



CITY OF MENDOTA

"Cantaloupe Center Of The World"

AGENDA

MENDOTA CITY COUNCIL
Regular City Council Meeting
City Council Chambers
725 Riofrio Street
Mendota, California 93640
March 4, 2025
6:00 PM

VICTOR MARTINEZ
Mayor

JOSE ALONSO
Mayor Pro Tempore

LIBERTAD "LIBERTY" LOPEZ

JESSE LUA MENDOZA

JOSEPH R. RIOFRIO

CRISTIAN GONZALEZ
City Manager

JOHN KINSEY
City Attorney

The Mendota City Council welcomes you to its meeting. Regular City Council meetings are scheduled for the first and third Tuesday of every month. Your interest and participation are encouraged and appreciated. Notice is hereby given that the City Council may discuss and/or take action on any or all of the items listed on this agenda. Please silence your cell phones. Thank you for your respect and consideration.

Any public writings distributed by the City of Mendota to at least a majority of the City Council regarding any item on this regular meeting agenda will be made available at the front counter at City Hall, located at 643 Quince Street Mendota, California 93640, during normal business hours: Monday through Friday from 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 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting.

Si necesita servicios de interpretación para participar en esta reunión, comuníquese con la Secretaria de la Ciudad al (559) 655-3291 o (559) 577-7692 entre las 8am y las 5pm de lunes a viernes. La notificación de al menos 24 horas antes de la reunión permitirá al personal adoptar las disposiciones necesarias para garantizar su participación en la reunión.

CALL TO ORDER

ROLL CALL

FLAG SALUTE

INVOCATION

FINALIZE THE AGENDA

1. Adjustments to Agenda
2. Adoption of final Agenda

PRESENTATION

1. City Council to honor Silvia Valencia, owner of Silvia's Fashion, for over 21 years of business in the community.
2. Chief Plant Operator Angel to present the Public Utilities Department's 2024 Employee of the Year Award to Maintenance Worker III Jose T. Almanza.

3. Assistant Public Works Director Bañuelos to present the Public Works Department's 2024 Employee of the Year Award to Maintenance Worker II Gabriel Llanos.
4. Finance Director Valdez to present the Finance Department's 2024 Employee of the Year Award to Administrative Assistant I Leidy Hernandez.
5. City Manager Gonzalez to present the City Administration's 2024 Employee of the Year Award to Assistant Public Works Director Macario "Mark" Bañuelos.

MAYOR AND COUNCIL REPORTS AND INFORMATIONAL ITEMS

1. Council Member(s)
2. Mayor

PUBLIC COMMENT

At this time, members of the public may address the City Council on any matter not listed on the agenda involving matters within the jurisdiction of the City Council. Please complete a "request to speak" form and limit your comments to THREE (3) MINUTES. Please give the completed form to the 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 and state their names and addresses for the record. Please watch the time.

APPROVAL OF MINUTES AND NOTICE OF WAIVING OF READING

1. Minutes of the regular City Council meeting of February 18, 2025.
2. Notice of waiving of the reading of all resolutions and/or ordinances introduced and/or adopted under this agenda.

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. FEBRUARY 11, 2025 THROUGH FEBRUARY 21, 2025
 - a. WARRANT LIST CHECK NOS. 56010 THROUGH 56072
 - b. TOTAL FOR COUNCIL APPROVAL = \$1,097,075.18
2. Proposed adoption of **Resolution No. 25-17**, accepting the 2024 Housing Element Annual Progress Report and General Plan Progress Report.
3. Proposed adoption of **Resolution No. 25-18**, approving the quote submitted by BSN Sports and authorizing the purchase of a scoreboard for the Benny Mares Sr. Baseball Field.

BUSINESS

1. City Council to receive the Mid-Year Fiscal Year 2024-2025 Budget Update.
 - a. *Receive report from Finance Director Valdez*
 - b. *Inquiries from Council to staff*
 - c. *Mayor Martinez opens floor to receive any comment from the public*
 - d. *Council provides input*

2. City Council discussion and consideration of **Resolution No. 25-14**, authorizing the creation of a Facilities Custodian position and approving its respective job description and salary schedule.
 - a. *Receive report from Director of Administrative Services/Assistant City Manager Lekumberry*
 - b. *Inquiries from Council to staff*
 - c. *Mayor Martinez opens floor to receive any comment from the public*
 - d. *Council provides input and considers adoption of Resolution No. 25-14*

DEPARTMENT REPORTS AND INFORMATIONAL ITEMS

1. City Engineer
 - a) Update

2. City Attorney

3. City Manager

CLOSED SESSION


1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code section 54956.8
Property: APN 013-050-21T
Agency Negotiator: Cristian Gonzalez, City Manager
Negotiating Party: Karina Beltran
Under Negotiation: Price and Terms of Payment

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9 (one potential case).

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 regular meeting of Tuesday, March 4, 2025, was posted on the outside bulletin board located at City Hall, 643 Quince Street, Mendota, California 93640, and at the City Council Chambers located at 725 Riofrio Street, Mendota, California 93640, on Friday, February 28, 2025, by 5:00 p.m.



Celeste Cabrera-Garcia, City Clerk



MINUTES OF MENDOTA REGULAR CITY COUNCIL MEETING

Regular Meeting

February 18, 2025

Meeting called to order by Mayor Martinez at 6:11 PM

Roll Call

Council Members Present: Mayor Victor Martinez, Mayor Pro Tem Jose Alonso, and Council Members Libertad “Liberty” Lopez, and Jesus “Jesse” Mendoza

Council Members Absent: Council Member Joseph R. Riofrio

Flag salute led by Council Member Libertad “Liberty” Lopez

Invocation led by Police Chaplain Robert Salinas

A moment of silence was held for the Orellana-Lopez family for the passing of their family members.

FINALIZE THE AGENDA

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

A request was made by City Manager Gonzalez to table Item 2 of the Consent Calendar to a future meeting.

A motion was made by Mayor Pro Tem Alonso to adopt the modified agenda as requested by staff, seconded by Council Member Mendoza; unanimously approved (4 ayes, absent: Riofrio).

PRESENTATION

1. City Council to proclaim the month of February 2025 as Teen Dating Violence Awareness Month and urge all residents of Mendota to work together to end the cycle of violence in our community.

Mayor Martinez read Proclamation No. 25-02 into the record and presented the proclamation to the Marjaree Mason Center.

Jessica Sailor and Kiara with the Marjaree Mason Center shared information about the organization.

The City Council thanked the Marjaree Mason Center for their work.

2. City Council to recognize the Fresno Area Hispanic Foundation for their work in the community.

Mayor Martinez commented on the work that the Fresno Area Hispanic Foundation has done in the community and presented a Certificate of Recognition to the Fresno Area Hispanic Foundation.

Dora Westerlund with the Fresno Area Hispanic Foundation provided information about the organization and thanked the City Council for their support and recognition.

At 6:28 p.m. Mayor Martinez announced that there would be a brief recess of the meeting of the City Council. At 6:41 p.m. the City Council reconvened in open session.

MAYOR AND COUNCIL REPORTS AND INFORMATIONAL ITEMS

1. Council Member(s)

Council Member Mendoza commented on the drag racing events held at the William Robert Johnston Municipal Airport; on the positive impact the drag racing events have on the community; thanked Mr. Ramon Gonzalez for his work with the drag racing events; and commented on the possibility of installing Autism Awareness banners along 7th Street.

Mayor Pro Tem Alonso commented on an immigration rally event that he attended; shared his support for all immigrants; commented on the drag racing events at the William Robert Johnston Municipal Airport; and stated that he spoke to Congressman Adam Gray and that Congressman Gray shared that he will be visiting the City in March.

Council Member Lopez thanked everyone for attending the meeting; commented on the Eastside Streetlight project; comments she has received from community members regarding misinformation surrounding the funding that is used for the annual Fireworks Show Spectacular; the need to install and fix sidewalks in the City; the need for sidewalks throughout the City; the possibility of installing a four way stop at an intersection on 9th

Street and Quince Street and encouraged the public to make public comments.

Discussion was held on the comments shared by Council Member Lopez.

2. Mayor

Mayor Martinez thanked everyone for attending, and welcomed Baby Mateo; commented on ongoing projects, including the Eastside Streetlight project, road repair projects, the Community Center project, the Derrick and Oller Roundabout project, and the installation of Rectangular Rapid Flashing Beacons; the need to support immigrants; potential new housing developments in the City; the possibility of Congressman Adam Gray assisting with projects and encouraged all community members to have a voice in the City.

PUBLIC COMMENT

Ada Juarez inquired about the possibility of increasing the number of yard sales permitted per address from three per year to one per month.

Discussion was held on the comment shared by Ms. Juarez.

Benjamin Bunton commented on the unhoused population in the City, including the City considering helping individuals who are experiencing addiction; and stated that there is police misconduct occurring in the City.

Alma Salgado shared information on a traffic stop that took place involving her daughter and Officer Perez, including Officer Perez being rude and using profanity while speaking with her daughter; stated that she would like to submit a complaint against Officer Perez; that she felt disrespected by Officer Perez and asked whether officers and patrol vehicles have cameras.

Discussion was held on the comments shared by Ms. Salgado.

City Clerk Cabrera-Garcia read into the record a public comment that was submitted by Gary Ferraris.

APPROVAL OF MINUTES AND NOTICE OF WAIVING OF READING

1. Minutes of the regular City Council meeting of February 4, 2025.
2. Notice of waiving of the reading of all resolutions and/or ordinances introduced and/or adopted under this agenda.

A motion was made by Mayor Pro Tem Alonso to approve items 1 and 2, seconded by Council Member Lopez; unanimously approved (4 ayes, absent: Riofrio).

CONSENT CALENDAR

1. JANUARY 29, 2025 THROUGH FEBRUARY 7, 2025
 - a. WARRANT LIST CHECK NOS. 55963 THROUGH 56009
 - b. TOTAL FOR COUNCIL APPROVAL = \$481,169.97
2. ~~Proposed adoption of **Resolution No. 25-14**, authorizing the creation of the position of Facilities Custodian and approving its respective job description and salary schedule.~~
3. Proposed adoption of **Resolution No. 25-15**, awarding the construction contract for the Derrick & Oller Roundabout to Agee Construction Corporation in the amount of \$3,083,542.00.
4. Proposed ratification of a letter calling for unity in supporting the workforce and agriculture of Mendota.
5. Proposed ratification of a letter of support for the continued operation of the Cantua Creek Head Start program.

A request was made to pull Item 3 of the Consent Calendar for discussion.

A motion was made by Mayor Pro Tem Alonso to approve items 1, 4, and 5 of the Consent Calendar, seconded by Council Member Lopez; unanimously approved (4 ayes, absent: Riofrio).

3. Proposed adoption of Resolution No. 25-15, awarding the construction contract for the Derrick & Oller Roundabout to Agee Construction Corporation in the amount of \$3,083,542.00.

Discussion was held on item 3 of the Consent Calendar and warrant number 55978, including tasks that Provost and Pritchard Consulting completed as part of the check warrant.

A motion to approve item 3 of the Consent Calendar was made by Council Member Mendoza, seconded by Mayor Pro Tem Alonso; unanimously approved (4 ayes, absent: Riofrio).

BUSINESS

1. City Council to receive a grant funding update from Townsend Public Affairs and consider providing direction on upcoming and pending grant applications.

Mayor Martinez introduced the item and City Manager Gonzalez provided information on the item and introduced Alex Gibbs with Townsend Public Affairs ("Townsend").

Mr. Gibbs provided a grant funding update.

Discussion was held on the update provided by Mr. Gibbs; grants to help address the unhoused population in the City; grants to offer services to the special needs' population in the City; additional grant funding for road repair projects and park projects and the California Department of Parks and Recreation Land and Water Conservation Fund Grant Program.

Mayor Martinez opened the public comment period.

Josh Garcia inquired into what recreation opportunities the City is looking into; requested that the City Council consider building a sports complex; and commented on community members playing soccer on the Eddie Porras Basketball Courts due to a lack of available soccer fields.

Discussion was held on the comments shared by Mr. Garcia.

Mayor Martinez closed the public comment period.

At 7:53 p.m. Council Member Lopez left the Council Chambers.

A motion was made by Mayor Pro Tem Alonso to direct staff to proceed with applying for the California Department of Parks and Recreation Land and Water Conservation Fund Grant Program and request funding for the proposed park at the William Robert Johnston Municipal Airport, seconded by Council Member Mendoza; unanimously approved (3 ayes, absent: Lopez and Riofrio).

At 7:55 p.m. Council Member Lopez returned to the Council Chambers.

2. City Council discussion and consideration of the City of Mendota's goals and priorities for the 2025 Federal and State Advocacy Meetings.

Mayor Martinez introduced the item and City Manager Gonzalez provided information on the item and introduced Spencer Street with Townsend.

Mr. Street presented information on the item.

Discussion was held on the presentation provided by Mr. Street.

A motion was made by Mayor Pro Tem Alonso to direct staff to prioritize parks and recreation projects, public safety, special needs services, the unhoused population and infrastructure during their 2025 Federal and State Advocacy Meetings, seconded by Council Member Lopez; unanimously approved (4 ayes, absent: Riofrio).

3. City Council discussion and consideration of **Resolution No. 25-16**, designating surplus real property and approving a Lease Agreement with La Granja De Favian.

Mayor Martinez introduced the item and City Manager Gonzalez provided the report.

Discussion was held on the report provided by City Manager Gonzalez.

At 8:12 p.m. Mayor Martinez left the Council Chambers and returned at 8:14 p.m.

Mayor Martinez opened the public comment period.

Karina Beltran and Ofelia Ochoa commented on the item and requested modifications to the Lease Agreement.

Discussion has held on the comments shared by Ms. Beltran and Ms. Ochoa; Article 20 of the Lease Agreement regarding property taxes; and Ms. Beltran and Ms. Ochoa meeting with City Manager Gonzalez and Assistant City Attorney Castro to discuss their requested modifications.

Mayor Martinez closed the public comment period.

The City Council directed staff to meet with Karina Beltran and Ofelia Ochoa to discuss the modifications that they are requesting and bring back the item to a future meeting.

4. Council discussion and consideration of proposed changes to the City of Mendota Facility Use Policy.

Mayor Martinez requested to table business item 4 to a future City Council meeting.

A motion was made by Council Member Lopez to table business item 4 to a future City Council meeting, seconded by Mayor Pro Tem Alonso; unanimously approved (4 ayes, absent: Riofrio).

DEPARTMENT REPORTS AND INFORMATIONAL ITEMS

1. Animal Control, Code Enforcement, and Police Department
 - a) January Monthly Logs

Mayor Martinez thanked Chief of Police Smith for issuing out a letter regarding the responsibility of pet owners.

Chief Smith provided the monthly update for the Code Enforcement Department.

Discussion was held on the update provided by Chief Smith; intoxicated individuals paying others to purchase alcohol for them and issues with illegal parking in the City.

Chief Smith provided the monthly update for the Police Department, including arrests made for vehicle thefts; narcotic arrests increasing during the month of January; and vehicle citations.

Discussion was held on the update provided by Chief Smith; the possibility of the City offering a spay and neuter clinic, including vets unwillingness to provide a spay and neuter clinic in the City due to the difficulty of the surgical process; and stray dogs attacking community members.

Veronica Ruiz Sanchez commented on issues with loose dogs in the City.

2. City Engineer
a) Update

City Engineer Osborn provided an update on ongoing projects, including the Derrick and Oller Roundabout project, the 5th and Quince Street Reconstruction project; the Amador and Smoot Extension project, the 2025 Local Street Reconstruction project; the Divisadero Street Reconstruction; the Rojas-Pierce Park Expansion project and the Citywide Railroad Improvements.

Discussion was held on the update provided by City Engineer Osborn; the Eastside Streetlight project, including the need for lighting on 9th Street; the need for lighting and striping on Guillen Parkway; the possibility of creating turning lanes on 9th Street; and an empty property located on Marie Street.

3. City Attorney

Assistant City Attorney Castro stated that he had nothing to report but would be happy to answer any questions.

Discussion was held on provisions regarding the Development Agreement with Element 7 Mendota, LLC and the annual hearing for Odyssey Agricultural Development, LLC, Odyssey Agricultural Holdings, LLC, and Valley Agricultural Holdings, LLC.

4. City Manager

City Manager Gonzalez thanked everyone for attending; commented on holding a budget workshop in March; funding for road repairs; and reported on the ongoing meetings with the City Council Housing Subcommittee and the Airport Land Plan Subcommittee.

Discussion was held on the comments shared by City Manager Gonzalez; the next meeting with the Pool Park Rehabilitation Subcommittee; and scheduling a joint meeting of the Mendota City Council and Mendota Unified School District Board of Trustees.

ADJOURNMENT

With no more business to be brought before the Council, a motion for adjournment was made at 9:03 p.m. by Mayor Pro Tem Alonso, seconded by Council Member Mendoza; unanimously approved (4 ayes, absent: Riofrio).

Victor Martinez, Mayor

ATTEST:

Celeste Cabrera-Garcia, City Clerk

CITY OF MENDOTA
CASH DISBURSEMENTS
02/11/2025 - 02/21/2025
CK# 056010 - 056072

Check Date	Check Number	Check Amount	Vendor Name	Department	Description
February 11, 2025	56010	\$ 2,466.76	COMCAST	GENERAL, WATER, SEWER	CITYWIDE INTERNET SERVICE 2/06/2025 - 3/05/2025
February 11, 2025	56011	\$ 60.13	ANTONIO PIZANO	GENERAL, WATER, SEWER	MILEAGE REIMBURSEMENT
February 11, 2025	56012	\$ 5,243.81	BANKCARD CENTER	GENERAL, WATER, SEWER	CREDIT CARD EXPENSES 12/25/2024 - 01/21/2025 - AMAZON SUPPLIES, HILTON SAN DIEGO BAYFRONT, ADOBE ACROBAT
February 11, 2025	56013	\$ 200.00	UNITED HEALTH CENTERS	GENERAL	(1) PRE-EMPLOYMENT PHYSICAL EXAM
February 12, 2025	56014	\$ 100,747.00	CITY OF MENDOTA PAYROLL	GENERAL	PAYROLL TRANSFER 1/27/2025 - 2/09/2025
February 13, 2025	56015	\$ 54.73	AIRGAS USA, LLC	WATER, SEWER	RENT CYLINDER SMALL CARBON DIOXIDE JANUARY 2025
February 13, 2025	56016	\$ 661.46	ALERT-0-LITE	WATER, STREETS	(1) HYDRAULIC PATCH CEMENT (1) HYDRANT WRENCH ADJUSTABLE AHW FOR STREET LIGHT
February 13, 2025	56017	\$ 110.00	JOSE ALMANZA	WATER, SEWER	WATER AND WASTE WATER CERTIFICATION FEE RENEWAL REIMBURSEMENT
February 13, 2025	56018	\$ 2,374.54	BADGER METER	WATER	BADGER METER - ORION CELLULAR LTE SERVICE UNIT JANUARY 2025
February 13, 2025	56019	\$ 140.20	BSK ASSOCIATES	SEWER	WW WEEKLY LAB SAMPLES BOD,TDS 1/28/2025
February 13, 2025	56020	\$ 945.93	CINTAS CORPORATION NO. 2	GENERAL, WATER, SEWER	FIRST AID KIT SUPPLIES FOR POLICE DEPARTMENT, CITY HALL, WATER TREATMENT, WASTE WATER PLANT
February 13, 2025	56021	\$ 185.61	CORELOGIC INFORMATION	GENERAL, WATER, SEWER	REAL QUEST SERVICES JANUARY 2025
February 13, 2025	56022	\$ 28,637.50	GERALD MELE & ASSOCIATES, INC.	GENERAL	PROFESSIONAL SERVICES FOR DESIGN DEVELOPMENT
February 13, 2025	56023	\$ 13,106.37	KAIZEN INFOSOURCE, LLC	GENERAL	PHASE 1 RETENTION SCHEDULE COMPLETE DELIVERY OF THE FINAL DRAFT POLICY, GLOSSARY & POLICY MAP
February 13, 2025	56024	\$ 422,447.17	MARKO CONSTRUCTION GROUP INC	GENERAL, WATER, SEWER	POLICE DEPARTMENT & COUNCIL CHAMBER CONSTRUCTION FOR OCTOBER, NOVEMBER, DECEMBER 2024 & JANUARY 2025
February 13, 2025	56025	\$ 368.37	METRO UNIFORM	GENERAL	REMOVE OLD/ADD NEW SHOULDER PATCH, NAME TAPE, AND TAPER FOR POLICE DEPARTMENT
February 13, 2025	56026	\$ 20,025.30	SWRCB ACCOUNTING OFFICE	WATER	WATER SYSTEM ANNUAL FEES 7/01/2024 - 6/30/2025
February 13, 2025	56027	\$ 17.43	USA BLUEBOOK	WATER	EMERGENCY SHOWER SIGN WITH GRAPHIC FOR WATER DEPARTMENT
February 13, 2025	56028	\$ 214.93	VESTIS GROUP, INC.	GENERAL, WATER, SEWER	PUBLIC WORKS UNIFORM SERVICE 2/6/2025
February 13, 2025	56029	\$ 19.90	CULIGAN WATER	GENERAL	MONTHLY SERVICE FEE FOR FEBRUARY 2025
February 13, 2025	56030	\$ 95,415.00	CITY OF MENDOTA PAYROLL	GENERAL	PAYROLL TRANSFER 1/27/2025 - 2/09/2025
February 18, 2025	56031	\$ 734.69	AT&T	GENERAL, WATER, SEWER	AT&T PHONE SERVICE FOR 12/25/2024 - 1/24/2025
February 18, 2025	56032	\$ 54.99	AVIDWATER, LLC	SEWER	(4) GASKET FULL FACED 6" FOR WASTE PUMP
February 18, 2025	56033	\$ 140.20	BSK ASSOCIATES	SEWER	WASTE WATER WEEKLY GRAB SAMPLE BOD,TDS 1/14/2025
February 18, 2025	56034	\$ 863.48	CORE & MAIN LP	WATER	WATER DEPARTMENT SUPPLIES: (6) BALL METER VALVE NO LEAD, (6) INSERT 3/4
February 18, 2025	56035	\$ 32,269.37	GUTHRIE PETROLEUM INC	GENERAL, WATER, SEWER, STREETS	4007 GALLONS DIESEL FUEL, 4007 GALLON UNLEADED FUEL, AND (9) BLACK PROPANE
February 18, 2025	56036	\$ 103,781.12	JIM MANNING DODGE INC.	GENERAL	TWO NEW 2025 DODGE DURANGO'S FOR POLICE DEPARTMENT
February 18, 2025	56037	\$ 99,262.71	MID VALLEY DISPOSAL, INC	REFUSE	SANITATION CONTRACT SERVICE JANUARY 2025 & PUBLIC WORKS REFUSE SERVICE JANUARY 16 - 31, 2025
February 18, 2025	56038	\$ 1,000.00	NETXPRTS LLC	GENERAL, WATER, SEWER	MONTHLY MANAGED SERVICE FOR FEBRUARY 2025
February 18, 2025	56039	\$ 2,246.79	NORTHSTAR CHEMICAL	WATER	CHEMICAL SUPPLIES : (655) SODIUM HYPOCHLORITE-12.5% MILL A MEETS NSF/ANS
February 18, 2025	56040	\$ 634.25	PETTY CASH	GENERAL, WATER, SEWER	PETTY CASH EXPENSES TAG #856-883 - OFFICE WATER REFILLS, COUNCIL MEETING SUPPLIES, LIEN RELEASE CERTIFICATES
February 18, 2025	56041	\$ 21,783.72	PG&E	GENERAL, WATER, SEWER, STREETS	WATER DEPARTMENT UTILITIES 1/7/2025 - 2/4/2025
February 21, 2025	56042	\$ 517.28	AFLAC	GENERAL	AFLAC INSURANCE FOR FEBRUARY 2025

CITY OF MENDOTA
 CASH DISBURSEMENTS
 02/11/2025 - 02/21/2025
 CK# 056010 - 056072

February 21, 2025	56043	\$ 6,943.80	AMERITAS GROUP	GENERAL	VISION AND DENTAL INSURANCE FOR MARCH 2025
February 21, 2025	56044	\$ 215.80	BSK ASSOCIATES	WATER	GENERAL EDT WEEKLY TREATMENT AND DISTRIBUTION 2/04/2025
February 21, 2025	56045	\$ 595.00	CCAC	GENERAL	2025 CCAC ANNUAL CONFERENCE (CELESTE CABRERA)
February 21, 2025	56046	\$ 295.04	CHEMSEARCH	WATER	(1) SERVICE CHARGE-DRAIN MAINTENANCE
February 21, 2025	56047	\$ 1,183.64	CORE & MAIN LP	WATER	WATER DEPARTMENT SUPPLIES BRASS TEE, BRASS BUSHING, TUBE, (20) PIPES, (10) BLACK TUBES
February 21, 2025	56048	\$ 428.60	CROWN SERVICES CO.	GENERAL, SEWER	TOILET WSINK 1X WK-1300 2ND ST-WWTP, BASS AVE (POOL PARK), BASS AVE & HWY33 (LOZANO PARK) 2/11/2025 - 2/13/2025
February 21, 2025	56049	\$ 253.54	EINERSON'S PREPRESS	GENERAL, WATER, SEWER	LETTERHEAD WITH 4% WATERMARK / 500 SHEETS/ 70 # SMOOTH WHITE STOCK/ OFFSET FULL COLOR BLEED
February 21, 2025	56050	\$ 115.28	EMPLOYEE RELATIONS, INC	GENERAL, WATER, SEWER	BACKGROUND CHECK FOR A NEW MAINTENANCE WORKER CANDIDATE
February 21, 2025	56051	\$ 77,619.00	FLAGSTAR FINANCIAL & LEASING LLC	WATER, SEWER	SOLAR GENERATING FACILITIES & INTEGRATED SWITCH GEAR FOR WATER AND SEWER
February 21, 2025	56052	\$ 226.47	GRAINGER INC.	GENERAL	NONSPIKE FLARES FOR POLICE DEPARTMENT
February 21, 2025	56053	\$ 1,721.25	ICAD INC.	SEWER	REPAIRS PRISON WATER SITE BOOSTING PUMP STATION
February 21, 2025	56054	\$ 325.00	INSYARATH, KHAMPHOU	GENERAL	POLICE DEPARTMENT STATISTICS FOR JANUARY 2025
February 21, 2025	56055	\$ 612.98	LEAF	GENERAL, WATER, SEWER	(2) KYOCERA COPIER SYSTEMS FOR 2025
February 21, 2025	56056	\$ 5,400.00	PATRICIA LYONS	GENERAL, WATER, SEWER	LUMP SUM PAYMENT FOR INTERPRETATION SERVICE 2/2025 - 2/2026
February 21, 2025	56057	\$ 230.45	METRO UNIFORM	GENERAL	POLICE DEPARTMENT UNIFORMS : MENDOTA SHOULDER, EMBROIDERY, EMBROIDER NEW STAR FOR O. LUGO
February 21, 2025	56058	\$ 74.98	OFFICE DEPOT	GENERAL, WATER, SEWER	OFFICE SUPPLIES -TAPE, BLUE AND RED INK, REFILL SILVER FOIL
February 21, 2025	56059	\$ 2,854.72	PAC MACHINE COMPANY, INC.	SEWER	PUBLIC UTILITIES : WASTE WATER PLANT EMERGENCY PUMP REPAIR AND RETURN GODWIN DIESEL
February 21, 2025	56060	\$ 2,371.52	PLATT ELETRIC SUPPLY	GENERAL, STREETS	STREET LIGHTS FOR BUILDINGS AND GROUNDS, POOL PARK AND STREETS
February 21, 2025	56061	\$ 11,468.00	PRICE PAIGE & COMPANY CERTIFIED	GENERAL, WATER, SEWER, STREETS, REFUSE	PROFESSIONAL SERVICE RENDERED : JUNE 30,2024 AUDITED FINANCIAL STATEMENTS
February 21, 2025	56062	\$ 3,681.32	PROVOST & PRITCHARD	GENERAL	PASS THRU PROFESSIONAL SERVICE: 647 STEVE HAIR DECEMBER 2023 & MARCH - SEPTEMBER 2024, & WEBSITE MANAGEMENT
February 21, 2025	56063	\$ 138.69	SIGNMAX	STREETS	STREETS SUPPLIES: CUSTOM SIGNS FOR 3RD STREET AND OLLER STREET
February 21, 2025	56064	\$ 16,534.64	SURVEILLANCE INTEGRATION	GENERAL, WATER, SEWER	ANIMAL CONTROL FACILITY CAMERAS INSTALLATIONS
February 21, 2025	56065	\$ 21.48	THARP'S FARM SUPPLY	STREETS	STREETS SUPPLIES (6) POLE BOLT AND (6) NC ESNA NUT
February 21, 2025	56066	\$ 280.00	THE BUSINESS JOURNAL	GENERAL, WATER, SEWER	PUBLIC NOTICE REQUEST FOR PROPOSAL FOR IT SERVICES
February 21, 2025	56067	\$ 120.00	TOP DOG TRAINING CENTER, LLC	GENERAL	K-9 MAINTENANCE TRAINING - OFFICER LOPEZ & YANOSCH 2/3/2025
February 21, 2025	56068	\$ 5,000.00	TOWNSEND PUBLIC AFFAIRS, INC.	GENERAL, WATER, SEWER	CONSULTING SERVICES FOR THE MONTH OF FEBRUARY 2025
February 21, 2025	56069	\$ 183.44	UNIFIRST CORPORATION	GENERAL, WATER, SEWER	SUPPLIES FOR CLEANING - (1) WET MOP, (2) MOPS-UNFRAMED, (40) TERRY CLOTHS
February 21, 2025	56070	\$ 17.43	USA BLUEBOOK	SEWER	(1) 108IN FLANGED SIGN: EMERGENCY EYEWASH W/GRAPHIC FOR SEWER FACILTITY
February 21, 2025	56071	\$ 1,242.44	VALLEY FARM SUPPLY STORES INC.	GENERAL	POOL PARK RESTORATION MATERIALS: (1) BAR, (2) CHAIN LOOP, (3) OIL MIX
February 21, 2025	56072	\$ 189.93	VESTIS GROUP, INC.	GENERAL, WATER, SEWER	PUBLIC WORKS UNIFORM SERVICE 2/13/2025
		\$ 1,097,075.18			

AGENDA ITEM – STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: JEFFREY O'NEAL, AICP, CITY PLANNER
BY: WYATT CZESHINSKI, ASSISTANT CITY PLANNER
SUBJECT: ACCEPTING THE 2024 HOUSING ELEMENT ANNUAL PROGRESS REPORT AND GENERAL PLAN PROGRESS REPORT
DATE: MARCH 4, 2025

ISSUE

Shall the City Council adopt Resolution No. 25-17, accepting the 2024 Housing Element Annual Progress Report and General Plan Progress Report?

BACKGROUND

The Housing Element is an important State-mandated requirement of the General Plan. The Housing Element establishes comprehensive goals, policies, and programs to meet a jurisdiction's share of Regional Housing Needs Allocation ("RHNA"). The determination of regional housing need begins with the California Department of Housing and Community Development ("HCD") and California Department of Finance, which first calculate statewide housing needs based upon population projections and regional population forecasts used in preparing regional transportation plans. The statewide need is then distributed to regional Councils of Government ("COGs") throughout California, who work with cities and counties within their purview to assign each jurisdiction its share of the RHNA. The RHNA itself is divided into five income categories (Extremely Low, Very Low, Low, Moderate, and Above-Moderate) that encompass all levels of housing need. RHNA goals are measured by the number of housing units permitted by a local jurisdiction.

The City of Mendota ("City") is a member of the Fresno County Council of Governments ("Fresno COG"), which is the metropolitan planning organization covering the 15 cities and the unincorporated areas of Fresno County. Fresno COG is responsible for distributing the RHNA to the local governments through an allocation methodology that is consistent with development and growth patterns. During the RHNA process, the City Council elected to collaborate with the cities of Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, San Joaquin, Sanger, Selma and the unincorporated areas of Fresno County to prepare a Multi-Jurisdictional Housing Element (Fresno Multi-Jurisdictional 2023-2031 Housing Element ("MJHE")). The City of Clovis has prepared their own, standalone housing element.

The City Council adopted the MJHE on September 17, 2024, and subsequently a letter of substantial conformance was received from HCD. The Housing Element establishes a comprehensive policy framework to implement Mendota's residential strategies and outlines the City's plan for meeting community housing needs.

Mendota's quantified need for the current eight-year projection period from December 2023 through December 2031 is 642 housing units, equivalent to an annual production rate of approximately 80 units. A large portion of Mendota's current RHNA goal (54%) is focused on the Above Moderate Income (AMI) household category, as defined by HCD. This category serves households with incomes greater than 120% of the area median income. Housing for these households generally consists of single-family dwellings within conventional subdivisions.

Alongside establishing quantified housing needs for the planning period, the Housing Element also contains a number of programs that the City has agreed to implement in order to facilitate housing development, particularly for lower-income households, as that housing is typically more difficult to construct due to financial constraints.

Furthermore, the City is also required to complete a General Plan Progress report addressing the status of the General Plan and progress made toward implementing its goals and policies (see attached).

ANALYSIS

Staff has prepared the 2024 Housing Element Annual Progress Report and the General Plan Progress Report describing the City's progress towards meeting its Regional Housing Need Allocation (RHNA) and progress towards implementing the programs outlined in the MJHE. In 2024, a total of 23 dwellings were constructed of which 15 fell into the Low Income category, 6 fell into the Medium Income category, and 2 fell into the Above Moderate category. Many of the City's programs are in process or are ongoing. The City intends to apply for grant funding to complete many of the programs outlined in the Housing Element. This is the first annual report since the adoption of the MJHE.

FISCAL IMPACT

There is no fiscal impact associated with acceptance of the 2024 Housing Element Annual Progress Report and General Plan Progress Report.

RECOMMENDATION

Staff Recommends that the City Council adopt Resolution No. 25-17, accepting the City of Mendota 2024 Housing Element Annual Progress Report and General Plan Progress Report.

Attachments:

1. Resolution No. 25-17
2. Exhibit "A" - City of Mendota 2024 Housing Element Annual Progress Report
3. Exhibit "B" - City of Mendota 2024 General Plan Progress Report

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

RESOLUTION NO. 25-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA ACCEPTING
THE 2024 HOUSING ELEMENT ANNUAL PROGRESS REPORT AND GENERAL
PLAN PROGRESS REPORT**

WHEREAS, pursuant to Government Code Section 65400, the City of Mendota (“City”) is required to provide a Housing Element Annual Progress Report to show the number of housing units approved in a given year as compared to the City’s Regional Housing Needs Allocation; and

WHEREAS, pursuant to Government Code Section 65400, the City is also required to provide a General Plan Progress Report on the status of the City’s implementation of the adopted General Plan; and

WHEREAS, City staff have prepared the City’s 2024 Housing Element Annual Progress Report and General Plan Progress Report in compliance with State law; and

WHEREAS, the City’s 2024 Housing Element Annual Progress Report and General Plan Progress Report do not qualify as a “project” under the California Environmental Quality Act Guidelines Section 15378.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mendota that the City Council hereby accepts the City of Mendota 2024 Housing Element Annual Progress Report and General Plan Progress Report, in substantially the forms attached hereto as Exhibit “A” and “B,” respectively.

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 regular meeting of said Council, held at the Mendota City Hall on the 4th day of March, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Celeste Cabrera-Garcia, City Clerk

EXHIBIT A

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Mendota	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	12/31/2023 - 12/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	15
Moderate	Deed Restricted	0
	Non-Deed Restricted	6
Above Moderate		2
Total Units		23

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	10	10	0
2 to 4 units per structure	4	4	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	0	0	0
Mobile/Manufactured Home	0	0	0
Total	14	14	0

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	20	14
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	3
Number of Proposed Units in All Applications Received:	6
Total Housing Units Approved:	6
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits
--

Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	3	6
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	31
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Mendota	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**Table A
Housing Development Applications Submitted**

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes						Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes			
1				2	3	4	5						6	7	8	9	10		11	12	13		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below							0	0	0	0	0	6	0	6	6	0							
	013-105-18	n/a		24-01	2 to 4	R	1/10/2024						2		2	2		SB 9 (2021) - Residential Lot Split	No	N/A	Approved	Ministerial	
	013-105-19	n/a		24-02	2 to 4	R	1/11/2024						2		2	2		SB 9 (2021) - Residential Lot Split	No	N/A	Approved	Ministerial	
	013-115-10	843 Lolita St.		24-04	2 to 4	R	2/20/2024						2		2	2		SB 9 (2021) - Residential Lot Split	No	N/A	Approved	Ministerial	

Jurisdiction	Mendota	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement						
1					2	3	4						
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income
Summary Row: Start Data Entry Below							0	0	0	15	0	6	2
	013-202-09	1183 Pucheu St		20240003	SFD	O				1			
	013-202-10	1184 Pucheu St		20240003	ADU	R				1			
	013-215-08	573 Stamoules St		20240004	SFD	O				1			
	013-215-08	573 Stamoules St		20240004	ADU	R				1			
	013-230-04	1901 9th St		20240265	SFD	O						1	
	013-230-04	1901 9th St		20240265	SFD	O						1	
	013-230-04	1901 9th St		20240265	ADU	R				1			
	013-230-04	1901 9th St		20240265	ADU	R				1			
	013-230-37	1969 Jennings St.		20240047	SFD	O						1	
	013-230-37	1969 Jennings St.		20240047	SFD	O						1	
	013-230-37	1969 Jennings St.		20240047	ADU	R				1			
	013-230-37	1969 Jennings St.		20240047	ADU	R				1			
	013-194-12	755 Quince St		20240084	SFD	O						1	
	013-074-02	680 Divisadero Cir.		20240133	2 to 4	R				4			
	013-223-07	872 Quince St		20240150	SFD	O							1
	013-241-03	536 Stamoules St		20240149	SFD	O						1	
	013-241-15	516 Stamoules St		20240188	SFD	O				1			
	013-241-15	516 Stamoules St		20240188	ADU	R				1			
	013-201-14	1067 Pucheu St		20240230	SFD	R							1
	013-201-14	1067 Pucheu St		20240230	ADU	O				1			
	013-255-03	748 Unida St		20240252	SFD	O				1			
	013-255-02	742 Unida St		20240251	SFD	O				1			

Note: "+" indicates an optional field
 Cells in grey contain auto-calculation formulas

		Affordability by Household Incomes - Building Permits									Affordability		
5	6	7							8	9			
Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted
	14	0	0	0	15	0	6	2		14	0	0	0
1/10/2004	1				1				1/10/2004	1			
1/10/2004					1				1/10/2004				
1/11/2024	1				1				1/11/2024	1			
1/11/2024					1				1/11/2024				
3/1/2024	1						1		3/1/2024	1			
3/1/2024							1		3/1/2024				
3/1/2024					1				3/1/2024				
3/1/2024					1				3/1/2024				
3/1/2024	1						1		3/1/2024	1			
3/1/2024							1		3/1/2024				
3/1/2024					1				3/1/2024				
3/1/2024					1				3/1/2024				
4/12/2024	1						1		4/12/2024	1			
6/18/2024	4				4				6/18/2024	4			
7/9/2024	1							1	7/9/2024	1			
7/9/2024	1						1		7/9/2024	1			
8/29/2024	1				1				8/29/2024	1			
8/29/2024					1				8/29/2024				
10/24/2024	1							1	10/24/2024	1			
10/24/2024					1				10/24/2024				
11/20/2024	1				1				11/20/2024	1			
11/20/2024	1				1				11/20/2024	1			

Jurisdiction	Mendota
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2023-12/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	129	-	-	-	-	-	-	-	-	-	-	-	129
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	68	-	-	-	-	-	-	-	-	-	-	22	46
	Non-Deed Restricted		7	-	15	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	97	-	-	-	-	-	-	-	-	-	-	7	90
	Non-Deed Restricted		1	-	6	-	-	-	-	-	-	-	-	-
Above Moderate		348	1	-	2	-	-	-	-	-	-	-	3	345
Total RHNA		642												
Total Units			9	-	23	-	-	-	-	-	-	-	32	610
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely low-income Need	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		65	-	-	-	-	-	-	-	-	-	-	65	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

- VLI Deed Restricted
- VLI Non Deed Restricted
- LI Deed Restricted
- LI Non Deed Restricted
- MI Deed Restricted
- MI Non Deed Restricted
- Above Mod Income

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Mendota	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1: Regional Collaboration on Housing Opportunities	To ensure that regional housing needs are met collaboratively within Fresno County.	Ongoing	The City of Mendota continues to participate in the Countywide Housing Element Technical Committee, which collaborates on implementation including infrastructure challenges, homelessness, and fair housing. The City works with the County of Fresno to acquire funding for programs and infrastructure that <u>benefits underprivileged households.</u>
Program 2: Review Annexation Standards in Memorandum of Understanding	To remove barriers in the development of affordable housing.	Ongoing	The City worked with the County to update and adopt a new MOU during the 5th cycle to reduce the minimum development area to 25 percent and include an exception for annexation of sites needed to achieve RHNA. The City will continue to coordinate with the County and LAFCO through annual to semi-annual meetings to discuss annexation if necessary.
Program 3: Homelessness/Unhoused Needs	To support and encourage the development of housing specifically aimed at the homeless.	Ongoing	The City will monitor the demographic composition of the unhoused population to identify needs for targeted resources and determine what efforts to take, such as providing education on financial assistance and programs available. The City will also support local homeless service providers, agencies, and other community organizations to pursue funding from available sources for <u>homeless services.</u>
Program 4: Provision of Adequate Sites	To provide for a variety of housing types and ensure that adequate sites are available to meet its RHNA.	Ongoing	The City participates in all RHNA collaboration activities. The City has been in contact with a consultant to provide GIS mapping of the City, including a vacancy map. The City will provide the updated inventory on the City website and <u>make copies available.</u>
Program 5: Annexation for RHNA	To remove obstacles from the development of affordable housing.	Ongoing	The City will work with LAFCO and project applicants to facilitate applications for annexation of some of these prezoned parcels in order to meet its RHNA.
Program 6: Water and Wastewater Service	To remove obstacles from the development of affordable housing.	Ongoing	Development is dependent on the provision of City water and sewer services. The City plans to complete projects that would decrease water use within the City, namely at the existing wastewater treatment plant. Over the last cycle, the City installed new smart water meters across the City, helping to identify water leaks and abnormalities in water use. The City will continue to seek and apply for grant funding to improve and expand water and wastewater infrastructure to support housing development.
Program 7: Use of Sites in Previous Cycles	To provide previously identified non-vacant and vacant sites for development of a variety of housing types.	Within six months of adoption of the Housing Element.	Non-vacant sites identified in the prior 5th Cycle Housing Element or vacant sites identified in two or more consecutive planning periods, shall be provided by-right development when at least 20 percent of the units in the proposed development are affordable to lower-income households.
Program 8: Affordable Housing Incentives	To provide incentives for the development of affordable housing.	Ongoing	Expand the City's affordable housing inventory by 197 units over the next eight years, including 129 very low-income, 68 low-income, at least 25 of which include accessibility modifications to facilitate housing mobility for lower-income households and special-needs groups. The City will maintain contact with affordable housing developers to explore opportunities for development with them. Using funding from HCD's SB2 program, the City has updated its density bonus ordinance to account for recent statutory changes.
Program 9: Support Funding for Farmworker Housing	To support and encourage the development of housing specifically aimed at farmworkers.	Ongoing	The City will continue to work with the Fresno County Housing Authority to seek grants for farmworkers housing. Using funding from HCD's SB2 program, the City updated its zoning ordinance to permit farmworker/employee housing by right in all residential zones, streamlining approvals for these project types.
Program 10: Farmworker Preference in New Affordable Housing	To support and encourage the development of housing specifically aimed at farmworkers.	Ongoing	The City will continue to work with the Fresno County Housing Authority to seek grants for farmworkers housing. Using funding from HCD's SB2 program, the City updated its zoning ordinance to permit farmworker/employee housing by right in all residential zones, streamlining approvals for these project types.
Program 11: Extremely Low-Income Households	To prevent displacement and provide housing mobility opportunities.	Ongoing	The City would incorporate the use of Single Room Occupancy (SRO) units, which are often more affordable to those with extremely low incomes, into its development code. To further support the development or rehabilitation of SRO units and/or other units affordable to extremely low-income households, such as supportive and multifamily units, the City will continue to seek and pursue State and federal funds to offer a variety of incentives or concessions.
Program 12: Preservation of At-Risk Housing	Annually monitor the status of assisted housing stock that may be at risk of converting to market rate.	Occurs immediately upon notification of intent to terminate affordability restrictions for existing affordable units.	The 44 units at the Mendota Village Apartments previously identified as at-risk, are no longer at risk of conversion as restrictions have been extended to 2057 for expiration. No additional units are currently at risk of conversion. However, the City will continue to monitor for notifications applicable to this program.
Program 13: Encourage and Facilitate Accessory Dwelling Units	To facilitate construction of affordable housing units.	Ongoing	Using funding from HCD's SB2 program, the City has updated its zoning ordinance to account for recent statutory changes. The City will update ADU materials annually, or as needed to reflect changes in State law, and identify incentives for construction by December 2024.

Program 14: Replacement Units	To reduce displacement risk.	Ongoing	The City will require replacement housing units subject to the requirements of California Government Code Section 65915(c)(3) on sites identified in the sites inventory when any new development (residential, mixed-use, or nonresidential) occurs on a site that has been occupied by or restricted for the use of lower income households at any time during the previous five years.
Program 15: Housing for a Variety of Needs	To reduce displacement risk for all residents and facilities in income-integrated neighborhoods.	Ongoing	The City will encourage a variety of housing types to address the housing needs of a variety of household types, sizes, and incomes. The may include consideration for further reduction in regulatory barriers for community land trusts, tiny houses, microhomes, cottage homes, small lot subdivisions, and other alternative housing types, as well as an exploration of a variety of densities and housing types in all zoning districts.
Program 16: Local Labor Program	To encourage at least three residential projects to hire local union workers.	Ongoing	The City will establish and post a list of local labor unions and apprenticeship programs on the City's website and encourage developers and contractors to hire local labor.
Program 17: Mobile Home Monitoring Program	To monitor and encourage mobile home park development opportunities.	2026	The City will develop and implement a monitoring program. The program will track mobile home and manufactured home approvals and affordability. The City will evaluate the production and affordability of mobile homes and manufactured homes two years into the planning period (2026) and if it is determined these units are not meeting the lower-income housing need, the City shall ensure other housing sites are available to accommodate the unmet portion of the lower-income RHNA.
Program 18: Zoning Code Amendments	To amend the zoning code to address a variety of housing options, specifically special needs groups.	Ongoing	Using funding from HCD's SB2 program, the City has updated the zoning ordinance to address all required amendments identified in Program 18 for compliance with the 5th cycle. The City will continue to monitor and evaluate additional amendments as needed to remain in compliance with State law.
Program 19: Reasonable Accommodations and Universal Design	To encourage housing developers to build houses, specifically for persons with disabilities.	Ongoing	The City will develop and formalize a general process that a person with physical and mental disabilities can use to make a reasonable accommodation request to accommodate the needs of persons with disabilities and streamline the permit review process.
Program 20: Lot Consolidation	To provide appropriately-sized parcels for development of a variety of housing types.	Ongoing	As part of permit review, the City has reviewed lot consolidations to accommodate development as proposed. The City is also reviewing its subdivision ordinance for compliance with recent State law.
Program 21: Monitoring of Planning and Development Fees	To ensure fees do not unduly constrain housing development.	Ongoing	The latest City fee study was conducted in 2015. The City will continue to monitor fee rates and update them as necessary.
Program 22: Preliminary Applications (SB 330) and Streamlined Approvals (SB 35)	Facilitate construction of 5 very low-income units and 5 low-income units to increase housing mobility opportunities, prioritizing new opportunities in higher-resource areas.	Ongoing	The City will develop a preliminary application form and procedure or will adopt the Preliminary Application Form developed by HCD, pursuant to SB 330. The City will also establish a written policy and/or procedure, and other guidance as appropriate, to specify the SB 35 streamlining approval process and standards for eligible projects under Government Code Section 65913.4. The applications will be available on the City's website for developers interested in pursuing the streamlined process or vesting rights.
Program 23: Objective Design Standards	To amend the zoning code to address a variety of housing options, specifically special needs groups.	Ongoing	Using funding from HCD's SB2 program, the City has updated the zoning ordinance to address all required amendments identified in Program 18 for compliance with the 5th cycle. The City will continue to monitor and evaluate additional amendments as needed to remain in compliance with State law.
Program 24: Fresno County Housing Assistance Rehabilitation Program (HARP)	Promote available housing and rehabilitation resources on City website and public counters.	Ongoing	The City actively participates with the Fresno County Housing Assistance Rehabilitation Program (HARP) and United States Department of Agriculture (USDA) Home Repair loans/grants. The City has USDA loan/grant packages available and promotes the program via periodic utility newsletters, counter brochures, and the City's website. No HARP or RRP loans in Mendota were issued during the planning period.
Program 25: Fresno County Rental Rehabilitation Program (RRP)	Promote available housing rehabilitation resources on the City website and public counters.	Ongoing	The City continues to provide rehabilitation program resources via periodic utility newsletters, counter brochures, and referrals to Fresno County. No HARP or RRP loans in Mendota were issued during the planning period.
Program 26: Building Code Enforcement	Use code enforcement and abatement processes to bring substandard units and properties into compliance.	Ongoing	The City will continue to enforce its municipal code throughout the city.
Program 27: Fresno County Homebuyer Assistance Program	To pursue and disseminate available resources to the public.	Ongoing	City staff continues to participate in Fresno County's Homebuyer Assistance Program (HAP). The City makes this information available to the public via brochures and the utility newsletter. The City refers all inquiries to Fresno County.
Program 28: Energy Conservation	To promote energy conservation in housing rehabilitation.	Ongoing	The City continues to support PG&E programs that provide energy efficiency rebates and implements the Building codes that support and encourage alternative energy. The City also provides for ministerial review of solar panels for residential uses.
Program 29: Housing Choice Vouchers	To disseminate information, refer interested households to the Housing Authority, and encourage landlords to participate.	Ongoing	The City has developed a Housing Choice Voucher brochure that is available at the City's counter and on its website. The City refers interested parties to appropriate Housing Authorities.
Program 30: Housing Discrimination Monitoring and Referral	Reduce displacement risk for 10 individuals or families resulting from language barriers and five from discrimination by landlords or property owners.	Jun-25	The City will coordinate with the Fresno County Housing Authority, Fresno Council of Governments (FCOG), and other Fresno County jurisdictions to develop Spanish-language printed materials to improve accessibility to fair housing resources for residents. If additional languages become more prevalent in the county, materials will be translated into those languages as needed.
Program 31: Improve Access to Resources	Improve access to resources and reduce displacement risk resulting from a variety of factors for at least 15 residents.	Ongoing	The City shall take the following actions to improve access to resources and opportunities citywide, but with a particular emphasis on neighborhoods with a concentration of lower-income residents who often face additional barriers in accessing resources.

Jurisdiction	Mendota	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Mendota	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Mendota
Reporting Period	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 12/31/2023 - 12/31/2031

ANNUAL ELEMENT PROGRESS REPORT

**Table K
Tenent Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
---	----

If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.
--

Notes

EXHIBIT B



GENERAL PLAN ANNUAL PROGRESS REPORT

GENERAL PLAN UPDATE

MARCH 2025

Prepared For:

CITY OF MENDOTA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
643 QUINCE ST.
MENDOTA, CA 93640

Prepared By:

PROVOST & PRITCHARD CONSULTING GROUP
445 WEST FIR AVENUE
CLOVIS, CA 93611



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ATTACHMENTS

ATTACHMENT A: HOUSING ELEMENT ANNUAL PROGRESS REPORTA-1

INTRODUCTION

PURPOSE OF THIS REPORT

California law requires each city and county to adopt a comprehensive, long-term General Plan to guide the physical development of the incorporated city and land outside city boundaries that bears a relationship to its planning activities (California Government Code Section 65300). The General Plan serves as a blueprint for future growth and development. As such, the plan contains policies and programs designed to provide decision makers with a solid foundation for land use and development decisions.

State law further requires each jurisdiction to complete an Annual Report on the General Plan that is submitted to the local planning agency (the City Council), to the State Office of Planning and Research, and to the California Department of Housing and Community Development (HCD; California Government Code Section 65400). This report must:

- Identify compliance with the State General Plan law and State General Plan Guidelines;
- Identify status of the General Plan and the process towards its implementation;
- Describe the City's progress in meeting its Regional Housing Needs Allocation (RHNA);
- Describe progress in addressing/removing governmental constraints to the maintenance, improvement, and development of housing; and
- Identify any surplus lands within the jurisdiction.

State law requires that the General Plan Annual Report be submitted by April 1 of each year and cover progress made during the previous calendar year (January through December). This Annual Report looks at the City's progress towards implementing its General Plan during the 2024 planning year and is completed for this April deadline.

2025 MENDOTA GENERAL PLAN

The City of Mendota was incorporated in 1942. In 1991, the City adopted the General Plan and since then has experienced growth pressure. The General Plan Update 2005 – 2025 was adopted on August 11th, 2009 and contained the following chapters, which addressed all the required elements of a general plan in accordance with the Government Code at the time of adoption:

- Land Use
- Circulation
- Open Space and Conservation
- Noise
- Safety
- Housing

The Housing Element of the Mendota General Plan was adopted separately in 2024 as a part of the Fresno County Multi-Jurisdictional Housing Element Update. The Multi-Jurisdictional Housing Element created a

regional plan for addressing the housing needs of Fresno County. The General Plan incorporates the adopted Multi-Jurisdictional Housing Element by reference.

AMENDMENTS

State law provides for periodic review and amendment of the General Plan to ensure that the conditions, values, expectations and needs of the City are being met.

There were no amendments to the Mendota General Plan in 2024.

ANNEXATIONS

This General Plan addresses all land within the City limits and in areas beyond the City that bears relationship to the City's planning efforts, including the Sphere of Influence (SOI) and the Future Growth Area. The SOI represents the probable physical boundaries and service area for the City, as ultimately determined by the Fresno Local Agency Formation Commission (LAFCo). The SOI boundary includes all City land and unincorporated lands that may be annexed as part of the implementation of the General Plan and as approved by LAFCo. As part of the process of annexation the land in question will be rezoned. Any rezoning applied to an annexation area needs to be consistent with this General Plan. The City does not have any land use authority beyond its City Limits.

Activities

- There were no annexations in 2024.

GENERAL PLAN IMPLEMENTATION PROGRESS

The following sections represent the progress the City has made towards implementing the actions of the current General Plan during this reporting period.

LAND USE ELEMENT

The Land Use Element provides the central framework for the General Plan by designating the pattern and type of land use in the City of Mendota based on historical data and the community's vision for the future. This element identifies the distribution, location, and intensity of all land use types throughout the City with text, maps, and diagrams. This element describes building intensity, population density and development expectations for the City of Mendota to provide a framework of goals and policies to guide the community's decision-making throughout the term of the General Plan.

Residential Projects

Four residential land use categories exist within the City and are classified as Low, Medium, Medium-High, and High-Density. Densities range from 1 unit per acre up to 25 units per acre. These categories provide a framework for a healthy mix of various residential uses within the City and clarify the overall type of housing to be developed within each category; and allow for a mixture of housing types, lot sizes, and affordability.

Each residential category includes a unit per acre minimum and maximum density specified in a range of units per gross acre. Units per gross acre is used because it is easier to understand and convey. Types of housing include single family units, multiple family units including duplexes and apartments, and mobile homes.

Activities

- 8 ADU building permits were issued in 2024.
- 13 single-family home building permits were issued in 2024.
- Two duplexes were issued building permits in 2024.

Commercial/Industrial Projects

Commercial land uses are split between General Commercial and Community Commercial, as defined within the General Plan. Industrial land uses are divided into Light and Heavy Industrial as defined by policies of the Land Use Element. Potential commercial land uses included offices, service-oriented businesses, retail stores, and other wholesale business. Industrial uses include agricultural packing facilities, processing facilities, and manufacturing facilities. The provision of commercial and industrial land use designations is critical to not only the economic success of the City but to making Mendota a desirable place to live. Thoughtful, well-balanced placement of commercial and industrial uses will allow convenient access by the community and will ensure compatibility with adjacent uses. The General Plan policies encourage further commercial and industrial development, regional shopping opportunities, and visitor-serving uses, while protecting the economic stability of local businesses, particularly in the downtown area.

Activities

- One commercial development was approved under Application No. 24-03. The approval includes a 5,000 square foot commercial development, along with a 6-pump fuel island.
- No industrial development occurred in 2024.

Open Space Land Use Designations

This designation includes three land use categories including recreational, buffer, and a multi-use open space area. Parks, recreational areas, and open spaces provide services through quality of life and include three City parks, the largest being Rojas-Pierce Park located along the western border of the City.

Activities

- No open space development occurred in 2024.

Public Facilities Land Use Designations

Areas owned and maintained by public or instructional agencies such as the City, the school district, and other public agencies fall within the public/quasi-public facility category. Significant areas designated as public facility uses include public school facilities, the prison to the southwest of Mendota, the Mendota Municipal Airport, and the water supply system and wastewater treatment plant. Additional public facilities include City Hall, the California Department of Forestry and Fire Protection fire station, and the water treatment plant.

Activities

- The City has completed the Mendota Airport Conceptual Land Use Plan in 2024 which proposes new land uses for the decommissioned Mendota Municipal Airport site.

CIRCULATION ELEMENT

The purpose of the Circulation Element is to provide a safe and efficient pathway for movement of goods and people. The Circulation Element has been designed to accommodate anticipated transportation needs based on the Land Use Element. It lays out the framework for the freeways, expressways, and arterial streets throughout the City.

In compliance with State law, all city and county general plans must contain a circulation element that designates future road improvements and extensions, addresses non-motorized transportation alternatives, and identifies funding options. The intent of the Element is to:

- Provide the future circulation plan for the City,
- Establish goals and policies that will guide the City's circulation system, and
- Assist City decision makers to priorities future improvement projects.

It consists of the general location and extent of existing and proposed major roadways, transportation routes and other local public transportation facilities, all correlated with the Land Use Element of this General Plan.

Activities

- No changes to the Circulation Element occurred in 2024.

HOUSING ELEMENT

The Housing Element is an important State-mandated requirement of the General Plan. The Housing Element establishes comprehensive goals, policies, and programs to meet a jurisdiction's share of the RHNA. The Housing Element establishes a comprehensive policy framework to implement Mendota's residential strategies and outlines the City's plan for meeting community housing needs. The determination of regional housing need begins with the HCD and California Department of Finance, which first calculates statewide housing needs based upon population projections and regional population forecasts used in preparing regional transportation plans. The Statewide need is then distributed to regional Councils of Government (COGs) throughout California, who work with cities and counties within their purview to assign each jurisdiction its share of the RHNA. The RHNA itself is divided into five income categories that encompass all levels of housing need. RHNA goals are measured by the number of housing units entitled and/or permitted by a local jurisdiction in a given timeframe.

The City of Mendota is a member of the Fresno County Council of Governments (Fresno COG), which is composed of the 15 cities and the unincorporated areas of Fresno County. Fresno COG is responsible for distributing the RHNA to the local governments through an allocation methodology that is consistent with development and growth patterns. Mendota's RHNA for the current eight-year projection period from December 2023 through December 2031 is 642 housing units and is equivalent to an annual production

rate of approximately 80 units. A large portion of Mendota's current RHNA goal (54%) is focused on the Above Moderate Income household category.

The City Council elected to participate in the preparation of a Multi-Jurisdictional Housing Element (MJHE) with the cities of Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, San Joaquin, Sanger, Selma, and the unincorporated areas of Fresno County as part of the Fresno Multi-Jurisdictional 2023-2031 MJHE.

The City's 6th Cycle Housing Element was approved in September of 2024.

Activities

- In accordance with Section 65400 of the California Government Code, the City is required to prepare an annual report on the status and progress in implementing the City's Housing Element using forms and definitions adopted by the Department of Housing and Community Development. The completed forms for the 2024 calendar year are attached in Attachment A to this report.

OPEN SPACE AND CONSERVATION ELEMENT

The intent of the Open Space and Conservation Element is to protect the public interest in open-space land and to recognize it as a limited and valuable resource that should be conserved. This element has been prepared in conformance with all mandatory requirements of State law and required topic areas within the Open Space and Conservation Element include:

- Open Space
- Parks and Recreation
- Cultural and Historic Resources
- Natural Resources

The goals and policies listed in this Open Space and Conservation Element address the protection and maintenance of natural and cultural resources, open space and recreational opportunities within the City of Mendota and its SOI.

Activities

- No development occurred.

NOISE ELEMENT

The goal of this element is to identify sources of noise within the City and address noise impacts. It provides the basis for comprehensive local policies to control and abate environmental noise and to protect the community from excessive noise exposure in Mendota. Average daytime noise levels within the City range from the mid-50s to the low 70s while nighttime levels are typically 5 to 10 dBA less than daytime noise levels.

This element aims to control noise from

- Industrial uses and aggregate operations,

- Mitigate impacts associated with aircraft noise from the Mendota Municipal Airport,
- Reduce noise from vehicle traffic; and
- Mitigate impacts associated with railroad noise from the Union Pacific Railroad.

Activities

- No additional activities were undertaken to address noise in the City of Mendota.

SAFETY ELEMENT

The Safety Element addresses a wide range of issues related to human health and safety and aims to minimize risk while supplying timely response during emergency events. The intent for the element is to protect persons and property from potential hazards within the community. Potential hazards include both natural and man-made hazards. Hazards include flooding, geological hazards, seismic hazards, wildland and urban fires, and hazardous waste and materials.

The City prepared an Emergency Operations Plan (EOP) in 2006 that describes emergency operations organization and management; specifies policies and general procedures; and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Safety Emergency Management System. The EOP is an extension of the California Emergency Plan (2005), which defines the emergency management system used for all emergencies in the State. The objective of the EOP is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency.

Activities

- No additional activities were undertaken to address safety in the City of Mendota.

ATTACHMENT A: HOUSING ELEMENT ANNUAL PROGRESS REPORT

CITY OF MENDOTA
ANNUAL PROGRESS REPORT

AGENDA ITEM – STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: CELESTE CABRERA-GARCIA, CITY CLERK
VIA: CRISTIAN GONZALEZ, CITY MANAGER
SUBJECT: APPROVING THE QUOTE SUBMITTED BY BSN SPORTS AND AUTHORIZING THE PURCHASE OF A SCOREBOARD FOR THE BENNY MARES SR. BASEBALL FIELD
DATE: MARCH 4, 2025

ISSUE

Shall the City Council adopt Resolution No. 25-18, approving the quote submitted by BSN Sports and authorizing the purchase of a scoreboard for the Benny Mares Sr. Baseball Field?

BACKGROUND

On March 28, 2000, the City of Mendota (“City”) City Council dedicated the “Benny Mares Sr. Baseball Field.” The existing scoreboard, which was purchased over a decade ago, is in poor condition and the City Council has expressed its desire to replace the scoreboard.

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. BSN Sports came in as the lowest responsible bidder. The breakdown of the quotes is as follows:

VENDOR	AMOUNT
BSN Sports	\$7,949.93
Pro Sports Equip	\$8,028.05
Varsity Scoreboards	\$8,109.95

FISCAL IMPACT

The purchase of the scoreboard and related equipment will be funded by the General Fund.

RECOMMENDATION

Staff recommends that the City Council adopts Resolution No. 25-18, approving the quote submitted by BSN Sports and authorizing the purchase of a scoreboard for the Benny Mares Sr. Baseball Field.

Attachments:

1. Resolution No. 25-18
2. Exhibit “A” – Quote from BSN Sports

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

RESOLUTION NO. 25-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA APPROVING THE QUOTE SUBMITTED BY BSN SPORTS AND AUTHORIZING THE PURCHASE OF A SCOREBOARD FOR THE BENNY MARES SR. BASEBALL FIELD

WHEREAS, on March 28, 2000, the City of Mendota (“City”) City Council dedicated the “Benny Mares Sr. Baseball Field” at Rojas-Pierce Park; and

WHEREAS, the existing scoreboard for the Benny Mares Sr. Baseball Field is in poor condition and it is the City Council’s desire to replace the scoreboard; 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 BSN Sports 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 BSN Sports, as attached hereto as Exhibit “A,” to purchase a new scoreboard for the Benny Mares Sr. Baseball Field.

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

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 regular meeting of said Council, held at the Mendota City Council Chambers located at 725 Riofrio Street, Mendota, California 93640, on the 4th day of March, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Celeste Cabrera-Garcia, City Clerk

EXHIBIT A



PO Box 841393
 Dallas, TX 75284-1393
 Phone: 800-527-7510 Fax: 800-899-0149
 Visit us at www.bsnsports.com

Quote	
Quote #:	21609844
Purchase Order #:	Baseball Scoreboard
Cart Name:	
Quote Date:	02/21/2025
Quote Valid-to:	03/21/2025
Payment Terms:	NT30
Ship Via:	
Ordered By:	Celeste Garcia



Contact Your Rep

Kyra Haberkorn Email: kkatz@bsnsports.com | Phone: 972-406-7139

Sold to
2030551
Mendota Parks & Recreation Dep
 643 Quince Street
 MENDOTA CA 93640
 USA

Ship To
2030551
Mendota Parks & Recreation Dep
 643 Quince Street
 MENDOTA CA 93640
 USA

Payer
2030551
Mendota Parks & Recreation Dep
 643 Quince Street
 MENDOTA CA 93640
 USA

Item Description	Qty	Unit Price	Total
16' x 5' Baseball Scoreboard Item # - 1459529	1 EA	\$ 5,785.99	\$ 5,785.99
Arched Sponsor Panel Item # - NSPHG	1 EA	\$ 1,326.50	\$ 1,326.50
CS5 Controller Carrying Case Item # - 1459530	1 EA	\$ 165.99	\$ 165.99

Subtotal:	\$7,278.48
Other:	\$0.00
Freight:	\$0.00
Sales Tax:	\$671.45
Order Total:	\$7,949.93
Payment/Credit Applied:	\$0.00
Order Total:	\$7,949.93

City of Mendota
Fiscal Year 2024-2025
Mid-Year Budget Update



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General Fund Budget – Summary

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 - B. Revenues from Use of Money or Property
 - C. Inter-Governmental Agencies
 - D. Services
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- 2) General Fund Expenditure Summary
 - A. Salaries & Overtime
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 - C. Contract Services
 - D. Communication Supplies
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 - F. Fuel & Utilities
 - G. Repair & Maintenance
 - H. Property & General Liability Insurance
 - I. Meetings-Travel-Training
 - J. Other Expenditures
 - K. Capital Outlay

GENERAL FUND REVENUE SUMMARY		Approved Budget FY 24/25	Actual as of 1/31/2025	%
<u>TAXES & FINES:</u>				
01-3000-3010	Current Year Secured - Property Taxes	1,210,000	683,192	56%
01-3000-3030	Prior Year Secured - Property Taxes	1,100	431	39%
01-3000-3040	Current Year Unsecured - Property Taxes	17,600	2,012	11%
01-3000-3050	Prior Year Unsecured - Property Taxes	1,100	-	0%
01-3000-3070	Home Owner Apportionment - Property Taxes	1,430	-	0%
01-3000-3150	Transfer Tax - Property Taxes	11,000	2,512	23%
01-3100-3110	Sales Tax & Use Tax	1,150,000	1,405,195	122%
01-3100-3120	Franchise Fees	150,000	22,846	15%
01-3100-3130	Business License Tax	100,000	103,990	104%
01-3100-3140	Transient Tax	3,300	2,746	83%
01-3200-3210	Animal License Tax	1,000	280	28%
01-3300-3310	Vehicle Fines	45,000	37,823	84%
01-3300-3320	Code Enforcement Fees	14,300	3,640	25%
01-3300-3340	Police Services	6,000	5,131	86%
01-3300-3351	Police Administration Fees	7,150	2,964	41%
01-3300-3359	Vehicle Impound Fees	27,500	15,354	56%
01-3300-3362	DUI	13,200	3,250	25%
01-3800-3350	Parking Citation	16,500	-	0%
TOTAL TAXES & FINES		2,776,180	2,291,365	83%
<u>REVENUES FROM USE OF MONEY OR PROPERTY:</u>				
01-3400-3410	Investment Interest	6,000	-	0%
01-3400-3420	Rental Income	111,720	69,892	63%
TOTAL REVENUE MONEY & PROPERTY		117,720	69,892	59%
<u>INTER-GOVERNMENTAL AGENCIES:</u>				
01-3100-3115	Local Public Safety AB2788	60,000	38,556	64%
01-3500-3580	Public Safety	10,500	-	0%
01-3500-3600	Grants	5,515,203	-	0%
01-4000-3520	Reimbursements	395,000	353,679	90%
TOTAL INTER-GOV. AGENCIES		5,980,703	392,235	7%
<u>SERVICES:</u>				
01-3800-3890	Debit Card Services	2,500	3,122	125%
01-3800-3810	Planning/Engineering (Pass-Thru)	65,000	17,499	27%
01-3200-3228	Plan Check Fees	50,000	24,904	50%
01-3800-3860	Street Sweeping	14,553	3,638	25%
01-3200-3220	Building Fees	65,000	41,233	63%
01-3222-4650	Encroachment Permits	4,000	1,225	31%
TOTAL SERVICES		201,053	91,621	46%
<u>OTHER REVENUES:</u>				
01-4000-3126	Other Business Revenue	1,238,761	760,868	61%
01-4000-4010	Sale of Property	10,000	6,810	68%
01-4000-4060	Over/Short	-	4	
01-4000-4650	Capital Contributions	15,000	12,198	81%
TOTAL OTHER REVENUES		1,263,761	779,880	62%
01-3900-3903	TRANSFER	289,029	289,029	100%
TOTAL GENERAL FUND REVENUES		10,628,446	3,914,022	37%

GENERAL FUND EXPENDITURE SUMMARY

Fund	Description	Approved Budget FY 24/25	Actual as of 1/31/25	%
SALARIES & OVERTIME				
01-xxxx-5010	Salaries, Regular	1,540,031	1,014,928	66%
01-xxxx-5060	Overtime	113,431	115,293	102%
	Total Salaries & Overtime	1,653,462	1,130,221	68%
FRINGE BENEFITS				
01-xxxx-5900	Uniform	24,955	7,550	30%
01-xxxx-6050	Retirement	191,235	104,173	54%
01-xxxx-6060	Health & Life Insurance	302,743	184,032	61%
01-xxxx-6070	F.I.C.A./Medicare	134,511	87,455	65%
01-xxxx-6080	Workers Compensation	213,787	117,843	55%
01-xxxx-6090	Unemployment Insurance	8,550	-	0%
01-xxxx-6100	Disability Insurance	15,899	12,781	80%
	Total Fringe Benefits	891,679	513,834	58%
CONTRACT SERVICES				
01-xxxx-5100	Election	15,000	-	0%
01-xxxx-5820	Legal Services	121,000	46,843	39%
01-xxxx-5821	Engineering Services	18,000	10,498	58%
01-xxxx-5840	Audit	14,000	1,271	9%
01-xxxx-5860	Contract Services - Dispatch	170,000	64,721	38%
01-xxxx-5850	Contract Services	911,933	121,172	13%
01-xxxx-5851	Contract Services (Pass-Thru)	50,000	6,501	13%
01-xxxx-5400	Lab Fees	1,800	152	8%
01-xxxx-5810	Abatement	8,000	-	0%
	Total Contract Services	1,309,733	251,158	19%
COMMUNICATION				
01-xxxx-5200	Telephone / Radio's	43,189	13,529	31%
01-xxxx-5360	Postage	5,650	3,085	55%
	Total Communication	48,839	16,615	34%
SUPPLIES				
01-xxxx-5350	Office Supplies	20,833	8,027	39%
01-xxxx-5800	Special Department Supplies	75,050	77,544	103%
	Total Supplies	95,883	85,571	89%
FUEL & UTILITY				
01-xxxx-5500	Fuel	22,659	13,468	59%
01-xxxx-5510	Fuel Stipend	50,000	18,330	37%
01-xxxx-5150	Utilities	76,000	34,452	45%
	Total Fuel & Utility	148,659	66,250	45%
REPAIR & MAINTENANCE				
01-xxxx-5450	Vehicle Maintenance/Operations	30,400	76,325	251%
01-xxxx-5460	Facility Repair	76,500	12,098	16%
01-xxxx-5600	Office Equipment Maintenance	6,000	525	9%
	Total Repair & Maintenance	112,900	88,948	79%
01-xxxx-6110	P & GL INSURANCE	17,100	-	0%
01-xxxx-6300	MEETINGS/TRAVEL/TRAINING	46,000	24,056	52%
OTHER EXPENDITURES				
01-xxxx-5300	Advertising & Publication	6,500	2,553	39%
01-xxxx-5950	Rent/Lease of Equip./ PD Bid.	16,500	24,676	150%
01-xxxx-6200	Principal	-	-	0%
01-xxxx-6210	Bonds-Interest	-	-	0%
01-xxxx-6250	Memberships & Dues	25,600	13,548	53%
01-xxxx-6305	K-9 Progam	1,600	624	39%
01-xxxx-6310	Proposition 64	-	-	0%
01-xxxx-6400	Taxes and Assessments	711	697	0%
01-xxxx-6510	Community Promotion	1,500	755	0%
01-xxxx-xxxx	Transfer	-	-	0%
01-xxxx-7000	American Rescue Plan	1,000,000	742,097	74%
	Total Other Expenditures	1,052,411	784,950	75%
01-xxxx-6500	CAPITAL OUTLAY	5,251,780	309,423	6%
	TOTAL General Fund EXPENDITURES	10,628,446	3,271,025	31%

General Fund Budget

- 1) City Council
- 2) City Administration
- 3) Finance Department
- 4) Planning & Engineering
- 5) Police
- 6) Code Enforcement
- 7) Animal Control
- 8) Building Department
- 9) Buildings & Grounds

**Budget for Fiscal Year 2024/25
CITY COUNCIL EXPENDITURES**

CITY COUNCIL		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-5060-5010	Salaries, Regular	18,000	10,800	60%	7,200
01-5060-5100	Elections	15,000	-	0%	15,000
01-5060-5200	Telephone	1,900	794	42%	1,106
01-5060-5350	Office Supplies	500	262	52%	238
01-5060-6060	Health & Life Insurance	70,069	37,999	54%	32,070
01-5060-6070	F.I.C.A. / Medicare	1,377	1,094	79%	283
01-5060-6080	Workers Compensation	-	275		(275)
01-5060-6100	Disability Insurance	162	159	98%	3
01-5060-6300	Meetings/Travel/Training	15,000	11,196	75%	3,804
01-5060-6510	Community Promotions	1,500	755	50%	745
Total Expenditures		123,508	63,059	51%	60,449

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

CITY ADMINISTRATION		Approved Budget FY 24/25	As of Jan-25 FY 24/25	%	Remaining Budget
Fund	Description				
01-5070-5010	Salaries, Regular	162,778	84,692	52%	78,086
01-5070-5050	Bilingual Pay	5,290	7,629	144%	(2,339)
01-5070-5060	Overtime	1,000	382	38%	618
01-5070-5200	Telephone	2,600	844	32%	1,756
01-5070-5300	Advertising & Publication	5,000	2,553	51%	2,447
01-5070-5350	Office Supplies	9,833	6,771	69%	3,062
01-5070-5360	Postage	3,500	1,911	55%	1,589
01-5070-5450	Vehicle Maintenance/Operations	700	412	59%	288
01-5070-5600	Office Equipment Maintenance	6,000	525	9%	5,475
01-5070-5800	Special Department Supplies	10,000	7,329	73%	2,671
01-5070-5820	Legal Services	70,000	33,688	48%	36,312
01-5070-5850	Contract Services/Fire Protection	690,000	36,047	5%	653,953
01-5070-5950	Lease Payment	4,000	152	4%	3,848
01-5070-6050	Retirement	9,000	6,521	72%	2,479
01-5070-6060	Health & Life Insurance	23,301	10,985	47%	12,316
01-5070-6070	F.I.C.A. / Medicare	10,115	6,770	67%	3,345
01-5070-6080	Workers Compensation	16,285	11,075	68%	5,210
01-5070-6090	Unemployment Insurance	2,850	-	0%	2,850
01-5070-6100	Disability Insurance	1,190	1,040	87%	150
01-5070-6250	Memberships & Dues	20,000	13,183	66%	6,817
01-5070-6300	Meetings/Travel/Training	16,000	2,026	13%	13,974
01-5070-6500	Capital Outlay	250,000	128,322	51%	121,678
01-5070-7000	American Rescue Plan	1,000,000	742,097	74%	257,903
01-0000-0000	Transfer	-	-		-
Total Expenditures		2,319,442	1,104,952	48%	1,214,490

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

FINANCE DEPARTMENT		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-5080-5010	Salaries, Regular	35,208	16,357	46%	18,851
01-5080-5050	Bilingual Pay	968	799	82%	169
01-5080-5200	Telephone	450	229	51%	221
01-5080-5350	Office Supplies	1,500	-	0%	1,500
01-5080-5840	Audit Fee	14,000	1,271	9%	12,729
01-5080-5900	Uniform	4,655	36	1%	4,619
01-5080-6050	Retirement	1,400	1,346	96%	54
01-5080-6060	Health & Life Insurance	7,625	3,191	42%	4,434
01-5080-6070	F.I.C.A. / Medicare	2,092	1,313	63%	780
01-5080-6080	Workers Compensation	3,360	2,143	64%	1,217
01-5080-6100	Disability Insurance	246	192	78%	54
01-5080-6250	Memberships & Dues	600	-	0%	600
01-5080-6300	Meetings/Travel/Training	2,500	-	0%	2,500
Total Expenditures		74,604	26,876	36%	47,728

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

PLANNING & ENGINEERING		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-5110-5010	Salaries- Reg.	3,600	225	6%	3,375
01-5110-5050	Bilingual Pay	180	-	0%	180
01-5110-5300	Advertising & Publications	500	-	0%	500
01-5110-5821	Engineering	18,000	10,498	58%	7,502
01-5110-5850	Contract Services	100,000	6,225	6%	93,775
01-5110-5851	Contract Services (Pass-Thru)	50,000	6,501	13%	43,499
01-5110-6050	Retirement	6,060	-	0%	6,060
01-5110-6060	Health & Life	7,123	-	0%	7,123
01-5110-6070	F.I.C.A. / Medicare	314	17	5%	297
01-5110-6080	Worker's Compensation	502	10	2%	492
01-5110-6100	Disability Insurance	36	3	7%	33
01-5110-6500	Capital Outlay				
Total Expenditures		186,315	23,479	13%	162,836

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

POLICE Fund	Description	Budget FY 24/25	As of		Remaining Budget
			Jan-25 FY 24/25	%	
01-6150-5010	Salaries - Regular	708,743	619,636	87%	89,107
01-6150-5020	Salaries - Part - Time	124,681	-	0%	124,681
01-6150-5050	Bilingual Pay	25,000	13,184	53%	11,816
01-6150-5060	Overtime	80,000	102,138	128%	(22,138)
01-6150-5150	Utilities	23,000	16,580	72%	6,420
01-6150-5200	Telephone	38,239	11,662	30%	26,577
01-6150-5300	Advertising & Publication	500	-	0%	500
01-6150-5350	Office Supplies	9,000	991	11%	8,009
01-6150-5360	Postage	2,000	1,092	55%	908
01-6150-5400	Lab Fees	1,800	152	8%	1,648
01-6150-5450	Vehicle Maintenance/Operations	22,000	73,880	336%	(51,880)
01-6150-5460	Facility Repair / Maint.	500	-	0%	500
01-6150-5500	Fuel	17,500	10,489	60%	7,011
01-6150-5510	Fuel Stipend	50,000	3,630	7%	46,370
01-6150-5800	Special Department Supplies	37,350	21,212	57%	16,138
01-6150-5820	Legal Services	36,000	4,352	12%	31,648
01-6150-5850	Contract Services	80,000	56,487	71%	23,513
01-6150-5860	Contract Services Dispatch	170,000	64,721	38%	105,279
01-6150-5900	Uniform	18,200	6,924	38%	11,276
01-6150-5950	Lease Payment	12,500	24,525	196%	(12,025)
01-6150-6050	Retirement	139,617	75,856	54%	63,761
01-6150-6060	Health & Life	146,696	93,545	64%	53,151
01-6150-6070	F.I.C.A./Medicare	89,251	55,938	63%	33,313
01-6150-6080	Workers Compensation	143,555	69,774	49%	73,781
01-6150-6090	Unemployment Insurance	5,700	-	0%	5,700
01-6150-6100	Disability Insurance	10,501	7,996	76%	2,505
01-6150-6110	P & GL Insurance	10,830	-	0%	10,830
01-6150-6250	Memberships & Dues	5,000	365	7%	4,635
01-6150-6300	Meetings/Travel	11,000	10,834	98%	166
01-6150-6305	K-9 Program Expenses	1,600	243	15%	1,357
01-6150-6500	Capital Outlay	225,000	47,486	21%	177,514
Total Expenditures		2,245,763	1,393,690	62%	852,073

^ Capital Outlay:

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

CODE ENFORCEMENT		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-6160-5010	Salaries	42,000	19,676	47%	22,324
01-6160-5060	Overtime	500	2,393	479%	(1,893)
01-6160-5360	Postage	150	82	55%	68
01-6160-5450	Vehicle Maintenance/Operations	700	-	0%	700
01-6160-5500	Fuel	600	380	63%	220
01-6160-5800	Special Department Supplies	1,175	73	6%	1,102
01-6160-5810	Abatement	8,000	-	0%	8,000
01-6160-5820	Legal Services	15,000	8,803	59%	6,197
01-6160-5850	Contract Services	500	532	106%	(32)
01-6160-5900	Uniform	600	-	0%	600
01-6160-6050	Retirement	6,060	1,521	25%	4,539
01-6160-6060	Health & Life Insurance	7,123	3,890	55%	3,233
01-6160-6070	F.I.C.A/Medicare	6,522	1,689	26%	4,833
01-6160-6080	Workers Compensation	10,228	2,478	24%	7,750
01-6160-6100	Disability Insurance	844	246	29%	598
01-6160-6300	Travel/Meeting	1,500	-	0%	1,500
01-6160-6310	Proposition 64	-	-		
Total Expenditures		101,502	41,763	41%	59,739

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

ANIMAL CONTROL		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-6170-5010	Salaries	49,052	8,520	17%	40,532
01-6170-5060	Overtime	1,000	-	0%	1,000
01-6170-5450	Vehicle Maintenance/Operations	2,000	-	0%	2,000
01-6170-5460	Facility Repair/ Maintenance	20,000	-	0%	20,000
01-6170-5500	Fuel	556	317	57%	239
01-6170-5800	Special Department Supplies	4,400	877	20%	3,523
01-6170-5850	Contract Services	18,100	7,445	41%	10,655
01-6170-5900	Uniform	-	-		-
01-6170-6050	Retirement	1,124	667	59%	457
01-6170-6060	Health & Life Insurance	2,176	-	0%	2,176
01-6170-6070	F.I.C.A/Medicare	2,182	652	30%	1,530
01-6170-6080	Workers Compensation	3,504	1,055	30%	2,449
01-6170-6100	Disability Insurance	257	94	37%	163
01-6170-6300	Travel/Meeting	-	381		(381)
01-6170-6500	Capital Outlay	-	-		-
Total Expenditures		104,351	20,008	19%	84,343

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

BUILDING DEPARTMENT		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-7180-5010	Salaries	54,449	27,478	50%	26,971
01-7180-5050	Bilingual Pay	1,770	2,579	146%	(809)
01-7180-5060	Overtime	100	14	14%	86
01-7180-5300	Advertising & Publishing	500	-	0%	500
01-7180-5500	Fuel	667	380	57%	287
01-7180-5800	Special Department Supplies	500	-	0%	500
01-7180-5850	Contract Services	-	-	0%	-
01-7180-6050	Retirement	2,474	1,314	53%	1,160
01-7180-6060	Health & Life Insurance	2,486	379	15%	2,107
01-7180-6070	F.I.C.A./Medicare	2,546	1,668	66%	878
01-7180-6080	Workers Compensation	4,053	3,580	88%	473
01-7180-6100	Disability Insurance	296	344	116%	(48)
01-7180-6200	Bond Principal	-	-		-
01-7180-6210	Bond Interest	-	-		-
Total Expenditures		69,841	37,736	54%	32,105

**Budget for Fiscal Year 2024/25
GENERAL FUND - EXPENDITURES**

BUILDINGS & GROUNDS		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
01-7250-5010	Salaries	308,312	218,793	71%	89,519
01-7250-5060	Overtime	30,831	9,932	32%	20,899
01-7250-5150	Utilities	53,000	17,872	34%	35,128
01-7250-5450	Vehicle Maintenance/Operations	5,000	2,033	41%	2,967
01-7250-5460	Facility Repair/Maintenance	56,000	12,098	22%	43,902
01-7250-5500	Fuel	3,336	1,901	57%	1,435
01-7250-5800	Special Department Supplies	21,625	48,052	222%	(26,427)
01-7250-5850	Contract Services	23,333	14,436	62%	8,897
01-7250-5900	Uniform	1,500	590	39%	910
01-7250-6050	Retirement	25,499	17,006	67%	8,493
01-7250-6060	Health & Life Insurance	36,145	34,215	95%	1,930
01-7250-6070	F.I.C.A./Medicare	20,113	18,373	91%	1,740
01-7250-6080	Workers Compensation	32,301	27,551	85%	4,750
01-7250-6100	Disability Insurance	2,367	2,536	107%	(169)
01-7250-6110	Property & General Liability	6,270	-	0%	6,270
01-7250-6400	Taxes & Assessments	711	697	98%	14
01-7250-6500	Capital Outlay	4,776,780	238,611	5%	4,538,169
Total Expenditures		5,403,123	664,697	12%	4,738,426

Rojas Pierce park
Expansion, Community

Enterprise Fund Budgets

- 1) Refuse Operation Fund
- 2) Sewer Operation Fund
- 3) Water Operation Fund
- 4) Gas Tax – Street Fund
- 5) Measure “C” – Street Fund
- 6) “LTF” – Street Fund
- 7) Mendota Community Facilities District Fund (CFD)
- 8) “COPS”
- 9) Donation Fund
- 10) Landscape & Lighting Maintenance District

**Budget for Fiscal Year 2024/25
REFUSE OPERATION FUND**

REFUSE OPERATION Fund	Description	Approved Budget FY 24/25	As of Jan-25 FY 24/25	%	Remaining Budget
Revenues					
13-3400-3410	Interest Income	-			
13-3900-3903	Transfer	31,084	-	0%	31,084
13-4400	Refuse Service	1,495,866	850,585	57%	645,301
13-3592-3890	State Grant	5,000	(5,876)		10,876
13-4000-4650	Misc Income	-			
	TOTAL REVENUES	1,531,950	844,709		687,261
Expenditures					
13-7240-5010	Salaries, Regular	222,316	80,066	36%	142,250
13-7240-5050	Bilingual Pay	7,225	3,776	52%	3,449
13-7240-5060	Overtime	1,000	1,959	196%	(959)
13-7240-5374	State Grant	5,000	13,178	264%	(8,178)
13-7240-5800	Special Department Supplies	10,500	421	4%	10,079
13-7240-5840	Audit	900	82	9%	818
13-7240-5850	Contract Services	1,196,709	608,519	51%	588,190
13-7240-6050	Retirement	17,496	5,462	31%	12,034
13-7240-6060	Health & Life Insurance	23,879	10,443	44%	13,436
13-7240-6070	F.I.C.A./Medicare	17,007	6,063	36%	10,944
13-7240-6080	Workers Compensation	29,123	10,355	36%	18,768
13-7240-6100	Disability Insurance	814	962	118%	(148)
	Total Expenditures	1,531,970	741,287	48%	790,682

**Budget for Fiscal Year 2024-25
SEWER OPERATION FUND**

SEWER OPERATION FUND		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
Revenues					
10-3400-3410	Interest Income	-	-		
10-3500-3600	Grant	-	18,768		(18,768)
10-3900-3903	Transfer	745,703	745,703	100%	-
10-4000-4650	Misc Revenue	1,519,989	1,096,145	72%	423,844
10-4300-4200	Sewer Service	-	-	0%	-
10-4200-4300	Connection Fee	1,924	-	0%	1,924
TOTAL REVENUES		2,267,616	1,860,616	82%	407,000
Expenditures					
10-7210-5010	Salaries, Regular	738,449	272,642	37%	465,807
10-7210-5050	Bilingual Pay	24,000	10,012	42%	13,988
10-7210-5060	Overtime	26,000	19,297	74%	6,703
10-7210-5150	Utilities	52,000	16,671	32%	35,329
10-7210-5200	Telephone	11,000	4,227	38%	6,773
10-7210-5300	Advertising & Publication	-	-	0%	-
10-7210-5350	Office Supplies	10,333	5,971	58%	4,362
10-7210-5360	Postage	13,300	7,263	55%	6,037
10-7210-5400	Lab Analysis	7,000	10,345	148%	(3,345)
10-7210-5410	Chemicals	9,000	134	1%	8,866
10-7210-5450	Vehicle Maintenance/Operations	68,291	123,534	181%	(55,243)
10-7210-5460	Facility Repair / Maint.	-	-	0%	-
10-7210-5500	Fuel	75,000	36,646	49%	38,354
10-7210-5600	Office Equipment Maintenance	850	524	62%	326
10-7210-5800	Special Department Supplies	22,600	13,872	61%	8,728
10-7210-5820	Legal Services	28,000	16,366	58%	11,634
10-7210-5821	Engineering Services	19,000	10,498	55%	8,502
10-7210-5840	Audit	30,000	2,724	9%	27,276
10-7210-5850	Contract Services	118,333	53,419	45%	64,914
10-7210-5900	Uniform	7,230	5,010	69%	2,220
10-7210-5950	Lease Payment	120,000	71,758	60%	48,242
10-7210-6050	Retirement	42,325	19,762	47%	22,563
10-7210-6060	Health & Life Insurance	129,292	45,725	35%	83,567
10-7210-6070	F.I.C.A / Medicare	47,684	21,646	45%	26,038
10-7210-6080	Workers Compensation	76,695	35,243	46%	41,452
10-7210-6090	Unemployment Insurance	3,420	-	0%	3,420
10-7210-6100	Disability Insurance	5,610	3,248	58%	2,362
10-7210-6110	P & GL Insurance	7,182	-	0%	7,182
10-7210-6200	Bond / Principle	85,000	-	0%	85,000
10-7210-6210	Bond / Interest	111,409	55,094	49%	56,315
10-7210-6250	Memberships & Dues	18,000	19,332	107%	(1,332)
10-7210-6300	Meetings/Travel/Training	7,500	1,486	20%	6,014
10-7210-6400	Taxes & Assessment	969	1,192	123%	(223)
10-7210-6500	Capital Outlay	351,545	33,525	10%	318,020
10-7210-7505	Prop 68 UFPGP	-	186,878		(186,878)
TOTAL EXPENDITURES		2,267,017.00	1,104,044	49%	1,162,973

**Budget for Fiscal Year 2024/25
WATER OPERATION FUND**

WATER OPERATION FUND		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
02-3400-3410	Interest Income	50	-	0%	50.00
02-3500-3600	Grant	3,600,000	16,208.00	0%	3,583,792.00
02-3900-3903	Transfer	739,985	739,985.00	100%	-
02-4000-4650	Misc Income	1,500	-	0%	1,500.00
02-4200-4201	Water Service	2,396,795	1,788,312.00	75%	608,483.00
02-4200-4213	Repair Charge	3,000	3,105.00	104%	(105.00)
02-4200-4300	Connection Fee	12,000	13,501.00	113%	(1,501.00)
02-4200-4330	Penalty/Shut-Off	37,317	31,785.00	85%	5,532.00
TOTAL REVENUES		6,790,647	2,592,896.00	38%	4,197,751.00
02-7220-5010	Salaries, Regular	758,833	330,723.00	44%	428,110.00
02-7220-5050	Bilingual Pay	24,662	10,154.00	41%	14,508.00
02-7220-5060	Overtime	30,000	27,258.02	91%	2,741.98
02-7220-5150	Utilities	380,000	360,266.00	95%	19,734.00
02-7220-5200	Telephone	21,000	22,211.00	106%	(1,211.00)
02-7220-5300	Advertising & Publication	1,200	863.00	72%	337.00
02-7220-5350	Office Supplies	9,834	6,037.96	61%	3,796.04
02-7220-5360	Postage	10,640	5,810.00	55%	4,830.00
02-7220-5400	Lab Analysis	25,000	18,679.00	75%	6,321.00
02-7220-5410	Chemicals	52,000	32,316.00	62%	19,684.00
02-7220-5450	Vehicle Maintenance/Operations	13,000	2,415.00	19%	10,585.00
02-7220-5460	Facility Repair / Maint.	240,000	107,579.00	45%	132,421.00
02-7220-5500	Fuel	60,000	29,770.00	50%	30,230.00
02-7220-5600	Office Equipment Maintenance	850	525.00	62%	325.00
02-7220-5800	Special Department Supplies	46,700	32,565.00	70%	14,135.00
02-7220-5820	Legal Services	32,000	17,231.00	54%	14,769.00
02-7220-5821	Engineering Services	18,000	10,498.00	58%	7,502.00
02-7220-5840	Audit	30,000	2,724.00	9%	27,276.00
02-7220-5850	Contract Services	93,333	70,259.00	75%	23,074.00
02-7220-5900	Uniform	7,830	5,753.00	73%	2,077.00
02-7220-5950	Lease Payment	309,000	166,889.00	54%	142,111.00
02-7220-6050	Retirement	32,888	24,289.00	74%	8,599.00
02-7220-6060	Health & Life Insurance	146,425	56,949.00	39%	89,476.00
02-7220-6070	F.I.C.A / Medicare	55,232	26,888.00	49%	28,344.00
02-7220-6080	Workers Compensation	88,780	42,904.00	48%	45,876.00
02-7220-6090	Unemployment Insurance	3,420	-	0%	3,420.00
02-7220-6100	Disability Insurance	6,498	3,960.00	61%	2,538.00
02-7220-6110	P & GL Insurance	9,120	-	0%	9,120.00
02-7220-6200	Bond / Principle	60,000	-	0%	60,000.00
02-7220-6210	Bond / Interest	10,000	-	0%	10,000.00
02-7220-6250	Memberships & Dues	8,000	3,359.00	42%	4,641.00
02-7220-6300	Meetings/Travel/Training	8,500	1,487.00	17%	7,013.00
02-7220-6400	Taxes & Assessment	357	310.00	87%	47.00
02-7220-6500	Capital Outlay	4,161,545	219,201.00	5%	3,942,344.00
02-7220-8004	Mowry Bridge - Pass-thru	-	4,803.00		(4,803.00)
02-7220-4660	Meter Project	-	11,068.00		(11,068.00)
02-7220-5854	Online Fees	36,000	36,760.00	102%	(760.00)
Total Expenditures		6,790,647	1,692,504	25%	5,098,143

**Budget for Fiscal Year 2024/25
GAS TAX STREET FUND**

GAS TAX- STREET FUND		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
Revenues					
07-3500-3527	State Allocation	-	-		-
07-3500-3528	State Allocation - 2032	185,296	201,099	109%	(15,803)
07-3500-3529	State Allocation - 2103	94,474	79,448	84%	15,026
07-3500-3530	State Allocation - 2105	62,788	47,985	76%	14,803
07-3500-3531	State Allocation - 2106	36,832	28,039	76%	8,793
07-3500-3532	State Allocation - 2107	84,466	64,665	77%	19,801
07-3500-3533	State Allocation - 2107.5	3,000	3,000	100%	-
07-3400-3410	Interest Income	-	-	0%	-
07-3900-3903	Interfund Transfer	-	-	0%	-
07-3500-3600	Grants	6,339,717	4,775	0%	6,334,943
07-4000-4650	Misc Revenue				
Total Revenues		6,806,573	429,011	6%	6,377,563
Expenditures					
07-7190-5010	Salaries, Regular	74,711	18,694.00	25%	56,017.00
07-7190-5050	Bilingual Pay	2,428	645.00	27%	1,783.00
07-7190-5060	Overtime	500	228.00	46%	272.00
07-7190-5150	Utilities- Street Lights	115,525	65,658.00	57%	49,867.00
07-7190-5450	Vehicle Maintenance / Operations	1,200	1,060.00	88%	140.00
07-7190-5470	Street Repair / Maintenance	25,000	30,207.00	121%	(5,207.00)
07-7190-5800	Special Department Supplies	-	654.00		(654.00)
07-7190-5821	Engineering Services	11,000	-	0%	11,000.00
07-7190-5840	Audit Fees	2,100	191.00	9%	1,909.00
07-7190-6050	Retirement	3,406	1,079.00	32%	2,327.00
07-7190-6060	Health & Life Insurance	9,686	2,977.00	31%	6,709.00
07-7190-6070	F.I.C.A / Medicare	11,412	3,416.00	30%	7,996.00
07-7190-6080	Workers Compensation	-	-		-
07-7190-6100	Disability Insurance	505	208.00	41%	297.00
07-7190-6500	Capital Outlay	6,357,050	344,294.00	5%	6,012,756.00
Total Expenditures		6,614,523	469,311	7%	6,145,212

**Budget for Fiscal Year 2024/25
MEASURE "C" STREET FUND**

MEASURE "C" STREET FUND		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
Revenues					
14-3100-3175	County Allocation	196,785	125,556	64%	71,229
14-3100-3180	County Allocation (ADA)	6,633	4,264	64%	2,369
14-3100-3190	County Allocation (Flexible)	236,781	147,271	62%	89,510
14-3400-3410	Interest Income	0	0		0
14-3500-3600	Grant	2,245,316	0		2,245,316
14-3900-3903	Interfund Transfer	2,200	2,200	100%	2,200
	Total Revenues	2,687,715	279,291	10%	2,410,624
Expenditures					
14-7190-5010	Salaries, Regular	233,718	70,239	30%	163,479
14-7190-5050	Bilingual Pay	7,596	1,013	13%	6,583
14-7190-5060	Overtime	-	533		(533)
14-7190-5420	Street ADA Projects	-	-		-
14-7190-5450	Vehicle Maintenance/Operations	19,693	16,663	85%	3,030
14-7190-5470	Street Repair / Maint.	21,668	6,505	30%	15,163
14-7190-5480	Sidewalk / Curb / Gutter-Maint.	901	-	0%	901
14-7190-5800	Special Department Supplies	15,525	14,687	95%	838
14-7190-5840	Audit	2,862	260	9%	2,602
14-7190-5850	Contract Services	26,000	17,321	67%	8,679
14-7190-6050	Retirement	12,590	5,077	40%	7,513
14-7190-6060	Health & Life Insurance	44,675	12,012	27%	32,663
14-7190-6070	F.I.C.A / Medicare	14,566	5,348	37%	9,218
14-7190-6080	Workers Compensation	23,505	7,367	31%	16,138
14-7190-6100	Disability Insurance	1,703	808	47%	895
14-7190-6500	Capital Outlay	2,262,649	66,299	3%	2,196,350
	Total Expenditures	2,687,651	224,132	8%	2,463,519

Requested Budget for Fiscal Year 2024/25
"LTF" STREET FUND

"LTF " STREET FUND		Approved Budget FY 24/25	As of Jan-25 FY 24/25		%	Remaining Budget
Fund	Description					
Revenues						
12-3100-3160	Article III	14,014	14,485	103%		(471)
12-3100-3170	Article VIII	502,864	424,252	84%		78,612
12-3100-3410	Interest Income	100	-	0%		100
12-3500-3600	Grant	4,622,710	-	0%		4,622,710
12-3900-3903	Interfund Transfer	-	-			-
12-4000-4650	Other Revenue	-	-			-
Total Revenues		5,139,688	438,737	9%		4,700,951
Expenditures						
12-7190-5010	Salaries, Regular	145,585	142,930	98%		2,655
12-7190-5050	Bilingual Pay	4,732	1,013	21%		3,719
12-7190-5060	Overtime	1,000	1,572	157%		(572)
12-7190-5440	Street Painting	-	-			-
12-7190-5450	Veh. Maint/Operations	16,000	5,037	31%		10,963
12-7190-5470	Street Repair	35,000	9,476	27%		25,524
12-7190-5480	Sidewalk / Curb	1,000	-	0%		1,000
12-7190-5500	Fuel	34,000	13,752	40%		20,248
12-7190-5800	Special Department Supplies	24,000	19,786	82%		4,214
12-7190-5821	Engineering Services	5,000	-	0%		5,000
12-7190-5840	Audit Fees	3,000	272	9%		2,728
12-7190-5850	Contract Services	3,000	2,047	68%		953
12-7190-6050	Retirement	11,267	10,822	96%		445
12-7190-6060	Health & life Insurance	26,088	24,962	96%		1,126
12-7190-6070	F.I.C.A / Medicare	10,269	11,421	111%		(1,152)
12-7190-6080	Workers Compensation	16,606	17,743	107%		1,137
12-7190-6100	Disability Insurance	1,198	1,610	134%		(412)
12-7190-6500	Capital Outlay	4,640,043	129,913	3%		4,510,130
Total Expenditures		4,977,788	392,356	8%		4,587,706

**Budget for Fiscal Year 2024/25
MENDOTA CFD FUND**

MENDOTA CFD FUND		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
Revenues					
61-3000-3015	Mendota CFD / 2006 - 01	486,847	3,303	1%	483,544
61-3400-3410	Interest Income	-	-		-
Total Revenues		486,847	3,303.00	1%	483,544.00
Expenditures					
61-6150-5010	Salaries, Regular	272,844	218,747	80%	54,097
61-6150-5050	Bilingual Pay	8,867	4,317	49%	4,550
61-6150-5060	Overtime	-	24,281		(24,281)
61-6150-5510	Fuel Stipend	-	7,828		(7,828)
61-6150-5850	Contract Services	-	11,147		(11,147)
61-6150-6050	Retirement	54,286	29,205	54%	25,081
61-6150-6060	Health & life Insurance	47,400	22,506	47%	24,894
61-6150-6070	F.I.C.A / Medicare	24,871	19,949	80%	4,922
61-6150-6080	Workers Compensation	40,057	20,783	52%	19,275
61-6150-6100	Disability Insurance	-	2,915		(2,915)
Total Expenditures		448,325	361,677	81%	86,648

**Budget for Fiscal Year 2024-25
"COPS" FUND**

"COPS" Fund	Description	Approved Budget FY 24/25	As of Jan-25 FY 24/25	%	Remaining Budget
Revenues					
23-3500-3560	COPS	250,000	149,663	60%	100,337
23-3400-3410	Interest Income				
	Total Revenues	250,000	149,663	60%	100,337
Expenditures					
23-6150-5010	Salaries, Regular	155,269	87,063	56%	68,206
23-6150-5050	Bilingual Pay	5,046	1,255	25%	3,791
23-6150-5060	Overtime	-	10,861		(10,861)
23-6150-5510	Fuel Stipend	-	3,219		(3,219)
23-6150-6050	Retirement	22,323	11,492	51%	10,831
23-6150-6060	Health & life Insurance	25,289	9,254	37%	16,035
23-6150-6070	F.I.C.A / Medicare	13,970	7,981	57%	5,989
23-6150-6080	Workers Compensation	22,549	11,768	52%	10,781
23-6150-6100	Disability Insurance	1,490	1,170.00	79%	320.00
	Total Expenditures	245,936	144,063	59%	101,873

Budget for Fiscal Year 2024/25
DONATION FUND

DONATION FUND Fund	Description	Approved Budget FY 24/25	As of Jan-25 FY 24/25	Remaining Budget
Donation Fund				
24-40000-4650	Donation	6,320	2161	4159
	Total Revenues	6,320	2,161	4,159
Expenditures				
24-5090-5800	Special Department Supplies	6,320	1,544	4,776
	Total Expenditures	6,320	1,544	4,776
National Night Out				

Budget for Fiscal Year 2024/25
LANDSCAPE LIGHTING MAINTENANCE DISTRICT FUND

LANDSCAPE LIGHTING MAINTENANCE DISTRICT FUND		Approved	As of		Remaining
Fund	Description	Budget	Jan-25	%	Budget
		FY 24/25	FY 24/25		
Revenues					
78-3000-3015	L&LMD	22,071	0	0%	0
78-3900-3903	Transfer	15,000	15,000	100%	0
Total Revenues		37,071	15,000.00	40%	-
Expenditures					
78-7250-5010	Salaries, Regular	22,592	-		22,592
78-7250-5060	Overtime	200	-		200
78-7250-5150	Utilities	500	48	10%	452
78-7250-5460	Facility Repair/ Maintenance	2,500	-		2,500
78-7250-5800	Special Department Supplies	500	527	105%	(27)
78-7250-5850	Contract Services	1,200	1,730	144%	(530)
78-7250-6050	Retirement	1,717	-		1,717
78-7250-6060	Health & Life Insurance	3,601	-		3,601
78-7250-6070	F.I.C.A / Medicare	1,760	-		1,760
78-7250-6080	Workers Compensation	629	-		629
78-7250-6100	Disability Insurance	207	-		207
78-7250-6110	Property & General Liability	456	-		456
78-7250-6400	Taxes & Assessments	41	-		41
Total Expenditures		35,903	2,305	6%	33,598

AGENDA ITEM – STAFF REPORT

TO: HONORABLE MAYOR AND COUNCILMEMBERS
FROM: JENNIFER LEKUMBERRY, DIRECTOR OF ADMINISTRATIVE SERVICES/ACM
VIA: CRISTIAN GONZALEZ, CITY MANAGER
SUBJECT: APPROVAL OF THE FACILITIES CUSTODIAN POSITION JOB DESCRIPTION AND SALARY AND AUTHORIZATION TO FILL THE POSITION
DATE: MARCH 4, 2025

ISSUE

Shall the City Council adopt Resolution No. 25-14, authorizing the creation of the position of Facilities Custodian and approving its respective job description and salary schedule?

BACKGROUND

During labor negotiations, the City of Mendota (“City”) agreed to explore outsourcing janitorial services. However, after thorough research and agreement from AFSCME, it was decided to proceed with creating a new position dedicated to facility maintenance. This position will focus on comprehensive tasks such as cleaning, maintenance, and minor repairs. The City of Mendota currently manages multiple municipal buildings and outdoor spaces, including office buildings, parking lots, and recreational facilities, all of which require consistent and thorough custodial services to maintain cleanliness and functionality. Currently, custodial tasks are handled by the City’s Maintenance Workers. Creating a dedicated Facilities Custodian position will streamline operations, improve service quality, and ensure better upkeep of City facilities.

ANALYSIS

The creation of the Facilities Custodian position will streamline custodial duties across all City-owned facilities, reducing the reliance on maintenance workers who are tasked with a wide range of other public works projects. This dedicated position will focus on detailed cleaning, waste management, minor repairs, and event support, allowing maintenance workers to prioritize more technical and specialized tasks. By centralizing custodial work, the position will enhance operational efficiency and ensure consistent upkeep of City facilities. The salary schedule for the position is recommended as follows:

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Facilities Custodian	\$19.8710	\$20.8645	\$21.9077	\$23.0031	\$24.1533	\$25.3610

FISCAL IMPACT

Based on step 1 of the proposed salary schedule the approximate fiscal impact for the first year is \$47,668 which will be paid from the General, Water, and Sewer Funds. This amount does not include the costs for health insurance, which may vary due to several factors. Additionally, merit increases will be applied each year, which may result in an increase in the overall cost.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 25-14, authorizing the creation of the position of Facilities Custodian and approving its respective job description and salary schedule.

Attachments:

1. Resolution No. 25-14
2. Exhibit "A" - Job Description for Facilities Custodian

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

RESOLUTION NO. 25-14

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENDOTA
AUTHORIZING THE CREATION OF A FACILITIES CUSTODIAN POSITION AND
APPROVING ITS RESPECTIVE JOB DESCRIPTION AND SALARY SCHEDULE**

WHEREAS, the City of Mendota (“City”) has identified the need to enhance the Public Works Department by creating a position dedicated to the upkeep and maintenance of all City facilities; and

WHEREAS, the City Council recognizes the importance of maintaining clean, safe, and functional City facilities for the benefit of all City employees, residents, and visitors; and

WHEREAS, the City Council has determined that creating a dedicated position for facility maintenance rather than outsourcing the service to an external provider; and

WHEREAS, the City Council determines that the adoption of this Resolution is in the best interest of the City’s public’s health, safety and, general welfare; and

WHEREAS, the City has established the salary schedule below for the Facilities Custodian as well as the job description attached as Exhibit “A”.

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Facilities Custodian	\$19.8710	\$20.8645	\$21.9077	\$23.0031	\$24.1533	\$25.3610

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mendota hereby creates a dedicated Facilities Custodian position, approves the job description and salary schedule for the newly created Facilities Custodian position, and directs City staff to proceed with filling the position.

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 regular meeting of said Council, held at the Mendota City Council Chambers located at 725 Riofrio Street, Mendota, California 93640, on the 4th day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Celeste Cabrera-Garcia, City Clerk

EXHIBIT A

CITY OF MENDOTA FACILITIES CUSTODIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under the direction of the Public Works Superintendent, this position is responsible for the maintenance and cleaning of all the municipal facilities operated by the City of Mendota. These sites include City parks, facilities, and general government facilities; includes light maintenance work, cleaning and ordering necessary supplies; and to perform related work as required. Assists other employees when needed.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Public Works Superintendent or a Public Works Maintenance Lead Worker. Incumbents of this class do not routinely exercise supervision, however may supervise the participants of work placement/ work experience programs.

ESSENTIAL FUNCTIONS:

The Facilities Custodian is responsible for performing custodial duties across all City-owned buildings, including cleaning, sanitizing, and maintaining interior and exterior areas. This includes inspecting buildings and grounds for maintenance needs, reporting issues, and performing minor repairs as required.

Key duties include cleaning and sanitizing restrooms, replenishing supplies, sweeping, mopping, vacuuming, stripping, waxing, and polishing floors, and dusting furniture, fixtures, and equipment. The Custodian will also clean windows, mirrors, walls, doors, and other surfaces to maintain cleanliness. Waste management, including emptying and sanitizing waste receptacles and disposing of waste and recyclables, is an essential responsibility. The Custodian will move and arrange furniture, set up spaces for meetings and events, replace water bottles, change light bulbs, and clean light fixtures, blinds, and shades as needed.

The role also involves maintaining the exterior of the building, such as sweeping walkways and ensuring the cleanliness of building perimeters. The Custodian will set up and operate PA systems for events, and secure facilities by setting alarms and locking doors at the end of each shift.

Additionally, the Facilities Custodian will manage custodial supplies, ordering and maintaining inventory, organizing, and rotating stock, and keeping accurate records. The Custodian is also responsible for distributing supplies to staff and ensuring restrooms are stocked with necessary products.

Finally, the Custodian will assist with City events, providing logistical support such as delivering supplies, arranging spaces, decorating, and setting up for meetings and events.

WORKING CONDITIONS:

The Facilities Custodian will work in both indoor and outdoor environments across various City-owned buildings and grounds, including office buildings, community centers, parks, and recreational facilities. Outdoor tasks may involve maintaining walkways, parking lots, and exterior building areas.

The role requires frequent physical activity, including lifting, carrying, bending, reaching, walking, and standing for extended periods. Custodians may need to lift heavy objects, such as cleaning equipment, furniture, or trash bags, and perform tasks at heights (e.g., using ladders to clean light fixtures or windows).

Custodians may be exposed to cleaning chemicals, sharp objects, and other workplace hazards. Personal protective equipment (PPE), such as gloves, goggles, masks, and safety shoes, must be worn when handling cleaning agents or performing physically demanding tasks. Outdoor work may expose custodians to varying weather conditions, including extreme heat, cold, or rain.

Flexible hours are required, including early mornings, evenings, weekends, and occasional night shifts, depending on the City's needs. Custodians may also need to work during special events, holidays, or emergency situations.

The position requires the use of various cleaning tools and equipment, such as vacuums, mops, brooms, floor buffers, and pressure washers, as well as minor repair tools for routine maintenance. Custodians must handle and maintain tools safely and report any malfunctions.

A professional, customer-service-oriented demeanor is essential, particularly when interacting with building occupants, staff, or the public in community or recreational facilities. The role involves repetitive tasks requiring attention to detail and consistent quality, and may be physically demanding, requiring stamina throughout the shift. Duties may be adjusted based on seasonal needs.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience, which has provided the knowledge, skills and abilities necessary for a Facilities Custodian. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience of custodial and maintenance experience and a high school diploma or equivalent.

License/Certificate

Possession and maintenance of a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position)

Knowledge of:

The Facilities Custodian must be knowledgeable in custodial maintenance practices, tools, and cleaning supplies, ensuring efficient and effective use. The role requires awareness of occupational hazards and safety practices to maintain a safe work environment. Additionally, the Custodian should be familiar with safe driving practices, especially when transporting supplies or traveling between City facilities.

Ability to:

The Facilities Custodian is responsible for cleaning and maintaining assigned areas and equipment. The position requires the ability to understand and follow both oral and written instructions, and to work independently with minimal supervision. Strong communication skills are essential, as the Facilities Custodian must be able to clearly and concisely communicate both orally and in writing. The role also

requires the ability to establish and maintain positive and effective working relationships with coworkers, supervisors, and others encountered in the course of work.

Skill to:

The Facilities Custodian must have a strong attention to detail to ensure that all areas are thoroughly cleaned and maintained to the highest standards of cleanliness and safety. The role requires the ability to operate a variety of custodial maintenance equipment, such as vacuums, floor buffers, and pressure washers, in a safe and effective manner. Time management skills are essential, with the ability to prioritize tasks, manage time effectively, and complete assignments independently with minimal supervision. Strong verbal and written communication skills are required, as the Facilities Custodian must be able to follow instructions clearly and interact professionally with coworkers, supervisors, and the public.

The position also requires problem-solving skills to identify maintenance issues or areas requiring attention and take appropriate action. Physical stamina is necessary, as the job involves performing physically demanding tasks such as lifting, bending, and standing for extended periods. The Facilities Custodian must have the ability to safely operate a motor vehicle to travel between City facilities or transport supplies as needed. Finally, the ability to work collaboratively in a team environment while maintaining positive and respectful relationships with others is essential.

Memorandum

To: City Council via Cristian Gonzalez, City Manager

From: Michael Osborn, City Engineer
Jeff O'Neal, City Planner

Subject: City Engineer's Report to City Council

Date: February 26, 2025

Engineering Projects:

Streets

- Citywide RRXG Improvements:
 - Coordinating crossing improvements with Railroad, Caltrans & CPUC
 - Construction anticipated in Winter 2025
- Derrick & Oller Roundabout
 - Construction contract award on agenda tonight
 - Construction anticipated to start in April 2025 through September 2025
- 5th & Quince Street Reconstruction:
 - Design in progress
 - Construction planned for Fall 2025
- Amador & Smoot Extension:
 - Design in progress
 - \$874,000 in STBG & CMAQ TPP funds; Construction planned for Fall 2025
 - Coordinating with WWD for easement/right-of-way/land
- 2025 Local Street Reconstruction:
 - Design in progress
 - Construction funded with CPF Congressional Appropriations planned for Summer/Fall 2025
- Divisadero Street Reconstruction:
 - \$985,157 in STBG funding programmed for construction in FFY 25/26
 - Design in progress
 - Construction planned for Spring 2026

Parks

- Rojas Pierce Park:
 - CDBG funded Phase 3: Restroom & Concession Building is being changed to addition of new soccer field and restoration of turf on existing field
 - Working with WWD & staff for acquisition of land to Amador

Water

- Well 10 and Water Main Relocation
 - Construction documents are completed and potential to bid and construct this fall; Coordination with USBR, BB Limited & PG&E

2. Backwash Reclaim Project
 - Design in progress; looking for funding opportunities for construction
3. Westside Water Tank & Booster Pump
 - ARPA funded design in progress
 - Coordinating with Amador & Smoot Extension design
 - Construction anticipated in Spring 2025, pending land transfer

Planning/Development Projects

1. Housing Element adopted by City and certified by HCD
 - Will continue with minor zoning updates to implement changing housing laws
2. Rojas Pierce Park Annexation
 - Pending acquisition of land from WWD
3. Airport Land Use Plan
 - Coordinating with City staff and Airport Subcommittee

Grant Applications:

1. Triangle Park & Pool Park:
 - Triangle Park is included in 2nd Street Stormwater Project application
2. Marie Street Reconstruction:
 - Application for \$2.25 million in CMAQ funding to be submitted to FCOG for competitive call for projects in March
3. 2026 Alley Paving Project:
 - Application for CMAQ funding to be submitted to FCOG for competitive call for projects in March
4. 7th Street Pavement Rehabilitation (Naples to Unida):
 - Application for STBG funding to be submitted to FCOG for competitive call for projects in March
5. Smoot Avenue Reconstruction (west of Sorensen):
 - Application for STBG funding to be submitted to FCOG for competitive call for projects in March
6. Naples Street Reconstruction (5th to 8th):
 - Application for STBG funding to be submitted to FCOG for competitive call for projects in March
7. 2nd Street Stormwater Project:
 - Prop 1 TA funded preliminary engineering completed
 - Application submitted for \$7.5 million in OSG funding and is being reviewed by Waterboard

On-going (this month):

1. Representation of the City at FCOG TTC
2. Coordination of road projects with Caltrans
3. Assistance to staff for grant obligations & opportunities
4. Coordination with USACOE and NEPA for Panoche Creek flood study
5. Following up with FAA for airport closure
6. Assistance with Community Center project

Overall P&P Staff engaged (month of January):

- Engineers: 11
- Planners: 3
- Surveyors: 0
- Environmental Specialist: 0
- GIS/CAD Specialists: 2
- Construction Manager: 0
- Project Administrator: 2
- Public Relations: 1

Abbreviations:

EOPCC – Engineer's Opinion of Probable Construction Cost
NTP – Notice to Proceed
CUCCAC – California Uniform Construction Cost Accounting Commission
STBG – Surface Transportation Block Grant
CMAQ – Congestion Mitigation and Air Quality (grant)
ATP – Active Transportation Plan (grant)
RFP – Request for Proposal

RFA- Request for Authorization (for grant funding)
FCOG – Fresno Council of Governments
ADA – Americans with Disabilities Act
DBE – Disadvantaged Business Enterprise
TTC – Technical Transportation Committee (through FCOG)
RTP/SCS – Regional Transportation Plan, Sustainable Communities Strategies
OSG – Sewer Overflow and Stormwater Reuse Grant