. 20

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REPRESENTATIVE + COMBINED

Design-Build Experience

Alameda City Aquatic Center, CA
 Anaheim Convention Center Betterment VII Expansion, CA
 Buena Park Navigation Center, CA
 Carlsbad Orion Center & Fleet Maintenance Building, CA
 Cathedral City Fire Station No. 411, CA
 College of San Mateo College Center, San Mateo, CA
 College of San Mateo Science Center, San Mateo, CA
 County of Orange Civic Center, Santa Ana, CA
 Cupertino Library Expansion, CA
 Fremont High School at LAUSD, Los Angeles, CA
 Fullerton Main Library Expansion/Renovation, CA
 Great Park Ice & FivePoint Arena, Irvine, CA
 Hamilton High School at LAUSD, Los Angeles, CA
 Hoag Irvine Campus Expansion, Irvine, CA
 Lillian Court & Bloomington Grove, CA
 Los Angeles Valley College Monarch Ctr, Los Angeles, CA
 McKinney International Airport, TX
 OCTA Multiple Parking Structures, Orange County, CA
 Orange County Fair Administration Bldg, Costa Mesa, CA
 Newport Harbor HS Performing Arts Building, CA
 Pflugerville Downtown East, TX
 Pomona Water Resources Headquarters & Yard, CA
 Quartz Hill Library, County of Los Angeles, CA
 Rancho Cordova Mills Crossing Civic Center, CA
 Rancho Palos Verdes Civic Ctr & Emergency Ops Center, CA
 Rancho Santa Margarita Civic Plaza Central Park, CA
 Rancho Santa Margarita Community Center, CA
 Riverside Sheriff's Office, Ben Clark Training Center Modernization, CA

RiversideALIVE Mixed-Use Development, CA
 Salinas El Gabilan Branch Library, CA
 Salinas Hebron Family Center Revitalization Project, CA
 Salinas Police Services Headquarters, CA
 San Bernardino County Public Defenders' Building, CA
 San Bernardino County Public Safety Ops Ctr, Hesperia, CA
 San Bernardino County, Valley Communications Center, CA
 Santa Cruz County Superior Court, Watsonville, CA
 Santa Cruz Library, Housing & Mixed-Use Project, CA
 SchoolsFirst Federal Credit Union Headquarters, Tustin, CA
 Theodore Roosevelt High School at LAUSD, Los Angeles, CA
 Triada at the Station District, Santa Ana, CA
 UC Santa Cruz, Silicon Valley Campus, Santa Clara, CA
 Visalia Civic Center Phase 2 & Public Safety Building, CA
 West Hollywood City Hall, CA
 Westminster Corporate Yard, CA
 Woodland Police Services Headquarters, Woodland, CA



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REPRESENTATIVE + COMBINED

Public Safety Experience

Beaumont Police Department, CA
 Buena Park Police Department Headquarters, CA
 Campbell Police Operations Building Renovation, CA
 Chino Hills Government Center & Sheriff's Facility, CA
 Colton Civic Center & Police Dept Pre-Development, CA
 Cotati Police Station, CA
 Covina Police Department Pre-Development, CA
 CSU Fullerton Police Facility, Fullerton, CA
 East Bay RPD, Public Safety & Admin. HQ, Oakland, CA
 Fontana Police Department, CA
 Garden Grove Police Department Pre-Development, CA
 Garden Grove Public Safety Master Plan Pre-Develop., CA
 Hesperia Police Department Headquarters, CA
 Inglewood Emergency Operations Center Renovation, CA
 Inglewood Police Department Pre-Development, CA
 Irvine Police Department Pre-Development, CA
 Irvine Valley College Maint. & Police Facility, Irvine, CA
 Merced Police Headquarters, Merced, CA
 Moreno Valley Public Safety Expansion, Moreno Valley, CA
 Newport Beach Lifeguard HQ Pre-Development, CA
 Newport Beach Police Department Pre-Development, CA
 Oceanside Police Department, CA
 Ontario Police Department Pre-Development, CA
 Oroville Government Center Master Plan, CA
 Rancho Palos Verdes Civic Ctr & Emergency Ops Ctr, CA
 Rancho Santa Margarita Civic Ctr & Sheriff's Station, CA
 Rialto Police Department, CA
 Riverside Sheriff's Office, Ben Clark Training Center Modernization, CA

Salinas Police Services Headquarters, CA
 San Bernardino County Forensic Sciences Lab, CA
 San Bernardino County Law Library Renovation, CA
 San Bernardino County Public Safety Ops Center, CA
 San Bernardino County, Valley Communications Center, CA
 Santa Cruz County Superior Court, Watsonville, CA
 Seal Beach Lifeguard HQ & Police Dept Pre-Develop., CA
 Seguin Police Department, TX
 Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA
 Victorville Police Department, CA
 Visalia Civic Center & Public Safety Building, CA
 Visalia Emergency Communications Center, CA
 Watsonville Civic Center & Superior Court, CA
 Westminster Police Department Headquarters, CA
 Westminster Public Safety Training Center, CA
 Woodland Police Station, CA
 Yuba City Police Facility Study, CA
 Yucaipa Police Department Pre-Development, CA



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CATHEDRAL CITY FIRE STATION NO. 411

July 15, 2024 Council Packet

Project Team Organization Chart



CONSTRUCTION MANAGEMENT

Jon Hughes
CCM, DBIA
Principal-In-Charge

Leonard Marshall
MRICS
Project Executive

Dustin Alamo
CCM, LEED AP, DRE
Pre-Construction Mgr.

Lance Solomon
CCM
Sr. Construction Mgr

CM SUPPORT

Ryan Craven
CPE, CMIT
Cost Estimator

MASTER ARCHITECT

Jeremy Hart
AIA, LEED AP, NCARB
Principal-In-Charge

Tracey Powl
ARCHITECT, LEED AP BD+C
Project Manager

Ti Than
ARCHITECT, LEED AP BD+C
Project Designer

DESIGN SUPPORT TEAM

Erik Ring
PE, LEED FELLOW
Director of Engineering,
MEP Engineer

Kathereen Shinkai
PE, F.ASCE
Director of Civil
Engineering

Daniel Wang
SE, PE
Director of Structural
Engineering

Kari Kikuta
PLA, ASLA
Director of Landscape
Architecture











Team Matrix

GRIFFIN STRUCTURES



FIRM TASKS & RESPONSIBILITIES:

Griffin Structures will provide Owner's Representation / Project Management services throughout the course of the project, supporting the City through phase one program verification and conceptual design, bridging documents development, DBE prequalification and selection, through construction and ultimately project closeout.











PHOTO	COMPANY	EMPLOYEE	TITLE	TASKS & RESPONSIBILITIES	PHOTO
	Griffin Structures	Jon Hughes CCM, DBIA	Principal-In-Charge	As Principal-In-Charge and Griffin Structures President Jon will provide valuable, senior-level insight to the project team to maintain the firm's quality of service.	
	Griffin Structures	Leonard Marshall MRICS *Key Contact	Project Executive	Leonard Marshall will serve as the key point-of-contact throughout the course of your project, while working with the City and LPA team to ensure the City's expectations are met throughout the duration of our services.	
	Griffin Structures	Dustin Alamo CCM, LEED AP, DRE Broker	Pre-Construction Manager	As Pre-Construction Manager, Dustin will offer strategic insight and support during the earliest phases of project development utilizing his direct experience in the delivery of 'concept to keys' facilities with LPA Design Studios.	
	Griffin Structures	Lance Solomon CCM	Sr. Construction Manager	Lance Solomon, Construction Manager, will be responsible for the day-to-day management of the project once it approaches the construction phase, utilizing his recent experience managing the timely delivery of the Orange City Fire Department Headquarters.	
	Griffin Structures	Ryan Craven CPE, CMIT	Cost Estimator	As Cost Estimator, Ryan Craven will provide estimating, value engineering and cost control services through each stage of the project to ensure your fiscal objectives are achieved from inception to completion.	

LPA DESIGN STUDIOS



FIRM TASKS & RESPONSIBILITIES:

LPA will provide the City of Selma the proposed project design services per the RFQ and will be responsible for developing project specifications and bridging documents. In addition, LPA will provide MEP, civil, and structural engineering services as well as landscape architecture for the New Fire Station No. 3 project.

PHOTO	COMPANY	EMPLOYEE	TITLE	TASKS & RESPONSIBILITIES	PHOTO
	LPA Design Studios	Jeremy Hart AIA, LEED AP BD+C, NCARB *Key Contact	Principal in Charge	Jeremy will provide executive oversight to the project and actively involved on a day-to-day basis with the project manager to ensure schedules are being met, budgets tracked and adequate resources have been assigned to execute the project.	
	LPA Design Studios	Tracey Powl ARCHITECT, LEED AP BD+C	Project Manager	Tracey will assist with all phases from schematic design through completion to deliver the design for an efficient and effective space. Tracey will be responsible for managing interdisciplinary coordination, maintaining quality in project documents, and will work closely with all stakeholders to ensure successful project execution.	
	LPA Design Studios	Ti Than ARCHITECT, LEED AP BD+C	Project Designer	Ti will translate the City's wants, needs and desired outcomes into visual representations that ultimately will be manifested into a re-imagined community asset. He will work closely with project leadership on the programming, design, and implementation of the project.	
	LPA Design Studios	Erik Ring PE, LEED FELLOW	Director of Engineering, MEP Engineer	As Director of Engineering, Erik will provide overall leadership for the multi-disciplinary engineering efforts and will be responsible for the mechanical, electrical and plumbing design. He will apply proven technologies and sound engineering to optimize system and project performance.	
	LPA Design Studios	Daniel Wang SE, PE	Director of Structural Engineering	Daniel will lead the structural design team to ensure appropriate solutions are delivered given the project's performance requirements. He will verify general conformance with the structural documentation through coordinated team efforts and site observations.	
	LPA Design Studios	Kathereen Shinkai PE, F.ASCE	Director of Civil Engineering	Kathereen will help the City and project team meet objectives, resolve site challenges, respond to field conditions, and complete the design and construction in a manner that is efficient, ethical and profitable.	
	LPA Design Studios	Kari Kikuta PLA, ASLA	Director of Landscape Architecture	Kari's primary responsibility will be to aid in all aspects of the project's site environmental development from initial design concepts through construction documentation.	



Understanding

The City of Selma seeks to construct a modern, approximately 10,000 square foot, single-story Fire Station No. 3. This facility will encompass administrative offices, support spaces, secure staff parking, public/visitor parking, and essential amenities. Our team will be responsible for (a) updating the space needs assessment, building program, and site analysis, (b) developing bridging documents to solicit Design-Build entities, and (c) provide construction management oversight through the entire process through occupancy.

Facility Components

The new building will feature three fire truck bays, office space, living quarters, training rooms, conference rooms, break rooms, locker and changing rooms, restrooms with showers, a public lobby, and secured parking for Fire Department and Department vehicles. Clear delineation between staff and public access areas will be accommodated, alongside an emergency generator and safe ingress/egress circulation.

Design Objectives

The primary goal is to create a user-friendly, accessible, safe, and healthy environment for both City of Selma Fire Department staff and the public. Security measures will be prioritized within the building design. Compliance with California Title 24 Codes, State Storm Water Requirements, and City Building Standards is mandatory. The City and Fire Department will oversee all aspects of review, approval, permitting, and final occupancy.

Community Engagement

Throughout the design process, our Team will coordinate with stakeholders, including community members, through presentations and feedback sessions.

Sustainability Focus

The building design will integrate the latest green building codes, State Storm Water Requirements, and incorporate energy and water-saving features. Our Team's project bridging documents and specifications will mandate compliance with City Standards for the Design-Build entity, and we will discuss options of elevating to higher sustainability standards should the City wish to entertain.

By adhering to these above guidelines and bringing our extensive portfolio of Fire Station experience to the City, the proposed Fire Station No. 3 will not only meet the operational needs of the City of Selma but also set a benchmark for efficiency, sustainability, and community integration.

Please refer to section 4.5 of our proposal to view our full approach and workplan.



Strategic Considerations

Griffin Structures goes to great lengths to research and understand the challenges and opportunities for every pursuit. As a result of this effort, we have prepared the following strategic considerations to demonstrate our approach and illustrate the value we offer. These considerations are prepared in a question-and-answer format for ease of reading.



What unique challenges might be encountered related to the apparatus cleaning area and the treatment of water?

In nearly every fire station project we have managed, the issue of treating apparatus wash water is a challenge. Depending on the jurisdiction, we have seen it diverted to the sanitary sewer in some cases, and the storm drain in others. Given the possibility of petroleum-based contaminants in the wash water we'll want to clearly identify how the City would like to integrate into the bridging documents to limit any potential change orders. In past projects, we have seen wash stations which have required their own clarifier before entering the sewer. Regardless, we will investigate this condition in close coordination with City building officials and LPA Design Studios to ensure the bridging documents that goes out to bid aligns with what will be required in order to avoid costly changes or delays.

Photo: Cathedral City Fire Station No.411



How will the City be assured the Bridging Documents are developed in such a way as to ensure the City receives the program desired while also realizing the benefits of a Design-Build delivery?

It will be critical that the Bridging Documents capture all the essential requirements of the project so the City's facilities meet, and exceed, their operational needs. This is achieved by developing a set of robust documents, including but not limited to: Owner Project Requirements (OPRs), a thorough Basis of Design (BOD), a well-validated Program, and Design Documents that convey the overall size, character, adjacencies, systems, and material selections. This will be done in a manner that still leaves a considerable portion of Design Development, Construction Documents, Specifications, and the satisfaction of code requirements open to creative interpretation by the Design-Build Entity (DBE). By striking the right balance between what is prescribed and what is left to the discretion of the DBE, the Griffin team can manage a process that is true to the City's requirements while also realizing the gains in efficiency and cost reduction strategies envisioned by the Design-Build form of delivery.

Photo: San Bernardino County Valley Communication Ctr

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What challenges might the project encounter as it relates to egress requirements due to the fact that this facility will likely be determined an “R” use?

Given that fire stations involve personnel sleeping at the facility, egress will likely be a potential challenge. The layout of the floor plan, ensuring there is emergency egress through a window, or a rated corridor, is essential to achieving code compliance. We are prepared to bring our lessons learned as it relates to “R” use facilities to ensure the delivery of an efficient space that is also code compliant.

Photo: Orange City Fire Department Headquarters



What types of benefits do sustainable and resilient design features bring to fire station projects and how do they align with project goals?

In recent years, there has been a growing emphasis on constructing buildings that minimize environmental impact, enhance energy efficiency, and withstand natural disasters. For a design-build fire station project, this could mean incorporating features such as solar panels for renewable energy generation, rainwater harvesting systems for water conservation (to the degree economical), and green building materials to reduce carbon footprint. Additionally, resilient design strategies, such as elevating critical infrastructure to mitigate risks and using durable materials to withstand extreme weather and seismic events, can enhance the station's ability to remain operational during emergencies. By prioritizing sustainability and resilience in the design process, the City can create a forward thinking fire station that not only serves the immediate operational needs but also contribute to the long-term environmental and economic health of the community. efficient space that is also code compliant.

Photo: Westminster Police Department Headquarters

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CATHEDRAL CITY FIRE STATION NO.411

Qualifications



Griffin Structures

With over 43 years of experience, Griffin has established itself as a trusted provider of construction management services, particularly in the realm of fire station projects across the state. Our extensive experience spans various project delivery methods, including design-build, allowing us to adapt to the unique needs and requirements of each project. We have a proven track record of successfully managing the design and construction of fire stations, demonstrating our ability to handle complex projects with precision and expertise.

One of our core strengths lies in our ability to serve as an extension of City staff, seamlessly integrating with existing teams to provide comprehensive support throughout the project lifecycle. Our team understands the importance of aligning with the City's goals and objectives, and we are committed to delivering results that meet or exceed expectations. Whether it's developing program requirements, creating bridging documents, or providing ongoing support during the final design and construction phases, we prioritize open communication and collaboration to ensure a smooth and efficient process.

Furthermore, our experience in public-private partnerships (P3) adds another layer of expertise to our capabilities. By leveraging our knowledge of risk mitigation strategies and aligning with schedule and budget objectives, we can help position the City for success at every stage of the project. With a focus on quality, efficiency, and accountability, our firm is well-equipped to support the City in achieving its goals for fire station projects and beyond.



BUENA PARK FIRE STATION NO. 61



LPA Design Studios

A well-crafted design-build process strikes a balance between the bridging documents describing the essential elements of the project, while keeping as many elements as possible “open for creativity” on the part of the design-build entity. At LPA, we have been on both sides of the design-build delivery methodology, understanding that completeness is key in the bridging documents. We aim to minimize RFIs for clarification, eliminating issues that impact the schedule. We will work with the City to clearly describe what is required and allow for freedom of movement with the contractors for that which is not required. After the DBE team is on board, our process mimics the format of our QA/QC program that we engage on all projects at each milestone. Our checklists and interdisciplinary review will simply continue, on your behalf.

One of the aspects of our experience that makes us uniquely qualified to become an extension of City staff in this process is our background in fire station planning and design. You might say, we wrote the book on how to design a fire station. Working for the Orange County Fire Authority (OCFA), which today is comprised of 79 Fire Stations and 23 Member Cities, LPA was hired to create a Development Guide and a Prototype Fire Station to guide future development, in anticipation of a tremendous amount of future growth.

The Development Guide we created, uses modules that flex the size of the station based upon the number of apparatus bays. The quantity of the apparatus bays informs the quantity of equipment, which informs the number of dorms required, and the size of the kitchen, day room, and fitness room. There are office plug-ins to the prototype station as well from a standard office unit, a Captain’s office, to a Battalion Chief. There are even plug-in components for plan check services and a health clinic as needed by the community. Over the last 20 years, LPA has developed 8 new fire stations for OCFA based upon the Development Guide with other firms also developing 5 additional fire stations for OCFA. We will bring the same level of project understanding to the City of Selma where we can represent and understand the operational needs of the Fire Department during the Design-Build process.





Relevancy: Griffin/LPA Project; Design-Build; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Salinas Police Services Headquarters, Salinas, CA

DESCRIPTION

Griffin Structures and LPA Design Studios served for this new, Design-Build Police Services facility in the City of Salinas. The facility was delivered utilizing a Public-Private Partnership (P3), which provides for the design, financing, construction, and delivery of the new facility. The 70,800 GSF Public Safety Center Complex replaces the City’s existing police department headquarters, built-in 1958, and accommodates anticipated future growth.

The project encompasses three buildings on a 6.3-acre site. The two-story 42,300 SF headquarters building serves as the essential services administrative building and includes detention spaces, community room, and plaza. Two support buildings totaling 28,500 SF provide police support services, including evidence intake and storage, crime lab spaces, and an indoor firing range.

CLIENT REFERENCE

Don Reynolds; Former Public Works Director, City of Salinas; City Manager, San Juan Bautista; (831) 623-4661; citymanager@san-juan-bautista.ca.us

PROJECT DATA

Size: 71,000 SF

Construction Start Date: June 2018

Construction End Date: June 2020

Initial Construction Amount: \$58,000,000

Final Construction Cost: \$55,000,000

Initial Fee: \$1,750,000

Final Fee: \$1,750,000

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
LPA Design Studios - Architect

Griffin Structures served as the Developer / PMCM for this Design-Build project, providing services directly aligned with the Selma Fire Station 3 RFP.

SIMILAR PROPOSED STAFF

Griffin Structures Principal-In-Charge, Jon Hughes, served on this project, alongside Pre-Construction Manager, Dustin Alamo and members of our proposed LPA team.

Griffin Structures' reference project (1 of 3)



Relevancy: Griffin Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Manhattan Beach Fire Station No.2, Manhattan Beach, CA

DESCRIPTION

Griffin Structures provided Program and Construction Management for this project five years in the making, which included Griffin Structures' early analysis for the city in 2016 and then again in 2017. The resulting two-story fire station boasts a modern design, nearly three times as large as the former station, which was demolished to make way for the new building.

The re-imagined station is home to six crew dormitories, dining and exercise room, locker space laundry room, medical storage, and office space for administrative duties. The new building is also earthquake-proof, includes a shop area and is large enough to accommodate a modern apparatus bay. A trash enclosure and backup power generator are also included, as well as new hose tower and gated parking lot to accommodate for future fire station growth.

CLIENT REFERENCE

City of Manhattan Beach; Jeff Fijalka; Senior Civil Engineer; (424) 445-9350; jfijalka@manhattanbeach.gov

PROJECT DATA

Size: >10,000 SF

Construction Start Date: November 2021

Construction End Date: December 2023

Initial Construction Amount: \$7,055,000

Final Construction Cost: \$8,150,000

Initial Fee: \$900,000

Final Fee: \$900,000

FIRM + PM ROLE IN PROJECT

Griffin Structures served as the Program and Construction Manager for this project, providing services directly aligned with the Selma Fire Station 3 RFP.

SIMILAR PROPOSED STAFF

Griffin Structures Project Executive, Leonard Marshall, served on this project, alongside Pre-Construction Manager, Dustin Alamo.

Griffin Structures' reference project (2 of 3)



Relevancy: Griffin Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Orange City Fire Department Headquarters, Orange, CA

DESCRIPTION

Griffin Structures oversaw the development of the 29,000 SF Orange City Fire Department Headquarters, which services the Old Towne Section of Orange. The new station is substantially larger than the former building. The campus provides firefighters with a more spacious vehicle bay, equipment maintenance and storage areas, training facilities, and Fire Department administrative offices.

Most importantly, the new station provides space and technology for the Orange City Fire Department, offering updated equipment, space flexibility, and administrative offices to continue their mission of providing the citizens of Orange superior service well into the 21st Century.

CLIENT REFERENCE

City of Manhattan Beach; Jeff Fijalka; Senior Civil Engineer; (424) 445-9350; jfijalka@manhattanbeach.gov

PROJECT DATA

Size: 30,000 SF

Construction Start Date: January 2020

Construction End Date: October 2022

Initial Construction Amount: \$27,000,000

Final Construction Cost: \$25,000,000

Initial Fee: \$1,000,000

Final Fee: \$1,000,000

FIRM + PM ROLE IN PROJECT

Griffin Structures served as the Construction Manager for this project, providing Construction Management / Inspection services directly aligned with the Selma Fire Station 3 RFP.

SIMILAR PROPOSED STAFF

Griffin Structures Construction Manager, Lance Solomon, served on this project.

Griffin Structures' reference project (3 of 3)



Relevancy: Griffin/LPA Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Buena Park Fire Station No. 61, Buena Park, California

CLIENT REFERENCE

City of Buena Park, Leah Formanes, Project Manager, 714.562.3670, lformanes@buenapark.com

DESCRIPTION

Fire Station 61 is approximately 18,000 square feet and includes administrative offices, 13 crew dormitories, battalion chief office and dorm, division chief office, three chief offices, training room and a three-lane apparatus bay.

To address the limited budget of the project, it was determined to use a Pre-Engineered Metal Building (PEMB) structural frame. The project saved nearly \$1,000,000 in construction costs. By bidding the PEMB between Schematic Design and Design Development, LPA was able to integrate the building elements and the structure more effectively, delivering the project in a shorter period and with fewer complications than is typical with structures of this type.

PROJECT DATA

Size: 18,000 SF
 Construction Start Date: 05/2017
 Construction End Date: 04/2018
 Initial Construction Amount: \$10,500,000
 Final Construction Cost: \$9,423,000
 Initial Fee: \$853,100
 Final Fee: \$853,100

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
 LPA Design Studios - Architect

Tracey Powl, LPA's proposed Project Manager, served as Project Manager for the Buena Park Fire Station No. 61 project.

SIMILAR PROPOSED STAFF

LPA's Principal-In-Charge, Jeremy Hart, served on this project as the Project Designer, alongside Ti Than, Erik Ring, and Daniel Wang, all members of the proposed project team for the Selma Fire Station No. 3 project.

LPA's reference project (1 of 3)



Relevancy: Griffin/LPA Project; Fire Station; Design-Build; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Fire Station No. 411, Cathedral City, CA

CLIENT REFERENCE

Jan Davison; Former Redevelopment Director, Cathedral City; (831) 588-5832; janetrdavison@gmail.com

DESCRIPTION

Station 411 includes three apparatus bays, living quarters, as well as support and storage areas. The \$7.6 million station is set on a three-acre site which will also include development of a future Cathedral City Dog Park. The site will include training and recreation spaces as well as separate public parking and secure employee parking areas. Back-up utility facilities servicing the fire station will ensure uninterrupted service. The site will feature native and drought-tolerant landscaping.

This Fire Station will be constructed employing a pre-engineered metal building. Features will include high-speed rapid deployment bay exit doors; firefighter dormitory accommodations and semi-private captain’s quarters; a great room to incorporate cooking, dining, and living spaces; a flexible work/study area; equipment maintenance and storage areas; a public lobby and a freestanding 45’ tall communications tower.

PROJECT DATA

Size: 8,500 SF

Construction Start Date: 07/2019

Construction End Date: 11/2020

Initial Construction Amount: \$8,200,000

Final Construction Cost: \$7,600,000

Initial Fee: \$220,300

Final Fee: \$240,300

FIRM + PM ROLE IN PROJECT

Griffin Structures - Program & Construction Manager
LPA Design Studios - Architect

Tracey Powl, LPA's proposed Project Manager, also served as the Project Manager for Fire Station No. 411.

SIMILAR PROPOSED STAFF

LPA's Principal-In-Charge, Jeremy Hart, served on this project as the Project Designer. Ti Than was also a member of the project design team for this project.

LPA's reference project (2 of 3)



Relevancy: LPA Project; Fire Station; Public Safety; Administrative Facilities



PROJECT NAME + LOCATION

Orange County Fire Authority Station No. 20, Irvine, CA

CLIENT REFERENCE

Orange County Fire Authority, Chris DeCoursey, Construction Manager, 714.573.6473, chrisdecoursey@ocfa.org

DESCRIPTION

OCFA's Fire Station Number 20 is located in Irvine's Great Park area and occupies a corner site of Ridge Valley Road and 8th Street infrastructure development area, sized at about one acre. The building was situated to maximize drive-aisle efficiency for the three apparatus it houses and provides for parking and site utilities that are integrated into a native landscape palette. With work areas and living areas strategically saddled to either side of the large app bay, a "dirty-side/clean-side" organizational concept allows for quick access of essential areas with on-call and comfortable occupation of residential and business areas, while maintaining the station. Interior features include nine firefighter dorms, an exercise room, a kitchen/dining room, a training classroom, an instrument room, crew/captain offices, a public lobby and all associated storage/equipment areas. Exterior features include an emergency generator, a fuel storage tank canopy, short-term and long-term bicycle storage, a BBQ patio and an integrated CMU site wall.

PROJECT DATA

Size: 12,500 SF
 Construction Start Date: 12/2016
 Construction End Date: 10/2018
 Initial Construction Amount: \$6,000,000
 Final Construction Cost: \$6,800,000
 Initial Fee: \$422,850
 Final Fee: \$434,850

FIRM + PM ROLE IN PROJECT

LPA Design Studios - Architect
 LPA's Technical Director Daniel Chong served as the Project Manager for this project.

SIMILAR PROPOSED STAFF

LPA's Principal-In-Charge, Jeremy Hart, served on this project as the Project Designer, alongside Tracey Powl, Erik Ring and Daniel Wang, all members of the proposed project team for the Selma Fire Station No. 3 project.


LPA's reference project (3 of 3)



Key Team Members Organization Chart



CONSTRUCTION MANAGEMENT



Leonard Marshall
MRICS
Project Executive




Dustin Alamo
CCM, LEED AP, DRE
Pre-Construction Mgr.




Lance Solomon
CCM
Sr. Construction Manager

MASTER ARCHITECT



Jeremy Hart
AIA, LEED AP, NCARB
Principal-In-Charge



Tracey Powl
ARCHITECT, LEED AP BD+C
Project Manager



Ti Than
ARCHITECT, LEED AP BD+C
Project Designer

SUMMARY OF EXPERIENCE



Leonard Marshall, Project Executive | Griffin Structures

Project Executive, Leonard Marshall, brings a wealth of public sector experience, including the recently completed Manhattan Beach Fire Station No.2 in addition to the \$52M Santa Clarita Canyon Country Community Center and Mint Canyon Channel Re-Development project. He additionally managed the largest campus development in North America for the University of California, Merced. This included several laboratories, student housing projects, parking, as well as community focused campus facilities. Leonard is also a Chartered Member for the Royal Institution of Chartered Surveyors. *Leonard Marshall will serve as the key point-of-contact for Griffin Structures.*



Dustin Alamo, Pre-Construction Manager | Griffin Structures

Vice President of Strategic Services, Dustin Alamo, oversees the earliest phases of Griffin Structures projects, particularly those delivered from 'concept to keys'. This includes early programmatic oversight, as well as the completion and adoption of integral studies and assessments, site selection, and more. Dustin's wealth of experience spans multiple fire stations and public safety developments, as well as a long history of successful partnerships with LPA Design Studios for projects such as the Valley Communications Center, Eastvale Civic Center with Police and Fire Station, and several other projects.



Lance Solomon, Sr. Construction Manager | Griffin Structures

Construction Manager, Lance Solomon, brings with him a diverse range of public sector experience from the perspective of a former public works inspector and certified construction manager on behalf of the Construction Management Association of America. Throughout his tenure, Lance Solomon has overseen the completion of projects such as the recently completed Orange City Fire Department Headquarters, as well as the ongoing Carlsbad Police and Fire Headquarters project and Campbell Police Operations Building alongside LPA Design Studios.

SUMMARY OF EXPERIENCE (CONTINUED...)**Jeremy Hart, Principal in Charge | LPA Design Studios**

With over 25 years in the architecture industry, Jeremy has deep expertise in the design and programming of civic facilities throughout California. He has over 20 years of experience working in partnership with Griffin Structures on a variety of project types ranging from large-scale civic centers to complex public safety buildings. *Jeremy Hart will serve as the key point-of-contact for LPA Design Studios.*

**Tracey Powl, Project Manager | LPA Design Studios**

Tracey Powl has over 25 years of experience working on a range of civic projects, with a high level of technical expertise and depth of knowledge in building codes. He has effectively served as project manager for several fire station projects in California and will utilize this specialized expertise on the Selma Fire Station No. 3 project.

**Ti Than, Project Designer | LPA Design Studios**

Ti is well versed in the design process and an expert at addressing the specific needs of a project to ensure the vision becomes a reality and objectives are achieved. With nearly 25 years of experience in the industry, Ti has been an integral design team member on a variety of public safety and civic facilities including fire stations, police departments, civic centers, city halls, and libraries.



SALINAS POLICE SERVICES HEADQUARTERS

July 15, 2024 Council Packet



References

PROJECT PHOTO

REFERENCE INFORMATION + PROJECT HISTORY



REFERENCE:

San Bernardino County; Rene Glynn; Supervising Project Manager, Project & Facilities Mgmt. Dept.; (909) 771-1223; rene.glynn@pfm.sbcounty.gov

PROJECT HISTORY:

San Bernardino County High Desert Govt Center (Design-Build); Public Safety Operations Center (Design-Build); Valley Communications Center (Design-Build) (pictured); Downtown Govt. Center; Public Defenders' Building (Design-Build)

KEY INDIVIDUALS INVOLVED:

Jon Hughes; Dustin Alamo; Lance Solomon; Jeremy Hart + LPA Team



REFERENCE:

James B. Vanderpool; Current City Manager, Anaheim; Former City Manager, Buena Park; (714) 562-3550; jvanderpool@anaheim.net

PROJECT HISTORY:

Buena Park Fire Station No.61 (pictured); Buena Park Police Department Headquarters; Buena Park Navigation Center; Buena Park Library; Buena Park Community Center

KEY INDIVIDUALS INVOLVED:

Jon Hughes; Dustin Alamo; Jeremy Hart + LPA Team



REFERENCE:

City of Manhattan Beach; Jeff Fijalka; Senior Civil Engineer; (424) 445-9350; jfijalka@manhattanbeach.gov

PROJECT HISTORY:

Manhattan Beach Fire Station No.2

KEY INDIVIDUALS INVOLVED:

Leonard Marshall; Jon Hughes; Dustin Alamo





References

PROJECT PHOTO

REFERENCE INFORMATION + PROJECT HISTORY



REFERENCE:

City of Rialto; Mark Kling; Chief of Police; 909.820.2550; mkling@rialtopd.com

PROJECT HISTORY:

Rialto Police Department (Design-Build)

KEY INDIVIDUALS INVOLVED:

Jeremy Hart; Ti Than; Erik Ring; Kathereen Shinkai; Jon Hughes; Dustin Alamo



REFERENCE:

City of Visalia; Mike Porter; 559.713.4300; mike.porter@visalia.city

PROJECT HISTORY:

Visalia Emergency Communications Center; Public Safety Office Building (Design-Build); City Council Chambers

KEY INDIVIDUALS INVOLVED:

Jeremy Hart; Ti Than; Jon Hughes; Dustin Alamo



REFERENCE:

City of Campbell; Todd Capurso; Public Works Director; 408.376.0958; publicworks@cityofcampbell.com

PROJECT HISTORY:

Campbell Police Operations Building

KEY INDIVIDUALS INVOLVED:

Jeremy Hart; Ti Than; Erik Ring; Kathereen Shinkai; Kari Kikuta; Jon Hughes; Dustin Alamo; Lance Solomon





Authorized Representative

Dustin Alamo, CCM, LEED AP, DRE BROKER 0193029
Vice President
P: 949.497.9000 x263 | 949.280.4441



Dustin Alamo, Vice President





Visalia Emergency Communications Center

VISALIA EMERGENCY
COMMUNICATIONS CENTER

Work Plan / Technical Services

As Owner's Representatives and Construction Managers, Griffin approaches each project with the perspective of an owner and the insight of a developer. Based on our blend of comprehensive experience in managing and developing projects, we have the unique ability to offer each client a complete 'menu' of professional services tailored to the specific requirements of their individual project.

Like an owner, we approach every project with a viewpoint that it is our own money, schedule, and facility to be planned, designed, constructed, and utilized. With an in-depth understanding of technical issues faced by a contractor, we have extensive field experience that guides us with decision making processes out on the field. Together, with these two key components, Griffin provides construction management services which ensure a successful project delivery of the highest quality.

With the above in mind, Griffin has developed an approach to assist the City in delivering a project which meets its budget and schedule expectations while also adhering to the assumption in the Project Understanding.



BUENA PARK FIRE STATION NO. 61

PHASE 1: PROGRAM VERIFICATION & CONCEPTUAL DESIGN

In Phase 1, we begin with the establishment of crucial communication channels, clarification of roles, and alignment of project objectives. These protocols are critical and are particularly key to a successful Program and Construction Management. We will establish a clear line of communication between the team members who will be utilized during the process. Working closely with City, Griffin will identify the proper channels for all communication between the design staff and, later, field (contractors and inspectors) to establish seamless communication for the duration of any project(s). This phase is pivotal in laying the groundwork for the successful realization of the project. The following depicts the tasks outlined as part of Phase 1 services.

Task 1.1 - Project Initiation

We kickoff this task by crafting a detailed Work Plan and Project Schedule, outlining the project's trajectory, key milestones, and responsibilities. A Project Kick-off meeting serves as our official start, where key stakeholders will be integrated to introduce themselves, define their roles, and collectively set the project's tone and direction. We plan to discuss the roadmap which will undergo refinement through collaborative review sessions with the City, ensuring alignment with expectations.. With the implementation of our robust document control system, which we will define later on in the approach, we ensure seamless document sharing and management throughout the project's lifecycle.

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Task 1.2 - Site Evaluation

It's critical to begin every project with due diligence, where we immerse ourselves in the site's physical realities, verifying existing conditions and assessing its potential. We will review all site data provided by the City, ensuring its adequacy for our forthcoming endeavors which is anticipated to include civil/topographic surveys, ALTA report, geotechnical reports, and anything more the City can furnish. Through site visits and comprehensive analysis, we gain invaluable insights into the site's characteristics, from soil composition to drainage patterns, laying the foundation for informed decision-making.

Task 1.3 - Building Program Verification

Guided by the City's Fire Station Space Needs Study, we delve into the intricacies of the project's functional requirements. We engage in dialogue with Fire Department representatives, conducting facility inspections and program review meetings bringing our Team's robust experience in planning, designing and building fire station projects throughout the State. Through collaboration and iteration, we will refine the Building Program, ensuring it reflects the needs and aspirations of all stakeholders involved.

Task 1.4 - Research Regulatory Requirements

Our Team will concurrently begin reviewing all regulatory codes and standards, where we navigate with precision to ensure compliance with all pertinent requirements. From Title 24 code stipulations to local ordinances, we will review with accuracy and may even call for a meeting with the City's Building Official to ensure interpretation of code based on some of the opportunities Fire Stations allow for. We also understand that the City will be leading the environmental analysis work and our Team will support by providing concept designs below in aide of pursuing a mitigated negative declaration (MND).

Task 1.5 - Conceptual Design

Drawing inspiration from site characteristics and stakeholder input as well as agreed upon programmatic parameters, we will craft two distinct design options, each embodying a unique vision for the project's future. Through collaboration with the Steering Committee, we will refine these concepts into a final iteration, ready to be presented to the City accompanied by a detailed schedule and budget developed for review and comment.

Ultimately, our work in Phase 1 will result in the following deliverables:

- Draft & final building program
- Site analysis
- Zoning and code analysis
- Two (2) conceptual design options and final conceptual design
- 3D BIM massing model of conceptual design
- Meeting minutes and record of concept reviews and comments
- Construction estimate of the final selected conceptual design
- CalGreen checklist
- Updated project master schedule and master budget

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PHASE 2: BRIDGING DOCUMENTS DEVELOPMENT

Upon the successful completion of Phase 1 and upon receiving formal authorization from the City, our focus shifts seamlessly towards the development of Bridging Documents for the Project. These documents serve as a vital conduit between the approved Conceptual Design Documents and subsequent project phases, ensuring clarity, cohesion, and alignment with the project's overarching goals.

Task 2.1 - Schematic Design

From architectural intricacies to structural integrity, mechanical specifications to landscape aesthetics, our Master Architect, LPA Design Studios, will articulate the project's vision and requirements. Through detailed floor plans, updated 3D BIM massing models, and comprehensive code analyses, we will work to achieve a synthesis of functionality and design, layered with sustainable principles and compliance with regulatory standards.

Task 2.2 - Performance Criteria

As stewards of project excellence, we craft Performance Criteria which serve as the guide for the project's functional objectives and quality standards. These documents will outline every aspect of the Project, from spatial requirements to environmental considerations, setting the stage for the selection and engagement of a Design-Build Entity. Our focus extends beyond mere functionality, encompassing elements of energy efficiency, green building standards, and value engineering processes, thereby ensuring a holistic and future-ready approach to project development.

Task 2.3 - Outline Specifications

With a keen eye for detail, we define the quality benchmarks that outline the project's design and construction. From site work specifications to architectural nuances, engineering systems to telecommunications standards, each element is articulated to uphold the City's vision and standards of excellence. Our commitment to sustainability and efficiency permeates through the specifications, and demonstrated through our portfolio of work through the State, aligning with the City's aspirations for a forward-thinking and environmentally conscious facility.

Task 2.4 - Budget & Schedule Updates

Navigating the intricacies of project budgeting, we provide preliminary estimates for Design-Build contract costs, which will aim to align with the City's financial objectives. Our recommendations for program or design modifications will be rooted in pragmatism and fiscal responsibility, ensuring that the project remains on track towards successful realization. This will include responding promptly to City feedback, providing updated schedules and construction budgets that chart a clear path towards project completion.



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Task 2.5 - Final Bridging Documents

With the culmination of our collective efforts, we will present the City with the final Bridging Documents package. Incorporating City feedback and insights, these documents serve as the cornerstone of the Design-Build Entity's Request for Statements of Qualifications package, paving the way for the project's seamless transition into the next phase.

To summarize, Phase 2 work will include the following deliverables:

- Final Bridging Documents, including:
 - » Schematic Design set including Architectural site and floor plans, exterior elevations, building sections, 3D renderings, and engineering narratives
 - » Outline specifications
 - » List of finishes, equipment, materials, and City standards.
 - » Final building program including gross and net square footages, room data /space criteria sheets, adjacency diagrams
 - » Updated CalGreen or LEED Silver checklist with description of design elements incorporated to achieve the selected points
- Updated 3D BIM massing model
- Submittal to City Planning & Building for preliminary review; response to comments received.
- Submittal to Public Works Environmental for initial CEQA review and determination.
- Updated Construction Cost Estimate
- Updated Project Schedule and Budget

PHASE 3: DESIGN-BUILD ENTITY (DBE) PREQUALIFICATION & SELECTION

As we progress into Phase 3, our focus shifts towards supporting the City in the process of selecting a Design-Build Entity (DBE) to execute the final design and construction of the Project. This two-step process encompasses rigorous evaluation and consultation, ensuring the engagement of the most qualified firm.

Task 3.1 – DBE Prequalification / Request for Statement of Qualifications

In tandem with the development of the bridging documents, we highly recommend that the City undertakes a detailed prequalification process for Design-Build Contractors (DBEs). The selection of a proficient DBE is paramount to the success of the project, contingent upon careful assessment and execution. To this end, Griffin Structures advocates for utilizing the Department of Industrial Relations questionnaire template as a framework for this endeavor. Collaborating closely with City staff and the Design Team, we will establish specific criteria encompassing overall revenue thresholds, bonding capacity, safety ratings (EMR), minimum experience requirements, and potentially, prequalification of specialty subcontractors. Moreover, we will proactively identify and extend invitations to reputable Contractors with proven expertise in constructing similar facilities, leveraging recommendations from local municipalities.

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Task 3.2 - Request for Proposal & DBE Selection

Upon the completion of the bridging documents and the selection of a prequalified list of Design-Build Contractors, Griffin will assume responsibility for overseeing and executing the bid process in strict adherence to City procurement policies. Serving as the primary point of contact, we will manage all bid Requests for Information (RFIs), bid-related communications, and substitution requests. Additionally, our team will supervise the issuance of Addenda and promptly respond to inquiries, ensuring transparency and clarity throughout the bidding process. To maintain schedule integrity, we will conduct regular weekly meetings with the project team to address bid-related RFIs and manage Addenda effectively. This rigorous approach guarantees that bidders are equipped with accurate scope details, facilitating the submission of responsive and responsible bids from the prequalified pool.

Following bid submission, Griffin will meticulously evaluate all responses and prepare a comprehensive Bid Analysis for review with the City. This analysis will encompass both qualitative and quantitative assessments, enabling the City to make informed decisions regarding the best value proposition. Upon confirmation of the recommended award by City staff, we will collaborate with the City to draft a detailed staff report outlining the award recommendation for presentation to the board.

Upon securing a Design-Build entity, Griffin will facilitate an introductory meeting with the selected DBE firm to evaluate the bridging documents, clarify design expectations, and provide guidance to expedite project commencement.

To summarize, Griffin will provide the following deliverables in Phase 3:

- Review and comment on City-provided RSOQ and RFP documents
- Response to Requests for Information (RFIs) and questions during the RSOQ and RFP solicitations
- Evaluation of DBE proposals submitted in response to the RSOQ and RFP solicitations
- Attendance at meetings during the RSOQ process for evaluation of DBE firm proposals
- Attendance at design review meetings with pre-qualified DBE firms during the RFP proposal development phase
- Attendance at meetings for the detailed review of proposal packages with the Selection Committee
- Documentation of all meetings, discussions, reviews, and generated information throughout this phase



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PHASE 4: DESIGN-BUILD ENTITY (DBE) FINAL DESIGN & CONSTRUCTION DOCUMENTS

Griffin will assume a pivotal role in providing design oversight and technical support to the City subsequent to the awarding of a Design-Build contract to the chosen DBE, spanning the final design development and construction documents phase of the Project.

Task 4.1 – Meeting Participation

We will begin this phase with a DBE Kick-Off/Pre-Design Meeting, convened in collaboration with the City and the selected DBE. This session as well as following design sessions will serve as a forum for issuing formal directives to the DBE, signaling the commencement of design development activities. Additionally, potential revisions, enhancements, or design intricacies are deliberated upon, ensuring alignment with project objectives. These meetings will track the design's progress, address critical issues and challenges to the design, and involve a robust analysis to ensure the project maintains its original intent.

Task 4.2 – DBE Design Submittal Reviews

Griffin will review and evaluate all design progress, construction document drawings, and specification submittals furnished by the DBE. At pivotal design milestones, including Design Development and successive stages of construction document completion, Griffin will deliver a comprehensive written evaluation to the City in the form of a constructability review. These reviews scrutinize adherence to Bridging Documents, performance criteria, and outline specifications, ensuring consistency and compliance.

One of the major advantages of selecting our Team, is that we hire professionals who have sat on all sides of the table. Our staff have backgrounds in architecture, engineering, and general contracting and are able to review design packages thoroughly for their (a) attention to detail, (b) completeness based on the phase of work, and (c) constructability as it relates to practicality, coordination and anticipation of issues that will turn into change orders later.

As such, we have a three-step approach to constructability review we assign to each design phase as noted below.

Preparation and Research. Griffin begins each constructability review with a high-level first pass of the design package for each building and related as-builts. It's critical we understand the entire work scope and how each piece relates to the overall project, prior to our detailed review. After this review period, we often visit the site to mentally absorb the boundary conditions, existing structures, utility conditions, topography, and other key issues that need to be integrated into a design package.

Review and Investigation. The next step in our constructability review process includes an in-depth review of the drawings. As mentioned earlier, Griffin utilizes its team of construction management experts with extensive backgrounds in construction, design / engineering, and development. Our seasoned staff reviews each drawing in detail and works through the Griffin checklist to ensure a comprehensive evaluation has been completed for each project.

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The checklist reviews materials, integration with other systems / trades, cost-benefit evaluations, and detail about each design element. We will also review project documents for missing information, ambiguous details, conflicts, and potential confusions. These are logged and returned, with suggestions for corrections, to the Design Team to integrate into the project documents. We apply the following standards to our review:

- Ensure the construction plans are clear and understandable
- Verify the drawings match specifications
- Be vigilant in recognizing missing information

Once the review is completed, we find it important to provide a final check of our own work to ensure comments and intentions are clear and articulate. The deliverable is provided to the City and the Design Team for review, consideration, and integration into the design package.

Implementation Review. Occasionally it may be difficult to determine whether comments have been incorporated into the design package. However, applying our Bluebeam technology, we can quickly compare and determine differences in the design sets to ensure City approved comments have been integrated into the package. The ultimate goal is to protect the City from costly oversights that could have been prevented in the pre-construction phase.

Additionally, and outside of constructability review services, Griffin has extensive experience in utilizing nearly every type of construction method on the market including wood-frame, steel-frame, concrete tilt-up, concrete masonry units (CMU), pre-engineered metal building (PEMB), to even modular shipping containers. We will review the options with the City based on cost, schedule, maintenance, and lifecycle expectancy and make a recommendation.

From a value engineering perspective, we will play a pivotal role in evaluating proposals submitted by the DBE, providing informed recommendations to the City for consideration. This collaborative approach maximizes the benefits inherent in the Design-Build process, harnessing the DBE's creativity and flexibility to optimize project outcomes.

To summarize, Griffin will provide the following deliverables in Phase 4:

- Attendance at Kick-Off/Pre-Design meeting and provision of comprehensive meeting minutes.
- Review and meticulous written evaluation of DBE submittals across key project milestones, including Design Development and successive stages of construction document completion.
- Evaluation and recommendation on value engineering and added value proposals submitted by the DBE, fostering collaborative decision-making to optimize project outcomes.



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PHASE 5: CONSTRUCTION PHASE SUPPORT

Phase 5 will transition into management and administration of the DBE as it moves into the construction phase until the successful completion of the project. Throughout the construction phase, we will provide on-site Construction Management and will serve as the City's vigilant eyes and ears on the ground, monitoring construction activities to uphold compliance with the Construction Documents and prescribed quality standards. The below outlines the specifics of the anticipated tasks.

Task 5.1 – Construction Observation & Project Site Management

A paramount priority entails maintaining a diligent on-site presence for daily observation and monitoring of construction work. Griffin Construction Managers are inherently construction inspectors. By utilizing our keen understanding of all aspects of construction, our Construction Manager will perform regular inspections of all aspects of the project daily. We will review material deliveries, material types, installation methods, finished installations in comparison to contract documents, and construction code adherence.

Additionally, we will coordinate the timely execution of all specialty inspections, including geotechnical, building dept., special inspections, and materials testing, to ensure the City receives the highest level of quality and consistency with the plans and specifications as well as all standards and practices.

Griffin employs multiple forms of photography and technology to enforce the quality of the construction process. Accordingly, we will perform the following:

- Record Existing Conditions. Before a DB Contractor begins construction, we will perform detailed video surveillance of the entire site and the surrounding site to ensure there is no damage to the existing infrastructure and mitigate against any potential future claims.
- Daily Photography. Griffin will photograph the progress of the job daily. This will serve as a record of the project throughout the job and a vehicle for resolving issues.
- Bluebeam technology. Griffin employs the use of Bluebeam technology to facilitate the communication of challenges in the field for their quick resolution and documentation.
- BIM technology. Griffin has extensive experience in the deployment and management of Building Integration Modeling and can adequately identify and resolve issues that are discovered through this medium.

We will employ our Field Observation Report weekly. Typically updated and presented at the weekly meeting, we will track all issues, and observations, identified by the CM and the project team (DBE, City, operations staff, etc.) and follow them on this log. The log will identify the issue, the date it was observed, a photograph of the issue, and a resolution description once the item has been closed. In effect, this log serves as a running punch list of all issues identified and addresses these issues promptly.

*** CONFIDENTIAL ***

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Task 5.2 – Construction Progress & Site Meetings

To facilitate effective communication and coordination, our Team will conduct weekly construction progress meetings, bringing together key stakeholders from the DBE and City Project Management Team. Through documentation and dissemination of meeting outcomes, we will foster a collaborative environment conducive to swift decision-making and timely resolution of issues.

Task 5.3 – Construction Schedule & Budget Management

Vigilant oversight of the construction schedule and budget remains integral to our approach, with our Team conducting regular assessments and analyses to identify deviations and potential risks. By providing informed recommendations and conducting monthly earned value analyses, we will empower the City to make data-driven decisions to ensure the Project remains on track and within budgetary constraints. As part of these efforts, we break down this work into the following four components:

DBE Schedule Oversight

One key aspect of this effort will be to ensure the project schedule is maintained. To do so, Griffin will oversee the DBE entity's production of the comprehensive construction schedule that incorporates all the elements above that occur during construction and demonstrate a clear and logical critical path. Our extensive construction experience will determine if the DBE has a good understanding of the project that is both realistic and achievable.

Griffin will then provide strict communication protocols to ensure answers to questions, reviews of submittals, submissions for deferred permits, and requests for inspections are all process timely and effectively.

Corrective measures may need to be implemented should the DBE fall behind. As described above, the City and project suffer when the DBE fails. Therefore, Griffin will employ extensive field experience and construction understanding to provide solutions to schedule failures to maintain the project's overall objectives and protect the City's investment.

By these methods, Griffin will maintain the project schedule and expedite productivity as needed.

DBE Financial Controls

Another critical aspect to the success of any project, specifically Design-Build projects, is the effective management of financial controls. Griffin has extensive experience in financial controls and is uniquely qualified in employing those controls, specifically in the execution of Design-Build projects.

Griffin is keenly aware of the importance of maintaining financial controls over the invoicing process. Accordingly, we will establish a systematic approach to reviewing invoices specifically by executing the following:

- Establishing a very detailed Schedule of Values that breaks out both labor and materials for each trade and spec section.
- Review all invoices for consistency with improvements installed in the field.
- Investigate the DBE's payment policies to subcontractors to avoid issues of non-payment.
- Evaluate subcontractor performance to anticipate potential bankruptcies of subcontractors who are not adequately solvent to perform on the job.

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DBE Change Controls

Construction projects are inherently iterative operations. With multiple efforts and coordination of tasks and efforts underway concurrently, managing the discovery and correct identification of changes is particularly challenging. Accordingly, we will review and address all possible changes in work in the following manner:

- The first component to correctly addressing possible changes in scope and cost is to identify what is and is not a real change. We will perform a comprehensive analysis of the issue at hand and determine if a change has occurred. Key to this is the detailed understanding of the Bridging Documents and an understanding of the initial program that was provided to the DBE. We will provide insight during the Bridging Documents' final development and a firm interpretation of those documents in their interpretation regarding our analysis of the proposed change to preserve the City's interests prudent budgetary constraints. The key to this analysis is our enhanced understanding of contracts and scope to determine if the issue is already covered under the existing scope.
- If a change is in fact necessary, we will then seek to execute this change in a manner that results in a no-cost solution to the City. This may involve proposing materials and/or methods that are comparable in scope to the original intent, thus allowing for solutions that do not compromise quality, schedule, or cost.

- If such an option is not possible, or if unforeseen conditions materialize that result in a real change to the project's cost, Griffin will then perform a detailed analysis of the best form of execution. This may take the form of a hard estimate for the proposed change or if a T&M execution is in the project's best interest. Another option is to utilize a T&M/Not-to-Exceed method, which allows for the execution of a proposed change while putting a ceiling on the final costs of the change.
- Finally, any change that is officially recognized will undergo a detailed examination of costs, including but not limited to: materials back up, labor analysis, labor rate analysis, detailed subcontractor back-up, time impacts, and a unit cost comparison based on industry trends.

Together, with these tools, we will be able to provide financial protection to the Client to avoid production challenges, protect the City's resources against overpayment, and ensure proper accounting of the project's health.



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Claims Mitigation

Of particular importance to the health of a project is claims management. The most effective way to mitigate claims is to avoid them altogether. This seems obvious but is, in fact, the most challenging aspect of managing a successful project. To prevent claims, there are a few fundamental principles that we follow:

- **Clarity = Enforceability:** If the direction is clear, the drawings and specifications consistent, and the direction to the field in line with these documents, then there is little to no chance of a future claim.
- **When everyone succeeds, the City succeeds:** This is a critical concept that many professionals do not grasp or pursue. Claims arising out of a need to mitigate against risk or loss. Avoiding risk for all parties lowers the likelihood of claims.
- **Commitment to Value:** Despite the efforts above, sometimes things go wrong. A submittal gets submitted and approved incorrectly. A material specification is discontinued, and its replacement is three times the cost. Drawings do not identify the total scope of work. In instances like these, a clear commitment to value rules the process. In each of the instances listed above, Griffin can navigate and resolve these issues in a manner that provides value to the City (i.e., little or no cost increase), continued progress (timely decisions that do not delay the schedule), and creative architectural solutions (maintaining the overall quality of the finished product). By having a balanced understanding of all the aspects of value to the project, Griffin can mitigate the conditions that often result in claims.

- **Clear Documentation and Legal Understanding:** Despite all the above, sometimes claims do arise. The critical defense against these occurrences is clear documentation and a comprehensive understanding of the contract and contract code. Griffin Structures employs elite construction management professionals with an extensive knowledge of contracts and contract code and employs a sophisticated and comprehensive document management system that ensures claims can be mitigated when unavoidable. A more detailed description of our document management system is provided below.

Task 5.4 – Project File Management

Efficient document management lies at the heart of effective project administration, and we maintain a robust web-based construction management platform called Submittal Exchange. This platform allows us to track all project document controls, including the management of correspondence, documents, submittal/review approvals, RFIs, daily reports, punch lists, drawings, Change Management process, and countless other activities. This provides our team with the ability to significantly improve workflow with its additional project management features, including scheduling, asset management, and planning.

By utilizing Submittal Exchange, Griffin Structures will establish a hub to save and manage all project documents. Utilizing this system as a single source of document control will provide clear and consistent communication to the field. This ensures comprehensive document coordination and protection against claims while also accelerating the construction schedule with streamlined communications. This could ultimately save the entire project significant costs by eliminating printing and shipping and improving operational efficiency.

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Task 5.5 - DBE Submittal Reviews

Furthermore, we will review and assess all DBE submittals, payment requests, and compliance with prevailing wage reporting regulations. By evaluating each submission and providing timely feedback, we will maintain accountability and adherence to contractual obligations, thereby safeguarding the City's interests.

Task 5.6 - Master Architect Construction Phase Responsibilities

In tandem with the Team's efforts, LPA will diligently review and evaluate DBE-generated documents, ensuring alignment with project design criteria and objectives. By participating in construction progress meetings and conducting periodic observations, LPA will provide valuable insights and recommendations to uphold the integrity and quality of the Project's execution.

Through commitment and diligent oversight, we endeavor to uphold the City's interests and ensure the successful execution of the construction phase, thereby bringing the Project to fruition in accordance with established standards and objectives.



PHASE 6: PROJECT CLOSEOUT

In this final phase of work, our focus shifts towards evaluating the overall performance of the Project, ensuring that all aspects are reviewed, and any outstanding details are addressed with accuracy guaranteeing a seamless transition for the end-user. We tend to break delineate our efforts into the following objectives:

Punchlist Coordination & Documentation

Efficiently coordinating, documenting, and tracking the completion of Punchlist items is essential to achieving the Project's desired outcome. By addressing these items, we ensure that any lingering deficiencies are promptly rectified to meet the highest standards of quality and satisfaction. Specifically, Griffin will employ a Field Observation Log during construction to identify quality issues observed by the project team on an ongoing basis. This will serve to function as an ongoing pre-punch list and help minimize issues discovered at final punch walks. Griffin will also oversee the following punch walks to confirm corrective action is resolved. Once completed, Griffin will issue a comprehensive punch list for completion by the DB Contractor. Griffin will oversee the completion of these items and ensure that all deficiencies and corrections are completed to the City's satisfaction.

Management of Warranty Work

As the Project nears completion, effective management of warranty work becomes imperative to safeguarding the City's interests and ensuring long-term satisfaction. By overseeing and coordinating warranty-related activities, we uphold our commitment to delivering a final product that exceeds expectations and withstands the test of time.

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Final Project Cost Evaluation

Thoroughly documenting and evaluating the final project costs is crucial for providing the client with comprehensive insights into the financial aspects of the Project. By conducting a cost evaluation, we enable informed decision-making and ensure transparency throughout the Project's lifecycle.

Review of DBE Closeout Documentation

Reviewing the DBE's close-out documentation and As-Builts/Record Drawings are essential for verifying compliance with established standards and specifications. Through detailed scrutiny, we confirm the accuracy and completeness of all submitted documentation, providing the City with the assurance that all contractual obligations have been fulfilled to the highest degree. Integral to our cloud-based document management system, Submittal Exchange will assemble all guarantees, certifications, affidavits, leases, easement deed, operating and maintenance manuals, warranties, and any other closeout documents. This system will provide a complete digital file for all documents for future use, as well as maintain a cloud-based file for future use.

Delivery of Final Documents

Delivering the final documents in both hard copy and electronic formats for City archives ensures seamless access to critical project information for future reference and maintenance purposes. By providing comprehensive documentation, we empower the City to effectively manage and maintain the Project's integrity over its lifecycle.

As we navigate through completion of the project, our unwavering commitment to excellence in project delivery remains consistent, ensuring that every aspect of the Project is reviewed and finalized to the highest standards of quality and satisfaction. Through diligent coordination and attention to detail, we pave the way for a successful completion of the Project.

CONCLUSION

We take pride in providing unparalleled professional program management services. As described above, Griffin will serve as the eyes and ears of the City. Our mantra is 'no surprises.' We achieve that by proper management (avoiding the issues in the first place), and clear and concise documentation (for defense and resolution of unavoidable issues). Accordingly, Griffin will provide comprehensive program management services to plan, design, and successfully deliver a facility the City which will be a key cornerstone of the community it serves.



BUENA PARK POLICE DEPT HEADQUARTERS

*** CONFIDENTIAL ***

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WESTMINSTER POLICE
DEPARTMENT HEADQUARTERS

July 15, 2024 Council Packet



Jon Hughes

CCM, DBIA

Principal-In-Charge

E D U C A T I O N

Bachelor of Science, Westmont College

C E R T I F I C A T I O N

Certified Construction Manager (CCM)

Design Build of America Institute (DBIA) Associate

A F F I L I A T I O N S

NAVFAC and US Army Corps Construction Quality Management (CQM) Program

Y E A R S O F E X P E R I E N C E

31

Q U A L I F I C A T I O N S

President, Jon Hughes, offers a wealth of expertise in Program and Construction Management, contributing to the successful completion of many of California’s most prestigious properties. His tenure spans virtually every project type, including administrative headquarters, corporate yards/warehouses, community centers, recreational facilities, public safety and healthcare, as well as maintenance and infrastructure projects. Jon’s extensive background, coupled with his demonstrated early career experience in the field, further enhances his ability to guide our team in order to provide Excellence in Project Delivery to each client we serve.

R E P R E S E N T A T I V E E X P E R I E N C E

- Buena Park Fire Station No.61, CA
- Carlsbad Police & Fire HQ Renovation Project, CA
- Cathedral City Fire Station No. 411, CA
- Eastvale Civic Center Police Station & Fire Station, CA
- Manhattan Beach Fire Station No.2, CA
- Orange City Fire Department Headquarters, CA
- Tustin Fire Station No. 37, CA
- Fairfield Fire Station, CA
- Salinas Police Services Headquarters, CA
- San Bernardino County, Valley Communication Center, CA
- Rialto Police Department, CA
- Victorville Police Department, CA
- Campbell Police Operations Building, CA
- Visalia Civic Center Ph2 Project, CA
- Buena Park Police Headquarters, CA
- Visalia 9-1-1 Emergency Communications Center, CA
- Westminster Police Department Headquarters, CA
- Tustin Fire Station No. 37, CA
- San Bernardino County, Public Safety Ops Ctr, Hesperia, CA
- Carlsbad Police & Fire Headquarters Renovation Project, CA
- Manhattan Beach Fire Station No.2, CA
- Inglewood Emergency Operations Center, CA
- Tustin Admin Building, Yard & Emergency Ops Center, CA
- Fairfield Police Station, CA





Leonard Marshall

MRICS
Project Executive

EDUCATION

Master of Science, Construction Management & Quality Surveying, Hertfordshire College of Building

CERTIFICATION

Chartered Member, Royal Institution of Chartered Surveyors

AFFILIATIONS

Construction Management Association of America

Western Council of Construction Consumers

YEARS OF EXPERIENCE

39

QUALIFICATIONS

An expert in Program and Construction Management in the United States as well as internationally, Leonard “Len” has proven experience in project risk analysis, and risk management. His project portfolio encompasses new construction and extensive renovations on both private and community properties. He is experienced in planning and implementation of all phases of construction project management, which includes financial viability assessment of projects, claims avoidance and mitigation, property development, staff resources management/ coordination, pre-design, contract negotiation, on-site construction oversight, cost management, feasibility studies, and cost engineering.

REPRESENTATIVE EXPERIENCE

- Manhattan Beach Fire Station No.2, CA
- Santa Clarita Canyon Country Community Center, CA
- Inglewood Main Library Renovation, CA
- Access Services, Antelope Valley Paratransit Operations & Maintenance Facility, El Monte, CA
- City of Santa Monica Renovations & Seismic Retrofits, CA
- City of Chatsworth Renovations & Seismic Retrofits, CA
- Access Services, Construction Project Management, Los Angeles, CA
- University of Merced 2020 Expansion, Four (4) Housing Developments, Merced, CA (\$1.5B)
- Summit Casino & Resort, Central Valley, CA (\$550M)
- Hilton Hotel, Guam, USA
- Table Mountain Casino Resort, Friant, CA
- Valley View Casino, Valley Center, CA
- Langham Hilton Hotel Historical Renovation, London, UK
- Billingsgate Market Historical Renovation, London, UK
- Offshore Gas Pipeline, Chevron Houston, Chevron Nigeria
- BreitBurn Energy Partners, Orcutt, CA
- American Water, Vandenberg Air Force Base (AFB), CA



Dustin Alamo

CCM, LEED AP, DRE BROKER #01930629
Pre-Construction Manager

E D U C A T I O N

Bachelor of Architecture
University of Colorado, Boulder

C E R T I F I C A T I O N

State of California Licensed Real Estate Broker

Certified Construction Manager (CCM)

LEED Accredited Professional

A F F I L I A T I O N S

U.S. Green Building Council, Member

Construction Management Association of America, Member

State of California Licensed Real Estate Broker DRE #01930629

Y E A R S O F E X P E R I E N C E

20

Q U A L I F I C A T I O N S

Dustin serves as the Vice President of Strategic Services for Griffin Structures, Inc. His primary responsibilities include the executive management of all needs assessment and master planning projects ranging by facility type, including corporate yards, administration facilities, library and cultural arts buildings, law enforcement facilities, fire safety facilities, community and senior centers, utility facilities, and others. In addition, Dustin is skilled at developing long-term facility plans (ranging from \$10M to \$400M) which incorporate future space requirements, phasing considerations, and capital funding mechanisms such as bonds, repositioning real estate assets, and public private partnerships (P3).

R E P R E S E N T A T I V E E X P E R I E N C E

- Buena Park Fire Station No.61, CA
- Cathedral City Fire Station No. 411, CA
- Manhattan Beach Fire Station No.2, CA
- Morgan Hill Butterfield Fire Station Pre-Development, CA
- Salinas Police Services Headquarters, CA
- Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA
- San Bernardino County, Valley Communications Center, CA
- Buena Park Police Department Headquarters, CA
- Visalia Emergency Communications Center, CA
- Watsonville Civic Center & Police Department, CA
- Covina Police Department Pre-Development, CA
- Garden Grove Police & Fire Department Headquarters Pre-Development, CA
- Hesperia Police Department Headquarters, CA
- Inglewood Emergency Operations Center Renovation, CA
- Newport Beach Police Department Pre-Development, CA
- Redondo Beach Shooting Range Pre-Development, CA
- Rialto Police Department Pre-Development, CA
- San Bernardino County Public Safety Operations Center, CA
- Westminster Public Safety Training Center, CA
- Yucaipa Police Department Pre-Development, CA





Lance Solomon

CCM
Sr. Construction Manager

**EDUCATION /
CERTIFICATIONS**

Certified Construction Manager (CCM)

Qualified SWPPP Practitioner

APWA, Public Works Inspection Certification

Certified Professional in Erosion & Sediment Control (CPESC)

Confined Space Training

Concrete Field Testing Technician

OSHA, Construction Safety & Health

US Army Corps, Construction Quality Mgmt

CPR & Basic First Aid, ASHI

YEARS OF EXPERIENCE

28

QUALIFICATIONS

Lance Solomon offers more than 25 years of construction experience that encompasses public works renovations and new construction, educational facilities, sports parks/recreational facilities, underground utilities, demolition, and stormwater. His responsibilities have encompassed preparation of a bid ability review; evaluation of the bids; conduction of the pre-construction conference; and processing control documents such as minutes, progress payments, schedules, change orders, weekly reports, and all federally and state required documents.

REPRESENTATIVE EXPERIENCE

- Carlsbad Police & Fire Headquarters Renovation Project, CA
- Campbell Police Operations Building Renovation, CA
- Orange City Fire Department Headquarters, CA
- Dixon Hall Memorial Park, CA
- San Juan Capistrano Paseo Adelanto Mixed-Use Housing & City Hall, CA
- Lake Forest Sports Park & Recreation Center, CA
- East Bay Regional Parks District, Aquatic Ctr, Oakland, CA
- Mountain View Rengstorff Park Aquatic Center, CA
- San Bruno Recreation & Aquatics Center, CA
- Vista Hermosa Aquatic Ctr & Sports Park, San Clemente, CA
- Esencia Sports Park, Mission Viejo, CA
- Rialto Frisbie Park Expansion, CA
- San Bernardino County Lake Gregory Dam Rehabilitation, CA
- Carlsbad Pine Avenue Community Center & Gardens, CA
- Huntington Beach Senior Center in Central Park, CA
- Jurupa Area Recreation & Park District, Vernola Park Expansion & Community Center, CA
- Campbell Library Renovation, CA
- Seegerstrom Concert Hall, Costa Mesa, CA
- Carlsbad Orion Center Maintenance Building, CA
- Oso Parkway, Laguna Hills, CA
- Urban Runoff Treatment Facility, San Clemente, CA
- Arroyo Avenue Landslide Winterization, Oceanside, CA
- Roblar Road Emergency Repair, Camp Pendleton, CA





Ryan Craven

CPE, CMIT

Cost Estimator

EDUCATION

Bachelor of Science, Construction Engineering, National University, Costa Mesa

CERTIFICATION

Certified Public Estimator (CPE)

Construction Manager in Training (CMIT)

AFFILIATIONS

American Society of Plumbing Engineers (ASPE)

CoreNet Global (Young Leaders Group)

YEARS OF EXPERIENCE

17

QUALIFICATIONS

Ryan is an expert in value engineering and construction cost estimating, including master planning, conceptual, schematic design development, and construction document phases. He is a skilled mediator, participating in change order preparation, validation, and negotiation. He has reconciliation experience with general contractors and subcontractors, and communicates well with all design team members, promoting open-door dialogue and effective project solutions.

REPRESENTATIVE EXPERIENCE

- Buena Park Fire Station No.61, CA
- Cathedral City Fire Station No. 411, CA
- Manhattan Beach Fire Station No.2, CA
- Morgan Hill Butterfield Fire Station Pre-Development, CA
- Salinas Police Services Headquarters, CA
- Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA
- San Bernardino County, Valley Communications Center, CA
- Buena Park Police Department Headquarters, CA
- Visalia Emergency Communications Center, CA
- Watsonville Civic Center & Police Department, CA
- Covina Police Department Pre-Development, CA
- Garden Grove Police & Fire Department Headquarters Pre-Development, CA
- Hesperia Police Department Headquarters, CA
- Inglewood Emergency Operations Center Renovation, CA
- Newport Beach Police Department Pre-Development, CA
- Redondo Beach Shooting Range Pre-Development, CA
- Rialto Police Department Pre-Development, CA
- San Bernardino County Public Safety Operations Center, CA
- Westminster Public Safety Training Center, CA
- Yucaipa Police Department Pre-Development, CA





Jeremy Hart

AIA, LEED AP BD+C, NCARB

Principal-in-Charge

EDUCATION

Bachelor of Architecture
Cal Poly Pomona

CERTIFICATION

Licensed Architect, California
No. 29148

LEED Accredited Professional

AFFILIATIONS

American Institute of Architects
U.S. Green Building Council

YEARS OF EXPERIENCE

25

QUALIFICATIONS

As Director of Civic + Cultural at LPA, Jeremy Hart designs with discovery and impact in mind. With more than 25 years of experience, he believes that the direction of design should reflect the will of the community.

As an architect and a history buff, Jeremy is driven by the desire to create and influence our environment in a meaningful way. He asserts that architects' ability to create meaningful impressions on people can influence a community, interactions and the surrounding environment. Jeremy approaches each project like a puzzle that needs to be solved, uncovering each factor that may contribute to a project. Jeremy strives to learn how the project site and environment will inform the functional requirements of the building program and the values of the community.

REPRESENTATIVE EXPERIENCE

- Salinas Police Services Headquarters, Salinas, CA
- Rialto Police Department, Rialto, CA
- Buena Park Fire Station No. 61, Buena Park, CA
- Cathedral City Fire Station No. 411, Cathedral City, CA
- Orange County Fire Authority Station No. 20, Irvine, CA
- Orange County Fire Authority Station No. 55, Irvine, CA
- Orange County Fire Authority Station No. 38, Irvine, CA
- Orange County Fire Authority Station No. 27, Irvine, CA
- Orange County Fire Authority Station No. 39, Irvine, CA
- Orange County Fire Authority Station No. 47, Irvine, CA
- Visalia Emergency Communications Center, Visalia, CA
- Valley Communications Center, San Bernardino, CA
- Fire Station No. 178, Rancho Cucamonga, CA
- Victorville Police Department, Victorville, CA
- Chino Hills Government Center - Police & Fire Facilities, Chino Hills, CA
- High Desert Public Safety Operations Center, Hesperia, CA
- Campbell Police Operations Building, Campbell, CA
- San Bernardino County Forensic Sciences Lab, San Bernardino, CA





Tracey Powl

ARCHITECT, LEED AP BD+C

Project Manager

EDUCATION

Bachelor of Science, Aerospace Engineering, Cal Poly Pomona

CERTIFICATION

Licensed Architect, California
No. 33257

LEED Accredited Professional

AFFILIATIONS

U.S. Green Building Council

YEARS OF EXPERIENCE

25

QUALIFICATIONS

An architect with more than 25 years of experience, Tracey has worked on a range of projects in the civic, corporate, targeted developer and education markets. His knowledge of building codes reflects his technical expertise and attention to detail.

Tracey is adept to approach each project with logic and reason, while remaining flexible to varying project demands. Dedicated to project performance goals, he has an extensive understanding of building systems. On the Selma Fire Station No. 3 project, Tracey will assist with all phases of from schematic design through completion to deliver the design for an efficient and effective space.

REPRESENTATIVE EXPERIENCE

Buena Park Fire Station No. 61, Buena Park, CA
Cathedral City Fire Station No. 411, Cathedral City, CA
Orange County Fire Authority Station No. 20, Irvine, CA
Orange County Fire Authority Station No. 55, Irvine, CA
Orange County Fire Authority Station No. 38, Irvine, CA
Orange County Fire Authority Station No. 27, Irvine, CA
Orange County Fire Authority Station No. 39, Irvine, CA
Orange County Fire Authority Station No. 47, Irvine, CA
San Bernardino County Forensic Sciences Lab,
San Bernardino, CA
Tustin Corporate Yard, Tustin, CA
West Hollywood Aquatics and Recreation Center,
West Hollywood, CA
LAUSD Fremont High School Expansion (Design Build),
Los Angeles, CA



Ti Than

ARCHITECT, LEED AP BD+C
Project Designer

E D U C A T I O N

Bachelor of Architecture
Cal Poly Pomona

C E R T I F I C A T I O N

Licensed Architect, California
No. C38322

LEED Accredited Professional

A F F I L I A T I O N S

U.S. Green Building Council

Y E A R S O F E X P E R I E N C E

23

Q U A L I F I C A T I O N S

For over 20 years, Ti has worked as a designer for civic projects. With his range of experience, he is well versed in adapting the design process to meet the specific needs and ensure that the vision for the project becomes the reality and the objectives are achieved.

On the Selma Fire Station No. 3 project, Ti will act as the lead project designer and be responsible for the initial master plan studies, conceptual design process through construction documentation and communicating the design concepts to the client. Ti will use BIM application tools, 3-D modeling and renderings to help visualize the concept and idea.

With a creative design approach that uses sustainable strategies, Ti has a keen eye for detail and effective communication to bring a concept to life.

R E P R E S E N T A T I V E E X P E R I E N C E

- Salinas Police Services Headquarters, Salinas, CA
- Cathedral City Fire Station No. 411, Cathedral City, CA
- Buena Park Fire Station No. 61, Buena Park, CA
- Chino Hills Government Center - Police & Fire Facilities, Chino Hills, CA
- Rialto Police Department, Rialto, CA
- Campbell Police Operations Building, Campbell, CA
- High Desert Government Center, Hesperia, CA
- San Bernardino County Forensic Sciences Lab, San Bernardino, CA
- Oroville Government Center Campus, Butte County, CA
- Tustin Corporate Yard, Tustin, CA
- West Hollywood City Hall, West Hollywood, CA
- West Hollywood Aquatics and Recreation Center, West Hollywood, CA





Daniel Wang

SE, PE

Director of Structural Engineering

EDUCATION

Master of Science, Civil Engineering
University of Southern California

Bachelor of Science, Civil Engineering
University of Southern California

CERTIFICATION

Licensed Structural Engineer (SE),
California, No. S4453

Licensed Professional Engineer (PE),
California, No. C46318

AFFILIATIONS

Structural Engineers Association of
Southern California (SEAOSC)

YEARS OF EXPERIENCE

37

QUALIFICATIONS

With more than 30 years of structural engineering experience, Daniel uses his extensive experience in design and construction to create a holistic approach between architecture and engineering. He provides comprehensive technical design, delivering innovative structural solutions for a wide variety of project types utilizing a hands-on approach during all design phases, from agency processing, through construction administration to project closeout.

Passionate about innovation and creativity, Daniel is committed creating cohesive solutions to complex challenges. The ingenuity of every solution matures with each project, often allowing exploration in new techniques. Awareness to these opportunities and employment of them, is Daniel's key to successfully delivering desired project objectives, such as safety, functionality, efficiency and constructibility.

REPRESENTATIVE EXPERIENCE

Buena Park Fire Station No. 61, Buena Park, CA

Orange County Fire Authority Station No. 20, Irvine, CA

Garden Grove Fire Department, Garden Grove, CA

County of Orange Civic Center, Santa Ana, CA

LAUSD Hamilton High School Modernization (Design-Build),
Los Angeles, CA

LAUSD Roosevelt High School Modernization (Design-Build),
Los Angeles, CA

West Hollywood City Hall, West Hollywood, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA

Laguna Niguel City Hall and Library, Laguna Niguel, CA

Malibu City Hall and Library Renovation, Malibu, CA





Erik Ring

PE, LEED FELLOW

Director of Engineering,
MEP Engineer

EDUCATION

Master of Architecture
UC Berkeley

Bachelor of Engineering
Harvey Mudd

CERTIFICATION

Licensed Professional Engineer (PE),
California, No. 31731

LEED Fellow

AFFILIATIONS

U.S. Green Building Council

American Society of Heating,
Refrigerating and Air Conditioning
Engineers (ASHRAE)

YEARS OF EXPERIENCE

28

QUALIFICATIONS

As Director of Engineering, Erik Ring provides overall leadership for the LPA's multi-disciplinary engineering efforts including structural, sites, and systems design focused teams. The engineering teams at LPA work to enhance our approach of an informed design process using integrated teams. Erik provides technical and design leadership for integrating appropriate, cost-effective and high-performance engineering solutions for LPA projects. His focus is on integrating sustainable design strategies within LPA projects through understanding every projects' goals, opportunities, and constraints.

Erik's professional experience includes engineering, research, commissioning and building energy analysis for over 50 LEED and green building projects. Erik specializes in designing high-performance HVAC systems and energy-efficient buildings. He applies passive strategies, load reduction, proven technologies and sound engineering to optimize energy performance and indoor environmental quality, while minimizing capital, energy, and maintenance costs for LPA clients.

REPRESENTATIVE EXPERIENCE

Salinas Police Services Headquarters, Salinas, CA

Buena Park Fire Station No. 61, Buena Park, CA

Orange County Fire Authority Station No. 20, Irvine, CA

Rancho Cucamonga Fire Station No. 178, Rancho Cucamonga, CA

Rialto Police Department, Rialto, CA

Valley Communications Center, San Bernardino, CA

San Bernardino County Forensic Sciences Lab, San Bernardino, CA

High Desert Public Safety Operations Center, Hesperia, CA

Campbell Police Operations Building, Campbell, CA

County of Orange Civic Center, Santa Ana, CA

Colton Civic Center Feasibility Study, Colton, CA

Tustin Corporate Yard, Tustin, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA

Laguna Niguel City Hall and Library, Laguna Niguel, CA





Kathereen Shinkai

PE, F.ASCE

Director of Civil Engineering

EDUCATION

Bachelor of Science, Civil Engineering
University of California, Irvine

CERTIFICATION

Licensed Professional Engineer (PE),
California, No. 68369

ASCE Fellow

AFFILIATIONS

American Society of Civil Engineering

YEARS OF EXPERIENCE

25

QUALIFICATIONS

As a civil engineer, Kathereen Shinkai has extensive experience with local agencies, and has strong working relationships developed with agency staff which enables more timely and efficient plan review and permit processing.

Kathereen has managed and designed a range of projects that include institutional, retail/commercial centers, master planned residential communities, religious facilities, public works and industrial facilities. Her technical expertise includes the design and coordination of water, sewer, storm drain, horizontal control, rough and precise grading and street improvements plans. Kathereen is also adept in obtaining environmental compliance and has prepared many EIR, SWPPP and WQMP reports.

REPRESENTATIVE EXPERIENCE

Salinas Police Services Headquarters, Salinas, CA

Rancho Cucamonga Fire Station No. 178, Rancho Cucamonga, CA

Valley Communications Center, San Bernardino, CA

Rialto Police Department, Rialto, CA

High Desert Government Center, Hesperia, CA

High Desert Public Safety Operations Center, Hesperia, CA

Campbell Police Operations Building, Campbell, CA

San Bernardino County Forensic Sciences Lab, San Bernardino, CA

County of Orange Civic Center, Santa Ana, CA

Laguna Niguel City Hall and Library, Laguna Niguel, CA

Malibu City Hall and Library Renovation, Malibu, CA

West Hollywood City Hall, West Hollywood, CA

West Hollywood Aquatics and Recreation Center,
West Hollywood, CA

LAUSD Hamilton High School Modernization (Design Build),
Los Angeles, CA

LAUSD Roosevelt High School Expansion (Design Build),
Los Angeles, CA





Kari Kikuta

PLA, ASLA

Director of Landscape Architecture

EDUCATION

Bachelor of Landscape Architecture
Cal Poly Pomona

CERTIFICATION

Licensed Landscape Architect,
California, No. 4932

AFFILIATIONS

American Society of Landscape
Architects

YEARS OF EXPERIENCE

25

QUALIFICATIONS

Kari Kikuta designs outdoor spaces to positively shape environments for meaningful uses. As LPA's Director of Landscape Architecture, Kari is primarily focused on developing landscape architecture for site-focused projects while overseeing the growth and organization of the discipline throughout the firm.

With 25 years of landscape design experience, leadership and passion, Kari's portfolio ranges from large-scale planning and urban design, to multifamily residential, to the development of site-specific sustainable solutions for education facilities. To effectively program the outdoors, Kari blends the existence between interior and exterior environments, extending the opportunities for the outdoors to promote healthy, balanced lifestyles. This innovative style benefits both the project process and client experience, helping to develop outdoor environments conducive to creativity, collaboration, connectivity and exploration.

REPRESENTATIVE EXPERIENCE

Campbell Police Operations Building, Campbell, CA

County of Orange Civic Center, Santa Ana, CA

County of Orange Facilities Strategic Plan, Santa Ana, CA

San Pablo Police Department, San Pablo, CA

LAUSD Fremont High School Expansion (Design Build),
Los Angeles, CA

LAUSD Hamilton High School Modernization (Design Build),
Los Angeles, CA

Hoag Irvine Campus Expansion (Design Build), Irvine, CA

Agnews K-12 Campus, Santa Clara, CA





APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE

Required Submittal

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization. *Please refer to the bottom of page 2 of Appendix D to view our owners and officers.*

2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency, or receivership proceedings in the last five (5) years?

Yes No If yes, please enclose details.

3. Has your business/company/organization filed for bankruptcy within the last five (5) years?

Yes No If so, please enclose details.

4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance?

Yes No If yes, please enclose details.

5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the City?

Yes No If yes, please enclose details.

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1?

Yes No If yes, please enclose details.

7. Has your business/company/organization/individual(s) in item #1 ever defaulted in fulfilling all of its obligations relating to the payment of City taxes, fees, or other obligations?

Yes No If no, please enclose details.

8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency?

Yes No If yes, please enclose details.

9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state, or local government or refrained from bidding on a project due to an agreement with such governmental agency?

Yes No If yes, please attach a full explanation.

10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its



surety called upon to complete any contract, whether government or private sector?

Yes No If yes, please enclose details.

11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension, or disbarment of any business or professional permit and/or license?

Yes No If yes, please enclose details.

12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

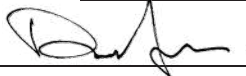
Yes No If yes, identify on a separate signed page the person or persons convicted, the court (the County if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

B. Dated this 24 day of April of the year 2024

Name of organization: Griffin Structures, Inc.

Signature: 

Printed Name and title: Dustin Alamo, Vice President

OWNERS & OFFICERS

Roger Torriero, Chief Executive Officer (Owner)

Jon Hughes, President

Mark Hoglund, Chief Financial / Operations Officer

Kelly Boyle, Executive Vice President

Dustin Alamo, Vice President of Strategic Services

Robert Godfrey, Vice President of Operations



APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE

Required Submittal

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization. Please refer to the following page.

2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency, or receivership proceedings in the last five (5) years?

Yes No If yes, please enclose details.

3. Has your business/company/organization filed for bankruptcy within the last five (5) years?

Yes No If so, please enclose details.

4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance?

Yes No If yes, please enclose details.

5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the City?

Yes No If yes, please enclose details.

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1?

Yes No If yes, please enclose details. Please see attached for further details.

7. Has your business/company/organization/individual(s) in item #1 ever defaulted in fulfilling all of its obligations relating to the payment of City taxes, fees, or other obligations?

Yes No If no, please enclose details.

8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency?

Yes No If yes, please enclose details.

9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state, or local government or refrained from bidding on a project due to an agreement with such governmental agency?

Yes No If yes, please attach a full explanation.

10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its



surety called upon to complete any contract, whether government or private sector?

Yes No If yes, please enclose details.

11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension, or disbarment of any business or professional permit and/or license?

Yes No If yes, please enclose details.

12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?


Yes No If yes, identify on a separate signed page the person or persons convicted, the court (the County if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

B. Dated this 11 day of April of the year 2024

Name of organization: LPA, Inc.

Signature: 

Printed Name and title: Jeremy Hart, Principal

SENIOR OFFICIALS / EXECUTIVES

Wendy Rogers, Chief Executive Officer

Keith Hempel, President and Chief Design Officer

Jon Mills, Chief Operating Officer

Frederick Braggs, Chief Financial Officer

James Kelly, Secretary & Treasurer, Executive Vice President



**ATTACHMENT TO APPENDIX D -
RISK ASSESSMENT QUESTIONNAIRE**

In more than 59 years of business, LPA has not been involved in any litigation or arbitration resulting in a judgment or any other evidence of liability that has been the result of alleged negligent design by the firm. We have been informed by our Professional Liability Insurance Agent that LPA is in the lowest five percent of professional architectural and engineering firms with regard to incidence of litigation. LPA takes great pride in this record and feel it reflects our professionalism and ability to resolve inevitable project challenges as they occur, rather than allowing problems to become larger issues.

This record of success is due to the professional manner in which we produce bid documents and manage our projects. In addition, the collaborative process that LPA utilizes to program and design a project helps our clients build a facility that is appropriately functional and representative of their needs.

Litigation & Claims [Past 5 Years]

Palomar Community College District

Explanation – The General Contractor was sued by its subcontractors for additional costs and retention monies owing, and the Contractor cross-complained against the District. The District, in turn, cross-complained for indemnity to LPA. LPA entered into a joint defense agreement with the District.

Date of Notice: April 1, 2016.

Status: Resolved October 21, 2021 through direct negotiation with the Client and Contractor by mutual agreement without admission of liability.

Court: County of San Diego, North County Division

Case No.: 37-2019-00008919-CU-BC-NC.

**Grossmont-Cuyamaca Community College District,
Performing & Visual Arts Center**

Explanation – Client is claiming additional change order and delay costs due to alleged E&O in the contract documents.

Date of Notice: September 30, 2022

Status: In Litigation

Court: Superior Court of California, County of San Diego

Case No.: 37-2022-00039161-CU-BC-CTL

Exclusions & Exceptions

We have reviewed the City's requisite documents and have included the proposed exceptions and deviations below.

SAMPLE PROFESSIONAL SERVICES AGREEMENT

2.c.: Strike "first-class" from line 2.

4.c.: Add after "non-disputed fees" on line 4: "Consultant reserves the right to assess a 1 ½ % per month (18% per year) service charge on any non-disputed unpaid balances over 60 days outstanding."

5.b.: Delete "provided that the work performed is of value to the City".

6.b.: Replace with:

All documents, designs, drawings, maps, models, computer files, surveys, notes, or other documents (collectively, "Documents") prepared by Consultant, Master Architect, or their subconsultants in the course of implementing this Agreement, will remain the property of Consultant, Master Architect, or their subconsultants, as applicable, and City will have the right to use such Documents in the design, construction, operation, renovation, and modification of the Project without further compensation to Consultant or any other person or entity. Consultant grants to City a non-exclusive license to the Documents. Among those Documents are certain "Instruments of Service," including the design drawings and all drawings, plans and specifications and other documents that are included in the Documents. Consultant, Master Architect, or their subconsultants, as applicable, will be deemed the authors and owners of their respective Instruments of Service and will retain all common law, statutory and other reserved rights, including copyrights, City agrees that Consultant, Master Architect and their subconsultants will not be liable for claims, liabilities, damages, or losses arising out of or connected with (a) the modification or misuse by City, DBE, or anyone authorized by City or DBE, of CADD data (including the building information model); (b) the decline of accuracy or readability of CADD data due to inappropriate storage conditions or duration; or (c) any use by City, DBE, or anyone authorized by City or DBE, of CADD data for additions to this Project, for the completion of this Project by others, or for any other project. By acceptance of CADD data, City agrees to indemnify Consultant, Master Architect and their subconsultants for claims, liabilities, damages, and losses resulting from the modification or misuse of such CADD data. Because data stored in electronic media format may deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, City agrees that it will perform acceptance tests or procedures within sixty (60) days of receipt of electronic data and will immediately notify Consultant of any errors detected by City, Consultant, Master Architect or their subconsultants will correct any errors detected within sixty (60) days after receiving notice from City. Consultant will not be responsible to maintain documents stored in electronic media format after acceptance by City. Upon Consultant's delivery of the Bridging Documents and BIM to City, the DBE will be responsible for the remaining design (DDs and CDs) and for the BIM.

7.a.: Remove "indemnify, protect, defend".

7.a.: Insert "and" after "and all of its officials" on line 3, followed by the removal of "and agents" on line 3.

7.a.: Insert "to the extent" after "counsel's fees and costs" on line 4.

7.b.: Insert "and" following "and all of its employees" on line 2, followed by the removal of "and agents" at the end of line 2 and beginning of line 3.

7.b.: Replace "where" on line 6 with "to the extent that".

7.b.: Insert "negligent" following "in whole or in part, the" on line 7.

15: Paragraph 3. Remove "Consultant shall indemnify, defend and hold harmless the Indemnified Parties for any claims arising from, or related to, the services performed by a subconsultant under this Agreement."

EXHIBIT A SCOPE OF SERVICES

I.1.1.a.: Remove "of superior knowledge and skill" on lines 3 and 4.

I.1.1.a.: Insert "subject to the standard of care" before "comply with all applicable federal" on line 6.

I.1.1.b.: Replace "best" with "reasonable" on line 1.

I.1.1.b.: Replace "best" with "reasonable" on line 1.

I.1.3.a.: We request an updated revision of the following statement to more accurately delineate the scope of services we will provide "The select firm shall provide a complete range of management and construction management services and shall coordinate all work of any subconsultant services that are contracted by the Consultant under the CONSULTANT contract."

I.1.3.d.: Remove "while always keeping it moving forward" on last line.

I.1.3.n.: Insert after last sentence:

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in a BIM execution plan shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the BIM, and each of their agents and employees. If the DBE assumes control over the model, then the DBE will assume responsibility for all information in the model, and neither Consultant nor Master Architect will have responsibility for ensuring the accuracy or compatibility of the changes to the model after DBE assumes control.

2.1.h.: Insert the following after "cost in CSI format." sentence.:

Any opinion of the construction cost prepared by Consultant represents Consultant's judgment as a design professional and is supplied for the general guidance of the City. Because Consultant has no control over the cost of labor and materials, or over competitive bidding or market conditions, Consultant does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to City.

5.1.b.: Insert "in effort to" after "work to" on 2nd line.

5.1.b.: Insert after last sentence:

CM will have no liability for any design defects in design documents prepared by others, regardless of whether CM reviews or comments such design documents. The architect of record, engineer(s) of record, and other authors of the design documents will be responsible for the accuracy, completeness, coordination, suitability, and compliance with laws of the design documents. CM is not constructing the Project and is not responsible for construction defects, regardless of whether CM engages any testing and inspection services or has personnel on-site during construction; the DBE and its subcontractors are responsible for construction defects.

5.3.c.: Insert at the end of the paragraph:

Unless City, in separate writing, provides that CM has authority to bind City in City's dealings with third parties, including the DBE, CM does not have such authority; rather, CM will provide advice ("Advice") to City on such matters, but Client will make the ultimate decision as to how to act or respond. Consequently, any Advice provided by CM to City regarding how City should act or respond (e.g., analyzing, reviewing, and advising on bids or change order requests) is merely CM's professional opinion and City is ultimately responsible to such third parties for City's actions and responses, CM's responsibility with respect to Advice is to provide Advice in accordance with CM's standard of care, and if CM complies with these obligations, then City will indemnify, defend, and hold CM harmless from all third party claims, losses, damages, costs, and expenses arising from the Advice.

5.3.d.: Replace "avoid" on 7th line with "attempt to minimize".

5.3.e.: Replace "ensure" on 1st line with "determine whether".

EXHIBIT C INSURANCE REQUIREMENTS

'For All Required Insurance': Remove "or material change" on line 4.

We respectfully request, and welcome, the opportunity to review and discuss the above comments with the City and its legal counsel.

Thank you.



SAN BERNARDINO COUNTY
VALLEY COMMUNICATIONS CENTER

July 15, 2024 Council Packet

Controls & Reporting

Griffin Structures brings a wealth of experience in project management and controls, supported by a robust suite of industry-standard software tools. Leveraging our significant experience, particularly in fire station projects across the state, we have honed our expertise in utilizing various project management software systems.

Our firm is well-versed in platforms such as Submittal Exchange, Bluebeam, and the Microsoft Suite, which have proven instrumental in facilitating document management, communication, and progress tracking. From a document management perspective we recommend Submittal Exchange given its ease of use and transparency of document flow, however we possess familiarity with other software solutions like Procore and Raken, enabling us to adapt to the specific needs of each project seamlessly.

Moreover, Griffin Structures is committed to embracing innovation in project management technology. We are prepared to integrate cutting-edge tools like OpenSpace, enabling real-time synchronization of jobsite observations with project documentation. This forward-thinking approach enhances transparency and efficiency, allowing stakeholders to access timely information and make informed decisions.

In terms of reporting procedures, our firm has established methods for developing and disseminating comprehensive project reports and records. Our approach emphasizes clarity and conciseness, ensuring that all stakeholders are kept informed of project status, milestones, and any pertinent updates.

Overall, Griffin Structures is positioned to provide an integrated cost/change/schedule control system tailored to your project's requirements. Our extensive experience, coupled with our commitment to leveraging advanced technology, enables us to deliver exceptional project management services while mitigating risks and aligning with schedule and budget objectives.



*** CONFIDENTIAL ***

NOTICE: The data on pages of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the proposer's competitive position. Proposer requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the City considers proper under the law. If an agreement is entered into with the proposer, the City shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.



Fee Proposal

As requested within page 14 of the RFP, we have included our Fee Proposal within a separate file for the City’s review. Thank you.





MANHATTAN BEACH FIRE STATION NO.2



ORANGE CITY FIRE DEPT HEADQUARTERS



TUSTIN FIRE STATION NO.37



VISALIA EMERGENCY COMM. CENTER



BUENA PARK FIRE STATION NO.61



IRVINE FIRE STATION NO.51



IRVINE FIRE STATION NO.20



CATHEDRAL CITY FIRE STATION NO.411

SOUTHERN CA OFFICE

1 TECHNOLOGY DRIVE
BUILDING I SUITE 829
IRVINE, CA 92618
949 497 9000

NORTHERN CA OFFICE

1850 WARBURTON AVE
SUITE 120
SANTA CLARA, CA 95050
408 955 0431



Griffin Structures Fee Proposal

Selma Fire Station 4

April 24, 2024

Griffin Structures' Fee Proposal is based on all reasonable costs necessary to perform Construction Management and Master Architectural Services for the City of Selma's New Fire Station 3 Facility. For these requisite services Griffin Structures proposes the following Not-to-Exceed Fee based on hourly rates:

Construction Management Services:	\$ 1,010,600
Master Architectural Services:	\$ 399,875
Reimbursable Expenses:	\$ 70,000
Total	\$ 1,480,475
Additive Alternate 1: Addition of Part-time Project Engineer During Construction	\$ 360,000
Deductive Alternate 1: PT FM in lieu of Fulltime CM	- \$ 260,000
Deductive Alternate 2: Reduce CA scope for Master Architect	- \$ 126,250

Note we have included a number of additive / deductive alternates to the above for the City's consideration. As requested in the RFP, we have included a PT Project Engineer as an additive alternate to assist during the construction / closeout phases. Additionally, we have included a number of deductive alternatives which includes (1) an option for reducing our base proposal from a full-time CM to part-time CM during construction / closeout phases and (2) a reduction of master architect support during the construction phase. Both of these deductive options are recommended by our firm given our experience with this product type, delivery method and reputation in the marketplace.

All proposed hourly rates are fully burdened and include overhead profit, taxes, and benefits. Hourly rates are escalated by the CPI annually and the fee is reflective of the annual increases. The hours identified for each individual employee and task are estimates only and are not to be construed as not to exceed hours for any individual task, phase, or time period. We reserve the right to reallocate hours between staff members and tasks, in consultation with the City's Project Manager, in order to accomplish the overall objectives and requirements of the project.

Services are based on an assumption of a 28-month schedule assuming 14 months for construction and closeout. Any extension of the schedule may result in added fee, in good faith negotiation with the City.

*** CONFIDENTIAL ***

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APPROACH TO PROJECT SCHEDULE

This proposal assumes the following durations by phase (some which may overlap with one another) and is illustrated in the Resource Allocation Schedule attached:

1. **Phase 1: Program Verification & Concept Design (2 months)**
2. **Phase 2: Bridging Documents Development (3 months)**
3. **Phase 3: DBE Prequalification & Selection (6 months)**
4. **Phase 4: DBE Final Design & Construction Documents (9 months)**
5. **Phase 5: Construction Support (12 months)**
Based on our experience with similar facilities, we believe a construction duration of 12 months is more appropriate for a facility of this magnitude, which varies from the RFP's identified 7-month schedule.
6. **Phase 6: Project Closeout (2 months)**

APPROACH TO STAFFING & PROJECT TEAM

To bring the highest level of efficiency and value to the City, Griffin Structures has assembled following team:

Jon Hughes will serve as Principal-in-Charge for the duration of the project and will provide oversight as-needed to the team to ensure a successful delivery for a total of 112 hours.

Leonard Marshall will serve as Project Executive for the duration of the project and will provide as-needed leadership to the team to ensure successful delivery bringing his current fire station experience to the Team. For this level of service, we have allocated a total of 760 hours of Leonard's time.

Dustin Alamo will serve as the Preconstruction Manager and will lead the Team in shaping of program verification and successful preparation of bridging documents. We have allocated a total of 260 hours of Dustin's time.

Lance Solomon will serve as the Sr. Construction Manager throughout the project. In that role, Lance will support the Pre-Construction Phase with constructability reviews and then manage the construction & closeout phase. For these services, we have allocated 2,488 hours of Lance's time.

Ryan Craven will serve as the Cost Estimator for the duration of the project. We have allocated a total of 60 hours of Ryan's time.

*** CONFIDENTIAL ***

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QUALIFICATIONS & EXCLUSIONS

1. Insurance costs are included as a reimbursable expense and will be billed monthly at the rate of \$10 per \$1,000.
2. On-site trailer rental, furniture, utilities, and sanitary facilities for our field staff (Project Management team) are excluded. We assume that offices will be provided as part of the construction site trailer(s) being provided by the City's contractor or by the City.
3. Costs for all permits required for the project are excluded. It is assumed that the Agency will pay for all permitting fees, assessments, easements, school fees, and other agency or governmental fees or costs to support the design and construction the project. We have not included any permit related fees within our fee proposal. Permits will be pulled by others.
4. At no cost to the Owner, and subject to Internal Revenue Code 179D, (Deduction for Energy Efficient Commercial Buildings) Owner agrees to allocate any applicable tax deductions to construction manager (Griffin Structures) as may be relevant to 'public entity' projects.
5. Costs for construction staking, environmental and hazardous materials surveys, and all environmental and hazardous materials transportation and remediation costs are excluded.
6. Software licenses or user fees and all software training costs for specific project management software being required by either the City or their contractor(s) is excluded.
7. Cost of bulk blueprinting for plans and specifications for use by the contractors and subcontractors is excluded. Funds included in reimbursable expenses are for Griffin printing costs alone.
8. Independent or third-party testing companies such as Roofing, Peer Reviews, LEED, or other specialized third-party oversight services other than those listed herein are excluded.
9. No FF&E or OS&E procurement is included in this proposal.
10. Construction Site Security is excluded.
11. This proposal does not include a formal independent Inspector of Record (IOR); it is assumed that any Building Department inspections will be performed by the City's Building Department inspections staff.
12. Construction Manager will review all RFI's, Submittals, and Substitutions only for completeness. Approvals shall be executed by the designer of record.
13. Construction Cost Estimates, when provided, are based on standard industry practice, professional experience, and knowledge of market conditions. Griffin has no control over material and labor costs, contractor's methods of establishing prices or the market and bidding conditions at the time of bid. Therefore, Griffin does not guarantee that bids received will not vary from the cost estimate provided and Griffin is not liable for any costs, liabilities, or damages incurred by the Agency arising from Griffin's opinion of cost, the actual project cost to the Agency, delays caused by events outside the control of Griffin, or any labor or material cost increases.

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14. Griffin is not responsible for, and the City will hold Griffin harmless from, any schedule delays and/or any losses, damages, or liabilities resulting therefrom that are caused by (1) events or conditions that are outside of Griffin's control or (2) the acts or omissions of parties for whom Griffin is not legally liable (collectively, "Non-Consultant Delays"). The schedule for completion will be extended for any Non-Consultant Delays. If Griffin incurs additional costs or expenses due to Non-Consultant Delays, then Griffin's fee compensation will be equitably adjusted to cover such additional costs or expenses.
15. For document tracking control, Griffin has included the use of "Submittal Exchange" for managing construction documentation, and based the hours allocated in this proposal accordingly. The cost of "Submittal Exchange" is included here as a reimbursable expense.
16. Dry utility design consultation services are not included.
17. This proposal does not include services inclusive of surveying, geotechnical engineering, environmental consulting, construction inspection, SWPPP monitoring, IT network equipment specification and planning, or move-in / start-up coordination and planning.
18. This proposal shall remain valid and in full force and effect for a period of 120 days from date of issuance, after which time it shall be deemed null and void.

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Fee Proposal Summary

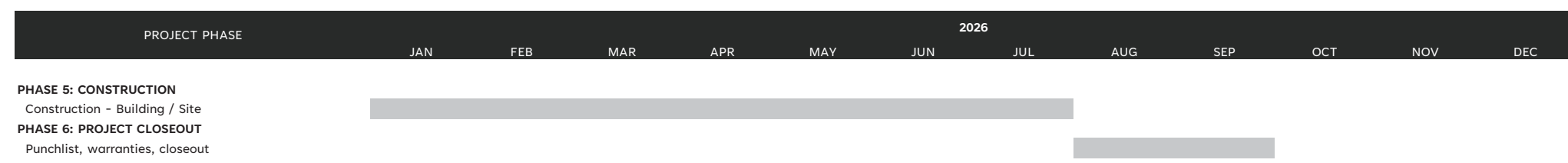
ITEM NO.	PROJECT PHASE	PRINCIPAL-IN-CHARGE Jon Hughes \$280/hr*	PROJECT EXECUTIVE Leonard Marshall \$265/hr*	PRECONSTRUCTION MANAGER Dustin Alamo \$265/hr*	SR. CONSTRUCTION MANAGER Lance Solomon \$250/hr*	COST ESTIMATOR Ryan Craven \$230/hr*	LPA DESIGN STUDIOS LUMP-SUM AMOUNT	TOTAL
1	PROGRAM VERIFICATION & CONCEPTUAL DESIGN	8	8	100	0	0	\$53,625	\$84,485
1.1	Project Initiation	Incl	Incl	Incl	Incl	Incl	Incl	
1.2	Site Evaluation	Incl	Incl	Incl	Incl	Incl	Incl	
1.3	Building Program Verification	Incl	Incl	Incl	Incl	Incl	Incl	
1.4	Research Regulatory Requirements	Incl	Incl	Incl	Incl	Incl	Incl	
1.5	Conceptual Design	Incl	Incl	Incl	Incl	Incl	Incl	
2	BRIDGING DOCUMENTS DEVELOPMENT	12	80	120	0	60	\$156,000	\$226,160
2.1	Schematic Design	Incl	Incl	Incl	Incl	Incl	Incl	
2.2	Performance Criteria	Incl	Incl	Incl	Incl	Incl	Incl	
2.3	Outline Specifications	Incl	Incl	Incl	Incl	Incl	Incl	
2.4	Budget & Schedule Updates	Incl	Incl	Incl	Incl	Incl	Incl	
2.5	Final Bridging Documents	Incl	Incl	Incl	Incl	Incl	Incl	
3	DESIGN-BUILD ENTITY (DBE) PREQUALIFICATION & SELECTION	12	160	16	0	0	\$0	\$50,000
3.1	DBE Prequalification / Request for Statement of Qualifications	Incl	Incl	Incl	Incl	Incl	Incl	
3.2	Request for Proposal and DBE Selection	Incl	Incl	Incl	Incl	Incl	Incl	
4	DESIGN-BUILD ENTITY (DBE) FINAL DESIGN & CONSTRUCTION DOCUMENTS	36	336	24	252	0	\$44,000	\$222,200
4.1	Meeting Participation	Incl	Incl	Incl	Incl	Incl	Incl	
4.2	DBE Design Submittal Reviews	Incl	Incl	Incl	Incl	Incl	Incl	
5	CONSTRUCTION PHASE SUPPORT	36	144	0	1892	0	\$146,250	\$719,390
5.1	Construction Observation & Project Site Management	Incl	Incl	Incl	Incl	Incl	Incl	
5.2	Construction Progress and Site Meetings	Incl	Incl	Incl	Incl	Incl	Incl	
5.3	Construction Schedule and Budget Management	Incl	Incl	Incl	Incl	Incl	Incl	
5.4	Project File Management	Incl	Incl	Incl	Incl	Incl	Incl	
5.5	DBE Submittal Reviews	Incl	Incl	Incl	Incl	Incl	Incl	
5.6	Master Architect Construction Phase Responsibilities	Incl	Incl	Incl	Incl	Incl	Incl	Incl
6	PROJECT CLOSEOUT	8	32	0	344	0	\$0	\$108,240
6.1	Punchlist Coordination and Documentation	Incl	Incl	Incl	Incl	Incl	Incl	
6.2	Management of Warranty Work	Incl	Incl	Incl	Incl	Incl	Incl	
6.3	Final Project Cost Evaluation	Incl	Incl	Incl	Incl	Incl	Incl	
6.4	Review of DBE Closeout Documentation	Incl	Incl	Incl	Incl	Incl	Incl	
6.5	Delivery of Final Documents	Incl	Incl	Incl	Incl	Incl	Incl	
		112	760	260	2,488	60	\$399,875	\$1,410,475
		\$33,160	\$211,840	\$69,260	\$682,540	\$13,800		
7	REIMBURSABLE COSTS							\$70,000
7.1	Insurance							\$14,500
7.2	Misc. Expenses (Printing, Travel, etc.)							\$38,000
7.3	Submittal Exchange (24 months)							\$12,500
7.4	OpenSpace							\$5,000
GRAND TOTAL								\$1,480,475
8	ADDITIVE ALTERNATES							
8.1	Addition of Part-time Project Engineer During Construction							\$360,000
9	DEDUCTIVE ALTERNATES							
9.1	Reduction of Full-Time Construction Manager to Part-Time During Phases 5 & 6: Construction & Closeout							-\$260,000
9.2	Reduction of Master Architect Support during the Phase 5: Construction Phase Support							-\$126,250

* The rates shown are for 2024. The fee is inclusive of rates escalated annually.

Resource Allocation Schedule



MONTHLY STAFFING HOURS																			
PERSONNEL	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Principal-In-Charge, Jon Hughes	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Project Executive, Leonard Marshall	4	4	40	40	40	40	40	40	40	40	40	40	40	40	40	40	16	16	16
Preconstruction Manager, Dustin Alamo	60	40	40	40	40	8	8	8	8	8									
Sr. Construction Manager, Lance Solomon													40	40	172	172	172	172	172
Cost Estimator, Ryan Craven					60														
TOTALS	18,080	12,780	22,320	22,320	36,120	13,840	13,840	14,620	14,620	14,620	12,380	22,980	12,380	22,980	57,960	57,960	51,240	51,240	51,240



MONTHLY STAFFING HOURS													TOTALS
PERSONNEL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Principal-In-Charge, Jon Hughes	4	4	4	4	4	4	4	4	4				112
Project Executive, Leonard Marshall	16	16	16	16	16	16	16	16	16				760
Preconstruction Manager, Dustin Alamo													260
Sr. Construction Manager, Lance Solomon	172	172	172	172	172	172	172	172	172				2,488
Cost Estimator, Ryan Craven													60
TOTALS	1,240	1,240	1,240	1,240	1,240	1,240	1,240	1,240	1,240	-	-	-	33,160
Principal-In-Charge, Jon Hughes	\$ 1,240	\$ 1,240	\$ 1,240	\$ 1,240	\$ 1,240	\$ 1,240	\$ 1,240	\$ 1,240	\$ 1,240	\$ -	\$ -	\$ -	\$ 33,160
Project Executive, Leonard Marshall	\$ 4,720	\$ 4,720	\$ 4,720	\$ 4,720	\$ 4,720	\$ 4,720	\$ 4,720	\$ 4,720	\$ 4,720	\$ -	\$ -	\$ -	\$ 211,840
Preconstruction Manager, Dustin Alamo	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,260
Sr. Construction Manager, Lance Solomon	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ -	\$ -	\$ -	\$ 682,540
Cost Estimator, Ryan Craven	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,800



Fee Proposal

LPA BASIC HOURLY RATE SCHEDULE

Principal	\$295.00
Director	\$260.00
Discipline Director	\$250.00
Project Director	\$250.00
Project Leader	\$200.00
Manager	\$165.00
Design Coordinator II	\$170.00
Design Coordinator I	\$145.00
Designer III	\$135.00
Designer II	\$120.00
Designer I	\$110.00
Senior Specialist	\$150.00
Specialist III	\$110.00
Specialist II	\$95.00
Specialist I	\$85.00
Intern	\$85.00

Note:

These rates are effective January 18, 2024 and are subject to change annually.

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Solutions for Success



Construction Management with Master Architectural Services
for the City of Selma, New Fire Station No. 3 Project
April 24, 2024



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	a. Attached separately

pp2404.004, 04/17/24

APPENDIX F – REQUIRED SUBMISSIONS
PROPOSER CHECKLIST

Please check to verify that all the necessary documents are included with your submittal.

- Technical Proposal**
(Uploaded as a PDF document, and five (5) hard copies delivered to Central Services. Do not include your fee proposal in your technical proposal.)

- Fee Proposal**
(Uploaded as a separate PDF document)

- Risk Assessment Questionnaire**

- Local Vendor Preference Form (if applicable)**

SECTION 4.1

Project Title



4.1 | Project Title



PROJECT TITLE:

Construction Management with Master Architectural Services for City of Selma – New Selma Fire Station Building Project # 22-0531



PROJECT NUMBER:

#22-0531



REQUEST FOR PROPOSAL:

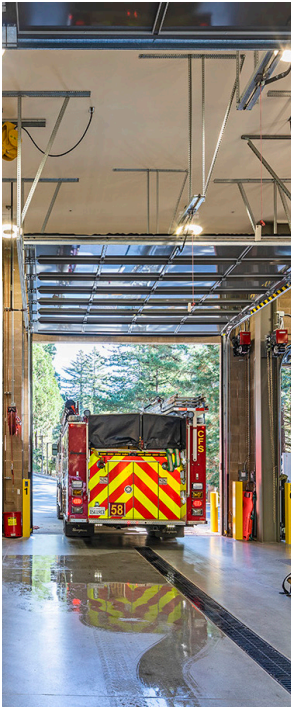
PS- #1430

SECTION 4.2

Applicant or Firm
Name



4.2 | Applicant or Firm Name



FIRM NAME:

Vanir Construction Management, Inc. (Vanir)

SECTION 4.3

Introduction Statement of Overriding Qualifications



4.3 | Introduction Statement of Overriding Qualifications



✓ DELIVERING EXCELLENCE

For a successful new fire station, the City needs a team that has worked well together on past projects, has relevant experience and expertise and a communication-intensive approach. Our team combines:

- Recognized leaders at the state and national level with expertise in the planning, design and construction of fire stations;
- A proven project and construction management (PMCM) and master architect team that has worked together on local projects for more than 20 years; well-respected and knowledgeable architectural and engineering design professionals;
- A local construction management firm that has been at the leading edge of delivering design-build projects for public sector clients.

RRM Design Group (RRM) is joining our team as the Master Architect. RRM Design Group (RRM) is a local, nationally recognized, and award-winning design firm of architects, engineers, landscape architects, planners, surveyors, and LEED® Accredited Professionals. RRM brings over 170 architects, engineers, landscape architects, planners, and surveyors together under one roof to take on projects throughout California from idea through implementation. The result is genuine, cutting-edge, and timeless designs that aim to leave a lasting and positive imprint on those who experience them.

✓ VANIR + RRM = TRUSTED PARTNERSHIP

Vanir and RRM have a long-standing history of collaborating on projects throughout Central California. Our firms have been working together for over 20 years, which has led to a strong sense of partnership and trust. This partnership will continue as we work together on the City of Selma's new fire station building project. Vanir and RRM are collaborating on four Central California based projects: the Central Union School District Neutra Elementary School project with RRM's bridging architects, the Fire Station No. 56 project in Visalia, where Vanir works alongside RRM's design and architecture team, San Luis Obispo Co-Located Dispatch Facility project and the City of Selma Thompson Park project where RRM was hired directly by the City of Selma. These projects demonstrate Vanir's and RRM's commitment to delivering quality service. We work closely with other industry players to achieve a common goal, which is evident in the success of these projects.

20+

Year Partnership

Currently Vanir and RRM are partnered on the **Central Union School District, San Luis Obispo Co-Located Dispatch Facility, City of Selma Thompson Park and Visalia Fire Station No. 56 projects.**

\$8 billion+

in public D-B construction



DESIGN-BUILD EXPERTISE

As a pioneer of the design-build (D-B) project delivery method in 1997, Vanir provided construction management services for the Elihu Harris State Office Building using the D-B project delivery method, which was one of the first D-B projects for the State. Vanir is currently involved in D-B projects for new constructions and renovations and has managed over \$8 billion in public D-B constructions. Vanir and RRM have teamed up previously on a \$18 million project that involved design, construction and project management services for a new D-B Essential Services Dispatch/911/Emergency Operations Center. The project aimed to replace and co-locate emergency services and dispatching for the Sheriff's Office Dispatch Center and the CalFire/San Luis Obispo County Fire Emergency Command Center to a single new facility.

Some of Vanir's most complex D-B projects are: Contra Costa County Emergency Operations Center/Public Safety Building with Administrative Center, California Independent Systems Operator, Highland Hospital and the California Health Care Facility in Stockton. We bring years of lessons learned and best practices to you, having worked on relevant projects and programs of similar complexity and delivery methods.

LOCAL EXPERIENCE

Vanir has been fortunate to build strong relationships with the City of Selma. We have worked collaboratively on several projects, including Police Headquarters, Thompson Park and estimation work for Selma's Fire Station No. 2. Our team's efforts have been met with great success, and we are proud of the results we have achieved together. Our proposed team excels in collaboration and productivity, largely because of their shared history of working together on numerous Central Valley projects. This experience has not only solidified their understanding of each other's strengths and working styles, but has also fostered a deep sense of trust and mutual respect. Effective communication has become second nature, enabling them to navigate challenges and brainstorm solutions with ease. Each project has been a learning experience, allowing them to grow individually and as a collective, honing their skills and improving their workflows.

SUSTAINABILITY LEED EXPERTISE & RESILIENCY EXPERTISE

Sustainability means meeting today's needs without compromising future generations' ability to meet them. Sustainable construction aims to apply this principle to the construction industry by providing ways of building that use less virgin material and less energy, cause less pollution and less waste, but still provide the benefits that construction projects have brought us throughout history. Vanir has devised solutions and practices to ensure that projects are always environmentally conscious. We respect the people and communities surrounding each of our projects.

RRM's sustainability practice goes beyond the certification process. They explore sustainable strategies with the project team from day one of the design process. Proper selection of windows, doors and wall cladding creates a high-efficiency thermal building envelope. When coupled with efficient, properly sized and operating heating, ventilation and air conditioning systems, quality, sustainable indoor environments benefit staff and building efficiency, especially for buildings operating 24/7. Over the long term, those measures, combined with durable materials that are easily maintained, can generate cost savings for repairs and replacement of finishes and building systems.



SPECIALIZED RESOURCES

Vanir has 370+ professionals nationwide, and our Fresno office has full access to Vanir’s in-house technical resources with a full estimating department, scheduling and BIM, constructability review teams, sustainability team, commissioning services and project controls experts. All are available to provide the resources that support the key personnel when needed. All of our specialized resources can work remotely at Vanir’s Sacramento office for additional services, or on site, all at no additional cost.

Surety Information

Vanir maintains the following insurance coverages and all insurance policies are issued and executed by admitted or approved insurers authorized to transact insurance business in the State of California and all other states.

A certificate showing evidence of coverage will be provided upon request.

INSURANCE CARRIERS AND POLICIES				
TYPE	CARRIER	COVERAGE LIMITS	COVERAGE PERIOD	BEST RATING
General Liability	Zurich American Insurance Co	\$2 M Each Occurrence \$4 M Aggregate	07/01/23-07/01/24	A+ XV
Professional Liability (Errors & Omissions Liability)	Lloyds of London Claims Made-Retro Date 01/01/82	\$5 M Per Claim; \$5 M Aggregate \$100,000 Deductible	07/01/23-07/01/24	A XV
Automobile Liability	Travelers Property Casualty Company of America	\$1 M each accident	07/01/23-07/01/24	A++ XV
Workers Compensation	Zurich American Insurance Co.	Per Statute \$1 M Employers Liability	07/01/23-07/01/24	A XV



Vanir Construction Management, Inc.
2444 Main Street, Suite 130
Fresno, CA 93721
T: (559) 496-0536
F: (559) 860-0173
vanir.com

April 24, 2024

City of Selma
New Fire Station No. 3 Project
1710 Tucker St.
Selma, CA 93662

**Re: Construction Management with Master Architectural Services for
CITY OF SELMA – NEW SELMA FIRE STATION BUILDING | Project No. 22-0531 | Request For
Proposal PS- #1430**

Members of the Selection Committee:

Congratulations on moving forward with the New Fire Station No. 3 project! Vanir Construction Management Inc. (Vanir), in partnership with RRM Design Group (RRM) proudly offers construction management along with master architect services and have intentionally assigned the industry's best local talent and fire station construction experience to guide the project to a successful grand opening. We are excited to team with the City of Selma (City) and RRM for a single common goal of a successful project that is completed within the project timeline and on budget. We have been fortunate to work alongside the City on the Selma Police Station and Thompson Park projects and hope to have the opportunity to work with you again on this project. You can expect our highly experienced leadership to be responsive, adaptive and task-oriented, leading every project phase with proven processes and procedures, an open communication style and a can-do attitude from the needs assessment through closeout.

Local Team: Vanir has enjoyed having a local presence in Central California for over 35 years. Vanir has collaborated with RRM for more than 20 years here in the Central Valley and on the Central Coast and has developed a strong, collaborative relationship for the benefit of our clients' projects. With RRM's unparalleled portfolio and reputation for fire station projects, there was no question about their firm joining our team as the Master Architect along with their strong in-house disciplines of structural, civil and landscape architecture.

Vanir's core business provides program, project and construction management services to public agencies. Over the past four decades, we have successfully served hundreds of clients. The City's mission becomes Vanir's mission and we strive to deliver the community's envisioned projects on time, within budget and with exceptional quality. With our proven track record, you can trust that we have the expertise and in-house resources to manage all Fire Station No. 3 project aspects.

Your Advocate: Vanir has helped many clients deliver highly effective fire stations, including all the various building types that are available. Vanir and RRM will conduct an in-house needs assessment during pre-design to establish expectations and a basis for the design of the new fire station.

Seasoned Local Project/Construction Managers: We propose Roy Magdaleno as your project director and point of contact. Roy is a Certified Construction Manager and Associate Design-Build, and he has spent his career supporting public agencies and delivering essential service projects. Roy's greatest asset is his innate ability to adapt his approach to each unique contractor and project to promote collaboration, increase workflow efficiencies, decrease change order exposure and maintain the schedule. Roy has been instrumental in saving our clients a substantial amount of money through his detailed approach to reviewing contractors' schedules and proposed changes against the contract documents.

Experts in D-B Delivery: Roy has worked on multiple projects with various deliveries, and recently managed four D-B projects. RRM additionally brings experience with D-B to this project with experience both as a Master Architect and the Architect of Record (AOR) of D-B entities for projects led by their Project Manager, Michael Scott.

Tried and Trusted: The Vanir team has cultivated a working relationship with the City of Selma for over six years. During this time, they have provided their expertise to the City of Selma Fire Station No.2 and Police Headquarters. This prior connection and the Vanir/RRM team experience will seamlessly transition into this new project and offer substantial advantages.

Leaders in the Industry: Vanir is a construction management company with over four decades of experience working with public sector clients, including counties, cities and state agencies, and it has a local office in Central California. We have proven local experts capable of serving as the owner's advocate and providing owner's representation through a full range of project/construction management and support services.

Our team is enthusiastic about this opportunity to build upon our relationship with the City of Selma. Roy Magdaleno will be your contact person for this proposal. He can be reached at roy.magdaleno@vanir.com or at 559-647-5708.

Sincerely,



Jerry Avalos
President

jerry.avalos@vanir.com | 805-541-1425

SECTION 4.4

B. Description of Firm(s)



4.4 | Description of Firm(s)

Firm Name:

Vanir Construction Management, Inc.

Address:

2444 Main Street, Suite 130,
Fresno, CA 93721

Point of Contact:

Roy Magdaleno
T: 559-496-0536
E: roy.magdaleno@vanir.com

Type of Organization:

Corporation

Date of Organization:

1980

B ABOUT VANIR

With a legacy spanning 60 years, Vanir has established itself as a national leader in program, project and construction management (PMCM). For more than three decades, Engineering News-Record has ranked us as a top PMCM firm. Our award-winning team has delivered **\$30.8 billion in construction value** to hundreds of clients nationwide.

As one of the country's largest Hispanic, woman-owned construction management firms, Vanir has grown continually since its founding as a California corporation in 1980. Our tremendous **repeat business rate, which stands at 96%**, is a testament to our team's ability to provide high-quality, innovative solutions that result in successfully executed programs and projects. Our financial strength has led Engineering News-Record to list us among the "Top 100 CM Firms" for the past 25 years.

Vanir has had a local office in Fresno for ten years. Our core business is program, project and construction management for public clients, and repeat business demonstrates our reputation for providing excellence in quality and client satisfaction.

We specialize in executing projects from initial conception and design, through construction and occupancy. Never losing focus on achieving set goals for cost, schedule and quality, we combine seasoned personnel, specialized expertise and state-of-the-art management information systems to determine our clients' needs and ensure their interests are protected.

Vanir is a full-service construction management firm with in-house resources that provide all aspects of project development, from condition assessment through warranty maintenance. All Vanir resources and deliverables are provided locally from our Fresno office, on site or from our corporate office in Sacramento.

As a full-service program, project and construction management firm, Vanir provides a complete menu of services from the earliest planning stages right through final project closeout. We tailor our services and teams to meet your needs and budget, providing the highest level of service in the most efficient manner. Our services may include but are not limited to the following:

PROGRAM | PROJECT | CONSTRUCTION MANAGEMENT



- Bond Planning
- Program Management Plan
- Site Selection/Condition Assessment
- Master Planning
- Facility Assessments
- Design Brief/Conceptual Design
- Budget Development & Cost Analysis
- Renewable Energy & Sustainable Solutions
- Risk Assessments
- Project Approvals Process
- Alternative Contracting Methods Evaluation & Recommendations
- Alternative Contracting Advice & Administration

- Building Information Modeling (BIM)
- Design Development
- Critical Path Method (CPM) Schedule
- Cost Estimates
- Value Engineering
- Constructability Analysis
- Alternative Energy Analysis
- Construction Phasing Studies
- Agency Approvals

- Prepare & Advertise RFQs/RFPs & Administer Procurement Processes
- Pre-bid Conference
- Evaluation of Bids
- Negotiations
- Recommend for Award
- Prepare Construction Contracts
- FF&E Management

- Construction Schedule
- Cost Controls
- Review/Monitor Submittals
- Construction Observation
- Project/Document Controls
- Inspection & Testing
- Claims Avoidance
- Quality Analyses
- Occupancy/Relocation

- Commissioning
- Final Inspections
- Punch List
- Corrective Actions
- Notice of Completion
- Warranties & Guarantees
- Operating Manuals
- As-built Drawings
- Final Project Accounting





RRM DESIGN GROUP (MASTER ARCHITECT)

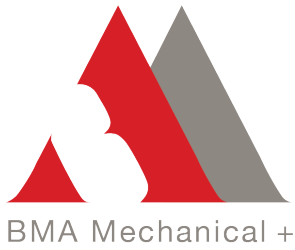
RRM started as a local San Luis Obispo architecture firm in 1974 and has since grown into a widely known and respected California design firm, nationally recognized for its Public Safety portfolio. Offering a comprehensive range of services, including architectural design, structural engineering, civil engineering, landscape architecture, urban and regional planning, and surveying services, RRM caters to diverse client needs from offices in San Luis Obispo, Santa Barbara, San Juan Capistrano, San Leandro, Ventura, San Diego, and Seattle.

RRM's mission, Creating Environments People Enjoy[®], underscores its commitment to designing spaces that not only meet functional requirements but also enhance the well-being and enjoyment of users. Sustainability, collaboration, innovation, and respect form the cornerstones of RRM's work culture, driving its team to deliver outstanding results.

RRM's Public Safety Studio has become nationally recognized as a leader in the design and construction of public safety facilities. With over 50 years of collective experience and a portfolio encompassing more than 250 projects across the western United States, the studio has honed its expertise in designing fire stations, police and sheriff stations, training centers, emergency operations centers, and dispatch and communications centers.

Additionally, RRM's extensive experience in the Central Valley further enhances its ability to tailor solutions to the unique needs of communities in the region. While the proposed Fire Station No. 3 project in Selma represents our commitment to serving the Central Valley, it's worth noting that our portfolio includes a range of fire station projects in the area. Notable examples include Bakersfield Fire Stations No. 14, No. 5, and No. 8; City of Madera Fire Station No. 58; County of Madera Fire Station No. 3; Manteca Fire Stations No. 4 and No. 5; Tracy Fire Station No. 95; and Visalia Fire Stations No. 53, 55, and 56 delivery approach. Many of the public safety projects RRM has worked on are comparable in size, scope, complexity, and delivery method proposed for the new Fire Station No. 3 in Selma.

Whether a project calls for a conventional delivery method or Design-Build in a PMCM with a Master Architect relationship, as is the case for this project, RRM has provided design services and bridging documents via all those approaches. This includes essential services projects that have required DSA and County approvals. RRM has prepared Master Architect Bridging Document packages for San Diego Fire Station Design Standards, Manteca Fire Station, and Manteca Transit Center, and most recently, completed the Design-Build package for the County of San Luis Obispo Co-Located Dispatch Center with Vanir Construction Management, Inc. RRM has additionally participated as the Architect of Record for a Design-Build Entity for such projects as Visalia Fire Station and Training Center, Bakersfield Fire Station No. 8, and Pinnacles National Monument Visitors Center.



SUBCONSULTANT ENGINEERS

BMA Mechanical +

BMA, established in 1989, is a local, San Luis Obispo professional engineering consulting firm that specializes in mechanical, plumbing, and fire sprinkler system design, energy consulting and compliance documents, and commissioning services. Services offered include engineering consulting and design with an emphasis on energy efficiency, facility assessment and strategic planning, energy modeling, and commissioning. BMA has been working alongside municipalities across the State of California for over 30 years, with a focused team that provides relevant and meaningful solutions to its clients that touch on years of collaborative solutions for projects of all shapes and sizes.

BMA focuses all its engineering efforts and services within the State in order to provide superior service to their clients that:

- Demonstrates an environmentally sensitive approach to water and energy use.
- Demonstrates their desire to excel by providing well-informed services to our clients that are founded on a long history of collaborative solutions.
- Demonstrates mastery of the California specific codes.
- Exhibits experience working with State permitting agencies such as DSA and OSHPD.
- Exhibits experience working with State-wide municipalities.

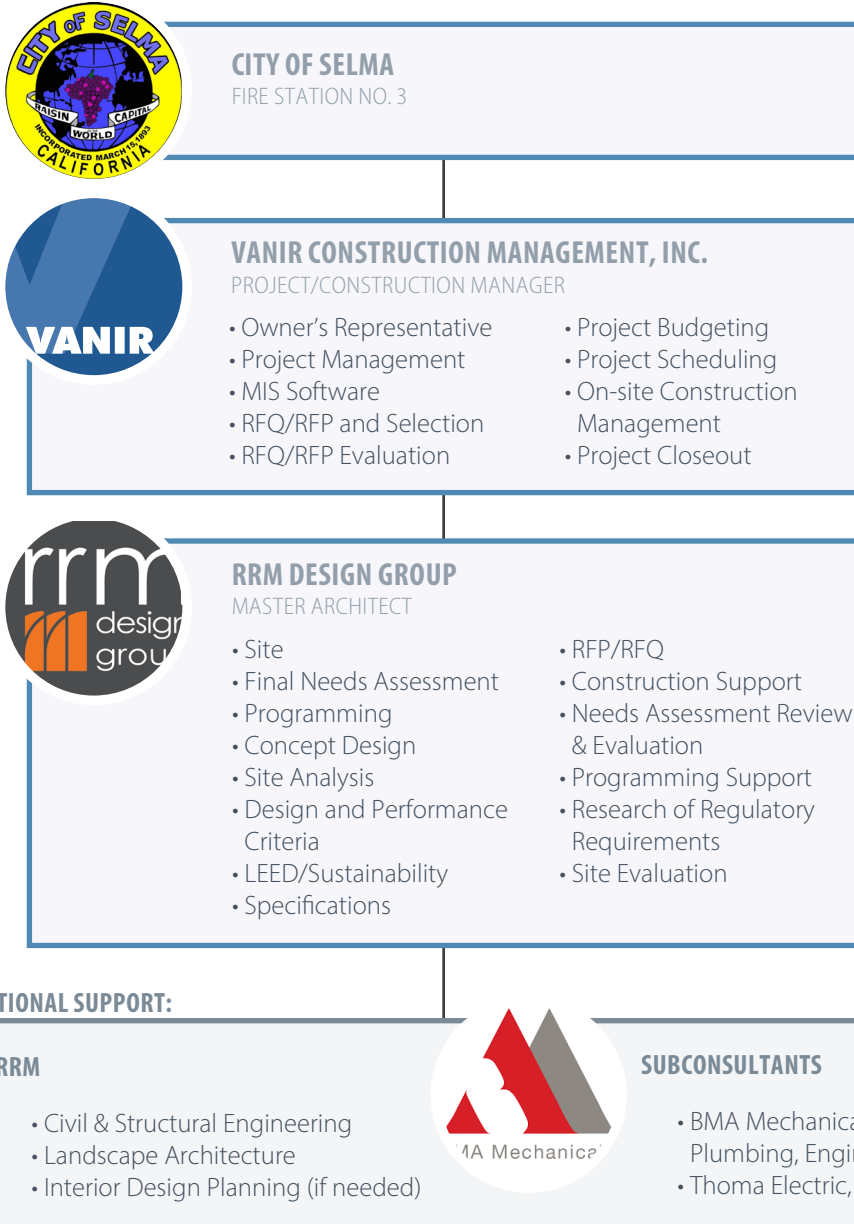


SECTION 4.4

C. Organizational Chart



4.4 | Organizational Chart



SECTION 4.4

D. Understanding of Scope of Work



4.4 | Understanding of Scope of Work



VANIR'S REPEAT PUBLIC SECTOR CLIENTS:

- City of Corcoran
- City of Selma
- City of Clovis
- City of Visalia
- City of Lemoore
- Contra Costa County
- El Dorado County
- Fresno County
- Kern County
- Merced County
- Orange County
- Sacramento County
- San Benito County
- San Joaquin County
- San Mateo County
- Solano County
- Sonoma County
- Tulare County
- Yolo County

D PROJECT UNDERSTANDING

The City of Selma aims to construct a new single story fire station that will create a user-friendly, accessible and safe healthy environment for the City staff. This will provide the surrounding areas with an updated facility that complies with current building codes and regulations.

Understanding the City's Goals

We understand that by constructing a state-of-the-art fire station, the City of Selma will improve its emergency response capabilities and continue serving its community with the latest technologies and strategies. This development supports immediate firefighting and rescue operations and enables innovative training programs for personnel, improving overall safety and efficiency. Moreover, such a facility will serve as a hub for community engagement and educate residents on fire safety and prevention, thus fostering a stronger, more resilient community.

Safer Facility for Firefighters: Constructing a modern facility that meets current safety standards provides firefighters with a healthier and more efficient working environment, ensuring the well-being of these critical personnel and enhancing their ability to perform their duties effectively.

Meet Growing Population Demand/Community Development: As Selma develops and its population grows, emergency service demand increases. A new fire station will help meet the community's increasing needs, ensuring the fire department can keep pace with development and population growth.

Meeting State or County Requirements: Compliance with State and County regulations is necessary for legal and operational reasons. It ensures that the fire station and its operations meet all required safety and operational standards, potentially influencing the project's design and capabilities.

Improved Response Times: The new fire station's strategic location is key to reducing emergency response times. This enhances the effectiveness of fire and rescue operations, directly impacting the safety and well-being of Selma's residents and properties.



VANIR'S VALUE

"The completed project far exceeded Public Works' goals and is universally deemed a resounding success."

-M. Magdalena Ryor, Ph.D., LEED AP BD+C, PMP, CCM, Project Manager, San Francisco Public Works



UNDERSTANDING DESIGN-BUILD

The Design Build Institute of America (DBIA) defines the process as:

"Design-build is a method of project delivery in which one entity - the D-B entity - works under a single contract with the project Owner to provide design and construction services".

Design-build has the promise of providing significant benefits to an Owner but must be applied in a carefully considered and thoughtful manner by people who understand how to gain its advantages and avoid its pitfalls. As a firm who provides D-B services to many of its clients, Vanir sees this as one of the primary roles for this project.

Some of the advantages of using D-B include:

- Shorter project delivery time
- Reduced project costs
- Risk reduction
- Early cost confirmation



We have found that it is critical to the successful outcome of a D-B project for the project team to clearly understand the reasons for selecting the delivery method. This allows the team to focus the selection process and the Request for Proposal (RFP) to align with the desired goals and objects, selecting the best D-B entity and getting the most out of the process.

Having worked with many clients on D-B projects, we see a tendency to develop the design too far because they are most familiar with the Design-Bid-Build (D-B-B) process, reducing one of the benefits of the D-B process to leverage the collaborative solutions of a contractor and designer as a D-B entity to develop and propose innovative and creative, cost-effective design and construction solutions. The key is to balance the prescriptive requirements with performance requirements, ensuring that the critical components and requirements of the project are clearly articulated and stated in the criteria documents while utilizing performance-based criteria for less critical building elements to allow opportunities for innovation and creativity. The Vanir team will guide this process to assist the City in identifying the critical project requirements to support the best value of the D-B process for the City.



PROJECT APPROACH

PHASE 1: PROGRAM VERIFICATION & CONCEPTUAL DESIGN

During this phase, the RRM and Vanir team will confirm the needs assessment, program requirements and site constraints to clearly understand the requirements of the project from the owner and user groups to be able to define the overall parameters of the project and also define the criticality of project elements.

The combined knowledge embedded in our team about fire stations, sustainable strategies and high-efficiency buildings and systems translates into our team's ability to effectively perform this phase and save the City time and money over the long term.

PHASE 2: BRIDGING DOCUMENTS DEVELOPMENT

During this phase, RRM is performing project planning, translating the project information and programming into conceptual plans and developing the project criteria, performance criteria and contract requirements for the D-B team. Vanir is working closely with the City to develop the prequalification (RFQ) and RFP selection



process and selection scoring that will support the result of selecting the best D-B entity for the project while ensuring that the process for selection is defensible.

During this phase, RRM will initiate the planning with the development of the site and conceptual plans for the project. Once the concept plan is selected by the City, the team will begin working in the development of the criteria documents.

The New Fire Station No. 3 site design and site involves some added complexity due to phasing, slope, security and fire safety building components. The development of the fire station must address the need for heavy coordination of civil work, vehicular and pedestrian traffic and infrastructure and utilities to serve the new fire station. Having RRM's civil engineers and architects all under one roof and steps away from each other facilitates the research, design and coordination process. The collaborative approach we have between architects and engineers carries forward into all our work with our clients and project users, including the City of Selma.

Also, during this phase, experience in D-B projects will ensure that RRM documents the criteria at the appropriate level to achieve the City's objectives and does not allow the criteria documents to be overdesigned or state overly prescriptive requirements when performance-based requirements may be more appropriate to achieve the desired results.

After completing phase 2, Vanir will prepare a preliminary cost estimate based on the bridging documents. This estimate will give a clear indication of the project's costs and help ensure that the design meets the city's budget parameters. Once this effort is complete, the master schedule will be updated, marking the end of most of the pre-construction phases.

PHASE 3: D-B ENTITY (DBE) PREQUALIFICATION & SELECTION

This phase may overlap with the finalization of the criteria documents if accelerated schedule and project delivery is an objective of the City. It is typical for the prequalification process (RFP) to be issued to prospective D-B entities during the finalization and permitting of the RFP package. This allows efficiency in the project schedule and allows the team to be identified as the RFP package is being prepared for issuance. After selecting the prequalified D-B entities, the RFP process is initiated with multiple meetings with each team, a design competition and a detailed evaluation and scoring process.

During this phase, Vanir's project manager will lead the team's efforts with support from RRM and its sub-consultants. The project manager will also support the City in the evaluation and selection.

PHASE 4: DBE FINAL DESIGN & CONSTRUCTION DOCUMENTS

This phase will kick-off with the design of the project through development of design and construction documents and allow the team to simultaneously perform site investigations and preliminary site construction work until the building package is permitted by the authority having jurisdiction. This phase is where time in the project schedule has the possibility of being compressed. It is possible for the D-B entity to develop a civil and site package earlier than they can complete the construction documents, receive permitting for the site package early and initiate the construction prior to completion of the building documentation. For this project, it may be possible to initiate the grading, road and utility extension scope early and save time in the overall project schedule in a D-B procurement model.



VANIR'S VALUE

"Vanir was highly responsive and continuously worked to protect our interest and provide expert guidance in completing our projects. They exceeded contract and owner expectations to make sure the work was completed under budget and on time."

- Tom Perkins, Project Manager, Sacramento Metropolitan Fire District


During this phase, Vanir's project manager will be responsible to manage the design, receiving support from RRM, and the sub-consultant team for verification that the D-B entity's documents and submittal comply with the contract documents and the criteria of the RFP. Vanir will have on-site representation once construction activities begin.

PHASE 5: CONSTRUCTION PHASE SUPPORT

This phase involves monitoring construction progress and occupancy.

This phase includes:

- Full time on-site construction management
- Coordination of testing and inspections
- Performance validation through field verification
- Systems demonstration and training
- Transition and activation, including occupancy




During this phase, Vanir's project manager will oversee the construction and occupancy of the project upon completion. They will manage the site and disadvantaged business enterprise by maintaining exceptional document control of all ongoing activities, logs, reports, schedules and meetings. All of this information will be readily available for the City as needed. Reports, including daily, monthly, change orders or others, will be provided at specific intervals or upon request.

PHASE 6: PROJECT CLOSE-OUT

This final phase ensures all final documentation is received from the D-B entity, warranty issues are addressed and confirms systems are working correctly throughout the course of a year.

Services include:

- Deliverables of Operation and Maintenance Manuals (O&M), extra materials, spare parts and keys
- Management of the warranty period



During this phase, Vanir's project manager will be responsible to manage the closeout of the project.

SECTION 4.4

E. Qualifications and Experience



4.4 | Qualifications and Experience

78+

Fire Station Projects
Vanir has completed

170+

Public Safety Projects
RRM has completed

\$332 M

Total Construction
value in Fire Station
construction

E VANIR & RRM'S D-B EXPERTISE

Vanir, a DBIA industry partner, has been providing D-B services with significant project success throughout all phases of the project delivery process on numerous D-B projects, achieving multiple project awards.

The unique knowledge we bring by providing project management support on more than 50 D-B public safety projects, from bridging documents to DBE selection to DBE construction management, will be vital to a successful project. Our proposed Project Director, **Roy Magdaleno, CCM, DBIA Assoc., has overseen the construction of more than 25 public works projects in the Central California area**, totaling more than \$1 billion in construction value in his 20-year career with Vanir. Senior Construction Manager Robert Sippel, CCM, will bring his management experience and first-hand knowledge and lessons learned from years of fire station experience and apply these insights to enhance the efficiency, safety and overall success of Fire Station No. 3.

RRM Design Group's Public Safety Studio is nationally recognized as a leader in the design and construction of public safety facilities. We possess the collective knowledge of **50 years of experience**, working on **over 250 public safety projects** throughout the western United States.

We've combined Vanir's project and construction management experience with RRM's architectural and in-house expertise in structural, civil and landscape and a team of consultants, which include mechanical, plumbing, electrical, security and telecommunications. Our team has the focused technical knowledge of secure, public-facing buildings, California Building Codes and Cal Green requirements that specifically relate to public safety facilities and probation departments.



✓ PUBLIC SAFETY EXPERIENCE

We have helped clients deliver \$13 billion in detention construction and over 100,000 secure beds. Vanir has managed every type of public safety project, from crime labs to 911 centers. Our support of the justice and public safety industry starts with needs assessment and long-range planning and continues with budget development, securing funding sources, programming and developing project criteria and requests for proposals for design and construction services. We help our clients manage their building programs, support them with project management from concept through occupancy and ensure that projects are built safe, secure and durable while maintaining schedule and budget through our construction management support.

At Vanir, we understand that the needs of our clients are constantly evolving. However, our commitment to excellence and client satisfaction remains unwavering. We promise to provide the best people and resources to deliver your project, ensuring that your vision is realized to the highest standard.

Vanir's portfolio is a testament to our extensive experience and expertise in the public safety sector. We have successfully worked on some of the largest and most complex public safety projects in the nation, including the design and construction of the new City of Selma Police Station. Our experience spans a wide range of public safety facilities, from police and sheriff headquarters to crime labs, emergency operations centers and 911 call centers. We have the tools, experience, and expertise to help our clients provide public safety facilities that are not only functional but also critical to the community.

✓ PROBATION AND FIRE STATION EXPERIENCE

As program manager for the California Department of Corrections and Rehabilitation, Vanir managed the new \$1 billion Correctional Healthcare Facility in Stockton, California, and the Healthcare Facility Improvement Program, providing healthcare upgrades in 33 occupied institutions. Our prison experience ranges from 6,000-bed prisons to management of deferred maintenance, including roofing and utility upgrades. We also helped develop prisons with a specific focus on reentry. Operational security and safety are always our top priority.

Vanir has partnered with more than 40 fire, law enforcement and essential service clients since 1983. We have successfully delivered programs and projects, which total over 3,800 public sector projects completed. Most of these projects require integrating communication systems and technologies, collaborating with multi-jurisdictional agencies, upgrading utility infrastructure and handling complex building systems. From the beginning to the end, Vanir understands the criticality of fire station projects, the operational differences between governing agencies and their organizations, and the complex needs of each agency and its communities.

Our team has chosen to highlight Vanir and RRM completed projects with relevant characteristics to the new fire station building by providing you with the following five projects:

Featured Projects

Public Safety / Essential Services

- City of Selma, Police Headquarters | Vanir
- City of Clovis, Fire Station No. 6 | Vanir
- Pismo Beach New Public Safety Building | Vanir
- Manteca Fire Station No. 5 | RRM
- Tracy Fire Station | RRM
- Madera Fire Station No. 58 | RRM





FIREHOUSE STATIONS

October 17, 2023

STATIONS

Why Choose a Construction Manager for Your Next Fire Facility Remodel or Build?

As the project's eyes and ears, the construction manager is the primary point of contact between the owner and project team.

Oct 15, 2023

Related To: Vanir

By Retired Clovis Fire Chief John Binaski, Vanir Central California Deputy Area Manager Scott Murphy and Vanir Marketing Communications Specialist Chelsea Verissimo

Construction projects can be inherently risky. The varying scopes, timelines, budgets, regulations and objectives can bring risks and challenges that project owners may not have the expertise, bandwidth or resources to manage. A public safety or emergency operations project, such as a fire station remodel or new build, can be especially complex, requiring expert-level management and oversight. This is where an experienced program, project and construction management firm like Vanir can help.

For more than 40 years, Vanir has acted as the construction manager (CM) for hundreds of complex projects and renovations nationwide, including dozens of fire and essential services facilities, helping clients identify potential risks and providing solutions to help avoid or mitigate them. Many large-scale facilities require the integration of communication systems and technologies, collaboration with multi-jurisdictional agencies and upgrades to utilities and complex building systems. A qualified CM has the experience and knowledge to truly understand the criticality...



City of Selma Police Headquarters



Team's Involvement:

- ✓ Roy Magdaleno, Project Manager
- ✓ Aldo Lujan, Construction Reviewer



Project Similarities



Design-Build



Community Involvement



City of Selma Project



Public Agency Client



Public Safety Project

Project Overview

Vanir provided construction management services for the City of Selma's Police Headquarters. The facility includes:

- Meeting rooms accessible to the public as part of the department's Community Policing Program
- State-of-the-art communications and data processing equipment, managed from the new communications center
- Separate rooms for patrol squad, detective, sergeant, lieutenant and evidence (squad room has direct access to the rear parking area, which will be fenced for patrol cars)
- A secure prisoner processing area with five holding cells
- A separate fenced exterior sallyport adjacent to prisoner processing area, placed far away from front public entry lobby

Required Information

- A Location**
Selma, California
- A Project Size**
10,000 SF
- A Year of Construction**
2018-2020
- B Construction Costs**
Start: \$8.3 Million | Final: \$8.5 Million
- C Vanir's Role**
Construction Manager
- D Team Members, Project Role**
Roy Magdaleno, Project Manager
Aldo Lujan, Construction Reviewer
- E Reference**
Fernando Santillan, AICP, City Manager
City of Selma
P: 559-365-5573
E: fernandos@cityofselma.com
- F Authorized Fee**
Initial Fee: \$494,124 | Final Fee: 498,155
- H Construction Dates**
2018-2020



City of Clovis Fire Station No. 6



Team's Involvement:

- ✓ Scott Murphy, Construction Manager
- ✓ Aldo Lujan, Construction Reviewer
- ✓ Tony Shinali, Estimator



Project Similarities



Design-Build



Community Involvement



Central CA Project



Public Agency Client



Fire Station Project

Project overview

Vanir provided project and construction management services for Fire Station No. 6, located in the Loma Vista neighborhood of Clovis, California. Loma Vista is the first of three urban centers being developed in Clovis to accommodate the rapid growth of the Fresno/Clovis metropolitan area. The mission style architecture of the new fire station follows design elements of the new community plan.

The fire station serves approximately 25,000 people and includes:

- Three apparatus bays
- Five sleeping quarters
- An office, kitchen, lounge and workout room
- A maintenance room and turnout room
- A 150-foot communication tower
- Pedestrian paths leading to the City parkway and the new development

Successful bid marketing efforts

Vanir's marketing efforts resulted in the project receiving a large number of bids, with the three lowest base bids being within \$7,500 of each other (very unusual). As a result, the final bid price came in significantly under the estimate.

Required Information

- A Location**
Clovis, California
- A Project Size**
7,800 SF
- A Year of Construction**
2021-2022
- B Construction Costs**
Start \$5.3 Million | Final: \$5.3 Million
- C Vanir's Role**
Project/Construction Management
- D Team Members, Project Role**
Scott Murphy, Construction Manager
- E Reference**
Jose Sandoval, Engineer II
P: 559-765-6630 (Cell)
E: joses@ci.clovis.ca.us
- F Authorized Fee**
Initial Fee: \$600,000 | Final Fee: \$600,000
- H Construction Dates**
2021-2022



Pismo Beach New Public Safety Building



Team's Involvement:

- ✓ Scott Murphy, Project Director
- ✓ Tony Shinali, Estimator
- ✓ Jennifer Garcia, Document Control



Project Similarities



Design-Build



Public Safety Project



Central CA Project



Public Agency Client



Fire Station Project

Project overview

Upgrading the fire and police facilities to meet the Essential Services Act, provide a modern fire facility and reduce response times is a top priority for the City of Pismo Beach. The new Public Safety Facility will repurpose the old city hall/elementary school building, which has been sitting vacant since the late 1990s, into a new fire station while maintaining the street-facing facade of the existing historic elementary school. The new public safety facility will include:

- New fire station
- New emergency operations center
- Police station upgrades
- Expand and repurpose space for the police department
- Flexible space for community use

This project is the City's first D-B project and maybe the beginning of future similar projects. Based on our experience with both D-B and essential services facilities, the City selected Vanir to guide them through this process. Vanir is acting as the Owner's Representative, performing many customary construction management services, including estimating, scheduling, cost management, value engineering, bid support, project/construction management and commissioning.

Required Information

- A Location**
Pismo Beach, California
- A Project Size**
30,000 SF
- A Year of Construction**
2021
- B Construction Costs**
Start: \$5.3 Million | Final: \$5.3 Million
- C Vanir's Role**
Construction Management
- D Team Members, Project Role**
Scott Murphy, Project Director
Tony Shinali, Estimator
Jennifer Garcia, Document Control
- E Reference**
Jorge Garcia, City Manager
City of Pismo Beach
P: 805-773-4657
E: jgarcia@pismo-beach.org
- F Authorized Fee**
Initial Fee: \$800,000
Final Fee: \$1.2 million
- H Construction Dates**
2021-2024

Manteca Fire Station No. 5 Bridging Documents



Team's Involvement:

- ✓ Mike Scott, Project Manager
- Michael Doremus, Structural Engineer
- Scott Martin, Principal
- ✓ Paige Cook, Architect
- ✓ Lance Wierschem, Landscape Architect



Project Similarities



Design-Build



Master Architect Project



Central CA Project



Public Agency Client



Fire Station Project

Project overview

The City of Manteca hired RRM to prepare bridging documents for the New Fire Station No 5. RRM worked with the City Fire Department as the master architect to design the station and identify the specific non-negotiable features of the station. RRM prepared drawings and specifications that provided direction to the D-B entity that identified areas that were open to innovations while specifying department standards that needed to be upheld. It was the direction of the City to provide the most cost-effective design, while matching the character of the neighborhood. The process of preparing the bridging documents identified cost-effective solutions, including a simplified structural system that is common with the local workforce. This project is another example of RRM's service to long-standing repeat clients to help them reach their goals with a intimate understanding of their specific department's needs.

"I have worked with RRM on two different fire stations designs; I was thoroughly impressed each time. Even with limited budgets, RRM designed beautiful stations to meet the needs of the department and the community. The stations are attractive, well built, functional, and designed to limit on-going maintenance. Additionally, we are especially proud of our work with RRM to keep cancer out of our stations. Overall I would say I am very satisfied with both of the RRM designed stations and recommend them to any jurisdiction for fire station construction."

Lantz Rey, Fire Marshal, MPA, City of Manteca Fire Department

Required Information

- A Location**
Manteca, California
- A Project Size**
Building: 6,700 SF | Site: 34,250 SF
- A Year of Construction**
2019-2020
- B Construction Costs**
Start: \$5.2 Million | Final: \$5.3 Million
- C RRM's Role**
Architecture, Civil Engineering, Structural Engineering, Landscape Architecture
- D Team Members, Project Role**
Mike Scott, Project Manager
Michael Doremus, Structural Engineer
Scott Martin, Principal
Paige Cook, Architect
Lance Wierschem, Landscape Architect
- E Reference**
Lantz Rey, Fire Marshal, City of Manteca
P: (209) 239-8470
E: lrey@mantecafire.org
- F Authorized Fee**
Initial Fee: \$144,000 | Final Fee: \$149,000
- H Construction Dates**
June 2019 - June 2020



Team's Involvement:

- ✓ Mike Scott, Project Manager
- ✓ Paige Cook, Architect
Scott Martin, Principal
- ✓ Lance Wierschem, Landscape Architect



Project Similarities



Design-Build



Master Architect Project



Central CA Project



Public Agency Client



Fire Station Project

Project overview

The City of Tracy retained RRM for a new fire station. The fire station is approximately 7,400 square feet, single-story structure with three apparatus bays, support/maintenance areas, four dormitory rooms, two dormitory restrooms, one public restroom, a day room, a kitchen, a dining room, an exercise/fitness room, and administrative space for office work and emergency communications equipment. The new station will be located on a one- to two- acre site with dimensions based on design requirements. The new design meets essential service facility standards as required by law to ensure the new station remains operational and functioning after a major seismic event. The apparatus bays and doors are of ample width and height to properly house, facilitate reasonable maintenance of, and allow peril-free egress for the firefighting apparatus of the foreseeable future. It provides modern living quarters for a four-person, mixed-gender crew to staff the station on a 24-hour basis. Construction was completed in August of 2021.

Required Information

- A Location**
Tracy, California
- A Project Size**
Building: 7,400 sf
- A Year of Construction**
Completed August 2021
- B Construction Costs**
Initial Award: \$5.1 Million | Final Cost: \$5.2 Million
- C RRM's Role**
Architecture, Landscape Architecture, Planning
- D Team Members, Project Role**
Mike Scott, Project Manager
Paige Cook, Architect
Scott Martin, Principal
Lance Wierschem, Landscape Architect
- E Reference**
South San Joaquin County Fire Authority
David Bramell, Fire Division Chief
P: (209) 831-6700
E: david.bramell@cityoftracy.org
- F Authorized Fee**
Initial Fee: \$487,205 | Final Fee: \$492,105
- H Construction Dates**
March 2018 - August 2019

Madera Fire Station No. 58



Team's Involvement:

- ✓ Mike Scott, Principal
- ✓ Kathryn Hicks, Architect
- ✓ Scott Martin, Design Director
- ✓ Lance Wierschem, Landscape Architect



Project Similarities



Design-Build



Master Architect Project



Central CA Project



Public Agency Client



Fire Station Project

Project overview

The City of Madera hired RRM to design a new fire station located adjacent to the municipal airport. This station is to include three apparatus bays, sleeping areas, and living area for two companies and a battalion chief. The site is large and includes an area set aside for a future training facility. The campus main gas line was sized to accommodate future live fire-training props. RRM worked with the City to investigate architectural character for the station. The City wanted to utilize stone and large-scale post and beam elements to be consistent with other civic architecture in the area. A curved roof form over the apparatus bay was selected to reference the adjacent airport while maintaining the strength of the stone bases and walls to ground the building. The station is designed with spaces to separate firefighter living and sleeping areas from the equipment and apparatus to protect firefighters from harmful contaminants. The facility utilizes materials for high durability throughout for a building that will stand the test of time.

Required Information

- A Location**
Madera, California
- A Project Size**
Building: 8,933 SF | Site: 72,745 SF
- A Year of Construction**
2019-2020
- B Construction Costs**
Start: \$6.5 Million | Final: \$6.5 Million
- C RRM's Role**
Architecture, Civil Engineering, Landscape Architecture
- D Team Members, Project Role**
Mike Scott, Principal
Kathryn Hicks, Architect
Scott Martin, Design Director
Lance Wierschem, Landscape Architect
- E Reference**
Matt Watson, Assistant Fire Chief
Madera County Fire and Rescue
P: (559) 675-7799
E: Matt.Watson@fire.ca.gov
- F Authorized Fee**
Initial Fee: \$415,000 | Final Fee: \$425,000
- H Construction Dates**
January 2019 - June 2020

SECTION 4.4

F. Staffing



4.4 | Staffing



RRM'S VALUE

"RRM did an excellent job of listening to our needs and desires during the design phase and produced a project that has exceeded our expectations. They took our list of training needs and our vision and made it into a functional reality."
- Captain William Rowland, Carlsbad Police Department

F DEMONSTRATED TEAMWORK

The Vanir and RRM team recognizes that the success of the City of Selma Fire Station No. 3 project depends mainly on the selection of the best possible staff. This project is not merely a construction project, but a commitment to the safety and well-being of the community. The ideal team will possess technical expertise, innovative solutions and a deep appreciation for the fire station's role in the community. Our approach emphasizes the importance of experience in fire station construction, ensuring that the project aligns with the unique requirements of such spaces. Additionally, the project staff must have strong communication skills to engage effectively with the community, a crucial aspect of public works projects like this. By selecting the best staff, we aim to ensure that the construction meets and exceeds the functional, aesthetic and communal goals of the City of Selma's Fire Station No. 3, thereby positively impacting the community.

We bring extensive expertise and a passion for creating spaces that enrich communities. Our team's resumes reflect a harmonious blend of technical skills, meticulous attention to detail and a profound understanding of the unique requirements of public safety projects. We understand that a fire station is more than just a building; it is a symbol of the City's commitment to the safety of its community. Our team is dedicated to managing every aspect of the construction, from conception to completion, ensuring the fire station meets and exceeds the needs and aspirations of the community it serves. With a track record of delivering economically and functionally sound projects, we are committed to bringing this fire station to life.

Below, we introduce the carefully hand-selected team we propose for this fire station project, with full resumes in the Appendix. Vanir affirms that we will do our utmost to provide continuity of personnel for your project. The proposed team listed below is available immediately and fully committed to the City of Selma Fire Station No. 3 project through its entirety.



City of Selma
New Fire Station No. 3



Scott Murphy,
CCM
Principal-In-Charge



Roy Magdaleno, CCM,
Assoc. DBIA
Project Director



Robert Sippel, CCM
Senior Construction
Manager

TECHNICAL SUPPORT SERVICES



Travis Price,
LEED AP, LEED AP BD+C
Scheduler



Tony Shinali
Estimator



Aldo Lujan
Constructability
Reviewer



Jennifer Garcia, CMIT
Document Control/
Administrator



Mike Scott, LEED AP
Principal Architect



Kathryn Hicks, RA
Project Manager

ARCHITECTURAL | ENGINEERING TECHNICAL DISCIPLINE(S)



Paige Cook, RA
Project Architect



Scott Martin, AIA,
LEED AP, CNU-A
Design Director



Todd Hansen, LEED AP
BD+C CSI CDT
Architect QA/QC



Lance Wierschem,
PLA, LEED AP
Landscape Architect



Mike Hamilton, PE,
QSD/P
Civil Engineer



Michael Doremus, SE,
PE, LEED AP
Structural Engineer



Brandon Rodgers, PE
Principal Mechanical
Engineer/President



Jeffrey M. Thoma, PE
President, Electrical
Engineering Division



Chris Jose, BSEE
Electrical Engineer

Team Experience

Our proposed core team excels in collaboration and productivity, largely because of their **shared history of working together** on numerous Central Valley projects. This experience has not only solidified their understanding of each other's strengths and working styles, but has also fostered a deep sense of trust and mutual respect. Effective communication has become second nature, enabling them to navigate challenges and brainstorm solutions with ease. Each project has been a learning experience, allowing them to grow individually and as a collective, honing their skills and improving their workflows.

Below is a table showing several projects **Roy, Scott, Robert and Mike** have worked on with one another.

		Team					
		Roy Magdaleno Project Director	Scott Murphy Principal-in-Charge	Robert Sippel Sr. Construction Manager	Michael Scott Principal Architect	Kathryn Hicks Project Manager	Paige Cook Project Architect
Fire Station Projects							
	City of Visalia, Visalia Fire Station No. 56	-	■	■	■	-	■
	City of Selma, Selma Fire Station No. 2 Renovation	-	-	-	■	■	■
	City of Madera, Madera Fire Station No. 58	-	-	-	■	■	■
	City of Manteca, Manteca Fire Station No. 5 Design-Build	-	-	-	■	■	■
	South San Joaquin County Fire Authority, Tracy Fire Station No. 95 Design-Build	-	-	-	■	■	■
	City of Los Banos, Fire Station No. 4	-	■	-	-	-	-
	City of Clovis, Fire Station No. 6	-	■	-	-	-	-
	City of Sanger, Sanger Headquarters Fire Station Design-Build	-	-	-	■	■	-
Probation Projects							
	City of Selma, Police Station	■	■	■	-	-	-
	Kings County - Jail - Phase II	■	■	-	-	-	-
	Tulare County - South County Detention Center	-	■	-	-	-	-
	Kings County - Juvenile Center Remodel	■	-	■	-	-	-
	San Benito County - AB 900 Jail Expansion Project	■	-	■	-	-	-
Public Safety Projects							
	San Luis Obispo County Fire and Sheriff Co-Located Dispatch Facility Design-Build	■	■	■	■	-	-



SCOTT MURPHY, CCM
Principal-In-Charge

- **Certified Construction Manager**
- **25 years experience managing public safety facilities**

Scott Murphy will oversee the pre-design, design and bid phases and will be directly responsible for the timely commitment of the Vanir team’s resources to the project and for ensuring that all quality and contractual commitments are met. He will work directly with the project director to ensure that all required personnel and services are delivered to client at the appropriate time and that all of the project goals and requirements are met. Scott has over 24 years of experience managing critical essential service projects, including four fire station projects for Tulare County, one for the City of Visalia, one for the City of Los Banos and two for the City of Clovis. With such an impressive track record, he is an ideal candidate for this project.

Projects:

- City of Visalia, Fire Station No. 56, Visalia, CA.
- City of Clovis, Fire Station No. 6, Clovis, CA.



ROY MAGDALENO, CCM, ASSOC. DBIA
Project Director

- **Certified Construction Manager and Associate Design-Build**
- **16 years experience managing public safety facilities**

Roy Magdaleno has been appointed the dedicated project director for the City of Selma; he has been working with the City for the past five years on projects like the New Police Station and Thompson Park project. He will be the main point of contact for the City and provide leadership to our team to meet the City’s needs. Roy’s responsibilities will include communicating with the City, ensuring that expectations are clearly understood and developing the scope, schedule, budget and staffing plan for each assigned task or project. He will receive support from our in-house team as needed.

Roy is an experienced manager who is proactive in anticipating and addressing problems. He has a talent for building strong working relationships within the team to ensure that construction solutions are functional, financially responsible and meet each project’s objectives and aesthetic goals. He will work closely with our Principal-in-Charge, Scott Murphy, who will provide corporate commitment and leadership, ensuring that Roy has the necessary support and resources to deliver the scope. Roy will be responsible for executing the work and leading other team members to ensure that the project moves forward efficiently, safely and with high quality.

Projects:

- City of Selma, New Police Station, Selma, CA
- County of San Benito, Behavioral Health, Hollister, CA
- City of Selma, Thompson Park Project, Selma, CA





ROBERT SIPPEL, CCM
Sr. Construction Manager

- **Certified Construction Manager**
- **40 years experience managing public safety facilities**

Robert Sippel, Senior Construction Manager, will be responsible for providing complete day-to-day management of all construction phase activities on the project, including management of all project team efforts. He will also be responsible for overall performance, contract deliverables and the quality of the project. Robert Sippel has more than 40 years of experience in the construction industry, having worked in various market segments such as public safety, military, state, federal, healthcare and education. He has worked for over 21 years as an owner, developer and builder in the California Central Valley.

Projects:

- City of Visalia, Fire Station No. 56, Visalia, CA
- CA Department of General Services, Atascadero State Hospital Renovation and Expansion, Atascadero, CA



MIKE SCOTT, LEED AP, AIA
Principal Architect

- **Registered Architect**
- **Worked on law enforcement projects for such cities as San Luis Obispo, Paso Robles, Napa and Lompoc**

Mike has over 20 years of experience in the planning, design and implementation of public safety facilities from programming to project completion. He will be the project manager and the day-to-day contact for the D-B entity to the City. Mike has extensive experience with the document development, fine detailing of public safety facilities and the D-B process. Mike is currently working with the County of Santa Barbara on the design of a new dispatch center connected to their existing fire administration building. Mike has prepared scoping documents for the D-B process for multiple public safety facilities such as the City of San Diego Fire Station Design Standardization for four prototype stations to be implemented across the city in approximately 19 locations in a D-B process.

Projects:

- San Luis Obispo County, Co-Located Dispatch Center, Templeton, CA
- City of San Luis Obispo, San Luis Obispo Police Station, San Luis Obispo, CA
- City of Paso Robles, Paso Robles Public Safety Facility, Paso Robles, CA





KATHRYN HICKS, RA
Project Manager

- **Registered Architect**
- **Worked on the City of Selma Fire Station No. 2 Renovation project**

A valued project manager at RRM Design Group, Kathryn Hicks brings her technical and professional expertise to the firm’s architecture team. As a member of RRM’s Professional Practice Committee, Kathryn is well versed in the detailing and coordination requirements of fire station and public facility design and construction. Beyond her technical detailing expertise, she is dedicated to sustainable and functional design that prioritize the end user’s needs while being mindful of project budgets. Kathryn Hicks pioneers each project with creative problem solving and precise execution.

Projects:

- City of Selma, Selma Fire Station No. 2 Renovation, Selma, CA
- Contra Costa County, Pacheco Fire Station No. 9, Pacheco, CA
- City of Madera, Fire Station No. 58, Madera, CA



PAIGE COOK, RA
Principal Architect

- **Registered Architect**
- **Worked on the City of Selma Fire Station No. 2 Renovation project**

An experienced architect and team leader, Paige Cook brings her technical and social expertise to her work at RRM. At the heart of each of her projects is her commitment to helping others. With projects spanning across private and public sectors, her designs range from residential to education and public safety. Paige’s detail-oriented approach serves as an asset to both her colleagues and her clients. With a unique ability to synthesize individual visions into a cohesive whole, she brings each client’s vision to life beyond expectation.

Projects:

- City of Selma, Selma Fire Station No. 2 Renovation, Selma, CA
- City of Visalia, Visalia Fire Station No. 56, Visalia, CA
- City of Chico, Chico Fire Station No. 6, Chico, CA



SECTION 4.4

G. References

4.4 | References: Vanir

1

Project Team:
Roy Magdaleno and Aldo Lujan



City of Selma, New Police Department

Client Contact: Fernando Santillan, AICP, City Manager | City of Selma
P: 559-365-5573 | E: fernandos@cityofselma.com

Vanir provided construction management services for the City of Selma's new \$8.3 million Police Department. The facility includes: meeting rooms accessible to the public (as part of the Department's Community Policing Program); state-of-the-art communications and data processing equipment, managed from the new communications center; briefing room, administrative spaces and offices; evidence room and a secure prisoner processing area with five holding cells; and separate fenced exterior sallyport.

Relevance to Fire Station No. 3: Public Safety and City of Selma project

2

Project Team:
Scott Murphy, Aldo Lujan and Tony Shinali



City of Clovis, New Fire Station

Client Contact: Jose Sandoval, Engineer II
P: 559-765-6630 (Cell) | E: joses@ci.clovis.ca.us

Vanir provided project and construction management services for the new \$5.2 million Clovis fire station which included: Spanish-style architecture, three bay apparatus room, office, five sleeping quarters, kitchen, lounge, workout room, maintenance room and associated restrooms. Work also included a new 150' communication tower, pedestrian paths leading to the city parkway and new Loma Vista development.

Relevance to Fire Station No. 3: Fire Station and Central Valley project

3

Project Team:
Scott Murphy, Aldo Lujan and Tony Shinali



City of Los Banos, Police Headquarters

Client Contact: Ray Reyna, Los Banos Chief of Police
P: 209-675-5797 | E: ray.reyna@losbanos.org

Vanir served as the project manager for the City Los Banos' 28,000-square-foot police headquarters building. Our services included design management, bridging documents, construction management, inspection and commissioning. Vanir conducted a comprehensive architect and contractor outreach/marketing effort to garner as much interest as possible for the project.

Relevance to Fire Station No. 3: Public Safety, Design-Build, Bridging Architect team and Central Valley project



4.4 | References: RRM

1 Seaside Fire Department



RRM is providing master architect services for the Seaside fire department on the Seaside Fire Station No. 2 project.

Contact:

Mary Gutierrez, Fire Chief
 1635 Broadway Ave., Seaside, CA 93955
 831-899-6785 | mgutierrez@ci.seaside.ca.us

Reference For:

Michael Scott, Kathryn Hicks, and Scott Martin

2 Madera County Fire and Rescue



RRM is providing master architect services for the Madera County Fire and Rescue on the Madera Fire Station No. 58 project.

Contact:

Matt Watson, Assistant Fire Chief
 200 W. 4th Street, Suite 3100, Madera, CA 93637
 559-706-8805 | matt.watson@fire.ca.gov

Reference For:

Michael Scott, Kathryn Hicks, and Scott Martin

3 City of Visalia



RRM is providing master architect services for the City of Visalia on the Visalia Fire Station No. 51 project.

Contact:

Jaklin Rowley, Public Works Engineering
 Division
 P.O. Box 5078, Visalia, CA 93278
 559-713-4397 | jaklin.rowley@visalia.city

Reference For:

Michael Scott, Paige Cook and Scott Martin

Letters of Recommendation

City of Los Banos, New Police Department



Ray Reyna
Chief of Police

LOS BANOS POLICE DEPARTMENT

1111 G Street, Los Banos, CA 93635 • Telephone (209)827-7070 • Fax (209)827-7085

February 27, 2024

Re: Letter of Recommendation for Vanir Construction Management, Inc.
City of Los Banos New Police Department Project

To Whom It May Concern:

This letter of recommendation is for the Vanir Construction Management, Inc. ("Vanir") team as devoted owner representatives.

Vanir was initially selected to provide program verification, conceptual design, development of a master project schedule and budget. In addition to Vanir's overall expertise in project and construction management, what really set them apart was their extensive knowledge in facility programming and estimating to ensure the City had a new public safety facility that met the needs of the community, but also a project we could realistically afford.

The new \$26M Police Department is approximately 28,000 SF and includes a 911 Dispatch Center, a public safety radio communication tower, a detention holding facility, a detective division, evidence/storage, traffic division, public meeting spaces, gym/lockers, and cold prep food service. This project has been a long-time coming, since 1969 the police staff has occupied the current outdated facility while servicing the rapidly growing community. The population has increased from 5,272 in 1960 to over 48,000, currently.

The Vanir team also assisted the City with analyzing possible additional funding sources, delivery method evaluation and selection. Without a doubt, the Vanir team's holistic approach (program, time & cost) has been instrumental in laying the groundwork for a successful project. Given Vanir's excellent pre-design work, all-encompassing design management experience, and construction expertise, their contract was expanded and extended to provide full project/construction management, building commissioning and inspection services for the project.

We would like to personally recognize Scott Murphy, Project Director, Edward Rangel, Assistant Construction Manager, and Daniel Villaverde, Inspector. The Vanir team was resourceful, honest and had the City and Police Department's best interest in mind. Amongst the Vanir team is Rob Nash, AIA, Design-Build Expert. We are appreciative of Rob's efforts in guiding the Design Build process, which best suited this project.

It has been our pleasure to work with the entire Vanir team. On behalf of the City and the Police Department we are honored to recommend Vanir Construction Management, Inc. as owner representatives at the earliest stages (funding, pre-design) through the end of your project (warranty phase).

Ray Reyna
Chief of Police
Los Banos Police Department

Pride in Service, Integrity in Action

Letters of Recommendation

Diocese of Fresno, St. Charles Borromeo Church Project



Diocese of Fresno

Properties & Construction

February 29, 2024

Letter of Recommendation for Vanir Construction Management
Subject: St. Charles Borromeo Church Project, Visalia CA (2023)

To Whom It May Concern:

I am pleased to provide this letter of recommendation for Vanir Construction Management for their assistance in managing our new St. Charles Borromeo Church. The new 32,192 SF facility is the largest parish church in North America with seating for 3148 worshippers. The Diocese Properties and Construction Department recognized the need for assistance with project and contract management and help with project cost and schedule tracking. Vanir was brought on early in the project to provide continuity and documentation of the entire project from design and construction document development through complete build-out and occupancy.

Vanir provided cohesive communication and documentation necessary for timely reviews and responses, constructability reviews, evaluation of proposed value engineering and means and methods, estimating review throughout the project, active participation and documentation of weekly meetings, construction document coordination, spear heading owner provided/owner installed equipment, as well as negotiated changes on behalf of the Diocese. Vanir identified potential project issues early on and immediately mitigated risk while adhering to the schedule and controlling costs. The Vanir team responded quickly to issues and provided updates and options. This streamlined decision making between the different parties involved, ultimately saving time and money. The Vanir team was highly organized and had excellent document control and record keeping. The information they managed through their service was invaluable during the design and construction process and through occupancy, and continues to be a resource of information called on in operation.

The St. Charles Borromeo Church project is one on a line of projects Vanir has participated in on our behalf. I would like to recognize the Vanir team with special regards for Roy Magdaleno, Project Director. As has been

1550 North Fresno Street
Fresno, California 93703-3788
(559) 488 - 7400
Dioceseoffresno.org

Letters of Recommendation

Diocese of Fresno, St. Charles Borromeo Church Project Continued



common in all our projects, Roy and his team had a tremendous impact on the success of the project and supported the Diocese. I'd like to thank Roy Magdaleno for truly looking out for the Diocese's best interests. Roy and his team kept the project moving with open communication and full transparency.

This experience demonstrated the kind of due diligence and dedication the Vanir team provides, and we've come to expect. The Diocese is grateful for Vanir's involvement and would highly recommend them as a diligent owner's representative.

Respectfully,

A handwritten signature in blue ink, which appears to read "Douglas A. DuRivage". The signature is fluid and cursive.

Douglas A. DuRivage
Director of Properties and Construction
The Roman Catholic Diocese of Fresno

SECTION 4.4

H. Authorized Representative



4.4 | Authorized Representative



H **AUTHORIZED REPRESENTATIVE**

Jerry Avalos, President

2444 Main Street, Suite 130, Fresno, CA 93721

P: 805-541-1425

E: jerry.avalos@vanir.com

SECTION 4.5

Work Plan/Technical Services



4.5 | Work Plan/Technical Services

✓ PROJECT OBJECTIVES AND DELIVERABLES

Vanir takes an approach to understanding the objectives and expectations of all stakeholders for every project. We will support and enhance the City of Selma’s project management team to clearly define all requirements. Accurately identifying goals is a crucial first step in creating a roadmap, assigning roles and responsibilities and developing action items to ensure Vanir meets those requirements. Vanir provides a complete range of project and construction management services that can be customized to meet your specific needs for any project or task outlined in Appendix A of Selma’s Scope of Services.

Five principles form the foundation of our approach to providing project construction management services:

01 Collaboration



We work closely with client management, the architect, contractor and other consultants to create an atmosphere of teamwork and leadership to successfully meet the goals of your project. This team attitude will resonate through all members of the staff resulting in a successful project.

02 Anticipation



We look ahead, identify potential risks early and address issues before they occur. We are solution-minded. We use our tools to keep documentation on track, pinpoint opportunities that will save time and money and work aggressively to achieve your vision.

03 Communication



We keep you informed with detailed, reliable information so you can make the best decisions possible. By creating and using a communication plan and formal reporting, we will ensure that important facts and realistic choices are conveyed in a clear and timely manner.

04 Representation



We serve as a seamless extension of your staff. We will build strong partnerships with the site representatives, potential adjacent businesses, architects and other consultants involved in the project, working to represent, communicate and promote the project and the client’s best interests at all times.

05

Lessons Learned



We draw upon lessons learned from the many similar bond programs we have managed over the years. We are committed to always raising concerns for issues that have risen before and making recommendations based on solid data and past experiences to continually improve.

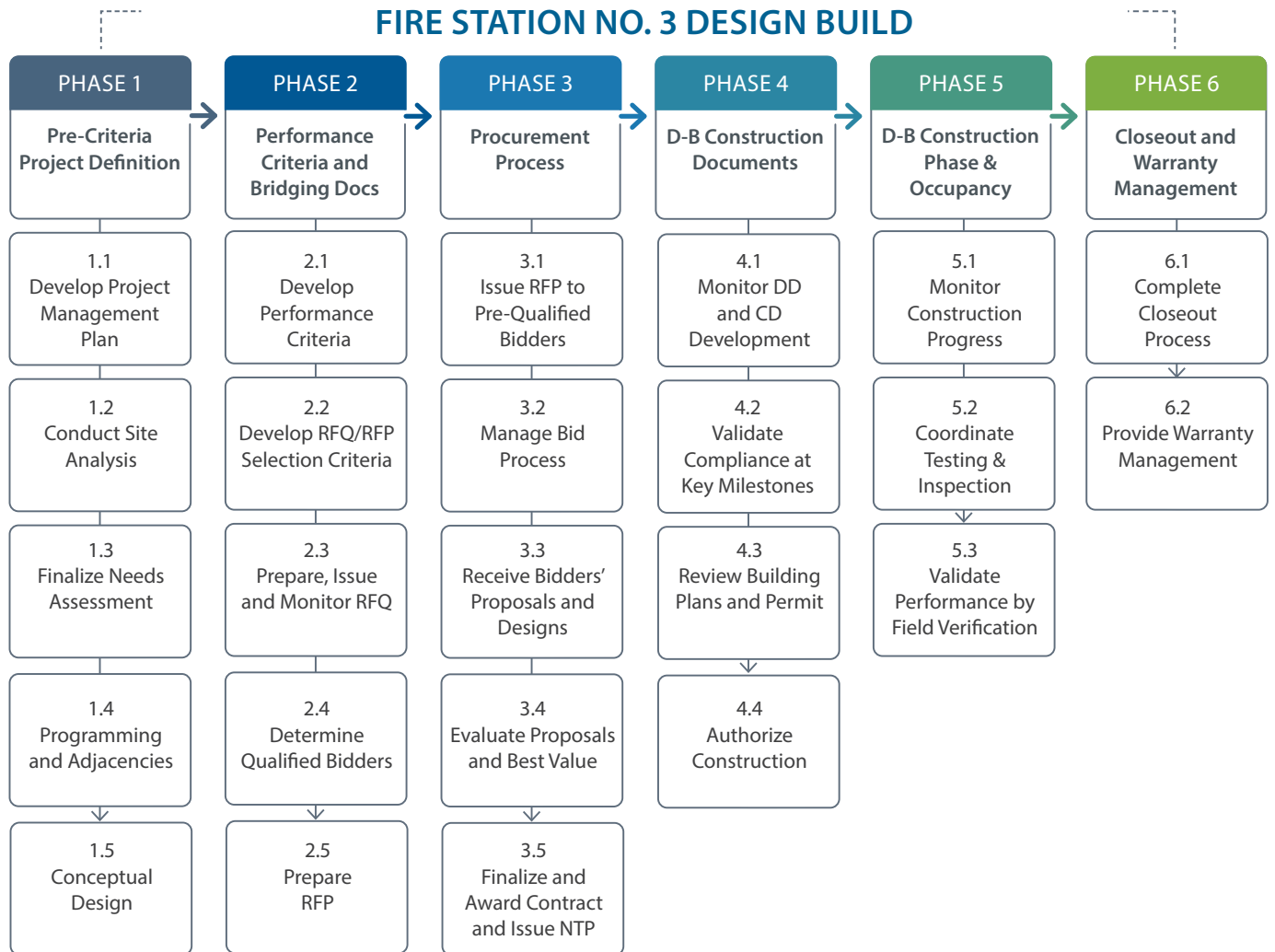
The key to the success of D-B is to clearly establish the owner’s requirements through conceptual design combined with prescriptive and performance criteria and your ensure that conformance is met.

Vanir and RRM Design Group, including their in-house engineers and multi-discipline consulting engineers, will collaborate with the City to clearly document and articulate the project requirements and D-B entity qualifications to ensure that the best team is selected to deliver the design and construction of the New Fire Station No. 3.

In defining the City's requirements for this project, our team will clearly and concisely state what the Owner requires, what the D-B entity must provide in response to the RFP, and what is expected in terms of design and construction from the D-B entity but will generally not define how the D-B entity is to provide it.

We will manage your project phases and tasks using our Work Plan framework shown below :

WORK PLAN FOR NEW CITY OF SELMA FIRE STATION NO. 3 DESIGN BUILD



PHASE 1: PROGRAM VERIFICATION & CONCEPTUAL DESIGN

Task 1.1: Project Initiation

Vanir will develop a project management plan tailored specifically for your project. Our experience shows that for a project to end right, it must start right. The adage is “plan your work; then work your plan.” The project management plan is the first step to success. It will include:

- The goals and objectives of the project.
- An overview of the D-B process to be utilized.
- A clear statement of the overall scope of work.
- The organization of the project team,
- The lines of communication.
- Roles and responsibilities of each team member.
- Project budget expectations control mechanisms.
- Project schedule requirements.



Task 1.2: Site Evaluation

Since Vanir and RRM are very familiar with the location of the New Fire Station No. 3, we are already familiar with much of the consultant work to date, including available City documentation. If necessary, we will recommend additional site investigations to augment the normally owner-provided survey, soils and utility information. We are fully aware that there are PGE power poles/lines running across the center of the site. This would be a critical item to address early and begin removal or relocation of these lines with PGE, as this is typically a long lead item to coordinate and execute.

Task 1.3: Building Program Verification

We understand that an initial needs assessment was previously developed. The team will work with the City to validate and finalize the project's needs assessment. During this verification, we will conduct meetings with the end users and confirm the space needs, adjacencies, size, and square footages are sufficient to meet their needs.

Task 1.4: Research Regulatory Requirements

We will facilitate multiple meetings to define the building program, functional relationships and operational adjacencies. At this point, we will also start to develop conceptual budget modeling for the project to be updated and refined with the development of the conceptual design.

Task 1.5: Conceptual Design

We will translate the needs assessment and programming into conceptual design options for the City to consider and select before proceeding to the next phase. The design options will be accompanied by a complete estimate on the full buildout of this project. This will assist the City in making a decision on budget and look of the new Fire Station.

PHASE 2 BRIDGING DOCUMENTS DEVELOPMENT

Task 2.1: Schematic Design

Led by RRM and building on their prior work with the City to master plan the entire site, the project team will develop project concepts, project criteria and performance and prescriptive specifications that will define the project requirements in accordance with the needs assessment, programming and site analysis combined with the team's expertise in public safety facilities and systems and the City's LEED goals.

Task 2.2: Performance Criteria

The definition and development of the criteria from which the City will score, rank and select a D-B entity for the project is critical. The selection criteria must be clearly thought out to yield the right D-B entity to move the project forward. It is also critical to define specific scoring and weighting of the criteria and a process for evaluation to ensure they are clear and defensible.

Task 2.3: Outline Specifications

We will assist the City in marketing the RFQ to the D-B community, receive and respond to questions via formal addendums and conduct formal past client interviews to confirm performance records. For the Fire Station, Vanir aggressively marketed the RFQ to all relevant contractors and architects, locally, statewide and even some firms with specialized expertise. This intense marketing produced seven good-quality responses for the City to consider for prequalification.



VANIR'S VALUE

"I would like to recognize the Vanir team with special regards for Quality Assurance and Inspector, for technical expertise and coordination on this project. Vanir has been diligent to ensure all applicable State and local drinking water standards are being met, while coordinating with the California Department of Drinking Water. The Vanir team have been instrumental in this project and the City [of Lemoore] looks forward to working with them in the future. I recommend Vanir Construction Management with high regard."

*-Nathan Olson,
City Manager, City of
Lemoore*

Task 2.4: Budget & Schedule Updates

The preliminary estimate through Bridging Documents will be provided and will include recommendations to allow for the City to make decisions on important features that must remain to stay within the City's budget. It is always our intent to stay within budget limits, but alternates are always recommended in case favorable costs are provided by the DBE to the City. Monthly schedule and cost updates are provided by Vanir to keep the City apprised.

Task 2.5: Final Bridging Documents

We will assist the City in developing the solicitation package (RFP document) that sets forth the City's performance objectives and gives the qualified D-B proposers the best opportunity to be creative and cost-competitive in their proposals. It will:

- Include an overview of the City's objectives for the project
- Set forth a mutual level of trust and collaboration
- Define and identify risk transfer requirements
- Include all concept diagrams and supporting documents
- Identify minimum prescriptive requirements including codes and standards
- Provide full narrative of performance requirements
- Establish the performance substantiation processes and requirements
- Establish the project not-to-exceed construction cost limitation
- Establish the project target completion date
- Establish the level of design documents to be submitted
- Establish the performance values and scoring methodology
- Define the BIM requirements for the Design-Builder to use in their documentation
- Include the City – D-B Entity form of contract
- Include the general and special conditions of the contract
- Include all site investigative material. (survey, soils, etc.)

PHASE 3: D-B ENTITY (DBE) PREQUALIFICATION & SELECTION

Task 3.1: DBE Prequalification / Request for Statement of Qualifications (Step One)

The RSOQ will be issued to all DBE firms that wish to be part of this project. We will work on solicitation of great past performing teams that have proven they can work collaboratively, and provide great results. From these responders, we will short list down to three top-ranked firms. We will assist the City to:

- Issue the RFP document via invitation to the pre-qualified responders
- Conduct mandatory pre-proposal meetings to review the document and answer any initial questions
- Conduct a site tour and elaborate on context issues in the RFP.

Task 3.2: Request for Proposals and DBE Selection (Step Two)

The RFP period will be an important, fast-paced and creative period. We will assist the City to:

- Receive and respond to questions via formal addendum as needed.
- Facilitate individual, confidential meetings with each bidder and the City



at 25% and 75% progress of their design to provide owner input to ensure satisfaction (but not preference) with the design proposed

- Conduct an all-responder meeting at the midpoint of design progress to review and discuss any common, overall (not individually specific) issues
- Guide the process to ensure that each proposal will fully address the RFP and will be acceptable to the City.

PHASE 4: D-B ENTITY (DBE) FINAL DESIGN & CONSTRUCTION DOCUMENTS

Task 4.1: Meeting Participation

Our role, as well as that of the master architect and consultants, is to serve in a quality assurance role to substantiate compliance with the performance requirements.

We will:

- Conduct periodic meetings with the project team to monitor design issues and progress and facilitate City decisions
- Monitor the project design and construction schedule to ensure on-schedule progress
- Review design progress drawings for compliance with performance requirements and contract
- Review the design to ensure support safety, access and rehabilitation of probation staff, the public and clients
- Evaluate and monitor D-B Entity's compliance with the contract
- Ensure that LEED compliance and LEED Third Party Commissioning efforts are incorporated into the design process from the onset of the D-B design effort.

Task 4.2: DBE Design Submittal Reviews

This is a formal step to ensure compliance with the contract and avoid surprises and requests for change orders during construction. We will:

- Conduct a formal review of the design progress at completion of the design development documents; this will include a formal review by the master architect and consultants
- Conduct an all-stakeholder work session to overview and review the progress
- Conduct a formal review of the final design at completion of the construction documents; this will include a formal review by all criteria consultants
- Each review will include a formal critique and substantiation of compliance with the performance requirements. If non-compliance is identified, the corrective action and/or alternative solution will be identified for City review and direction. Value engineering can occur at this stage in the project as appropriate or needed.

PHASE 5: CONSTRUCTION PHASE SUPPORT

Task 5.1: Construction Observation & Project Site Management

Once construction is started, the DBE functions much like a traditional general contractor, and our role shifts to more traditional construction management responsibilities. There are some exceptions that will be addressed as follows:



construction phase using the web-based management information system accepted by the City, including submittals, RFIs and progress payments

- We will review submittals and RFIs specifically to verify conformance to the criteria documents
- We will coordinate with the master architect and consultants to provide normal construction observation as needed
- We will provide estimating and value engineering services if and as necessary when the DBE's estimates and/or change order requests need reconciliation
- We will provide scheduling and recovery services if and as necessary if the DBE's schedule and/or change order requests need reconciliation.

Task 5.2: Construction Progress and Site Meetings

The project's construction will be subject to the testing and inspection plan developed by the criteria engineer. Continued review and monitoring of environmental permitting and mitigation measures in accordance with the environmental documents and regulatory permits. Verifications of survey conformance and stormwater management compliance shall be done as-needed.

Task 5.3: Construction Schedule and Budget Management

Most of the performance elements can be substantiated during the DBE's finalization of design. However, some elements (such as weather performance of the building envelope, acoustical performance, etc.) may need to be field-tested for substantiation, we will:

- Coordinate formal review by those certain Criteria Consultants that may be required.
- Facilitate field substantiation of performance requirements by special testing of all systems and elements not previously substantiated during the finalization of the design.

Task 5.4: Project File Management

- Coordinate formal review by those certain criteria consultants that may be required.
- Facilitate field substantiation of performance requirements by special testing of all systems and elements not previously substantiated during the finalization of the design.

Task 5.5 - DBE Submittal Reviews

Vanir will maintain a record set of as-built drawings in the City's trailer. The record set will be kept up to date. During review of the general contractor's pay application, Robert Sippel will review the general contractor's record drawings to confirm they are up to date prior to accepting the contractor's pay application for processing.

PHASE 6: PROJECT CLOSE-OUT

Move-In Coordination: As early as possible, Vanir will set up meetings with end users and develop a move-in plan. This will entail as many details as necessary for a smooth transition into the new building with as little interruption to the fire station's normal business and operations.



VANIR'S VALUE

"Vanir was highly responsive and continuously worked to protect our interest and provide expert guidance in completing our projects. They exceeded contract and owner expectations to make sure the work was completed under budget and on time."

-Tom Perkins, Project Manager, Sacramento Metropolitan Fire District

FF&E Procurement: Working with the architect, reviewing the furniture for review by the City and end-user approval, along with construction requirements such as backing, coordination, location, etc., for all furniture, fixtures and equipment, ensures a seamless start-up for the new station.

Systems Training: Training will be incorporated into the contract documents for maintenance operations and custody staff. We will assist in the coordination of training for the opening of a new institution.

As-Built Documents: Vanir will coordinate and expedite functions concerning the contractor's obligation to provide complete as-built documents.

As-Built Schedule: The as-built schedule should be developed during the course of construction. It details the day-to-day activities of the contracts by area, trade, etc. and "builds" the project on paper as it was constructed in the field.

Preparing and updating the schedules described above does not guarantee success; control of the schedule also involves the technical and managerial skills of the project team. Vanir accomplishes this by:

- Identifying potential problems before they happen—thereby avoiding delays
- Resolving issues in a timely manner
- Acting as a catalyst and helping other team members to maintain schedules
- Performing the necessary analysis and making recommendations

In conjunction RRM, Vanir will determine the remaining work necessary for substantial completion and notify the contractor of any deficiencies. When incomplete or defective work has been remedied, Vanir will advise the City of the acceptability of project completeness and issue a certificate of substantial completion. In the event of remaining incomplete items, Vanir will, upon the City's concurrence, issue a certificate of substantial completion with exceptions noted.



SECTION 4.6

Required Attachments/ Appendices



4.6: Required Attachments/Appendices



We are driven by customer service, reliability and a desire to work with others in a collaborative manner to successfully finish projects.

47	Staff Resumes
70	Risk Assessment Questionnaire
73	Addendum Acknowledgement



SCOTT MURPHY, CCM | VANIR

Principal-in-Charge

Summary of Qualifications

Scott Murphy has over 25 years of experience in a variety of construction market segments including public safety, criminal justice, public works, education and healthcare in both the public and private sector. He has managed every aspect of the project lifecycle from initial conception through completion and his project and construction management responsibilities have consisted of front-end specification writing, design, project setup, design reviews, constructability reviews, estimating, value engineering, program and project scheduling, contract negotiations, bid solicitation, code compliance, LEED charrettes, claims negotiation, ADA compliance and inspection.

Education

Bachelor of Science,
Construction Management,
California State University,
Fresno

Associate of Science,
Forestry, Kings River College

Certifications

CMAA, Certified
Construction Manager
(CCM)

OSHA 10-Hour

Affiliations

Construction Management
Association of America
(CMAA)

US Green Building Council
(USGBC)

Design-Build Institute of
America (DBIA)

Project Experience

City of Visalia, Fire Station No. 56, Visalia, CA. Project Director, \$5 million, 6,844 SF, Design-Bid-Build. Vanir is providing project and construction management for the new Visalia Fire Station No. 56 project, which includes multiple apparatus bays for fire trucks and emergency vehicles, living quarters for firefighters, including sleeping areas and kitchen facilities, dedicated training spaces for ongoing education and simulation exercises, administrative areas for operational management and support staff and energy-efficient systems and materials to reduce the City's carbon footprint.

City of Clovis, Fire Station No. 6, Clovis, CA. Project/Construction Manager, \$8.2 million, Design-Bid-Build. Vanir provided project and construction management services for the new Clovis Fire Station No. 6 Project. The fire station includes Spanish-style architecture, a three-bay apparatus room, an office, five sleeping quarters, a kitchen, a lounge, a workout room, a maintenance room and associated restrooms. Work also included a new 150' communication tower, pedestrian paths leading to the city parkway and a new Loma Vista development. Vanir provided design estimates and a constructability review, assisted the City of Clovis with bid participation and bid/award and managed and inspected the construction.

City of Clovis, Fire Station No. 2, Clovis, CA. Project Manager, Demolition and New Construction. Vanir provided project and construction management services for the City including planning, development of a master schedule, design phase services including cost and constructability reviews, commissioning and assistance with the transition and occupancy phases. Additionally, Vanir also managed the bidding process, ensuring competitive and responsive bids, and a construction phase service plan aimed at maintaining quality, schedule and budget controls throughout the project life cycle.



ROY MAGDALENO, CCM, Assoc. DBIA | **VANIR**

Project Director

Summary of Qualifications

Roy Magdaleno has more than 25 years of experience in the construction industry and is proficient in handling all field documents, developing daily, weekly and monthly reports and negotiating change orders, RFIs, transmittals, submittals and operations and maintenance manuals. As a construction management professional, he is well-versed in overseeing field crews and in acting as a liaison between engineers, architects and city officials/inspectors (OSPHD, AHJ, DSA, SFM, Local, Special Inspectors, SJVAPCD, BSCC, DPH). As a Project Director, Roy manages all office-related needs and coordinates all field-related needs. He conducts meetings as necessary to address project issues for immediate resolution. Roy's previous experience as an estimator includes assisting in estimates, material take-offs and bid submittals and producing as-built drawings.

Education

Bachelor of Science,
Construction Management,
California State University,
Fresno

Certifications

CMAA, Certified
Construction Manager
(CCM)

Associate D-B Professional
(DBIA)

Affiliations

Construction Management
Association of America
(CMAA)

US Green Building Council
(USGBC)

Design-Build Institute of
America (DBIA)

Lean Construction Institute
(LCI)

Project Experience

City of Selma, New Police Station, Selma, CA. Project Director, \$8.3 million, 10,175 SF, New Construction, Essential Services Facility, Design-Bid-Build. Vanir is providing project and construction management services to the City of Selma for their new police station. The new police station will include a patrol squad room, detective room, sergeant room, lieutenant offices, evidence room and a secure prisoner processing area with five holding cells. The squad room will have direct access to the rear parking area, which will be fenced for patrol cars. Responsible for the site construction management of the contractor, A/E, document control, cost control, closeout and occupancy.

City of Selma, Thompson Park Project, Selma, CA. Project Manager, \$10-12 million. The City has retained Vanir to provide project management services in the predesign and design phase, and construction management phase services. Using Vanir's extensive experience in project estimating, Vanir assisted the City in developing a total project budget, master schedule and cash flow analysis. The California State Parks Proposition 68 grant to construct a 10-acre park. The park amenities will include but are not limited to open space, youth soccer and football, lighted practice space, two lighted basketball courts, a water play park, ADA-compliant playground equipment, picnic shelters, walking/jogging trails, restrooms and parking. Vanir oversees assisting the City during pre-design RFPs, design monitoring, bid marketing, award pre-qualifying GCs, bid opening and recommendations, project management and construction administration throughout the project duration and closeout.

Continued

Roy Magdaleno, CCM, Assoc. DBIA
Project Director

California Department of General Services, Porterville Developmental Center Fire Alarm Upgrade Project, Porterville, CA. Project Director, \$3.7 million, 291,585 SF, Renovation, Occupied Campus, Design-Bid-Build. The project entails upgrading the facility with a new, up-to-code fire alarm system. The work requires coordination with staff, client and the facility to enter occupied offices/housing. The project scope includes cutting the ceiling to run new conduits and installing new fire alarm devices, horns/strobes and pull stations. Vanir was asked to assist in the ongoing project and help coordinate between the Authorities Having Jurisdiction, DGS IOR(s), the contractor and the facility. Responsible for construction project oversight, OSPHD inspections, State Fire Marshal, licensing, schedule, cost, contractor oversight and end-user coordination.

County of San Benito, Behavioral Health, Hollister, CA. Project Director, \$10 million, 17,212 SF, New Construction, Modular, Design-Build, split package. Vanir provided limited pre-construction and complete construction management services during the construction phase. The project was put out to bid in two packages: the Modular Building Bid Package and the Site Bid Package. It included a parking lot, landscaping, irrigation and courtyards for patient and staff use. The department is currently authorized for 52 employees (health clinicians, psychiatrists, case managers, nurses, administrators and clerical support staff). It proposes adding 22 more staff members when the new facility is completed.



ROBERT SIPPEL, CCM | VANIR

Senior Construction/Project Manager

Summary of Qualifications

Robert Sippel has over 40 years of experience in the construction industry working in a variety of market segments including public safety, military, state, federal, healthcare and education. For over 21 years, Robert served as owner, developer and builder while working in the California Central Valley, developing subdivisions, designing and building large custom homes as well as medical, dental and industrial buildings. His expertise includes overseeing both traditional and D-B projects through the process from pre-construction to project closeout. His attention to detail, working in the industry as an owner and his can-do positive nature, provides him with the ability to interact well with users and clients throughout the building process.

Education

Bachelor of Arts,
Construction, California
State University, Fresno

Certifications

CMAA, Certified
Construction Manager
(CCM)

Confined Space Entrant and
Attendant, WESTEC

30-hour Construction
Safety, US Department of
Labor

Construction Project
Management, California
State University, San Diego

Developing Office
Buildings, North / West
Center for Professional
Education

Project Experience

City of Visalia, Fire Station No. 56, Visalia, CA. Project Manager, \$5 million, 6,844 SF, Design-Bid-Build. Vanir is providing project and construction management for the new Visalia Fire Station No. 56 project, which includes multiple apparatus bays for fire trucks and emergency vehicles, living quarters for firefighters, including sleeping areas and kitchen facilities, dedicated training spaces for ongoing education and simulation exercises, administrative areas for operational management and support staff and energy-efficient systems and materials to reduce the City's carbon footprint.

San Benito County Jail Addition AB900, Phase 2, Hollister, CA. Senior Construction Manager, \$21 million, 22,000 SF, Design-Bid-Build. Construction of a new 72-bed facility adjacent to the existing facility. The work includes inmate housing, medical services suite and intake and release suite. The inmate housing portion of the project added 72 beds, with cells organized in two housing units. The inmate housing component of the project included dayrooms, shower and storage spaces, required indoor/outdoor recreation areas, a control room, two multi-purpose/classrooms and a staff restroom. The medical services suite included a doctor/nurse office, exam room, inmate waiting area, medical supply/records room and janitorial/linen storage.

California Department of General Services, Porterville Developmental Center Fire Alarm Upgrade Project, Porterville, CA. Project Manager, \$3.7 million, 291,585 SF, Renovation, Occupied Campus, Design-Bid-Build. The project entails upgrading the facility with a new, up-to-code fire alarm system. The work requires coordination with staff, clients and the facility to enter occupied offices/housing. The project scope includes cutting the ceiling to run new conduits and installing new fire alarm devices, horns/strobes and pull stations.



Michael Scott, LEED AP | **RRM**

Principal Architect

Summary of Qualifications

With over two decades of experience at RRM, Mike Scott's passion for architecture and design is rooted in his commitment to service. Dedicated to fulfilling the needs of both his client and community, Mike's collaborative and detailed approach to design fosters high-quality project execution. As a LEED® Accredited Professional, Mike offers an environmentally conscious and context-sensitive view to every project. His team management and detailed focus ensures a thorough approach to design. Specializing in public safety, educational, and commercial design, his projects span from fire stations and educational buildings to outdoor stadiums and athletic facilities. Administering quality control and coordinating consultant systems for complete and integrated buildings, his well-versed expertise serves both his team and client from inception to completion.

Education

Bachelor of Science,
Architecture, California
Polytechnic State University,
San Luis Obispo, CA

Professional License

Architect, CA, C31544

Certifications

Leadership in Energy and
Environmental Design
Accredited Professional
(LEED AP)

Project Experience

San Luis Obispo County Fire and Sheriff Co-Located Dispatch Facility Design-Build, San Luis Obispo, CA (with Vanir Construction Management, Inc.).

RRM worked with Vanir to design and construct a new, 13,000 square feet co-located Regional Emergency Dispatch Center and extension of utility and communication infrastructure. The center would house the dispatch functions both the Sheriff's Office and CAL FIRE/County Fire. Center functions would include emergency medical dispatch and the 24-hour 911 center.

Central Union School District, Neutra Elementary School Master Architect Design-Build, Leemore, CA (with Vanir Construction Management, Inc.).

Includes the development and delivery of Design-Build Bridging Documents to complete major alterations and additions at the Neutra Elementary School. Alterations include but are not limited to: renovating 12 classroom interiors, removing 4 outdated modular buildings, 10 new modular classroom buildings, a new multi-purpose building, parking and restroom upgrades, and HVAC modernizations.

City of Selma, Selma Fire Station No. 2 Renovation, Selma, CA. Provided design with construction management services. RRM prepared a plan to correct station deficiencies and expand the station to meet space needs and provide a safer environment for the firefighters utilizing the existing structure. RRM also prepared a master layout for full build-out.

City of Manteca, Manteca Fire Station No. 5 Design-Build, Manteca, CA. Includes a 6,700 SF building, Design-Build. Included preparation of bridging documents working with the City Fire Department as the Master Architect to design the station and identify the specific non-negotiable features of the station. Prepared drawings and specifications that provided direction to the Design-Build Entities (DBE) that

Continued

Michael Scott, LEED AP
Principal Architect

identified areas that were open to innovations while specifying department standards that needed to be upheld. Prepared the bridging documents while identifying cost-effective solutions, including a simplified structural system that is common with the local workforce. Responsible for programming through construction administration.

City of Madera, Madera Fire Station No. 58, Madera, CA. Provided design with construction management services. The fire station includes three apparatus bays, sleeping areas, and living area for two companies and a battalion chief. The site is large and includes an area set aside for a future training facility. The campus main gas line was sized to accommodate future live fire-training props. RRM worked with the City to investigate architectural character for the station.

South San Joaquin County Fire Authority, Tracy Fire Station No. 95 Design-Build, Tracy, CA. Provided design with construction management services. The fire station is approximately 7,400 square feet, single-story structure with three apparatus bays, support/maintenance areas, four dormitory rooms, two dormitory restrooms, one public restroom, a day room, a kitchen, a dining room, an exercise/fitness room, and administrative space for office work and emergency communications equipment.

City of Sanger, Sanger Headquarters Fire Station Design-Build Bridging Documents, Master Architect, Sanger, CA. RRM provided bridging documentation for a renovation and expansion of the Headquarters Fire Station. Having initially prepared a Feasibility Study report for this station in 2018, RRM was familiar with this specific site and was able to thoroughly incorporate the Fire Department's goals when preparing the bridging documents for the Headquarters Fire Station Renovation.



Kathryn Hicks, RA | **RRM**

Project Manager

Summary of Qualifications

A valued project manager at RRM Design Group, Kathryn Hicks brings her technical and professional expertise to the firm's architecture team. As a member of RRM's Professional Practice Committee, Kathryn is well versed in the detailing and coordination requirements of fire station and public facility design and construction. Beyond her technical detailing expertise, she is dedicated to sustainable and functional design that prioritize the end user's needs while being mindful of project budgets. Kathryn Hicks pioneers each project with creative problem solving and precise execution.

Education

Bachelor of Science,
Architecture, California
Polytechnic State University,
San Luis Obispo, CA

Professional License

Architect, CA, C38079

Project Experience

City of Selma, Selma Fire Station No. 2 Renovation, Selma, CA. Design with construction management services. RRM prepared a plan to correct station deficiencies and expand the station to meet space needs and provide a safer environment for the firefighters utilizing the existing structure. RRM also prepared a master layout for full build-out.

City of Madera, Madera Fire Station No. 58, Madera, CA. Design with construction management services. The fire station includes three apparatus bays, sleeping areas, and living area for two companies and a battalion chief. The site is large and includes an area set aside for a future training facility. The campus main gas line was sized to accommodate future live fire-training props. RRM worked with the City to investigate architectural character for the station.

Santa Clara County Central Fire Protection District, Redwood Fire Station, Los Gatos, CA. A replacement fire station is 2 stories to accommodate apparatus bays, apparatus support, exercise and office spaces on the ground floor and living and sleeping quarters for the fire department on the second floor. A functioning fire watch tower is integrated as part of the stair tower of the station to assist firefighters in viewing the fire location within the mountain area and traffic considerations of the mountain roadway. The fire station is part of an existing community campus that includes the community park, pool and community center with associated parking.

Santa Clara County Central Fire Protection District, Quito Fire Station, Los Gatos, CA. RRM was hired to design a new Quito Fire Station. The design process included extensive community outreach and consensus was reached for a classic brick-faced Station.

Contra Costa County, Bay Point Fire Station No. 86, Bay Point, CA. RRM developed a prototype design for new fire station to identify space needs, equipment, and furnishings lists and budgets. The prototype was adopted and RRM prepared conceptual design concepts.

Continued

Kathryn Hicks, RA
Project Manager

Contra Costa County, Pacheco Fire Station No. 9, Pacheco, CA. RRM developed a prototype design for new fire station to identify space needs, equipment, and furnishings lists and budgets. The prototype was adopted and RRM prepared conceptual design concepts. To house two fire helicopters, RRM has prepared multiple site layouts to coordinate with the airfield and work around adjacent sensitive biological areas.

City of Seaside, Seaside Fire Station No. 2, Seaside, CA. Design of Fire Station Number 2 for the City's Fire Department. The site area will encompass a total of 161,382 SF (3.7 acres) with the fire station including a community room, individual sleeping quarters, restrooms, day room, kitchen, office space, turnout storage, exercise room, interior storage rooms, apparatus bays, along with an exterior fueling area, Butler building for apparatus storage and training area as depicted in the Seaside Fire Program Report, prepared by RRM Design Group.

Ventura County Fire Department, Santa Paula Fire Station No. 29, Santa Paula, CA. A new two story station for the City of Santa Paula with a historic Brick Firehouse design. Through this process RRM is helping solidify the department standards.

City of Sanger, Sanger Headquarters Fire Station Design-Build Bridging Documents, Master Architect, Sanger, CA. RRM provided bridging documentation for a renovation and expansion of the Headquarters Fire Station. Having initially prepared a Feasibility Study report for this station in 2018, RRM was familiar with this specific site and was able to thoroughly incorporate the Fire Department's goals when preparing the bridging documents for the Headquarters Fire Station Renovation.



Paige Cook, RA | **RRM**

Project Architect

Summary of Qualifications

An experienced architect and team leader, Paige Cook brings her technical and social expertise to her work at RRM. At the heart of each of her projects is her commitment to helping others. With projects spanning across private and public sectors, her designs range from residential to education and public safety. Paige's detail-oriented approach serves as an asset to both her colleagues and her clients. With a unique ability to synthesize individual visions into a cohesive whole, she brings each client's vision to life beyond expectation.

Education

Bachelor of Science,
Architecture, California
Polytechnic State University,
San Luis Obispo, CA

Professional License

Architect, CA, 39576

Project Experience

City of Selma, Selma Fire Station No. 2 Renovation, Selma, CA. Design with construction management services. RRM prepared a plan to correct station deficiencies and expand the station to meet space needs and provide a safer environment for the firefighters utilizing the existing structure. RRM also prepared a master layout for full build-out.

City of San Diego, Fairmount Avenue Fire Station, San Diego, CA. Plan implementation of the prototype design for Construction Documents and Construction Administration of the new Fairmount Fire Station. The new station is based on a multistory prototype with three apparatus bays which will house ten personnel.

City of Visalia, Visalia Fire Station No. 56, Visalia, CA. Design services for a new fire station facility on a 1.25 acre site. The work includes on-site improvements with paved areas, building, landscape, structural, mechanical, plumbing, electrical, fire protection, alarm, and communications systems in a type VB construction.

South San Joaquin County Fire Authority, Tracy Fire Station No. 95, Tracy, CA. Design with construction management services. The fire station is approximately 7,400 square feet, single-story structure with three apparatus bays, support/maintenance areas, four dormitory rooms, two dormitory restrooms, one public restroom, a day room, a kitchen, a dining room, an exercise/fitness room, and administrative space for office work and emergency communications equipment.

City of Chico, Chico Fire Station No. 6, Chico, CA. Developing a project program, conceptual layouts, and project budgets for a new Fire Station No. 6 on a 1.62 acre lot. RRM will also prepare bridging documents for a design-build.



Scott Martin, AIA, LEED AP, CNU-A | **RRM**

Design Director

Summary of Qualifications

As Managing Partner, Scott Martin brings over twenty years of valuable experience to RRM Design Group. From urban design and planning to facility production and construction, Scott's experience ranges far and wide. An LEED Accredited Professional, his designs incorporate creative and sustainable solutions. In addition to his technical expertise, Scott is dedicated to meeting the priorities and needs of the community. His close relationship with both public and private clients offers him a comprehensive view of each project. A thoughtful leader and designer, Scott Martin brings an all-encompassing perspective to the architecture team at RRM.

Education

Bachelor of Science,
Architecture, California
Polytechnic State University,
San Luis Obispo, CA

Professional License

Architect, CA, C32348
Architect, CO, 00405508

Certifications

Leadership in Energy and
Environmental Design
Accredited Professional
(LEED AP)

Congress for the New
Urbanism Accredited
(CNU-A)

Affiliations

American Institute of
Architects (AIA), San Luis
Obispo Chapter, Member

Project Experience

City of Madera, Madera Fire Station No. 58, Madera, CA. Design with construction management services. The fire station includes three apparatus bays, sleeping areas, and living area for two companies and a battalion chief. The site is large and includes an area set aside for a future training facility. The campus main gas line was sized to accommodate future live fire-training props. RRM worked with the City to investigate architectural character for the station.

Ventura County, FPD Fire Communication Center, Ventura, CA. 16,000 SF, dispatch center, housing administration, dispatching and living functions. Design features for this 24-hour facility include equipment rooms holding the latest in technology, a dispatch floor to accommodate future growth, a training room that doubles as an expanded dispatch, and living accommodations for 11 dispatchers. Scott helped provided programming through construction administration.

Napa Public Safety Joint Facility Needs Assessment and Feasibility Study, Napa, CA. Needs assessment, architectural program and site feasibility studies. This project was for a joint-use facility to house their mission critical public safety operations. This essential services facility will house the police and fire command and administration functions, two-company fire station, full police station with patrol, investigations, records, evidence processing, property warehouse and state-of-the-art crime lab. The new facility will contain shared break room, locker rooms, fitness center and conference/training rooms. A new emergency dispatch center for 16 dispatchers and a secured emergency operations center are integral to the new facility.

County of San Luis Obispo, Creston Fire Station No. 43, Creston, CA.

Architectural and engineering services for new 6,600 sf CalFire/County Fire Station which includes a Sheriff substation office. Located in a 100-year flood plain, required a design that was responsive to flood control, storm run-off and soil stabilization issues, and design of waste water system. Met all the requirements of the County and CalFire.

Continued

Scott Martin, AIA, LEED AP, CNU-A
Design Director

City of San Diego, San Diego Fire Station Design Standardization, San Diego, CA. 11,000 SF prototype, area, prepare fire station design standardization scoping documents for the design-build of multiple fire stations on various sites throughout the City. RRM prepared a standard site plan template for the City to use as a site selection tool. RRM also prepared standardized master specifications which standardize and provide ease of maintenance for future facilities. Engineering standard drawings are added to identify standard electrical, mechanical, plumbing, civil and landscape requirements.

City of Santa Clara, Santa Clara Fire Station No. 2/Training Facility, Santa Clara, CA. 7,615 SF, Needs assessment and conceptual design through construction administration for a new fire station and training facility on approximately 1.8 acres in Santa Clara. Site contains three conference/training rooms with full video and electronic conferencing capabilities. Scott served as the lead designer.



Todd Hansen, LEED AP BD+C CSI CDT | **RRM**

Architect QA/QC

Summary of Qualifications

With over two decades of experience at RRM, Todd Hansen brings a wide-ranging skillset to each client he works with. An LEED certified architect and project manager, Todd leads his team through the many challenges of the design process. He oversees the production of technical specifications as well as specializing in technical document production and quality assurance. Todd's projects range from complex, multi-story projects to ADA and seismic upgrades. Through years of experience as both a field architect and project manager, Todd brings a well-rounded perspective to each project he works on.

Education

Master of Business Administration, California Polytechnic State University, San Luis Obispo

Bachelor of Science, Architecture, California Polytechnic State University, San Luis Obispo, CA

Professional License

Architect, CA, C27118

Certifications

LEED AP Building Design + Construction, CA

CSI, CA

International Code Council (ICC) Central Coast Chapter

Affiliations

American Institute of Architects (AIA), San Luis Obispo Chapter, Member

Project Experience

San Luis Obispo County Fire and Sheriff Co-Located Dispatch Facility Design-Build, San Luis Obispo, CA (with Vanir Construction Management, Inc.).

RRM worked with Vanir to design and construct a new, 13,000 square foot co-located Regional Emergency Dispatch Center and extension of utility and communication infrastructure. The center would house the dispatch functions both the Sheriff's Office and CAL FIRE/County Fire. Center functions would include emergency medical dispatch and the 24-hour 911 center.

City of Los Angeles, Los Angeles Regional Fire Station No. 82 LEED-NC Gold, Hollywood, CA.

Full architectural and landscape architectural design and construction administration, and managed a team of engineering consultants. Includes three heavy apparatus bays, three paramedic bays, administrative offices and firefighter living quarters. Living quarters include a kitchen, dining room, dayroom, restrooms and locker rooms, and sleeping quarters include dormitories for firefighters, paramedics, captains and commander. Sustainable materials and systems are incorporated such as a vegetated roofing system to capture and treat on-site rainwater before it is piped to the storm drainage system.

City of Riverside, Riverside Downtown Fire Station No. 1 Redesign, Riverside, CA.

Design and construction administration. The fire station consists of a three-story facility and accompanying on-site parking for personnel, four apparatus bays with vehicle exhaust systems, turn-out room, workshop, communications room, storage room, and an exercise room on the first floor. Also on the first floor adjacent to the public entry is a fire equipment museum. The second floor includes dorms, kitchens, and day areas. The third floor are administrative offices, conference rooms, meeting areas, a tech center, and exterior decks for serving the offices.

Continued

Todd Hansen, LEED AP BD+C CSI CDT
Architect QA/QC

City of San Jose, San Jose Police Southside Substation Peer Review and Implementation Support Services, San Jose, CA. Third party peer review services for their new Police Southside Substation. The three-story police station is on a 10.5-acre site supplemented by underground parking and a vehicle maintenance building.

City of Paso Robles, Paso Robles Public Safety Facility, Paso Robles, CA. 40,715 SF, the public safety center combined the fire and police command and administration offices, and includes a detached building, which was designed to a higher essential services standard due to the proximity to seismic fault lines. The EOC was designed accommodate all City departments during an activation. Todd prepared documentation that demonstrated compliance to the CSA requirements during the construction administration phase.

City of Lompoc, Lompoc Police Station Renovation and Expansion Study, Lompoc, CA. Needs assessment, program and conceptual design for three police functions: evidence processing; evidence warehouse; and the dispatch center. Expanded program scope included all Police functions including Command, Investigations, Patrol, Records, Traffic, K-9 Unit and Community Services.

Contra Costa County, Bay Point Fire Station No. 86, Bay Point, CA. A prototype design for new fire station to identify space needs, equipment, and furnishings lists and budgets. The prototype was adopted and RRM prepared conceptual design concepts.



Lance Wierschem, PLA, LEED AP | **RRM**

Landscape Architect

Summary of Qualifications

With a sharp artistic eye, Lance Wierschem’s detailed design enhances the artistry of each project he is involved in. As an experienced landscape architect and planner, Lance offers an expansive view of design. From trails and recreational parks to public and community centers, Lance’s versatile experience serves both his team and his clients. Engaged in all aspects of project administration, from visioning to construction, his alliance to creative collaboration is reflected in his work. Both his collaborative efforts and his artistic vision guide Lance’s design process, elevating outdoor spaces into captivating environments for all to enjoy.

Education

Bachelor of Landscape Architecture, California Polytechnic State University, San Luis Obispo

Minor, City and Regional Planning, California Polytechnic State University, San Luis Obispo

Professional License

Professional Landscape Architect, CA, 6210

Certifications

Leadership in Energy and Environmental Design (LEED AP)

Project Experience

City of Madera, Madera Fire Station No. 58, Madera, CA. Provided design with construction management services. The fire station includes three apparatus bays, sleeping areas, and living area for two companies and a battalion chief. The site is large and includes an area set aside for a future training facility. The campus main gas line was sized to accommodate future live fire-training props. RRM worked with the City to investigate architectural character for the station.

South San Joaquin County Fire Authority, Tracy Fire Station No. 95, Tracy, CA. Provided design with construction management services. The fire station is approximately 7,400 square feet, single-story structure with three apparatus bays, support/maintenance areas, four dormitory rooms, two dormitory restrooms, one public restroom, a day room, a kitchen, a dining room, an exercise/fitness room, and administrative space for office work and emergency communications equipment.

County of Madera, Madera County Fire Station No. 3, Madera, CA. Design and construction of a new fire station. This new fire station will cover an area of 7,985 square feet, with a single-story design that’s easy to navigate. The modern facility will feature state-of-the-art equipment and technology to improve firefighting capabilities, ensuring prompt and efficient emergency responses. With the replacement of the old fire station, this newly constructed site will continue to serve the community and provide essential fire protection services.

County of Santa Barbara, New Cuyama Fire Station No. 27 Design-Build, New Cuyama, CA. Design and construction of a new single story 10,230 sf fire station and sheriff substation (8,900 sf fire station, 1,100 sf sheriff substation, 230 sf communications center) in New Cuyama. The fire station includes 3 double loaded apparatus bays, 5 bunks, offices, and RRM’s Design 4 Life engineered hazard management system. The Sheriff substation includes an interrogation room and holding cell compliant with BSCC standards.

Continued

Lance Wierschem, PLA, LEED AP
Landscape Architect

Contra Costa County, Bay Point Fire Station No. 86, Bay Point, CA. A prototype design for new fire station to identify space needs, equipment, and furnishings lists and budgets. The prototype was adopted and RRM prepared conceptual design concepts.

Contra Costa County, Pacheco Fire Station No. 9, Pacheco, CA. A prototype design for new fire station to identify space needs, equipment, and furnishings lists and budgets. The prototype was adopted and RRM prepared conceptual design concepts. To house two fire helicopters, RRM has prepared multiple site layouts to coordinate with the airfield and work around adjacent sensitive biological areas.

Public Facilities Investment Corporation, Mendota City Hall and Police Station, Mendota, CA. Working with the City, public developer, and finance team (PFIC), RRM led the team through programming, design, bidding and construction administration. This included a major redesign and procurement pivot to adjust to challenging shifts in the construction market.

City of San Diego, San Diego Fire Station Design Standardization, San Diego, CA. 11,000 SF prototype, area, prepare fire station design standardization scoping documents for the design-build of multiple fire stations on various sites throughout the City. RRM prepared a standard site plan template for the City to use as a site selection tool. RRM also prepared standardized master specifications which standardize and provide ease of maintenance for future facilities. Engineering standard drawings are added to identify standard electrical, mechanical, plumbing, civil and landscape requirements.



Mike Hamilton, PE, QSD/P | **RRM**

Civil Engineer

Summary of Qualifications

Mike is an RRM principal and the manager of engineering for the Santa Barbara office. He brings over 20 years of experience in both the public and private sectors, and has worked diligently with municipalities, developers, architects, and institutions to bring many successful projects to completion. At RRM, he is involved in the mentorship program and is also the principal of the sustainability committee. Mike is a leader in the ever-changing field of stormwater management, specializing in designing and implementing Best Management Practices, wastewater management, and land development.

Education

Bachelor of Science, Civil Engineering, California Polytechnic State University, San Luis Obispo, CA

Professional License

Professional Engineer, CA, 62696

Certifications

California Certified Qualified Stormwater Pollution Plan Developer/Practitioner (QSD/P)

Project Experience

City of Selma, Selma Fire Station No. 2 Renovation, Selma, CA. Provided design with construction management services. RRM prepared a plan to correct station deficiencies and expand the station to meet space needs and provide a safer environment for the firefighters utilizing the existing structure. RRM also prepared a master layout for full build-out.

Ventura County Fire Department, Santa Paula Fire Station No. 29, Santa Paula, CA. RRM is designing a new two story station for the City of Santa Paula with a historic Brick Firehouse design. Through this process RRM is helping solidify the department standards.

Ventura County Fire Department, Thousand Oaks Fire Station No. 34, Thousand Oaks, CA. The Ventura County Fire Department hired RRM to first design the Thousand Oaks single story fire station to meet their department needs for building and site. The project includes living and sleeping areas, office and public interaction areas and support and storage areas. The project also included site amenities such as emergency generator, fuel dispensing, security fencing, secure parking and fire fighter patio.

County of Santa Barbara, Santa Barbara County Regional Fire Communication Facility, Santa Barbara, CA. Includes complete design, constructability, and cost estimating services for an expansion to the current Emergency Operations Center. This expansion will centralize all seven Santa Barbara County fire departments as well as all fire and emergency medical services into one dispatch center. Construction is expected to be completed by the spring of 2024.

Gunner Ranch, Inc. Gunner Ranch West Fire Station, Madera, CA. A new multi-phase fire station, including three apparatus bays, sleeping and living areas, and a community room for one firefighter company. Gunner Ranch, Inc. and RRM, in cooperation with CalFire, are implementing the standards outlined in the Madera County Fire Master Plan. The design of this fire station will have spaces to separate firefighters living and sleeping areas from harmful carcinogens that are associated with the design and construction.



Michael Doremus, SE, PE, LEED AP | **RRM**

Structural Engineer

Summary of Qualifications

With over a decade of civil and structural engineering experience, Michael’s approach to design is steeped in a commitment to detailed precision. Michael offers his extensive expertise for each client, specializing in housing, civil, educational, and recreational design. He has been involved in projects of all sizes, from large-scale steel frame hospitals to 43,000 sq. ft. laboratories. Also overseeing the design and code compliance for lateral and gravity systems, Michael is well-versed in a range of project types. His thorough approach to design and a keen eye for detail translates into procedural and structural integrity.

Education

Bachelor of Science,
Architectural Engineering,
California Polytechnic State
University, San Luis Obispo,
CA

Professional License

Structural Engineer, CA,
S5685

Professional Engineer, CA,
72309

Certifications

Leadership in Energy and
Environmental Design
Accredited Professional
(LEED AP)

Affiliations

American Institute of Steel
Construction (AISC)

Project Experience

San Luis Obispo County Fire and Sheriff Co-Located Dispatch Facility Design-Build, San Luis Obispo, CA (with Vanir Construction Management, Inc.).

RRM worked with Vanir to design and construct a new, 13,000 square feet co-located Regional Emergency Dispatch Center and extension of utility and communication infrastructure. The center would house the dispatch functions both the Sheriff’s Office and CAL FIRE/County Fire. Center functions would include emergency medical dispatch and the 24-hour 911 center.

County of Santa Barbara, Santa Barbara County Fire North Operations Center, Santa Barbara, CA.

Analysis of the exiting Fire Administration Building and attached Fire Station No. 19 to assess the possibility of renovating the Fire Station to become a new Fire Dispatch Facility for the County. Prepared multiple conceptual layouts to provide a dispatch floor with 2 primary call takers, 2 secondary training call takers, a primary and training Sit Stat and a primary and secondary dispatcher.

City of San Diego, San Diego Fire Station Design Standardization, San Diego, CA.

11,000 SF prototype, area, prepare fire station design standardization scoping documents for the Design-Build of multiple fire stations on various sites throughout the city. RRM prepared a standard site plan template for the City to use as a site selection tool. RRM also prepared standardized master specifications which standardize and provide ease of maintenance for future facilities. Engineering standard drawings are added to identify standard electrical, mechanical, plumbing, civil and landscape requirements.

City of Manteca, Manteca Fire Station No. 5 Design-Build, Manteca, CA.

Includes a 6,700 SF building, Design-Build. Included preparation of bridging documents working with the City Fire Department as the Master Architect to design the station and identify the specific non-negotiable features of the station. Prepared drawings and specifications that provided direction to the Design-Build Entities (DBE) that identified areas that were open to innovations while specifying department standards that needed to be upheld. Prepared the bridging documents while identifying cost-effective solutions, including a simplified structural system that is common with the local workforce.



Brandon Rodgers, PE | **BMA**

Principal Mechanical Engineer/President

Summary of Qualifications

Brandon leads a multi-talented and diverse engineering team whose collective expertise and consistency has built enduring connections across the architecture/engineering/construction community for the last 35 years of BMA's existence. Brandon's project experience encompasses nearly all construction market verticals from healthcare to hospitality, multi-family housing to public safety centers, and everything in between. An open-minded perspective that is rooted in the experience of 19+ years of practice, and over 6,500 completed projects with hundreds of different clients is at the core of Brandon's engineering ethos.

Education

Bachelor of Science,
Mechanical Engineering,
California Polytechnic
University, San Luis Obispo,
CA

Professional License

Licensed Professional
Mechanical Engineer, State
of California, M33682

Certifications

ASHRAE Certified BCxP –
Building Commissioning
Provider

Building Commissioning
Association - Corporate
Member

Affiliations

ASHRAE, Member
ASPE, Member
NFPA, Member
USGBC, Member

Project Experience

Anderson Burton, New Cuyama Fire Station, Cuyama, CA. New Construction, new Zero Net Energy FS meets all current CBCC, Essential Services Building Seismic Safety Act, ADA, NFPA, OSHA standards and Building Materials Listings for Wild land Urban Interface Buildings. BMA's MEP services included complying with latest ASHRAE standards, CA State Energy Code, current Building Energy Efficiency Standards for Residential and Non-Residential buildings & met or exceeded CAL Green Tier 2 requirements.

RRM, Healdsburg, City Fire Substation, Healdsburg, CA. New fire substation building & site improvements; Scope of services included Schematic Design, Design Development, Construction Drawings, Construction Administration (including Final Record Drawings for the City) and Preliminary Construction Cost Estimates.

RRM, SLO County Fire & Sheriff Co-located Dispatch Facility Design-Build, Templeton, CA. Design-build fire station & dispatch facility. Project description includes dispatching for up to 14 law enforcement and 10 fire dispatch staff, an expanded dispatch area that functions as a media-enhanced conference room with additional emergency dispatching for 12 additional law enforcement or fire dispatchers a Sheriff Watch Commander's Office and Administration offices, exercise and locker rooms, data and network server room and IT work support spaces, public lobby, staff offices, break rooms, overnight dormitories, and support spaces. The project provided a 4-leg self-supporting 140' communication tower directly adjacent to the dispatch building. Site improvements include grading and drainage, building and communication tower pads, new parking, security fencing and gates, accessible paths, a trash enclosure and covered parking for 1 large vehicle used by the dispatch staff, landscaping and site lighting. BMA was responsible for all mechanical engineering services.

Continued

Brandon Rodgers, PE

Principal Mechanical Engineer/President

Additional Project Experience

- Santa Clara County Fire Dept. HQ Facility Evaluation & Programming, Santa Clara CA
- Emeryville Fire Station No. 2 and EOC, Emeryville CA.
- City of San Rafael Public Safety Center & EOC, San Rafael CA.
- Bay Point Fire Station No. 86, Bay Point CA.
- Pacheco Fire Station No. 9, Hollister CA.
- Goleta Fire Station No. 10, Goleta CA.
- Tracy Fire Station No. 95, Tracy CA.
- SLO County Fire & Sheriff Co-located Dispatch Facility, Templeton CA.
- Santa Maria Police Department, Santa Maria CA.
- Santa Maria Police Department Dispatch Dept., Santa Maria CA.
- Marin County EOC, Marin CA.



Jeffrey M. Thoma, PE | **Thoma Electric**

President, Electrical Engineering Division

Summary of Qualifications

As Electrical Engineering Division Manager, Jeff will oversee the Project Manager of the project for Thoma Electric, Inc. He will coordinate with the Architect and other consultants during each milestone phase of work and will be their escalation path for the course of the project. Jeff will work closely with the Thoma Electric Project Manager and other Consultants in preparing construction documents. Jeff's responsibilities include reviewing single line diagrams, schedules, details, etc. as well as calculations (voltage drop, short circuit, load summary, etc.), panel schedules, circuiting and Title 24 lighting compliance forms. Jeff will have on-going coordination with the Architectural Principals through each phase of project and managing the Project Manager during production.

Education

Bachelor of Science,
Electrical Engineering
University of California, San
Diego, San Diego, CA

Professional License

Professional Engineer, CA,
E20823

Project Experience

- Bakersfield Fire Station #8 Remodel
- Calexico Fire Station Headquarters, Calexico, CA
- City of Santa Maria: New Police Headquarters and Dispatch Building, Santa Maria, CA
- Emeryville Fire Station Emergency Operations Center and Corporations Yard
- Gilroy Fire Station Expansion and Renovation
- Gunner Ranch West Fire Station, Modesto, CA
- Hanford Fire Station No. 3, Hanford, CA
- Healdsburg Fire Station, Healdsburg, CA
- Long Beach Fire Station #9, Long Beach, CA
- Long Beach Police Academy, Long Beach, CA
- Los Angeles Fire Station #44 Expansion
- Madera Fire Station #3, Madera, CA
- Madera Fire Station No. 58, Madera, CA
- Marin County Emergency Operations Facilities
- Milpitas Fire Station No. 2, Milpitas, CA
- Oxnard Fire Station #8
- Palo Alto Fire Station, Palo Alto, CA

Continued

Jeffrey M. Thoma, PE

President, Electrical Engineering Division

- Quito Fire Station, Saratoga, CA
- Rancho Cucamonga Fire Station 178 Bridging Documents, Rancho Cucamonga, CA
- Redwood Fire Station, Redwood Estates, CA
- San Rafael Public Safety Center, San Rafael, CA
- Santa Barbara Regional Fire Communications Facility
- Sanger Fire Station Bridging Documents, Sanger, CA
- Santa Barbara Regional Fire Communications Facility, Santa Barbara, CA
- Los Angeles Fire Stations 44, 77, 82, 83 and 98
- Hanford Public Safety Center, Hanford, CA
- Healdsburg Fire Substation, Healdsburg, CA



Chris Jose, BSEE | **Thoma Electric**

President, Electrical Engineering Division

Summary of Qualifications

As Electrical Designer, Chris performs design and facility analysis, cost estimating. As a project manager, Chris is responsible for the design of all aspects of electrical design, programming, and coordination. Chris coordinates with Facility Directors, Developers, Project Architects, and other team consultants in delivering construction documents and provides bidding assistance, performs submittal review, assists with contractor Request For Information, prepares addenda, and performs site visits during construction and project close-out.

Education

Bachelor of Science,
Electrical Engineering,
California Polytechnic State
University, San Luis Obispo,
CA

Professional License

Institute of Electrical and
Electronic Engineers

Project Experience

- Riverstone Fire Station, Madera, CA
- Long Beach Fire Stations 12 and 24
- Sanger Fire Station Bridging Documents, Sanger, CA
- Santa Barbara Regional Fire Communications Facility, Santa Barbara, CA
- Ventura County Fire Department Headquarters and Training Center
- Hanford Public Safety Center, Hanford, CA
- Healdsburg Fire Substation, Healdsburg, CA
- Santa Paula Fire Station #29, Santa Paula, CA
- Madera Fire Station #3, Madera, CA
- San Jose Fire Stations 8 and 32
- Thousand Oaks Fire Station #34, Thousand Oaks, CA
- Redwood Fire Station, Redwood Estates, CA
- Quito Fire Station, Los Gatos, CA
- Madera Fire Station #58, Madera, CA
- Bakersfield Fire Station #8, Bakersfield, CA

Appendix | Risk Assessment Questionnaire

APPENDIX D – RISK ASSESSMENT QUESTIONNAIRE

Required Submittal

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization.

Please see additional details provided following this questionnaire.

2. Have the individual(s) in item #1 been subject to bankruptcy, insolvency, or receivership proceedings in the last five (5) years?

Yes No If yes, please enclose details.

3. Has your business/company/organization filed for bankruptcy within the last five (5) years?

Yes No If so, please enclose details.

4. Has your business/company/organization/individual(s) in item #1 ever had a contract for the general type of services/product sought by the City terminated for non-compliance or inadequate performance?

Yes No If yes, please enclose details.

5. Has your business/company/organization/individual(s) in item #1 ever defaulted on a contract for the general type of services/product being sought by the City?

Yes No If yes, please enclose details.

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1?

Yes No If yes, please enclose details.

Please see additional details provided following this questionnaire.

7. Has your business/company/organization/individual(s) in item #1 ever defaulted in fulfilling all of its obligations relating to the payment of City taxes, fees, or other obligations?

Yes No If no, please enclose details.

8. In the last five (5) years, has your business/company/organization/individual(s) in item #1, been or currently involved in any action, audit or investigation brought by any federal government agency or authority or by any state or local governmental agency?

Yes No If yes, please enclose details.

9. In the last five (5) years, has your business/company/organization/individual(s) in item #1 been debarred or suspended for any reason by any federal, state, or local government or refrained from bidding on a project due to an agreement with such governmental agency?

Yes No If yes, please attach a full explanation.

10. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had its

Appendix | Risk Assessment Questionnaire

surety called upon to complete any contract, whether government or private sector?

Yes No If yes, please enclose details.

11. In the past five (5) years, has your business/company/organization/individual(s) in item #1 had a revocation, suspension, or disbarment of any business or professional permit and/or license?

Yes No If yes, please enclose details.

12. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

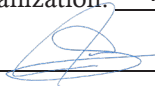
Yes No If yes, identify on a separate signed page the person or persons convicted, the court (the County if a state court, the district or location of the federal court), the year and the criminal conduct.

Signature

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES PROVIDED ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

B. Dated this 24th day of April of the year 2024

Name of organization: Vanir Construction Management, Inc. (Vanir)

Signature:  _____

Printed Name and title: Jerry Avalos, President

Appendix | Additional Details

1. List the full names of any partners, owners, officers or other persons occupying a position of authority or responsibility in your organization.

Vanir Group of Companies, Inc. (owner)
Dorene C. Dominguez, Chairwoman & CEO
Jerry Avalos, President
Sam Lee, CFO
Amanda White, Corp. Secretary
Alexander Dominguez, Asst. Secretary

6. Has there been, in the last five (5) years, or is there now pending or threatened, any litigation, arbitration, governmental proceeding or regulatory proceeding involving claims in excess of \$100,000 with respect to the performance of any services or the provision of any product by your business/company/organization/individual(s) in item #1?

Shoshone-Bannock Tribes v. Vanir Construction Management, Inc.
Filed: February 27, 2023
Court: Shoshone-Bannock Tribal Court, Fort Hall Reservation, Civil Div.
Case No. 2023-CV-CM-0051
This claim relates to a casino expansion project for the Shoshone-Bannock Tribes. Shoshone contracted Ormond Builders, Inc. for the construction of the project and two architect firms. After cost overruns and numerous disputes between the parties, the contract with Ormond was terminated and Ormond demanded an arbitration. The parties ultimately reached a confidential settlement. Shoshone then made a claim against the two architect firms and recently resolved those claims with the architects. On February 27, 2023, Shoshone filed a complaint against Vanir for alleged mismanagement of the project and Vanir denies these claims.

Best Contracting Services, Inc. v. Colton Joint Unified School District; Action Sheet Metal; and Vanir Construction Management, Inc.

Filed July 19, 2022

Superior Court of California, County of San Bernardino
Case No. CIVSB2209385

On May 6, 2022, Colton Joint Unified School District ("CJUSD") filed a complaint against Best Contracting Services, Inc. ("Best") alleging negligence-latent defect, breach of contract, breach of implied covenant to perform work in a good and competent manner. In March of 2012, CJUSD independently hired Best to complete sheet metal and roofing work at Grand Terrace High School. After the work was completed the school began experiencing a series of leaks and informed Best in 2016. Best attempted to fix the issue but the leaks continued. Best has subsequently filed a cross complaint against CJUSD, Action Sheet Metal and Vanir. Vanir was the construction manager on the original project, but CJUSD independently hired Best to complete these particular repairs. Vanir did not perform any of the installation or repairs and denies all liability.

City of Lemoore v. J.R. Filanc Construction Company, Inc.; Vanir Construction Management, Inc.; Zurich American Insurance Company; and Estate of Dion Jones, Deceased

Filed: August 1, 2022

Superior Court of California, County of Kings
Case No. 22C-0041

On February 10, 2022 the family of Dion Jones filed a complaint against the City of Lemoore alleging personal injury, property damage and wrongful death. In June of 2021, while Mr. Jones was performing hot work, there was an explosion of a water tank that resulted in the loss of his life. The deceased was an employee of a J.R. Filanc a subcontractor working on the City of Lemoore water tank project. The City has subsequently filed a cross complaint against the decedent's estate, J.R. Filanc, Vanir, and Zurich. Vanir was the construction manager of a nearby City project and had no knowledge of the work performed by J.R. Filanc and Mr. Jones, as Vanir was not provided with notice from any of the other parties. Vanir denies all liability.

Border Coast Regional Airport Authority v. Danco Builders Northwest, Inc. and Vanir Construction Management, Inc., et al.

Filed: April 12, 2023

Court: Superior Court of California, County of Del Norte

Case No. CVUJ-2023-1099

On April 12, 2023 Del Norte County Border Coast Regional Airport Authority ("BCRAA") filed a complaint alleging a defect stemming from design and installation of a rain gutter and alleged water damage. BCRAA has brought claims against AECOM, the architect, Danco, the general contractor, and Vanir as the project manager. BCRAA's complaint has been filed, but has not been served as the parties are working on resolving this matter informally. Vanir denies all liability as it was not engaged in the design, architect, engineering, material selection, and related approvals of the alleged defective gutter.

CITY OF SELMA

REQUEST FOR PROPOSAL (RFP) CONSTRUCTION MANAGEMENT with MASTER ARCHITECTURAL SERVICES for the CITY OF SELMA – NEW FIRE STATION NO. 3 PROJECT

ADDENDUM NO. 1

The City of Selma hereby amends, in accordance with this Addendum to the Request for Proposals for the Construction Management With Master Architectural Services for the City of Selma - New Fire Station No. 3 Project (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to: Provide responses to questions received.

QUESTIONS AND ANSWERS *City response in red*

1. What is the estimated value/budget?

\$10-15 million

2. Within page 33 of the RFP, the Sample Contract is cited as "Attached as a separate document" and Exhibit A is also referenced as where the Insurance and Indemnification Requirements are kept. Is the City able to send the Sample Contract, including Exhibit A so we may review in time for submission of our proposal?

Sample PSA attached.

3. On page 14 of the PDF, Section 4.8 Fee Proposal provides reference to schedule durations for this project. It appears that construction is stated to be only a 7-month duration from Dec 25 - June 26. Can we assume this is a typo and the City meant Dec 25 - June 27?

The construction schedule will be finalized at the time a contractor is selected. The schedule provided in the RFP document is a very rough estimate for fee proposal development purposes ONLY. If you anticipate a longer timeframe for construction, please indicate so as part of your response and adjust your fee accordingly. Otherwise, you may assume the 7-month timeframe indicated in the RFP.



CITY OF SELMA

**REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION MANAGEMENT with
MASTER ARCHITECTURAL SERVICES
for the CITY OF SELMA –
NEW FIRE STATION NO. 3 PROJECT**

ADDENDUM NO. 2

The City of Selma hereby amends, in accordance with this Addendum to the Request for Proposals for the Construction Management With Master Architectural Services for the City of Selma - New Fire Station No. 3 Project (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to: Extend the **RFP Submission Due Date to April 24, 2024 at 4:00 p.m.**

SECTION 2.1 RFP SCHEDULE

The following RFP Schedule of Events represents the City's best estimate of the schedule that shall be followed. Any change in the scheduled dates for the Deadline for Final Questions, Proposal Submission Deadline, or Interviews will be advertised in the form of an addendum to this RFP. The schedule for other milestones dates may be adjusted without notice.

RFP Schedule	DATE
RFP Issued	3/20/2024
Deadline for Final Questions	4/10/2024
RFP Submission Due Date	4/24/2024
Evaluation of Proposals Complete	4/26/2024
Interviews of highest ranked firms*	TBD Based on Selected Firms
Contract Negotiations	4/25 – 5/08/2024
Award by Selma City Council	5/20/2024
Notice to Proceed	June 1, 2024

**Interviews may or may not be needed, subject to the City's discretion*

CITY OF SELMA

REQUEST FOR PROPOSAL (RFP) CONSTRUCTION MANAGEMENT with MASTER ARCHITECTURAL SERVICES for the CITY OF SELMA – NEW FIRE STATION NO. 3 PROJECT

ADDENDUM NO. 3

The City of Selma hereby amends, in accordance with this Addendum to the Request for Proposals for the Construction Management With Master Architectural Services for the City of Selma - New Fire Station No. 3 Project (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to: Provide responses to questions received.

QUESTIONS AND ANSWERS *City response in red*

- SECTION 2.1 RFP SCHEDULE:** Pg. 4 of Addendum No. 1, City of Selma Professional Services Agreement Sample, Article 7(a)
Would the City consider the following modification to the language as follows:
When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including reasonable legal counsel's fees and costs caused in whole by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or Subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement except to the extent the losses, liabilities, damages, costs and expenses, are caused in part or in whole by any negligent or wrongful act, error or omission of the Indemnified Parties. Notwithstanding the foregoing, in no event shall the cost to defend the Indemnified Parties charged to Consultant exceed the Consultant's proportional percentage as determined by the findings of a court of competent jurisdiction.
No
- Pg. 4 of Addendum No. 1, City of Selma Professional Services Agreement Sample, Article 7(b)** – Would the City consider the following modification to the language as follows:
"Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, reasonable expenses or costs of any kind, including reasonable legal counsel fees and costs, court costs, interest,

defense costs, and expert witness fees), where the same to the extent the liability arises out of, in whole, from negligence or willful misconduct in performance of this Agreement by Consultant or by any individual or agency for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant. Notwithstanding the foregoing, Consultant shall not be required to indemnify, defend and hold harmless the Indemnified Parties of liability attributable to the negligence of the Indemnified Parties, provided such negligence is determined by the findings of a court of competent jurisdiction. In instances where the City's negligence accounts for only a percentage of the liability involved, the obligation of Consultant will be responsible for the portion or percentage of liability not attributable to the negligence of the City."

No

3. **Pg. 6 of Addendum No. 1, City of Selma Professional Services Agreement Sample, Article 13(b)** – Would the City consider revising this section to read as follows:

"Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement unless Consultant is prohibited by law from informing the City of such Discovery, court order or subpoena. City retains the right but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Consultant agrees to cooperate fully with the City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, the City's right to review any such response does not imply or mean the right of the City to control, direct, or rewrite said response. Notwithstanding the foregoing, the rights and obligations above shall not apply in circumstances where Consultant and City are adverse parties or jointly named as parties in any legal matter, and such notification and access would be contrary to the interests of either party in the legal proceedings."

Yes



CITY OF SELMA

**REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION MANAGEMENT with
MASTER ARCHITECTURAL SERVICES
for the CITY OF SELMA –
NEW FIRE STATION NO. 3 PROJECT**

ADDENDUM NO. 4

The City of Selma hereby amends, in accordance with this Addendum to the Request for Proposals for the Construction Management With Master Architectural Services for the City of Selma - New Fire Station No. 3 Project (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to: Provide responses to questions received.

QUESTIONS AND ANSWERS *City response in red*

1. Task 1.3, a: Indicates that Architect is to review City provided Fire Station RRM Oct. 2017 Space Needs Study.
Fire Station RRM Oct. 2017 Space Needs Study attached.



SECTION 4.7

Controls and Reporting



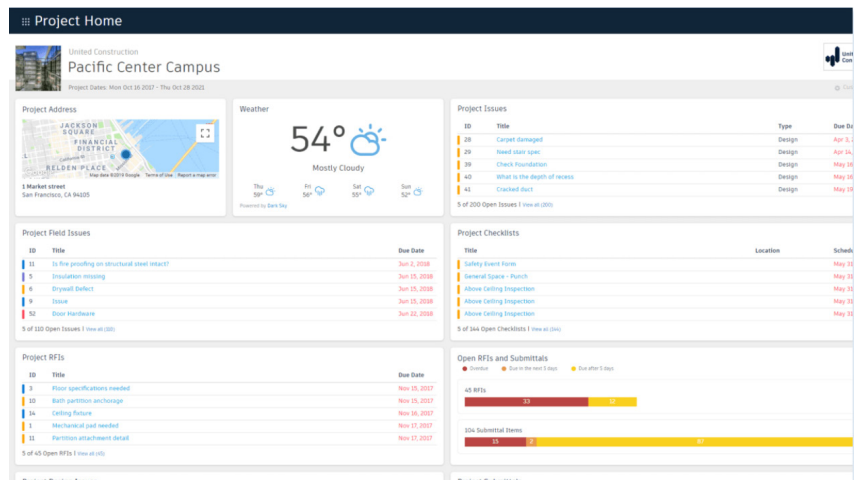
4.7 | Controls and Reporting

To meet the data management needs and reporting requirements of various public clients, Vanir has had the opportunity to implement and work in several different cloud-based construction management software environments. There is no one system that will fit the needs of all clients, that is why it is important to clearly understand how the system will be used, the intended results, any limitations to configurations, the Owner's and User's "needs," and their "wants" from the software solution.

Given the choice, Vanir always strives to use the best technology in the market with the best value to our clients. Factors taken into consideration are comprehensiveness of features, functionality, ease of use, dashboards/report capabilities, and the ability to quickly and efficiently rollout the system to our clients' programs and projects. From our experience and research in the various systems currently available in the market, we have found that there are a small number of systems that provide the best functionality, and capacity to meet the needs of most large, complex projects that we manage – Kahua, PMWeb, Autodesk 360 BIM, Procore and eBuilder.

These are all comprehensive, web-based portfolio, program, and project management solutions combining project management, scheduling, budget and document management with workflow configuration. Cost and other project data is captured by a predefined work breakdown structure, and summarized at various levels, enabling managers to report on historical, current, and forecasted information using either system. However, of the systems listed above, some are better at front-end programming and estimating features, others better for field issue management (i.e. creating daily reports, deficiency reports, punchlists, etc.), and others have greater capabilities for asset management that can be configured during the project to aid facility management for the remaining life cycle of the new assets.

Choosing a solution that is complete and captures as much information in a single place provides key advantages during construction and subsequent facility management. Often, to meet the needs of our clients and projects, it is not one system, but an integration of various online tools supplied by the Construction Manager, A&E, and Contractor.



Autodesk BIM 360 Project Dashboard



Vanir's team is experienced in most of the "off-the-shelf" software available for project controls. This includes our own Vanir developed SharePoint-based project management system called MeTRICS.

Vanir recommends the use of Autodesk BIM 360 to manage a D-B project from planning, design, and construction through closeout. It offers a scalable comprehensive suite of design management, budget and cost control, change management, field/issue management, document management and collaboration functionality. It has the greatest functionality for design management, and easily integrates with other stakeholder systems. BIM 360 can be configured and cost effective for a small team, or can be scaled for a large, complex construction project, incorporating Owner, Construction Manager, Architect, Inspectors and Contractor(s), in a single, integrated team system.

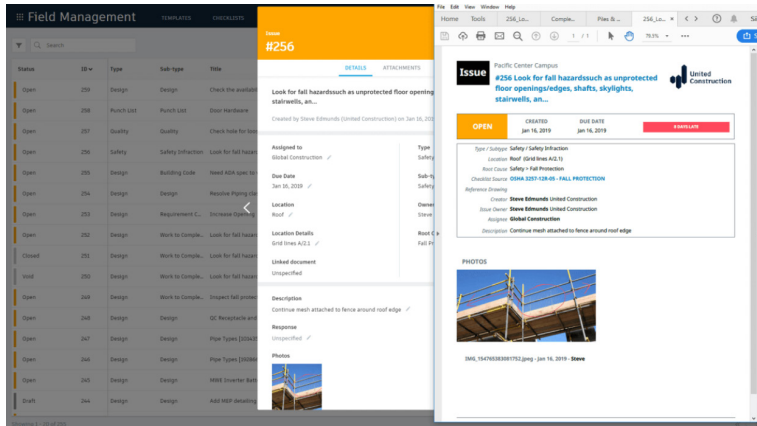
For detailed schedule management, we continue to use Oracle's Primavera P6; however, we will use Autodesk BIM 360 to document and report any schedule issues and project status.

Access to data in a single platform, analytic tools and robust reporting provide managers the tools required for real-time understanding of project performance, and data driven decisions. With BIM 360, users have the ability to quickly customize log reports for RFI's, Submittals, Dailies, Issues and other typical construction documentation. Vanir builds project dashboards that summarize program and project data within the BIM 360 interface, as well as graphical reports and tables that are available out of the BIM 360 environment using Power BI. Power BI reports can be accessed by project participants, stakeholders or the public without the need for additional licensing.

Though we have "standard" reports, and reports created for and used on other projects, and by other clients, similar to the system itself, reports need to be made to fit the needs of the client. We will work with the County to create executive status reports and dashboards that provide the information needed by the client, and are in a useful and informative format.

Autodesk BIM 360

Issue Report Example



Pacific Center Campus

RFI Report 2019-01-22

United Construction

Status	ID	Title	Created by	Assigned to	Date Created	Due Date	Date Answered
ANSWERED	3	Floor specifications needed <i>The flooring material performance requirements are specified, but the specific material is not listed in the finish schedule</i> Answered by: David Sanchez Ceramic tiles	Bill Kagan Alpha Plumbers	Bill Kagan Alpha Plumbers	Nov 11, 2017	Nov 15, 2017	Nov 11, 2017
REJECTED	2	Wall type at exhibit storage <i>Please confirm if the wall type needs to be rated</i> Answered by: David Sanchez No need to be rated	Bill Kagan Alpha Plumbers	Bill Kagan Alpha Plumbers	Nov 11, 2017	Jul 13, 2018	Nov 11, 2017
OPEN	1	Mechanical pad needed <i>What size pad is needed for the pump? no reinforcement has been installed.</i>	Bill Kagan Alpha Plumbers		Nov 11, 2017	Nov 17, 2017 431 days late	

Autodesk BIM 360 RFI Report Example



Solutions for Success



Construction Management with Master Architectural Services
for the City of Selma, New Fire Station No. 3 Project
Monthly Project Report: City of Clovis Fire Station No. 6



SECTION 4.7

Controls and Reporting



Monthly Project Report: City of Clovis Fire Station No. 6

Please see the following pages for the Monthly Project Report we created for the City of Clovis Fire Station No. 6 Project. This report provides the general status of any current design, permitting, and construction activities, highlights safety issues, delivers key metrics for quality, cost, schedule, and workflow processes and calls out issues of concern that may be impacting the project.



Monthly Report
September 2021

City of Clovis Fire Station No. 6

• Location:

**2388 Encino Ave.
Clovis CA 93619**

• Owner:

City of Clovis

• Architect:

The Taylor Group

• Construction Manager:

Vanir Construction Mgmt

• Contractor:

Seals Construction



Vanir Construction Management, Inc.

Project Description

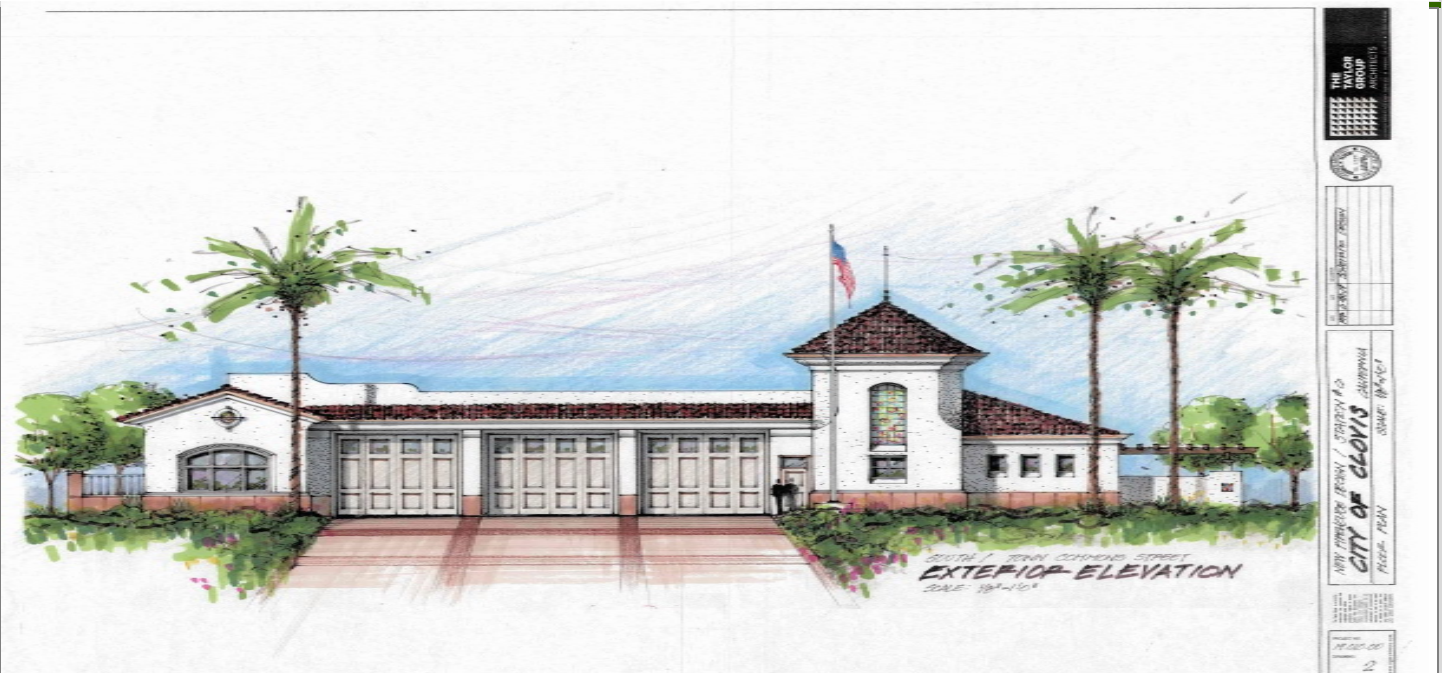
The New Fire Station No. 6 will be located on City-owned property south of Shaw Avenue, between De Wolf and Leonard Avenues. The Project will be situated on the southern portion of the 2.96-acre property and will encompass approximately one acre of the site.

The northerly portion of the site is planned for a public parking lot. The southerly portion of the site consist of various on-site and off-site improvements but is not limited to: fire station, trail, generator, trash, enclosure, fuel tank, fenced employee parking, pull back gate, video surveillance, solar panel prep., landscaping, cell tower, sidewalks, driveways, angled street parking, pedestrian ramps, utilities, and etc.

The Fire Station will be considered an anchoring building in the neighborhood as it will be the primary view from the planned park directly south of the project.



Fire Station Rendering



MONTHLY SUMMARY

Activities progressed for the month of September 2021

Construction of Interior Walls
 Mechanical Rough In continued
 Plumbing Rough in continued
 Electrical Rough in continued
 CMU wall was placed and grouted
 Facia install continued
 Oil Separator was installed
 Radio Tower foundation was placed.
 Windows were installed

SIGNIFICANT DEVELOPMENTS

1. The low level site and water issue on the site has been resolved. Seals has yet to provide a PCO for the added work. Seals provided the PCO for the work. The City is reviewing.
2. There are three (3) utilities (PG&E (Gas), AT&T (Fiber/Copper), and Comcast (Cable) that are not in close proximity to the project site. All three are in Leonard Ave. The City is putting together the documents from the entities for bidding purposes. JTS will be under Seals and will perform the work starting in the month of September.

NEXT 30 DAYS

Activities planned for the month of October 2021

Roofing to be installed
 Radio Tower to be installed
 Rough in electrical continues/finishes
 Rough in plumbing continues/finishes
 Rough in mechanical continues/finishes
 Apparatus Bay Doors install
 Site electrical ongoing
 Exterior finish to begin

SAFETY

227 days worked without a recordable incident.
 Seals to hold weekly safety meetings.

QUALITY

Currently there is one outstanding “non-compliance” issue—steel I beam minor bend. The I-beam in the apparatus bay is slightly not plumb. The beam has been inspected by the structural engineer and is structurally sound. Seals to provide added foam or insulation on the roof to remove any low point on roof.

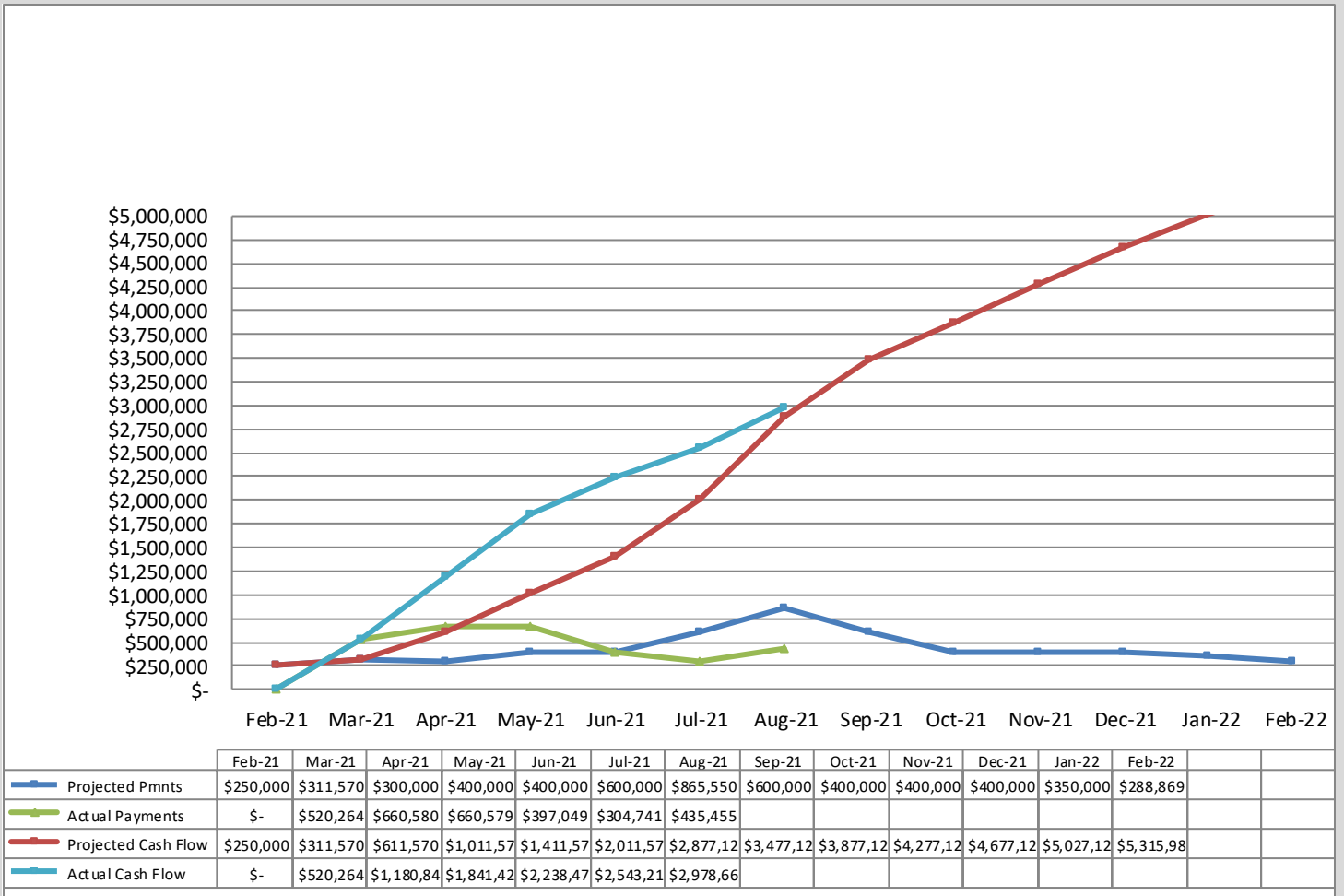
CONSTRUCTION CONTRACT SUMMARY

CONTRACT PAYMENTS

	ORIGINAL	CURRENT
Contract Amount	\$5,308,040	\$5,315,989.49
Contract Start Date	February 16, 2021	February 16, 2021
Contract Completion	February 16, 2022	February 16, 2022
Duration	365	365
Value % Complete	-	53.56%
Time Elapsed / %	226/ 61.92%	226/61.92%
Time Remaining / %	165/ 45.21%	165/ 45.21%

Number of Payments:	6	50%
Earned to Date:	\$ 2,847,516.29	53.56%
Remaining Balance:	\$ 2,468,473.20	46.43%

CASH FLOW



CHANGE MANAGEMENT SUMMARY

<u>Open Proposed Change Orders</u>	Open	Cls	Value (\$)
Contract Document (E&O's)	2	0	\$(1,208.50)
Owner Request	2	0	\$59,395.46
Unforeseen Conditions	1	0	\$57,806.44
Value Engineering	-	-	-
Total Open PCO's	9	5	\$130,623.73
Closed Proposed Change Orders			
Contract Document (E&O's)	-	2	\$2,974.68
Owner Request	-	2	\$4,974.81
Unforeseen Conditions	-	-	-
Value Engineering	-	-	-
Allowance Credit	-	-	-
Total			\$130,623.73

CHANGE MANAGEMENT SUMMARY

<u>Contract Exposure Items</u>	PCO's	Value (\$)
Allowance Bid Items	N/A	N/A
Total Open PCO's (Under Review and/or approved)	8	\$130623.73
Misc. Various Other ADD/Deduct	-	-
Approved Change Orders	02	
Contract Document (E&O's)	2	\$2,974.68
Owner Request	2	\$4,974.81
Unforeseen Conditions	-	-
Value Engineering	-	-
Allowance Credit	-	-
Total Combined CO's Amount	2	\$248,969.13
Contingency Add frm Const. Cost		

SUBMITTALS

Total Required	150	100%
Total Submitted	140	93.33% (of Required)
Not Submitted	10	6.7%
Accepted	140	93.3% (of Submitted)
Rejected/Revise	8	5.7% (of Submitted)
Under Review	0	0% (of Submitted)
Avg. Turnaround Time	11.8	Calendar Days

REQUESTS FOR INFORMATION

Total RFI Count	147
Total Responded	147
Total Outstanding	0
Average Turnaround Time	3.78 Days



Plaster work at high roof has begun



CMU block fence being constructed



Roofing preparation is ongoing



CMU block fence at patio being constructed



Roofing Material being loaded on Roof



Perimeter CMU fence being constructed



EIFS System install begins



North facing view of Fire Station



Vantage Point 1



Vantage Point 2



Vantage Point 3



Vantage Point 4



Vantage Point 5

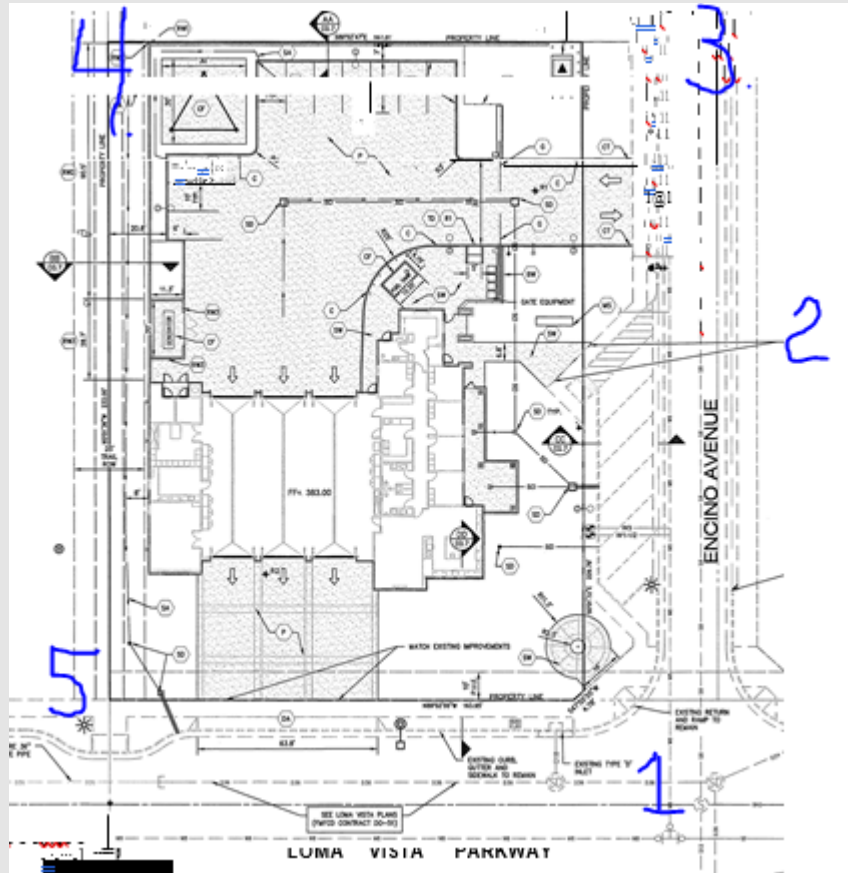


Photo Vantage Points by Number

SECTION 4.8

Fee Proposal



4.8 | Fee Proposal

ATTACHED SEPARATELY

Solutions for Success

VANIR

2444 Main Street, Suite 130

Fresno, CA 93721

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F 559-860-0173



Solutions for Success

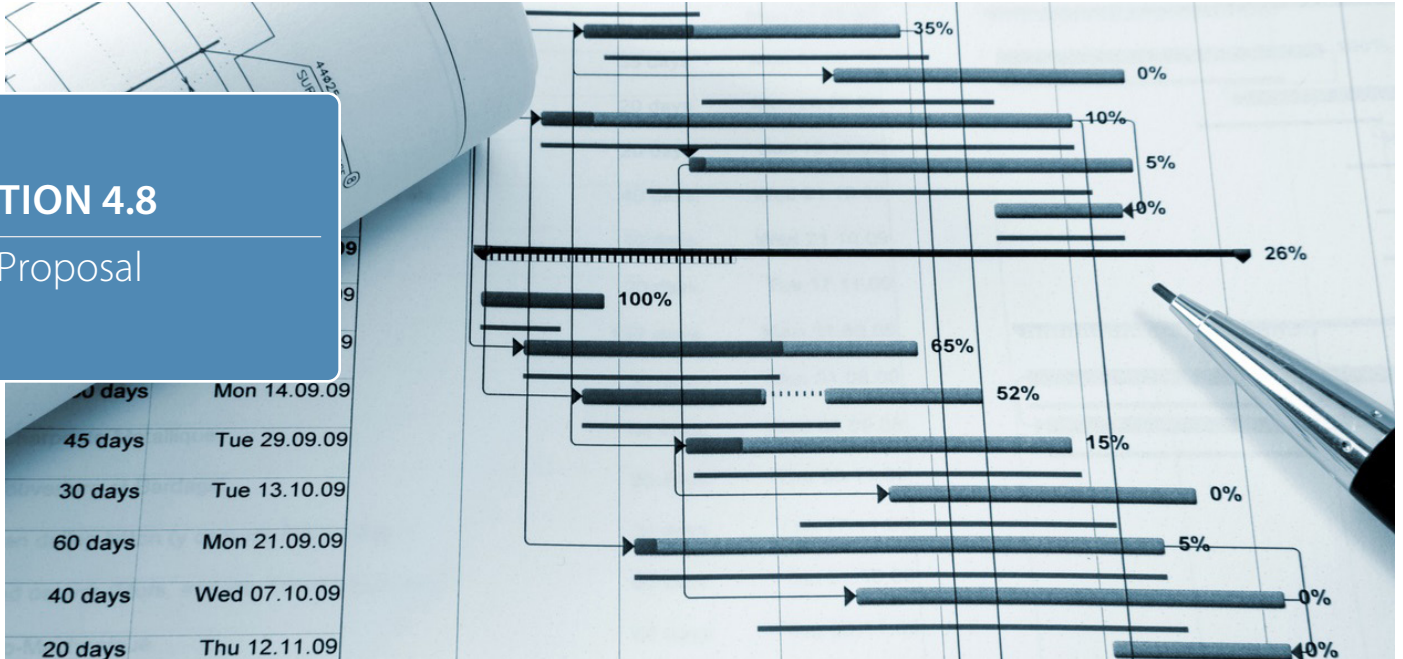


Construction Management with Master Architectural Services
for the City of Selma, New Fire Station No. 3 Project
Fee Proposal
April 24th, 2024



SECTION 4.8

Fee Proposal



4.8 | Fee Proposal

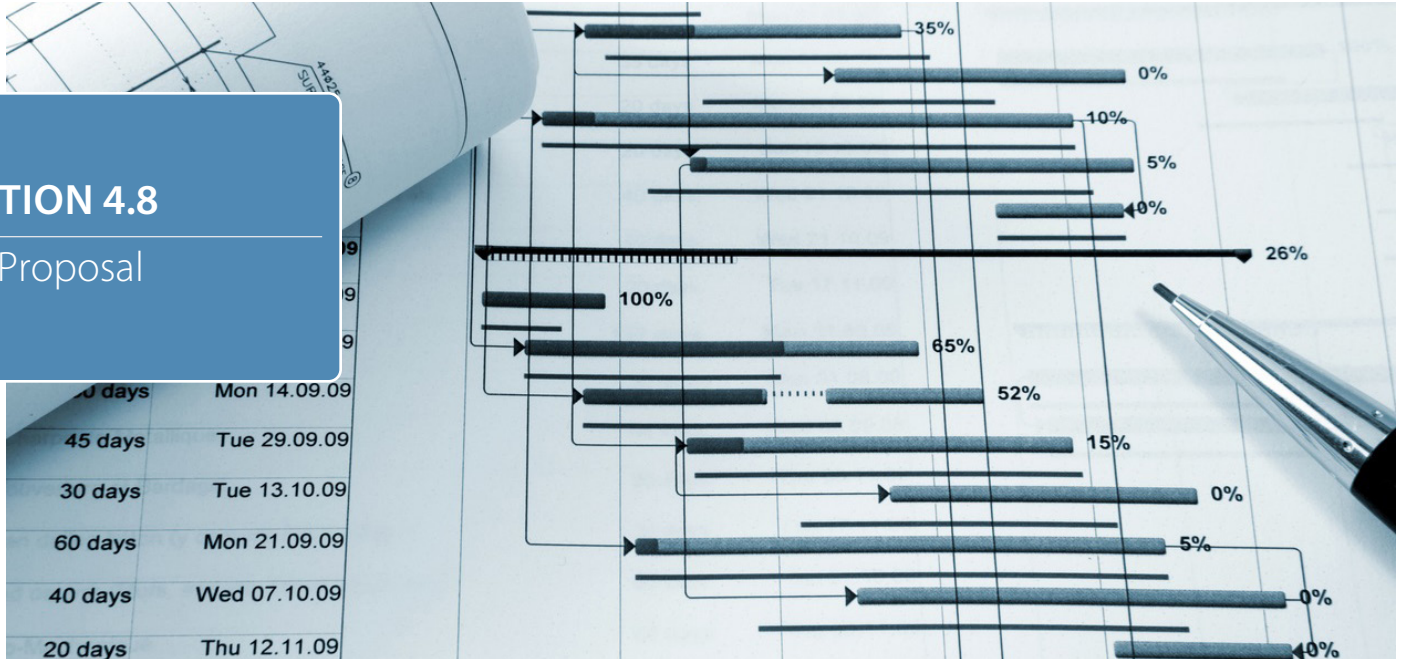
Phase #1 PRE-CONSTRUCTION PHASE (11 MONTHS) <i>*SEE ATTACHMENT 2 FOR A DETAILED BREAKDOWN</i>		
	Base Proposal	Design Services
Project Verification	\$12,820.00	\$82,500.00
Bridging Documents	\$12,820.00	\$115,842.50
DBE PreQualifications & Selections	\$44,870.00	\$61,285.00
Reimbursables Year #1 (Web-MS)	\$15,000.00	-
Pre-Construction Subtotal	\$85,510.00	\$259,627.50

Bid/Award Sub-Phase		
Pre-Qualification Process		Included Above
Bid Solicitation/Marketing		Included Above
Pre-bid Conference		Included Above
Bidder Questions		Included Above
Addenda Assistance Included above		Included Above
Bid Opening & Evaluation		Included Above
PHASE 1 TOTAL	\$85,510.00	\$259,627.50



SECTION 4.8

Fee Proposal



4.8 | Fee Proposal

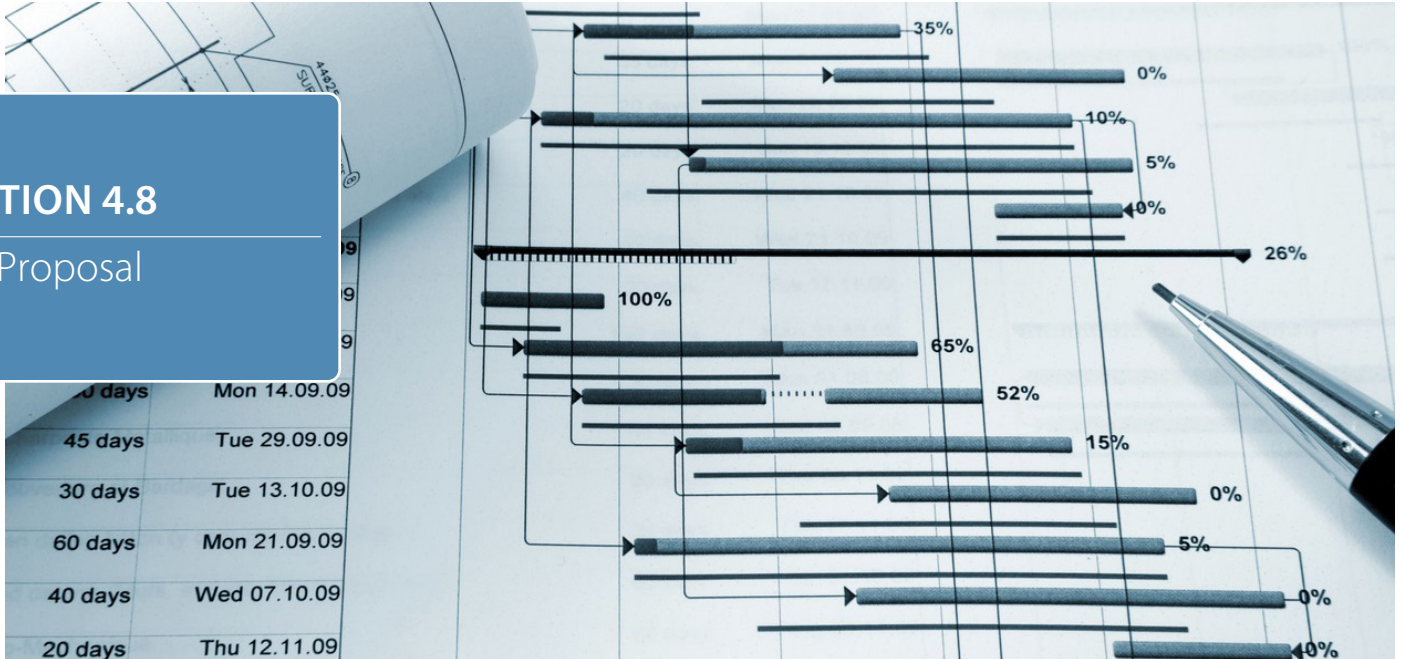
Phase #2 CONSTRUCTION PHASE (15 MONTHS) <i>*SEE ATTACHMENT 3 FOR A DETAILED BREAKDOWN</i>		
	Base Proposal	Design Services
DBE Final CD's	\$207,835.00	\$54,610.00
Construction	\$250,355.00	\$42,940.00
Reimbursables Costs (other)	\$15,000	\$10,000.00
Reimbursables Year #2 (Web-MS)	\$15,000.00	-
Construction Subtotal	\$488,190.00	\$97,550.00

Phase #2 CLOSEOUT PHASE (2 MONTHS) <i>*SEE ATTACHMENT 4 FOR A DETAILED BREAKDOWN</i>		
	Base Proposal	Design Services
Close Out	\$16,970.00	\$13,900.00
Reimbursables	\$500.00	-
Closeout Subtotal	\$17,470.00	\$13,900.00
Phase 2 Total	\$505,660.00	\$111,450.00
TOTAL PHASE 1/ PHASE 2	\$591,170.00	\$371,077.50



SECTION 4.8

Fee Proposal



4.8 | Fee Proposal

TOTAL FEE BY SERVICES			
	Base Proposal	Design Services	Attachment
Pre-Construction Project Management	\$70,510.00	\$259,627.50	#2
Construction Management during DBE Final Design	\$207,835.00	\$54,610.00	#2
Construction Management	\$250,355.00	\$42,940.00	#3
Closeout	\$17,470.00	\$13,900.00	#4
Reimbursables	\$45,000.00	\$10,000.00	-
Grand Total by Service	\$591,170.00	\$381,077.50	
Vanir Consultant Markup (5%)		\$19,053.88	
GRAND TOTAL PHASE 1 & 2			\$991,301.38



JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025
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Phase 1 | Pre-construction Fee Schedule

POSITION	RATE	PROG. VERIFICATION		BRIDG. DOCS		DBE PREQUALIFICATIONS AND SELECTION						TOTAL HOURS	TOTAL COST	
Principal-in-Charge	\$265	2	2	2	2	2	2	2	2	2	2	2	22	\$5,830.00
Project Director	\$245	24	24	24	24	24	24	24	24	24	24	24	264	\$65,680.00
Senior Construction Manager	\$195												0	-
Inspector	\$165												0	-
Document Control Admin.	\$100												0	-
Estimator	\$175												0	-
Constuctability Reviewer	\$180												0	-
Scheduler	\$175													
TOTAL COST		\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	\$6,410	286	\$70,510.00

Preconstruction Phase

CONSTRUCTION PHASE	VANIR	RRM
Program Verification	\$12,820.00	\$84,710.00
Bridging Documents	\$12,820.00	\$115,842.00
DBE Pre-Qualifications/Selection	\$44,870.00	\$61,286.00
Reimbursables Year 1 (Web-MS)	\$15,000.00	-
SUBTOTAL	\$85,510.00	\$261,837.50

MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUNE 2026
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Phase 2 | Construction Phase Costs - Construction Management

POSITION	RATE	DBE FINAL CONSTRUCTION DOCUMENTS (CD'S)							CONSTRUCTION							TOTAL HOURS	TOTAL COST
Principal-in-Charge	\$265	2	2	2	2	2	2	2	2	2	2	2	2	2	2	28	\$7,420.00
Project Director	\$245	24	24	24	24	24	24	24	24	24	24	24	24	24	203	\$49,735.00	
Senior Construction Manager	\$195	25													1,983	\$386,685.00	
Inspector	\$165														0	-	
Document Control Admin.	\$100	2	2	2	2	2	2	2	2	2	2	2	2	2	28	\$2,800.00	
Scheduler	\$175				6	6	6	6	6	6	6	6	6	6	66	\$11,550.00	
TOTAL COST		\$11,485	\$11,485	\$23,185	\$40,420	\$40,420	\$40,420	\$40,420	\$37,765	\$37,765	\$37,765	\$37,765	\$37,765	\$37,765	2,308	\$458,190.00	

Construction Phase

CONSTRUCTION PHASE	VANIR	RRM
DBE Final CD's	\$207,835.00	\$54,610.00
Construction	\$250,355.00	\$42,940.00
Reimbursable Costs (other)	\$15,000.00	\$10,000.00
Reimbursable Year #2 (Web-MS)	\$15,000.00	-
TOTAL	\$488,190.00	\$107,550.00

JUL 2026	AUG 2026	SEPT 2026	OCT 2026	NOV 2026	DEC 2026	JAN 2027	FEB 2027
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Phase 2 | Closeout Phase Costs - Construction Management

POSITION	RATE	CLOSEOUT	MOVE-IN								TOTAL HOURS	TOTAL COST
Principal-in-Charge	\$265										0	-
Project Director	\$245	2									2	\$490.00
Senior Construction Manager	\$195	84									84	\$16,380.00
Inspector	\$165										0	-
Document Control Admin.	\$100	1									1	\$100.00
Scheduler	\$175										0	-
TOTAL COST		\$16,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	87	\$16,970.00

Construction Phase

CONSTRUCTION PHASE	VANIR	RRM
Close Out	\$16,970.00	\$13,900.00
Reimbursables	\$500.00	-
TOTAL	\$17,470.00	\$13,900.00

Solutions for Success

VANIR

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

July 15, 2024

ITEM NO: 4.

SUBJECT: Discussion and Direction Regarding Amendments to the Council Handbook

DISCUSSION: On June 19, 2023, the City Council approved the adoption of a City Council Handbook.

At the June 17th, 2024 City Council Meeting, Mayor Scott Robertson requested a future agenda item to discuss potential amendments to the Council Handbook.

FISCAL IMPACT: There is no fiscal impact with this item.

RECOMMENDATION: Staff Recommends Council Discuss and Provide Direction to Staff Regarding Amendments to the Council Handbook.

/s/
Megan Crouch, City Attorney

July 11, 2024
Date

HANDBOOK OF RULES AND PROCEDURES

SELMA CITY COUNCIL

PREFACE

As provided by California Government Code Section 36813, the City Council of the City of Selma established the Handbook of Rules and Procedures contained therein. The Handbook shall be in effect upon adoption by the City Council and shall remain in effect until such time as it is amended or new rules are adopted in the manner provided herein.

In addition to the Handbook of Rules and Procedures, the City Council has included in this document other information which may be useful to the City Council, administrative staff, and the general public. This document is to be known as “The Handbook of Rules and Procedures of the City Council of the City of Selma.”

Adopted June 19, 2023

Resolution 2023-54R

**CHAPTER 1
GENERAL INFORMATION, POWERS AND DUTIES**

A. THE CITY OF SELMA

The City of Selma has a City Council/City Manager form of government.

Under this form of government, the elected City Council sets the policies for the operation of the Selma City Government as well as the City. These policies are implemented by staff.

The administrative responsibility of the city rests with the City Manager, who is appointed by the City Council.

B. COUNCIL ELECTIONS

The City Council consists of four members, elected by district, and a Mayor which is appointed at large. Each Council Member serves for four-year staggered terms, without limit. The Mayor serves a two-year term, without limit. Elected Officials serve until his/her successor has been elected and qualified. Elections are held in November of even numbered years.

The City contracts with the County of Fresno to administer municipal elections.

C. VACANCIES

Pursuant to Government Code section 36512, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. The special election shall be held on the next regularly established election date not less than 114 days from the call of the special election. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.

D. MAYOR PRO TEMPORE SELECTION

Pursuant to Selma Municipal Code 1-7-1, the office of mayor pro tempore shall be for a two (2) year term. In every even year, on the first regular meeting of the city council in December of such year, or as soon thereafter as practicable upon the certification of election results from the general municipal election by the Fresno County registrar of voters for such year, whichever occurs later, the city council shall select one of its members as mayor pro tempore.

The mayor pro tempore position shall be held by the city council member receiving a majority vote of the city council. Any city council person may nominate, and if seconded, the city council shall vote on the selection of one of its members as mayor pro tempore. Any member of the city council may vote for himself or herself to occupy the position of mayor pro tempore. In the event the person selected as mayor pro tempore shall die, resign, or cease to serve as a council member, a different council member shall be selected in the same manner to fill the unexpired term of his or her predecessor.

E. COMPENSATION AND BENEFITS

The Selma Municipal Code provides that Council Members, including the Mayor, receive \$300/month paid biweekly through regular City payroll. At their option, they can participate in the city's health insurance program, in the same manner as regular employees. Additionally, the Mayor receives a \$30/month cell phone stipend, and all Council Members, including the Mayor, receive a laptop or Surface Pro during their term. Expenses for city related business (i.e. meetings, conference attendance, League division dinners, etc.) are covered by the City pursuant to the Council Travel Policy.

F. CITY CLERK

Pursuant to Selma Municipal Code section 1-8-1, the City Clerk shall be the head of the office of the City Clerk. The City Clerk shall be appointed by the City Manager and shall, under the direction and supervision of the City Manager, plan, organize, direct and supervise the activities and staff of the City Clerk's office.

In addition to the functions, powers, and duties assigned to the City Clerk by the City Manager and other provisions of the Government Code of the State of California, the City Clerk shall:

(A) Keep an accurate record of the proceedings of the City Council in books with appropriate titles and devoted exclusively to such purposes.

(B) Maintain the official records of the City Council and City, including, but not limited to, originals, and certified copies of all City ordinances, resolutions,

motions, contracts, memorandum of understandings and all official actions of the City.

(C) Be the custodian of the City Seal.

(D) Administer oaths or affirmations and take and certify affidavits and depositions pertaining to City affairs and business which may be used in any court or proceedings in the State.

(E) Perform all functions, powers and duties consistent with this Code, assigned by act of the City Council and as set forth in the general laws of the State.

G. CITY ATTORNEY

Pursuant to Government Code section 36505, the City Council shall appoint the City Attorney. Pursuant to Selma Municipal Code section 1-10-1, the City Attorney shall advise City Officials in all legal matters pertaining to City business; shall frame all ordinances and resolutions required by the Council; and, shall perform other legal services required from time to time by the Council.

In the event that it is deemed necessary by the City Attorney to hire either Special or Conflict Counsel to act in the place of, or in conjunction with, the City Attorney for major and significant projects or litigation, the City Attorney shall bring forth such a recommendation to the City Council for approval at a regular or special meeting and be designated to execute the necessary document to facilitate those contracts.

H. TRIANGLE OF POLICY, PROCESS & PRODUCT

The City Council establishes the Policy—establishing vision and direction for the community's future.

The City Clerk, in consultation with the City Attorney oversees the Process—ensuring that the decision-making process complies with federal, state, and local regulation and that it is properly recorded.

The City Manager provides the Product—which is the primary reason for the existence of local government: to provide services to the taxpayer that the taxpayers cannot (or will not) provide for themselves.

I. MAYOR AS PRESIDING OFFICER AND DUTIES THERETO

The Mayor shall be recognized as the official head of the City of Selma for all ceremonial purposes and by the Governor for military purposes. In the time of public danger or emergency, the Mayor may, with the consent of the City Council, cause order to be maintained and enforce laws. The Mayor shall act as

the Presiding Officer at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the City Council. The Mayor may move, second, and debate from the Chair, subject to such limitations of debate as are imposed on all Council Members by these rules and shall not be deprived of any of the rights and privileges of a Council Member as such Presiding Officer. The Mayor shall possess no veto power.

The Mayor shall preserve strict order and decorum of Council meetings at all times. The Mayor may announce special rules for the consideration of a particular item on the agenda, such as, but not limited to: The length of time persons may speak; require that, if desirable, a spokesperson address the Council on behalf of a group of persons; and, in the event of a hearing, provide time for arguments and rebuttals from proponents and opponents. The Mayor shall state each item coming before the City Council, and shall upon conclusion of said presentation related thereto call for the vote. Following the vote, the Mayor shall announce the results of the vote. The Mayor is eligible to vote on all motions, and shall direct the order of participation of Council Members. The Mayor shall, in all instances, have the last chance to speak. The Mayor shall sign all ordinances and resolutions adopted by the City Council during the Mayor's presence. The Mayor shall sign all agreements and/or contracts, except where otherwise instructed or set forth by policy.

J. MAYOR PRO TEMPORE

In the absence of the Mayor, the Mayor Pro Tempore shall possess and perform the power and duties of the Mayor. In that capacity, the Mayor Pro Tempore shall sign ordinances and resolutions adopted in his/her presence. The Mayor Pro Tempore shall also sign all agreements and/or contracts, except where otherwise instructed or set forth by policy.

K. RULES OF PROCEDURES

The City Council shall determine its own rules of procedures and amend them from time to time, or adopt new rules as it deems necessary.

Simple Parliamentary Decorum shall govern meetings. The Mayor shall ask for a motion and a second prior to calling for a voice vote (i.e. ayes, nays, abstentions) absent an electronic voting device. In the instance of a vote on an ordinance or resolution the Mayor, absent an electronic voting device, shall ask the Clerk to poll the Council, beginning with the member who motioned, then the member who seconded and left to right thereafter, with the Mayor being polled last.

The Mayor has the right to direct the Clerk to poll the Council on any matter.

Amendment to, or adoption of, new City Council Rules shall be accomplished by majority vote of the Council.

Any Council Member may move the Mayor to enforce the rules and a majority vote of the City Council shall require the Mayor to so act. The Council may at any time by majority vote, set aside these policies for purposes of any agenda item.

L. INTERFERENCE IN STAFF FUNCTIONS

The City Council shall deal with the administrative services of the City through the City Manager, except for the purpose of inquiry , and neither the City Council nor any member thereof, shall give orders to subordinates of the City Manager. No member of the City Council shall publicly criticize or censure any staff member of the City, and shall instead relay any criticism of a staff member privately through the City Manager.

The City Council shall deal with the Office of the City Attorney only through the City Attorney, except for the purpose of inquiry, and neither the City Council nor any member thereof, should give order to subordinates of the City Attorney.

M. COUNCIL VOTING

A majority, also known as a simple majority, is a subset of a group that is more than half of the entire group (ex. 50% plus 1 of the members present at a given meeting.)

A two-thirds majority means that two-thirds of the members present or more must agree to the proposition. Four of a five member Council present or three of a four member Council present, constitutes a two-thirds majority.

CHAPTER 2 CITY COUNCIL MEETINGS

A. REGULAR MEETINGS

Regular meetings of the City Council shall be open to the public and held on the first and third Mondays of every month, at the hour of 6:00 p.m. In the event that there is a holiday on a Monday, the regular meeting will automatically be moved to the next day (Tuesday), at the same time. In the event that a Closed Session item or items, as that term is defined in the California Government Code section 54954.5, as amended from time to time, is required, it may be agendized at a time immediately following or prior to 6:00 p.m., depending on the amount of time required for the matter and may be adjourned and/or continued at 6:00 p.m. as noted by the Mayor.

Whenever the day fixed for any regular meeting of the City Council falls upon a day designated as a holiday, such meeting may be held at the same hour on the next succeeding day, not a holiday, as if it were a regular meeting.

B. SPECIAL MEETINGS

A special meeting may be ordered at any time by the Mayor or by his/her designee or by a majority of the City Council whenever the public business may require it or upon the request from three members of the City Council. Whenever a special meeting shall be called, notice of such meeting shall be provided pursuant to State law.

C. STUDY SESSIONS

The City Council may meet in a “study session” called as a Special Meeting for the purpose of acquiring information on a particular subject(s). Study sessions shall be open to the public. Study sessions are not public hearings; however, public input will be received. The City Council may not vote or otherwise express consensus, intent, or direction and will not take any final action at a study session, unless the agenda specifically notes such action of a vote, consensus, intent or direction.

D. CLOSED SESSIONS

Consistent with Government Code Section 54954.2 the Council may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law to consider or hear any matter which is authorized by State law to be heard or considered in closed session.

The general subject matter for consideration shall be expressed in an open meeting before such session is held. After closed session the legislative body must reconvene to open session and is required to disclose any reportable action

taken along with the vote, or announce that no reportable actions were taken, if any.

The legislative body in a closed session can consider only matters covered in its agenda descriptions. City Council Members shall keep all written materials and verbal information provided to them on matters that are confidential under law in complete confidence to ensure that the City's position is not compromised. No mention of information in these materials should be made to anyone other than Council Members, City Attorney, or City Manager, unless one of the aforementioned is precluded or a subject thereof.

If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations whether it be related to property acquisition or disposal, a proposed or pending claims or litigation, and/or employee negotiations, all contact with the other party should be by the designated representative handling the negotiations or litigation. Unless specifically authorized by Council's action a Council Member should not have any contact or discussions with the other party or its representative(s) involved concerning the negotiation during this time and not communicate any discussion conducted in closed sessions. All public statements, information, press releases, should be handled by the designated representative or spokesperson.

Government Code Section 54963 (a) – (f) outlines the injunctive relief and disciplinary actions that may be imposed on those who divulge confidential closed session discussions, without first receiving authorization from the legislative body.

E. AGENDA

Prior to each council meeting, the City Manager with input from Department Heads and the City Attorney shall set the agenda, reviewing same with the Mayor, if the Mayor so wishes. The City Clerk shall arrange such matters, including all ordinances, resolutions, reports, communications, contracts, documents or other matters as may have been timely provided, for inclusion in the agenda. Prior to agenda posting, any council member may request that the City Manager place a given item on an agenda. The Council Member shall supply the Clerk with sufficient information and description of the matter to apprise the Council and the public of the nature of the item. Upon receipt of such a request, said item shall thereafter be placed on the next available meeting agenda under future items to determine whether there is a consensus from the Council to proceed with a discussion on the requested agenda item at a future meeting .

F. CALL TO ORDER

The meetings of the City Council shall be called to order by the Mayor, or in the Mayor's absence, by the Mayor Pro Tempore. In the absence of the Mayor and

Mayor Pro Tempore, the meeting shall be called to order by the most senior Council Member present. This person shall serve as the Council's presiding officer until the arrival of the Mayor or Mayor Pro Tempore, or until adjournment of the meeting.

G. QUORUM

Three members of the City Council shall constitute a quorum for the transaction of business. A majority of a quorum shall be sufficient to pass any action taken by the City Council except on such matters, which, by law, require a greater majority. All ordinances require at least three affirmative votes. All resolutions and all orders for the payment of money require a simple majority of those members present.

H. LACK OF QUORUM

If a majority of the City Council are absent from any meeting, the remaining members of the City Council may declare the meeting adjourned or if no member of the City Council is present, the City Clerk may adjourn the meeting. If a meeting is adjourned for less than five calendar days, no new agenda need be posted so long as a new item of business is not introduced. A copy of the order of adjournment must be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held.

I. RECOGNITION TO SPEAK, COUNCIL MEMBER

Every Council Member desiring to speak shall address the Mayor and, upon recognition by the Mayor, shall confine his or her remarks to the item coming before the City Council.

1. Interruptions:

A Council Member, once recognized, may voice concerns, comments or ask staff to provide explanation or clarification of the item before the City Council, without interruption, unless out of order with the rules and procedures established herein and/or the Mayor call the item to order.

2. Public Hearings:

Council Members should not speak to the merits of an issue, other than to ask questions, until the public hearing has been closed.

J. COUNCIL MEMBERS' OBLIGATION AFTER ABSENCE

When a Council Member is absent from an earlier meeting at which a matter was discussed, it shall be the duty of that Council Member to become acquainted with the issues discussed by reading the documents presented, reviewing the minutes from the meeting in which that item was discussed, listening to or viewing the

taped recording of the meeting missed in order to further participate in future discussions and/or vote on the item.

K. ADJOURNMENT OF MEETING

The Mayor shall adjourn the meeting. In the instance of the lateness of the hour the Mayor may also adjourn the meeting to a date and time specific to continue discussions on either the remainder of the agenda or on a specific item for discussion.

L. AGENDA ITEMS OUT OF ORDER

The Mayor may, with the consent of a majority of the City Council present, modify the order of the agenda at the meeting, if such modifications would promote fluidity in the process and discussions.

M. AUDIO RECORDINGS

All regular meetings (except closed sessions) of the City Council are video recorded with audio; as well as all special meetings, inclusive of, but not limited to study sessions, and budget sessions are recorded. Recordings are in digital format and are to be archived for a minimum of (7) seven years.

N. AGENDA FORMAT FOR REGULAR MEETINGS

The agenda format for the Selma City Council regular meetings may be prepared to include, but not limited to the following categories and/or sub-categories, not necessarily in the order herein reflected. The Mayor upon consensus of the majority of Council present may reorder the agenda to aide in the efficiency of the meeting:

- CALL TO ORDER REGULAR SESSION
- PLEDGE OF ALLEGIANCE AND INVOCATION
- ORAL COMMUNICATIONS
- SPECIAL PRESENTATIONS
- CONSENT CALENDAR
- GENERAL BUSINESS
- PUBLIC HEARINGS
- DEPARTMENTAL REPORTS
- COUNCIL REPORTS/COUNCIL COMMITTEES REPORTS
- FUTURE AGENDA ITEMS
- ADJOURN REGULAR MEETING

O. COMPONENTS OF REGULAR MEETING

The following sections of a regular meeting agenda shall set forth the guidelines of decorum for each respective section of the agenda:

1. Oral Communications

This is the time for citizens to comment on subject matters, not on the agenda within the jurisdiction of the Selma City Council. The Council Members ask that you keep your comments brief and positive. Creative criticism, presented with appropriate courtesy, is welcomed. The Council cannot legally discuss or take official action on citizen request items that are introduced under this section.

This is also the time for citizens to comment on items listed under the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Comments related to general business/city manager items or public hearing items will be heard at the time the item is discussed or at the time the Public Hearing is opened for comment.

In fairness to all who wish to speak, each speaker will be allowed **three minutes** unless otherwise extended by Council. Please begin your comments by stating and spelling your name and providing your city of residence.

Additionally, there are citizen comments slips at the entrance to Council Chambers for citizens to fill out. If you are able, please fill out a slip and provide to the City Clerk if you would like to make a public comment.

3. Consent Calendar

All Consent Calendar Items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion. Council Members should make every attempt possible to ask any clarifying questions regarding consent items prior the meeting.

4. Regular Business

Comments related to Regular Business Items are limited to three minutes per speaker unless otherwise extended by the Council.

P. MINUTES

The City Council utilizes hybrid minutes, a blending of action and/or verbatim minutes and shall be known as “summary minutes” which include the motions made, action taken, and a brief summary of council, staff and/or public comments. The digital video recordings with audio shall serve as the verbatim record.

Minutes may be approved under the Consent Calendar without reading. If, however, a Council Member raises a point of correction to the minutes of a City Council meeting, that correction may be made verbally for the record with Council’s consensus of a majority present, and approved at that meeting in which it is addressed.

Q. LEGISLATIVE PROCEDURES

Generally, legislative proceedings shall be conducted in the following order:

- Introduction of the item by the City Manager
- Staff presentation
- If applicable, Public Hearing opened by Mayor
- Public Comments
- If applicable, Public Hearing closed by Mayor
- Questions by Council Members
- Discussion by Council Members
- Action by City Council

Appeal proceedings shall be conducted in the following order:

- Introduction of the item by the City Manager
- Staff presentation
- Hearing opened by Mayor
 - Appellant’s comments
 - Public comments
 - Rebuttal-Appellant comments
- Hearing closed by Mayor
- Questions by Council Members
- Discussion by Council Members
- Action by City Council

R. APPEALS

The filing of an appeal shall have the effect of staying the issuance of any permit or procedure until such time as the matter on appeal is resolved. If there are subsequent items to come before the Council that are subject to the outcome of the appeal, those items shall be listed following the item for appeal on the agenda; the decision of which shall be factored upon the Council’s decision on appeal.

S. APPOINTMENTS

Appointment to the City Boards, Committees and Commissions shall be made as set forth by those specific boards, or when not set forth, appointments will be made by the Mayor and voted upon by the City Council.

T. ADDRESSING THE CITY COUNCIL

1. Speaker Time

Depending upon the extent of the agenda and the number of persons desiring to speak on an issue, the Mayor may, at the beginning of the hearing, limit the time for individual comments. When deemed necessary, the Mayor may allocate a longer speaker time, other than what is noted on the agenda, without objection from the City Council.

Each person shall stand at the podium, if one is available, and is asked to state his/her name and provide address of residence for the record. All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the City Council and person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the City Council, without the permission of the Mayor. No question shall be asked of a Council Member or a member of City staff except through the Mayor.

2. One Speaker at a Time

No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the Mayor. All discussions shall be through the Mayor, and no question shall be asked of a Council Member or City Staff except through the Mayor. Further, all Council Members should refrain from any side conversations during the meeting.

3. Questions and Comments from the Public

Questions and comments from the public shall be limited to the subject under consideration, except for those items introduced under Citizen Comments.

4. Addressing the City Council after a Motion is made

No person in the audience may address the City Council after a motion is made without first securing permission from the Mayor to do so. Upon recognition by the Mayor and permission being granted by the City Council, the person so recognized shall confine him/herself to the question under discussion.

U. CONTINUED AGENDA ITEMS

It is City Council practice and policy that matters scheduled on an agenda will be heard at the meeting scheduled. When unforeseen circumstances mandate a request for continuance of an agenda item by an applicant, appellant, or other interested parties, the request must be made to the City Council at the outset of the consideration of the item. In addition, any person intending to make a request for a continuance shall inform the City Clerk, orally or in writing, as soon as possible prior to the meeting that such a request for continuance will be made. The City Clerk shall inform the Mayor. The City Council will consider the request for continuance prior to discussing the substance or merits of the agenda item. The interested parties may speak to the issue of a continuance without forfeiting the right to speak later to the merits of the issue if a majority of the Council agrees. Comments may be presented by persons not able to attend the meeting for which the item is finally scheduled if the City Council agrees to continue the item.

V. PUBLIC HEARING CLOSED

Once a public hearing is closed it is inappropriate for the public to speak except to answer an inquiry of a Council Member addressed through the Mayor. However, a public hearing may be re-opened by a majority approval by the Council to hear new information.

W. CANCELLATION OF MEETING

If the City Council considers and then decides to cancel a future regularly scheduled or special meeting it should take such action at the earliest prior meeting possible. If the action to cancel a meeting is taken more than one regular meeting prior to the date of the canceled meeting, the fact of any such cancellation shall also be referenced under items of interest on the agenda for the meeting immediately preceding the canceled meeting date. All noticing of the cancelled meeting will be done by the Clerk in accordance to law.

X. COUNCIL REPORTS

Council Reports is the section of the agenda in which the City Council may provide information or updates on meetings/conferences attended, complaints/concerns/praises received from constituents, announce upcoming events, present information of Council/City interest, etc. Items presented under this section cannot be acted upon at the meeting in which it is discussed; however, it may be agendized for a future meeting upon the majority approval of the City Council. Any requests for future agenda items that are not approved by a majority of the City Council will not be considered.

CHAPTER 3 DECORUM

A. ENFORCEMENT OF DECORUM

The City Manager shall designate the Chief of Police, or his/her designated representative as a sergeant-at-arms when necessary to attend City Council meetings for the purpose of maintaining order and decorum in the City Council Chambers, lobby, or other designated meeting location. Upon instructions from the Mayor, the sergeant-at-arms shall eject any person from the City Council Chambers, in conformance with State law.

B. CONDUCT IN THE CITY COUNCIL CHAMBERS

1. Council Chambers Defined

Council Chambers shall be, in addition to the usual and customary meeting location, any location or facility wherein a majority of the legislative body may meet for an open and public meeting as defined and noticed in accordance with the Brown Act, whether it be a regular meeting, special meeting, joint meeting, closed session or study session.

2. Rules of Decorum for the Public

Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, clapping, whistling, and stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the City meeting infeasible. A member of the audience engaging in any such conduct shall, at the discretion of the presiding officer or a majority of the City Council, be subject to ejection from the meeting per Government Code Section 54954.3(c). Any person who violates these rules engages in such disruptive behavior may be guilty of a misdemeanor. This section does not prohibit any expressions, actions or behavior that are otherwise protected by the First Amendment.

3. Rules of Conduct and Safety

When the City Council is in session, all persons present must preserve safety and order. Members of the public should sit in the seats provided, subject to ADA compliance, unless addressing the Council or entering or leaving the Council Chambers. Members of the public shall not block the aisles or exits in any manner. Members of the public should not bring audible equipment into the Council Chambers, including cellular phones or pagers, without first either turning said equipment off or switching it to a silent mode.

4. Removal from the Council Chambers

Subject to provisions of Section 2 above, any person who commits the following acts in respect to a meeting of the City shall be removed from the Council Chambers per Government Code Section 54954.3(c).

- (a) Disorderly, contemptuous or insolent behavior toward the City or any member thereof, tending to interrupt the due and orderly course of said meeting; and,
- (b) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting; and,
- (c) Disobedience of any lawful order of the Mayor, which shall include an order to be seated or to refrain from addressing the City Council; and,
- (d) Any other unlawful interference with the due and orderly course of said meeting.

5. Cell Phones

In order to minimize interference to audio recording equipment during a City Council cell phones shall be turned off or at minimum placed on silent during all meetings.

6. Media Equipment - Broadcast, News, Photograph, Print, Published, Recording, Video

The use of media equipment that enables recording of an open and public meeting is permissible, absent a reasonable finding by the legislative body that the use of said equipment presents a persistent disruption (noise, illumination, obstruction of view or pathway) to the proceedings or to the other members of the audience.

In the event that use of media equipment is disruptive, the Presiding Officer may first seek to remedy the disturbance with the equipment operator, asking that the device, whether it is noise, illumination, obstruction of view or pathway, be silenced, turned off, moved or removed from the area in question.

If the equipment operator refuses to make such accommodations the Mayor, by a reasonable finding of the legislative body, may determine that such use is a persistent disruption and bar the use of said equipment, illumination device and/or restrict the equipment operator from setting up at a particular location within the Council Chambers/meeting location.

C. COURTESY

1. Council Members

Council Members shall accord the utmost courtesy to each other, City employees and the public appearing before the City Council, and shall

refrain at all times from rude and derogatory remarks, public criticism of staff, remarks as to integrity, abusive comments and statement as to motives and personalities.

Failure of Council Members to abide by the above can result in censure, removal from the meeting, as well as any other consequences that are deemed appropriate by a Majority of the Council.

2. City Employees

Employees of the City shall observe the same rules of order and decorum applicable to the City Council.

3. Public Speakers

Members of the public have the right to attend City Council meetings and to address the City Council on specific agenda items and under the Citizen's Comments section of the agenda. The right of members of the public to address the City Council includes their right to criticize the policies, procedures, programs, or services of the City, or of the acts or omissions of the City Council and members of the City Council.

While the City Council meeting is in session, all persons must preserve order and decorum. A person who addresses the City Council under a specific agenda item or under Citizen's Comments section of the agenda may not engage in speech or conduct which is likely to provoke others to violent or riotous behavior, which disturbs the peace of the meeting by loud and unreasonable noise, which is irrelevant or repetitive, or which disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting.

The Mayor or other presiding officer shall request that a person who is breaching the rules of decorum cease such conduct. If, after receiving such a warning, the person persists in breaching the rules of decorum, the Mayor or other presiding officer may order the person to leave the City Council meeting. If such person does not leave, the Mayor or presiding officer may request any law enforcement officer who is on duty at the meeting as sergeant-at-arms to remove the person from the Council Chambers. In the event there is no one from law enforcement present, the Mayor or presiding officer may direct the City Manager to contact law enforcement.

4. Appointed members of Boards, Commissions and Committees

Appointed members of Boards, Commissions and Committees of the City shall observe the same rules of order and decorum applicable to the City Council.

D. NOISE IN THE LOBBY

Noise emanating from the lobby outside the City Council Chambers which disrupts City Council meetings shall not be permitted.

E. CROWD CONTROL IN COUNCIL CHAMBERS

If the City Manager, or the City Manager's designee, anticipates in advance a crowd larger than the maximum number of attendees allowed in the City Council Chambers, he/she meet with the Mayor and discuss alternatives for accommodation of the potential number of people in excess of that allowable at the location.

F. SMOKING

It is unlawful for any person to smoke in the City Council Chambers.

G. FOOD & DRINK

No food or drinks, other than bottled water, may be brought in by the public into the audience seating area of the City Council Chambers.

H. DISTRIBUTION OF LITERATURE AND OTHER MATERIALS IN CITY COUNCIL CHAMBERS

No person, other than City staff, shall distribute flyers, leaflets, placards or other literature or circulate any petition within the City Council Chambers.

Flyers, leaflets, placards or literature may only be distributed to the Council by a member of the public under Citizen's Comments, or by a project applicant/appellant pertaining to City business as may be referenced on the agenda, by approaching the City Clerk and requesting such material be distributed on their behalf.

Such other literature may only be displayed or distributed outside the City Council Chambers area.

CHAPTER 4 PROCEDURAL RULES

A. RULES OF ORDER

The City Council shall determine its own rules of order and amend them from time to time, or adopt new rules as it deems necessary. Amendment to or adoption of new City Council procedures shall be accomplished by a majority vote.

B. RULES OF DISCUSSION

1. Withdrawal of Motion

A motion may not be withdrawn by the maker of the motion without the consent of the Council Member who seconded the motion.

2. Voting

The City Council, in the absence of an electronic voting device, votes by “voice vote” on all matters before it, unless a roll call vote is required by law or is requested by the Mayor. Silence shall be recorded as an affirmative vote, unless recusal is required by law, in which case silence shall be recorded as a recusal and the reason for such recusal must be publicly stated by the Council Member or if requested the City Attorney. The Presiding Officer shall announce the results of the vote. The City Clerk shall show on ordinances and resolutions, the names of Council Members and their respective votes.

3. Failure to Vote

Absent a disqualification under State law, including conflict of interest provisions and prohibitions on participating when personal bias would prohibit a fair decision, it is the responsibility of every Council Member to vote. Failure to vote that is not compelled by a legal disqualification shall constitute an affirmative vote. A Council Member who fails to vote shall nonetheless be counted toward making up a quorum, unless otherwise required by State law.

4. Abstaining from Vote for Reasons Other than an Identified Legal Disqualification

A Member of the City Council who abstains determines not to vote “yes” or “no”. A vote to “abstain” except for an identified legal disqualification shall be counted as an affirmative vote. A Council Member shall state a reason for abstaining prior to doing so; failure to do so will constitute the same action as silence or failure to vote. A Council Member who abstains from voting for other than an identified legal disqualification shall nonetheless be counted toward making up a quorum.

5. Abstention/Recuse: Conflict of Interest

Council Members shall disqualify themselves and abstain from voting if they have a financial conflict of interest or any other disqualification prescribed by law in a matter before the City Council. In such event, they may not participate in the discussion or the vote. Council Members shall state the specific reason for such disqualification. Unless the matter is on the consent calendar, the abstaining Council Member shall leave the Council dais and the Council Chambers until the conclusion of the agenda item. The matter will then proceed as though the member is not present, and the member shall not be counted toward making up a quorum. Further requirement on abstention and absence from the Chambers may be imposed by State law.

It should be noted; however, a Council Member may speak during public comment or as part of a public hearing process, on his/her own behalf – as opposed to on behalf of someone else or on behalf of, or in his/her role as a Council Member – on a matter that directly affects his/her financial interest even when conflicted out. Thus, while a Council Member would have to disqualify him/herself on a matter affecting a piece of property in which the Council Member has a financial interest, he/she could address the Council, speaking to what the impact would be to his/her property. Any Council Member who chooses to speak on item as an individual resident, that he/she are legally disqualified from participating as a Council Member, shall do so at their own risk and subject to any consequences from FPPC.

6. Tie Votes

When one Council Member is absent and a matter under discussion remains unresolved as the result of a tie vote on all motions made on such matter, the matter shall be automatically continued to the next Council meeting when it is reasonably known that all Council Members will be present, provided that this rule shall not apply to matters involving the appellate jurisdiction of the City Council or when the absence of a Council Member is due to a disqualification for a conflict of interest. The City Council exercises “appellate jurisdiction” when it considers matters in which a subordinate body such as the Planning Commission could, but for an appeal to the City Council, confer final approval. In these instances a tie vote constitutes a non-action, which is a denial of the appeal.

7. Motion for Reconsideration.

Upon final vote by the Council of any agenda item, a motion for reconsideration may be made but only during the Council meeting wherein the agenda item was approved. Any motion made after the close of the Council meeting is untimely. The motion for reconsideration is allowed by a member of Council that voted as part of the majority of the original motion. The motion may be seconded by any member of Council. If the

motion to reconsider passes, then a member of Council may make a new motion related to the same item.

C. COUNCIL DAIS

The City Council seating area, most commonly referred to as the Council Dais is restricted to Council and City Staff at all times. Loitering or the dissemination of materials are not permitted in the area directly in front of the City Council seating area, commonly referred to as the well. Written or photographic materials are to be handed to the City Clerk for dissemination to the Council, and made part of the record.

**CHAPTER 5
ADMINISTRATIVE RULES**

A. PURCHASE BY CONTRACT OR IN THE OPEN MARKET

When the expenditure required for the purchase of any supplies exceeds the sum established by a policy through a resolution adopted by the City Council, the Purchasing Agent shall advertise for sealed proposals in the manner hereinafter prescribed for proposals for public work and the contract shall be awarded by the Council to the lowest responsible bidder, provided that the Council may reject all bids and order the Purchasing Agent to buy in the open market at a price less than the lowest bid received from a responsible bidder, and provided that if no bids are received, the Council may order the Purchasing Agent to buy in the open market. Until the Council shall otherwise provide by Ordinance, the Finance Director shall act as Purchasing Agent.

B. PUBLIC WORKS TO BE DONE BY CONTRACT

All public buildings and work, when the expenditure therefor shall exceed the sum established by a policy through a resolution adopted by the City Council, shall be done by contract, and shall be let to the lowest responsible bidder, after advertising one (1) time in a daily newspaper of general circulation, for sealed proposals for the work contemplated. Provided, that the Council may reject any and all bids, if deemed excessive, and re-advertise for bids to provide for the work to be done by the Department of Public Works.

C. EXECUTION OF DOCUMENTS

1. Ordinances, Resolutions and Ceremonial Certificates

The Mayor as Presiding Officer or in his absence the Mayor Pro Tempore shall execute all Ordinances and Resolutions. Ceremonial Resolutions, Proclamations and Certificates will be, whenever possible, executed by the entire City Council.

2. Contracts for Supplies, Public Buildings and Work

All contracts for supplies, public buildings and work shall be approved as to form by the City Attorney, shall be signed by the Mayor or in his absence the Mayor Pro Tempore, and attested to by the City Clerk.

3. Agreements, Contracts, Addendums, Change Orders, Memorandums of Understanding for Administrative, Managerial or Professional Services or Programs That Only Require Administrative Approval

Pursuant to the City's Purchasing Policy all agreements, contracts, or memorandums of understanding for administrative, managerial or professional services or programs that are permitted to be administratively

approved, shall be approved as to form by the City Attorney, and shall be signed by the City Manager, or his/her designee, and attested to by the City Clerk.

4. Acting City Manager Designation

In that the City Manager is required or permitted to be away from the City from time to time, due to conferences, training, business trips, vacations, etc., the City Manager has the authority to use discretion in selecting and designating an Acting City Manager to carry out the ministerial duties for the duration of his/her absence as set forth in the Acting City Manager Designation Form. Such designee shall be an Employee of the City.

D. COUNCIL ADMINISTRATIVE SUPPORT

1. **Mail** – All general mail is opened, date stamped and routed to the addressee.
2. **Letters Addressed to Mayor and/or City Council Members** – All letters addressed to the Mayor and/or City Council Members requiring a response from staff are copied to the City Manager. If so directed by Council, a copy of the responses mailed, along with the original letters will be provided to each Council Member.

Letters addressed to the Mayor and/or City Council members that do not require a response, but provide information on Council agenda items or like matters will be copied to the full Council.

Mail pertaining to specific meetings where an individual Council Member is the appointed representative of the Council is opened, said mail will be distributed to that Council Member and not copied to the full Council.

3. **Council Correspondence** – All Council Members correspondence written with City resources (letterhead, typing, staff report, postage, etc.) will reflect the position of the full Council, not individual Council Member's positions. All Council Member correspondence using City resources will be copied to the full Council. For example, responses to citizen letters will be copied to the full Council along with the original citizen correspondence.
4. **Clerical Support** – The City Manager's Office will coordinate with the City Clerk the typing of correspondence requested by individual Council Members for communications reflecting the position of the full Council. All correspondence typed for Council Member will be on City letterhead and will reflect the position of the full Council, not individual Council Member and will be copied to the full Council.

5. **Council Notification of Significant Incidents** – In conjunction with the City public safety departments, the City Manager’s Office will report on significant incidents immediately once known.

E. RULES AND PROCEDURES ADMINISTRATION

1. **Review of City Council Rules and Procedures** – The Council will review and revise the Handbook of Rules and Procedures as needed.
2. **Adherence to Rules and Procedures** – During City Council discussions, deliberations and proceedings, the Mayor has been delegated the primary responsibility to ensure that the City Council, staff and members of the public adhere to the Council’s adopted protocol.
3. **City Attorney as Rules and Procedures Advisor** – At the behest of the full Council, the City Manager may be directed to confer with the City Attorney in interpreting the City Council’s adopted Rules and Procedures and proposed changes.
4. **Adherences to Administrative Procedure and Process of Rules and Procedures** – The Council has delegated the City Manager responsibility to discuss, on behalf of the full Council, any perceived or inappropriate administrative action with a Council Member. The City Manager will discuss with the Council Member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the City Manager will report the concern to the full Council.
5. **Applicability of Rules and Procedures** – The City of Selma City Council Handbook of Rules and Procedures shall also apply to all Board, Commissions and/or Committees as established by the City Council.

F. CONFLICT WITH CITY MUNICIPAL CODE, CITY PROCUREMENT POLICIES, ADMINISTRATION POLICIES, STATE OR FEDERAL LAW

If there is any conflict contained hereinabove with the City Municipal Code, City Procurement Policies, Administration Policies, State or Federal Law, such laws shall prevail over the provisions contained within this Handbook.

ITEM NO: 5.

SUBJECT: Consideration of a Resolution Confirming Report from the Code Enforcement Division on Delinquent Parcels for Administrative Citations and Certification to the 2024-25 Fresno County Tax Roll

DISCUSSION: Throughout the fiscal year, the City of Selma inspects properties within the City limits for the purpose of identifying potential nuisance abatements. Subsequently, the City issues notifications to property owners on each parcel determined to be in violation of public health, safety and welfare according to Selma Municipal Code 1-20-6 regarding Issuance of Administrative Citation(s). Notifications are mailed to property owners via US Mail based on property ownership information contained in the current property assessment roll, as maintained by the Fresno County Assessor and Tax Collector.

Each property owner has a specified period of time from the date of notice to abate the nuisance on the property. If a property owner does not address or respond to the discrepancies noted on their notice within the required time period, the City will issue an Administrative Citation. The entire procedure is contained in Title I Chapter 20 of the City of Selma Municipal Code.

Those properties that required nuisances to be abated in previous fiscal years and which have not paid the citation amount are as follows:

APN	Property Owner	Total Due
388-122-15	Tani Avila	300.00
389-202-05	Jenaro Zaragoza Castillo & Josefina Rosales	100.00
390-082-15	Cirilo Barrita	200.00
388-076-03	Gerson & Jose Batres	300.00
389-171-21	Parminder Singh & Tejwant Kaur	100.00
393-102-21	Nour Khalid Dablan	1,000.00
389-193-04	Nachatar S. Dhaliwal	100.00
389-193-06	Samuel A Eknoian	100.00
358-422-12	Natalia & Jose Farias	1,000.00
388-081-19	Jose L Fuentes	300.00
358-521-45	Hargit S. Gill	100.00
358-472-12S	Irebertha C Jensen	100.00
388-083-11	Mander Properties LLC	100.00
358-442-22	Martin & Jacklyn M Martinez	1,000.00
358-660-07	Edgar & Priscilla Moreno	500.00
389-171-02	Gabriel Moreno Jr.	100.00
388-141-14	Plastic 1031 LLC	100.00
389-193-06	Samuel A Eknoian	100.00
358-511-45S	Joe L & Diana Ramos	1,000.00
388-102-06	Louis & Pauline Reyes	100.00
388-243-18	Gilbert Rodriguez	100.00
389-243-09	Sal & Tony Rentals LLC	100.00

388-193-09	Oscar I Cobian-Corona & Cindy Cobian	300.00
388-122-06	Selma Community Outreach Ministries	100.00
358-597-01S	Rupinderjit Singh	1,000.00
390-242-11	Nagra Family Trust	1,000.00
358-120-32	Dwight B Strader	200.00
390-071-01	Lupe Z Velasco	200.00
390-071-01	Lupe Z Velasco	400.00
389-172-12	Van & Kroeze LLC	100.00
389-172-12	Van & Kroeze LLC	200.00
388-121-02	Delbert Pete Williams	300.00
388-121-02	Delbert Pete Williams	600.00
388-133-01	John Zapata	500.00
389-055-07	Monroy Esquivel	100.00
358-511-40S	Hardev S. Nagra	100.00
389-205-07	Anthonio Lucatero	100.00
358-472-17S	Maria R. & Elizabeth Tinoco	200.00
358-551-12	Jaime Torres	100.00
388-030-26	Jasbinder Singh Rai	100.00
388-064-18	Matias Leo Vasquez	100.00
389-222-20	Michael Stanton	100.00
389-222-20	Michael Stanton	200.00

All charges that have not been paid by August 1, 2024 will be assessed on the 2024-25 tax roll. The Finance Department may receive the amount due any time after the confirmation of the report and until August 1, 2024.

RECOMMENDATION: Conduct a Public Hearing and Adopt the Attached Resolution Approving the Report from the Code Enforcement Division on Delinquent Parcels for Administrative Citations and Related Actions.

_____/s/_____
 Jacob Del Cid, Finance Manager

 July 3, 2024
 Date

_____/s/_____
 Fernando Santillan, City Manager

 July 3, 2024
 Date

RESOLUTION NO. 2024 –

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF SELMA, CALIFORNIA DECLARING PROPERTIES LOCATED IN
THE CITY IN VIOLATION OF ADMINISTRATIVE CITATIONS**

WHEREAS, pursuant to Section 1-20-10 of the Selma City Municipal Code (Code), the Code Enforcement Officer has investigated properties and found violations on certain parcels of private property in the City of Selma, more particularly identified in the attached report of the Code Enforcement Officer; and

WHEREAS, the City has issued Administrations Citations for violations; and

WHEREAS, the Code Enforcement Officer has notified each property owner of the fine of said violation, and the time and place when the City Council (Council) will hear and consider the report of the Code Enforcement Officer; and

WHEREAS, on July 15, 2024, the Council read and considered the report of the Code Enforcement Officer, invited and heard all public testimony regarding said report, and considered the assessment of charges for the administrative citations and good cause appearing.

NOW, THEREFORE, it is hereby ordered and resolved as follows:

1. The report of the Code Enforcement Officer, a copy of same being attached hereto as Exhibit A, and made a part hereof through incorporation by reference, is confirmed and approved.
2. The respective costs of violation for each parcel are declared a lien against said parcel and the City Clerk shall certify such assessment to the Fresno County Assessor and Tax Collector.
3. The City Clerk is directed to send a certified copy of this Resolution and the attached report to the Fresno County Auditor-Controller on or before August 10th of this year.

The foregoing Resolution was approved at a regular meeting of the Selma City Council on the 15st day of July, 2024, by the following vote, to wit:

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

ATTEST:

Scott Robertson, Mayor

Reyna Rivera, City Clerk

Exhibit A

APN	Property Owner	Total Due
388-122-15	Tani Avila	300.00
389-202-05	Jenaro Zaragoza Castillo & Josefina Rosales	100.00
390-082-15	Cirilo Barrita	200.00
388-076-03	Gerson & Jose Batres	300.00
389-171-21	Parminder Singh & Tejwant Kaur	100.00
393-102-21	Nour Khalid Dablan	1,000.00
389-193-04	Nachatar S. Dhaliwal	100.00
389-193-06	Samuel A Eknoian	100.00
358-422-12	Natalia & Jose Farias	1,000.00
388-081-19	Jose L Fuentes	300.00
358-521-45	Hargit S. Gill	100.00
358-472-12S	Irebertha C Jensen	100.00
388-083-11	Mander Properties LLC	100.00
358-442-22	Martin & Jacklyn M Martinez	1,000.00
358-660-07	Edgar & Priscilla Moreno	500.00
389-171-02	Gabriel Moreno Jr.	100.00
388-141-14	Plastic 1031 LLC	100.00
389-193-06	Samuel A Eknoian	100.00
358-511-45S	Joe L & Diana Ramos	1,000.00
388-102-06	Louis & Pauline Reyes	100.00
388-243-18	Gilbert Rodriguez	100.00
389-243-09	Sal & Tony Rentals LLC	100.00
388-193-09	Oscar I Cobian-Corona & Cindy Cobian	300.00
388-122-06	Selma Community Outreach Ministries	100.00
358-597-01S	Rupinderjit Singh	1,000.00
390-242-11	Nagra Family Trust	1,000.00
358-120-32	Dwight B Strader	200.00
390-071-01	Lupe Z Velasco	200.00
390-071-01	Lupe Z Velasco	400.00
389-172-12	Van & Kroeze LLC	100.00
389-172-12	Van & Kroeze LLC	200.00
388-121-02	Delbert Pete Williams	300.00
388-121-02	Delbert Pete Williams	600.00
388-133-01	John Zapata	500.00
389-055-07	Monroy Esquivel	100.00
358-511-40S	Hardev S. Nagra	100.00
389-205-07	Anthonio Lucatero	100.00
358-472-17S	Maria R. & Elizabeth Tinoco	200.00
358-551-12	Jaime Torres	100.00
388-030-26	Jasbinder Singh Rai	100.00
388-064-18	Matias Leo Vasquez	100.00
389-222-20	Michael Stanton	100.00
389-222-20	Michael Stanton	200.00

ITEM NO: 6.

SUBJECT: Consideration of a Resolution Confirming Report of the Environmental Control Officer on Delinquent Parcels for the Cost of Removal of Structures, Weeds, Rubbish, Refuse, Dirt, etc. and Sidewalk Repair to the 2024-25 Fresno County Tax Roll

DISCUSSION: Throughout the fiscal year, the City of Selma inspects property within the City limits for the purpose of nuisance abatement. The City posts notices on each parcel identified as being in violation of the City's Ordinance and mails the same notice to the property owner(s) of each parcel based on the most current assessment roll data.

Each property owner has two weeks from the date of posting to clean or maintain their property. If a property owner does not respond to those discrepancies as noted on their Notice within the prescribed period of time, the City takes action to abate the nuisance. The entire procedure is contained in Title IX Chapter 3 of the City of Selma Code.

Those properties that required nuisances to be abated in the previous fiscal years and have not paid the charges are as follow:

APN	Property Owner	Total Due
388-076-05	Mosa Almunaser	570.00
388-081-01	Steve Ihde Property LLC	4,621.07
388-081-01	Steve Ihde Property LLC	985.00
358-284-21	Olivero C Diaz Pacheco	1,825.00
389-194-01	Ronald Head & Trisha R Starr	2,941.00
390-173-17	Irene Calderon Hernandez	2,524.57
358-521-39	Daniel & Susan Mills	2,212.25
358-521-39	Daniel & Susan Mills	2,575.00
389-222-20	Michael Stanton	1,100.00
389-222-20	Michael Stanton	2,075.00
388-064-10	Magdalena Villanueva	2,875.00
388-082-20	Wei Pei Zhu	559.91
388-230-04	Kragen Properties, LLC	1,129.94

All charges that have not been paid for on or before August 1, 2024 will be assessed on the 2024-25 tax roll. In compliance with 9-3-10 of the Selma City Code, "The City Clerk may receive the amount due on the abatement cost and issue receipts any time after the confirmation of the report and until August 1, 2024 following the report."

Staff will be prepared to provide information on each parcel that is being assessed for the cost of removal of structures, weeds, rubbish, refuse, dirt, etc. and sidewalk repair if the Council so desires.

RESOLUTION NO. 2024 –

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELMA,
CALIFORNIA CONFIRMING REPORT OF ENVIRONMENTAL CONTROL
OFFICER AS TO THE COSTS FOR REMOVAL OF STRUCTURES, WEEDS,
RUBBISH, REFUSE, DIRT, ETC. AND REPAIR OF SIDEWALK**

WHEREAS, pursuant to Title IX, Chapter 3 of the Selma Municipal Code, the Environmental Control Officer has caused notice to be given directing the removal of structures, weeds, rubbish, refuse, dirt, etc. and repair of sidewalk, on certain parcels of private property in the City of Selma, more particularly identified in the attached report of the Environmental Control Officer; and

WHEREAS, the City has abated such nuisances; and

WHEREAS, the Environmental Control Officer has notified each property owner of the cost of said abatement and the time and place when the Council will hear and consider the report of the Environmental Control Officer; and

WHEREAS, on July 15, 2024 the Council read and considered the report of the Environmental Control Officer and invited and heard all public testimony regarding said report and the assessment of charges for the abatement of the nuisances and good cause appearing.

NOW, THEREFORE, it is hereby ordered and resolved as follows:

1. The report of the Environmental Control Officer, a copy of same being attached hereto, marked Exhibit A, and made a part hereof through incorporation by reference, is confirmed and approved.
2. The respective costs of abatement for each parcel are declared to be a lien against said parcel and the City Clerk shall certify such assessment to the Fresno County Assessor and Tax Collector.
3. The City Clerk is directed to send a certified copy of this Resolution and the attached report to the Fresno County Auditor-Controller on or before August 10th of this year.

The foregoing Resolution was approved at a regular meeting of the Selma City Council on the 15th day of July, 2024, by the following vote, to wit:

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

ATTEST:

Scott Robertson, Mayor

Reyna Rivera, City Clerk

Exhibit A

APN	Property Owner	Total Due
388-076-05	Mosa Almunaser	570.00
388-081-01	James & Kathryn Bethel	4,621.07
388-081-01	James & Kathryn Bethel	985.00
358-284-21	HB1 Alternative Holdings, LLC	1,825.00
389-194-01	Youvone M Head	2,941.00
390-173-17	Irene Calderon Hernandez	2,524.57
358-521-39	Daniel & Susan Mills	2,212.25
358-521-39	Daniel & Susan Mills	2,575.00
389-222-20	Michael Stanton	1,100.00
389-222-20	Michael Stanton	2,075.00
388-064-10	Magdalena Villanueva	2,875.00
388-082-20	Wei Pei Zhu	559.91
388-074-01	Kragen Properties, LLC	1,129.94