



CITY of CLOVIS

AGENDA • CITY COUNCIL MEETING

Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559) 324-2060
www.cityofclovis.com

November 1, 2021

6:00 PM

Council Chamber

In compliance with the Americans with Disabilities Act, if you need special assistance to access the City Council Chamber to participate at this meeting, please contact the City Clerk or General Services Director at (559) 324-2060 (TTY – 711). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the Council Chamber.

The Clovis City Council meetings are open to the public at the physical address listed above. There are numerous ways to participate in the City Council meetings: you are able to attend in person; you may submit written comments as described below; you may participate by calling in by phone (see “Verbal Comments” below); and you may view the meeting which is webcast and accessed at www.cityofclovis.com/agendas.

Written Comments

- Members of the public are encouraged to submit written comments at: www.cityofclovis.com/agendas at least two (2) hours before the meeting (4:00 p.m.). You will be prompted to provide:

- Council Meeting Date
- Item Number
- Name
- Email
- Comment



- Please submit a separate form for each item you are commenting on.
- A copy of your written comment will be provided to the City Council noting the item number. If you wish to make a verbal comment, please see instructions below.
- Please be aware that any written comments received that do not specify a particular agenda item will be marked for the general public comment portion of the agenda.
- If a written comment is received after 4:00 p.m. on the day of the meeting, efforts will be made to provide the comment to the City Council during the meeting. However, staff cannot guarantee that written comments received after 4:00 p.m. will be provided to City Council during the meeting. All written comments received prior to the end of the meeting will be made part of the record of proceedings.

Verbal Comments

- If you wish to speak to the Council on an item by telephone, you should contact the City Clerk at (559) 324-2060 no later than 4:00 p.m. the day of the meeting.
- You will be asked to provide your name, phone number, and your email. You will be emailed instructions to log into Webex to participate in the meeting. Staff recommends participants log into the Webex at 5:30 p.m. the day of the meeting to perform an audio check.
- All callers will be placed on mute, and at the appropriate time for your comment your microphone will be unmuted.
- In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic.

Webex Participation

- Reasonable efforts will be made to allow written and verbal comment from a participant communicating with the host of the virtual meeting. To do so, a participant will need to chat with the host and request to make a written or verbal comment. The host will make reasonable efforts to make written and verbal comments available to the City Council. Due to the new untested format of these meetings, the City cannot guarantee that these written and verbal comments initiated via chat will occur. Participants desiring to make a verbal comment via chat will need to ensure that they accessed the meeting with audio transmission capabilities.

CALL TO ORDER

FLAG SALUTE - Councilmember Bessinger

ROLL CALL

PUBLIC COMMENTS - This is an opportunity for the members of the public to address the City Council on any matter within the City Council's jurisdiction that is not listed on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic. Anyone wishing to be placed on the Agenda for a specific topic should contact the City Manager's office and submit correspondence at least 10 days before the desired date of appearance.

ORDINANCES AND RESOLUTIONS - With respect to the approval of resolutions and ordinances, the reading of the title shall be deemed a motion to waive a reading of the complete resolution or ordinance and unless there is a request by a Councilmember that the resolution or ordinance be read in full, further reading of the resolution or ordinance shall be deemed waived by unanimous consent of the Council.

CONSENT CALENDAR - Items considered routine in nature are to be placed upon the Consent Calendar. They will all be considered and voted upon in one vote as one item unless a Councilmember requests individual consideration. A Councilmember's vote in favor of the Consent Calendar is considered and recorded as a separate affirmative vote in favor of each action listed. Motions in favor of adoption of the Consent Calendar are deemed to include a motion to waive the reading of any ordinance or resolution on the Consent Calendar. For adoption of

ordinances, only those that have received a unanimous vote upon introduction are considered Consent items.

- [1.](#) Administration - Approval - Minutes from the October 11, 2021 Council Meeting.
- [2.](#) Administration - Adopt - Ord. 21-06, OA2021-003, A request to amend the Clovis Development Code, Title 9 to the Clovis Municipal Code, Relating to Housing Development Project Standards and Procedures, Density Bonus Provisions, Accessory Dwelling Units, and Review Procedures. City of Clovis, applicant. (Vote: 5-0)
- [3.](#) Administration - Adopt - Ord. 21-07, R2021-007, a request to rezone 3.48 acres from the R-1 (Single-Family Residential) Zone District to the R-1-MD (Single-Family Residential Medium Density) Zone District. (Vote: 5-0)
- [4.](#) General Services - Approval – Res. 21-____, Amending the Position Allocation Plan by Adding One (1) Engineering Technician within the Planning and Development Services Department.
- [5.](#) Police - Approval - Res. 21-____, Authorize the Clovis Police Department’s renewal in the State of California Department of General Services Surplus Property Program.
- [6.](#) Police - Approval - Res. 21-____, Amending the Police Department’s Budget for FY 2021-2022 to reflect the Department of Alcoholic Beverage Control 2021-2022 Grant Assistance Program Grant award in the amount of \$44,750.00
- [7.](#) Police - Approval - Res. 21____, Amending the Police Department Budget for FY 2021-2022 to reflect the award from the Office of Traffic Safety Selective Enforcement Traffic Program Grant in the amount of \$73,000.
- [8.](#) Public Utilities – Approval – Contract Changes Orders 1, 2, and 3 for CIP 21-09, Surface Water Treatment Plant 2.5 Million Gallon Water Storage Reservoir Coating Project; and Approval – Authorize the City Manager to Execute the Contract Change Orders on behalf of the City.

ADMINISTRATIVE ITEMS - Administrative Items are matters on the regular City Council Agenda other than Public Hearings.

- [9.](#) Consider items associated with property located north of Shepherd Avenue generally between Sunnyside Avenues and North Carson Avenue (Big Dry Creek Dam).
 - a. Consider Approval – Res. 21-____, A request by Wilson Premier Homes to modify the boundary of a proposed amendment to the City of Clovis Sphere of Influence (SOI) reducing acreage from ±1,050 acres to ±155 acres and to allow for the preparation and submittal of an application to the Fresno County Local Agency Formation Commission (LAFCo).
 - b. Consider Approval – Res. 21-____, A request authorizing the City Manager to execute an amendment to a previously executed consultant agreement between the City of Clovis and De Novo Planning Group (De Novo) for the preparation of an Environmental Impact Report and related services.

Staff: Ricky Caperton, Deputy City Planner
Recommendation: Approve

- [10.](#) Consider Approval – Final Acceptance for CIP 20-11 Clovis Avenue Street Rehabilitation.

Staff: Mike Harrison, City Engineer
Recommendation: Approve

COUNCIL ITEMS

- [11.](#) Consider Approval – City Manager Employment Agreement with John Holt, and Appointment of John Holt as City Manager effective January 1, 2022.

Staff: Shonna Halterman, General Services Director
Recommendation: Approve

CITY MANAGER COMMENTS

12. COVID-19 Update.

COUNCIL COMMENTS

ADJOURNMENT

MEETINGS AND KEY ISSUES

Regular City Council Meetings are held at 6:00 P.M. in the Council Chamber. The following are future meeting dates:

Nov. 8, 2021 (Mon.)
Nov. 15, 2021 (Mon.)
Dec. 6, 2021 (Mon.)
Dec. 13, 2021 (Mon.)
Dec. 20, 2021 (Mon.)

**CLOVIS UNIFIED SCHOOL DISTRICT GOVERNING BOARD/
CLOVIS CITY COUNCIL JOINT MEETING**

October 11, 2021

6:00 P.M.

Council Chamber

1. 6:04 CALL TO ORDER – Mayor Flores
2. 6:04 FLAG SALUTE – Board President Dr. Fogg
3. 6:05 ROLL CALL

Clovis City Council – All Councilmembers present with exception of Councilmember Ashbeck.

CUSD Governing Board – All Board Members present with the exception of Board Member Susan Hatmaker.

4. 6:05 INTRODUCTIONS – Staff and elected officials of both agencies introduced themselves.
5. 6:07 PUBLIC COMMENTS

Josh Fulfer, resident, commented on various things regarding the management and handling of COVID mandates and other related issues.

Blanca, resident, commented on the requirement for students to wear masks while attending school and complained about the unfairness the CUSD school board is imposing this restriction on the students.

Resident, commended the CUSD school board on the actions taken to protect the students in regards to COVID issues.

Clovis Unified Governing Board – 6:16

6. 6:17 Terry Bradley Educational Center – Michael Johnston, Associate Superintendent of Administrative Services, presented development plans of the new Terry Bradley Education Center.
7. 6:40 Developer Fees for Accessory Dwelling Units – Denver Stairs, Assistant Superintendent of Facility Services, provided update.
8. 6:42 Cottage Homes – Denver Stairs, Assistant Superintendent of Facility Services, provided update.
9. 6:43 Senate Bill 9 Housing development: approvals – Denver Stairs, Assistant Superintendent of Facility Services, presented questions for the City Council and staff to provide update. Staff provided brief overview of SB 9.

- 10. 6:55 Dress Code Review – Eimear O’Brien, Ed.D., Superintendent, provided update on dress code issues and actions taken to review and update the dress code.

Josh Fulfer, resident, commented on the dress code issues and encouraged the CUSD school board to not make changes or if there are too many issues then go to uniforms.

Sean Soares, resident, commented on the various things related to dress code issues.

- 11. 7:08 Later School Start Times in 2022-23 – Corrine Folmer, Ed.D., Associate Superintendent of School Leadership, presented options on different school start times.

Resident, commented on changing school start times and complained about the potential impacts to parents who work outdoors and have early work schedules.

- 12. 7:12 Other School Challenges – Norm Anderson, Deputy Superintendent, provided update on challenges the school district is currently facing. The school district is experiencing a shortage of staffing. Other challenges include managing and handling COVID vaccine mandates; learning loss; and social, emotional, and behavioral issues that stemmed from students being home for so long.

Sean Soares, resident, commented on COVID related issues and expressed concern for the impacts it will have on students.

City of Clovis – 7:31

- 13. 7:31 City Growth Projections / Development Update – Planning & Development Services Director Renee Mathis

- 14. 7:58 City Community Investment Program – Planning & Development Services Director Renee Mathis

- 15. 8:15 Discussion on Building Community Consensus regarding Vaccines - Mayor Flores

Josh Fulfer, resident, commented on the ongoing COVID related issues and complained about the vaccine mandate.

Matthew White, resident, commented on various COVID vaccine related issues and complained about the lack of consistency and transparency from the CUSD school board.

Addison North, resident, commented on various COVID vaccine related issues and complained about the lack of consistency and transparency from the CUSD school board.

Blanca, resident, commented on various COVID related issues including vaccines and mask requirement for students.

Joe, resident, commented on various COVID vaccine issues.

Resident, commented on COVID vaccine issues and expressed distrust in the CDC.

Marty Cook, resident, commented on various COVID vaccine issues.

Bill Lurch, commented on various COVID related issues and mandates.

Tamara North, resident, commented on various COVID related issues and expressed concern regarding vaccine mandates.

16. 8:54 CITY MANAGER/SUPERINTENDENT COMMENTS

City Manager, Luke Serpa, commented on the purpose and benefits of the City Council and CUSD Board joint meeting. He assured that City staff will continue to communicate, cooperate, and collaborate with CUSD staff to provide a high level of service for Clovis residents.

Superintendent, Eimear O'Brien, commented on the important issues addressed at the meeting and assured that CUSD staff will continue to work with the City Council and City Staff as they move forward to find solutions. She also thanked the community members who attended the meeting to speak on their concerns.

17. 9:56 COUNCIL/BOARD COMMENTS

Councilmembers and Boardmembers expressed gratitude to Clovis Unified School District and City of Clovis, thanked staff for all presentations, and thanked the community members for their comments as difficult but important conversations regarding COVID related issues were had.

18. 10:20 ADJOURNMENT

Meeting adjourned: 10:20 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: November 1, 2021

SUBJECT: Administration - Adopt - Ord. 21-06, OA2021-003, A request to amend the Clovis Development Code, Title 9 to the Clovis Municipal Code, Relating to Housing Development Project Standards and Procedures, Density Bonus Provisions, Accessory Dwelling Units, and Review Procedures. City of Clovis, applicant. (Vote: 5-0)

ATTACHMENTS: None

This item was approved for introduction on October 18, 2021 with a unanimous vote.

Please direct questions to the City Manager's office at 559-324-2060.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: November 1, 2021

SUBJECT: Administration - Adopt - Ord. 21-07, R2021-007, a request to rezone 3.48 acres from the R-1 (Single-Family Residential) Zone District to the R-1-MD (Single-Family Residential Medium Density) Zone District. (Vote: 5-0)

ATTACHMENTS: None

This item was approved for introduction on October 18, 2021 with a unanimous vote.

Please direct questions to the City Manager's office at 559-324-2060.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: November 1, 2021

SUBJECT: General Services - Approval – Res. 21-____, Amending the Position Allocation Plan by Adding One (1) Engineering Technician within the Planning and Development Services Department.

ATTACHMENTS: 1. Resolution 21-____ Position Allocation Plan

CONFLICT OF INTEREST

None

RECOMMENDATION

For City Council to approve Resolution 21-____, amending the City's FY 21-22 Position Allocation Plan by adding one (1) Engineering Technician position within the Planning and Development Services Department.

EXECUTIVE SUMMARY

Currently the Planning and Development Services Department is authorized for two (2) Engineering Technician/Senior Engineering Technician positions. It is recommended that the City's Position Allocation Plan be amended to add one (1) additional Engineering Technician. Council approval is required for changes to the Position Allocation Plan.

BACKGROUND

The Planning and Development Services Department has recently evaluated the work assignments in the department and has determined that the addition of one (1) Engineering Technician will more efficiently support the current needs of the department. This position will assist with the additional encroachment permits, plan reviews and capital contract payments. The desired change results in the need to modify the City's Position Allocation Plan which requires Council approval.

FISCAL IMPACT

The salary and related benefit costs of the proposed change for the remainder of the fiscal year would be approximately an additional \$55,000. There are adequate funds in the Planning and Development Services budget to cover the costs of the position.

REASON FOR RECOMMENDATION

The addition of one (1) Engineering Technician position will better support the current staffing needs in the Planning and Development Services Department. The change must be reflected in the authorized FY 21-22 Planning and Development Services Department position allocation. Modification of the Position Allocation Plan requires Council Approval.

ACTIONS FOLLOWING APPROVAL

The position allocation for the Planning and Development Services Department will be modified as noted in Attachment A of Attachment 1. The position vacancy will be filled through a current eligible list.

Prepared by: Lori Shively/Personnel/Risk Manager

Reviewed by: City Manager *LS*

RESOLUTION 21-

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CLOVIS APPROVING AMENDMENTS TO THE
CITY'S FY 21-22 POSITION ALLOCATION PLAN**

The City Council of the City of Clovis resolves as follows:

WHEREAS, the FY 21-22 Position Allocation Plan in the Planning and Development Services Department was approved as part of the FY 21-22 City budget adoption process; and

WHEREAS, a review of the staffing needs of the City indicates that the addition of one (1) Engineering Technician position is necessary in order to provide assistance with encroachment permits, plan reviews and capital contract payments for the Planning and Development Services Department; and

WHEREAS, amending the City's adopted FY 21-22 Position Allocation Plan requires City Council authorization.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the City's FY 21-22 Position Allocation Plan shall be amended as noted in Attachment A of Attachment 1 attached.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on November 1, 2021, by the following vote to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

DATED: November 1, 2021

Mayor

City Clerk

ATTACHMENT 1

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 21-22

DEPARTMENT		NUMBER OF POSITIONS
Planning and Development Services Department		
Add:	Engineering Technician	1.0



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Police Department

DATE: November 1, 2021

SUBJECT: Police - Approval - Res. 21-___, Authorize the Clovis Police Department's renewal in the State of California Department of General Services Surplus Property Program.

ATTACHMENTS: 1. Resolution
2. Compliance Form CASASP 203

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve the resolution for renewal of the Clovis Police Department's participation in the State of California Department of General Services Surplus Property Program.

EXECUTIVE SUMMARY

The Clovis Police Department is requesting Council approval to continue participation in State surplus programs. The State of California requires as a condition of participation in this program that approval is obtained from the governing board.

BACKGROUND

The Clovis Police Department has previously participated in the surplus program for more than 25 years. Property obtained through this service program allows the Police Department to procure items needed at a reduced rate or no cost. Items attained allow the Police Department to conduct business as usual and facilitate every day operations. This program is not to be confused with the military DRMO or DRMS (Defense Reutilization and Marketing Service) programs.

FISCAL IMPACT

The Police Department will acquire surplus property through State channels at a reduced rate or minimal charge. This has a minimal impact on the Police Department's budget.

REASON FOR RECOMMENDATION

The State of California Department of General Services Surplus Property Program requires a signed resolution and program forms for continued participation.

ACTIONS FOLLOWING APPROVAL

After Council approval, the resolution and attached forms for renewal in the GSA program will be signed and submitted.

Prepared by: James Boldt, Police Lieutenant

Reviewed by: City Manager *JH*

RESOLUTION 21-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AUTHORIZING THE APPLICATION RENEWAL IN THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES SURPLUS PROPERTY PROGRAM

WHEREAS, Council approval in the Clovis Police Department’s renewal in the State of California program to acquire surplus inventory from the Department of General Services; and

WHEREAS, the Police Department has a need for specific equipment; and

WHEREAS, the Police Department will use attained equipment for day to day operations; and

WHEREAS, the City Council determines that the acquisitions are necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board, and hereby ordered that the Clovis Police Department shall be authorized to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for any necessary payment of incidental fees by the surplus property agency under the terms and conditions of program as attached in Attachment A.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on November 1, 2021 by the following vote, to wit.

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

DATED: November 1, 2021

Mayor

City Clerk

RESOLUTION

"BE IT RESOLVED by the Governing Board, and hereby ordered that the official(s) and/or employee(s) whose name(s), title(s), and signature(s) are listed below shall be and is (are) hereby authorized as our representative(s) to acquire surplus property through the auspices of the California State Agency for Surplus Property and accept responsibility for payment of incidental fees by the surplus property agency under the Terms and Conditions accompanying this form or listed on the reverse side of this form."

NAME (Print or Type)	TITLE	SIGNATURE*	E-MAIL ADDRESS
A. <u>James Boldt</u>	<u>Lieutenant</u>	<u>[Signature]</u>	<u>jamesb@cityofclavis.com</u>
<u>Jared Binford</u>	<u>Sergeant</u>	<u>[Signature]</u>	<u>JAROB@CITYOFCLAVIS.COM</u>
<u>Jordan Hunter</u>	<u>Corporal</u>	<u>[Signature]</u>	<u>JORDANH@CITYOFCLAVIS.COM</u>
_____	_____	_____	_____
_____	_____	_____	_____

***Note: All signatures must be in original form. No copied or stamped signatures**

B. The above resolution was PASSED AND ADOPTED this _____ day of _____, 20____, by the Governing Board of the:
 _____ by the following vote: AYES: _____; NOES: _____; ABSENT: _____
 Agency Name

I, _____ Clerk of the Governing Board known as _____

Do hereby certify that the foregoing is a full, true and correct resolution adopted by the governing board of the below named organization at the meeting thereof held at its regular place of meeting on this date and by the vote above stated, a copy of said resolution is on file in the principal office of the Governing Board.

Signed by: _____

 Name of Organization

 Mailing Address

 City / Zip Code / County

NOTE: ALL LOCAL GOVERNMENT & NON-PROFIT INCORPORATED ORGANIZATIONS HAVE A GOVERNING BOARD, THEREFORE COMPLETE ONLY SECTIONS "A" & "B". THE FOLLOWING SECTION "C" IS FOR STATE AGENCIES ONLY

C. AUTHORIZED this _____ day of _____, 20____, by: _____
 Signature of Administrative Officer

 Printed Name of Chief Administrative Officer Title

 Organization Name Street Address

 City ZIP Code County

STATE OF CALIFORNIA AGENCIES ARE REQUIRED TO PROVIDE THEIR STATE BILLING CODE: _____

**Certifications and Agreements including Terms, Conditions, Reservations and Restrictions to be included
On Agency Issued or Distribution Documents
The Donee Certifies That:**

- 1) It is a public agency; or an approved non-profit institution or organization, exempt from taxation under Section 501 of the Internal Revenue Code of 1986; within the meaning of Section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and the regulations of the General Services Administration (GSA).
- 2) The property is needed and will be used by the recipient for carrying out for the residents of a given political area one or more public purposes, or, if a nonprofit tax-exempt institution or organization or 8(a) business, the property is needed for and will be used by the recipient for educational or public health purposes, or for programs for older individuals, or for business purposes. The property is not acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the CSASP.
- 3) Funds are available to pay any and all costs and charges incidental to the receipt of surplus property, and that property is not being acquired for any other use(s) or purpose(s), is not for sale. The fee schedule is available upon request from the CSASP.
- 4) Any transaction shall be subject to the nondiscrimination regulations governing the donation of federal surplus personal property issued under Title VI of the Civil Rights Act of 1964 (41 USC 2000d-2000d-4a), as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987.
- 5) If the Donee is designated by the Federal Small Business Administration 8(a) Program as a socially and economically disadvantaged small business and the SBA and CSASP have both determined the Donee is eligible to receive federal surplus property as a donation, the Donee certifies that the property acquired is needed and will be used solely for the conduct of the Donee's business enterprise: and the Donee certifies to A. (3), (4) and (5),

The Donee Agrees to the Following Federal Conditions:

- 6) All items of property, other than items with a unit acquisition cost of \$5000 or more and passenger motor vehicles, regardless of acquisition cost, shall be placed in use for the purpose(s) for which it was acquired within one year or receipt, and shall be placed in continuous use for one year from the date the property was placed in use. In the event the Donee does not place the property in use, or continuous use, the Donee shall immediately notify the CSASP, and, at the Donee's expense, make the property available for transfer or other disposal as directed by the CSASP.
 - 7) Special handling or use limitations as are imposed by Federal GSA on any item(s) under which the item(s) are being allocated to the Donee.
 - 8) In the event the Donee does not use the property as required by Sections C (1) and (2) below, at the option of the GSA, title and right to the possession of such property shall revert to the United States of America and, upon demand, the Donee shall release such property to such person as GSA or its designee shall direct.
- B) The Donee Agrees to the Following Conditions Applicable to Items with a Unit Acquisition Cost of \$5,000 or More and Passenger Motor Vehicles, Regardless of Cost. Except Vessels 50 Feet or More in Length and Aircraft Regardless of Acquisition Cost:**
- 1) The property shall be placed in use within one year of receipt, and shall be used only for the purpose(s) for which it was acquired and for no other purpose(s).
 - 2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which it is acquired for a period of 18 months from the date the property is placed in use, except for such item(s) of major equipment for which the CSASP designates a further period of restriction.
 - 3) In the event the property is not so used as required by Sections C (1) and (2), at the option of the CSASP, title and right to the possession of such property shall, at the option of the CSASP, revert to the State of California, and the Donee shall release such property to such person as the CSASP shall direct.
- C) The Donee Agrees to the Following Terms, Reservations and Restrictions:**
- 1) From the date it receives the property and throughout the time period(s) imposed by Sections B and C (as applicable) remain in effect, the Donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State of California, without the prior approval of GSA or the CSASP. The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when the GSA or the CSASP authorizes such action, shall be remitted promptly by the Donee to GSA or the CSASP, as applicable. If the Donee takes action in ignoring or disregarding the foregoing restrictions after the date the Donee received the property and before expiration of the time periods imposed by Sections C or D as applicable, at the option of the GSA or the CSASP, the Donee shall pay to the GSA or the CSASP any proceeds derived from the disposal, and/or the fair market or rental value of the property at the time of such unauthorized disposal as determined by the GSA or the CSASP as applicable.
 - 2) If at any time, from the date the Donee receives the property throughout the time periods by Sections B and C as applicable, the Donee determines that some or all of the property is no longer suitable, usable, or further needed for the purpose(s) for which it was acquired, the Donee shall promptly notify the CSASP and shall, as directed by the CSASP, return the property to the CSASP, or release the property to another Donee or another state agency, or a department or agency of the United States, or sell or otherwise dispose of the property. The Donee shall remit the proceeds from the sale promptly to the CSASP.
 - 3) The Donee shall make reports to the CSASP which shall state the use, condition, and location of the property, and shall report on other pertinent matters as may be required from time to time by the CSASP.
 - 4) At the option of the CSASP, the Donee may abrogate the conditions set forth in Section B and the terms, reservations and restrictions pertaining in Section D by payment of an amount as determined by the CSASP.
- D) The donee Agrees to the Following Conditions, Applicable to all Items of Property:**
- 1) The property acquired by the Donee is on an "As Is," "where is" basis, without warranty of any kind.
 - 2) If the Donee carries insurance against damages to or loss of property due because of fire or other hazards, and the damage to, loss or destruction to donated property with unexpired terms, conditions, reservations or restrictions, occurs, the CSASP will be entitled to reimbursement from the Donee out of the insurance proceeds, in an amount equal to the unamortized portion of the fair value of the damaged or destroyed donated property.
- E) Terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document executed by the authorized Donee representative are applicable to the donation of Aircraft and Vessels of 50 Feet or more in length having an acquisition cost of \$5,000 or more in length or more, regardless of the purpose for which acquired.**

SIGNATURE: James Biddell - [Signature]

DATE: 10-12-21

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
CASASP 203 (Rev 5/2018)

ASSURANCE OF COMPLIANCE WITH GSA REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 606 OF TITLE VI OF THE FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED, SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED AND SECTION 303 OF THE AGE DISCRIMINATION ACT OF 1975

CLOVIS POLICE DEPARTMENT, (hereinafter called the "donee"),
(Name of donee organization)

HEREBY AGREES THAT the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with, all requirements imposed by or pursuant to the regulations of the General Services Administration (41 CFR 101-6.2) issued under the provisions of Title VI of the Civil Rights Act of 1964, Section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees that this agreement shall be subject in all respects to the provisions of said regulations; that this agreement shall obligate the donee for the period during which it retains ownership or possession of any such property; that the United States shall have the right to seek judicial enforcement of this agreement; and, this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

Date _____ CLOVIS POLICE DEPARTMENT
Donee Organization

BY _____
(President/Chairman of the Board
or comparable authorized official)

1233 FIFTH ST
CLOVIS CA 93612
Donee Mailing Address



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Police Department

DATE: November 1, 2021

SUBJECT: Police - Approval - Res. 21-___, Amending the Police Department's Budget for FY 2021-2022 to reflect the Department of Alcoholic Beverage Control 2021-2022 Grant Assistance Program Grant award in the amount of \$44,750.00

ATTACHMENTS: 1. Resolution
2. Copy of Grant Contract

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve a resolution amending the 2021-2022 Police Department budget and begin grant objectives.

EXECUTIVE SUMMARY

The Clovis Police Department has been awarded a grant through ABC's Grant Assistance Program for \$44,750.00 to reduce the number of violations at ABC licensed establishments and reduce minors' access to alcohol through a combination of enforcement and education. Grant funds will primarily be used to offset personnel costs, allowing the Police Department to staff directed enforcement details utilizing minor decoy operations, shoulder tap operations, licensee inspections, and Teenage Party Prevention and Dispersal (TAPPED) operations. These operations will be done in conjunction with ABC. Funding will also be used to allow the department to provide outreach and education to ABC licensed business owners on prevention and to middle and high school students.

BACKGROUND

The Police Department applied for this grant early in 2021 and just recently received notification of award of the grant. The Police Department has been awarded the GAP Grant in 2017, 2018, 2019, and 2020. The grant was of similar size and used for similar enforcement activities resulting in greater ABC compliance by local businesses and a reduction in alcohol-related crime at ABC licensed establishments.

FISCAL IMPACT

Acceptance of this grant is not expected to have any impact on the allocation of funds in the City budget. The Police Department will utilize grant funds to pay for all overtime costs for officers to work enforcement and education details.

REASON FOR RECOMMENDATION

The ABC Grant Assistance Program requires that the Clovis City Council approve the grant and amend the Police Department budget to reflect the award.

ACTIONS FOLLOWING APPROVAL

After the Council approval, the 2021-2022 Police Department Annual Budget will be amended as described. Program objectives began July 1, 2021.

Prepared by: Sandi Macy, Management Analyst

Reviewed by: City Manager 

RESOLUTION 21-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE ACCEPTANCE OF ALCOHOLIC BEVERAGE CONTROL
FUNDS FOR 2021-2022**

WHEREAS, the City Council of the City of Clovis approved the 2021-2022 Budget on June 14, 2021; and

WHEREAS, the Police Department has been awarded \$44,750 from the Department of Alcoholic Beverage Control for the Grant Assistance Program; and

WHEREAS, the City Council determines that these expenditures are necessary; and

WHEREAS IT IS AGREED, that any liability arising out of the performance of the contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the 2021-2022 Budget be amended as provided in Attachment A "Summary of Expenditures by Department" "Summary of Expenditures by Fund."

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on November 1, 2021 by the following vote, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

DATED: November 1, 2021

Mayor

City Clerk

SUMMARY OF EXPENDITURES BY DEPARTMENT

DEPARTMENT

POLICE	\$44,750
TOTAL DEPARTMENT	\$44,750

SUMMARY OF EXPENDITURES BY FUND

GENERAL FUND	\$44,750
TOTAL FUND	\$44,750

All expenditures will be out of the grant budget 56300.

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 21-APP10	PURCHASING AUTHORITY NUMBER (if applicable) ABC-2100
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Alcoholic Beverage Control

CONTRACTOR NAME

Clovis Police Department

2. The term of this Agreement is:

START DATE

July 1, 2021

THROUGH END DATE

June 30, 2022

3. The maximum amount of this Agreement is:

\$44,750.00 Forty four thousand seven hundred fifty dollars and no cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C *	General Terms and Conditions (GTC 04/2017)	4
+ - Exhibit D	Special Terms and Conditions	1
+ - Attachment RFP	RFP Scope of Work	7

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Clovis Police Department

CONTRACTOR BUSINESS ADDRESS

1233 Fifth Street

CITY

Clovis

STATE

CA

ZIP

93612

PRINTED NAME OF PERSON SIGNING

Curt Fleming

TITLE

Chief of Police

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

8/14/2021



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Police Department

DATE: November 1, 2021

SUBJECT: Police - Approval - Res. 21___, Amending the Police Department Budget for FY 2021-2022 to reflect the award from the Office of Traffic Safety Selective Enforcement Traffic Program Grant in the amount of \$73,000.

ATTACHMENTS: 1. Resolution
2. Copy of Grant Contract

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve a Resolution amending the 2021-2022 Budget for the Police Department to reflect the grant awards from the Office of Traffic Safety.

EXECUTIVE SUMMARY

The Clovis Police Department has been awarded the amount of \$73,000 for the Selective Traffic Enforcement Program (STEP). These funds are for overtime operations related to traffic safety, pedestrian education, and traffic enforcement; The Grant period starts October 1, 2021, and ends September 30, 2022.

BACKGROUND

The department applied for these grants through the State of California. The STEP grant will fund officers' overtime, and training to conduct DUI saturation details, warrant details, seat belt enforcement details, bicycle/pedestrian classroom workshops, child-passenger car seat details, and distracted driving enforcement operations.

FISCAL IMPACT

Acceptance of this grant is not expected to have any impact on the allocation of funds in the City budget.

REASON FOR RECOMMENDATION

In compliance with the requirements of the Office of Traffic Safety Grant, the City Council must approve the acceptance of these grants and amend the Police Department budget.

ACTIONS FOLLOWING APPROVAL

After the Council approval, the 2021-2022 Police Department Annual Budget Resolution will be amended as described. Grant program objectives begin on October 1, 2021.

Prepared by: Sandi Macy, Management Analyst

Reviewed by: City Manager JA

RESOLUTION 21-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AN AMENDMENT TO THE ANNUAL BUDGET FOR THE FISCAL
YEAR 2021-2022**

WHEREAS, the City Council of the City of Clovis approved the 2021-2022 Budget on June 14, 2021; and

WHEREAS, the Police Department is to be awarded \$73,000.00 from the California Office of Traffic Safety to fund traffic operations; and

WHEREAS, the Police Department has a need for enforcement, traffic safety, and education; and

WHEREAS IT IS AGREED, that the City Council determines that the expenditures are necessary.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the 2021-2022 Budget be amended as provided in Attachment A “Summary of Expenditures by Department” “Summary of Expenditures by Fund.”

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on November 1, 2021, by the following vote, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

DATED: November 1, 2021

Mayor

City Clerk

SUMMARY OF EXPENDITURES BY DEPARTMENT

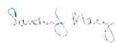



DEPARTMENT

POLICE	\$73,000
TOTAL DEPARTMENT	\$73,000

SUMMARY OF EXPENDITURES BY FUND

GENERAL FUND	\$73,000
TOTAL FUND	\$73,000

All expenditures will be out of the grant budget 56300.

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY Clovis	3. Grant Period From: 10/01/2021 To: 09/30/2022
4. AGENCY UNIT TO ADMINISTER GRANT Clovis Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$73,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> Schedule A – Problem Statement, Goals and Objectives and Method of Procedure Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) Exhibit A – Certifications and Assurances Exhibit B* – OTS Grant Program Manual Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Sandra Macy TITLE: Grant Manager EMAIL: sandram@cityofclovis.com PHONE: (559) 324-3405 ADDRESS: 1233 Fifth Street Clovis, CA 93612  _____ (Signature)	B. AUTHORIZING OFFICIAL ADDRESS: Curt Fleming Chief curtf@cityofclovis.com (559) 324-2407 1233 Fifth Street Clovis, CA 93612  _____ (Signature)
_____ (Date)	_____ (Date)
C. FISCAL OFFICIAL ADDRESS: Jay Schengel Finance Director jays@cityofclovis.com (559) 324-2800 1233 Fifth Street Clovis, CA 93612  _____ (Signature)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (Signature)
_____ (Date)	_____ (Date)

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: RGC5EZLMY2V6 REGISTERED ADDRESS: 1233 Fifth Street CITY: Clovis ZIP+4: 93612-1316</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
164AL-22	20.608	0521-0890-101	2021	21/21	BA/21	\$48,000.00
402PT-22	20.600	0521-0890-101	2021	21/21	BA/21	\$25,000.00
					AGREEMENT TOTAL	\$73,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	
					\$73,000.00	
<p><i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i></p>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	
					\$ 0.00	
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
<p><i>Carolyn Vu</i></p>			Aug 26, 2021		\$73,000.00	

1. PROBLEM STATEMENT

The City of Clovis has a current population of just over 118,000 citizens. And based on the data, it is estimated that our population will increase to 120,000 by the end of 2021. Clovis is approximately 28 square miles and plans to expand its sphere of influence by roughly 5 square miles over the next five years. The city is primarily a suburban, single-family residence bedroom community. The City of Clovis has experienced steady growth in housing and commercial development. This population growth has had a significant impact on the amount of traffic on the roadways. With more vehicles on the streets of the city, traffic-related incidents have also increased.

Clovis is continuing to focus on commercial development. Our newly developed SoFi Downtown District has seen eateries and bistro pub business open with great success. This area's revitalization has brought more people to Old Town Clovis. The increase in drinking establishments has significantly impacted our city with the problem of motorists driving under the influence of alcohol. Statistics show that the city has experienced a high number of serious alcohol-related traffic crashes that may be attributed to the Old Town area. Our city is also seeing a rise in traffic-related incidents involving drugged and impaired driving. We anticipate that these occurrences will rise in the next coming months as the use of recreational drug consumption surges. OTS grant funding assistance allows for extended saturation and high visibility enforcement, which may be a deterrent to DUI/Drug driving. Grant funding will further allow for the training of more officers a Drug Recognition Experts (DRE).

The City of Clovis has also become a favorable location for medical sciences and services. The California Health Sciences University campus has completed the first phase of its medical college. This new university will host 250 residents. This upturn in transient population has impacted commuter traffic to areas of the city that have previously not seen much roadway traffic. Alongside the university campus is the Community Regional Medical Center. Community Medical Centers has completed a Regional Cancer Center and three new medical services buildings. Community Medical Centers now has 94,000 square feet of additional treatment and research space in the Clovis area. Both in-patient and out-patient medical services and offices have brought motorists to our city, seeing the increase in traffic and road congestion as a result of this growth. Our department will need additional traffic enforcement details to maintain safe roadways from the rising commuter traffic to these areas. Grant funding will allow for these details

Our city continues to see growth. Residential housing is still booming, and commercial businesses have found Clovis to be a profitable location. Several square miles of new construction is in progress in the outer sphere of the city. This expanding service area requires traffic enforcement personnel to diligently manage safe speeds and see that drivers are following the roadway rules. Funding provided by the Office of Traffic Safety will permit for overtime traffic enforcement operations to be conducted. These high visibility details can discourage roadway crashes and violations.

With the possible increase of impaired driving, the increasing number of residents, as well as the rise of business commuters, the expectation is that injury crashes will rise dramatically. As the surge in population continues, the congestion of major thoroughfares, factors of unsafe speed, improper turning, and failure to stop at red lights are all primary crash factors that also need to be addressed. Continued traffic-related enforcement and educational details focusing on distracted driving, seat belt, and impaired driving are crucial to reducing the number of crashes related to the above primary crash factors.

Clovis has tried to maintain a small-town community spirit as envisioned by its early founders. It is illustrated by such community events as the annual Rodeo Days, Big Hat Days, and Clovisfest celebration. This community pride, combined with Clovis' unique growth opportunities, continues to attract new residents, developers, businesses, and industries to the city. The Clovis Police Department's philosophy is that to reduce incidents of impaired or dangerous driving, we have to change behavior and guide people to make the right decisions. Social change requires time and a sustained effort. We believe that combining both

education and an unwavering enforcement effort to hold people accountable for their actions et reaches our goal for safe roadways.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:

Target Number

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.
2. Participate and report data (as required) in the following campaigns, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization, National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.
3. Develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training.
7. Send law enforcement personnel to the DRE Recertification training.
8. Send law enforcement personnel to SFST Instructor training.
9. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to

1	1
2	10
3	12
4	4
5	3
6	2
7	2
8	2
9	5

1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	
10. Conduct DUI Saturation Patrol operation(s).	7
11. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	5
12. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	4
13. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	3
14. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	2
15. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
3. METHOD OF PROCEDURE	
A. Phase 1 – Program Preparation (1st Quarter of Grant Year)	
<ul style="list-style-type: none"> • The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section. • All training needed to implement the program should be conducted this quarter. • All grant related purchases needed to implement the program should be made this quarter. • In order to develop/maintain the “Hot Sheets,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The Hot Sheets may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. Hot Sheets should be updated and distributed to traffic and patrol officers at least monthly. • Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations. 	
<u>Media Requirements</u>	
<ul style="list-style-type: none"> • Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO. 	
B. Phase 2 – Program Operations (Throughout Grant Year)	
<ul style="list-style-type: none"> • The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes. 	
<u>Media Requirements</u>	
<ul style="list-style-type: none"> • The following requirements are for all grant-related activities • Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated. • The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator. • Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public. 	

- If an OTS-supplied template, educational material, social media graphic, post or video substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit invoice claims (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.

- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-22	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$48,000.00
402PT-22	20.600	State and Community Highway Safety	\$25,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-22	\$5,598.00	5	\$27,990.00
DUI Saturation Patrols	164AL-22	\$1,501.00	7	\$10,507.00
Benefits for 164AL - OT @ 18.45%	164AL-22	\$38,497.00	1	\$7,103.00
Traffic Enforcement	402PT-22	\$1,150.00	5	\$5,750.00
Distracted Driving	402PT-22	\$1,150.00	4	\$4,600.00
Motorcycle Safety	402PT-22	\$1,150.00	3	\$3,450.00
Pedestrian and Bicycle Enforcement	402PT-22	\$1,150.00	2	\$2,300.00
Traffic Safety Education	402PT-22	\$400.00	2	\$800.00
Benefits for 402PT - OT @ 18.45%	402PT-22	\$16,900.00	1	\$3,118.00
Category Sub-Total				\$65,618.00
B. TRAVEL EXPENSES				
In State Travel	402PT-22	\$1,482.00	1	\$1,482.00
				\$0.00
Category Sub-Total				\$1,482.00
C. CONTRACTUAL SERVICES				
Phlebotomist	164AL-22	\$300.00	8	\$2,400.00
Category Sub-Total				\$2,400.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Laptop Computer	402PT-22	\$3,500.00	1	\$3,500.00
Category Sub-Total				\$3,500.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$73,000.00

BUDGET NARRATIVE
PERSONNEL COSTS DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Benefits for 164AL - OT @ 18.45% - Benefits breakdown: 17.00% Pension 1.45% Medicare
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Motorcycle Safety - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
Benefits for 402PT - OT @ 18.45% - Benefits breakdown: 17.00% Pension 1.45% Medicare
TRAVEL EXPENSES In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.
CONTRACTUAL SERVICES Phlebotomist - To draw and collect blood samples from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law.
EQUIPMENT -
OTHER DIRECT COSTS Laptop Computer - Laptop computer for use in tracking or conducting grant activities and producing required reports.
INDIRECT COSTS -
STATEMENTS/DISCLAIMERS There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a party enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS
(23 U.S.C. Chapter 4; Sec. 1906, Pub. L. 109-59, As Amended By Sec. 4011, Pub. L. 114-94)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 – Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 – Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 – Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The Subgrantee-

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of,

or be otherwise subjected to discrimination under any of its programs or activities, so long as any program is Federally-assisted;

- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of

any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)**

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person

who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

- 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered in to. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the

department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal

funds to purchase foreign produced items, the State must submit a waiver request that provides basis and justification for approval by the Secretary of Transportation.

**PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE
(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	PT22009
Agency Name:	Clovis Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$73,000.00
Authorizing Official:	Curt Fleming
Fiscal Official:	Jay Schengel
Grant Director:	Sandra Macy

CURRENT GEMS USER(S)

1. Sandra Macy

Title: Grant Manager

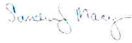
Phone: (559) 324-3405

Email: sandram@cityofclovis.com

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

AGENDA ITEM NO. 7.

GEMS User 1		Add as a media contact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>		
Sandra Macy		Grant Manager	
Name		Job Title	
sandram@cityofclovis.com		559-324-3405	
Email address		Phone number	
GEMS User 2		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>		
A.J. Ferguson		Grant Operations	
Name		Job Title	
antoniof@cityofclovis.com		559-324-2400	
Email address		Phone number	
GEMS User 3		Add as a media contact? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>		
Ty Wood		Media PIO	
Name		Job Title	
TyW@cityofclovis.com		559-324-2556	
Email address		Phone number	
GEMS User 4		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input checked="" type="checkbox"/>	Remove Access <input type="checkbox"/>		
Jay Schengel		Finance Director	
Name		Job Title	
jays@cityofclovis.com		559-324-2113	
Email address		Phone number	
GEMS User 5		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
Form completed by: <u>Macy Sandra</u> <small>Macy Sandra (Aug 23, 2021 08:55 PDT)</small>		Date: Aug 23, 2021	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
		Sandra J Macy	
Signature		Name	
Aug 25, 2021		Grant Director	
Date		Title	












Grant Agreement - PT22009


Final Audit Report

2021-09-02


Created:	2021-08-16
By:	Kristen Mickey (Kristen.mickey@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiHd9fjQyaz3iniiqcym2f9ofE88hTLnu


"Grant Agreement - PT22009" History

-  Document created by Kristen Mickey (Kristen.mickey@ots.ca.gov)
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 Document e-signed by Carolyn Vu (carolyn.vu@ots.ca.gov)
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 Document e-signed by Barbara Rooney (barbara.rooney@ots.ca.gov)
Signature Date: 2021-09-02 - 4:37:46 PM GMT - Time Source: server- IP address: 74.44.163.42

 Agreement completed.
2021-09-02 - 4:37:46 PM GMT



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: November 1, 2021

SUBJECT: Public Utilities – Approval – Contract Changes Orders 1, 2, and 3 for CIP 21-09, Surface Water Treatment Plant 2.5 Million Gallon Water Storage Reservoir Coating Project; and Approval – Authorize the City Manager to Execute the Contract Change Orders on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

None

RECOMMENDATION

1. For the City Council to approve three (3) contract change orders for CIP 21-09, SWTP 2.5 MG Water Storage Reservoir Coating Project, to Unified Field Services Corporation in the total amount of \$284,101.00; and
2. For the City Council to authorize the City Manager to execute the contract change orders on behalf of the City.

EXECUTIVE SUMMARY

Staff is recommending that Council authorize the City Manager to execute Contract Change Orders No. 1, 2, and 3 to Unified Field Services Corporation in the amount of \$284,101.00.

This project was awarded on September 13, 2021 to Unified Field Services as a maintenance project to recoat the interior of the existing steel 2.5 million gallon water storage reservoir (tank) at the Clovis Surface Water Treatment Plant (SWTP). Staff also contracted with CSI Services, Inc. to provide professional inspection services for the tank repairs. After exposure of and access to the inside and top of the tank, the latest inspection report from CSI Services advised that additional urgent structural repairs and recoating work was needed. Staff is in agreement with CSI's determination and is recommending the change orders to address the replacement of roof rafters in the tank that are experiencing severe corrosion, to add

dehumidification for additional quality control and to maintain the construction schedule, and to provide surface preparation and coating for the entire exterior of the tank.

BACKGROUND

On September 13, 2021, City Council approved the bid award for CIP 21-09, SWTP 2.5 MG Water Storage Reservoir Coating Project, and authorized the City Manager to execute the contract on behalf of the City with Unified Field Services Corporation in the amount of \$676,270.00. The bid award included additive alternate bid item A2 for Exterior Surface Preparation and Coatings Work, which more specifically addressed the painting and repair of the lowest 8 feet of the exterior of the water storage tank only. During design, this area of the tank was found to need repairs and recoating.

Contract Change Order 1

During the course of the initial investigative sand blasting of the interior of the tank, it was found that a substantial portion of the roof support system was heavily corroded, compromising the tank's structural integrity, and was therefore in urgent need of repair or replacement.

Contract Change Order 1 accounts for the modification, repair, and replacement of the corroded portions of the roof support system, including the replacement of the corroded steel roof rafters. The City's tank inspection consultant, CSI Services, advised City staff that the replacement of the rafters and the other proposed modifications and repairs are in the best interest of the City for both short- and long-term structural stability and performance of the tank. The total requested amount for this change order is \$136,385.

Contract Change Order 2

This change order is for the use of dehumidification equipment during the construction activities. Dehumidification equipment was included in the project specifications as additive alternate bid item A1 to provide an option to keep the contractor on schedule with the anticipated cool seasonal temperatures and the onset of wet weather. The City has requested the use of dehumidification equipment to reduce the extra working days for the additional work noted in Contract Change Order 1, and CSI Services has advised City staff that the use of dehumidification equipment will limit working days from being added to the contract for the additional work. This will allow the City and contractor to maintain the construction schedule as set in the specifications so that the project is completed in a timely manner, minimizing the duration of the SWTP not being in operation. The total requested amount for this change order is \$73,080.

Contract Change Order 3

Change Order 3 is intended to allow for the full painting of the entire exterior portion of the tank. During the 2019 tank inspection, CSI Services noted that the lowest 8 feet of the tank, as well as the pipe appurtenances connecting to the tank, were experiencing degradation of the initial coating and were in need of recoating, and some areas were in need of minor repairs. The repair and painting of the lowest 8 feet was included as part of additive alternate bid item A2 and was approved as part of the original contract work. During construction, it was found that approximately 50% of the top coat on the roof of the tank was compromised

and peeling away. CSI Services has advised City staff to clean and recoat the remainder of the exterior of the tank in an effort to prevent more significant corrosion from occurring. The total requested amount for this change order is \$74,636.

The proposed change orders have been thoroughly reviewed by City staff and the associated work is required to complete the project. The water storage tank will be structurally sound, delivered in a timely manner, and will be better protected from future early deterioration. City staff recommends approving Contract Change Orders 1, 2, and 3 to Unified Field Services Corporation in the total amount of \$284,101.00.

FISCAL IMPACT

The fiscal year 2021-2022 Water Enterprise budget includes sufficient funds for the costs associated with the project contract change orders.

REASON FOR RECOMMENDATION

The SWTP water storage tank is a critical asset in our system operation and staff are seeking to extend the life of the reservoir to the maximum extent practicable. There are sufficient funds available for the anticipated costs of the project.

ACTIONS FOLLOWING APPROVAL

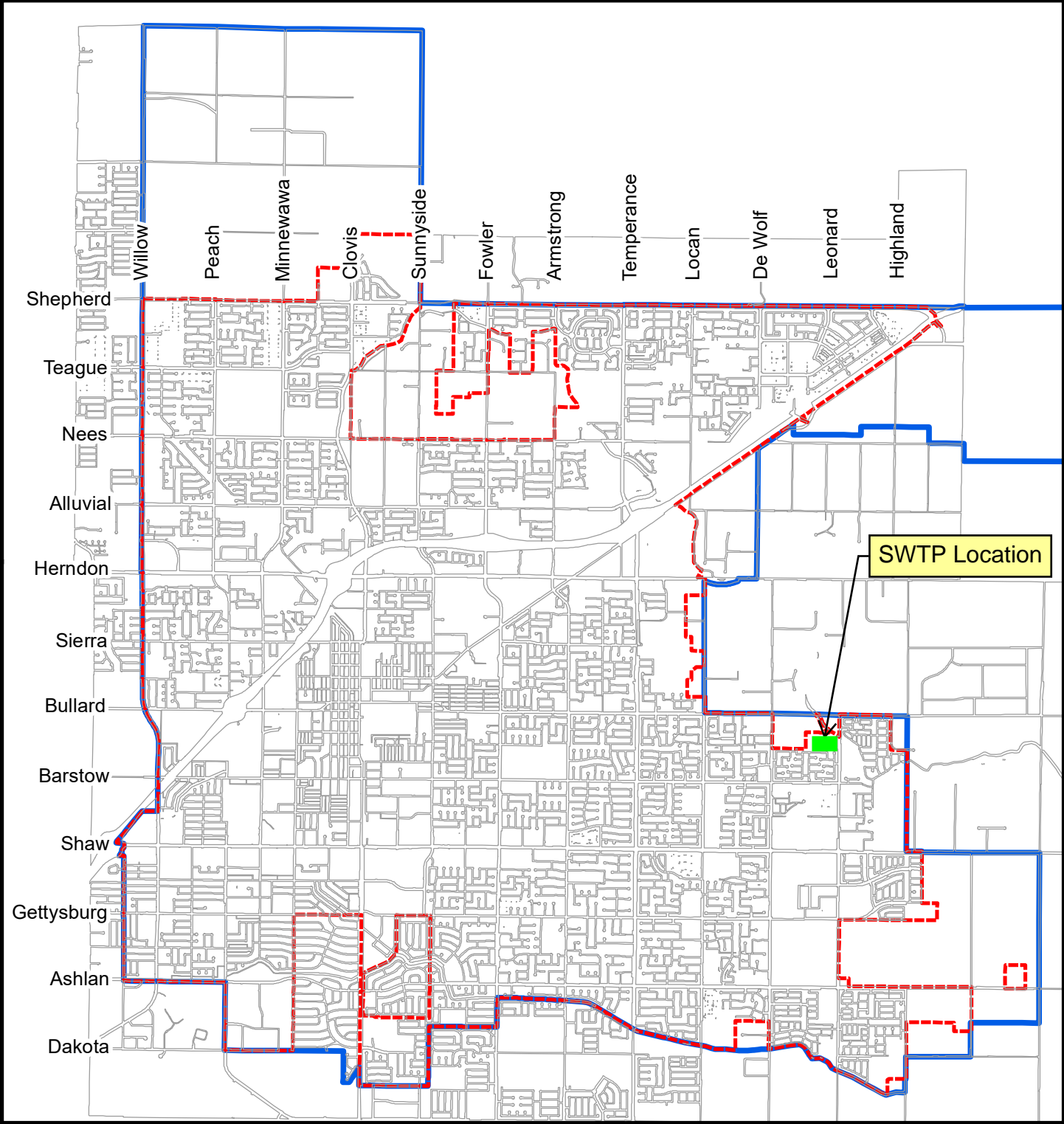
Contract Change Orders 1, 2, and 3 will be executed by the City Manager on behalf of the City.

Prepared by: Kevin Tuttle, Civil Engineer

Reviewed by: City Manager 

VICINITY MAP

CIP 21-09 SWTP 2.5 MG Water Storage Reservoir Coating Project



ATTACHMENT 1



 CITY LIMITS  SPHERE OF INFLUENCE

Prepared By: Kevin Tuttle



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: November 1, 2021

SUBJECT: Consider items associated with property located north of Shepherd Avenue generally between Sunnyside Avenues and North Carson Avenue (Big Dry Creek Dam).

a. Consider Approval – Res. 21-____, A request by Wilson Premier Homes to modify the boundary of a proposed amendment to the City of Clovis Sphere of Influence (SOI) reducing acreage from $\pm 1,050$ acres to ± 155 acres and to allow for the preparation and submittal of an application to the Fresno County Local Agency Formation Commission (LAFCo).

b. Consider Approval – Res. 21-____, A request authorizing the City Manager to execute an amendment to a previously executed consultant agreement between the City of Clovis and De Novo Planning Group (De Novo) for the preparation of an Environmental Impact Report and related services.

Staff: Ricky Caperton, Deputy City Planner

Recommendation: Approve

ATTACHMENTS:

1. Res. 21-____, LAFCo Application Submittal
2. Res. 21-____, Modified Consultant Agreement
3. Applicant's Justification for Revised SOI Boundary

CONFLICT OF INTEREST

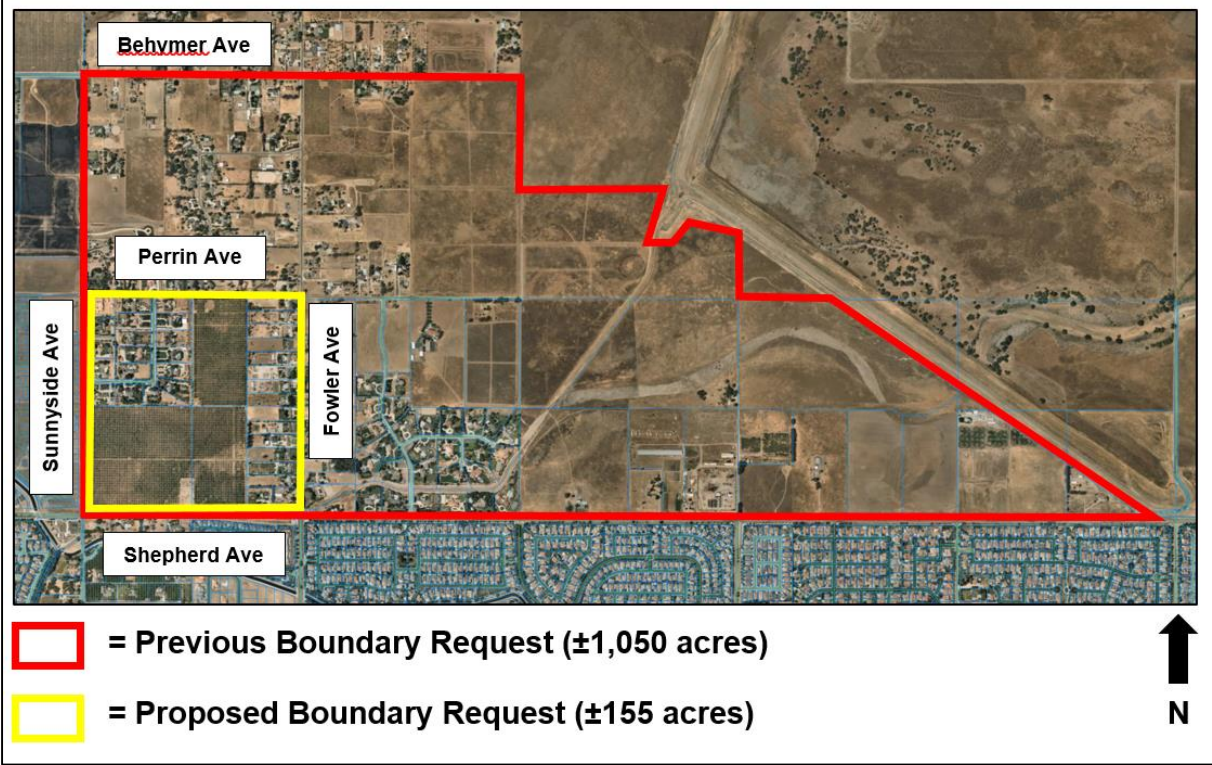
None.

RECOMMENDATION

Staff recommends that the City Council approve requests authorizing a reduction in acreage related to an amendment to the City's SOI from $\pm 1,050$ acres to ± 155 acres, allow for the preparation and submittal of an application to the Fresno County LAFCo, and to allow for the City Manager to execute a modified consultant agreement between the City of Clovis and De

Novo Planning Group (De Novo) for the preparation of an Environmental Impact Report (EIR) and related services for the revised SOI boundary, as shown below in **Figure 1**.

FIGURE 1



EXECUTIVE SUMMARY

On March 1, 2021, the City Council authorized staff to move forward on a request by Wilson Premier Homes (applicant) to amend the City’s SOI to include ±1,050 acres located north of Shepherd Avenue to Behymer Avenue, and generally between Sunnyside Avenue and the Dry Creek Reservoir. This included approval to enter into a consultant agreement with De Novo for preparation of an EIR, as well as for staff to begin preparation on an application to LAFCo.

However, the applicant has since submitted a request to revise the previously approved boundary from ±1,050 acres to ±155 acres citing potential concerns of biological resource constraints in some of the areas, generally west of the Dry Creek Reservoir. The applicant’s request for modification to the boundary is provided in **Attachment 3**.

The revised boundary would allow the applicant to continue moving forward in the process more efficiently for development on the ±75 acres at the northeast corner of Sunnyside and Shepherd Avenues. If approved, Staff would immediately begin an amendment to the consultant agreement with De Novo for continued preparation of the EIR on the revised SOI boundary.

BACKGROUND

This section serves to provide a brief history to date of the requests related to the SOI amendment.

- **June 2016:** Staff received a request to allow urbanization of the subject property. Staff began an internal cursory evaluation of the request to identify potential challenges and issues that would require a more detailed evaluation to assess the feasibility of the SOI amendment.
- **June and September 2018:** Applicant's representative submitted a request for the Council to consider direction and to allow for staff to proceed with the SOI amendment process. Staff presented the request to the City Council for consideration and sought direction. Council ultimately directed staff to continue exploring the feasibility and to report back to City Council with an update; however, no direction was given to formally proceed at this hearing.
- **March 2020:** Staff received direction from City Council to move forward and prepare environmental studies related to approximately 75 acres of land at the northeast corner of Shepherd and Sunnyside Avenues, and to include the neighborhood at the corner of Perrin and Sunnyside Avenues as part of the environmental review.
- **April 2020:** Following Council direction at the March 2, 2020 hearing, the applicant requested via email on April 20, 2020 that the project be placed on hold due economic uncertainty in the housing industry as a result of COVID-19.
- **July and August 2020:** Applicant requested staff continue the process and staff releases a request for proposal (RFP) for preparation of an Environmental Impact Report and related studies. Following release of the RFP, the applicant requested a revision to the SOI boundary to include an additional 750 acres, for a total SOI expansion of 825 acres.
- **September 2020:** Staff received direction from City Council to move forward with the process of amending the Clovis SOI, and conducting a neighborhood outreach meeting with property owners within the expanded SOI of $\pm 1,050$ acres.
- **November 2020:** Staff held a neighborhood meeting with property owners in and around the proposed SOI amendment.
- **March 2021:** City Council considered and approved requests for the City to enter into a consultant agreement with De Novo for preparation of an EIR for amending the City's SOI by $\pm 1,050$ acres, and for preparation and submittal of an application to LAFCo.
- **March 2021 to present:** Following Council direction, Staff entered into a consultant agreement with De Novo in April of 2021, and received deposits for payment from the applicant to begin work on the EIR. The applicant has since proposed modifying the request by reducing the proposed amendment to the SOI from $\pm 1,050$ acres to ± 155 acres.

PROPOSAL AND ANALYSIS

This section provides an update on the status of the Project, as well as an analysis of the applicant's request, followed by a recommendation by Staff. Pursuant to the Council's direction regarding public notice for matters related to this project, Staff provided notice of this meeting to approximately 1,200 property owners within and surrounding the ±1,050 acre SOI boundary (including property owners within the Dry Creek Preserve).

Status of Project

Following Council direction at the March 1, 2021 hearing, Staff entered into a contract with EIR consultant De Novo Planning Group to begin work on the environmental analysis. Shortly thereafter, Staff and the applicant began working on next steps including reviewing conceptual layouts and proposed land uses which were to serve as the basis for the environmental review to begin. However, throughout this process the applicant continued with their due diligence, which ultimately led to their request to reduce the SOI amendment boundary. Because the request involves a change to a previously approved action by Council for a defined SOI amendment boundary (i.e. ±1,050 acres), Council must consider the applicant's request to now reduce that boundary.

Applicant's Request

The applicant's request to reduce the size of SOI boundary is related primarily to biological constraints as described in **Attachment 3**. As a result, the applicant has requested removal of some of this acreage from consideration at this time. This would allow the applicant more time to work through the constraints, as well as to move forward more efficiently on entitlements for the approximately 75 acres at the northeast corner of Sunnyside and Shepherd Avenues.

Consultant Agreement

Because the consultant agreement was executed following Council direction on March of 2021, if the request is approved, Staff would work with De Novo to provide a revised scope and cost for analysis of a reduced boundary. Although the revised cost is not yet known, it is likely that the costs would decrease substantially as a result of a smaller area to analyze, going from ±1,050 acres to ±155 acres.

For reference, the City entered into an agreement with De Novo to complete the EIR for a total cost of \$448,928.70. This included a base price of \$408,117 plus a 10% contingency of \$40,811.70.

EIR Cost Sharing

At the direction of Council at the September 2020 hearing, additional acreage was added to the applicant's request at that time to amend the SOI boundary. Subsequently, Council approved requests in March 2021 for Staff to proceed with the ±1,050 acre boundary and to enter into an agreement with a consultant for preparation of an EIR, of which the City would participate in cost-sharing.

The City's obligation was a total of \$89,012.07 which included \$69,012.07 for the EIR and \$20,000 which accounted for a portion of water and sewer studies. In addition, another property owner (Harlan Land Co.) was part of the cost-sharing for portions of their land being within the

±1,050 acre boundary. Staff has discussed the revised boundary with that property owner, and they are not in opposition of the revised boundary understanding that their property would remain outside of the City's SOI at this time.

If the requests are approved by Council reducing the SOI amendment boundary to ±155 acres, the City would not participate in cost-sharing, and the costs would solely be borne by the applicant.

LAFCo Application

As part of the requests, Staff is seeking approval to prepare and submit an application to LAFCo for the revised boundary of ±155 acres as shown above in **Figure 1**. If the requests are approved, Staff would begin preparation of an application to LAFCo for submittal so that the Municipal Services Review (MSR) can begin concurrently while the EIR is being prepared. However, in order for the LAFCo application to be deemed "complete," Staff would bring back the EIR for consideration and certification by Council upon its completion.

Next Steps

If approved, City staff would begin working with the applicant and De Novo to revise the scope and budget of the consultant agreement. Following that, the applicant would need to submit entitlement applications to formally begin the process. This would likely include an application for a general plan amendment, prezone, tract map, as well as SOI amendment and annexation.

As part of the process, additional public meetings would occur with the surrounding neighborhood at later dates. These meetings will be appropriately noticed at that time to solicit input from the public.

FISCAL IMPACT

The impact of expanding the SOI would be minimal at the time the SOI is changed. At the point of annexation, and subsequent development entitlements, an impact on the City's ability to provide services will be realized. The fiscal impacts on the City will be analyzed at the time of an annexation request for the subject property.

REASON FOR RECOMMENDATION

Staff is seeking City Council approval on the requests based on the applicant's justification provided in **Attachment 3**. Direction to proceed with the revised SOI boundary will allow the biological constraints to be further reviewed while allowing for processing of entitlements on the revised boundary.

ACTIONS FOLLOWING APPROVAL

If directed by City Council to proceed, the following would occur (not necessarily in the order shown):

- Staff will modify the EIR consultant agreement with De Novo;
- Staff will work with applicant for submittal of entitlement applications to begin the process of engaging with affected agencies and departments;

- Staff will begin engaging with Fresno County staff for negotiating an amendment to the Memorandum of Understanding and Tax Sharing Agreement;
- Staff will prepare and submit an application to LAFCo so that the Municipal Services Review can begin as the EIR is being prepared; and
- Staff will work with applicant and consultant to schedule neighborhood meetings, as appropriate.

Prepared by: Ricky Caperton, Deputy City Planner

Reviewed by: City Manager *JH*

**DRAFT
RESOLUTION 21-_____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AN APPLICATION MODIFYING THE BOUNDARY OF A PREVIOUS
REQUEST WHICH INCLUDED ±1,050 ACRES DOWN TO ±155 ACRES FOR THE
UPDATE OF THE CITY OF CLOVIS SPHERE OF INFLUENCE**

WHEREAS, at a meeting on November 1, 2021, the Clovis City Council did consider a modification to a previously approved request by Wilson Premier Homes for expansion of the City of Clovis Sphere of Influence proposed pursuant to Chapter 4 of the Local Government Reorganization Act of 2000; and

WHEREAS, a Sphere of Influence is the boundary adopted by the Fresno Local Agency Formation Commission that designates a municipality's probable future urban area within which annexations to the City can take place; and

WHEREAS, at a meeting on March 1, 2021, the Clovis City Council approved a request for the process to proceed for the addition of approximately 1,050 acres to the existing City of Clovis SOI consisting of parcels generally located north of Shepherd Avenue to Behymer Avenue, from Sunnyside Avenue to the Big Dry Creek Dam; and

WHEREAS, the revised proposal consists of a reduction to the previous request modifying the addition from approximately 1,050 acres to approximately 155 acres to the existing City of Clovis SOI consisting of parcels generally located north of Shepherd Avenue to Perrin Avenue, from Sunnyside Avenue to Fowler Avenue; and

WHEREAS, the City of Clovis has determined that the parcels to be included in the SOI Expansion will facilitate and encourage orderly growth and development which are essential to the social, fiscal, and economic wellbeing of the community; and

WHEREAS, an Environmental Impact Report and appropriate technical studies will be prepared to determine the potential environmental effects associated with the amendment pursuant to the California Environmental Quality Act; and

WHEREAS, prior to annexations proposed in the expanded Sphere of Influence area, the City shall demonstrate that it has sufficient capacity to provide urban services to the annexation project area and areas within 1/8 mile of the site in accordance with the Clovis General Plan, and City adopted master service delivery plans for Sewer, Water, and Recycled Water.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Clovis approves the submittal of an Application to the Fresno Local Agency Formation Commission, requesting the Sphere of Influence Update proceedings be conducted pursuant to the Local Government Reorganization Act of 2000.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on November 1, 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: November 1, 2021

Mayor

City Clerk

**DRAFT
RESOLUTION 21-_____**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO A
PREVIOUSLY EXECUTED CONSULTANT AGREEMENT BETWEEN THE CITY OF
CLOVIS AND DE NOVO PLANNING GROUP FOR THE PREPARATION OF AN
ENVIRONMENTAL IMPACT REPORT AND RELATED SERVICES**

WHEREAS, a request by Wilson Premier Homes (Applicant) was received by the City of Clovis to amend the Clovis Sphere of Influence for the addition of approximately 1,050 acres consisting of parcels generally located north of Shepherd Avenue to Perrin Avenue, from Sunnyside Avenue to Fowler Avenue; and

WHEREAS, the City requires assistance from an external consulting firm to assist with the preparation of an Environmental Impact Report and related services for purposes of analyzing potential environmental effects, related to a request for a Sphere of Influence Amendment to include approximately 155 acres generally located north of Shepherd Avenue to Perrin Avenue, from Sunnyside Avenue to the Fowler Avenue, pursuant to the California Environmental Quality Act; and

WHEREAS, after soliciting proposals through a Request for Proposals process in August 2020, De Novo Planning Group was selected to perform these services based on their substantial experience with the preparation of Environmental Impact Reports and technical studies for similar projects, and entered into a consultant agreement with the City in April of 2021; and

WHEREAS, the Applicant has requested to modify the request to reduce the Sphere of Influence amendment boundary from approximately 1,050 acres to approximately 155 acres, causing a modification to the previously executed consultant agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis Council authorizes the City Manager to execute an amendment to a previously executed consultant agreement (attached hereto as **Attachment A**) between the City of Clovis and De Novo Planning Group for the preparation of an Environmental Impact Report and Related Services for the modified Sphere of Influence amendment boundary of approximately 155 acres.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on November 1, 2021, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: November 1, 2021

Mayor

City Clerk

**CITY OF CLOVIS
CONSULTANT SERVICE AGREEMENT**

NORTH OF SHEPHERD SPHERE OF INFLUENCE EXPANSION

This Consultant Services Agreement ("Agreement") is entered into between the City of Clovis, a California general law city ("City") and De Novo Planning Group, a California Corporation ("Consultant") with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on March 1, 2021 ("Effective Date").

RECITALS

- A. City desires to obtain planning and environmental study services ("Services") for the proposed North of Shepherd Sphere of Influence Expansion Area Project ("Project") as more fully described in the Scope of Work for the Project (**Exhibit A**), and Budget for the Project (**Exhibit B**), which are incorporated herein by reference.
- B. Consultant is engaged in the business of furnishing the Services and hereby warrants and represents that Consultant is qualified, experienced, and capable of performing the Services, and possesses any required licenses, certifications, security/bonding, and/or training necessary to perform the Services.
- C. City desires to retain Consultant, and Consultant desires to provide the City with the Services, on the terms and conditions as set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual agreements herein, City and Consultant agree as follows:

AGREEMENT

- 1. **Scope of Services.** Consultant shall perform the Services described in the Recitals and detailed in **Exhibits A and B**. Changes in the scope of Services, including the work performed and/or deliverables produced, shall be made in writing and particularly describe the changes in Services, including payment/costs and schedule/term, as applicable.
- 2. **Priority and Conflicts; Exclusions.** If the terms and requirements of this Agreement conflict with **Exhibits A or B**, the terms of this Agreement shall control. No contractual terms and/or conditions found in **Exhibits A or B** shall purport to waive, disclaim, or limit Consultant's liability, indemnification obligations, warranties, damages for breach or delay, or any security, bonding, or insurance requirements, and any such provisions shall have no force or effect with respect to this Agreement and the Services performed by Consultant.
- 3. **Term of Agreement; Commencement of Services; Schedule.** The term of this Agreement shall commence on the Effective Date, and Consultant shall begin performing the Services on that date, unless otherwise instructed by City. The Services shall proceed in accordance with the Task Schedule set forth in **Exhibits A and B**, and Consultant shall continue with the Services until satisfactorily completed, as determined by City. The Task Schedule shall be subject to modification based on the City's operational needs. City will notify Consultant in advance of any modification to the Task Schedule.
- 4. **Payment for Services.** City shall pay Consultant for the Services performed pursuant to this Agreement according to the rate(s) stated in **Exhibit B**. The individual budget amounts for each task, and the cumulative budget totals, paid by City to Consultant shall not exceed the amounts set forth in **Exhibit B**.

The foregoing is inclusive of all labor, equipment, materials, costs and expenses, taxes, and overhead. City shall pay Consultant for Services satisfactorily performed pursuant to this Agreement.

Consultant shall submit monthly invoices to City containing detailed billing information regarding the Services provided and amounts expended to date, which shall reflect the City's initial deposit.

Consultant recognizes that the Project is being initiated by the development community, with the principal developer being Wilson Homes ("Developer"). City will be entering into a contract with Wilson Homes to fund most of the costs of the Services. Therefore, City's ability to pay Consultant for the Services will be dependent in substantial part on payment by the Developer.

City recognizes that the Consultant Services set forth in **Exhibit B** are rendered at the direction of the City, and it will be the City's obligation to maintain appropriate deposits/payments for Services through their contract with the Developer. If the Developer ceases to maintain adequate deposits to fund the Services in Exhibit B, the City will immediately notify Consultant and request the work to cease until such time that the Developer provides adequate deposits to fund the Services. City recognizes that a large portion of the total Services are anticipated to be performed during the first 3-6 months of the contract.

After receipt of Consultant's monthly invoice, City shall apply funds from any Developer deposit made for the purposes of funding the Project and make payment to Consultant within thirty (30) days after receipt of invoice. If Developer funds on deposit are insufficient to cover the invoice, City shall take reasonable steps to ensure that payment to Consultant for its invoice is made to Consultant within sixty (60) days of submittal to the City; provided, however, the parties acknowledge and agree that payment to Consultant for the invoice shall not be due and payable from the City until such time as City has sufficient funds on deposit from Developer to pay such invoice amount.

Should the Developer decide to abandon the Project by not making further deposits to City, City and Developer will work cooperatively together to terminate the Services or otherwise negotiate amendments to this Agreement. Consultant shall be paid for all services rendered at the time of termination or amendment of the Agreement.

5. Independent Contractor Status. Consultant and its subcontractors shall perform the Services as independent contractors and not as officers, employees, agents or volunteers of City. Consultant is engaged in an independently established trade, occupation, or business to perform the Services required by this Agreement and is hereby retained to perform work that is outside the usual course of City's business. Consultant is free from the control and direction of City in connection with the manner of performance of the work. Nothing contained in this Agreement shall be deemed to create any contractual relationship between City and Consultant's employees or subcontractors, nor shall anything contained in this Agreement be deemed to give any third party, including but not limited to Consultant's employees or subcontractors, any claim or right of action against City.

6. Consultant Representations; Standard of Care; Compliance with Law. Consultant represents that Consultant and any subcontractors utilized by Consultant are and will be qualified in the field for which Services are being provided under this Agreement and Consultant and any subcontractors are now, and will be throughout their performance of the Services under this Agreement, properly licensed, certified, secured/bonded, trained, and/or otherwise qualified and authorized to perform the Services required and contemplated by this Agreement, as may be required by law. Consultant and its subcontractors shall utilize the standard of care and skill customarily exercised by members of their profession, shall use reasonable diligence and best judgment while performing the Services, and shall comply with all applicable laws, regulations, and industry standards.

7. Identity of Subcontractors and Sub-Consultants. Consultant shall, before commencing any work under this Agreement, provide to City in writing: (a) the identity of all subcontractors and sub-consultants (collectively referred to as "subcontractors"), if any, Consultant intends to utilize in Consultant's performance of this Agreement; and (b) a detailed description of the full scope of work to be provided by such subcontractors. Consultant shall only employ subcontractors pre-approved by City and in no event shall Consultant replace an approved subcontractor without the advance written permission of City, with the understanding that City's permission will not be unreasonably withheld. Notwithstanding any other provisions in this Agreement, Consultant shall be liable to City for the performance of Consultant's subcontractors.

8. Subcontractor Provisions. Consultant shall include in its written agreements with its subcontractors, if any, provisions which: (a) impose upon the subcontractors the obligation to provide to City the same insurance and indemnity obligations that Consultant owes to City; (b) make clear that City intends to rely upon the reports, opinions, conclusions and other work product prepared and performed by subcontractors for Consultant; and (c) entitle City to impose upon subcontractors the assignment rights found elsewhere in this Agreement.

9. Power to Act on Behalf of City. Consultant is not acting as an agent of City and shall not have any right, power, or authority to create any obligation, express or implied, or make representations on behalf of City except as may be expressly authorized in advance in writing from time to time by City and then only to the extent of such authorization.

10. Record Keeping: Reports. Consultant shall keep complete records showing the type of Services performed. Consultant shall be responsible and shall require its subcontractors to keep similar records. City shall be given reasonable access to the records of Consultant and its subcontractors for inspection and audit purposes. Consultant shall provide City with a working draft of all reports upon reasonable request by City and of all final reports prepared by Consultant under this Agreement.

11. Ownership and Inspection of Documents. All data, tests, reports, analyses, documents, records, conclusions, opinions, recommendations and other work product generated by or produced for Consultant or its subcontractors in connection with the Services, regardless of the medium, including physical drawings and materials recorded on computer discs or other electronic devices ("Work Product"), shall be and remain the property of City. City shall have the right to use, copy, modify, and reuse the Work Product as it sees fit. Upon City's request, Consultant shall make available for inspection and copying all such Work Product and all Work product shall be turned over to City promptly at City's request or upon termination of this Agreement, whichever occurs first. Consultant shall not release any Work Product to third parties without prior written approval of City. This obligation shall survive termination of this Agreement and shall survive for four (4) years from the date of expiration or termination of this Agreement.

12. Confidentiality. All Work Product prepared and performed by and on behalf of Consultant in connection with the Services performed pursuant to this Agreement shall be kept confidential and shall be disclosed only to City, unless otherwise provided by law or expressly authorized by City. Consultant shall not disclose or permit the disclosure of any confidential information acquired during performance of the Services, except to its agents, employees and subcontractors who need such confidential information in order to properly perform their duties relative to this Agreement. Consultant shall also require its subcontractors to be bound to these confidentiality provisions.

13. City Name and Logo. Consultant shall not use City's name or insignia, photographs relating to the City projects or work for which Consultant's services are rendered, or any publicity pertaining to the Consultant's Services under this Agreement in any magazine, trade paper, newspaper, television or radio production, internet website, social media, or other similar medium without the prior written consent of City.

14. Conflicts of Interest. Consultant warrants that neither Consultant nor any of its employees have an improper interest, present or contemplated, in the Services which would affect Consultant's or its employees' performance of the Services and the Work Product produced. Consultant further warrants that neither Consultant nor any of its employees have real property, business interests or income that will be affected by the Services. Consultant covenants that no person having any such interest, whether an employee or subcontractor shall perform the Services under this Agreement. During the performance of the Services, Consultant shall not employ or retain the services of any person who is employed by the City or a member of any City Board or Commission.

15. Non-liability of Officers and Employees. No officer or employee of City shall be personally liable to Consultant, or any successors in interest, in the event of a default or breach by City for any amount which may become due Consultant or its successor, or for any breach of any obligation under the terms of this Agreement.

16. City Right to Employ Other Consultants. Unless **Exhibit A** specifically provides that the Services City seeks pursuant to this Agreement are exclusive to Consultant, this Agreement and performance of the Services are non-exclusive and City reserves the right to employ other consultants in connection with the Services while this Agreement is in effect.

17. Termination of Agreement. This Agreement shall terminate as provided in Section 3, unless terminated earlier pursuant to the following:

a. Termination by City: For Convenience. City may at its discretion terminate this Agreement for convenience and without cause upon fourteen (14) days prior written notice to Consultant. Upon receipt of a termination notice pursuant to this subsection, Consultant shall promptly discontinue all Services affected, unless the notice directs otherwise.

b. Termination by City or Consultant: For Cause. Either party may terminate this Agreement upon ten (10) days prior written notice to the other party of a material breach, and a failure within that time period to cure or commence reasonable steps to cure the breach.

c. Compensation to Consultant Upon Termination. Consultant shall be paid compensation for Services satisfactorily performed prior to notice of termination. As to any phase partially performed but for which the applicable portion of Consultant's compensation has not become due, Consultant shall be paid the reasonable value of its Services provided. However, in no event shall such payment when added to any other payment due under the applicable part of the work exceed the total compensation of such part as specified Section 4. In the event of termination due to Consultant's failure to perform in accordance with the terms of this Agreement through no fault of City, City may withhold an amount that would otherwise be payable as an offset to City's damages caused by such failure.

d. Effect of Termination. Upon termination of this Agreement, Consultant shall: (i) promptly discontinue all Services affected, unless the notice of termination directs otherwise; and (ii) deliver or otherwise make available to the City, without additional compensation, all Work Product and/or deliverables accumulated by the Consultant in performing this Agreement, whether completed or in process. Consultant may not refuse to provide such Work Product for any reason whatsoever.

18. Insurance. Consultant shall satisfy the insurance requirements set forth in **Exhibit C**.

19. Indemnity and Defense. Consultant hereby agrees to indemnify, defend and hold the City, its officials, officers, employees, agents, and volunteers harmless from and against all claims, demands, causes of action, actions, damages, losses, expenses, and other liabilities, (including reasonable attorney fees and costs of litigation) arising out of or in connection with the alleged or actual acts, errors, omissions or negligence of Consultant or its subcontractors relating to the performance of Services described herein to the fullest extent permitted by law, unless the injuries or damages are the result of City's sole negligence or willful misconduct, subject to any limitations imposed by law. Consultant and City agree that said indemnity and defense obligations shall survive the expiration or termination of this Agreement for any items specified herein that arose or occurred during the term of this Agreement. Notwithstanding the foregoing, for any claim alleging the negligent performance of work by Consultant, the Consultant has no immediate obligation to provide the defense of the City. The Consultant will reimburse indemnified parties their reasonable defense costs ultimately determined to have been caused by the negligence of the Consultant and proportionate to the degree of fault of the Consultant.

20. Taxes. Consultant agrees to pay all taxes, licenses, and fees levied or assessed by any governmental agency on Consultant incident to the performance of Services under this Agreement, and unemployment and workers' compensation insurance, social security, or any other taxes upon the wages of Consultant, its employees, agents, and representatives. Consultant agrees to obtain and renew an annual business tax certificate from City and pay the applicable annual business registration tax to City during the term of this Agreement.

21. Assignment. Neither this Agreement nor any duties or obligations hereunder shall be assignable by Consultant without the prior written consent of City. In the event of an assignment to which City has consented, the assignee shall agree in writing to personally assume and perform the covenants, obligations, and agreements herein contained. In addition, Consultant shall not assign the payment of any monies due Consultant from City under the terms of this Agreement to any other individual, corporation or entity. City retains the right to pay any and all monies due Consultant directly to Consultant.

22. Form and Service of Notices. Any and all notices or other communications required or permitted by this Agreement or by law to be delivered to, served upon, or given to either party to this Agreement by the other party shall be in writing and shall be deemed properly delivered, served or given by one of the following methods:

a. Personally delivered to the party to whom it is directed. Service shall be deemed the date of delivery.

b. Delivered by e-mail to a known address of the party to whom it is directed provided the e-mail is accompanied by an acknowledgment of receipt by the other party. Service shall be deemed the date of acknowledgment.

c. Delivery by a reliable overnight delivery service, ex., Federal Express, receipted, addressed to the addressees set forth below the signatories to this Agreement. Service shall be deemed the date of delivery.

d. Delivery by deposit in the United States mail, first class, postage prepaid. Service shall be deemed delivered ninety-six (96) hours after deposit.

23. Entire Agreement. This Agreement, including the Exhibits and any other attachments, represents the entire Agreement between City and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral with respect to the subject matter herein. This Agreement may be amended only by written instrument signed by both City and Consultant.

24. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
25. Authority. The signatories to this Agreement warrant and represent that they have the legal right, power, and authority to execute this Agreement and bind their respective entities. Evidence of Consultant's authority is attached as **Exhibit D**.
26. Severability. In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.
27. Applicable Law and Interpretation and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party. This Agreement is entered into by City and Consultant in the County of Fresno, California. Consultant shall perform the Services required under this Agreement in the County of Fresno, California. Thus, in the event of litigation, venue shall only lie with the appropriate state or federal court in Fresno County.
28. Amendments and Waiver. This Agreement shall not be modified or amended in any way, and no provision shall be waived, except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.
29. Third Party Beneficiaries. Nothing in this Agreement shall be construed to confer any rights upon any party not a signatory to this Agreement.
30. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.
31. Alternative Dispute Resolution. If a dispute arises out of or relating to this Agreement, or the alleged breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation. The mediator shall be mutually selected by the parties, but in case of disagreement, the mediator shall be selected by lot from among two nominations provided by each party. All costs and fees required by the mediator shall be split equally by the parties, otherwise each party shall bear its own costs of mediation. If mediation fails to resolve the dispute within thirty (30) days, either party may pursue litigation to resolve the dispute.
- Demand for mediation shall be in writing and delivered to the other party to this Agreement. A demand for mediation shall be made within reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such a claim, dispute or other matter in question would be barred by California statutes of limitations.
32. Non-Discrimination. Consultant shall not discriminate on the basis of any protected class under federal or State law in the provision of the Services or with respect to any Consultant employees or applicants for employment.

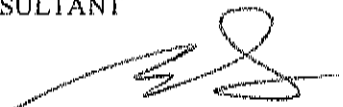
Consultant shall ensure that any subcontractors are bound to this provision. A protected class, includes, but is not necessarily limited to race, color, national origin, ancestry, religion, age, sex, sexual orientation, marital status, and disability.

33. Performance Requirements. Notwithstanding, and in addition to the provisions of, Section 17 of this Agreement, if the Services performed hereunder are not in conformity with the requirements of this Agreement and other pertinent documents, City shall have the right to require Consultant to correct the work in conformity with the requirements of this Agreement at no additional increase in the payment to Consultant. Consultant shall promptly correct the work rejected by City for failing to conform to the requirements of the Agreement. Remedy for non-compliance or non-performance shall commence within 24 hours of notice. City shall also have the right to require Consultant to take all necessary steps to ensure future performance of the Services in conformity with the requirements of this Agreement. In the event Consultant fails to correct the work or fails to take necessary steps to ensure future performance of the Services in conformity with the requirements of this Agreement, City shall have the right to immediately terminate this Agreement for default.

Now, therefore, the City and Consultant have executed this Agreement on the date(s) set forth below.

CONSULTANT

CITY OF CLOVIS

By: 
Ben Ritchie, Principal

By: 
Luke Serpa, City Manager

Date: 3/30/21

Date: 4/12/2021

Party Identification and Contact Information:

Consultant
De Novo Planning Group
Attn: Steve McMurtry
Principal
4630 Brand Way
Sacramento, CA 95819
smcmurtry@denovoplanning.com
(916) 580-9818

City of Clovis
Planning & Development Services
Attn: Ricky Caperton, AICP
Senior Planner
1033 Fifth Street
Clovis, CA 93612
rcaperton@cityofclovis.com
(559) 324-2347

ATTEST


John Holt, City Clerk

APPROVED AS TO FORM

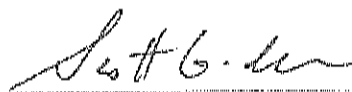

Scott G. Cross, City Attorney

EXHIBIT A SCOPE OF WORK

PROJECT APPROACH AND SCOPE OF WORK

PROJECT UNDERSTANDING

Our original understanding of the Proposed Project was that it would be a project-level analysis conducted for a 75-acre area with an anticipated 525 residential units. We understand that the Proposed Project has been expanded to include 1,050 acres, and that the entitlements being requested vary by area/property owner. We understand that the project area can be described as follows:

- Project Area – Sphere of Influence Expansion to include the entire 1,050-acre Project Area;
 - 75-acre Wilson Homes Development (Project-level Analysis) - General Plan Amendment, Pre-zone, Annexation, Tentative Map, and Residential Site Review (this area is assumed accessible by permission from Wilson Homes and will have full field surveys);
 - 527-acre East Shepard Master Plan
 - 224 acres proposed by Wilson Homes (Project-level Analysis) - General Plan Amendment, Pre-zone, Annexation, Tentative Map, and Residential Site Review (this area is assumed accessible by permission from Wilson Homes and will have full field surveys);
 - 62 acres proposed by Harlan (Project-level Analysis) - General Plan Amendment, Pre-zone, Annexation, Tentative Map, and Residential Site Review (this area is assumed accessible by permission from Harlan and will have full field surveys);
 - 241 acres controlled by others (Program-level Analysis)– General Plan Amendment, Pre-zone, Annexation (this area may not be accessible by the property owners and will not have full field surveys);
 - 448-acre remainder (Program-level Analysis Only) – This area will not receive any entitlements other than to be included in the SOI Expansion (this area is not anticipated to be accessible and will not have full field surveys).

The enclosed updated proposal includes a revised scope, schedule, and budget necessary to cover the expanded Project Area as described above. The scope and budget revisions are mostly associated with additional work need to perform technical studies on the additional 224 acres of land owned by Wilson Homes and approximately 62 acres of land owned by Harlan in the East Shepard Master Plan, and also includes additional time needed to prepare the Draft EIR and Final EIR given the increase in project area. Note, in the event that the 241 acres controlled by others in the East Shepard Master Plan becomes accessible, and those property owners desire full field surveys with project-level analysis, we can add this as additional scope/budget if requested.

TASK 1 – PROJECT KICKOFF, DATA COLLECTION, AND BACKGROUND INFO

Within one week of receipt of Notice to Proceed from the City, the De Novo team will have a conference call with City Staff to discuss the following:

- City preferences for point of contact, method of communication, meeting responsibilities, project updates, etc.,
- Collection of relevant background documents (adopted documents, reports, and studies), and
- Project deliverables.

TASK 2 – NOTICE OF PREPARATION AND SCOPING MEETING

De Novo will prepare an Initial Study and Notice of Preparation (NOP) in an administrative draft form for City staff to review. For the analysis, we will utilize the detailed project description including text and graphics that has been provided to us by the project applicant. Comments received from City staff will be incorporated into the Initial Study and NOP for public distribution. De Novo will hand deliver the NOP with the proper notice to the State Clearinghouse for state review. De Novo will attend a public scoping meeting in coordination with City staff. We will present the findings from the Initial Study at the scoping meeting and collect comments from interested parties.

Deliverables:

- *One (1) electronic copy of the Admin Draft NOP with appendices, in MS Word and PDF format.*
- *One (1) CD of the Final NOP with appendices, in MS Word and PDF format.*
- *Fifteen (15) hard copies of the Final NOP with appendices.*

TASK 3 – PROJECT DESCRIPTION AND ALTERNATIVES

De Novo will prepare a Project Description to be used for the EIR. The Project Description will satisfy the requirements of CEQA, and include appropriate maps, figures, tables, and/or graphics. We will also develop up to three alternatives during this task, which will include the CEQA-Required No Project Alternative. We will work closely with the City on the Project Description and development of the Alternatives. We recommend that this Task we performed as one of the first orders of business, and that we utilize the deliverable in the NOP (Task 2).

Deliverables:

- *One (1) electronic copy of the Project Description and Alternatives, in MS Word format.*

TASK 4 – TECHNICAL STUDIES

This task includes preparation of technical studies to support the environmental analysis and to serve as substantial evidence for the findings pursuant to CEQA Guidelines. This task will include the following technical studies:

- Air Quality and Greenhouse Gas Emissions (De Novo Planning Group)
- Biological Resources (De Novo Planning Group)
- Cultural Resources (Peak & Associates)
- Noise (MD Acoustics)
- Transportation Impact Study (assumes VMT and LOS analysis) (LSA & Associates)

Deliverables:

- *One (1) electronic copy of each technical study, in MS Word and PDF format.*

TASK 5 PREPARE AN ADMINISTRATIVE DRAFT EIR

De Novo will prepare the Draft EIR for the project in an administrative draft form for City staff to review. The EIR will be intended to provide the information and environmental analysis necessary to assist public agency decision-makers in considering approval of the project. The EIR will incorporate the technical studies identified under Task 4, as well as the Project Description and Alternatives identified in Task 3.

The EIR is anticipated to be a project-level and program-level EIR. The project-level analysis will be limited to the 75-acre Wilson Homes Tentative Map site, the 224-acre Wilson Homes and 62 acres Harlan East Shepard Master Plan sites. The remaining 241 acres in the East Shepard Master Plan will not be analyzed at a project-level. The program-level analysis will cover the entire 1050-acre SOI Expansion Area. The program-level analysis assumes that the land uses within this area will remain the same as what is currently approved within the General Plan, with the exception of the 75-acre Wilson Homes Tentative Map and the East Shepard Master Plan.

The Draft EIR will consider all potential environmental effects of the project to determine the level of significance and will analyze these potential effects to the detail necessary to make these determinations on significance. Each section will include GIS graphics and figures to create an easy to comprehend document that is user-friendly. The detailed technical scope follows.

Deliverables:

- *One (1) electronic copy of the Administrative Draft EIR with appendices, in MS Word and PDF format.*

Technical Scope for Draft EIR:

The Draft EIR will consist of the following sections:

EXECUTIVE SUMMARY

This section will provide a concise description of the project, the potential areas of controversy, issues to be resolved, project alternatives, and a summary of impacts and mitigation measures. The intent of this section is to provide the City and the public with a simple and easy to

understand overview of the project and related issues, which will be analyzed and discussed much more thoroughly in the contents of the EIR.

INTRODUCTION

The Introduction will serve as an overview of the EIR, describing its purpose and relevant environmental review procedures, the document organization, and the methodology used.

PROJECT DESCRIPTION

The Project Description section will consist of a detailed description of the project, including the proposed actions, the project goals and objectives, and the relationship of the project to other regional plans and projects. This section will also present the City's and other agency involvement in the project, and the use of the EIR by other agencies, including permits and approvals. This section will be consistent with the requirements of State CEQA Guidelines Section 15124.

ENVIRONMENTAL SETTING, IMPACTS, AND MITIGATION MEASURES

The Environmental Setting, Impacts, and Mitigation Measures section will present a detailed discussion of each individual environmental topic. Each discussion will include the following:

- An environmental setting and environmental baseline conditions (including figures and GIS graphics);
- The applicable local, state, and federal regulatory setting;
- The threshold of significance used for each impact determination;
- The methodology used for conducting the environmental analysis and making significance determinations;
- An analysis of all identified direct and indirect impacts associated with project;
- An analysis of the cumulative impacts associated with the project;
- Identification of mitigation measures to reduce impacts; and
- A determination of the significance of each impact after mitigation.

De Novo will work closely with City staff to formulate the appropriate mitigation measure language and timing that is appropriate for inclusion in the EIR. Each EIR section will be organized concisely for ease of use and future reference.

AESTHETICS/VISUAL RESOURCES

This section will identify applicable General Plan policies that protect the visual values located along public roadways and surrounding land uses, and will also address the potential for the project to substantially impair the visual character of the project vicinity. The analysis will address the proposed design and landscaping plans developed by the applicant and provide a narrative description of the anticipated changes to the visual characteristics of the project area

as a result of project implementation and the conversion of the existing on-site land uses to an urbanized use. If architectural rendering are available for the proposed project, we will compare and contract design elements to existing architecture and design standards in the city. The analysis will also address potential impacts associated with light spillage onto adjacent properties during nighttime activities. This section of the EIR will provide a discussion of viewsheds, proximity to scenic roadways and scenic vistas, existing lighting standards, an impact analysis, and recommendations for mitigating potentially significant impacts. (Note: Visual simulations are not included in this scope, but can be added upon request.)

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts on aesthetics/visual resources.

AGRICULTURAL RESOURCES

This section will describe the character of the region's agricultural lands, including maps of prime farmlands, other important farmland classifications, and protected farmland (including Williamson Act contracts). The County Agricultural Commissioner's Office and the State Department of Conservation will be consulted and their respective plans, policies, laws, and regulations affecting agricultural lands will be presented.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to offset the loss of agricultural lands and Williamson Act cancellations as a result of project implementation. Mitigation will be developed as feasible.

AIR QUALITY

This section will incorporate the Air Quality Study prepared by De Novo. It is noted that the project site is located within the jurisdiction of the San Joaquin Valley Air Pollution Control District (SJVAPCD). The project may result in short-term construction-related emissions and long-term operational emissions, primarily attributable to emissions from vehicle trips and potentially from industrial sources. We will consult with the SJVAPCD regarding the project's potential to cause impacts, and the applicability of the SJVAPCD's Rules and Regulations. The Air Quality analysis will include the following:

- Regional air quality and local air quality in the vicinity of the project site will be described. Meteorological conditions in the vicinity of the project site that could affect air pollutant dispersal or transport will be described. Applicable air quality regulatory framework, standards, and significance thresholds will be discussed.
- Short-term (i.e., construction) increases in regional criteria air pollutants will be quantitatively assessed. The ARB-approved CalEEMod computer model will be used to estimate regional mobile source and particulate matter emissions associated with the construction of the proposed project.

- Long-term (operational) increases in regional criteria air pollutants will be quantitatively assessed for area source, mobile sources, and stationary sources. The ARB-approved CalEEMod computer model will be used to estimate emissions associated with the proposed project. Exposure to odorous or toxic air contaminants will be assessed through a screening method as recommended by the SJVAPCB.
- Local mobile-source CO concentrations will be assessed through a CO screening method as recommended by the SJVAPCD. Mobile source CO concentrations are modeled for signalized intersections expected to operate at unacceptable levels of service (i.e., LOS E or worse). If the screening method indicates that modeling is necessary, upon review of the traffic analysis, CO concentrations will be modeled using the Caltrans-approved CALINE4 computer model.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts on air quality.

BIOLOGICAL RESOURCES

This section will incorporate the Biological Study prepared by De Novo under Task 4. The current scope involves expanding the study to cover the full 1050 acres at a programmatic level, with a project-level analysis for the 75-acre Wilson Homes Tentative Map site, and the 224-acre Wilson Homes and 62-acre Harlan property in the East Shepard Master Plan site. Full coverage of these three areas will be provided by this scope, and a programmatic assessment of the rest of the Project Area will be provided. The scope of the biological study is as follows:

- Records Search: This will include various biological database searches, including a search of the California Natural Diversity Database (CNDDDB), the California Native Plant Society's Electronic Inventory, the California Wildlife-Habitat Relationships database, and the United States Fish and Wildlife Service's list of special-status species with potential to occur in the region.
- Field Survey: The timing of the biological survey should coincide with the flowering season (Spring March-May) so the survey would be considered a protocol level plant survey. The 75-acre Wilson Homes site is agricultural and has a very low potential for special status species. The East Shepard Master Plan area, however, appears to be more natural, and may have wetland swales or drainages and may support special status species. The field survey for this area will be a habitat assessment, and is not intended to be a protocol level wildlife survey or wetland delineation needed to facilitate regulatory permitting. It may be determined during the habitat assessment and records search, that a protocol level survey and/or wetland delineation are warranted, which can be added to the scope upon request.

(Note: No field surveys will be performed on East Shepard Master Plan area outside the 224 acres owned by Wilson Homes and 62 acres owned by Harlan, or on the remainder

of the SOI expansion. We anticipate a windshield survey from the public right-of-way, as well as aerial and map reviews to be performed in these areas.)

- **EIR Section/Reporting:** This EIR section will present the regulatory setting, including a summary of all relevant federal, state, and local laws and regulations that apply to the protection of biological resources, and will provide an analysis including the methodology, thresholds of significance, and a summary of local biological resources, including descriptions and mapping of plant communities, the associated plant and wildlife species, and sensitive biological resources known to occur, or with the potential to occur in the project vicinity. The biological resources analysis will conclude with a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented in order to reduce impacts on biological resources and to ensure compliance with the federal and state regulations.

CULTURAL RESOURCES

This section will incorporate the Cultural Study prepared by Peak & Associates under Task 4. The current scope involves a 1,050-acre Sphere of Influence (SOI). This includes a 75-acre tract in the southwest portion of the SOI, previously surveyed by Peak & Associates. The SOI also includes a 527-acre East Shepard Master Plan, which encompasses 224-acres owned by Wilson Homes and 62 acres owned by Harlan that will both will require full cultural resources studies. The remaining 241 acres in the East Shepard Master Plan may also need full cultural resource studies, and cost is included as an optional task. The 448-acres remaining in the SOI expansion is being analyzed at a programmatic level and will not have full field surveys.

The following tasks would be undertaken:

- A record search will be conducted through the South San Joaquin Valley Information center of the California Historical Resources Information System to identify previous surveys and recorded sites in or within 0.125 miles of the Development Area and SOI Expansion Area.
- Research will be undertaken on the SOI Expansion Area utilizing all available sources to identify potential cultural resources concerns. Sources include old County maps, regional maps, topographic maps, County histories and other resources, most of which are available in our office or through on-line sources. This review will allow for the identification of potential prehistoric period site location, historic buildings and structures, historic sites, and associations with important people and events, wherever possible.
- A complete coverage field survey of the 75-acre property was completed in 2017 by our archeologists. At that point, the possibility of the presence of a prehistoric site was noted. We believe the area of the now removed buildings should be carefully checked for evidence of prehistoric period occupancy/use, as well as the land adjacent to the natural drainage. Small holes will be excavated to aid in identification of a possible

subsurface deposit. If a positive finding is made, the artifacts will be photographed and mapped, and notification provided to concerned parties.

- The additional 224-acres of the Wilson Home's lands and 62 acres of Harlan's lands will be field surveyed, using complete coverage. Any sites found in the field will be recorded and photographed. Site forms will be completed for each prehistoric and historic site located in the survey. Sites will be analyzed for their significance to the degree possible from surface evidence.
- A technical report will be prepared for the SOI research, and the results of the field re-check of the 75-acre tract, and the survey of the additional 289-acres, utilizing the research conducted in 2017 and detailing any new survey efforts, conclusions and recommendations. The report will also include maps in a confidential appendix showing sites or potential sites of concern.
- We will participate in addressing project comments regarding cultural features in the Project Area.

This EIR section will include a full discussion of any cultural or historical resources found during the site investigations and a comprehensive mitigation plan to address any potentially significant impacts identified.

GEOLGY AND SOILS

The De Novo team will prepare a geohazards evaluation of the project site. The scope of work will include the following:

- Review published documents, geologic maps and other geological and geotechnical literature pertaining to the site and surrounding area to aid in evaluating geologic resources and geologic hazards that may be present.
- Review documents provided by the project applicant(s). Potentially useful documents may include geotechnical, geologic, and environmental reports, site plans, plot plans, and correspondence with regulatory agencies.
- Review aerial photographs of the site to aid in evaluating geologic hazards that may be present.
- Perform a site reconnaissance to observe the site and features of interest identified during the literature and air photo evaluations.
- Prepare a geohazards evaluation to address soils, geology, and seismicity issues.
- Propose mitigations, as applicable, to address identified impacts.

The work for this section will include a description of the applicable regulatory setting, a description of the existing geologic and soils conditions on and around the project site, an evaluation of geologic hazards at the project site, a description of the nature and general characteristics of the subsurface conditions within the project site, and the provision of findings and potential mitigation strategies to address any geotechnical concerns or potential hazards.

The geohazards evaluation is sufficient for use in the EIR, but building, improvements, and grading plans/permits will ultimately require a design-level geotechnical report with borings and soil testing to be prepared, which is not included in this scope.

GREENHOUSE GASES AND CLIMATE CHANGE

This section will incorporate the Air Quality Study prepared by De Novo. De Novo will prepare a Green House Gas Emissions analysis pursuant to the requirements of Executive Order S-3-05 and The Global Warming Solutions Act of 2006 (AB 32). The analysis will follow the California Air Pollution Control Officers Association (CAPCOA) white paper methodology and recommendations presented in Climate Change & CEQA, which was prepared in coordination with the California Air Resources Board and the Governor's Office of Planning and Research as a common platform for public agencies to ensure that GHG emissions are appropriately considered and addressed under CEQA. This analysis will consider a regional approach toward determining whether GHG emissions are significant, and will present mitigation measures to reduce impacts. The discussion and analysis will include quantification of GHGs generated by the project using ARB-approved CalEEMod computer model as well as a qualitative discussion of the project's consistency with any applicable state and local plans to reduce the impacts of climate change. The De Novo team will work with City staff to implement a methodology and mitigation strategy that meets all legal requirements and is consistent with current City policies and preferences.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with greenhouse gas emissions.

HAZARDS/HAZARDOUS MATERIALS

The De Novo team will prepare an environmental hazards evaluation in accordance with accepted guidelines for the preparation of an EIR. The environmental hazards evaluation will include a review of hazardous site databases (i.e. California Environmental Protection Agency's (Cal EPA) Cortese List, the Department of Toxic Substances Control Envirostor database, the State Water Resources Control Board Geotracker database, Cal-EPA's CAL-SITES Abandoned Site Program Information System (ASPIS) database, and others that are deemed relevant). We will perform a site reconnaissance to observe the site and areas of potential interest. Based on the findings in the evaluation, we will propose mitigations, as applicable, to address identified impacts. This section of the EIR will present the methodology, thresholds of significance, impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts, as applicable. (Note: The environmental hazards evaluation is not a Phase 1 ESA for purposes of real estate transaction or financing.)

HYDROLOGY/WATER QUALITY

This section of the EIR will present the existing FEMA flood zones, levee protection improvements, reclamation districts, SB5 requirements including 200-year flood mapping (if

available), and risk of flooding on the project site and general vicinity. We will consult with the applicable reclamation district if needed. We will review the drainage study/calculations, and improvement plans prepared by the applicant's engineer for the proposed project if available. We will summarize onsite hydrology and hydraulic calculations (if available from applicant's engineer) under existing and proposed conditions. Some of the specific items to be reviewed include: land use classification; acreage calculations; runoff coefficients; time of concentration; and methodology. Calculations will be reviewed for reasonableness and consistency with the site plan and with the City's master plans.

We will also review the project plans and other existing information to evaluate the potential construction and operational impacts of the proposed project on water quality. We will describe the surface drainage patterns of the project area and adjoining areas based on the drainage study/calculations, and improvement plans; and identify surface water quality in the project area based on existing and available data. We will identify 303D listed impaired water bodies in the vicinity of the project site. Conformity of the proposed project to water quality regulations will also be discussed. Mitigation measures will be developed to incorporate Best Management Practices (BMPs), consistent with the requirements of the Central Valley Regional Water Quality Control Board (CVRWQCB) to reduce the potential for site runoff.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with hydrology and water quality.

LAND USE PLANNING

This section will include a detailed discussion of the project entitlements as it relates to the existing General Plan, Zoning Code, and other local regulations. We will discuss and map the existing and planned land uses and the character of the region. The local, regional, state, and federal jurisdictions potentially affected by the project will be identified, as well as their respective plans, policies, laws, and regulations (including zoning), and potentially sensitive land uses. We will evaluate the proposed project for consistency the General Plan, the Zoning Ordinance, and other local planning documents. Planned development and land use trends in the region will be identified based on currently available plans. Reasonably foreseeable future development projects within the region will be noted, and the potential land use impacts associated with the project will be presented.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to ensure consistency with the existing and planned land uses.

MINERAL RESOURCES

This section of the EIR will include a detailed discussion of the mineral resources documented on the project site and in the vicinity, Mineral Resource Zone mapping, history of mining in the

region and vicinity, and local, state, and federal policies related to mineral resources and mining. This section will provide an analysis including the thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented. It is anticipated that mineral resources may be determined to be less than significant in the Initial Study and may not require a full EIR section. In this event, we will include a discussion of the findings from the Initial Study in a separate section this any other environmental topics that were found to be less then significant in the Initial Study.

NOISE

This section will incorporate the Noise Study prepared by MD Acoustics under Task 4. The current scope involves expanding the study to cover the full 1050 acres at a programmatic level, with a project-level analysis for the 75-acre Wilson Homes development area and the East Shepard Master Plan Area controlled by Wilson Homes. The scope of the noise study is as follows:

- Background Review and Baseline Conditions
 - Review relevant project and site background information, base graphics showing the site vicinity, the proposed project and adjacent land uses.
 - Discus with the Client and the Lead Agency project details including, the Technical Noise and Vibration Study approach, the existence of any known noise producers that could impact the study areas that need to be addressed within the technical study and the best locations for noise measurements.
 - Visit the project site and perform up to seven (7) 15-minute noise measurements (short-term) throughout the Plan Area and document baseline conditions.
- Construction Noise and Vibration
 - Evaluate the potential for construction noise impacts at the Project Level and at the Programmatic Level; determine if they are likely to exceed applicable City standards at sensitive receptors; and recommend mitigation measures to help reduce impacts to sensitive receptors, if necessary.
 - Evaluate the potential for ground borne vibration impacts at the Project Level and the Programmatic Leve; determine if they are likely to result in vibration damage or annoyance or exceed applicable City standards at sensitive receptors; and recommend mitigation measures to help reduce impacts to sensitive receptors, if necessary.
- Traffic Noise
 - Calculate existing and existing plus project traffic noise levels at the Project Level and at the Programmatic Level using FHWA modeling techniques.
 - Model future traffic noise levels associated with roadways at the Project Level and at the Programmatic Level to determine possible traffic impacts to future residential land uses.
- Operational Noise

- Qualitatively discuss any potential operational noise impacts from noise generating land uses to at the Project Level and Programmatic Level in light of the City's noise ordinance.
- Technical Noise and Vibration Report/CEQA Checklist Analysis
 - Provide a Project Level and Programmatic Level noise study.
- Meetings
 - Attend up to two (2) City meetings (via conference call) during the Technical Noise Study process.
 - Note: If in person meetings are required, MD will bill on a T&M basis per schedule outlined in Exhibit A.
- Response to Comments
 - Provide up to two (2) sets of response to comments and one set of combined client/agency comments for each of the individual project specific noise impact analyses.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with noise.

POPULATION AND HOUSING

This section will begin with a detailed discussion of existing population and housing trends within the city. Relevant policies related to the location and intensity of housing development and population growth will be summarized and addressed. We will utilize the Housing Element to identify housing supply, and future availability of housing within the City. Potential impacts related to the existing housing supply and the future availability of housing will be addressed. This section will include population growth and housing unit forecasts associated with full buildout of the proposed project and General Plan. It is anticipated that population and housing will be determined to be less than significant in the Initial Study and may not require a full EIR section. Growth inducing impacts will be discussed in the EIR section 4.0 Other CEQA Sections.

PUBLIC SERVICES/RECREATION

Implementation of the project has the potential to result in impacts to the public services and recreation. Specifically, implementation of the project may result in a significant increase in demand for public services and recreation in the project area and may result in level of service impacts to police, fire, and emergency service providers, as well as park and open space facilities.

We will contact public service and recreation providers in order to determine existing service levels in the project areas. This would include documentation regarding existing staff levels, equipment and facilities, current service capacity, existing service boundaries, and planned service expansions. We will review master plans from such public service and recreation providers. We will describe City policies, programs, and standards associated with the provision of public services and utilities.

This section will provide an analysis including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation

measures that should be implemented reduce impacts associated with public services and recreation.

TRANSPORTATION AND CIRCULATION

This section will incorporate the Transportation Impact Analysis (TIA) prepared by LSA Associates. The scope of the TIA is as follows:

Project Approach: Based on our review of the City's Request for Proposals and LSA's knowledge of the local interest in the proposed Project, LSA understands that the City of Clovis is seeking to prepare a comprehensive and robust EIR to satisfy the requirements of CEQA. As part of the EIR, LSA will be preparing a TIA to satisfy requirements of CEQA. The TIA scope of work includes a program-level analysis of expanding the City's Sphere of Influence (SOI) by approximately 750 acres (ac), and a project-level analysis of annexing 300 ac and developing residential uses.

Project Understanding: The City is considering a request by the project applicant, Great Big Land, Inc., to urbanize approximately 1050 ac currently outside of the City's SOI. The proposed Project would include an SOI amendment, GPA, annexation into the City, pre-zone, tract map approval, and residential site plan review. The following provides a summary of the proposed Project. The SOI amendment would include a request to amend the City's existing SOI to add approximately 1,050 ac. This area would be comprised of the 300 ac project site, and an additional 750 ac for future development. For purposes of this analysis, it has been assumed the 300 ac development be considered as Phase 1 while the additional 750 ac considered under Phase 2. Additionally, the 300 ac project site (Phase 1) will be developed in three sub-phases, with the first phase (Phase 1A) including 75 ac, the next phase (Phase 1B) including an additional 163 ac and the remaining 62 ac as the final sub phase (Phase 1C). The TIA will include a CEQA Vehicle Miles Traveled (VMT) analysis and a Local Transportation Analysis (LTA). The VMT analysis will include a project level VMT analysis for Phase 1A and AB combined, a separate project level VMT analysis for Phase 1C and a plan level VMT analysis for Phase 2. For purposes of the LTA, Phases 1A, 1B and 1C will be separately evaluated to identify potential circulation improvements required for each sub-phase under Phase 1.

TASK 1: PROJECT ALTERNATIVES ANALYSIS Based on our understanding of the project, the project applicant intends to evaluate land use options that will provide the greatest benefits to the local community while having the lowest environmental impacts. The ultimate goal will be to identify a project alternative that will be self-sustainable while reducing project related vehicle miles traveled (VMT) and greenhouse gas emissions (GHG). As part of this project, LSA will evaluate up to four land use alternatives at a plan level for the entire 1,050 ac. The evaluation will be conducted using the Fresno COG Activity Based Model (ABM) in consultation with Fresno COG staff.

TASK 2: TRANSPORTATION IMPACT ANALYSIS - The proposed development is anticipated to include a project-level analysis for 300 ac that would be annexed into the City, and a program-level analysis of the additional 750 ac that would be brought into the City's SOI. Therefore, this scope of work takes into consideration both the project-level analysis (Phase 1) and the program-level analysis (Phase 2) for preparation of the Transportation Impact Analysis (TIA).

Additionally, the 300 ac project site (Phase 1) will be developed in three sub-phases, with the first phase (Phase 1A) including 75 ac, the next phase (Phase 1B) including an additional 163 ac and the remaining 62 ac as the final sub phase (Phase 1C).

The City has not yet established a formal update to its TIA guidelines. However, for the purpose of developing this scope of work, the Interim Transportation Analysis Guidelines (dated July 2020) have been used. The Interim TIA guidelines require a TIA for projects in Clovis to include a VMT analysis (to fulfil CEQA requirements), as well as a Local Transportation Analysis (LTA). Based on the Interim TIA guidelines, the following scope of work has been prepared:

- Project Phases 1A & 1B VMT Analysis. It is our understanding that the Phase 1A & 1B development of the project will require a project level analysis. The VMT analysis will calculate the project-generated VMT per capita using the Fresno Council of Governments (COG) Activity-Based Model (ABM). This will be compared to Fresno County's per-capita VMT. Per the City's guidelines, a significant project-generated VMT impact would occur if the Project's VMT per capita exceeds 13 percent below the existing countywide average. In the case of a significant VMT impact, appropriate mitigation measures to offset the VMT impacts will be recommended based on discussion with City staff.
- Project Phases 1C VMT Analysis. It is our understanding that the Phase 1C development of the project will require a project level analysis. The VMT analysis will calculate the project-generated VMT per capita using the Fresno Council of Governments (COG) Activity-Based Model (ABM). This will be compared to Fresno County's per-capita VMT. Per the City's guidelines, a significant project-generated VMT impact would occur if the Project's VMT per capita exceeds 13 percent below the existing countywide average. In the case of a significant VMT impact, appropriate mitigation measures to offset the VMT impacts will be recommended based on discussion with City staff.
- Project Phase 2 VMT Analysis. It is our understanding that the Phase 2 development of the project will require a program-level analysis. As such, the combination of Phase 1 and Phase 2 needs to be evaluated as a master plan or a specific plan. The corresponding VMT analysis needs to be prepared considering the entire project as a "plan". The City's current Interim TIA guidelines do not include any specific guidance for evaluating plans. Therefore, for purposes of this analysis, the "plan" level VMT analysis can be prepared following the Fresno COG VMT guidelines. As such, LSA will discuss with City staff the most appropriate approach prior to preparation of the VMT analysis for the "plan".
- Local Transportation Analysis. The LTA for the proposed Project will be prepared to meet the requirements established by the City of Clovis and Caltrans. The LTA will include analysis of both Phase 1 (project-level analysis) and Phase 2 (program-level analysis). It is our understanding that that Phase 2 of the project will not require any General Plan amendment or zone change. Therefore, traffic generated from a portion of Phase 2 of the project is already analyzed in the General Plan. As such, no additional traffic will be generated from Phase 2 compared to what has already been evaluated in

the General Plan. Thus, the Phase 2 analysis needs to evaluate intersections and roadway segments in and around the Phase 2 study area to determine roadway and intersection design within the project area. The scope of work for this LTA has been prepared based on this understanding of the project.

The primary objective of the analysis will be to study and determine the potential traffic operational issues on the circulation system in the vicinity of the Project site as a result of the proposed Project. The LTA will address existing traffic conditions, future traffic forecasts, and Project-related operational deficiencies and improvements, and will be prepared for submittal to the City and Caltrans.

As stated earlier, the proposed Project will require a GPA. Therefore, based on the City's Interim TIA guidelines, the following seven scenarios will be analyzed:

1. Existing Conditions;
2. Existing Plus Project Conditions;
3. Near-Term Plus Project (Phase 1A) Conditions;
4. Near-Term Plus Project (Phase 1A and Phase 1B) Conditions;
5. Near-Term Plus Project (Phase 1A, Phase 1B and Phase 1C) Conditions
6. Near-Term Plus Project (Phase 1A, Phase 1B, Phase 1C and Phase 2) Conditions;
7. Cumulative Year 2040 Without Project Conditions; and
8. Cumulative Year 2040 Plus Project (Phase 1A, Phase 1B, Phase 1C and Phase 2) Conditions.

Traffic conditions will be examined for the weekday a.m. and p.m. peak-hour conditions for study intersections. The a.m. peak hour is defined as the 1 hour of highest traffic volumes occurring between 7:00 a.m. and 9:00 a.m. The p.m. peak hour is the 1 hour of highest traffic volumes occurring between 4:00 p.m. and 6:00 p.m.

Specific tasks to be performed during the preparation of the LTA are as follows:

- Scoping Agreement Memorandum. Prior to preparation of the LTA, LSA will prepare a scoping agreement memorandum for submittal to the City's Traffic Engineering Manager. This will enable the scope of work to be finalized at the outset of the Project. Weekday a.m. and p.m. peak-hour trip generation for the proposed Project will be developed using rates from the Institute of Transportation Engineers (ITE) Trip Generation Manual (10th Edition) or other source approved by the City. Actual methodology for preparation of the trip generation and distribution will be developed in consultation with City staff. Upon completion of the memorandum, LSA will submit the analysis to the City to determine the scope for the LTA.
- Coordination with City Staff. Prior to preparation of the traffic study, LSA will consult with City staff to achieve the following:
 - Determine the appropriate study area.
 - Verify study area boundaries and analysis intersections.

- Determine the appropriate near-term and cumulative conditions to be examined in the traffic analysis.
- Verify the acceptability of traffic analysis assumptions, such as the a.m. and p.m. peak hours, Project trip generation, and trip distribution patterns.
- Obtain information regarding the extension of Sunnyside Avenue and the proposed improvements at the intersection of Fowler Avenue/Shepherd Avenue.
- Identify any other traffic issues that will need to be addressed in the study.
- Per the City's TIA guidelines, the LTA study area must include the following:
 - Pedestrian, bicycle, and transit facilities within 0.5 mile from the Project site boundary;
 - All intersections that would provide direct access to the Project site;
 - All signalized intersections within 0.5 mile of the Project site boundary where the Project would add 50 or more peak-hour trips, and signalized intersections beyond 0.5 mile where the Project would add 100 or more peak-hour trips;
 - All unsignalized intersections within 0.5 mile of the Project site boundary where the project would add more than 50 peak-hour trips;
 - All freeway ramp intersections where a project would add 50 or more peak-hour trips.

For the purposes of this scope, LSA anticipates that the traffic analysis will examine 50 intersections, including the Project driveways, and 50 roadway segments. Prior to initiation of the LTA, LSA will prepare a detailed scoping letter for submittal to the City that shows the Project trip generation, distribution, and assignment of Project trips. The scoping letter will identify the final study area based on the Project trip distribution and assignment.

In addition, it is assumed that up to 40 approved and pending projects will need to be included in the analysis. It is also assumed that the City will provide the list of approved and pending projects before the analysis is started. If City staff requires additional intersections, projects, or operational issues that are not covered in this scope, it may be necessary to adjust the scope of work and budget.

- Data Collection & Site Visit. The following data will be required to prepare the traffic analysis for the proposed Project:
 - Site Visit. LSA staff will visit the Project site and gather information about lane geometrics, signal timing, signal phasing, roadway widths, etc.
 - Existing Intersection Traffic Counts. Existing intersection turn volumes for the a.m. and p.m. peak periods will need to be collected at all study intersections. Due to the current constraints on collecting new traffic counts, LSA will contact counters to evaluate the option of gathering historic count data at all study intersections. The methodology of developing existing (2020) traffic count data will be finalized in consultation with City staff.

- Information on Cumulative Projects. LSA will contact the City's Planning and Development Department to obtain information about approved or pending projects in the vicinity of the proposed Project so that traffic generated by those projects may be incorporated into the LTA.
- Existing Traffic Conditions. Existing a.m. and p.m. peak-hour traffic conditions and LOS will be assessed for the intersections identified for examination. Intersection LOS will be calculated using the appropriate Highway Capacity Manual, 6th Edition (HCM 6) analysis methodologies using Synchro 10 software. Per the City's TIA guidelines, roadway segment LOS shall be determined using Florida tables.
- Near-Term Without Project (Phase 1A) Traffic Conditions. It is anticipated that Phase 1A of the project will be completed within the next 5 years. Therefore, traffic volumes for near-term without Project (Phase 1A) conditions will be developed by applying a growth rate to existing traffic volumes and by adding traffic volumes from approved and pending projects near the study area. The growth rate will be determined based on consultation with City staff. Information for approved and pending projects near the Project site will be obtained from the City and other adjacent jurisdictions, if required. The City's TIA guidelines do not require analysis of traffic conditions for this scenario. The volumes developed for this scenario will only be used for developing traffic volumes for the near-term with Project scenario.
- Near-Term Without Project (Phase 1A and Phase 1B) Traffic Conditions. It is anticipated that Phase 1A and Phase 1B of the project will be completed within the next 7 years. Therefore, traffic volumes for near-term without Project (Phases 1A and 1B) conditions will be developed by interpolating between near-term Phase 1A without project and cumulative year 2040 without project traffic volumes. The City's TIA guidelines do not require analysis of traffic conditions for this scenario. The volumes developed for this scenario will only be used for developing traffic volumes for the near-term with Project scenario.
- Near-Term Without Project (Phase 1A, Phase 1B, and Phase 1C) Traffic Conditions. It is anticipated that Phase 1A, Phase 1B and Phase 1C of the project will be completed within the next 9 years. Therefore, traffic volumes for near-term without Project (Phases 1A, 1B and 1C) conditions will be developed by interpolating between near-term Phase 1A without project and cumulative year 2040 without project traffic volumes. The City's TIA guidelines do not require analysis of traffic conditions for this scenario. The volumes developed for this scenario will only be used for developing traffic volumes for the near-term with Project scenario.
- Near-Term Without Project (Phase 1A, Phase 1B, Phase 1C and Phase 2) Traffic Conditions. It is anticipated that completion of Phase 2 will occur over the next 10-15 years. Therefore, traffic volumes for near-term without Project (Phase 1A, Phase 1B, Phase 1C and Phase 2) conditions will be developed by interpolating between near-term Phase 1A without project and cumulative year 2040 without project traffic volumes. The City's TIA guidelines do not require analysis of traffic conditions for this scenario. The

volumes developed for this scenario will only be used for developing traffic volumes for the near-term with Project scenario.

- Cumulative Year 2040 Without Project Traffic Conditions. Traffic volumes for cumulative year 2040 without Project conditions will be developed using the Fresno COG ABM. LSA has this model in-house and will run it to obtain the required model plots. The methodology to develop future build-out year without Project traffic volumes at study intersections will be consistent with the Fresno COG's procedures for post-processing of modeled traffic volumes. The resulting intersection and roadway segment LOS will be calculated using the previously discussed methodologies.
- Project Trip Characteristics and Changes to Traffic Patterns. Weekday a.m. and p.m. peak-hour trip generation for the Project will be developed using rates from the ITE Trip Generation Manual (10th Edition) or other source approved by the City. Actual methodology for preparation of the trip generation and distribution will be developed in consultation with City staff. Separate select zone runs will be developed for Phase 1A, Phase 1B, Phase 1C and Phase 2. Because Phase 2 of the project includes 975 acres, LSA proposes to create up to 5 new TAZs to develop the trip distribution and assignment under Phase 2. This will also help in determining trip interactions and internal capture within the project site. Project trips will be distributed based on select zone runs developed using the Fresno COG's ABM and in consultation with City staff. Separate select zone runs will be developed for Phase 1A, Phase 1B and Phase 2. Because Phase 2 of the project includes 975 acres, LSA proposes to create up to 5 new TAZs to develop the trip distribution and assignment under Phase 2. This will also help in determining trip interactions and internal capture within the project site. The Project trip assignment at study intersections will be obtained by multiplying the Project trip distributions at the intersections with the Project trip generation.
- Existing, Near-Term, and Cumulative Year 2040 with Project Traffic Conditions. Effects of the Project on traffic will be evaluated by adding the Project trip assignment to the corresponding without Project conditions. The resulting intersection and roadway segment LOS for each scenario will be calculated using the previously discussed methodologies.
- Analysis of Traffic Operations and Recommended Circulation Improvements. Intersection and roadway segment LOS without the Project will be compared to the intersection and roadway segment LOS with the Project for each of the analysis scenarios to determine operational deficiencies. Furthermore, necessary improvements will be recommended to offset these deficiencies. Improvements may include intersection turn lanes, signalization, and segment lane additions. The LOS with the proposed improvements will be calculated and summarized, along with a comparison of the LOS without improvements.
- Signal Warrant Analysis. Peak-hour approach volumes for the study intersections will be examined to determine whether signalization may be warranted at an unsignalized study intersection per the criteria defined in the California supplement of the Manual on Uniform Traffic Control Devices (CA-MUTCD).

- Intersection Queuing Analysis. Per the City's TIA guidelines, an intersection queuing analysis is required to be conducted at all study area intersections. The queuing analysis will be prepared using Synchro for signalized intersections and SimTraffic for unsignalized intersections. Improvements will be recommended if queuing deficiencies are observed at study intersections.
- Regional Transportation Mitigation Fee (RTMF)/Fair-Share Contributions. LSA will evaluate whether the recommended improvements identified in the LTA are included as part of the Fresno COG RTMF program or any other fee program. If it is determined that the improvement is not covered through any such fee program, the Project's fair-share cost contribution will be calculated based on Project traffic as a percentage of total growth from existing to cumulative year 2040 conditions.
- Site Access and Circulation Analysis. The City's TIA guidelines require a detailed site access and circulation analysis to be included in the TIA to address safe and acceptable traffic operations. For purposes of this scope, LSA will evaluate intersection sight distance, location and distance of proposed primary access points from nearby intersections, pedestrian paths of travel, and other issues after discussions with City staff.
- LTA Optional Task: Freeway Analysis. Caltrans has been requesting freeway mainline and ramp merge/diverge analysis for projects in the vicinity of freeway facilities. Freeway analysis needs to be conducted under all analysis scenarios for ramps where there are over 100 two-way peak-hour trips, as well as the mainline segments adjacent to those ramps. Because of the proximity of the proposed Project to State Route (SR) 168, it is anticipated that the Project may add over 100 two-way peak-hour trips at the freeway ramps. Therefore, a freeway analysis will be required to satisfy Caltrans requirements for preparation of the traffic analysis. The analysis will be conducted using HCM 6 methodologies and the Highway Capacity Software.
- Meetings. It is anticipated that LSA's Transportation Department staff will attend up to six meetings (including four public hearings) related to the processing of the proposed Project. The cost for attending up to six meetings is included within our budget. If LSA Transportation staff is required to attend additional meetings, a contract amendment may be required.
- Work Products. LSA will prepare a draft TIA report documenting analysis methodologies, existing conditions, near-term and cumulative year 2040 conditions, operational deficiencies, recommended improvements, and the Project contribution to these improvements.

The draft TIA will be submitted to the client for review and submittal to the City. This scope and budget includes one review/revision of the TIA to address City comments. Additional rounds of review/revision or provision of copies in excess of that stated in this proposal will require an amendment to this scope and cost estimate.

Upon revision, the final report will be submitted to the City as an Adobe Acrobat PDF file. The Project VMT Analysis task would take 4 weeks to complete following issuance

of the Notice to Proceed (NTP). The Local Transportation Analysis task would take 10 weeks to complete following issuance of the NTP.

TASK 3: PUBLIC HEARINGS: LSA will attend two Planning Commission hearings and two City Council hearings. Attendance at additional meetings can be added to the scope as additional services, and an estimated cost for attendance is included in Section F, Project Cost.

TASK 4: PROJECT MANAGEMENT AND MEETINGS: Ambarish Mukherjee will undertake a variety of general project management tasks throughout the process of preparing the TIA. Mr. Mukherjee will provide input on scope, budget, and scheduling of the TIA and quality assurance for all work products. He will review all in-house prepared text, tables, and graphics before these materials are presented to the City as draft review documents.

Mr. Mukherjee will also be in charge of the day-to-day activities associated with the proposed Project. Project management tasks include regular client contact; oversight of team members; and development of products. As Project Manager, Mr. Mukherjee will attend all meetings and maintain a project schedule. He will monitor the project budget in light of progress in the project schedule and will communicate any potential deviations with the City in a timely manner. He will also provide direction to all team members that will ensure an internally consistent, coherent document.

Mr. Mukherjee, and LSA transportation staff, as appropriate, will be available to meet with the project team to discuss about transportation related issues of the project. The proposed cost estimate includes attendance by Mr. Mukherjee at the project kick-off meeting. In addition, LSA has budgeted (under this task) for attendance at up to three in-person or teleconference team meetings with the City.

UTILITIES AND SERVICES SYSTEMS

This section will focus on wastewater, water, and storm drainage infrastructure, as well as other utilities (i.e. solid waste, gas, electric, etc.) that are needed to serve the proposed project. We understand that the City and/or applicant will provide us with utilities studies/calculations for our use in this section. This section will provide an analysis, including the methodology, thresholds of significance, a consistency analysis, cumulative impact analysis, and a discussion of feasible mitigation measures that should be implemented to reduce impacts associated with utilities and service systems. A brief description of the wastewater, storm drainage, and water assessments are provided below.

Wastewater: We will analyze the impacts associated with on-site and off-site construction of the conveyance system, including temporary impacts associated with the construction phase. We will present the proposed infrastructure as provided by the developer's engineer. This will likely include a system of gravity pipes, pump station(s), and a forcemain(s). Lastly, we will discuss the disposal methods and location, including environmental impacts and permit requirements associated with disposal of treated wastewater. We will address the potential for the use of recycled water for irrigation to the extent allowed by the City's Waste Discharge Permit issued by the RWQCB.

Storm Drain: We will analyze the impacts associated with on-site and off-site construction of the storm drainage system, including temporary impacts associated with the construction phase. We will identify permit requirements and mitigations needed to minimize and/or avoid impacts. We will present the proposed infrastructure as provided by the developer's engineer. We will review the proposed system for consistency with the City's Master Storm Drain Plan. This section will include some information that will also be presented in the hydrology and water quality section of the EIR (i.e. flood hazards), although the focus of this section will be on the environmental impacts associated with the system.

Water Supply: The EIR will require a Water Supply Assessment (SB 610/AB 221 Assessment) to support the analysis. We understand that the City will commission one of their consultants to prepare this document, and that once prepared it will be provided to De Novo for use in the EIR. We will utilize the water demand and supply calculations and conclusions in the EIR. We will analyze the impacts associated with on-site and off-site construction of the water system, including temporary impacts associated with the construction phase. We will identify permit requirements and mitigations needed to minimize and/or avoid impacts. We will present the proposed infrastructure as provided by the developer's engineer. This will likely include a looped system of pipes, storage, wells, and pump station(s). We will review the proposed system for consistency with the City's Master Water Plan. This section will include some information that will also be presented in the hydrology and water quality section of the EIR although the focus of this section will be on the environmental impacts associated with the system.

ALTERNATIVES

De Novo will coordinate with City staff to formulate up to three (3) alternatives for analysis in the EIR as required by the CEQA Guidelines. Our efforts will result in an EIR that will include an examination of a range of reasonable alternatives that could feasibly achieve the basic objectives of the project.

The CEQA Guidelines require that a "No Project" alternative be analyzed among the range of alternatives. An alternative location must also be analyzed unless it is determined by the lead agency that a feasible alternative location does not exist. If the lead agency determines that an alternative location does not exist, it must disclose the reasons for this conclusion in the EIR.

The alternatives section will provide a description and comparison of the alternatives. Finally, an environmental superior alternative will be selected. From our experience with similar EIRs, we will provide suggested alternatives for City staff to consider. Once the alternatives are initially formulated, they will be presented at the public scoping meeting and refined based on public input.

OTHER CEQA REQUIREMENTS

The section will include the other required CEQA sections including issues previously determined to be less than significant, growth-inducing impacts, significant irreversible environmental effects, and a summary of significant and unavoidable impacts.

REPORT PREPARERS AND REFERENCES

This section will provide a list of all persons, agencies, and references used to prepare the EIR.

TASK 6 SCREEN-CHECK DRAFT EIR

Comments received from City staff regarding the Administrative Draft EIR will be incorporated into a Screen-check Draft EIR for a final review by City staff prior to public circulation.

Deliverables:

- *One (1) electronic copy of the Screen-check Draft EIR with appendices, in MS Word and PDF format.*

TASK 7 PUBLIC DRAFT EIR

Comments received from City staff regarding the Screen-check Draft EIR will be incorporated into the Draft EIR for public circulation. After the document is finalized, we will publish the document and distribute it with the proper notices to the State Clearinghouse and the County Clerk. We will anticipate that the City will publish a notice in a newspaper of regional circulation and will mail out the Notice of Availability to the City's distribution list. Additional press releases can be accommodated at the request of City staff.

Deliverables:

- *One electronic copy of the Draft EIR with appendices, in MS Word and PDF format.*
- *Twenty (20) hard copies of the Draft EIR printed and bound with a Compact Disc (CD) or flash drive of the technical appendices attached to the inside of the back cover of the EIR.*
- *One (1) stamped copy of the Notice of Completion.*

TASK 8 PREPARE FINAL EIR AND MMRP

Upon completion of the public review period De Novo will prepare a written response to the public comments, and where necessary the appropriate revisions will be made to the EIR text. Any additional text will be marked in underline format and any deleted text will be marked in ~~strikeout~~ format. All responses will be prepared pursuant to Section 15088 of the State CEQA Guidelines and provided to City staff for review.

We anticipate 50 or fewer comment letters, eight to ten pages in length. Excessively long comment letters, or those that are complicated and require a significant effort and/or additional analysis to respond to are considered outside the scope of work and cost estimate.

We will include a Mitigation Monitoring and Reporting Program (MMRP) pursuant to Section 21081.6 of the Public Resources Code. The MMRP will consolidate information contained in the environmental analysis, including the specific mitigation measure, the party responsible for implementation, the party responsible for monitoring, the time frame for implementation, and a section for confirmation of implementation.

Comments received from City staff regarding the Administrative Final EIR will be incorporated into a Screen-check Final EIR for a final review by City staff prior to public circulation.

Comments received from City staff regarding the Screen-check Final EIR will be incorporated into the Final EIR for public circulation. After the document is finalized we will produce the document and deliver it to the City for distribution with the proper notices.

Deliverables:

- *One (1) electronic copy of the Administrative Final EIR with appendices, in MS Word and PDF format.*
- *One (1) electronic copy of the Screen-check Final EIR with appendices, in MS Word and PDF format.*
- *Twenty (20) hard copies of the Final EIR printed and bound with a Compact Disc (CD) or flash drive of the technical appendices attached to the inside of the back cover of the EIR.*

TASK 9 PUBLIC NOTICES

De Novo will be responsible for preparation of all public noticing requirements required under CEQA, including but not limited to, the Notice of Preparation, Notice of Completions, Notice of Availability, and Notice of Determination. This task assumes one round of revisions for each notice prepared. City staff will be responsible for mailing any of the notices locally; however, De Novo will be responsible for any required submittals to the State Clearinghouse. The City will be responsible for Planning Commission and City Council noticing.

Deliverables:

- *Notice of Completion for NOP and Draft EIR filing at the SCH*
- *Notice of Preparation for filing with the County Clerk, SCH, City website, and legal ad*
- *Notice of Availability for filing with the County Clerk, SCH, City website, and legal ad*
- *Notice of Determination for filing with the County Clerk and SCH*
(Note: We have not budgeted for the cost of CDFW or County Clerk filing fees for the NOD. We anticipate these to be paid by the project applicant.)

TASK 10 STATEMENT OF OVERRIDING CONSIDERATIONS AND FINDINGS OF FACT

De Novo will prepare the required CEQA Findings of Fact, and Statement of Overriding Considerations pursuant to requirements of Sections 15091 and 15093 of the State CEQA Guidelines. These deliverables will be prepared using the City's format and will be provided to City staff for an administrative review. Comments received from staff regarding the administrative draft will be incorporated into a Screencheck and final version of these deliverables for use by the City as necessary.

Deliverables:

- *One (1) electronic copy of the Administrative findings of fact, and statement of overriding considerations, in MS Word and PDF format.*

- *One (1) electronic copy of the Screencheck findings of fact, and statement of overriding considerations, in MS Word and PDF format.*
- *One (1) electronic copy of the Final findings of fact, and statement of overriding considerations, in MS Word and PDF format.*

TASK 11 PUBLIC HEARINGS

In addition to the scoping meeting following preparation of the NOP, De Novo will attend up to two (2) Planning Commission hearings and two (2) City Council hearings. At each of the hearings, De Novo will work with City staff to prepare a PowerPoint presentation related to the CEQA portion of the project and address CEQA-related questions or comments that may come up. Each additional hearing/meeting will be charged on a time and materials basis not to exceed \$900/meeting.

TASK 12: PROJECT MANAGEMENT

This task includes time related to project management, including but not limited to, invoicing, check-in calls and/or meetings, throughout preparation of the EIR, and other project management related tasks. This task assumes bi-weekly check in calls, as well as up to three (3) in-person meetings with City staff and/or applicant, as needed.

PROJECT SCHEDULE

<i>Project Task</i>	<i>Time Period (days)</i>	<i>Start</i>	<i>Finish</i>
Contract Award/Notice to Proceed	--	1-Mar-21	1-Mar-21
Task 1 – Project Kickoff, Data Collection, and Background Information			
Meet w/ City re: communication, deliverables	3	1-Mar-21	4-Mar-21
Collect background documents	2	4-Mar-21	6-Mar-21
Task 2 & 3 – NOP, Scoping Meeting, Project Description, and Alternatives			
NOP, Project Description, and Alternatives	14	6-Mar-21	20-Mar-21
<i>Staff Administrative Review</i>	5	<i>20-Mar-21</i>	<i>25-Mar-21</i>
Complete Public NOP	5	25-Mar-21	30-Mar-21
<i>Statutory 30-day Public Review Period</i>	30	<i>30-Mar-21</i>	<i>29-Apr-21</i>
Public Scoping Meeting (tentative date)	20	19-Apr-21	19-Apr-21
Task 4, 5, 6, & 7 – Technical Studies, Admin Draft, Screencheck, and Public Review Draft EIR			
Biological Resources Study	45	6-Mar-21	20-Apr-21
Cultural Resources Study	45	6-Mar-21	20-Apr-21
Traffic Study	120	6-Mar-21	4-Jul-21
Noise Study	90	6-Mar-21	4-Jun-21
Air Quality and Greenhouse Gas Study	90	6-Mar-21	4-Jun-21
Complete Administrative Draft EIR	145	6-Mar-21	29-Jul-21
<i>Staff Administrative Review</i>	21	<i>29-Jul-21</i>	<i>19-Aug-21</i>
Screen-check Draft EIR	21	19-Aug-21	9-Sep-21
<i>Staff Administrative Review</i>	7	<i>9-Sep-21</i>	<i>16-Sep-21</i>
Complete Public Draft EIR	7	16-Sep-21	23-Sep-21
<i>Statutory 45-day Public Review Period</i>	45	<i>23-Sep-21</i>	<i>7-Nov-21</i>
Task 7, 8, and 9 – Final EIR and MMRP			
Complete Administrative Final EIR	30	7-Nov-21	7-Dec-21
<i>Staff Administrative Review</i>	14	<i>7-Dec-21</i>	<i>21-Dec-21</i>
Screen-check Final EIR	14	21-Dec-21	4-Jan-22
Complete Admin Staff Report / Findings / Overriding Considerations	7	7-Dec-21	14-Dec-21
<i>Staff Review Staff Report / Findings / Overriding Considerations</i>	7	<i>14-Dec-21</i>	<i>21-Dec-21</i>
Complete Final EIR/Schedule Approval Hearing	7	21-Dec-21	28-Dec-21
Planning Commission Hearing	10	28-Dec-21	7-Jan-22
City Council Hearing	10	7-Jan-22	17-Jan-22

Task #	Task Description	McHenry Principal/PM \$150	Bichie Principal \$150	Carroll Senior \$150	Smith Associate \$110	Datta Associate \$125	De Novo CIS/Admin \$75	Subconsultants			Direct Costs	Totals
								LSA Traffic	Peak Cultural	M/D Acoustics Noise		
1 Project Kickoff, Data Collection, and Background Information												
1.1	Collect owner/ City or communication deliverables	1.0		1.0								2.0
1.2	Collect background documents	1.0		1.0	1.0		1.0					4.0
1.3	Define scope/schedule as needed	1.0										1.0
	Subtotal	3.0		2.0	1.0		1.0					7.0
	Task 1	\$ 450.00	\$ -	\$ 300.00	\$ 110.00	\$ 156.25	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ 1,021.25
2 Notice of Preparation and Scoping Meeting												
2.1	Prepare Administrative Study and NOP	4.0		5.0		12.0	6.0					27.0
2.2	Prepare NOP for Public Review	1.0		2.0		4.0	2.0			\$ 200.00		9.0
2.3	Scoping Meeting	5.0		5.0								10.0
	Subtotal	10.0		12.0		16.0	8.0			\$ 200.00		46.0
	Task 2	\$ 1,500.00	\$ -	\$ 1,800.00	\$ -	\$ 2,080.00	\$ 663.00	\$ -	\$ -	\$ 200.00	\$ -	\$ 4,443.00
3 Project Description and Alternatives												
3.1	Prepare Draft Project Description	2.0		12.0			2.0					16.0
3.2	Prepare Draft Alternatives	2.0		12.0			1.0					15.0
3.3	Prepare Final Project Description and Alternatives	3.0		6.0								9.0
	Subtotal	7.0		30.0			3.0					39.0
	Task 3	\$ 750.00	\$ -	\$ 1,770.00	\$ -	\$ -	\$ 363.00	\$ -	\$ -	\$ -	\$ -	\$ 2,883.00
4 Technical Studies												
4.1	Air Quality and Greenhouse Gas Emissions	2.0		4.0	45.0		1.0					52.0
4.2	Biological Resources	4.0		4.0			4.0					16.0
4.3	Cultural Resources	2.0		4.0					\$ 23,072.00			29.0
4.4	Noise	2.0		4.0						\$ 15,595.00		29.0
4.5	Traffic Impact Assessment	5.0		4.0					\$ 178,375.00			19.0
	Subtotal	15.0		20.0	49.0		5.0		\$ 216,942.00	\$ 15,595.00	\$ -	109.0
	Task 4	\$ 14,730.00	\$ -	\$ 1,600.00	\$ 4,365.00	\$ -	\$ 370.00	\$ 1,78,375.00	\$ 23,072.00	\$ 15,595.00	\$ -	\$ 241,267.00
5 Prepare Administrative Draft EIR												
5.1	Cover/ Table of Contents/ Contents/ GIS	1.0		2.0			1.0					4.0
5.2	Executive Summary/ Introduction	1.0		1.0			5.0					7.0
5.3	Project Description	2.5		2.0			5.0					9.5
5.4	Archeology	2.0		18.0								20.0
5.5	Agricultural Resources	2.0		20.0								22.0
5.6	Air Quality	2.0		2.0	5.0							12.0
5.7	Biological Resources	2.0		2.0		5.0						12.0
5.8	Cultural Resources	2.0		2.0		5.0						12.0
5.9	Geology/Soils	2.0		24.0								26.0
5.10	Greenhouse Gases and Climate Change	2.0		2.0	8.0							12.0
5.11	Hazardous/Blazeable Materials	2.0		2.0		24.0				\$ 9,330.00		28.0
5.12	Hydrology/Water Quality	2.0		24.0								26.0
5.13	Land Use Planning and Population	2.0		24.0								26.0
5.14	Noise	2.0		2.0		5.0						12.0
5.15	Public Services	2.0		24.0								26.0
5.16	Transportation/Circulation	2.0		2.0		22.0						26.0
5.17	Utilities	2.0		2.0		24.0						28.0
5.18	Cumulative Impacts	2.0		2.0		22.0						26.0
5.19	Alternatives	2.0		35.0								37.0
5.20	Other Mandated CEQA Sections	1.0		15.0								16.0
5.21	Report Preparation and References	1.0		1.0								2.0
5.22	Expanded Programmatic Discussion of 505 Area	5.0		10.0		35.0	35.0					85.0
5.23	Produce Admin. Draft EIR	4.0		4.0			5.0					13.0
5.24	Document Preparation/Management	12.0		24.0	1.0	1.0	1.0	2.0				41.0
	Subtotal	67.0		241.0	56.0	149.0	22.0					395.0
	Task 5	\$ 8,010.00	\$ 3,600.00	\$ 31,530.00	\$ 2,880.00	\$ 19,645.00	\$ 2,290.00	\$ -	\$ -	\$ -	\$ 9,330.00	\$ 64,705.00

Task #	Task Description	McMurry Principal/PM \$150	Richee Principal \$150	Carroll Senior \$120	Kotik Associate \$120	Dubb Associate \$105	De Novo GIS/Admin \$95	Subconsultants			Direct Cost	Totals
								LSA Traffic	Peak Cultural	MDA Acoustic Noise		
6 Prepare Screen-Check Draft EIR												
6.1	Document Reviews	34.5		24.0	35.0	32.0	5.0					130.5
6.2	Document Preparation/Management Subtotal	40.0	0.0	1.0	1.0	1.0	1.0				\$ 1,000.00	173.5
Task 6		\$ 6,970.00	\$ -	\$ 3,250.00	\$ 2,090.00	\$ 3,465.00	\$ 1,420.00	\$ -	\$ -	\$ -	\$ -	\$ 16,235.00
7 Prepare Public Draft EIR												
7.1	Document Reviews	4.0		2.0	2.0	9.0	2.0					33.0
7.2	Document Preparation/Management Subtotal	10.0	0.0	1.0	2.0	9.0	15.0				\$ 1,000.00	50.0
Task 7		\$ 1,530.00	\$ -	\$ 390.00	\$ 230.00	\$ 945.00	\$ 950.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 6,095.00
8 Prepare Admin Final EIR and MMMP												
8.1	Introduction	1.0		1.0								2.0
8.2	Overview of Comments Received	4.0		1.0								5.0
8.3	Response to Comments	24.0	5.0	45.0	12.0	64.0						146.0
8.4	Mitigation Monitoring and Reporting	5.0					5.0					10.0
8.5	Produce Admin. Final EIR	2.0		1.0		1.0						4.0
8.6	Review/Produce Screencheck Draft EIR	12.0		16.0	2.0	36.0	6.0					62.0
8.7	Document Preparation/Management	2.0		4.0			4.0					10.0
8.8	Review/Produce Public Final EIR	4.0		4.0	1.0	12.0	6.0					27.0
8.9	Document Preparation/Management Subtotal	63.0	5.0	106.0	15.0	112.0	36.0				\$ 1,200.00	343.0
Task 8		\$ 9,450.00	\$ 1,200.00	\$ 13,750.00	\$ 1,950.00	\$ 11,790.00	\$ 3,420.00	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 41,460.00
9 Public Noticing												
9.1	Notice of Preparation	1.0				1.0						2.0
9.2	Notice of Completion (2)	1.0				1.0						2.0
9.3	Notice of Availability	1.0				1.0						2.0
9.4	Notice of Determination	1.0				1.0						2.0
Subtotal		4.0	0.0	0.0	0.0	4.0	0.0				\$ -	8.0
Task 9		\$ 680.00	\$ -	\$ -	\$ -	\$ 420.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,320.00
10 Findings/Statement of Overriding Considerations												
10.1	Prepare Admin. Findings/Overriding Considerations	12.0		12.0								24.0
10.2	Prepare Screencheck Findings/Overriding Considerations	5.0		5.0								10.0
10.3	Prepare Final Findings/Overriding Considerations	4.0		4.0								8.0
Subtotal		21.0	0.0	21.0	0.0	0.0	0.0					42.0
Task 10		\$ 3,500.00	\$ -	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,300.00
11 Public Hearings												
11.1	Planning Conference (2)	12.0		12.0							\$ 450.00	24.0
11.2	City Council (2)	12.0		12.0							\$ 450.00	24.0
Subtotal		24.0	0.0	24.0	0.0	0.0	0.0				\$ 900.00	48.0
Task 11		\$ 3,500.00	\$ -	\$ 3,210.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	\$ 7,610.00
12 Administration/Project Management												
12.1	Project Management/Coordination	24.0	1.0	2.0	2.0	2.0						33.0
12.2	Administration	12.0	1.0	1.0	1.0	3.2	1.0				\$ 400.00	19.2
Subtotal		36.0	2.0	3.0	3.0	5.2	2.0				\$ 400.00	52.2
Task 12		\$ 5,400.00	\$ 300.00	\$ 390.00	\$ 363.00	\$ 515.20	\$ 190.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 7,258.20
De Novo Project Totals												
Project Hours		575	34	466	123	342	119					1,445.0
Project Cost		\$ 56,280.00	\$ 5,180.00	\$ 63,780.00	\$ 13,230.00	\$ 35,435.00	\$ 6,350.00	\$ 109,309.00	\$ 25,071.00	\$ 36,300.00	\$ 5,200.00	\$ 400,117.00
Contingency												
10% Contingency												\$ 40,011.70
Total Project Cost												\$ 440,128.70

Optional Task												
LSA - Erosion Analysis												\$ 4,950.00
Peak - Field Surveys to Determine Balance of Master Plan												\$ 17,342.30

Fisk #	Fisk Description	McMurtry Principal/PM \$152	Bishop Principal \$151	Carroll Senior \$131	Smith Associate \$132	Ehlers Associate \$135	De Noen GIS/Admin \$95	Subcontractors			Direct Costs	Totals	
								ISA Utility	Fisk Contract	MO Associate Notes			
	As Nov 17 2012 Service of 241 426 balance of Master Plan											5	32,529.30

EXHIBIT C

INSURANCE REQUIREMENTS

Prior to commencement of the Services, Consultant shall take out and maintain at its own expense the insurance coverage required by this Exhibit C. Consultant shall cause any subcontractor with whom Consultant contracts for the performance of Services pursuant to this Agreement to take out and maintain equivalent insurance coverage. Said insurance shall be maintained at all times during Consultant's performance of Services under this Agreement, and for any additional period specified herein. All insurance shall be placed with insurance companies that are licensed and admitted to conduct business in the State of California and are rated at a minimum with an "A:VII" by A.M. Best Company, unless otherwise acceptable to the City.

a. Minimum Limits of Insurance. Consultant shall maintain the following types of insurance with limits no less than specified:

(i) Professional Liability Insurance (Errors and Omissions) in an amount not less than \$2,000,000.00 per occurrence or claim and \$2,000,000 in the aggregate. Said insurance shall be maintained for an additional period of five years following the earlier of completion of Consultant's Services under this Agreement or termination of this Agreement.

(ii) General Liability Insurance (including operations, products and completed operations coverages) in an amount not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(iii) Worker's Compensation Insurance as required by the State of California.

(iv) Automobile Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

(v) Umbrella or Excess Liability. In the event Consultant purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the City, its officers, officials, employees, agents and volunteers.

If Consultant maintains higher limits than the minimums shown above, the City shall be entitled to coverage at the higher limits maintained.

b. Other Insurance Provisions. The general liability policy is to contain, or be endorsed to contain, the following provisions:

(i) The City, its officers, officials, employees, agents, and volunteers are to be covered as insured's with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33 or CG 20 38; and CG 20 37 forms if later revisions used).

(ii) For any claims related to the Services performed pursuant to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

(iii) Each insurance policy required by this section shall be endorsed to state that the City shall receive written notice at least thirty (30) days prior to the cancellation, non-renewal, or material modification of the coverages required herein.

(iv) Consultant grants to the City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

(v) Any deductibles or self-insured retentions must be declared to and approved by the City of Clovis Risk Services. The City may require the Consultant to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

c. Evidence of Coverage. Consultant shall deliver to City written evidence of the above insurance coverages, including the required endorsements prior to commencing Services under this Agreement; and the production of such written evidence shall be an express condition precedent, notwithstanding anything to the contrary in this Agreement, to Consultant's right to be paid any compensation under this Agreement. City's failure, at any time, to object to Consultant's failure to provide the specified insurance or written evidence thereof (either as to the type or amount of such insurance), shall not be deemed a waiver of City's right to insist upon such insurance later.

d. Maintenance of Insurance. If Consultant fails to furnish and maintain the insurance required by this section, City may (but is not required to) purchase such insurance on behalf of Consultant, and the Consultant shall pay the cost thereof to City upon demand, and City shall furnish Consultant with any information needed to obtain such insurance. Moreover, at its discretion, City may pay for such insurance with funds otherwise due Consultant under this Agreement.

e. Subcontractors. If the Consultant should subcontract all or any portion of the work to be performed in this Agreement, the Consultant shall cover the subcontractor, and/or require each subcontractor to adhere to all the requirements contained herein. Similarly, any cancellation, lapse, reduction or change of subcontractor's insurance shall have the same impact as described above.

f. Special Risks or Circumstances. The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

g. Indemnity and Defense. Except as otherwise expressly provided, the insurance requirements in this section shall not in any way limit, in either scope or amount, the indemnity and defense obligations separately owed by Consultant to City under this Agreement.

EXHIBIT D
SIGNING AUTHORITY

MINUTES OF SECOND MEETING
 OF THE BOARD OF DIRECTORS
 OF
 De Novo Planning Group

The board of directors of De Novo Planning Group held its second meeting at 4323 Hazel Avenue, Fair Oaks, CA 95628 on September 24, 2008 at 12:00 p.m. The meeting was noticed via e-mail and all directors agreed to the meeting time and location.

The following directors, marked as present next to their names, were in attendance at the meeting and constituted a quorum of the full board:

Beth Thompson	[X] Present	[] Absent
Benjamin Ritchie	[X] Present	[] Absent
Steven McMurtry	[X] Present	[] Absent

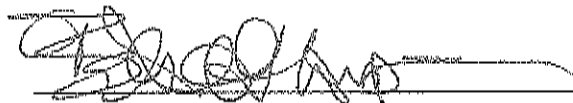
The chairperson opened the meeting.

AUTHORITY TO CONTRACT

The board considered authorization of officers to enter into contracts and other agreements on the behalf of the corporation. A motion was made, seconded, and unanimously approved, and it was

RESOLVED, that each officer of the corporation has the authority to enter into any contract or execute any instrument in the name of and on behalf of the corporation committing the corporation to provide planning, land use, environmental, and other consulting services.

Since there was no further business to come before the meeting, upon motion duly made and seconded, the meeting was adjourned.



Beth Thompson, Secretary

From: Jeff Harris <jharris@wilsondevelopment.com>
Sent: Thursday, September 23, 2021 11:14 AM
To: Ricky Caperton
Cc: Renee Mathis; David Merchen; Leo Wilson; Todd Wilson; Dirk Poeschel
Subject: [External] Shepherd North endangered species constraint and recommendation to proceed

Follow Up Flag: Follow up
Flag Status: Flagged

Ricky-

As you are aware, as part of our due diligence efforts associated with the proposed Shepherd North development project, Wilson Homes retained Kathy Kinsland, Senior Biologist at Argonaut Ecological Consulting, to conduct a preliminary wetland mapping and endangered species survey on the properties under option to purchase by Wilson Homes for residential development. Wilson's Shepherd North project study area is comprised of 12 parcels, totaling approximately 350 acres, located generally north of the Shepherd Ave & Temperance Ave intersection. In her *Technical Memorandum* dated July 15, 2021, Ms. Kinsland specifically identified acres of potential California Tiger Salamander (CTS) breeding habitat and advised the entire balance of the acreage potentially could be classified as CTS upland habitat.

In mid-August, Wilson Homes consulted with Dr. Brent Helm, a premier California Tiger Salamander authority, to review Ms. Kinsland's findings and provide recommendations to proceed with a project. Ms. Kinsland's research had specifically identified a nearby 2017 documented CTS Known Breeding Record that necessitates a 1.3 mile radius area requiring more additional analysis. Inside the 1.3 mile breeding habitat radius, Federal & State agencies will likely require "drift fence surveys" as a condition to potentially issue necessary USFWS & CDFW take-permits for any future site disturbance activity. These surveys are very expensive & *require a minimum of 2 wet seasons*, after obtaining concurrence from the agencies for the scope of the surveys. Dr. Helm also concluded that USFWS & CDFW could likely require mitigation for California Tiger Salamander for much of the proposed project area. The identified CTS breeding habitat would require greater mitigation than the upland habitat, but Wilson was advised to generally assume Federal & State agency requirements to provide 3 acres of approved CTS mitigation habitat for every 1 acre to be taken for development. Of note, Wilson was also advised that there currently is no agency-approved CTS mitigation habitat available. It has all been previously acquired by the CA High-Speed Rail Authority.

With this discouraging biological study information, the Wilson team met this week to determine how best to proceed with development in the area north of Shepherd Ave. Although we believe development is still feasible in that area, the process clearly will be exceptionally time consuming, with an undefinable timeline. For example, it is impossible to predict when we can expect two consecutive *wet* seasons for further study and it is impossible to predict when federal & state agencies will approve additional CTS habitat to be purchased for development mitigation purposes.

Given these undefinable realities, Wilson Homes proposes a two-step method to proceed: First, we proposed revising the initial Sphere of Influence expansion and EIR to include only the approximately 155 acres between Shepherd Ave & Perrin Ave, as originally proposed in early 2020. This

ATTACHMENT 3

would include Wilson's 75-acre former pecan orchard located immediately adjacent to Heritage Grove along Sunnyside Ave that has been proposed to the City of Clovis for residential development. Second, the existing proposed Sphere of Influence expansion of approximately 1,000 acres, including Wilson's 350 acres proposed for development, should proceed at a later time. This will allow time for necessary discussions with Federal & State agencies to better define mitigation requirements in the proposed greater Sphere of Influence area and to determine expected timelines for availability of agency-approved CTS mitigation acreage.

Wilson understands this revised process would require action by the City Council and a revision of the EIR consultant's scope of work. Although a two-step process will result in significant delay for the larger area and is certainly not desirable, it appears to be a more realistically achievable approach given the unusual uncertainties resulting from the endangered species documented Breeding Record that was identified in this area. We look forward to your thoughts and response.

Thanks.

-Jeff

Jeffrey B. Harris
Chief Operating Officer


WILSON HOMES
Over 50 Years Building the Valley
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Office: 559.224.7550 | Fax: 559.224.6625
Email: jharris@wilsondevelopment.com | wilson-homes.com





CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Planning and Development Services Department
 DATE: November 1, 2021
 SUBJECT: Consider Approval – Final Acceptance for CIP 20-11 Clovis Avenue Street Rehabilitation.

Staff: Mike Harrison, City Engineer
Recommendation: Approve

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

Councilmember Drew Bessinger owns property within 1000 feet of subject property and, pursuant to law, must abstain from participation and decision regarding this item.

RECOMMENDATION

For the City Council to accept the work performed as complete and authorize recording of the notice of completion.

EXECUTIVE SUMMARY

The project involves 0.5-mile of street rehabilitation on Clovis Avenue from Alluvial to Nees, including grinding and replacing A.C. pavement, replacement of concrete curb returns, adjustment of existing utility boxes, manholes, and utility valve boxes to finish grades, replacement of traffic striping, markings and signage, and reinstallation of traffic loop detectors.

BACKGROUND

The bid opening was on July 20, 2021 and City Council awarded the project to the lowest bidder, Dave Christian Construction Co., Inc., on August 2, 2021. The project was completed in accordance with the construction documents and within the total contract time allotted.

FISCAL IMPACT

1. Contract Award Amount	\$638,662.50
2. Cost decrease resulting from differences between estimated quantities used for award and actual quantities installed	(37,101.26)
3. Contract Change Orders	\$630.00
CCO1 Installed two new street sign posts for ADA requirements	

4. Liquidated Damages Assessed	\$0.00
Final Contract Cost	\$602,191.24

REASON FOR RECOMMENDATION

The Public Utilities Department, City Engineer, Senior Engineering Inspector and Project Engineer agree that the work performed by the contractor is in accordance with the project plans and specifications, and has been deemed acceptable. The contractor, Dave Christian Construction Co., Inc. has requested final acceptance.

ACTIONS FOLLOWING APPROVAL

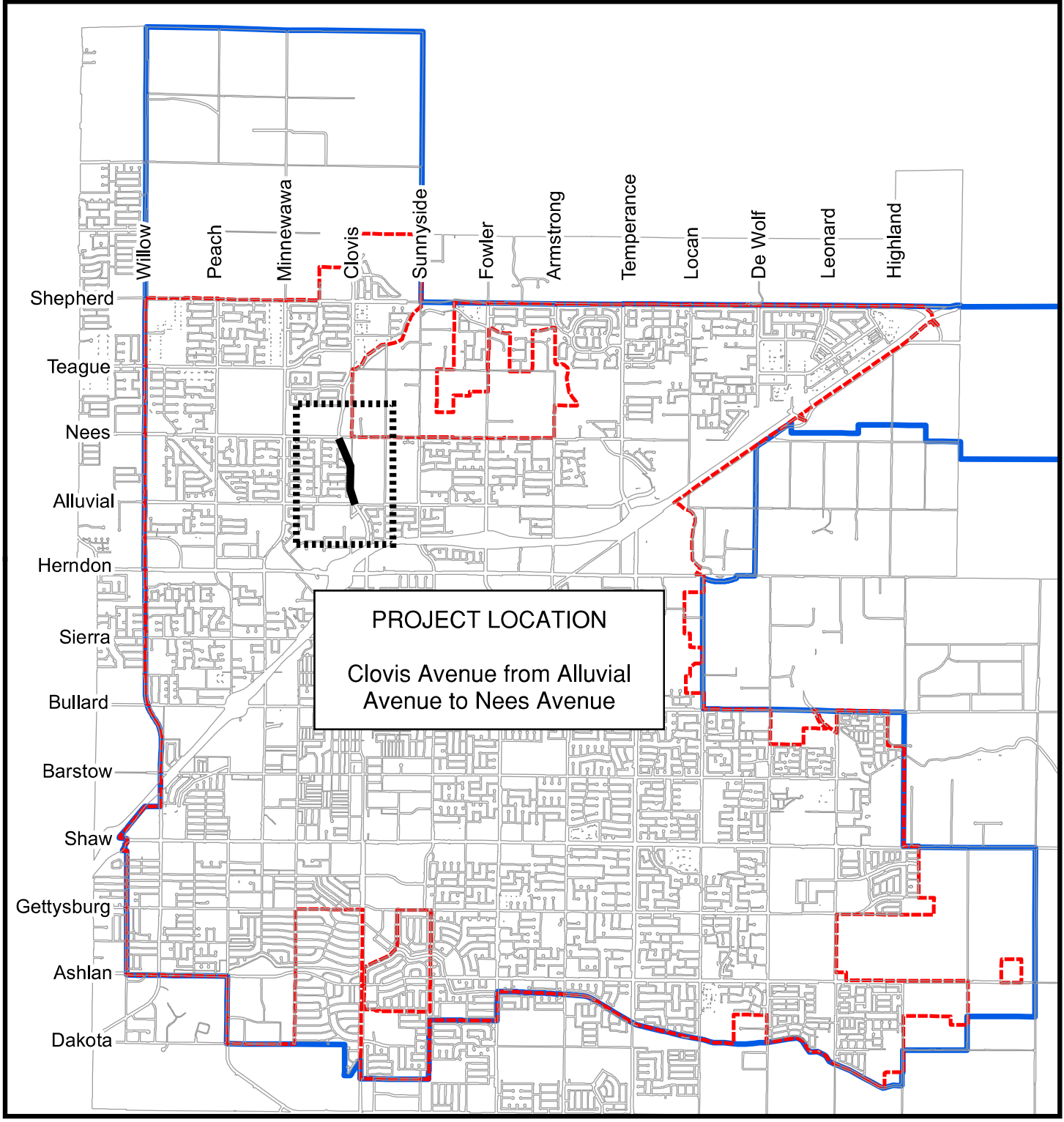
1. The notice of completion will be recorded; and
2. All retention funds will be released pursuant to Federal requirements and the Prompt Payment of Funds Withheld to Subcontractors clause of the Local Assistance Procedures Manual.

Prepared by: Matt Buller, Senior Engineering Inspector

Reviewed by: City Manager *JA*

VICINITY MAP

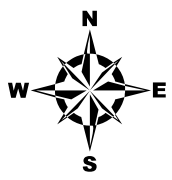
CIP 20-11 Clovis Avenue Street Rehabilitation



PROJECT LOCATION
 Clovis Avenue from Alluvial Avenue to Nees Avenue



ATTACHMENT 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: November 1, 2021

SUBJECT: Consider Approval – City Manager Employment Agreement with John Holt, and Appointment of John Holt as City Manager effective January 1, 2022.

Staff: Shonna Halterman, General Services Director

Recommendation: Approve

ATTACHMENTS: 1. City Manager Employment Agreement effective January 1, 2022

CONFLICT OF INTEREST

None

RECOMMENDATION

For City Council to approve the City Manager Employment Agreement (Attachment 1), which sets forth the terms and conditions of the appointment of John Holt as City Manager effective January 1, 2022 for a period of three years.

EXECUTIVE SUMMARY

Following a selection process, the City Council has selected John Holt as City Manager. An employment agreement specifying the terms and conditions of employment has been attached for the Council's approval.

BACKGROUND

The City's current City Manager is retiring effective December 30, 2021. Following a selection process, the City Council has selected Assistant City Manager John Holt to appointment of City Manager effective January 1, 2022. The attached agreement sets forth the terms and conditions of Mr. Holt's employment as City Manager.

FISCAL IMPACT

There are sufficient funds available in the Administration budget to accommodate the salary and benefit package recommended in the City Manager Employment Agreement.

REASON FOR RECOMMENDATION

The City Council has selected Mr. Holt as the City Manager. City Manager Employment Agreements require the approval of the City Council in open session.

ACTIONS FOLLOWING APPROVAL

The agreement will be executed by all parties and a personnel action form will be prepared consistent with the terms of the agreement.

Prepared by: Shonna Halterman, General Services Director

Reviewed by: City Manager LS

**EMPLOYMENT AGREEMENT
CITY MANAGER, CITY OF CLOVIS**

This Employment Agreement (Agreement”) is entered into on November 1, 2021, by and between the City of Clovis (“City”) and John Holt (“Holt”), with respect to the following Recitals, which are a substantive part of this Agreement:

RECITALS

- A. City’s current City Manager, Luke Serpa (“Serpa”) is retiring effective December 30, 2021.
- B. City has completed the process for selecting a new City Manager to replace Serpa upon his retirement.
- C. Holt is currently serving as the Assistant City Manager and has been selected by the City Council to serve as the new City Manager upon Serpa’s retirement.
- D. Holt desires to become the new City Manager upon Serpa’s retirement and City desires to appoint Holt as the City Manager effective upon Serpa’s retirement, subject to the terms of this Agreement.

NOW, THEREFORE, City and Holt agree as follows:

1. Employment. City employs Holt as the City Manager effective beginning on January 1, 2022. Holt will be an at-will employee serving at the pleasure of the City Council subject to the terms and conditions set forth below. Holt’s employment with the City as City Manager is at the mutual consent of both Holt and the City. There are no express or implied agreements contrary to the foregoing.
2. Term. This Agreement shall be in effect for a period of three (3) years beginning on January 1, 2022, unless terminated in accordance with Section 6 below. In the event of termination pursuant to Section 6, Holt shall not be entitled to any additional compensation except as provided in Section 6.
3. Salary. Holt shall be placed on Step 1 of the City Manager’s salary schedule in effect on January 1, 2022. Holt shall not be entitled to receive any step increases but will be entitled to cost of living adjustments made applicable to all executive management employees. Following Holt’s December performance evaluation as addressed in Section 5 herein, City and Holt may mutually agree to a contract amendment implementing a salary step increase.
4. Duties and Professional Conduct. Holt shall have the powers and shall perform the duties prescribed in the Clovis Municipal Code for the City Manager. Holt shall also perform such additional responsibilities as may be assigned by the City

Council. Holt shall adhere to the professional standards of conduct as prescribed by the International City/County Management Association.

5. Evaluation. Holt shall receive a performance evaluation in June and December of each year during the Term of this Agreement, or more often as may be requested by the City Council. It shall be the responsibility of Holt to schedule those evaluations. Failure to evaluate shall have no effect on the rights, duties, and obligations of the parties herein.

6. Termination and Severance.

a. Termination Without Cause. The majority of the entire City Council may terminate this Agreement at any time without cause by providing at least thirty (30) days written notice to Holt. The provisions of the Clovis Municipal Code, § 2.2.109, pertaining to a 90-day waiting period after a Council election shall not apply.

In the event of termination without cause, Holt shall be entitled to severance compensation equal to Holt's salary for the balance of the term of this Agreement, or three (3) months, whichever is less. Severance shall be paid in one lump sum and in the same manner as the customary payout of earned benefits.

b. Termination for Cause. City may terminate this Agreement immediately for cause. If Holt is terminated for cause, Holt shall not be entitled to the severance compensation under this Section.

c. For Cause Defined. Cause shall be defined to include, but shall not be limited to, any of the following: (a) the refusal to follow the lawful directions of the Council; (b) failure to substantially perform any of the required duties of the City Manager; (c) repeated unexcused absences from the City Manager's office and duties; (d) violation of City policies; (e) conviction of a felony or a misdemeanor crime involving acts of moral turpitude under California law; (f) use or possession of illegal drugs; (g) breach of this Agreement.

d. Termination Defined. Termination shall mean removal from office or a request that the City Manager resign. Termination shall not mean a reduction of benefits generally applicable to all management employees.

7. Notice of Resignation. Holt shall provide to City at least sixty (60) days written notice of his intent to voluntarily resign as the City Manager.

8. Conviction of Crime Involving Abuse of Office. Regardless of the term of this Agreement, if this Agreement is terminated, any cash settlement related to the termination shall be fully reimbursable to Clovis if Holt is convicted of a crime involving an abuse of his office.

9. Benefits and Allowances. During the Term of this Agreement, Holt shall continue to receive all of City’s best miscellaneous executive management benefits for PERS retirement, annuities, deferred compensation, life and other insurance, expense and reimbursement allowances, medical, dental and vision plans, automobile allowances, sick leave, vacation, compensatory time off, credit union, worker’s compensation and similar subsequent or replacement benefits, all in accordance with the terms and conditions thereof as adopted or approved by the City Council.

10. Professional Meetings. Holt is expected to attend appropriate professional meetings at local and state levels and to periodically report to the City Council regarding meetings attended and shall be reimbursed for the expense of attending those meetings.

11. Expense Reimbursement. City shall reimburse Holt for actual and necessary expenses incurred within the scope of employment in accordance with City’s reimbursement schedules and policies.

12. Notices. Any notices required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given and deemed served upon the other party if sent by United State Postal Service, first class postage prepaid, and addressed as follows:

TO CITY: City Council
c/o City Attorney
City of Clovis
1033 Fifth Street
Clovis, CA 93612

TO EMPLOYEE: John Holt
City Manager
City of Clovis
1033 Fifth Street
Clovis, CA 93612

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the US Postal Service.

13. General Provisions.

a. Governing Law and Venue. This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the state courts located in Fresno County, California.

b. Entire Agreement. This Agreement contains the entire agreement and understanding between Holt and City with respect Holt’s employment as City Manager.

There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied not contained in this Agreement.

c. No Assignment. Holt may not assign or transfer any rights granted or obligations assumed under this Agreement.

d. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

e. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provision of the Agreement shall continue in full force and effect.

CITY

CITY MANAGER

By: _____
Jose Flores, Mayor

By: _____
John Holt

APPROVED AS TO FORM

Scott G. Cross, City Attorney