



# CITY OF MENDOTA

*"Cantaloupe Center Of The World"*

VICTOR MARTINEZ  
Mayor

LIBERTAD "LIBERTY" LOPEZ  
Mayor Pro Tempore

JOSE ALONSO

JOSEPH R. RIOFRIO

OSCAR ROSALES

## AGENDA MENDOTA CITY COUNCIL

Special City Council Meeting  
City Council Chambers  
643 Quince Street  
Mendota, California 93640  
October 29, 2024  
5:30 PM

CRISTIAN GONZALEZ  
City Manager

JOHN KINSEY  
City Attorney

The Mendota City Council welcomes you to its meetings. Regular meetings are scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month in the Mendota City Council Chambers located at Mendota City Hall, 643 Quince Street, Mendota, CA 93640. Your interest and participation are encouraged and appreciated. Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. **Please turn your cell phones on vibrate/off while the meeting is in progress.**

Any public writings distributed by the City of Mendota to at least a majority of the City Council regarding any item on this special meeting agenda will be made available at the front counter at Mendota City Hall, located at 643 Quince Street, Mendota, CA 93640, during normal business hours, 8am-5pm.

In compliance with the Americans with Disabilities Act, individuals requiring special assistance to participate at this meeting please contact the City Clerk at (559) 655-3291 or (559) 577-7692. Notification of at least forty-eight hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting.

### **CALL TO ORDER**

### **ROLL CALL**

### **FLAG SALUTE**

### **FINALIZE THE AGENDA**

1. Adjustments to Agenda.
2. Adoption of final Agenda.

### **PRESENTATION**

1. Terry Ogle and Robert Phipps from Fresno Council of Governments to provide a Measure C Update.

### **CITIZENS ORAL AND WRITTEN PRESENTATIONS**

At this time members of the public may address the City Council only on matters listed on the agenda. Please complete a "request to speak" form and limit your comments to THREE (3) MINUTES. Please give the completed form to City Clerk prior to the start of the meeting. All speakers shall observe proper decorum. The Mendota Municipal Code prohibits the use of boisterous, slanderous, or profane language. All speakers must step to the podium, state their names and addresses for the record. Please watch the time.

## **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.

1. OCTOBER 8, 2024 THROUGH OCTOBER 10, 2024
  - a. WARRANT LIST CHECK NOS. 55469 THROUGH 55480
  - b. TOTAL FOR COUNCIL APPROVAL = \$331,866.21
2. Proposed adoption of **Resolution No. 24-57**, approving the quote submitted by Pro Sports Equip and authorizing the purchase of a scoreboard for the Alfredo Muratalla Baseball Field.
3. Proposed adoption of **Resolution No. 24-58**, accepting the bids received for surplus property valued at over \$100.00 and authorizing the City Manager to dispose of all remaining surplus property.
4. Proposed adoption of **Resolution No. 24-59**, approving the proposal submitted by Kaizen InfoSource for Records Management Consulting Services and authorizing the City Manager to execute all necessary documents.
5. Proposed adoption of **Resolution No. 24-60**, approving the engagement letters submitted by Price Paige & Company for professional services related to the annual audit of City of Mendota funds and authorizing the City Manager to execute all necessary documents.
6. Proposed adoption of **Resolution No. 24-61**, cancelling the December 3, 2024 and January 7, 2025 regular City Council meetings and authorizing the City Manager to execute any necessary warrants.
7. Proposed adoption of **Resolution No. 24-62**, establishing a sole-source standard for solar powered lighting on City Streets and City-owned properties.

## **BUSINESS**

1. Council discussion and consideration of **Resolution No. 24-63**, approving the quote submitted by Fonroche Lighting America and authorizing the purchase of solar powered lighting for installation on City streets.
  - a. *Receive report from City Engineer Osborn*
  - b. *Inquiries from City Council to staff*
  - c. *Mayor Martinez opens floor to receive any comment from the public*
  - d. *City Council considers Resolution No. 24-63 for adoption*

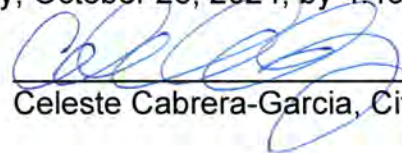
## **DEPARTMENT REPORTS AND INFORMATIONAL ITEMS**

1. Chief of Police
  - a) Update on the Police Department & Council Chambers Grand Opening
2. City Engineer
  - a) Update on the Derrick & Oller Roundabout

## **ADJOURNMENT**

### **CERTIFICATION OF POSTING**

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby declare that the foregoing agenda for the Mendota City Council special meeting of Tuesday, October 29, 2024, was posted on the outside bulletin board located at Mendota City Hall, 643 Quince Street, Mendota, CA 93640, on Monday, October 28, 2024, by 4:45 p.m.

  
\_\_\_\_\_  
Celeste Cabrera-Garcia, City Clerk

CITY OF MENDOTA  
 CASH DISBURSEMENTS  
 10/08/2024 - 10/10/2024  
 CK# 055469 - 055480

Check Date	Check Number	Check Amount	Vendor Name	Department	Description
October 8, 2024	55469	\$ 182,017.00	CITY OF MENDOTA PAYROLL	GENERAL	PAYROLL TRANSFER 9/23/2024 - 10/06/2024
October 10, 2024	55470	\$ 70.00	CABRERA, CELESTE	GENERAL, WATER, SEWER	REIMBURSEMENT FOR CITY CLERK ONLINE ATHENIAN DIALOGUE TRAINING
October 10, 2024	55471	\$ 122,443.00	CSJVRMA	GENERAL	2024/2025 2ND QUARTER FOR WORKERS' COMPENSATION AND LIABILITY PROGRAM AND ERMA DIVIDEND DISTRIBUTION
October 10, 2024	55472	\$ 2,085.28	COMCAST	GENERAL, WATER, SEWER	CITYWIDE XFINITY SERVICE 10/06/2024 - 11/05/2024
October 10, 2024	55473	\$ 1,216.50	NETXPERTS LLC	GENERAL, WATER, SEWER	(1) CISCO SECURE ENDPOINT XAAS AND A (25) ENDPOINT CLOUD SUBSCRIPTION.
October 10, 2024	55474	\$ 462.50	NEXUS ADMINISTRATORS, INC.	GENERAL, WATER, SEWER	401K PLAN QUARTER BASE FEE FOR \$ 375 PLUS QUARTERLY DOCUMENTS MAINTENANCE FOR \$87.50
October 10, 2024	55475	\$ 1,668.38	PI VARIABLES, INC	GENERAL	(2) RECHARGEABLE SEQUENTIAL PAIRED FLARES (POLICE DEPARTMENT)
October 10, 2024	55476	\$ 30.40	SEBASTIAN	GENERAL	SECURITY SERVICES FOR 9/21/2024-10/20/2024
October 10, 2024	55477	\$ 6,203.89	BANKCARD CENTER	GENERAL, WATER, SEWER	CREDIT CARD EXPENSES 8/23/2024 - 9/24/2024, WALMART RAFFLE PRIZES, CHEWY, CLIFF'S HOTEL FOR CHIEF'S CONFERENCE
October 10, 2024	55478	\$ 198.78	VESTIS GROUP, INC.	GENERAL, WATER, SEWER	PUBLIC WORKS UNIFORM 10/03/2024
October 10, 2024	55479	\$ 15,332.72	WANGER JONES PC ATTORNEY	GENERAL, WATER, SEWER	LEGAL SERVICE: GENERAL LEGAL SERVICE, 784 AND 519 LOLITA ST ABATEMENT AND 647 PEREZ ST WATER BILL DISPUTE FOR 7/15/2024
October 10, 2024	55480	\$ 137.76	WECO	GENERAL, WATER, SEWER	RENT CYL ACETYLENE #4,OXYGEN D, OXYGEN K 8/31/2024 - 9/30/2024 AND PERIODIC LATE FEES CALCUTED ON A PAST DUE AMOUNT

\$ 331,866.21

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** CELESTE CABRERA-GARCIA, CITY CLERK  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** APPROVING THE QUOTE SUBMITTED BY PRO SPORTS EQUIP AND AUTHORIZING THE PURCHASE OF A SCOREBOARD FOR THE ALFREDO MURATALLA BASEBALL FIELD  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-57, approving the quote submitted by Pro Sports Equip and authorizing the purchase of a scoreboard for the Alfredo Muratalla Baseball Field?

**BACKGROUND**

On June 25, 2024 the City of Mendota (“City”) City Council unanimously approved to dedicate the new baseball field at Rojas-Pierce Park in honor of the late Mendota resident Alfredo Muratalla and name the baseball field “Alredo Muratalla Baseball Field.” On October 1, 2024, the City Council unanimously directed staff to proceed with soliciting quotes for the purchase of a new scoreboard for the Alfredo Muratalla Baseball Field based on the design and input that the City Council provided.

**ANALYSIS**

In accordance with Mendota Municipal Code Section 2.48.130(C), the City received three (3) written quotes for the purchase of a customized Varsity Scoreboard Model 3385, with name panel, and controller carrying case (the “Equipment”). Pro Sports Equip came in as the lowest responsible bidder. The breakdown of the quotes is as follows:

<b>VENDOR</b>	<b>AMOUNT</b>
<b>Pro Sports Equip</b>	<b>\$7,588.08</b>
Varsity Scoreboards	\$8,109.95
DES Reprographics	\$9,082.74

**FISCAL IMPACT**

The purchase of the Equipment will be funded by the General Fund.

**RECOMMENDATION**

Staff recommends that the City Council adopts Resolution No. 24-57, approving the quote submitted by Pro Sports Equip and authorizing the purchase of a scoreboard for the Alfredo Muratalla Baseball Field.

**Attachments:**

1. Resolution No. 24-57
2. Exhibit "A" – Quote from Pro Sports Equip

**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-57**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA APPROVING THE QUOTE SUBMITTED BY PRO SPORTS EQUIP AND AUTHORIZING THE PURCHASE OF A SCOREBOARD FOR THE ALFREDO MURATALLA BASEBALL FIELD**

**WHEREAS**, on June 25, 2024, the City of Mendota (“City”) City Council unanimously voted to dedicate the new baseball field at Rojas-Pierce Park in honor of the late Mendota resident Alfredo Muratalla and name the baseball field “Alredo Muratalla Baseball Field”; and

**WHEREAS**, on October 1, 2024, the City Council unanimously directed staff to proceed with soliciting quotes for the purchase of a new scoreboard (the “Equipment”) for the Alfredo Muratalla Baseball Field; and

**WHEREAS**, in accordance with Mendota Municipal Code section 2.48.130, subdivision (C), the City received three (3) written quotes for the Equipment, with Pro Sports Equip submitting the lowest responsive and responsible quote.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mendota hereby approves the quote submitted by Pro Sports Equip, as attached hereto as Exhibit “A,” to purchase the Equipment.

**BE IT FURTHER RESOLVED**, that the City Manager, or his designee, is authorized to execute documents as may be necessary to purchase the Equipment.

\_\_\_\_\_  
Victor Martinez, Mayor

ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

\_\_\_\_\_  
Celeste Cabrera-Garcia, City Clerk

# **EXHIBIT A**



Pro Sports Equip  
 39899 Balentine Drive  
 Suite 200  
 Newark, CA 94560  
 USA



Toll Free: 1-866-400-0424  
 Phone: 510-461-9964  
 Website: ProSportsEquip.com  
 Email: Mario@ProSportsEquip.com

We Equip The Everyday Athlete

Page Date 10/10/2024

**QUOTE**

Invoice:

Sold To: Celeste Cabrera-Garcia <ccabrera@cityofmendota.com>

Invoice:

Ship To: Celeste Cabrera-Garcia <ccabrera@cityofmendota.com>

**THIS QUOTE IS VAILD FOR 30 DAYS, PRICES ARE SUBJECT TO CHANGE.**

PO Number:	Terms:	Entry Person: Mario
Sales Rep: House Account	Ordered:	Ship Via:
Packing Slip:	Sales Order:	Ship Date:

Order Line:	Part Number / Description	Quantity	Unit Price	Ext Price
1	Varsity Scoreboards 3385 Baseball/Softball Scoreboard	1 EA	\$5,555.00	\$5,555.00
2	Varsity ARCH SPONSOR PANEL 16' OUTDOOR SPA16-OD	1 EA	\$1,145.00	\$1,145.00
3	Varsity LCD Controller Carrying Case CS5	1 EA	\$199.00	\$199.00

Payment Schedule	
Due Date	Amount
1	Total \$7,588.08

Line(s) Subtotal: \$6,899.00  
 Discount: \$0.00  
 Shipping Charge: \$0.00  
 Total Tax: \$689.08

**Total \$7,588.08**

Tracking Information:

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** CELESTE CABRERA-GARCIA, CITY CLERK  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** ACCEPTING THE BIDS RECEIVED FOR SURPLUS PROPERTY VALUED AT OVER \$100.00 AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF ALL REMAINING SURPLUS PROPERTY  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-58, accepting the bids received for surplus property valued at over \$100.00 and authorizing the City Manager to dispose of all remaining surplus property?

**BACKGROUND**

Government Code Section 37350 allows cities to dispose of property for the common benefit, and Mendota Municipal Code (“MMC”) Chapter 3.20 establishes the process for the disposition of the City of Mendota’s (“City”) surplus personal property.

On September 17, 2024, in accordance with the requirements of MMC Chapter 3.20, the City Council declared surplus certain City-owned personal property that is deemed excess and unnecessary for the City’s operations. Following the declaration of surplus property, the City published a public notice as required by the MMC notifying the public of the proposed sale of surplus property.

**ANALYSIS**

On October 23, 2024, the City held a yard-sale style event for the sale of surplus personal property that was valued at less than \$100.00 and a total of \$226.50 was generated from the sale. The list that is attached to Resolution No. 24-58 as Exhibit “A” identifies all surplus property that was sold at the event, and what items were not sold and needs to be disposed of.

Furthermore, the City accepted sealed bids for surplus personal property valued at over \$100.00 until 5pm on October 23, 2024. Pursuant to MMC Section 3.20.040, staff is presenting the bids received for surplus personal property valued at \$100.00 or more for the City Council’s approval. All bids that were received by the aforementioned deadline are listed for each item from highest to lowest offer in the document attached to Resolution No. 24-58 as Exhibit “B.”

With the approval of Resolution No. 24-58, the City Council will be authorizing the City Manager to sell the items to their respective highest bidders, moving on to the next highest bidder of an item if the first bid falls through (due to the party no longer being interested or

failing to pick up the item within the required 3 days, etc.) and to scrap, discard, or direct-sell any remaining surplus items.

**FISCAL IMPACT**

Depending on the final disposition of each item, there will be a small positive impact to the general fund. \$7,273 would be gained from the items valued at \$100 or more if all sales were to go through with their highest bid, plus the \$226.50 that was gained from the surplus property sale at the Public Works Yard that took place on October 23, 2024.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 24-58, accepting the bids received for surplus property valued at over \$100.00 and authorizing the City Manager to dispose of all remaining surplus property.

**Attachments:**

1. Resolution No. 24-58
2. Exhibit “A” – List of Surplus Property Valued at Less Than \$100.00
3. Exhibit “B” – List of Surplus Property Valued at \$100.00 or More with Bidders

**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-58**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA ACCEPTING THE BIDS RECEIVED FOR SURPLUS PROPERTY VALUED AT OVER \$100.00 AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF ALL REMAINING SURPLUS PROPERTY**

**WHEREAS**, Government Code section 37350 allows cities to dispose of property for the common benefit; and

**WHEREAS**, the Mendota Municipal Code (“MMC”) Chapter 3.20 establishes the process for the disposition of the City of Mendota’s (“City”) surplus personal property; and

**WHEREAS**, on September 17, 2024, in accordance with the requirements of the MMC, the City Council declared surplus certain City-owned personal property that is deemed excess and unnecessary for the City’s operations; and

**WHEREAS**, City staff published all notices and followed all procedures required by MMC Chapter 3.20 to hold a sale of surplus personal property; and

**WHEREAS**, on October 23, 2024, the City held a yard-sale-style event for the sale of surplus personal property that was valued at less than \$100.00 and a total of \$226.50 was generated from the sale; and

**WHEREAS**, the City accepted sealed bids for surplus personal property valued at over \$100.00 until 5:00 pm on October 23, 2024, and all bids are listed for each item from highest to lowest offer in an attachment included in and made a part of this resolution as Exhibit “A”; and

**WHEREAS**, Section 3.20.040(B) of the MMC provides for the settling of bids for personal property from highest to lowest offer; and

**WHEREAS**, Section 3.20.040(C) of the MMC provides for the disposal of all other items of surplus personal property which are not successfully and fairly sold by authorizing the City Manager to dispose of them in accordance with that section and as he sees fit, so long as such disposition is otherwise performed in accordance with California law.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Mendota does hereby authorize the City Manager to dispose of any remaining surplus property, as identified in the document attached hereto as Exhibit “A,” that did not result in a successful sale in accordance with the Mendota Municipal Code and California law.

***NOW THEREFORE BE IT FURTHER RESOLVED***, that the City Council of the City of Mendota does authorize the City Manager to settle the bids for personal property in accordance with Section 3.20.040(B) of the Mendota Municipal Code, as specified on Exhibit "B" attached hereto.

\_\_\_\_\_  
Victor Martinez, Mayor

ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Celeste Cabrera-Garcia, City Clerk

# **EXHIBIT A**

## Property to be Sold

Surplus ID	Description of Item	Model	VIN or Serial Number	Value	Notes
<b>City Clerk Department/Misc. City Hall Items (Items Worth Less Than \$100.00)</b>					
CC-1	Nomad Data Collector	EG2-MYNHBDK2	ES5MD03883	\$2.00	Not Sold
CC-2	Nomad Data Collector	EG2-MYNHBDK2	ES5MD03901	\$2.00	Not Sold
CC-3	Nomad Data Collector	EG2-MYNHBDK2	ES5MD03916	\$2.00	Not Sold
CC-4	Nomad Data Collector	EG2-MYNHBDK2	ES5LD03691	\$2.00	Not Sold
CC-5	Nomad Office Docking Station	85732-01	NDPT38C70002	\$2.00	Not Sold
CC-6	Nomad Office Docking Station	85732-01	NDPT395B0098	\$2.00	Not Sold
CC-7	Nomad Office Docking Station	85732-01	NDPT38C70005	\$2.00	Not Sold
CC-8	Nomad Office Docking Station	85732-01	NDPT046DE0007	\$2.00	Not Sold
CC-9	Logi K540 Wireless Keyboard	Y-R0012A	4418A-YR0012A	\$3.00	Not Sold
CC-10	HP Keyboard	KU-1156	BDMGH0CWU8YNMP	\$3.00	Not Sold
CC-11	Lenovo Wired Keyboard	SK-8825	5246750	\$3.00	Sold
CC-12	HP Keyboard	KU-0316	BAUHP0IVBOLTWB	\$3.00	Not Sold
CC-13	HP Mouse	SM-2022	FCMHHC0929MN07	\$1.00	Not Sold
CC-14	HP Mouse	MODGU0	FCYRVOAHD6PS2Z	\$1.00	Not Sold
CC-15	HP Mouse	M-UAE96	FATSKOLCWOJLSM	\$1.00	Not Sold
CC-16	Dell Keyboard	KB216t	CN-ORKRON-L0300-833-1GXPA03	\$3.00	Not Sold
CC-17	HP Wired Keyboard	KU-0316	BAUHP01VB0LTZI	\$3.00	Not Sold
CC-18	Casio 12 Digits Calculator	HR-100TM	N/A	\$1.00	Not Sold
CC-19	HP Keyboard	KU-0316	BAUHP01VB0LU0Q	\$1.00	Not Sold
CC-20	Casio Tax Exchange Calculator	DR-250HD	Q2225651	\$3.00	Sold
CC-21	Lenovo Wired Mouse	M0JUU0	8SSM51M37184AVL	\$1.00	Not Sold
CC-22	Lenovo Wired Keyboard	KU-1619	A4J6	\$3.00	Sold
CC-23	Dell Computer Monitor	E2216H	CN-0JF44Y	\$5.00	Sold
CC-24	Sharp 12 Digit Electronic Calculator	VX-2652H	9D016156	\$1.00	Sold
CC-25	HP 1702 Monitor	P9621D	CNN4112LD7	\$2.00	Not Sold
CC-26	Paymaster Ribbon Writer	8000	8N520193	\$2.00	Not Sold
CC-27	TEK Refurbs Wired Mouse	M262	M26202833	\$1.00	Not Sold
CC-28	QQ Family Wired Keyboard	QT500	4QT500210500187	\$3.00	Not Sold
CC-29	Lenovo Think Centre M92P Desktop Tower	E2U	MJ8615W	\$2.00	Sold
CC-30	HP Compaq 6200 Desktop Tower	LA064UT#ABA	MXL14512QN	\$2.00	Not Sold
CC-31	Casio Switching Adapter	AD-A60024	N/A	\$0.50	Not Sold
CC-32	Delta Electronics AC Adapter	ADP-5FHB	5RW0636733420	\$0.50	Not Sold

## Property to be Sold

Surplus ID	Description of Item	Model	VIN or Serial Number	Value of	Notes
<b>City Clerk Department/Misc. City Hall Items (Items Worth Less Than \$100.00)</b>					
CC-33	AC Adapter	ADPC1236	2820374A0074B1236QB9434	\$0.50	Sold
CC-34	Extension Cable	N/A	N/A	\$1.00	Sold
CC-35	Sunny Switching Adapter	SYS1308-2412-W2	G080907017003	\$0.50	Not Sold
CC-36	HDMI Cable	N/A	GTT69-HTN2-24R	\$0.50	Sold
CC-37	MISC Cable	N/A	N/A	\$0.50	Not Sold
CC-38	MISC Cable	N/A	N/A	\$0.50	Not Sold
CC-39	Office Depot AC Adapter	J0D-S-072100A	N/A	\$0.50	Not Sold
CC-40	MISC Cable	089G728HAA21H1320029462	089G728HAA21H1320029462	\$0.50	Sold
CC-41	MISC Cable	N/A	N/A	\$0.50	Sold
CC-42	Class 2 Power Supply	EUSAt15150-1000	N/A	\$0.50	Not Sold
CC-43	United Site Services Hand Sanitizer Dispenser	N/A	N/A	\$5.00	Sold
CC-44	Hand Sanitizer Dispenser	N/A	N/A	\$5.00	Not Sold
CC-45	Hand Sanitizer Dispenser	N/A	N/A	\$5.00	Sold
CC-46	Hand Sanitizer Dispenser	N/A	N/A	\$5.00	Not Sold
CC-47	HP L1706 Monitor	HSTND-2A07	CNC629RJSK	\$3.00	Not Sold
CC-48	HP L1706 Monitor	HSTND-2A07	CNC728P4TG	\$3.00	Not Sold
CC-49	HP Wired Keyboard	PR 1101U	BCYRU0AHH6W1DK	\$3.00	Not Sold
CC-50	HP Wired Keyboard	KB71211	BDDJC0AHH4X4HC	\$3.00	Not Sold
CC-51	Keyboard Tray and Tilt	N/A	N/A	\$1.00	Not Sold
CC-52	HP L2045W Monitor	RD125A	CNT925V4MD	\$1.00	Sold
CC-53	Plastic Office Mat	N/A	N/A	\$1.00	Not Sold
CC-54	MISC Cable	E33020401	N/A	\$0.50	Sold
CC-55	USB 2.0 Cable	AWM2725	N/A	\$0.50	Not Sold
CC-56	MISC Cable	N/A	N/A	\$0.50	Sold
CC-57	Plantronics Cable	UD-0905C	45561-02	\$0.50	Sold
CC-58	AC/DC Power Supply	XKD-C2000NHS12.0	N/A	\$0.50	Sold
CC-59	U.S. Robotics AC Adapter	N/A	1.015.1286	\$0.50	Sold
CC-60	Moread Display Port to VGA	N/A	N/A	\$0.50	Not Sold
CC-61	MISC Cable	N/A	N/A	\$0.50	Not Sold
CC-62	Lanier Recording Machine	VW-110	2021950	\$5.00	Not Sold
CC-63	MISC Cable	AWM E101344	N/A	\$0.50	Sold
CC-64	Logitech Mouse	M310	2027LZ01L3X8	\$2.00	Sold



## Property to be Sold

Surplus ID	Description of Item	Model	VIN or Serial Number	Value	Notes
<b>City Clerk Department/Misc. City Hall Items (Items Worth Less Than \$100.00)</b>					
CC-65	Battery Charger Base 18650	XY-186B	N/A	\$0.50	Not Sold
CC-66	Hotron Computer Monitor Cable	E246588	N/A	\$0.50	Sold
CC-67	TP-Link 5 Port Desktop Switch	TL -SF1005D	2147360008076	\$1.00	Not Sold
CC-68	24X36 Dry Erase Board	N/A	735854901684	\$3.00	Not Sold
CC-69	MISC Power Cable	N/A	453070800150R	\$0.50	Sold
CC-70	MISC Cable	N/A	N/A	\$0.50	Sold
CC-71	AC Adapter Cable	JOD – S-072100A	N/A	\$0.50	Not Sold
CC-72	Logi Wireless Mouse M310	M310	2233LZD897L8	\$2.00	Not Sold
CC-73	HP AC Adapter	TPC-LA58	WEAXE0C1R9P1U1	\$2.00	Not Sold
CC-74	Kensington Computer Security Cable	N/A	N/A	\$1.00	Not Sold
CC-75	Asian Power Devices AC Adapter	WA-18G12U	EAABY764111409007231500	\$1.00	Not Sold
CC-76	Switching Adapter	SYS1381-1212-W2	G140603014150	\$1.00	Sold
CC-77	MISC Cable	N/A	8121-0740	\$0.50	Sold
CC-78	Dell Wired Keyboard	KB216t	CN-0RKR0N-L0300-7CBOWN6-A03	\$3.00	Not Sold
CC-79	Dell Monitor	P2217H0	CN-04RDG9TV200-77H-22FBA00	\$10.00	Not Sold
CC-80	HP Charging Cable	N/A	W92C40FLLVB0U5	\$1.00	Sold
CC-81	HP Wired Mouse	MODGUO	FCYRV0AHD6PS3Q	\$1.00	Not Sold
CC-82	Motoral Modem Box	DCX3200	612572174890	\$1.00	Not Sold
CC-83	MISC HDMI Cable	N/A	N/A	\$0.50	Not Sold
CC-84	Amazon Basics HDMI to DVI Cable	ASBX4019	N/A	\$1.00	Sold
CC-85	Dell Desktop Tower	DCTA	53PT9K1	\$5.00	Sold
<b>City Clerk Department/Misc. Senior Center (Items Worth Less Than \$100.00)</b>					
SC-1	Holiday Mug	N/A	639277821157	\$1.00	Sold
SC-2	Holiday Mug	N/A	639277821140	\$1.00	Not Sold
SC-3	Holiday Mug	N/A	639277821133	\$1.00	Not Sold
SC-4	EvenHeat Pottery Machine	1210	1-577	\$10.00	Not Sold
SC-5	EvenHeat Pottery Machine	6320XL	16169	\$10.00	Not Sold
SC-6	Self Clean Water Dispenser	8LIECH-SC-SSD(01)150520127075	N/A	\$10.00	Not Sold
SC-7	Gray 2 Door Cabinets	N/A	N/A	\$10.00	Not Sold
SC-8	Dark Brown Filing Cabinet	N/A	N/A	\$10.00	Not Sold
SC-9	Pitney Bowes Folding Machine	NX01/NX02	N/A	\$10.00	Not Sold
SC-10	Pitney Bowes Folding Machine	NX01/NX03	N/A	\$10.00	Not Sold

## Property to be Sold

Surplus ID	Description of Item	Model	VIN or Serial Number	Value	Notes
<b>City Clerk Department/Misc. Senior Center (Items Worth Less Than \$100.00)</b>					
SC-11	Decorative Picture Frame	N/A	N/A	\$2.00	Not Sold
SC-12	Decorative Picture Frame	N/A	N/A	\$2.00	Not Sold
SC-13	Decorative Picture Frame	N/A	N/A	\$2.00	Not Sold
SC-14	Corkscrew Board	N/A	N/A	\$1.00	Not Sold
SC-15	Corkscrew Board	N/A	N/A	\$1.00	Not Sold
<b>Administrative Services Department (Items Worth Less Than \$100.00)</b>					
AS-1	Lenovo Computer Mouse	MOJU00	8SSM50L4505AVLC1652614	\$10.00	Not Sold
AS-2	OtterBox Iphone Case Clip	Defender Clip	NA	\$5.00	Not Sold
AS-3	OtterBox Iphone Case Clip	Defender Clip	NA	\$5.00	Not Sold
AS-4	OtterBox Iphone Case Clip	Defender Clip	NA	\$5.00	Not Sold
AS-5	OtterBox Iphone Case Clip	Defender Clip	NA	\$5.00	Not Sold
AS-6	OtterBox Ipad Case	Defender	NA	\$5.00	Sold
AS-7	Otterbox Iphone Case with Clip	Defender	NA	\$10.00	Sold
AS-8	OtterBox Iphone Case	Defender	NA	\$10.00	Not Sold
AS-9	OtterBox Iphone Case	Defender	NA	\$10.00	Not Sold
AS-10	OtterBox Iphone Case	Defender	NA	\$10.00	Not Sold
AS-11	AC Adapter Charger	N/A	SK901195333	\$10.00	Sold
AS-12	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-13	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-14	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-15	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-16	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Sold
AS-17	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-18	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-19	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-20	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-21	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Sold
AS-22	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-23	Plantronics Flex Grip Headset	MX200CAET35	N/A	\$5.00	Not Sold
AS-24	Belkin Black Leather iPad Keyboard Padfolio	N/A	N/A	\$15.00	Not Sold
AS-25	ATT Office Phone	CL83213	SF100085709	\$15.00	Sold
AS-26	Kensington Brown Leather iPad Keyboard Padfo	N/A	N/A	\$15.00	Sold

## Property to be Sold

Surplus ID	Description of Item	Model	VIN or Serial Number	Value	Notes
<b>Administrative Services Department</b> (Items Worth Less Than \$100.00)					
AS-27	Black Leather Ipad Padfolio Case	CUVR	N/A	\$5.00	Not Sold
AS-28	Black Leather Ipad Padfolio Case	IMC-7 BK	N/A	\$5.00	Not Sold
AS-29	Black Leather Ipad Padfolio Case	IMC-7 BK	N/A	\$5.00	Not Sold
AS-30	Black Leather Ipad Padfolio Case	IMC-7 BK	N/A	\$5.00	Not Sold
AS-31	Black Leather Ipad Padfolio Case	IMC-7 BK	N/A	\$5.00	Not Sold
AS-32	Logitech Ipad Keyboard	N/A	N/A	\$10.00	Not Sold
AS-33	Ipad OtterBox Case	Defender	N/A	\$40.00	Not Sold
AS-34	Apple Headsets	N/A	N/A	\$5.00	Not Sold
AS-35	Apple Headsets	N/A	N/A	\$5.00	Sold
AS-36	Apple Headsets	N/A	N/A	\$5.00	Sold
AS-37	Apple Headsets	N/A	N/A	\$5.00	Not Sold
<b>Finance Department</b> (Items Worth Less Than \$100.00)					
FD-1	Lenovo Wired Keyboard & Mouse	KU-1619	8SSD51M37179AVLC382A4FX	\$31.00	Not Sold
FD-2	Logitech Wireless Keyboard & Mouse (M275)	K345	JNZYR0042	\$22.00	Not Sold
FD-3	Belkin 12 Port Power Strip	BE112230-08	E152555	\$21.00	Not Sold
FD-4	Star Receipt Printer	SP700	2261521060600049C	\$30.00	Not Sold
FD-5	Star Receipt Printer	SP700	2261521080600200C	\$30.00	Not Sold
FD-6	HP Compaq 6200Pro Microtower	AV245AV	2VA6240V26	\$30.00	Sold
FD-7	TP-Link 8-Port Gigabit Desktop Switch	TL-SG108	215C0900046	\$22.00	Not Sold
FD-8	Cash Drawer	EP-125K-5D	N/A	\$15.00	Sold
FD-9	Cash Drawer	EP-125NKM-W	80-N	\$15.00	Sold
FD-10	HP Compaq 6200 Pro Small Form Factor	LA63UT#ABA	MXL129ISLC	\$15.00	Sold (Price Neg)
FD-11	White Board with Eraser	26601-F	P#2011-1149	\$10.00	Sold
FD-12	Tripp-Lite Internet Office UPS	INTERNET750U	9442AI0BC470904979	\$17.00	Not Sold
FD-13	Lenovo Think Centre	9960 AKU	MJZNT67	\$10.00	Not Sold
FD-14	HP Compaq 6200 Pro Microtower	A2W42UT-#ABA	MXL221075V	\$20.00	Sold
<b>Administrative Services Department</b> (Items Worth \$100.00 or More)					
AS-38	Black Office Sofa	N/A	N/A	\$100.00	No Bid Rcvd
AS-39	Black Office Sofa	N/A	N/A	\$100.00	No Bid Rcvd
<b>Public Works Department</b> (Items Worth \$100.00 or More)					
PW-1	2002 Ford F150	Ford	1FTRF17252NB26377	\$2,000.00	No Bid Rcvd
PW-2	2005 Chevrolet	Silverado	1GCEK14V25Z172593	\$2,000.00	Bid Pending

## Property to be Sold

Surplus ID	Description of Item	Model	VIN or Serial Number	Value	Notes
<b>Public Works Department</b> (Items Worth \$100.00 or More)					
PW-3	2007 Chevrolet	Silverado	1GCEC14CX7E536085	\$2,000.00	Bid Pending
PW-4	2004 Ford	F-150	1FTRF17253NA73696	\$2,000.00	No Bid Rcvd
PW-7	Forklift	Caterpillar	2PJ00311	\$1,000.00	Bid Pending
PW-8	Diesel Engine Well Pump	2088	N/A	\$200.00	Bid Pending
PW-9	Cement Mixer Essick	52B		\$100.00	Bid Pending
PW-10	Worthington Compressor	2088	752-573	\$200.00	Bid Pending
PW-11	Brown Generator			\$200.00	Bid Pending
<b>Public Works Department</b> (Items Worth Less Than \$100.00)					
PW-12	Trailer Portable Restroom	N/A	N/A	\$50.00	Not Sold
<b>Police Department</b> (Items Worth \$100.00 or More)					
PD-1	2002 Chevrolet	Astro	1GNDM19X12B135496	\$1,500.00	Bid Pending
PD-2	2004 Ford	F-150 Heritage XL Regular Cab	2FTRF17W44CA29764	\$800.00	Bid Pending
PD-3	2009 Ford	Crown Victoria	2FAHP71V39X145944	\$1,500.00	Bid Pending
PD-4	2001 Ford	Crown Victoria	2FAFP71W71X149600	\$500.00	Bid Pending
PD-5	2016 Ford	Fusion	3FA6P0PU7GR187557	\$1,000.00	Bid Pending
PD-6	2016 Ford	Fusion	3FA6P0PU1GR305845	\$1,500.00	Bid Pending
PD-7	2011 Ford	Crown Victoria	2FABP7BVXBX152321	\$500.00	Bid Pending
PD-8	2016 Ford	Fusion	3FA6P0PU6GR187680	\$500.00	Bid Pending

## **EXHIBIT B**

**Items Valued at \$100.00 or More**

Description of Item	Name	Bid
AS-38: Black Office Sofa	No Bids Received	-
AS-39: Black Office Sofa	No Bids Received	-
PW-1: 2002 Ford F150; VIN: 1FTRF17252NB26377	No Bids Received	-
PW-2: 2005 Chevrolet Silverado; VIN: 1GCEK14V25Z172593	Robert Alejandro	\$526.00
	Miguel Nunez	\$500.00
PW-3: 2007 Chevrolet Silverado; VIN: 1GCEC14CX7E536085	Julio Barrios	\$800.00
	Robert Alejandro	\$656.00
	Jose Hernandez	\$500.00
PW-4: 2004 Ford F-150; VIN: 1FTRF17253NA73696	No Bids Received	-
PW-7: Forklift - Caterpillar; SN: 2PJ00311	Jorge N. Rodriguez	\$1,400.00
	Ruben Rosales	\$1,250.00
	Ramon Gonzalez	\$1,100.00
	Miguel Nunez	\$1,010.00
	Robert Alejandro	\$550.00
	Frank Gonzales	\$505.00
PW-8: Diesel Engine Well Pump 2088	Corina Banelos	\$300.00
	Frank Gonzales	\$205.00
PW-9: Cement Mixer Essick 52B	Roberto Alejandro	\$206.00
	Trinidad Salomon	\$150.00
	Miguel Nunez	\$100.00
PW-10: Worthington Compressor 2088; SN: 752-573	Roberto Alejandro	\$426.00
PW-11: Brown Generator	Frank Gonzales	\$105.00
PD-1: 2002 Chevrolet Astro; VIN: 1GNDM19X12B135496	Ramon Gonzalez	\$400.00
	Frank Gonzales	\$105.00
PD-2: 2004 Ford F-150 Heritage XL Regular Cab; VIN: 2FTRF17W44CA29764	Frank Gonzales	\$105.00
PD-3: 2009 Ford Crown Victoria; VIN: 2FAHP71V39X145944	Jose Hernandez	\$500.00
	Josie Valdez	\$500.00
	Frank Gonzales	\$105.00
PD-4: 2001 Ford Crown Victoria; VIN: 2FAFP71W71X149600	Josie Valdez	\$500.00
	Frank Gonzales	\$105.00
PD-5: 2016 Ford Fusion; VIN: 3FA6P0PU7GR187557	Eliezar Mejia	\$1,100.00
	Martin Navarro	\$300.00
	Frank Gonzales	\$105.00
PD-6: 2016 Ford Fusion; VIN: 3FA6P0PU1GR305845	Martin Navarro	\$300.00
	Frank Gonzales	\$105.00
PD-7: 2011 Ford Crown Victoria; VIN: 2FABP7BVXBX152321	Josie Valdez	\$500.00
	Frank Gonzales	\$105.00
PD-8: 2016 Ford Fusion; VIN: 3FA6P0PU6GR187680	Frank Gonzales	\$105.00

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** CELESTE CABRERA-GARCIA, CITY CLERK  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** APPROVING THE PROPOSAL SUBMITTED BY KAIZEN INFOSOURCE FOR RECORDS MANAGEMENT CONSULTING SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-59, approving the proposal submitted by Kaizen InfoSource for Records Management Consulting Services and authorizing the City Manager to execute all necessary documents?

**BACKGROUND**

The City of Mendota’s (“City”) existing records management policy and retention schedule was adopted by the City Council in October 2006. Since then, the City has grown drastically and significant changes have been made to the laws that govern records management and retention, resulting in the inefficiency and ineffectiveness of the City’s existing records management process. As part of the adopted budget for Fiscal Year 2024-2025, the City Council approved the allocation of funds to acquire Records Management Consulting Services to assist the City in developing and adopting a modern records management process.

Pursuant to Mendota Municipal Code (“MMC”) Section 2.48.120, on August 28, 2024, the City of Mendota (“City”) issued Request for Proposals (“RFP”) No. 24-02 for Records Management Consulting Services in order to update the City’s records management policy and records retention schedule (the “Project”). RFP No. 24-02 was included on the City’s website and a public notice requesting proposals from qualified firms was published in The Business Journal and the Firebaugh-Mendota Journal in accordance with MMC Section 2.48.120(C). On September 12, 2024, the City issued RFP No. 24-02 Addendum No. 1 that included responses to questions that had been submitted to the City regarding the RFP.

**ANALYSIS**

A total of two (2) firms submitted qualified and responsive proposals by the deadline of September 27, 2024, and submitted any additional information as requested by City staff. Staff met with both firms following the RFP deadline to discuss the proposals submitted.

Kaizen InfoSource was favored by City staff for their experience and knowledge on working on similar projects throughout various municipalities and organizations throughout California. The approach that Kaizen InfoSource will take to complete the project is ideal to develop a long-term

strategy for implementing a modern and self-sustaining Records Management Program for the City.

Based on all of the information received, staff recommends that the City Council approve the proposal submitted by Kaizen InfoSource. A copy of the proposal is attached to Resolution No. 24-59 as Exhibit “A.” The proposal includes all of the tasks that were required as part of the proposal, offers additional tasks that were not explicitly requested, and is the lowest cost proposal submitted overall.

**FISCAL IMPACT**

A total not-to-exceed amount of \$37,500.00 will be expended for the Project, with the total cost being equally divided amongst the General, Water, and Sewer Funds.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 24-59, approving the proposal submitted by Kaizen InfoSource for Records Management Consulting Services and authorizing the City Manager to execute all necessary documents.

**Attachments:**

1. Resolution No. 24-59
2. Exhibit “A” – Proposal submitted by Kaizen InfoSource



**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-59**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA APPROVING THE PROPOSAL SUBMITTED BY KAIZEN INFOSOURCE FOR RECORDS MANAGEMENT CONSULTING SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS**

**WHEREAS**, pursuant to Mendota Municipal Code Section 2.48.120, on August 28, 2024, the City of Mendota (“City”) issued a Request for Proposals (“RFP”) No. 24-02 for Records Management Consulting Services in order to update the City’s records management policy and records retention schedule (the “Project”); and

**WHEREAS**, on August 30, 2024, a public notice requesting proposals was published with The Business Journal notifying all interested parties to submit proposals for the Project; and

**WHEREAS**, on September 4, 2024, a public notice requesting proposals was published with the Firebaugh-Mendota Journal notifying all interested parties to submit proposals for the Project; and

**WHEREAS**, the City issued RFQ Addendum No. 1 on September 12, 2024, that included responses to questions that had been submitted to the City regarding RFP No. 24-02; and

**WHEREAS**, two (2) firms submitted proposals by the deadline of September 27, 2024, and submitted any additional information as requested by City staff; and

**WHEREAS**, staff met with the two (2) firms that submitted the most qualified and responsive proposals, with Kaizen InfoSource providing the best overall proposal for the City’s needs.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Mendota, that the City of Mendota approves the proposal submitted by Kaizen InfoSource, as attached hereto as Exhibit “A,” for the Project and authorizes the City Manager or his designee to execute all documents necessary for the completion of the Project.

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Victor Martinez, Mayor

ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at the Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Celeste Cabrera-Garcia, City Clerk

# **EXHIBIT A**

# **Records Management Program Assessment and Development**

FOR

## **City of Mendota**

September 27, 2024  
*Revised October 11, 2024*

by

**KAIZEN INFOSOURCE LLC**



## **EXECUTIVE SUMMARY**

The City of Mendota, CA (the “City”) is comprised of several departments, as well as multiple divisions within departments. The Records and Information Management consultant will provide an assessment of the current Records Management environment and develop a long-term strategy for implementing a modern and self-sustaining Records Management Program. The City has a goal of improving the overall efficiency of how records and information are created, stored, shared and managed by all City departments, and to identify areas for immediate and long-term cost reductions and risk avoidance. This proposal by Kaizen InfoSource (“Kaizen”) provides our recommended approach to meeting this need and providing the City with the appropriate deliverables that will enable the City to better manage records.

Kaizen’s approach, as detailed below, is to provide the City with the necessary tools to self-manage records whether paper or electronic. In order to provide our solution, Kaizen will meet with key City stakeholders to gain an understanding of the current records environment and learn about department needs and goals.

Kaizen has a proven track record for assessing and improving the overall management of records for several cities and municipal governments in California, both large and small, and for designing a program that can be effectively implemented in a technology solution.

## **PROPOSAL OBJECTIVES**

The objectives of this proposal include:

- Evaluate the City’s current practices for managing records,
- Evaluate and modernize meaningful governance documents for records including the Records and Information Management (RIM) Policy and Records Retention Schedule,
- Provide the City with the underlining procedures to implement the Records Retention Schedule for paper and electronic records, and
- Prepare and deliver educational modules that engage and educate leadership and staff on how to apply the governance to paper and electronic records.



## **KAIZEN PROFILE**

**Kaizen InfoSource LLC** (“Kaizen”) is a Records and Information Management (RIM) and Records Information Technology consulting company, started in 2009, that specializes in creating focused solutions to directly meet the needs and goals of the client both in the near-term and into the future. Kaizen’s client industries include insurance, pharmaceuticals, local government, and state government for the State of California. The majority of our clients (over 75%), which can be found on our webpage, are municipal governments and special districts in Californian. Kaizen is located in Los Angeles, CA, and Chattanooga, TN. Kaizen’s goal is to provide our clients with the elements that achieve the objectives noted above and success in addressing long-term sustainability in the RIM Program. Kaizen has provided consulting solutions in RIM and records technology for large and small organizations with an eye for current and future use of technology.

Kaizen’s team of consultants has a combined experience of over 75 years in the field of RIM and Records Technology. All are former practitioners and come to this project with an appreciation of the struggles the City has and how to achieve success. See *Appendix A* for a list of our consultant team and their biographies.

## **PROPOSED SOLUTION**

### **Overview**

The City recognizes the need to evaluate its current processes and governance for determining what a record is and how to manage both defined records and other documents acquired or created by City staff. Kaizen’s list of activities below defines the work that will be performed, and the deliverables provided to the City at the end of the engagement.

### **Task 1. Evaluate the City’s Current Practices for Managing Records**

Conduct a thorough review of Records and Information Management (RIM) Program governance documents and systems across departments with a focus on improved organization and classification of records and information:

- Information Governance – *do adequate rules and controls exist today?*
- Employee Awareness – *do employees know what to do with their records and information?*



- Current Practices and Processes for creating, storing and managing records and information – *are current processes documented and, if so, will they change with the expanded use of Laserfiche?*
- Technology Systems – *how well is technology set up and used to share, classify, and organize documents?*

Kaizen comes into this project with no assumptions as to the efficiency of the City's current processes and accepts as fact the City's statement of needing to update the Retention Schedule and add a RIM policy. Kaizen will need to interview stakeholder members from each department to discuss the above bullet items and gain an understanding of employees' level of knowledge of records requirements and how the records are used and protected. These interviews only need to be with a small number of members from each department and can be supplemented with a survey to a broader selection of staff, if desired. The interviews will include questions about the records that exist in the department, how information moves between departments, and how the records and information can be accessed by members of the public. Kaizen also uses this time to explain the difference between records and non-records. We view each interview as an opportunity for communication, evaluation, and education.

The information gathered in these interviews and a review of processes on site will serve as a basis for a Report of Findings. The information obtained during these interviews will be used for both Task 1 and Task 2.

***Deliverables:*** *A Report of Findings and Recommendations*

***Elapsed Time:*** *This task will take an estimated three to four weeks to complete.*

## **2. Provide a Records and Information Management Policy and Policy Map**

From Task 1, use the identified and agreed upon elements and improvements to modernize the baseline governance documents for the RIM Program. This includes providing the City with a draft Policy, a Policy Map, and a Program Glossary. A Policy Map is a Kaizen proprietary document that lists the subordinate procedures, guidelines, and forms that will be needed by staff to implement processes identified in the Policy that will be necessary to enable compliance with the rules and requirements of the RIM Policy.

***Deliverable:*** *Comprehensive City RIM Policy (Draft), Policy Map, and Program Glossary*

***Elapsed Time:*** *This task will take approximately two weeks to complete.*



### 3. Update and Modernize the Records Retention Schedule

Update the Records Retention Schedule (RRS) to incorporate all City records, regardless of format or location, and enable retention periods that comply with laws, regulations and business requirements. Kaizen recommends ensuring that the RRS is developed in a format or structure that classifies and combines records into common categories that all departments can use, where appropriate. This approach makes applying retention and security rules easier whether for paper or electronic records, including those stored in an electronic document system such as Laserfiche.

Kaizen will use the information from the interviews conducted in Task 1 to understand the business use of information by the City. Kaizen will review these requirements and update the RRS format to create a functionally organized RRS for the entire City, that includes standardized style, and cross-organizational categories that can be used by multiple departments, and that can be applied to both paper and electronic records.

***Deliverables:*** Updated Records Retention Schedule and prepare a draft Resolution for Council

***Elapsed Time:*** Estimated time is one to two months, but the work can be done concurrently with Task 1.

### 4. Provide Baseline Procedures for Implementing the RRS

Provide the City with draft procedures that provide the steps for identifying records that have passed retention and are eligible for disposition and the process for final disposal.

***Deliverables:*** One to two procedures for applying retention requirements to obsolete records and conduct final disposition.

***Elapsed Time:*** Estimated time is one to three weeks.

### 5. Prepare and Deliver Training

Kaizen believes that Training is critical to the success of implementing or improving a RIM Program. Each change either to a single process or to the overall governance of records needs to be explained to and understood by staff.





In addition, Kaizen believes that leadership plays a key role in the adoption of change and its application to the business records of the City. Kaizen prepares a separate slide presentation for leadership on their roles and the impact of the changes to City staff and the public.

***Deliverable:*** Two training slide decks for the City, one for leadership and one for all other staff members.

***Timeline:*** Estimated timeline is one month.

***Note:*** All material delivered as final products from Kaizen to the City of Mendota is the exclusive property of the City.

For a full list of Kaizen's services, see the attached list.

## REFERENCES/CLIENT EXAMPLES

### **City of Chula Vista (current client)**

Tyshar Turner – Contact

(619) 407-3574

[tturner@chulavistaca.gov](mailto:tturner@chulavistaca.gov)

### **City of Rancho Cordova (current client)**

Persephonie Rile – Contact

(916) 851-8722

[priley@cityofranhocordova.org](mailto:priley@cityofranhocordova.org)

### **City of Livermore – (current client)**

Debbie Elam – Contact

(925) 960-4211

[dlelam@LivermoreCA.gov](mailto:dlelam@LivermoreCA.gov)

For all three of the references, Kaizen has developed responsive RIM Programs. For two of the cities, Kaizen has worked with them to establish that their electronic content is maintained in a Trusted System\*. Kaizen developed and designed RIM Program elements, drafted the procedures, policies, manuals, and updated or created a Records Retention Schedule. Then we provided training and education for leadership and staff. Kaizen participated in Council meetings for the adoption of the RIM Program governance as well as the Council meetings for a Trusted System.



\* The State of California requires that scanned images of City paper records, where that scanned electronic version is used as the official record, must be maintained in a “Trusted System”. A Trusted System is a combination of both electronic record storage system software and documented internal City policies and procedures that can assure the public of the authenticity and security of the electronic records. Establishment of Trusted System status must be done by a Council resolution. Without such a Trusted System designation, paper versions of the records must be maintained, regardless of whether they have been scanned or not.

## **CONCLUSION**

Kaizen has the experience to develop the governance and RIM Program elements needed by the City to have a robust RIM Program. Kaizen will provide all the services, including project management of Kaizen’s resources emphasizing a goal-driven approach throughout our methodology and engagement. Kaizen will work with a key contact from the City to schedule and coordinate activities to achieve the goals and respect the work-balance of the departments. Our company provides the services of senior consultants and a staff with broad experience and a significant history of Records and Information Management Services. Our mission dictates client service as the paramount element of every engagement. We look forward to the opportunity to partner with the City of Mendota.



<b>PAYMENT SCHEDULE:</b>	<b>Task 1: Report of Recommendations</b>	<b>\$ 8,000</b>
	<b>Task 2: Updated Policy, Policy Map and Glossary</b>	<b>\$ 5,000</b>
	<b>Task 3: Modernized RRS</b>	<b>\$12,500</b>
	<b>Task 4: Baseline Procedures for applying retention</b>	<b>No Cost*</b>
	<b>Task 5: Prepare and deliver two training courses</b>	<b>\$ 5,000</b>

\*Task is offered at No Cost but must be completed within the original contract period.

**EXPENSES:** Anticipated expenses include travel to the City to conduct the evaluation of the systems and meet with each department. Kaizen will be sending two representatives to the City to conduct the work. All other meetings and training can be delivered virtually without the City incurring additional travel costs. Estimated expenses will be capped at \$7,000.

Total Cost including expenses is \$37,500

**KAIZEN CONTACT:** **Helen Streck**  
President and CEO  
Phone (805) 321-3026  
Email [hstreck@2kaizen.com](mailto:hstreck@2kaizen.com)



## **APPENDIX A**

### **Helen Streck / President and CEO**

Ms. Streck has over 35 years of experience in information management design and implementation for both private corporations and public entities. Helen has also been deposed four times and interviewed by the U.S. Attorney's office for describing and defending her RIM Program designs and practices. Prior to coming to Kaizen, Streck served as records management consultant for Shook, Hardy & Bacon LLP. She has served as director of corporate records and information management for pharmaceutical companies, and Records Manager and consultant for municipal government agencies and law firms. She has crafted information management program strategies for diverse organizations and built concrete, actionable steps for implementation across a broad spectrum of domestic and international clients. Streck is active in ARMA International where she is a presenter for ARMA at international conferences. In addition, she has published articles in various professional newsletters, and a past contributor to the monthly columnist for the AIIM Infonomics magazine for the Association for Information and Image Management (AIIM), and the ERM Community of AIIM.

### **Pilar McAdam, CRM, ERMM / Partner, Information Governance Services**

Ms. McAdam is a Certified Records Manager with more than 35 years of experience in records and information governance. At Kaizen, Pilar has worked with clients in both the public and private sectors, including municipalities, utilities, educational institutions, insurance companies and pharmaceutical organizations. Ms. McAdam has been a Manager of Business Intake & Records at Sheppard Mullin Richter & Hampton, LLP, Team Lead for the Records and Information Management Program at The Boeing Company and Corporate Records Manager for Hughes Electronics. Ms. McAdam's experience includes policy and procedure development, retention scheduling, business process analysis, and coordination of training and compliance programs. Ms. McAdam has also served multiple terms as president of the Greater Los Angeles chapter of ARMA International, four years as a trustee on the board of the ARMA International Educational Foundation and four years as a region coordinator for the Pacific region.



## **ADDITIONAL SERVICES PROVIDED BY KAIZEN**

Specifics of the services we have provided include:

### ***Develop Electronically Stored Information (ESI) Strategy***

- Conduct assessments of both unstructured and structured information to develop enterprise strategic options and identify business uses and legal requirements, as well as incorporate industry standards and best practices into an enterprise-wide ESI Strategy and roadmap with benchmarking targets and objectives.
- Assess legacy systems for upgrade to current technologies and plan migration to full electronic content management (ECM) systems for management of both electronic and hard copy information, including design and implementation of retention and taxonomy requirements, as well as incorporate industry standards and best practices.
- Develop information governance policies, records retention schedules, ECM file plans and taxonomies.
- Assess current business processes to improve efficiency and reduce costs; leverage technology to improve existing records management processes and incorporate industry standards and best practices.
- Provide data migration, conversion and indexing services, as well as assess staffing requirements to optimize use of technology and plan for ECM implementation across all offices and departments.

### ***Develop Information Governance***

- Develop or modernize program policies, procedures, classification plans, retention schedules and assigned ownership as required by the organizations.
- Consolidate multiple existing retention schedules for parent and child organizations into one master schedule, retaining references to prior codes from old schedules to aid in migrating existing data and physical inventories into the new consolidated schedules.
- Develop new domestic and international retention schedules for multi-national companies and complete the legal research to meet all country requirements, including state and local domestic requirements.
- Create the standards and processes to enable compliance with the policy and retention schedules.
- Create monitoring mechanisms either as standalone or incorporated into the auditing function of the organization.



***Develop and Implement Change Management Campaign***

- Develop and deliver training modules for executive management as well as line staff.
- Develop the campaign material and supporting “in seat” materials for rolling out the policy and retention schedule.
- Provide onsite support for scheduled implementations.
- Work with IT staff to develop the coding for applying retention requirements to email and/or other systems.
- Develop and facilitate Request for Proposals for outsourcing support, including contract review and metadata migration.

For a full list of Kaizen’s services and a sampling of our clients, please visit us at [www.2kaizen.com](http://www.2kaizen.com).

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** NORA L. VALDEZ, FINANCE DIRECTOR  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** APPROVING THE ENGAGEMENT LETTERS SUBMITTED BY PRICE PAIGE & COMPANY FOR PROFESSIONAL SERVICES RELATED TO THE ANNUAL AUDIT OF CITY OF MENDOTA FUNDS AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-60, approving the engagement letters submitted by Price Paige & Company for professional services related to the annual audit of City of Mendota funds and authorizing the City Manager to execute all necessary documents.

**BACKGROUND**

Every fiscal year, the City of Mendota (“City”) is required to complete an annual audit of City funds. To facilitate the process, the City contracts with an accounting firm to perform the annual audit. In 2022, the City issued a Request for Proposals for professional auditing services, and Price Paige and Company (the “Consultant”) was selected.

**ANALYSIS**

Mendota Municipal Code section 2.48.090, subdivision (c), provides, “The renewal, extension or amendment of contracts with professional service providers shall not require a new competitive process except upon order of the city council.” As such, the City desires to extend the professional auditing services provided by the Consultant to ensure the completion of the annual audit of City funds for Fiscal Year 2023-2024, and the Consultant has provided two (2) engagement letters for said services that have been acceptable to City staff.

**FISCAL IMPACT**

A total amount of \$54,260.00 will be expended from the General, Water, Sewer, Refuse, and Street funds.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 24-60, approving the engagement letters submitted by Price Paige & Company for professional services related to the annual audit of City of Mendota funds and authorizing the City Manager to execute all necessary documents.

**Attachments:**

1. Resolution No. 24-60
2. Exhibit "A" – Engagement Letter for Auditing Services
3. Exhibit "B" – Engagement Letter for GASB 68 Advisory Services



**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-60**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA APPROVING THE ENGAGEMENT LETTERS SUBMITTED BY PRICE PAIGE & COMPANY FOR PROFESSIONAL SERVICES RELATED TO THE ANNUAL AUDIT OF CITY OF MENDOTA FUNDS AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS**

**WHEREAS**, in 2022, the City of Mendota (“City”) issued a Request for Proposals for professional auditing services, and Price Paige and Company (the “Consultant”) was selected to provide professional auditing services related to the annual audit of City funds; and

**WHEREAS**, in the relevant part, Mendota Municipal Code section 2.48.090, subdivision (c), provides, “The renewal, extension or amendment of contracts with professional service providers shall not require a new competitive process except upon order of the city council.”; and

**WHEREAS**, the City desires to extend the professional auditing services provided by the Consultant to ensure the completion of the annual audit of City funds for Fiscal Year 2023-2024; and

**WHEREAS**, the Consultant has submitted two (2) Engagement Letters that have been deemed acceptable to City staff.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Mendota that the Engagement Letters submitted by Price Paige & Company are hereby approved in substantially the forms attached hereto as Exhibits “A” and “B.”

**BE IT FURTHER RESOLVED** that the City Manager, or his designee, is hereby authorized to execute all documents required to ensure the completion of the annual audit of City funds for Fiscal Year 2023-2024.

\_\_\_\_\_  
Victor Martinez, Mayor

ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at the Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Celeste Cabrera-Garcia, City Clerk

# **EXHIBIT A**



October 17, 2024

Honorable Mayor Victor Martinez  
Cristian Gonzalez, City Manager  
City of Mendota  
643 Quince Street  
Mendota, California 93640

We are pleased to confirm our understanding of the services we are to provide for the City of Mendota (the City) for the year ended June 30, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Public Agency Cost-Sharing Multiple-Employer Pension Plan Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of Expenditures of Federal Awards
- 2) Combining and Individual Fund Financial Statements

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in

570 N. Magnolia Avenue, Suite 100  
Clovis, CA 93611

tel 559.299.9540  
fax 559.299.2344

relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition due to fraud

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with all nonaudit services we provide and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Electronic Data Communication and Storage and Use of Third-Party Service Provider**

In the interest of facilitating our services to the entity, we may communicate by facsimile transmission, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to the entity may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as providers of tax return preparation and document management software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all of our third-party vendors to do the same.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors, and consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings,



auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Price Paige & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Price Paige & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date.

ShareFile is used solely as a method of exchanging information and is not intended to store the City's information. Upon completion of the engagement, data and other content will be removed from ShareFile in accordance with Price Paige & Company's policy.

Fausto Hinojosa, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Price Paige & Company's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for the 2024 audit for the City of Mendota are summarized below:

Annual Financial Statement Audit	\$ 41,080
Single Audit*	<u>4,680</u>
Total	<u>\$ 45,760</u>

\*The fee estimate for the single audit is for one major program. If there are additional major programs, there will be an additional fee of \$4,500 for each program.

Our fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs. Our fees for these services will be billed at the hourly billing rates for the individual involved, plus out-of-pocket expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our billing rates are reviewed annually and, where appropriate, adjusted for any increases due to inflation and other factors. We will issue a monthly billing statement for the work completed in that month. Payments for services are due when rendered and interim billings may be submitted as work progresses and expenses are incurred.

If any dispute pertaining to our work product arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

All work will be suspended if your account becomes 90 days past due. No work will be resumed until your account is fully paid. You acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH

ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

**Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Mayor and City Council of the City of Mendota, California. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please return a signed copy to us at your earliest convenience.

Very truly yours,



Fausto Hinojosa, CPA, CFE  
Price Paige & Company

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**RESPONSE:**

This letter correctly sets forth the understanding of the **City of Mendota**.

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*Management Signature* *Title* *Date*

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*Governance Signature* *Title* *Date*

## **EXHIBIT B**



October 17, 2024

Cristian Gonzalez  
City Manager  
City of Mendota  
643 Quince Street  
Mendota, California 93640

Dear Mr. Gonzalez:

This letter confirms the engagement of Price Paige & Company by the City of Mendota (the City) for professional advisory services as described below:

- 1) Assistance with the calculation and presentation of the City's *Net Pension Liability* (GASB 68) for the fiscal year ended June 30, 2024, and all related deferred outflows of resources, deferred inflows of resources, and expenses. In addition to reviewing the calculations and presentation of GASB 68 provided by us, the City will be responsible for providing all information necessary to accurately prepare the calculations.
- 2) We will prepare the annual reports of financial transactions for the City for the year ended June 30, 2024.

All workpapers or other documents used by us during this engagement will be maintained in segregated files, and such originals and all copies will be returned to you upon the completion of our engagement.

You agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Electronic Data Communication and Storage and Use of Third-Party Service Provider**

In the interest of facilitating our services to the City, we may communicate by facsimile transmission, send data over the Internet, store electronic data via computer software applications hosted remotely on the Internet, or allow access to data through third-party vendors' secured portals or clouds. Electronic data that is confidential to the City may be transmitted or stored using these methods. We may use third-party service providers to store or transmit this data, such as providers of tax return preparation and document management software. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and data access secure in accordance with our obligations under applicable laws and professional standards. We also require all of our third-party vendors to do the same.

570 N. Magnolia Avenue, Suite 100  
Clovis, CA 93611

tel 559.299.9540

fax 559.299.2344

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or data once it has been sent or has been subject to unauthorized access, notwithstanding all reasonable security measures employed by us or our third-party vendors, and consent to our use of these electronic devices and applications and submission of confidential client information to third-party service providers during this engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Engagement Administration, Fees and Other**

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

It is our policy to keep records related to this engagement for a minimum of seven years after the report release date.

ShareFile is used solely as a method of exchanging information and is not intended to store the City's information. Upon completion of the engagement, data and other content will be removed from ShareFile in accordance with Price Paige & Company's policy.

Our fees for the professional advisory services to assist the City for the year ended June 30, 2024 as described above are as follows:

Preparation of GASB 68, as listed in item 1	\$ 2,450
City's Financial Transaction Reports, as listed in item 2	<u>6,050</u>
Total	<u>\$ 8,500</u>

Our fees are based on expected hours required to perform the service at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your advisory engagement. Our billing rates are reviewed annually and, where appropriate, adjusted for any increases due to inflation and other factors. We will issue a monthly billing statement for the work completed in that month. Payments for services are due when rendered and interim billings may be submitted as work progresses and expenses are incurred. Our fee estimate is based on anticipated cooperation from your personnel and assumption that unexpected circumstances will not be encountered. If significant time is necessary, we will discuss it with you before we incur additional costs. The fees for these services will be billed at the hourly billing rate for the individual involved, plus out-of-pocket expenses.

If any dispute pertaining to our work product arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

All work will be suspended if your account becomes 90 days past due. No work will be resumed until your account is fully paid. You acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services. Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE

DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

If information becomes known that would make our continued involvement in this engagement inappropriate, or parties involved change, we reserve the right to withdraw from this engagement. In addition, we will refuse to perform any requested act that we deem a violation of law, public policy, or our professional ethical standards, and may, as a result, withdraw from the engagement without penalty.

In no event will our firm be liable for incidental or consequential damages resulting from our performance on this engagement, even if we have been advised of the possibility of such damages.

**Non-Solicit Clause**

We value every one of our clients as well as every one of our employees. We have spent a great deal of time and resources to locate, train, and retain our employees. We respectfully request that you do not solicit our employees to work for you. If you do hire one of our employees within 2 years of when they last worked for Price Paige & Company, we will be due a finder's fee equal to 50% of the annual salary they were earning as of their last day of employment. Payment will be due within 10 days of your receipt of our invoice.

If these terms are in accordance with your understanding and meet with your approval, please return a signed copy via email or regular mail at your earliest convenience. This agreement will become effective when you return the signed copy to us.

If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to describe these revisions in an addendum to this letter.

Sincerely,



Joshua Giosa, CPA  
Price Paige & Company  
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RESPONSE:

This letter correctly sets forth the understanding of the **City of Mendota**.

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*Management Signature*

*Title*

*Date*

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** CELESTE CABRERA-GARCIA, CITY CLERK  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** CANCELLING THE DECEMBER 3, 2024 AND JANUARY 7, 2025 REGULAR CITY COUNCIL MEETINGS AND AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY WARRANTS  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-61, cancelling the December 3, 2024 and January 7, 2025 regular City Council meetings and authorizing the City Manager to execute any necessary warrants?

**BACKGROUND**

The cancellation of regular City Council meetings during the winter holiday season has been the City Council's practice for many years. This has been done in order to allow time for the City Council and staff to spend time with family and friends during the holidays. In addition, during the years where the meetings have not been cancelled, there has been difficulty in obtaining a quorum of the City Council, ultimately leading to the cancellation of the meetings.

**ANALYSIS**

Staff is requesting that the City Council cancel the Tuesday, December 3, 2024 and the January 7, 2025 regularly scheduled City Council meetings due to the holidays. Aside from the City of Mendota ("City"), the cancelling of meetings during the holidays is a common practice followed by other municipalities. This practice is generally due to individuals travelling during these holidays which can result in difficulties in obtaining a quorum at meetings.

In the case that any pressing business was to arise that requires the City Council's action, a special meeting could still be called. Also, the attached resolution will allow the City Manager to approve the necessary warrants for the meeting, which will then be brought to the Council for review and approval at the next regular meeting following the cancelled meeting.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 24-61, cancelling the December 3, 2024 and January 7, 2025 regular City Council meetings and authorizing the City Manager to execute any necessary warrants.

**Attachment:**

1. Resolution No. 24-61



**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-61**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA  
CANCELLING THE DECEMBER 3, 2024 AND JANUARY 7, 2025 REGULAR CITY  
COUNCIL MEETINGS AND AUTHORIZING THE CITY MANAGER TO EXECUTE  
ANY NECESSARY WARRANTS**

**WHEREAS**, the City of Mendota (the “City”) is dedicated to the business of ensuring the welfare and safety of its residents; and

**WHEREAS**, managing assets and caring for those that work for the City, including members of the City Council and various Commissions and its employees, is an integral part of that business; and

**WHEREAS**, year-end holidays provide much-needed respite as a time for all individuals to spend with family and friends.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mendota hereby approves the cancellation of the December 3, 2024 and January 7, 2025 regular meetings of the City Council this year.

**BE IT FURTHER RESOLVED**, that the City Council of the City of Mendota authorizes and directs the City Manager to execute all warrants necessary for the operation of the City during those times in which those regularly scheduled meetings would have occurred.

\_\_\_\_\_  
Victor Martinez, Mayor

ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:  
NOES:  
ABSENT:  
ABSTAIN:**

\_\_\_\_\_  
Celeste Cabrera-Garcia, City Clerk

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** MICHAEL OSBORN, CITY ENGINEER & NORA VALDEZ, FINANCE OFFICER  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** ESTABLISHING A SOLE-SOURCE STANDARD FOR SOLAR POWERED LIGHTING ON CITY STREETS AND CITY-OWNED PROPERTIES  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-62, establishing a sole-source standard for solar powered lighting on City Streets and City-owned properties?

**BACKGROUND**

The City Council and staff have been aware of low levels of lighting in certain areas of the City of Mendota (“City”). Recent inventory and mapping of the city’s existing street light network has allowed for the study of the City to determine where supplemental street lighting could be installed.

**ANALYSIS**

From the mapping and inventory, it was found that the eastern area of the City annexed in from the County years ago (generally bounded by Marie, Divisadero and 9<sup>th</sup> Street and Airport Boulevard) has very few streetlights compared to other parts of the City and this is the area most often brought up by the public.

Supplemental street lighting could be hard-wired into an existing street light network, where one exists, or in the absence of an existing street light network power supply, supplemental lighting would have to obtain a new point of service from the energy provider (PG&E) or utilize solar power. Hardwiring involves the installation of buried conduit and possibly new point of service connections which increase the overall timing and costs to install supplemental lighting. On the east side of the City there is only minimal street lights and they are powered from above ground wires, making hard wiring supplemental street lights even more difficult. Certain City-owned properties like the Pool Park have similar issues with power availability. A more cost-effective and suitable approach is the installation of solar powered lights. Staff explored manufacturers and found that Fonroche Lighting America is a leading manufacturer of solar powered lighting, with products acceptable for use on City streets and City-owned properties (i.e., parks or parking lots.) Fonroche provided a sample of their street light product and public works staff installed it near City Hall for our observation. The review of their technical information and observation of the demonstration installation have found their products to be acceptable for the City’s needs. It should be noted that Fonroche’s products have also been approved by the City of Los Angeles’ Street Lighting Testing and Evaluation Program for use on paved local streets.

Public Works staff will install the new solar powered lighting under the direction of the Public Works Director and/or City Engineer. Staff will work with Fonroche to determine the specific model, pole and arm type and color to fit the intended installation.

As you are aware, public contracting requirements usually mandate specification of “or equal” equipment on public bids, to allow fair competition without prejudice. Because of the nature of this project, where the City would like all new solar powered lighting to match the existing stock, the State allows use of “sole source” specifications, where the City can mandate use of a particular brand and model of solar powered lighting equipment in the bid. Staff recommends that we proceed in that direction.

The City staff believes that having a single manufacturer’s lighting products installed is advantageous to the City and that standardizing on a single brand is beneficial.

**FISCAL IMPACT**

There is no direct fiscal impact of this action.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 24-62, establishing a sole-source standard for solar powered lighting on City Streets and City-owned properties.

**Attachment:**

1. Resolution No. 24-62

**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-62**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA  
ESTABLISHING A SOLE-SOURCE STANDARD FOR SOLAR POWERED LIGHTING  
ON CITY STREETS AND CITY-OWNED PROPERTIES**

**WHEREAS**, the City of Mendota (“City”) is responsible for owning, operating and maintaining lighting of the City street network and City properties; and

**WHEREAS**, the City has found that, where additional street lighting is necessary, the use of solar powered lighting is an appropriate solution; and

**WHEREAS**, Fonroche Lighting America (“Fonroche”) is a leading manufacturer of solar street lighting products; and

**WHEREAS**, the City of Los Angeles Street Light Testing and Evaluation Program found the Fonroche products acceptable for use on local streets; and

**WHEREAS**, City Public Works staff and the City Engineer have reviewed the technical information of the Fonroche products and observed the test installation near City Hall and found them to be acceptable; and

**WHEREAS**, Section 2.48.090 of Chapter 2.48 – Purchasing System of the City of Mendota Municipal Code allows for the Purchasing Agent to determine that necessary standardization is present and to make purchases without competitive bidding, and

**WHEREAS**, the City will benefit from the standardization of service parts inventory and repair procedures inherent in limiting installations to a select brand and model of equipment.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mendota hereby accepts the following manufacturer and equipment to be best suited to the needs of the City and declares that the following equipment shall be utilized on local streets and City-owned properties whenever such equipment is required:

Product:	Fonroche SmartLight Assembly (exact model to be determined per installation)
Battery:	NiMH (nickel metal hydride) with minimum 8-year warranty
Luminaire:	LED, 4K color temp, conforming to City Standards when installed on streets
Telecommunication System:	LoRa modem and telecommunication protocol
Mount:	High wind and enhanced marine coating, black

\_\_\_\_\_  
Victor Martinez, Mayor

ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at the Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Celeste Cabrera-Garcia, City Clerk

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**AGENDA ITEM – STAFF REPORT**

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**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** MICHAEL OSBORN, CITY ENGINEER & NORA VALDEZ, FINANCE OFFICER  
**VIA:** CRISTIAN GONZALEZ, CITY MANAGER  
**SUBJECT:** APPROVING THE QUOTE SUBMITTED BY FONROCHE LIGHTING AMERICA AND AUTHORIZING THE PURCHASE OF SOLAR POWERED LIGHTING FOR INSTALLATION ON CITY STREETS  
**DATE:** OCTOBER 29, 2024

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**ISSUE**

Shall the City Council adopt Resolution No. 24-63, approving the quote submitted by Fonroche Lighting America and authorizing the purchase of solar powered lighting for installation on City streets.?

**BACKGROUND**

The City Council and staff have been aware of low levels of lighting in certain areas of the City of Mendota (“City”). Recent inventory and mapping of the City’s existing street light network has allowed for the study of the City to determine where supplemental street lighting could be installed.

**ANALYSIS**

From the mapping and inventory, it was found that the eastern area of the City annexed in from the County years ago (generally bounded by Marie, Divisadero and 9<sup>th</sup> Street and Airport Boulevard) has very few streetlights compared to other parts of the City and this is the area most often brought up by the public.

Supplemental street lighting in this area is a great location for solar powered street lighting due to the lack of a hard-wired street light network.

Fonroche Lighting America has assisted the City Engineer by preparing the attached photometric study to indicate locations of supplemental solar powered street lighting. The study indicates that 30 supplemental lights will improve the overall lighting of this area of town.

Public Works staff will install the new solar powered lighting under the direction of the Public Works Director and/or City Engineer.

**FISCAL IMPACT**

The purchase of the solar powered street lighting equipment will be made from the Gas Tax – Street Fund in the amount of \$156,930.00. The General Fund will not be impacted by this purchase.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 24-63, approving the quote submitted by Fonroche Lighting America and authorizing the purchase of solar powered lighting for installation on City streets.

**Attachments:**

1. Resolution No. 24-63
2. Exhibit "A" – Photometric Study
3. Exhibit "B" – Fonroche Lighting America Quote

**BEFORE THE CITY COUNCIL  
OF THE  
CITY OF MENDOTA, COUNTY OF FRESNO**

**RESOLUTION NO. 24-63**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA APPROVING THE QUOTE SUBMITTED BY FONROCHE LIGHTING AMERICA AND AUTHORIZING THE PURCHASE OF SOLAR POWERED LIGHTING FOR INSTALLATION ON CITY STREETS**

**WHEREAS**, the City of Mendota (“City”) is responsible for owning, operating and maintaining lighting of the City street network and City properties; and

**WHEREAS**, the City has found that, where additional street lighting is necessary, the use of solar powered lighting is an appropriate solution; and

**WHEREAS**, Resolution No. 24-62 established the Fonroche SmartLight Assembly as the standard product for solar street light on local streets; and

**WHEREAS**, Fonroche Lighting America has assisted the City Engineer with a photometric study of the east side (generally boarded by Divisadero, Marie, 9<sup>th</sup> Street and Airport Blvd), as attached hereto as Exhibit “A,” and has submitted a quote to provide 30 solar power streetlights to supplement the existing lighting in that area; and

**WHEREAS**, City Public Works staff and the City Engineer have reviewed the proposal and find it acceptable.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Mendota hereby approves the quote submitted by Fonroche Lighting America, as attached hereto as Exhibit “B,” to purchase the solar powered streetlights for installation on City streets.

**BE IT FURTHER RESOLVED**, that the City Manager, or his designee, is authorized to execute documents as may be necessary to purchase the solar powered streetlights for installation on City streets.

\_\_\_\_\_  
Victor Martinez, Mayor



ATTEST:

I, Celeste Cabrera-Garcia, City Clerk of the City of Mendota, do hereby certify that the foregoing resolution was duly adopted and passed by the City Council at a special meeting of said Council, held at the Mendota City Hall on the 29<sup>th</sup> day of October, 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Celeste Cabrera-Garcia, City Clerk

# **EXHIBIT A**

## East Side Lighting Audit



4900 David Strickland Road  
 Forest Hill, TX 76119  
 Phone Number: (339) 225 4530  
 www.fonrochesolarlighting.com

Lighting Plan Rev A  
 Project Number: G8228

By: Michael Zermani  
 michael.zermani@fonroche.us  
 Date: 9/11/2024



Luminaire Schedule					
Symbol	Tag	Qty	Label	Arrangement	Total Lamp Lumens
	1A3	30	T3-CK16B-4000K-35W	SINGLE	6545

# East Side Lighting Audit



4900 David Strickland Road  
Forest Hill, TX 76119  
Phone Number: (339) 225 4530  
[www.fonrochesolarlighting.com](http://www.fonrochesolarlighting.com)

Lighting Plan Rev A

Project Number: G8228

By: Michael Zermani  
[michael.zermani@fonroche.us](mailto:michael.zermani@fonroche.us)  
Date: 9/11/2024



## **EXHIBIT B**

Opportunity Owner	Jacob Fox	Quote Number	00083827
Payment Terms	50% deposit, 50% Net 30 from Ship Date-contingent on credit approval	Quote Name	G8228-MendotaCA-EastSideLightingAudit-RevA
Shipping Terms	Prices are FOB Origin	Quote Date	10/28/2024
Notes to the customer	*** Notes - 7% discount per system - Discounted Bulk Pricing	Quote Expiration Date	1/28/2025
		Est. Lead Time	Within 6 Weeks
		Ship To Name	City of Mendota, CA
		Ship To	United States

Shipping estimated; final cost determined on day of shipping and added to invoice.

Beware of Fraud: Any advance payment request will only be made on the basis of a proforma invoice sent by Fonroche Lighting America.

Fonroche Model Number	Fonroche Product Description	Price System	Quantity	Amount
[T54-CK16B-4K-T3] [P310F-4P]HW-MC Fixture Color: BK POLE: 25Ft. Round Tapered Pole-Anchor Base-1-4FT Arm --Pole Color: BK	SmartLight Assembly with 1248Wh-24V NiMH Battery , special extreme temperature (from -40 °F to +158 °F), 310W solar module with Top of Pole assembly and Intelligent management/control system. Provisioned for Single Fixture configuration. Single Essential (Formerly CK16B) Fixture 4K Color Temp.-Type 3 Fixture Color: BK - . Power Assembly color is black. Mount: High wind and enhanced marine coating. 25Ft. Round Tapered Pole-Anchor Base-1-4FT Arm --Pole Color is BK 8 Year Warranty All Night Lighting 365 Days a Year - Full Battery Replacement Assumes No Shading   Assumes little or no snow  10 Degrees Tilt 100% =35 Watts worst case conditions.T-PM: 6 hrs. @100%   T-N (Balance of night) @80%   T-AM: 1 hrs. @100%	USD 5,236	30.00	USD 157,080
Product Discount	Product Discount	USD -367	30.00	USD -11,010

Total Line Items	USD 146,070
Shipping and Handling	USD 10,860
Quote Total	USD 156,930

This quotation is subject to the following terms and conditions

Seller's Terms and Conditions of Sale in effect on the date of this order shall apply to this quote and are hereby incorporated by reference. Seller's Terms and Conditions of Sale may be viewed at <https://www.fonrochesolarlighting.com/about-us/terms/>.

Pricing is based on Fonroche Lighting America's Standard Terms & Conditions and any additional terms stipulated herein. It is the Representative's responsibility to convey these terms to the customer. Without prior written approval from Fonroche Lighting America's Sales Director, any deviation from these terms may constitute a change in this pricing at the time of order. In the event that Fonroche Lighting America is unable recuperate difference in pricing from end customer, it may deduct the difference from representative's commission.

