



# CITY *of* CLOVIS

## AGENDA • CITY COUNCIL MEETING

Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559) 324-2060  
[www.cityofclovis.com](http://www.cityofclovis.com)

September 16, 2024

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; and you may view the meeting which is webcast and accessed at [www.cityofclovis.com/agendas](http://www.cityofclovis.com/agendas).

### **Written Comments**

- Members of the public are encouraged to submit written comments at: [www.cityofclovis.com/agendas](http://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.

**CAMPAIGN CONTRIBUTION PROHIBITIONS AND MANDATORY DISCLOSURE** - Pursuant to Government Code section 84308, a Councilmember shall not accept, solicit, or direct a campaign contribution of more than \$250 from any party or their agent, or from any participant or their agent, while a proceeding involving a license, permit, contract, or other entitlement for use is pending before the City or for 12 months after a final decision is rendered in that proceeding. Any Councilmember who has received a campaign contribution of more than \$250 within the preceding 12 months from a party or their agent, or from a participant or their agent, must disclose that fact on the record of the proceeding and shall not make, participate in making, or in any way attempt to use their official position to influence the decision.

Pursuant to Government Code section 84308(e), any party to a covered proceeding before the City Council is required to disclose on the record of the proceeding any campaign contribution, including aggregated contributions, of more than \$250 made within the preceding 12 months by the party or their agent to any Councilmember. The disclosure shall be made as required by Government Code Section 84308(e)(1) and 2 CCR Section 18438.8. No party or their agent, and no participant or their agent, shall make a campaign contribution of more than \$250 to any Councilmember during the covered proceeding or for 12 months after a final decision is made in that proceeding. The foregoing statements do not constitute legal advice, and parties and participants are urged to consult with their own legal counsel regarding the applicable requirements of the law.

## **CALL TO ORDER**

## **FLAG SALUTE - Councilmember Mouanoutoua**

## **ROLL CALL**

## **PRESENTATIONS/PROCLAMATIONS**

1. Presentation of Proclamation Recognizing September 17th through 23rd as Constitution Week.
2. Presentation of Proclamation Recognizing the 50th Anniversary of the Clovis Kiwanis Club.

**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 3 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.

**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.

- [3.](#) Administration - Approval - Minutes for the September 3, 2024, Council Meeting.
- [4.](#) Administration - Approval – Request from Business Organization of Old Town for closure of various Old Town streets to hold a car show on October 27, 2024.
- [5.](#) Administration – Approval – Res. 24-\_\_\_\_, Amending the Conflict of Interest Code list of Designated Employees.
- [6.](#) Administration - Approval – Closure of City Administrative Offices for In-Service Day on Columbus Day October 14, 2024.
- [7.](#) Administration - Adopt - **Ord. 24-13**, Rezone 2024-003, An ordinance rezoning the subject property from the R-1 (Single-Family Residential Low Density) Zone District to the R-2 (Multifamily Medium High Density) Zone District, associated with approximately 1.73 acres of land located along the east side of Osmon Avenue and the west side of Baron Avenue, north of Second Street. **(Vote 5-0)**
- [8.](#) Administration – Approval - FY 2024-25 Agreement between the City of Clovis and the Economic Development Corporation Serving Fresno County.
- [9.](#) Finance – Receive and File – Investment Report for the Month of May 2024.
- [10.](#) Finance – Receive and File – Treasurer’s Report for the Month of May 2024.
- [11.](#) General Services – Approval – Res. 24-\_\_\_\_, Approving a Side Letter Agreement with Clovis Public Works Employee’s Association to Add a 401(a) Plan.
- [12.](#) General Services - Approval – Res. 24-\_\_\_\_, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Real-Time Analyst Classification with a Salary Range of \$5,780 to \$7,026 per month, and Approval – Res. 24-\_\_\_\_, Amending the City’s FY 24-25 Position Allocation Plan to Delete One (1) Public Safety Dispatcher Position and add One (1) Real-Time Analyst Position.
- [13.](#) General Services – Approval – Res. 24-\_\_\_\_, Authorizing the Execution of the Certifications and Assurances for the FY 2024-25 California State Transit Assistance State of Good Repair Program Funding.
- [14.](#) Planning and Development Services – Approval – Bid Award for CIP 20-12, Peach and Shepherd Traffic Signal to St. Francis Electric, LLC., in the amount of \$734,700.00; and authorize the City Manager to execute the contract on behalf of the City.
- [15.](#) Planning and Development Services – Approval – Bid Award for CIP 23-14 Sierra Vista Sidewalk Improvements to Dave Christian Construction, Inc., in the amount of \$606,000.00; and Authorize the City Manager to Execute the Contract on behalf of the City.
- [16.](#) Planning and Development Services – Approval – Final Acceptance for Final Map Tract 6329, located at the northwest corner of Shepherd and Clovis Avenues (6050 Enterprises, LP (Wilson Homes)).
- [17.](#) Public Utilities – Approval – Authorize the City Manager to Execute a Three-Year Term Extension Agreement with Industrial Waste and Salvage for Large Container Services.

**PUBLIC HEARINGS** - A public hearing is an open consideration within a regular or special meeting of the City Council, for which special notice has been given and may be required. When a public hearing is continued, noticing of the adjourned item is required as per Government Code 54955.1.

- [18.](#) Consider Approval – Res. 24-\_\_\_\_, Adoption of the City of Clovis 2023-2024 Consolidated Annual Performance and Evaluation Report (CAPER) for expenditure of Community Development Block Grant Funds.

**Staff:** Claudia Cazares, Housing Program Manager

**Recommendation:** Approve

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

19. Consider Approval - Res. 24-\_\_\_\_, a request to authorize the City Manager to execute a consultant agreement between the City of Clovis and De Novo Planning Group in the amount of \$2,776,513 for services related to the preparation of the General Plan update.

**Staff:** Lily Cha, Senior Planner

**Recommendation:** Approve

## **CITY MANAGER COMMENTS**

## **COUNCIL COMMENTS**

## **ADJOURNMENT**

## **FUTURE MEETINGS**

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

Oct. 7, 2024 (Mon.)

Oct. 14, 2024 (Mon.)

Oct. 21, 2024 (Mon.)

Nov. 4, 2024 (Mon.)

Nov. 12, 2024 (Tue.)

Nov. 18, 2024 (Mon.)



CITY of CLOVIS

# Proclamation

## Recognizing U.S. Constitution Week

*WHEREAS, September 17, 2024, marks the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and*

*WHEREAS, As the result of a revolutionary war that was fought to free the citizens of the United States of America from a tyrannical and oppressive government; and, the attempt of these citizens to form a new government that respected the people as the sole source of all governmental power, the need for a written document to limit the strength of government and secure, to the people, the right to govern themselves was recognized; and*

*WHEREAS, The U.S. Constitution was adopted in a Constitutional Convention on the 17th of September, 1787, and thus became the supreme law of the United States of America in order to secure and guarantee the rights of all free citizens of the United States of America; and*

*WHEREAS, The U.S. Constitution stands today as the oldest written document, of its kind, in the history of all mankind, as a result of the efforts of, and at great cost to, the patriots that founded our great nation, the United States of America; and*

*WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate the occasion; and*

*WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17<sup>th</sup> through 23<sup>rd</sup> as Constitution Week.*

*NOW, THEREFORE, BE IT RESOLVED, that the Clovis City Council, on behalf of the citizens of Clovis, does proclaim the week of September 17<sup>th</sup> through 23<sup>rd</sup> as*

## Constitution Week

*AND urge all citizens to study the Constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves, in humble respect for the patriots from our past that gave their all so that their fellow citizens, and those yet unborn in our nation, should remain free in perpetuity to enjoy the rights of Life, Liberty, and the Pursuit of Happiness.*

*IN WITNESS THEREOF, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 16th day of September 2024.*



*Lynne Ashbeck*  
 Mayor



CITY of CLOVIS

# Proclamation

## Recognizing the 50<sup>th</sup> Anniversary of the Kiwanis Club of Clovis and Proclaiming September 26, 2024, as Clovis Kiwanis Day

*WHEREAS, the Kiwanis Club of Clovis was founded in September, 1974, and has dedicated the past fifty years to serving the Clovis community with a commitment to improving the lives of children and families; and*

*WHEREAS, the Kiwanis Club of Clovis is part of a global organization of volunteers dedicated to changing the world, one child and one community at a time, through service projects, community partnerships, and charitable contributions; and*

*WHEREAS, the Kiwanis Club of Clovis has been instrumental in initiating and supporting community programs, including youth mentorship, scholarships, service leadership programs, and charitable events, thereby enriching the lives of countless individuals in Clovis; and*

*WHEREAS, the City of Clovis recognizes the invaluable efforts of the Kiwanis Club of Clovis in fostering community spirit, enhancing the quality of life for its residents, and providing opportunities for the next generation of leaders; and*

*WHEREAS, on the occasion of its 50th anniversary, the City of Clovis wishes to honor and celebrate the Kiwanis Club of Clovis for its extraordinary service and commitment to the community.*

*NOW, THEREFORE, BE IT RESOLVED, that the Clovis City Council, on behalf of the citizens of Clovis, does declare September 26, 2024, as*

## Clovis Kiwanis Day

*AND encourage all residents of the City of Clovis to join in recognizing and celebrating the Kiwanis Club of Clovis for its 50 years of dedicated service.*

*IN WITNESS THEREOF, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 16th day of September, 2024.*



*Lynne Ashbeck*  
 \_\_\_\_\_  
 Mayor

CLOVIS CITY COUNCIL MEETING

September 3, 2024

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Ashbeck at 6:05  
Flag Salute led by Councilmember Bessinger

Roll Call: Present: Councilmembers, Basgall, Bessinger, Mouanoutoua, Pearce  
Mayor Ashbeck

PRESENTATION – 6:06

6:06 – ITEM 1 - PRESENTATION OF CERTIFICATES RECOGNIZING STUDENTS FOR PARTICIPATING IN THE AMERICAN LEGION STATE PROGRAMS.

PUBLIC COMMENTS – 6:20

Upon call, there was no public comment.

CONSENT CALENDAR – 6:21

Upon call, there was no public comment.

Motion by Councilmember Bessinger, seconded by Councilmember Basgall, that the items on the Consent Calendar be approved. Motion carried by unanimous vote.

- 2. Administration - Approved - Minutes from the August 19, 2024, Council Meeting.
- 3. Fire - Approved – Authorize designation of 2003 Pierce Pumper apparatus as surplus and approval of donation to City of Hanford Fire Department.
- 4. Fire – Approved – **Res. 24-93**, Confirming Weed and Rubbish Abatement Charges for 2024.
- 5. Planning and Development Services – Approved – Final Acceptance for CIP 17-18 Senior Center - Façade Modifications.
- 6. Planning and Development Services - Approved – **Res. 24-94**, Final Map Tract 6372, located at the southwest area of Ashlan Avenue and Thompson Avenue (Lennar Homes of California, LLC, a California limited liability company).
- 7. Planning and Development Services - Approved – **Res. 24-95**, Annexation of Proposed Tract 6372, located at the southwest area of Ashlan Avenue and Thompson Avenue to the Landscape Maintenance District No. 1 of the City of Clovis (Lennar Homes of California, LLC, a California limited liability company).
- 8. Planning and Development Services - Approved – **Res. 24-96**, Final Map Tract 6406, located at the southwest corner of Perrin Avenue and Baron Avenue (Lennar Homes of California, LLC, a California limited liability company).
- 9. Planning and Development Services - Approved – **Res. 24-97**, Annexation of Proposed Tract 6406, located at the southwest corner of Perrin Avenue and Baron Avenue to the



Landscape Maintenance District No. 1 of the City of Clovis (Lennar Homes of California, LLC, a California limited liability company).

- 10. Public Utilities – Approved – Bid Award for CIP 24-15, Tarpey Village Water Meter Installation Project, in the Total Amount of \$459,680.00 to West Valley Construction, Inc.; and Approved - Authorize the City Manager to Execute the Contract on Behalf of the City.
- 11. Public Utilities – Approved – Waive Formal Bidding Requirements and Reauthorize the Purchase of Two (2) Fire Department 2024 Ford F-250 Crew Cab 4x4 Trucks from Fahrney Ford of Selma to Replace model year 2004 and 2007 Trucks that have Reached the End of Their Useful Life.
- 12. Public Utilities – Approved – Final Acceptance for CIP 23-15, Gas Collection and Control Systems (GCCS) Flare Station Improvements at the Clovis Landfill, with a Final Contract Cost of \$464,752.11.

**ADMINISTRATIVE ITEMS – 6:23**

- 6:23 ITEM 13 - ADOPTED - **ORD. 24-11**, OA2021-004, A REQUEST TO AMEND THE CLOVIS DEVELOPMENT CODE AS A CLEANUP ACTION TO FURTHER DEFINE THE MU-BC LAND USE DESIGNATION TO ALLOW FOR CERTAIN ANCILLARY CAMPUS-AFFILIATED HOUSING USES IN THE R-T ZONE DISTRICT, ADD DEVELOPMENT STANDARDS FOR THE CAMPUS-AFFILIATED HOUSING USES AND ESTABLISH AN R-T OVERLAY ZONE DISTRICT. (3-1-0-1, WITH MAYOR ASHBECK VOTING NO AND COUNCILMEMBER BASGALL RECUSING).

Upon call, there was no public comment.

Motion for approval by Councilmember Bessinger, seconded by Councilmember Mouanoutoua. Motion carried by 3-1-0-1, with Mayor Ashbeck voting no and Councilmember Basgall recusing.

- 6:25 ITEM 14 - ADOPTED - **ORD. 24-12**, R2021-010, A REQUEST TO REZONE APPROXIMATELY 63 PROPERTIES INCONSISTENTLY ZONED WITHIN THE DESIGNATED RESEARCH AND TECHNOLOGY PARK PLAN AREA FROM THE R-A, R-1-AH, R-1-7500, R-1-8500 AND C-P ZONE DISTRICTS TO THE R-T ZONE DISTRICT OR R-T OVERLAY ZONE DISTRICT. (3-1-0-1, WITH MAYOR ASHBECK VOTING NO AND COUNCILMEMBER BASGALL RECUSING).

Upon call, there was no public comment.

Motion for approval by Councilmember Bessinger, seconded by Councilmember Mouanoutoua. Motion carried by 3-1-0-1, with Mayor Ashbeck voting no and Councilmember Basgall recusing.

**PUBLIC HEARINGS – 6:26**

- 6:26 ITEM 15 - CONSIDERED ITEMS ASSOCIATED WITH APPROXIMATELY 1.73 ACRES OF LAND LOCATED ALONG THE EAST SIDE OF OSMUN AVENUE AND THE WEST

SIDE OF BARON AVENUE, NORTH OF SECOND STREET. CLOVIS 135 OSMUN, LP, OWNER/APPLICANT.

Laurie Doyle, Applicant, spoke in support.

Michael Duarte, Applicant, spoke in support.

15A - APPROVED - **RES. 24-98**, GENERAL PLAN AMENDMENT 2024-004, A RESOLUTION APPROVING A CEQA EXEMPTION FROM FURTHER ENVIRONMENTAL REVIEW AND AN AMENDMENT TO THE GENERAL PLAN TO RE-DESIGNATE THE SUBJECT PROPERTY FROM THE MEDIUM DENSITY RESIDENTIAL (4.1-7.0 DWELLING UNITS PER ACRE) DESIGNATION TO THE MEDIUM HIGH DENSITY RESIDENTIAL (7.1-20 DWELLING UNITS PER ACRE) DESIGNATION.

Motion for approval by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

15B - CONSIDER INTRODUCTION - **ORD. 24-13**, REZONE 2024-003, AN ORDINANCE REZONING THE SUBJECT PROPERTY FROM THE R-1 (SINGLE-FAMILY RESIDENTIAL LOW DENSITY) ZONE DISTRICT TO THE R-2 (MULTIFAMILY MEDIUM HIGH DENSITY) ZONE DISTRICT, ASSOCIATED WITH APPROXIMATELY 1.73 ACRES OF LAND LOCATED ALONG THE EAST SIDE OF OSMUN AVENUE AND THE WEST SIDE OF BARON AVENUE, NORTH OF SECOND STREET.

Motion for approval by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

6:59 ITEM 16 - APPROVED – **RES. 24-99**, AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO THE STATE OF CALIFORNIA HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT'S LOCAL HOUSING TRUST FUND (LHTF) PROGRAM FOR THE 135 OSMUN SENIOR APARTMENTS, REQUESTING \$1,000,000 IN LHTF, APPROVING THE CITY AWARD AND MATCH OF CLOVIS HOUSING TRUST FUND IN THE AMOUNT OF \$1,000,000 AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE THE LHTF PROGRAM APPLICATION, STANDARD AGREEMENT, AGREEMENT DOCUMENTS, AND ANY AMENDMENTS THERETO.

Upon call, there was no public comment.

Motion for approval by Councilmember Bessinger, seconded by Councilmember Basgall. Motion carried by unanimous vote.

**COUNCIL ITEMS – 7:20**

7:20 ITEM 17 - APPROVED – CHANGE OF COUNCIL MEETING SCHEDULE.

Upon call, there was no public comment.

Motion for approval by Councilmember Bessinger, seconded by Councilmember Basgall.  
Motion carried by 4-0-0-1, Mayor Ashbeck Abstaining.

7:22 ITEM 18 - APPROVED INTRODUCTION – **ORD. 24-XX**, AMENDING SECTION 2.1.01 OF CHAPTER 2 OF TITLE 2 OF THE CLOVIS MUNICIPAL CODE RELATING TO CITY COUNCIL MEETING DAY AND TIME.

Jenny Krens, resident, advocated for managing the length of time of the agenda rather than change the date and time of the regular schedule meetings.

Motion to continue the discussion to a future date by Councilmember Bessinger, seconded by Councilmember Mouanoutoua. Motion carried by unanimous vote.

**CITY MANAGER COMMENTS – 7:35**

None.

**COUNCIL COMMENTS - 7:36**

None.

**CLOSED SESSION – 7:39**

7:39 ITEM 19 - GOVERNMENT CODE SECTION 54956.9(D)(2) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION ONE POTENTIAL CASE

**RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION – 8:20**

No action taken.

**ADJOURNMENT**

Mayor Ashbeck adjourned the meeting of the Council to September 16, 2024

Meeting adjourned: 8:20 p.m.

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Mayor

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City Clerk



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: September 16, 2024

SUBJECT: Administration - Approval – Request from Business Organization of Old Town for closure of various Old Town streets to hold a car show on October 27, 2024.

ATTACHMENTS: 1. Request from Business Organization of Old Town

### **RECOMMENDATION**

That the City Council approve the request from Business Organization of Old Town (BOOT) for closure of various Old Town streets to hold a car show on October 27, 2024.

### **EXECUTIVE SUMMARY**

Staff requests street closure on October 27, 2024, for a car show organized by BOOT.

### **BACKGROUND**

On December 10, 2023, Council approved a street closure from BOOT to hold an event on October 27, 2024. The original request included Pollasky Avenue between Fourth and Seventh Streets only. In addition to the previously approved closures, BOOT is requesting the use of Pollasky Avenue between Third and Fourth Streets; Fourth Street between Woodward and Clovis Avenues; Fifth Street between Woodward and Clovis Avenues; and Bullard Avenue between Woodward and Pollasky Avenue.

A notice was sent to Old Town merchants and property owners on September 5, 2024, soliciting comments/concerns regarding this request. Staff has received no comments or concerns regarding this request.

The boundaries and time of street closure has been reviewed by staff members from each department.

### **FISCAL IMPACT**

The City of Clovis is positively impacted by the proposed event. Local businesses benefit from large numbers of people visiting their neighborhood and the City of Clovis benefits from the increased tax revenue.

The promoters of this event will bear the cost of additional City services and any other additional services.



**REASON FOR RECOMMENDATION**

In previous years, more than 300,000 people have attended the various events held in Clovis annually, many of whom have returned to Clovis to patronize local businesses. This event will benefit the City's economic development efforts.

**ACTIONS FOLLOWING APPROVAL**

1. Staff will notify BOOT of Council's decision; and
2. Staff will work with BOOT to ensure that they provide security and cleanup of the event.

**CONFLICT OF INTEREST**

None.

Prepared by: Shawn Miller, Business Development Manager

Reviewed by: City Manager *AM*

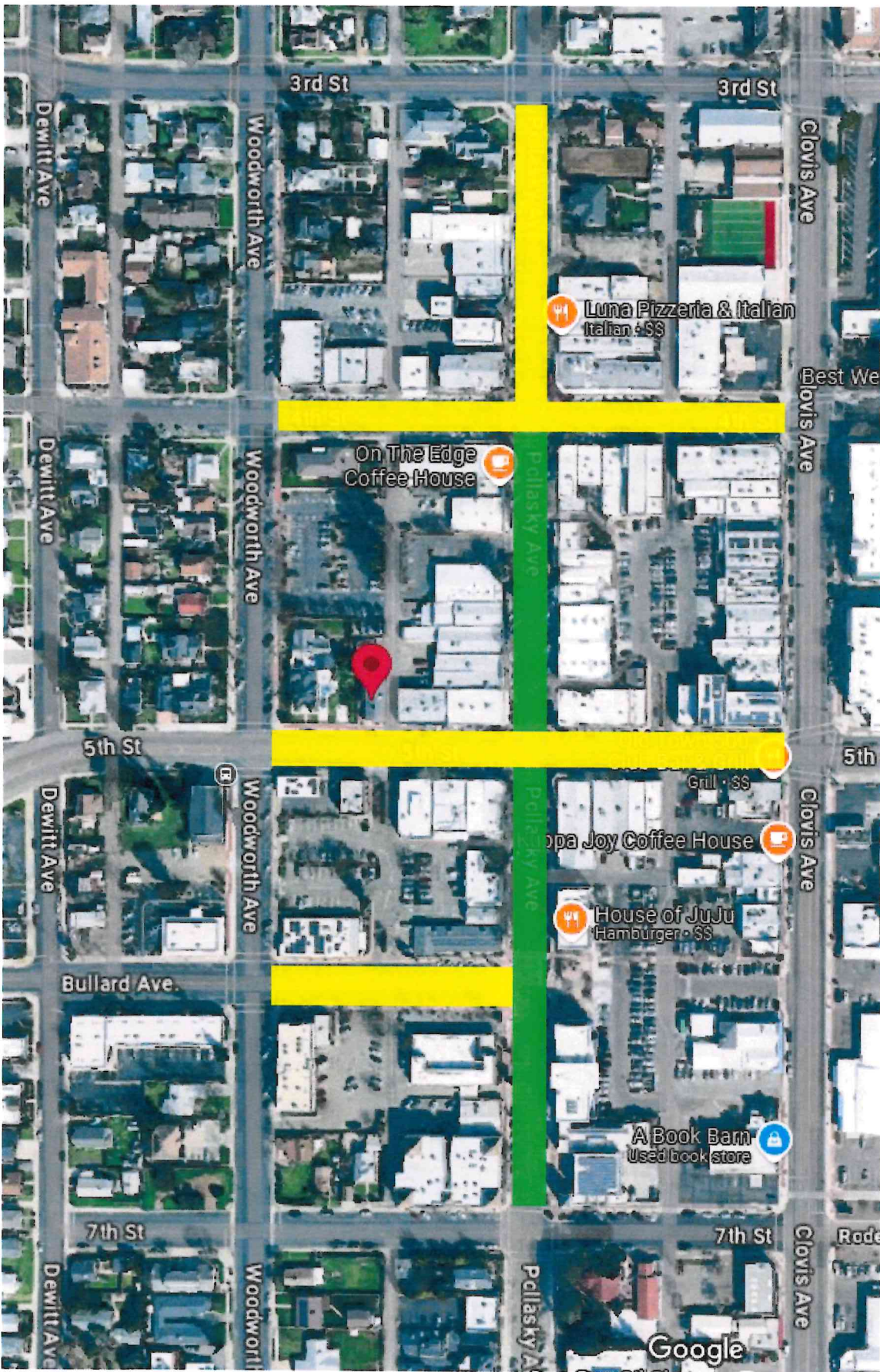


AMMENDED

City of Clovis SPECIAL EVENT Worksheet

- 1. Name of Event: OLD TOWN HARVEST CAR SHOW
- 2. Date/Time of Event: SUNDAY, OCTOBER 27 9AM-2PM
- 3. Will your event require street closure(s) Yes:  No: 
  - a. If yes, what time will the streets close and reopen? 5AM-5PM
- 4. Name of Promoter: BUSINESS ORGANIZATION OF OLD TOWN
- 5. Contact Person: HEATHER FRANTZICH
- 6. Address: 320 POLLASKY AVE  
CLOVIS, CA 93611
- 7. Phone: 559.298.5774 8. Fax: \_\_\_\_\_
- 9. Email: HEATHER@OLDTOWNCLOVIS.ORG 10. Cell: 559.213.8722
- 11. Location of Event: POLLASKY FROM 3RD ST - TO 7TH ST; 4TH ST FROM CLOVIS TO WOODWORTH, 5TH ST FROM CLOVIS TO WOODWORTH; BULLARD FROM POLLASKY TO WOODWORTH
- 12. Estimated crowd size: 500
- 13. Will you be serving alcohol? Yes:  No: 
  - If Yes:
    - a. Have you secured the necessary ABC Permit? Yes:  No:  NA
    - b. Are you serving alcohol in a separate/secured area? Yes:  No:
    - c. Who or what organization will be serving? \_\_\_\_\_
- 14. Will you, or your vendors be serving food / other refreshments? Yes:  No: 
  - If Yes:
    - a. What are the dimensions of the food tents? 10x10 BUTHS / FOOD TRUCKS
- 15. Besides food and beverage, will there be other vendor's tents? Yes:  No: 
  - If Yes:
    - a. What are the dimensions of the tents? 10x10 & 10x20
- 16. How will waste / trash services be provided? Private:  Public (City Services):
- 17. This event is:  New  Annual  Semi Annual  Other (Please Attach Description)

-See Attachment Check List on Reverse-



Street Closure Approved December 11, 2023  
Current Street Closure Request



# CITY of CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: September 16, 2024

SUBJECT: Administration – Approval – Res. 24-\_\_\_\_, Amending the Conflict of Interest Code list of Designated Employees.

ATTACHMENTS: 1. Res. 24-\_\_\_\_, Amending the Conflict of Interest Code list of Designated Employees and Disclosure Categories  
2. Designated Employees List Redline Copy

### RECOMMENDATION

That the City Council approve a resolution amending the Conflict of Interest Code for Designated Employees who are required to file Statements of Economic Interests and their disclosure categories.

### EXECUTIVE SUMMARY

The Political Reform Act requires that the City review its local conflict of interest code to determine if amendments are necessary every two years. It also states that those designated officials and employees are required to complete biennial ethics training, pursuant to AB 1234. Staff is proposing amendments to the list of designated employees and changes to simplify the disclosure categories.

### BACKGROUND

The City is required to adopt a local conflict of interest code to address employees that might be subject to outside influences but are not State designated filers. State designated filers include, in addition to the Council and Planning Commissioners, the City Manager, City Attorney, and City Treasurer.

The City is permitted to adopt the Fair Political Practices Commission Model Code as its local conflict of interest code, in which case the City only needs to designate employees subject to the code and reportable interest for those employees (2 Cal. Code Regs. § 18730). Reportable interests generally fall into the following categories: real property, investments, business positions, sources of income, gifts, loans, and travel payments. Designated officials and employees must file annual statements of economic interest, as well as assuming office and leaving office statements, within 30 days of assuming or leaving office. (2 Cal. Code Regs. § 18730(b)(5).)



In 1994, the City Council adopted Resolution 94-130 that incorporated by reference the State Guidelines as its local conflict of interest code, along with the designation of employees and the formulation of disclosure categories. In conducting the biennial review, staff determined that it is appropriate to update the list of employees who make governmental decisions based on the positions they hold. Additionally, staff determined that the disclosure categories could be simplified by reducing the number of categories from seven to two. Despite having seven categories for disclosure, staff determined that most categories were not used.

The disclosure categories have been revised to provide for two categories: one for full disclosure, and one for department level decision-making with a lower level of disclosure. The disclosure requirements have also been revised to clarify the existing requirement that real property is subject to disclosure on the Form 700 if it is located outside the City boundaries, but within a two-mile radius of the City or any property owned or used by the City. The requirements for disclosure and the regulations concerning conflicts of interest do not always align, and such properties will not necessarily result in a conflict of interest.

The basic rule for conflicts of interest under the Political Reform Act is that a public official at any level of state or local government has a prohibited conflict of interest and may not make, participate in making, or in any way use or attempt to use the official's position to influence a governmental decision when the official knows or has reason to know the official has a disqualifying financial interest. A public official has a disqualifying financial interest if the decision will have a reasonably foreseeable material financial effect, distinguishable from the effect on the public generally, directly on the official, or the official's immediate family, or on any financial interest. (2 Cal. Code Regs. § 18700.) With regard to real property, there is a reasonably foreseeable financial effect that is material (conflict of interest) when a decision involves real property located 1,000 feet from the public official's real property, provided certain factors are met. (2 Cal. Code Regs. § 18702.2.) This is often referred to as the "1,000 foot rule." "Public Official" includes every member, officer, employee, or consultant of a state or local government agency, unless an exception applies. (Government Code Section 82048(a).)

In accordance with Government Code Section 87306, a report must be submitted to the City Council identifying any changes in the code, including but not limited to, all new positions and changes in the list of reportable interests. The City Clerk and the City Attorney have performed a review of the Conflict of Interest Code in conformance with the Political Reform Act requirements. Each department director provided input regarding the level of decision-making authority employees have in their respective departments. With that input, along with various title changes that have occurred since the last update, it has been determined that the Code requires amendments. The updated list of disclosure categories is included in Attachment A. The updated list of designated employees, which adds and changes the title of several positions, is included in Attachment B.

The resolution also specifies that all employees designated as filers under the city's Conflict of Interest Code are "designated employees" for purpose of AB 1234 and, as such, are required to participate in mandatory ethics training.

**FISCAL IMPACT**

None.

**REASON FOR RECOMMENDATION**

The Political Reform Act requires every local government agency to review its conflict of interest code biennially (even numbered years) to determine if it is accurate or must be amended. Staff has reviewed the existing code and is recommending the amendments to the list of designated employees.

**ACTIONS FOLLOWING APPROVAL**

The City Clerk's Office will contact the affected employees and ensure that the City is in compliance.

**CONFLICT OF INTEREST**

None.

Prepared by: Briana Parra, City Clerk

Reviewed by: City Manager *AA*

**RESOLUTION 24-\_\_\_****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
AMENDING THE CONFLICT OF INTEREST CODE LIST OF  
DESIGNATED EMPLOYEES AND DISCLOSURE CATEGORIES**

**WHEREAS**, the Political Reform Act, Government Code Section 81000, et seq., requires the City to adopt a Conflict of Interest Code; and

**WHEREAS**, the Fair Political Practices Commission (FPPC) has adopted a Model Conflict of Interest Code, by regulation (2 California Code of Regulations Section 18730) ("Model Code"), that contains the terms of a standard conflict of interest code that can be incorporated by reference by the City; and

**WHEREAS**, the FPPC amends the Model Code on a regular basis to conform to amendments in the Political Reform Act and its implementing regulations; and

**WHEREAS**, in 1994, the Clovis City Council adopted Resolution 94-130 that adopted and incorporated by reference the terms of the Model Code and adopted designation of employees and the formulation of disclosure categories; and

**WHEREAS**, Government Code section 87306 requires biennial review of the Conflict of Interest Code to ensure it remains current and accurate, and that a report be submitted to the City Council identifying any changes in the code including, but not limited to, all new positions and changes in the list of reportable interests; and

**WHEREAS**, the City Council desires to amend and simplify the disclosure categories and update the list of designated employees; and

**WHEREAS**, all officials and designated positions required to submit a statement of economic interests shall receive ethics training as required pursuant to Government Code section 53235 (AB 1234). The City Clerk, as the City's Filing Officer, shall biannually provide all filers with information on training available to meet the requirements of Government Code section 53235, and maintain required records indicating the dates the filers satisfied the training requirements and the entity that provided the training. These records shall be retained for five years after the date of training and are public records subject to disclosure under the California Public Records Act. (Gov. Code 53235.2).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Clovis as follows:



1. The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Attachments A and B, designating positions and establishing disclosure categories shall constitute the Conflict of Interest Code of the City.
2. The Disclosure Categories in Attachment A are hereby approved.
3. Persons holding designated positions listed in Attachment B shall file Statements of Economic Interest pursuant to the Model Code with the information required for the Disclosure Category assigned to them and specified in Attachment A, annually, and within 30 days of assuming or leaving office, as required by law.
4. The City Clerk will make the Statements available for public inspection and reproduction. (Gov. Code 81008.) All statements shall be retained by the City.

\* \* \* \* \*

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2024, by the following vote, to wit.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DATED: September 16, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## Attachment A

### Disclosure Categories

1. Category 1: Broad Responsibilities - Full Disclosure. Designated officials and employees must disclose all reportable interests, including investments, business positions, sources of income, loans, gifts, including travel payments, and real property as required by the FPPC Guidelines, including real property located within a two-mile radius of the City or any property owned or used by the City.
2. Category 2: Department/Division Decision-Making Responsibilities. Designated officials and employees must disclose all reportable investments and business positions in business entities, and reportable sources of income (including loans, gifts, and travel payments) from any source that is located in, doing business in, or planning to do business in the City, and is either (a) subject to the regulatory, permitting, or licensing authority of the official's or employee's department or division, or (b) provides services, supplies, materials, machinery, or equipment of the type utilized by the official's or employee's department or division. Notwithstanding the foregoing, gifts are reportable regardless of the location of the donor.

\*Consultants and new positions shall file under the broadest disclosure category (Category 1). If the new position or consultant performs limited duties, the City may tailor the disclosure requirements upon approval by the City Manager of a written description of the position's duties and, based upon that description, a statement of that the disclosure requirements of Category 2 apply.

**Amendments to the City of Clovis Conflict of Interest Code**

AGENDA ITEM NO. 5.

EXISTING		Add	Delete	PROPOSED		Disclosure Category
Department	Position			Department	Position	
<b>Administration</b>				<b>Administration</b>		
	Assistant City Manager				Assistant City Manager	1
	Business Development Manager				Business Development Manager	2
	City Clerk				City Clerk	2
	Communications and Marketing Analyst				Communications and Marketing Analyst	2
	Economic Development, Housing and Communications Director				Economic Development, Housing and Communications Director	1
	Executive Assistant				Executive Assistant	2
	Housing Program Manager				Housing Program Manager	2
	Staff Analyst				Staff Analyst	2
	Consultants				Consultant	1
<b>City Clerk/Information Div.</b>				<b>City Clerk/Information Div.</b>		
	Deputy Director of Information Technology				Deputy Director of Information Technology	1
	Information Technology				Information Technology Supervisor	2
<b>Finance</b>				<b>Finance</b>		
	Assistant Finance Director				Assistant Finance Director	1
	Deputy Finance Director				Deputy Finance Director	1
	Finance Manager				Finance Manager	2
<b>Fire</b>				<b>Fire</b>		
	Battalion Chief				Battalion Chief	2
	Deputy Fire Chief				Deputy Fire Chief	1
	Fire Chief				Fire Chief	1
	Senior Management Analyst				Senior Management Analyst	2
	Life Safety Manager				Life Safety Manager	2
<b>General Services</b>				<b>General Services</b>		
	Deputy General Services Director				Deputy General Services Director	1
	Facilities Maintenance and Purchasing Manager				Facilities Maintenance and Purchasing Manager	2
	Facilities Maintenance Supervisor				Facilities Maintenance Supervisor	2
	General Services Director				General Services Director	1
	Management Analyst				Management Analyst	2
	Recreation Supervisor				Recreation Supervisor	2
	Senior Personnel Technician				Senior Personnel Technician	2
	Transit Supervisor				Transit Supervisor	2
	Transit Manager				Transit Manager	2

**Amendments to the City of Clovis Conflict of Interest Code**

AGENDA ITEM NO. 5.

EXISTING		Add	Delete	PROPOSED		Disclosure Category
Department	Position			Department	Position	
<b>Planning &amp; Development Services</b>				<b>Planning &amp; Development Services</b>		
	Building Official				Building Official	2
	Business Workflow Analyst				Business Workflow Analyst	1
	City Engineer				City Engineer	2
	City Planner				City Planner	2
	Construction Manager				Construction Manager	1
	Deputy Building Official / Plan Checker				Deputy Building Official / Plan Checker	1
	Deputy City Planner				Deputy City Planner	1
	Director of Planning and Development Services				Director of Planning and Development Services	1
	Engineering Program Manager				Engineering Program Manager	2
	Management Analyst				Management Analyst	2
	Planning & Development Administrative Manager				Planning & Development Administrative Manager	2
	Plans Examiner				Plans Examiner	2
	Senior Planner				Senior Planner	2
	Supervising Civil Engineer				Supervising Civil Engineer	2
<b>Police</b>				<b>Police</b>		
	Communications Supervisor				Communications Supervisor	2
	Crime Analysis Supervisor				Crime Analysis Supervisor	2
	Deputy Police Chief				Deputy Police Chief	1
	Management Analyst				Management Analyst	2
	Police Captain				Police Captain	1
	Police Chief				Police Chief	1
	Police Lieutenant				Police Lieutenant	2
	Police Services Manager				Police Services Manager	2
	Property & Evidence Supervisor				Property & Evidence Supervisor	2
	Records Supervisor				Records Supervisor	2
	Supervisor of Animal Services				Supervisor of Animal Services	2
<b>Public Utilities</b>				<b>Public Utilities</b>		
	Assistant Public Utilities Director				Assistant Public Utilities Director	1
	Deputy Public Utilities Director				Deputy Public Utilities Director	1
	Fleet Manager				Fleet Manager	2
	Parks Manager				Parks Manager	2
	Principal Utilities Engineer				Principal Utilities Engineer	2
	Public Utilities Director				Public Utilities Director	1
	Senior Management Analyst				Senior Management Analyst	2
	Solid Waste Manager				Solid Waste Manager	2
	Street Maintenance Manager				Street Maintenance Manager	2
	Supervising Civil Engineer				Supervising Civil Engineer	2
	Utilities Manager				Utilities Manager	2
	Water Production Manager				Water Production Manager	2

**Amendments to the City of Clovis Conflict of Interest Code**

AGENDA ITEM NO. 5.

EXISTING				PROPOSED		Disclosure Category
Department	Position	Add	Delete	Department	Position	
<b>Administration</b>				<b>Administration</b>		
	Assistant City Manager				Assistant City Manager	1
	Business Development Manager				Business Development Manager	1
	City Clerk				City Clerk	2
	<del>Communications and Marketing Analyst</del>	<del>Communications and Marketing Analyst</del>			<del>Communications and Marketing Analyst</del>	2
	Economic Development, Housing and Communications Director				Economic Development, Housing and Communications Director	1
	Executive Assistant				Executive Assistant	2
	<del>Housing Program Manager</del>	<del>Housing Program Manager</del>				2
	<del>Management Analyst</del>		<del>Management Analyst</del>		<del>Management Analyst</del>	1
	<del>Personnel Commissioners</del>		<del>Personnel Commissioners</del>		<del>Personnel Commissioners</del>	1
	<del>Principal Office Assistant</del>		<del>Principal Office Assistant</del>		<del>Principal Office Assistant</del>	3
	<del>Public Affairs and Information-Manager</del>		<del>Public Affairs and Information-Manager</del>		<del>Public Affairs and Information-Manager</del>	1
	<del>Staff Analyst</del>	<del>Staff Analyst</del>			<del>Staff Analyst</del>	2
	<del>Consultants</del>	<del>Consultant</del>			<del>Consultant</del>	1
<b>City Clerk/Information Div.</b>				<b>City Clerk/Information Div.</b>		
	Deputy Director of Information Technology				Deputy Director of Information Technology	1
	<del>Information Technology Specialist</del>		<del>Information Technology Specialist</del>		<del>Information Technology Specialist</del>	3
	Information Technology Supervisor				Information Technology Supervisor	2
	<del>Information Technology</del>		<del>Information Technology Technician</del>		<del>Information Technology</del>	1
	<del>Senior Information Technology Analyst</del>		<del>Senior Information Technology Analyst</del>		<del>Senior Information Technology Analyst</del>	1
	<del>Senior Information Technology Specialist</del>		<del>Senior Information Technology Specialist</del>		<del>Senior Information Technology Specialist</del>	3
<b>Finance</b>				<b>Finance</b>		
	<del>Accounting Supervisor</del>		<del>Accounting Supervisor</del>		<del>Accounting Supervisor</del>	1
	Assistant Finance Director				Assistant Finance Director	1
	Deputy Finance Director				Deputy Finance Director	1
	<del>Finance Manager</del>	<del>Finance Manager</del>			<del>Finance Manager</del>	1
<b>Fire</b>				<b>Fire</b>		
	Battalion Chief				Battalion Chief	2
	Deputy Fire Chief				Deputy Fire Chief	1
	Fire Chief				Fire Chief	1
	<del>Management Analyst</del>		<del>Management Analyst</del>		<del>Management Analyst</del>	3
	<del>Senior Management Analyst</del>	<del>Senior Management Analyst</del>			<del>Senior Management Analyst</del>	2
	<del>Spec. Proj/Life Safety Enf Mgr.</del>		<del>Spec. Proj/Life Safety Enf Mgr.</del>		<del>Spec. Proj/Life Safety Enf Mgr.</del>	1
	<del>Spec Proj/Life Safety Mgr</del>		<del>Spec. Proj/Life Safety Mgr.</del>		<del>Spec Proj/Life Safety Mgr</del>	1
	<del>Life Safety Manager</del>	<del>Life Safety Manager</del>			<del>Life Safety Manager</del>	2
<b>General Services</b>				<b>General Services</b>		
	<del>Administrative Assistant</del>		<del>Administrative Assistant</del>		<del>Administrative Assistant</del>	1
	Deputy General Services Director	Deputy General Services Director			Deputy General Services Director	1
	Facilities Maintenance and Purchasing Manager				Facilities Maintenance and Purchasing Manager	2
	Facilities Maintenance Supervisor				Facilities Maintenance Supervisor	2

## Amendments to the City of Clovis Conflict of Interest Code

AGENDA ITEM NO. 5.

EXISTING				PROPOSED		Disclosure Category
Department	Position	Add	Delete	Department	Position	
	General Services Director				General Services Director	1
	<del>General Services Manager</del>		<del>General Services Manager</del>		<del>General Services Manager</del>	1
	Management Analyst				Management Analyst	2
	<del>Personnel Commissioner</del>		<del>Personnel Commissioner</del>		<del>Personnel Commissioner</del>	4
	<del>Personnel / Risk Manager</del>		<del>Personnel / Risk Manager</del>		<del>Personnel / Risk Manager</del>	4
	<del>Personnel Technician</del>		<del>Personnel Technician</del>		<del>Personnel Technician</del>	4
	Recreation Supervisor				Recreation Supervisor	2
	<del>Senior Personnel Technician</del>	Senior Personnel Technician			<del>Senior Personnel Technician</del>	2
	Transit Supervisor				Transit Supervisor	2
	<del>Transit Manager</del>	Transit Manager			<del>Transit Manager</del>	2

**Amendments to the City of Clovis Conflict of Interest Code**

AGENDA ITEM NO. 5.

EXISTING				PROPOSED		Disclosure Category
Department	Position	Add	Delete	Department	Position	
<b>Planning &amp; Development Services</b>				<b>Planning &amp; Development Services</b>		
	<del>Assistant Planner</del>		<del>Assistant Planner</del>		<del>Assistant Planner</del>	3
	<del>Building Inspector</del>		<del>Building Inspector</del>		<del>Building Inspector</del>	3
	Building Official				Building Official	2
	Business Workflow Analyst				Business Workflow Analyst	1
	City Engineer				City Engineer	2
	City Planner				City Planner	2
	Construction Manager				Construction Manager	1
	Deputy Building Official / Plan Checker				Deputy Building Official / Plan Checker	1
	Deputy City Planner				Deputy City Planner	1
	Director of Planning and Development Services				Director of Planning and Development Services	1
	<del>Engineering Program Supervisor-Manager</del>				<del>Engineering Program Supervisor-Manager</del>	2
	<del>Engineering Technician</del>		<del>Engineering Technician</del>		<del>Engineering Technician</del>	3
	<del>Geographic Information Systems-Analyst</del>		<del>Geographic Information Systems-Analyst</del>		<del>Geographic Information Systems-Analyst</del>	3
	<del>Geographic Information Systems-Technician</del>		<del>Geographic Information Systems-Technician</del>		<del>Geographic Information Systems-Technician</del>	3
	Management Analyst				Management Analyst	2
	<del>Permit Technician</del>		<del>Permit Technician</del>		<del>Permit Technician</del>	3
	Planning & Development Administrative Manager				Planning & Development Administrative Manager	2
	Plans Examiner				Plans Examiner	2
	<del>Planning Technician I</del>		<del>Planning Technician I</del>		<del>Planning Technician I</del>	3
	<del>Planning Technician II</del>		<del>Planning Technician II</del>		<del>Planning Technician II</del>	3
	<del>Senior Plans Examiner</del>		<del>Senior Plans Examiner</del>		<del>Senior Plans Examiner</del>	3
	<del>Senior Engineering Inspector</del>		<del>Senior Engineering Inspector</del>		<del>Senior Engineering Inspector</del>	3
	Senior Planner				Senior Planner	2
	<del>Staff Analyst</del>		<del>Staff Analyst</del>		<del>Staff Analyst</del>	3
	Supervising Civil Engineer				Supervising Civil Engineer	2
<b>Police</b>				<b>Police</b>		
	Communications Supervisor				Communications Supervisor	2
	Crime Analysis Supervisor				Crime Analysis Supervisor	2
	<del>Deputy Police Chief</del>	<del>Deputy Police Chief</del>			<del>Deputy Police Chief</del>	1
	Management Analyst				Management Analyst	2
	Police Captain				Police Captain	1
	Police Chief				Police Chief	1
	Police Lieutenant				Police Lieutenant	2
	Police Services Manager				Police Services Manager	2
	Property & Evidence Supervisor				Property & Evidence Supervisor	2
	Records Supervisor				Records Supervisor	2
	Supervisor of Animal Services				Supervisor of Animal Services	2
<b>Public Utilities</b>				<b>Public Utilities</b>		
	<del>Administrative Assistant</del>		<del>Administrative Assistant</del>		<del>Administrative Assistant</del>	2
	Assistant Public Utilities Director				Assistant Public Utilities Director	1



**Amendments to the City of Clovis Conflict of Interest Code**

AGENDA ITEM NO. 5.

EXISTING				PROPOSED		Disclosure Category
Department	Position	Add	Delete	Department	Position	
	Deputy Public Utilities Director	Deputy Public Utilities Director			Deputy Public Utilities Director	1
	<del>Engineerign Technician-</del>		<del>Engineering Technician-</del>		<del>Engineering Technician</del>	3
	Fleet Manager				Fleet Manager	2
	<del>Landfill Supervisor</del>		<del>Landfill Supervisor</del>		<del>Landfill Supervisor</del>	3
	<del>Management Analyst</del>		<del>Management Analyst</del>		<del>Management Analyst</del>	2
	Parks Manager				Parks Manager	2
	<del>Principal Utilities Engineer</del>	Principal Utilities Engineer			<del>Principal Utilities Engineer</del>	2
	Public Utilities Director				Public Utilities Director	1
	<del>Senior Engineering Inspector</del>		<del>Senior Engineering Inspector</del>		<del>Senior Engineering Inspector</del>	3
	<del>Senior Management Analyst</del>	Senior Management Analyst			<del>Senior Management Analyst</del>	2
	Solid Waste Manager				Solid Waste Manager	2
	<del>Solid Waste Supervisor</del>		<del>Solid Waste Supervisor-</del>		<del>Solid Waste Supervisor-</del>	2
	Street Maintenance Manager				Street Maintenance Manager	2
	Supervising Civil Engineer				Supervising Civil Engineer	2
	Utilities Manager				Utilities Manager	2
	Water Production Manager				Water Production Manager	2



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: September 16, 2024

SUBJECT: Administration - Approval – Closure of City Administrative Offices for In-Service Day on Columbus Day October 14, 2024.

ATTACHMENTS: None.

### RECOMMENDATION

Authorize the closure of certain City administrative offices on Columbus Day for the years 2024 – 2026 for an in-service day for purposes of annual clean-up and catch-up on filing, file closures, and preparation of records to be retained in storage.

### EXECUTIVE SUMMARY

As in past years, staff is recommending certain offices be closed to the public to allow for clean-up on Columbus Day for the years 2024 – 2026. The actual dates are as follows: October 14, 2024, October 13, 2025, and October 12, 2026.

### BACKGROUND

The City does not recognize Columbus Day as a City holiday. However, some other governmental agencies close on that day. For the past several years, the City has utilized this day as an in-service day to clean and catch-up by closing certain City administrative offices to public access and requiring employees to use the time to organize and reduce office files, catch-up on records destruction schedules, and devote uninterrupted time to backlogged projects.

### FISCAL IMPACT

None.

### REASON FOR RECOMMENDATION

The closure of City administrative offices to the public one day a year for the purposes of eliminating excess paper and obsolete files has proven to be a productive use of staff time.

### ACTIONS FOLLOWING APPROVAL

Notices will be posted indicating that certain City offices will be closed to the public on Columbus Day. Telephone service will be routed to voicemail. All emergency services will be operational

and will function as normal. The proposed office closure will only affect City Hall campus administrative office operations and the Public Utilities' corporation yard.

**CONFLICT OF INTEREST**

None.

Prepared by: Rebecca Simonian, Executive Assistant

Reviewed by: City Manager *AA*



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: September 16, 2024

SUBJECT: Administration - Adopt - **Ord. 24-13**, Rezone 2024-003, An ordinance rezoning the subject property from the R-1 (Single-Family Residential Low Density) Zone District to the R-2 (Multifamily Medium High Density) Zone District, associated with approximately 1.73 acres of land located along the east side of Osmun Avenue and the west side of Baron Avenue, north of Second Street. (Vote 5-0)

ATTACHMENTS: None.

This item was approved for introduction on September 3, 2024, 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: September 16, 2024

SUBJECT: Administration – Approval - FY 2024-25 Agreement between the City of Clovis and the Economic Development Corporation Serving Fresno County.

ATTACHMENTS: 1. 2024-25 Agreement between the City of Clovis and the Economic Development Corporation Serving Fresno County

### **RECOMMENDATION**

Approve and authorize the City Manager to execute the fiscal year 2024-25 Agreement between the City of Clovis and the Economic Development Corporation Serving Fresno County (EDC) up to an amount of \$50,000.

### **EXECUTIVE SUMMARY**

The attached agreement is between the City of Clovis and the Economic Development Corporation serving Fresno County up to an amount of \$50,000. The agreement outlines activities and responsibilities that the EDC will provide for the funding.

### **BACKGROUND**

The Agreement continues the formalized relationship between the City and the EDC. The EDC will assist in promoting economic growth in the City of Clovis by providing informational resources and technical assistance to retain and expand existing Clovis businesses, assist in the development of marketing materials to attract new investment to the City, and assist in marketing the City's industrial/commercial properties, including the Research and Technology Park.

Attraction efforts will include data analysis to determine likely industries and subsequent businesses that are ideal for Clovis to focus on, general marketing efforts, trade show attendance, outreach to brokers, and site tours completed for businesses looking to locate in Clovis. Retention efforts will include utilizing access to economic data the EDC has to ensure Clovis staff is focusing on critical businesses in retention efforts and the EDC acting as a business resource expert. This structure allows for the City and the EDC to leverage their expertise and increase the ability of economic development efforts in Clovis.

Additionally, EDC will continue to work with Clovis as the region expands efforts to attract high-tech businesses associated with the microchip industry.

The EDC also agrees to support the City of Clovis in developing the Five Year Comprehensive Economic Development Strategy plan update.

To facilitate continued close coordination between the City and EDC, the City of Clovis Economic Development Director sits on the Fresno County CEDS Committee, and the Assistant City Manager sits on the Board of Directors and the Executive Committee of the EDC. The City's Community and Economic Development staff maintains a close working relationship with the EDC's Executive Director and staff.

### **FISCAL IMPACT**

The City of Clovis will pay the EDC \$50,000 in the 2024-25 fiscal year in four quarterly payments contingent on submission of a quarterly report of activities to the City Council. These funds are included in the 2024-25 City budget.

### **REASON FOR RECOMMENDATION**

This agreement is consistent with the adopted budget, policies, goals, and objectives of the City Council. As a regional economic development organization, it is appropriate that the City collaborates with the EDC on the implementation of goals and objectives to facilitate the creation of jobs for Clovis and the region.

Approval of this agreement will allow the City to continue its coordinated approach to enhancing the City's economy and job creation efforts with the County of Fresno and other cities within the County

### **ACTIONS FOLLOWING APPROVAL**

After approval, the City Manager will execute the agreement; and the Community and Economic Development staff will administer the agreement.

### **CONFLICT OF INTEREST**

None.

Prepared by: Chad McCollum, Economic Development, Housing and Communications Director

Reviewed by: City Manager *AM*

**MEMORANDUM OF UNDERSTANDING  
CITY OF CLOVIS AND  
BUSINESS ORGANIZATION OF OLD TOWN  
(Fiscal Year 2024-2025)**

This Memorandum of Understanding ("MOU") is entered into between the City of Clovis, a California general law city ("City") and the Economic Development Corporation Serving Fresno County, a California non-profit corporation ("EDC"), with respect to the following recitals, which are a substantive part of this MOU.

**RECITALS**

- A. City is committed to a balanced and diversified economy as one of its most important priorities to ensure the future well-being of the citizens of Clovis.
- B. City is committed to advancing economic growth in Clovis as a priority to ensure the future economic and social well-being of the entire City.
- C. City has invested considerable resources to encourage a location for new and expanding businesses and industries and to ensure the economic vitality of commercial and industrial areas.
- D. EDC continues to maintain regional, national, and international marketing and promotional efforts to attract the location and expansion of businesses and industries in all the communities within Fresno County.
- E. EDC is the State of California designated regional contact and referral point for businesses and industries that contact the State while seeking a location for new or expanded facilities.
- F. City seeks to continue to support EDC as the EDC administers local economic development activities such as technical support, advocacy, marketing and promotion for the City economic development goals of attracting new businesses while retaining existing businesses within the City.
- G. City seeks to continue to support EDC as the EDC aligns resources, serves as the statewide regional point of contact for business and industry referrals, and promotes economic growth in the City.

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

**AGREEMENT**

1. **Scope of Activities.** EDC is actively engaged in the activities and events described in **Exhibit A**. In general, these activities consist of recruiting new businesses and industries through marketing, targeted events, and responding to leads, identifying economic development projects and priorities in consultation with City staff for inclusion in the County of Fresno's Comprehensive



Economic Development Strategy (CEDS) and providing retention and expansion technical assistance to existing Clovis businesses. In addition, EDC will provide program updates to City staff monthly and quarterly status reports to City Council, detailing EDC progress on targeted outcomes (“Activities”).

2. Financial Support. In recognition of EDC’s efforts and the benefit to the City, City agrees to make a financial contribution to EDC for Fiscal Year 2024-2025. The total financial contribution to be paid by City to EDC shall be Fifty Thousand Dollars (\$50,000), that is comprised of Ten Thousand Dollars (\$10,000) for developing the Five Year Comprehensive Economic Development Strategy plan update and Forty Thousand Dollars (\$40,000) for the Business Retention and New Business Recruitment Activities described in Exhibit A, which shall be paid in four (4) quarterly installments, at the end of each quarter, with the quarter commencing July 1, 2024.

3. Compliance With Laws. EDC shall obey and follow all laws, regulations, rules, and ordinances in its Activities and any events it organizes, including compliance with applicable City ordinances. This MOU does not authorize or approve any of the Activities or the events identified herein, and EDC shall obtain all required City approvals, as necessary, for any Activities and/or events that it pursues. EDC shall ensure that all subcontractors and third-party vendors similarly follow all laws, regulations, rules and ordinances, and obtain all required City approvals and/or permits for any Activities and/or events in which such subcontractors and/or third-party vendors participate.

4. Power to Act on Behalf of City. EDC 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.

5. Record Keeping; Reports; Audit. EDC shall do the following:

- Provide City with reports detailing the quarterly Activities performed by EDC not later than fifteen (15) days prior to the quarterly payment dates.
- As part of any regular financial audit of EDC for any period that includes the term of the MOU, in whole or in part, require the auditor to include tests for compliance with the MOU and prepare a separate report for City with respect to EDC’s compliance with the MOU.
- Make available to City during regular business hours the books and records of EDC’s efforts and expenditures related to EDC’s events and/or programs.

6. City Name and Logo. Except as expressly authorized by this MOU or in any prior written authorization, EDC shall not use City’s name or logos on any publicity pertaining to EDC’s Activities in any magazine, trade paper, newspaper, television or radio production, social media posting, or other similar medium.

7. Prohibition on Use of Funds for Political Purposes. EDC shall not use any funds received from City for any political purpose, including, but not limited to, campaigns, events, promotions, literature, lobbying, or any other activity for, against, or on behalf of any state, local, or federal legislation, issue, candidate, or action, whether partisan in nature or not.

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

9. Termination of MOU. This MOU shall terminate by its terms on June 30, 2025. Either party may earlier terminate this MOU upon written notice to the other party. If this MOU is terminated early by City, through no fault of EDC, City shall pay to EDC the quarterly payment for the quarter in which this MOU is terminated. No further quarterly payments shall be due.

10. Emergency Events. Notwithstanding anything to the contrary in this MOU, City may immediately suspend EDC's performance, in whole or in part, which may include postponing and/or cancelling events, in response to any health, safety or financial emergency, whether declared or not, until such time as the period of emergency is resolved, or a notice of termination becomes effective. Alternatively, City may direct EDC to continue its Activities on a modified basis as conditions may require or permit, such as postponing and/or cancelling certain events, modified schedule(s), performance on a less frequent basis, or other adjustments in the Activities. City shall not be liable to EDC or any subcontractor, member, affiliate, or any third-party vendor for consequential damages, lost profits, or other losses arising from any EDC contract with such third party.

11. Insurance. EDC shall take out and maintain Workers Compensation, State Disability, and other insurance coverage as required by law and shall in all other respects comply with applicable provisions of federal, state, and local laws, rules and regulations in the performance of Activities and events under this MOU.

12. Independent Contractor. EDC acknowledges that it is an independent contractor and not an employee, agent, or representative of the City. EDC acknowledges that it will be solely responsible for and shall indemnify and hold City harmless from all matters relating to the payment of EDC's employees, subcontractors and others, including compliance with Social Security withholding and all other laws and regulations governing such matters.

13. Indemnity and Defense. EDC 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, without limitation, reasonable attorney fees and costs of litigation) of every nature arising out of or in connection with the alleged or actual acts, errors, omissions or negligence of EDC, its subcontractors, members, and/or affiliates relating to the performance of Activities described herein, unless the injuries or damages are the result of City's sole negligence or willful misconduct. This Indemnity and Defense obligation specifically applies without limitation to any event sponsored, managed, or otherwise actively participated in by EDC, and applies to any liability associated with EDC's use of third-party vendors. EDC and City agree that said indemnity and defense obligations shall survive the expiration or termination of this MOU for any items specified herein that arose or occurred during the term of this MOU.

14. Taxes. EDC agrees to pay all taxes, licenses, and fees levied or assessed by any governmental agency on EDC, and unemployment compensation insurance, social security, or any other taxes upon the wages of EDC, its employees, agents, and representatives. EDC agrees to obtain and renew an annual business tax certificate from City and pay the applicable annual business tax certificate fee to City during the term of this MOU.

15. Assignment. Neither this MOU nor any duties or obligations hereunder shall be assignable by EDC without the prior written consent of City. In addition, EDC shall not assign the payment of any monies due EDC from City under the terms of this MOU to any other individual, corporation or entity. City retains the right to pay any and all monies due EDC directly to EDC.

16. Form and Service of Notices. Any and all notices or other communications required or permitted by this MOU or by law to be delivered to, served upon, or given to either party to this MOU 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 a written acknowledgment of receipt by the other party. Service shall be deemed the date of written acknowledgement.

c. Delivery by a reliable overnight delivery service, ex., Federal Express, receipted, addressed to the addressees set forth below the signatories to this MOU. 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 seventy-two (72) hours after deposit.

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

18. Authority. The signatories to this MOU warrant and represent that they have the legal right, power, and authority to execute this MOU and bind their respective entities.

19. Severability. In the event any term or provision of this MOU is declared to be invalid or illegal for any reason, this MOU will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this MOU. The remaining provisions will be construed to preserve the intent and purpose of this MOU and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.

20. Applicable Law and Interpretation and Venue. This MOU shall be interpreted in accordance with the laws of the State of California. The language of all parts of this MOU shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party. This MOU is entered into by City and EDC in the County of Fresno, California. EDC shall perform the Services required under this MOU in the County of Fresno, California. In the event of litigation, venue shall only lie with the appropriate state or federal court in Fresno County.

21. Amendments and Waiver. This MOU 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 MOU 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 MOU shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this MOU.

22. Third Party Beneficiaries. Nothing in this MOU shall be construed to confer any rights upon any party not a signatory to this MOU.

23. Execution in Counterparts. This MOU 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 MOU.

24. Alternative Dispute Resolution. If a dispute arises out of or relating to this MOU, 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 or some other dispute resolution procedure, unless the parties mutually agree otherwise. 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 MOU. 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.

25. Non-Discrimination. EDC shall not discriminate on the basis of any protected class under federal or state law in the performance of any Activities or events under this MOU. EDC 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.

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

ECONOMIC DEVELOPMENT CORPORATION  
SERVING FRESNO COUNTY

CITY OF CLOVIS

By: \_\_\_\_\_  
Will Oliver, President/CEO

By: \_\_\_\_\_  
John Holt, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Party Identification and Contact Information:

**EDC**

Attn: William Oliver  
President/CEO  
Address: 1060 Fulton Street, 4<sup>th</sup> Floor  
Fresno, CA 93721  
woliver@fresnoedc.com  
559-476-2500

**City of Clovis**

Attn: Chad McCollum  
Economic Development Director  
1033 Fifth Street  
Clovis, CA 93612  
chadm@clovisca.gov  
(559) 324-2436

ATTEST

\_\_\_\_\_  
Briana Parra, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Scott G. Cross, City Attorney

**EXHIBIT A**

2024 -2025 Activities	Description of Services	Targeted Outcomes
<p><b>Business Retention and Expansion</b></p>	<p>Determine Top 50 companies in Clovis to focus on retention and expansion efforts.</p> <p>In consultation with City staff, implement the City’s Economic Development Strategy and the Business Retention, Expansion and Attraction Program</p> <p>Target those businesses through various contact methods so as to educate Clovis businesses on available retention and expansion resources, including, but not limited to, utility rate reductions, rehiring incentives, and low-cost emergency relief funding.</p> <p>Consult with City regarding additional programs or services City or EDC may provide to assist Clovis businesses</p>	<p>Develop, in consultation with City staff, Top 50 Clovis businesses in need of retention and expansion efforts.</p> <p>Implement the City’s Economic Development Strategy and the Business Retention, Expansion and Attraction Program</p> <p>Develop and deploy marketing to educate employers about existing resources.</p> <p>Respond to all City of Clovis business inquiries regarding retention and expansion efforts, including providing requesting business access to resources to support those efforts.</p> <p>1 Business Resource Workshop</p> <p>Consult with City staff regarding additional business needs discovered through retention and expansion program</p>
<p><b>New Business and Industry Recruitment</b></p>	<p>Utilize AI-enabled investment attraction platforms to generate a precise and targeted list of companies for outreach and attraction to City.</p> <p>Using that targeted list, promote the City’s existing and future industrial sites to commercial and industrial brokers, developers, site selectors and businesses by:</p> <ul style="list-style-type: none"> <li>• Coordinating virtual or in-person site tours to attract business and expansion.</li> </ul>	<p>Develop Targeted list of companies for outreach and attraction to City</p> <p>40 New Qualified Prospective Leads</p> <p>Site Tours for businesses, commercial and industrial brokers, developers, and site selectors as needed.</p> <p>1 Broker Event</p>

	<ul style="list-style-type: none"> <li>• Support in-person or virtual commercial and industrial broker events for the City of Clovis.</li> <li>• Create, update, and utilize marketing materials.</li> <li>• Communicate prospective leads status during monthly EDC - City meeting.</li> <li>• Assist the City in preparing for, and conducting, proactive targeted outreach to companies identified in the Clovis Comparison Healthcare Analysis, or other business prospecting tools, if available.</li> </ul>	<p>Marketing Materials promoting City’s existing and future industrial sites</p> <p>Provide lead status to City staff at monthly meeting</p> <p>In consultation with City staff, conduct proactive targeted outreach to companies identified through prospecting tools.</p>
<p><b>Comprehensive Economic Development Strategy</b></p>	<p>Provide inclusion of City economic development goals, objectives and initiatives in the next update of County of Fresno Comprehensive Economic Development Strategy.</p>	<p>In consultation with City staff, identify economic development goals, objectives and initiatives relevant to Comprehensive Economic Development Strategy.</p> <p>Include City economic development goals, objectives and initiatives in the next update of County of Fresno Comprehensive Economic Development Strategy.</p> <p>Economic Profile Update</p>
<p><b>EDC Staff:</b></p> <p>Will Oliver, Chief Executive Officer</p> <p>Lauren Nikkel, Director of Business Services</p>		



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council  
 FROM: Finance Department  
 DATE: September 16, 2024  
 SUBJECT: Finance – Receive and File – Investment Report for the Month of May 2024.

ATTACHMENTS:

1. Distribution of Investments
2. Monthly Investment Transactions
3. Certificates of Deposit
4. Municipal Securities
5. Corporate Securities
6. Graph of May 31, 2024 Treasury Rates

### EXECUTIVE SUMMARY

Attached is the Investment Report for the month of May 2024. Shown in Attachment 1 is the distribution of investments which lists all the individual securities owned by the City with the book and market values. Book value is the actual price paid for the investment. Market value is the amount that the investment is worth if sold in the open market. The market value (which fluctuates daily) that is used in the report is as of the last working day of the month. Attachment 2 reflects the monthly investment transactions for the month of May 2024. Attachment 3 lists the certificates of deposit. Attachment 4 lists the municipal securities. Attachment 5 lists the corporate securities. Attachment 6 is a graph of Treasury rates on May 31, 2024.

The investment of the City's funds is performed in accordance with the adopted Investment Policy. Funds are invested with the following objectives in mind:

1. Assets are invested in adherence with the safeguards and diversity of a prudent investor.
2. The portfolio is invested in a manner consistent with the primary emphasis on preservation of the principal, while attaining a high rate of return consistent with this guideline. Trading of securities for the sole purpose of realizing trading profits is prohibited.
3. Sufficient liquidity is maintained to provide a source for anticipated financial obligations as they become due.



4. Investments may be made, consistent with the Investment Policy Guidelines, in fixed income securities maturing in three years or less and can be extended to five years with the City Manager's approval.

The Finance Department invests the City's assets with an expectation of achieving a total rate of return at a level that exceeds the annualized rate of return on short-term government guaranteed or insured obligations (90-day Treasury bills) and to assure that the principal is preserved with minimal risk of depreciation or loss. In periods of rising interest rates, the City of Clovis portfolio return may be less than that of the annualized 90-day Treasury bill. In periods of decreasing interest rates, the City of Clovis portfolio return may be greater than the annualized 90-day Treasury bill. The current 90-day Treasury bill rate (annualized) is 5.41%. The rate of return for the City of Clovis portfolio is 3.62%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 67% of the Treasury bill rate.

The Finance Department began investing in corporate securities in February to provide additional diversification and yield to the portfolio. 3 corporate securities totaling \$6,000,000 were purchased this month at an aggregate yield of 4.74%, which is roughly 22 basis points higher than current yields on 5-year Treasury bonds.

In accordance with the Investment Policy, the investment period on each investment is up to three years and can be extended to five years with the City Manager's approval. As of May 2024, the average investment life of the City's investment portfolio is 1.96 years.

#### Current Investment Environment and Philosophy

During the month of May 2024, the federal funds rate remained at 5.25%-5.50%. On May 31, 2024, the Treasury yield curve decreased from 3-month to 10-year notes.

#### Certificates of Deposit (CD's)

The City purchases both negotiable and non-negotiable Certificates of Deposit (CD's). Although negotiable CD's can be traded, it is the City's policy to buy and hold all CD's. Negotiable CD's are held by U.S. Bank, a third party custodian. Non-negotiable CD's are held in the City's safe.

#### Purchases and Maturities

- 0 government securities were purchased.
- 0 government securities were called or matured.
- 3 certificates of deposit totaling \$750,000 were purchased.
- 0 certificates of deposit were called or matured.
- 0 municipal securities were purchased.
- 0 municipal securities were called or matured.
- 3 corporate securities totaling \$6,000,000 were purchased.
- 0 corporate securities were called or matured.

#### Market Environment

- During May the federal funds rate remained at 5.25%-5.50%.
- On May 31, the yield curve decreased from 3-month to 10-year notes. See Attachment 6, Graph of Treasury Rates on May 31, 2024.

**CONFLICT OF INTEREST**

None.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AB*

**City of Clovis  
Distribution of Investments  
As of May 31, 2024**

	COST	NET BOOK VALUE	MARKET VALUE *	YIELD TO MATURITY	STATED INTEREST RATE	INVEST DATE	MATURITY DATE	DAYS TO MATURITY FROM 5/31/2024
<b><u>GOVT SECURITIES</u></b>								
FHLB	5,000,000	5,000,000	4,997,200	0.350%	0.350%	06/07/21	06/07/24	7
FHLB	941,770	991,539	997,410	4.500%	0.700%	11/17/22	06/24/24	24
FHLB	4,969,000	4,993,108	4,905,450	1.274%	1.050%	01/20/22	11/15/24	168
FHLB	1,595,506	1,685,682	1,687,982	4.515%	0.500%	11/16/22	12/30/24	213
FNMA	1,857,400	1,933,157	1,931,660	4.415%	0.500%	03/23/23	02/24/25	269
FNMA	930,300	967,276	965,920	4.338%	0.520%	03/23/23	02/25/25	270
FHLB	932,200	968,066	965,830	4.328%	0.625%	03/23/23	02/27/25	272
FHLB	3,980,000	3,993,906	3,898,600	1.922%	1.750%	02/28/22	02/28/25	273
FHLB	4,000,000	4,000,000	3,915,320	2.750%	2.750%	04/25/22	04/25/25	329
FAMCMTN	3,947,600	3,980,786	3,808,000	1.121%	0.750%	12/16/21	07/28/25	423
FHLB	5,000,000	5,000,000	4,918,350	3.600%	3.600%	08/30/22	08/28/25	454
FAMCMTN	4,948,500	4,980,990	4,728,800	0.869%	0.600%	10/14/21	09/08/25	465
FHLB	871,150	899,603	888,374	3.886%	0.500%	04/26/23	11/25/25	543
FHLB	4,963,000	4,984,394	4,639,100	0.750%	0.580%	09/08/21	02/11/26	621
FHLB	3,922,000	3,964,592	3,716,400	1.229%	0.750%	12/16/21	02/24/26	634
FHLB	2,751,000	2,827,986	2,785,590	3.916%	0.790%	05/17/23	03/16/26	654
FFCB	4,967,500	4,983,642	4,566,800	1.075%	0.940%	10/14/21	09/28/26	850
FHLB	3,649,200	3,791,339	3,661,800	3.342%	1.150%	06/29/22	10/28/26	880
FHLB	5,988,000	5,993,639	5,482,560	1.291%	1.250%	11/24/21	11/24/26	907
FHLB	5,127,757	5,070,460	4,691,800	1.580%	2.125%	01/20/22	12/11/26	924
FHLB	4,043,250	4,215,370	4,056,538	3.397%	1.020%	06/29/22	02/24/27	999
FHLB	4,550,000	4,711,259	4,533,742	3.173%	1.020%	08/17/22	02/24/27	999
FHLB	3,695,200	3,819,465	3,763,941	2.564%	0.900%	03/31/22	02/26/27	1,001
FHLB	6,072,400	5,250,826	5,174,494	3.737%	0.900%	01/19/23	02/26/27	1,001
FHLB	5,247,000	6,284,516	6,193,157	4.329%	0.900%	02/16/23	02/26/27	1,001
FHLB	5,050,770	5,456,366	5,148,354	3.971%	1.000%	12/14/22	02/26/27	1,001
FHLB	4,000,000	4,000,000	3,749,080	2.375%	2.375%	03/08/22	03/08/27	1,011
FFCB	5,160,000	5,334,825	5,211,240	3.996%	0.830%	03/23/23	02/22/28	1,362
FHLB	355,160	357,344	351,044	4.123%	1.125%	01/18/24	02/25/28	1,365
FFCB	2,123,750	2,167,002	2,182,850	4.812%	1.000%	09/27/23	03/02/28	1,371
FHLB	1,893,209	1,929,375	1,957,999	5.018%	1.000%	10/18/23	03/10/28	1,379
FHLB	3,124,500	3,101,864	2,999,100	3.553%	4.500%	05/17/23	03/10/28	1,379
FFCB	626,780	630,285	618,905	4.121%	1.370%	01/18/04	03/22/28	1,391
FFCB	6,102,000	6,083,008	5,847,300	3.501%	3.875%	04/26/23	04/25/28	1,425
FFCB	5,354,250	5,378,159	5,273,620	4.349%	3.740%	06/14/23	04/27/28	1,427
FFCB	2,955,000	2,961,549	2,945,910	4.814%	4.470%	07/12/23	06/22/28	1,483
FFCB	2,641,500	2,663,436	2,614,950	4.130%	1.230%	12/20/23	07/13/28	1,504
FHLMC	853,500	865,196	865,700	4.601%	1.100%	11/15/23	07/27/28	1,518
FNMA	848,800	860,865	861,890	4.613%	1.000%	11/15/23	07/28/28	1,519
FHLB	882,500	889,596	871,350	4.117%	1.300%	12/20/23	08/04/28	1,526
FHLB	2,981,700	2,983,390	3,025,770	4.892%	4.750%	10/18/23	09/08/28	1,561
FHLMC	842,300	854,303	855,170	4.614%	1.000%	11/15/23	10/19/28	1,602
<b>SECURITIES TOTAL</b>	<u>\$ 139,745,451</u>	<u>\$ 141,808,163</u>	<u>\$ 137,255,049</u>					
<b>LAIF</b>		<u>\$ 57,312,667</u>	<u>\$ 57,312,667</u>					
<b>Municipal Issuance</b>		<u>\$ 57,132,240</u>	<u>\$ 55,727,322</u>					
<b>Corporate Securities</b>		<u>\$ 23,816,029</u>	<u>\$ 23,618,720</u>					
<b>Sweep Account (Union Bank)</b>		<u>\$ 29,051,998</u>	<u>\$ 29,051,998</u>					
<b>TOTAL CD'S</b>		<u>\$ 32,000,000</u>	<u>\$ 31,646,538</u>					
<b>TOTAL INVESTMENTS</b>		<u>\$ 341,121,097</u>	<u>\$ 334,612,294</u>					

\* Market values for securities obtained from US Bank.

**City of Clovis**  
**Monthly Investment Transactions**  
**As of May 31, 2024**

AGENDA ITEM NO. 9.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
Adobe Inc	Corp	Purchase	2,000,000	2,010,400	4.800%	05/24/24	04/04/29
Bristol-Myers Squibb Co	Corp	Purchase	2,000,000	2,004,000	4.900%	05/24/24	02/22/29
Texas Instrument Inc	Corp	Purchase	2,000,000	1,992,400	4.600%	05/24/24	02/08/29
Maine Cmnty Bk	CD	Purchase	250,000	250,000	4.700%	05/15/24	05/17/27
Fahey Banking Co	CD	Purchase	250,000	250,000	4.700%	05/21/24	05/21/27
Crown Bank	CD	Purchase	250,000	250,000	4.650%	05/23/24	05/24/27

**PORTFOLIO DATA**

**Current Month (05/24)**

	<u>Book</u>	<u>Market</u>
CD'S	\$ 32,000,000	\$ 31,646,538
Gov't Securities*	141,808,163	137,255,049
Municipal Securities	57,132,240	55,727,322
Corporate Securities	23,816,029	23,618,720
LAIF	57,312,667	57,312,667
Sweep Account (Union Bank)	29,051,998	29,051,998
<b>TOTAL</b>	<b>\$ 341,121,097</b>	<b>\$ 334,612,294</b>

**Prior Month (04/24)**

	<u>Book</u>	<u>Market</u>
CD'S	\$ 31,250,000	\$ 30,936,420
Gov't Securities*	141,808,163	136,209,812
Municipal Securities	57,130,663	55,458,187
Corporate Securities	17,808,832	17,497,960
LAIF	57,312,667	57,312,667
Sweep Account (Union Bank)	30,042,818	30,042,818
<b>TOTAL</b>	<b>\$ 335,353,143</b>	<b>\$ 327,457,864</b>

**Three Months Previous (02/24)**

	<u>Book</u>	<u>Market</u>
CD'S	\$ 30,495,000	\$ 30,328,869
Gov't Securities*	155,350,042	150,873,470
Municipal Securities	57,130,672	55,970,997
Corporate Securities	5,935,200	5,887,560
LAIF	56,706,769	56,706,769
Sweep Account (Union Bank)	13,082,312	13,082,312
<b>TOTAL</b>	<b>\$ 318,699,995</b>	<b>\$ 312,849,977</b>

**Six Months Previous (11/23)**

	<u>Book</u>	<u>Market</u>
CD'S	\$ 28,245,000	\$ 27,693,005
Gov't Securities*	150,425,542	145,092,464
Municipal Securities	53,528,065	51,964,707
Corporate Securities	-	-
LAIF	56,142,817	56,142,817
Sweep Account (Union Bank)	22,985,608	22,985,608
<b>TOTAL</b>	<b>\$ 311,327,032</b>	<b>\$ 303,878,601</b>

**One Year Previous (05/23)**

	<u>Book</u>	<u>Market</u>
CD'S	\$ 24,245,000	\$ 23,567,537
Gov't Securities*	132,114,241	125,987,536
Municipal Securities	59,415,000	55,307,527
Corporate Securities	-	-
LAIF	75,000,000	75,000,000
Sweep Account (Union Bank)	34,817,378	34,817,378
<b>TOTAL</b>	<b>\$ 325,591,619</b>	<b>\$ 314,679,978</b>

\*Adjusted Quarterly for Premium/Discount Amortization

**City of Clovis  
Certificates of Deposit  
As of May 31, 2024**

AGENDA ITEM NO. 9.

Negotiable CDs	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 05/31/24	INTEREST FREQUENCY
Greenstate Credit Union	250,000	249,427.50	0.450%	06/16/21	06/17/24	17	QUARTERLY
Eaglemark Savings Bank	250,000	249,060.00	0.400%	06/30/21	06/28/24	28	QUARTERLY
Texas Exchange Bk	250,000	248,700.00	0.500%	07/09/21	07/09/24	39	QUARTERLY
BMW Bk North Amer	250,000	248,035.00	0.550%	07/30/21	07/30/24	60	QUARTERLY
Toyota Finl Svgs	250,000	246,732.50	0.650%	09/09/21	09/09/24	101	QUARTERLY
State Bk India	250,000	246,477.50	0.650%	09/17/21	09/17/24	109	QUARTERLY
Ubs Bank Usa	250,000	244,677.50	0.750%	11/17/21	11/18/24	171	QUARTERLY
Webbank Salt Lake City	250,000	244,282.50	0.750%	11/29/21	11/29/24	182	QUARTERLY
Medallion Bank Salt Lake City	250,000	243,887.50	0.900%	12/20/21	12/20/24	203	QUARTERLY
Beal Bank	250,000	243,312.50	0.950%	01/19/22	01/15/25	229	QUARTERLY
Mountian Amer Fed	250,000	246,450.00	3.450%	08/31/22	02/28/25	273	QUARTERLY
Barclays Bk	250,000	243,060.00	1.700%	03/09/22	03/10/25	283	QUARTERLY
Goldman Sachs Bk	250,000	242,967.50	1.650%	03/09/22	03/10/25	283	QUARTERLY
Safra National Bk	250,000	243,327.50	2.000%	03/23/22	03/24/25	297	QUARTERLY
Pentagon Federal Cr Un	250,000	243,252.50	2.000%	03/28/22	03/28/25	301	QUARTERLY
Beal Bank	250,000	243,595.00	2.200%	04/06/22	04/02/25	306	QUARTERLY
JP Morgan Chase	250,000	244,065.00	2.500%	04/08/22	04/08/25	312	QUARTERLY
First Natl Bank	250,000	243,412.50	2.200%	04/12/22	04/11/25	315	QUARTERLY
One Community Bank	250,000	244,157.50	2.700%	04/29/22	04/29/25	333	QUARTERLY
Americu Credit Union	250,000	244,332.50	2.800%	05/02/22	05/02/25	336	QUARTERLY
Synchrony Bank Retail	250,000	244,710.00	3.100%	05/20/22	05/20/25	354	QUARTERLY
Connexus Credit Union	250,000	244,482.50	3.000%	05/26/22	05/27/25	361	QUARTERLY
Bmo Harris Bank	250,000	244,542.50	3.150%	06/17/22	06/17/25	382	QUARTERLY
Saco Biddeford	250,000	243,782.50	2.850%	06/17/22	06/17/25	382	QUARTERLY
Baxter Credit Union	250,000	245,060.00	3.400%	06/28/22	06/30/25	395	QUARTERLY
Capital One Bank	250,000	244,950.00	3.350%	06/29/22	06/30/25	395	QUARTERLY
American First Cr Un	250,000	244,472.50	3.250%	07/15/22	07/15/25	410	QUARTERLY
Trustone Financial Cr Un	250,000	244,407.50	3.250%	07/19/22	07/21/25	416	QUARTERLY
American Natl Bank	250,000	243,907.50	3.100%	07/27/22	07/28/25	423	QUARTERLY
TCM Bank	250,000	244,607.50	3.350%	07/28/22	07/28/25	423	QUARTERLY
Generations Bank	250,000	244,710.00	3.400%	08/03/22	08/04/25	430	QUARTERLY
Direct Fed Credit	250,000	244,420.00	3.500%	08/17/22	08/18/25	444	QUARTERLY
Resource One Credit	250,000	244,275.00	3.300%	08/17/22	08/18/25	444	QUARTERLY
Connex Credit	250,000	244,792.50	3.500%	08/31/22	08/29/25	455	QUARTERLY
Skyone Fed Credit	250,000	245,027.50	3.600%	08/30/22	09/02/25	459	QUARTERLY
Credit Union of Texas	250,000	244,937.50	3.600%	09/14/22	09/15/25	472	QUARTERLY
Forbright Bank	250,000	244,580.00	3.500%	09/16/22	09/16/25	473	QUARTERLY
Ally Bank Sandy Utah	250,000	244,865.00	4.050%	09/29/22	09/19/25	476	QUARTERLY
Alabama Credit Union	250,000	246,102.50	3.600%	09/20/22	09/22/25	479	QUARTERLY
Kemba Finl Credit Union	250,000	246,147.50	4.000%	09/21/22	09/22/25	479	QUARTERLY
Farmers Merchants	250,000	245,287.50	3.750%	09/28/22	09/29/25	486	QUARTERLY
Jefferson Finl FCU	250,000	246,570.00	4.150%	09/29/22	09/29/25	486	QUARTERLY
Dort Finl Credit Union	250,000	246,120.00	4.000%	09/30/22	09/30/25	487	QUARTERLY
First National Bank	250,000	245,255.00	3.625%	09/30/22	09/30/25	487	QUARTERLY
Numerica Credit Union	250,000	247,020.00	4.200%	09/30/22	09/30/25	487	QUARTERLY
Vystar Credit Union	250,000	247,180.00	4.350%	09/30/22	09/30/25	487	QUARTERLY
1st Financial Bank	250,000	246,472.50	4.150%	10/13/22	10/14/25	501	QUARTERLY
Bell Bank Fargo	250,000	246,472.50	4.150%	10/13/22	10/14/25	501	QUARTERLY
Pacific Alliance	250,000	246,637.50	4.200%	10/14/22	10/14/25	501	QUARTERLY
Great Southern Bank	250,000	247,612.50	4.500%	10/20/22	10/20/25	507	QUARTERLY
American Bank	250,000	247,055.00	4.350%	10/21/22	10/21/25	508	QUARTERLY
Queensborough Natl Bank	250,000	246,775.00	4.100%	10/21/22	10/21/25	508	QUARTERLY
Public Alliance Cr Un	250,000	247,597.50	4.500%	10/25/22	10/27/25	514	QUARTERLY
First Citizens Bank	250,000	248,207.50	4.700%	10/28/22	10/28/25	515	QUARTERLY
LCA Bank Corp	250,000	247,202.50	4.400%	10/28/22	10/28/25	515	QUARTERLY
Sharonview Fed Cr Un	250,000	249,327.50	4.850%	10/31/22	10/31/25	518	QUARTERLY
United Heritage Cr Un	250,000	248,502.50	4.700%	11/04/22	11/04/25	522	QUARTERLY
Capital One Natl Assn	250,000	248,982.50	4.900%	11/16/22	11/17/25	535	QUARTERLY
Morgan Stanley Bank	250,000	249,310.00	5.000%	11/18/22	11/18/25	536	QUARTERLY
Spokane Teachers Cr Un	250,000	249,350.00	5.000%	11/23/22	11/23/25	541	QUARTERLY
Morgan Stanley Private	250,000	248,370.00	4.750%	12/09/22	12/09/25	557	QUARTERLY
Community Bank Topeka	250,000	246,762.50	4.300%	12/14/22	12/15/25	563	QUARTERLY
Austin Telco Fed	250,000	249,177.50	4.950%	12/16/22	12/16/25	564	QUARTERLY
Rogue Credit Union	250,000	249,730.00	5.100%	12/23/22	12/23/25	571	QUARTERLY
Alliant Credit Union	250,000	249,745.00	5.100%	12/30/22	12/30/25	578	QUARTERLY
First Technology Fed Cr Un	250,000	249,935.00	5.150%	06/30/23	12/30/25	578	MONT

**City of Clovis  
Certificates of Deposit  
As of May 31, 2024**

AGENDA ITEM NO. 9.

<b>Negotiable CDs</b>	<b>COST</b>	<b>MARKET PRICE</b>	<b>INTEREST RATE</b>	<b>INVEST DATE</b>	<b>MATURITY DATE</b>	<b>MATURITY FROM 05/31/24</b>	<b>INTEREST FREQUENCY</b>
Liberty First Cr Un	250,000	247,662.50	4.550%	01/17/23	01/19/26	598	QUARTERLY
Capital Educators Fed Cr	250,000	247,695.00	4.550%	01/19/23	01/20/26	599	QUARTERLY
Manufacturers Traders	250,000	246,940.00	4.250%	01/31/23	01/23/26	602	QUARTERLY
City Natl Bank	250,000	246,527.50	4.350%	01/25/23	01/26/26	605	QUARTERLY
Coastlife Cr Un	250,000	248,025.00	4.650%	02/13/23	02/13/26	623	QUARTERLY
Achieve Finl Cr Un	250,000	248,022.50	4.650%	02/17/23	02/17/26	627	QUARTERLY
California Cr Un Glendale	250,000	247,377.50	4.500%	02/23/23	02/23/26	633	QUARTERLY
Truiliant Fed Cr Un	250,000	247,842.50	4.600%	02/28/23	02/27/26	637	QUARTERLY
Pioneer Fed Cr Un Mtn Home	250,000	247,837.50	4.600%	02/28/23	03/02/26	640	QUARTERLY
Tradition Cap Bankk	250,000	247,595.00	4.600%	03/03/23	03/03/26	641	MONTHLY
Alaska Fed Cr	250,000	248,377.50	4.650%	03/05/23	03/09/26	647	MONTHLY
Mid Carolina Credit	250,000	249,460.00	4.600%	03/13/23	03/13/26	651	MONTHLY
Blue Ridge Bank	250,000	249,387.50	4.500%	03/16/23	03/16/26	654	MONTHLY
Northwest Bank	250,000	249,510.00	4.600%	03/17/23	03/17/26	655	MONTHLY
Valleystar Credit Union	250,000	249,517.50	4.600%	03/20/23	03/20/26	658	MONTHLY
First Community Bank	250,000	249,222.50	4.500%	03/22/23	03/23/26	661	MONTHLY
Technology Credit Union	250,000	249,547.50	4.650%	03/23/23	03/23/26	661	MONTHLY
Cibc Bank	250,000	249,195.00	4.650%	03/24/23	03/24/26	662	MONTHLY
Signature Bank	250,000	249,525.00	4.500%	03/24/23	03/24/26	662	MONTHLY
Point West Credit Union	250,000	249,555.00	5.000%	04/12/23	04/13/26	682	MONTHLY
Flagstar Bank	250,000	249,520.00	4.650%	03/30/23	04/24/26	693	MONTHLY
Utah Cmnty Credit Union	250,000	247,825.00	4.600%	04/26/23	04/27/26	696	MONTHLY
Cross River Bank	250,000	247,942.50	4.650%	05/19/23	05/19/26	718	MONTHLY
Raiz FCU	250,000	248,745.00	4.650%	05/24/23	05/26/26	725	MONTHLY
Usalliance FCU	250,000	248,270.00	4.700%	05/26/23	05/26/26	725	MONTHLY
Chartway Fed Cr Un	250,000	249,237.50	4.900%	06/09/23	06/09/26	739	MONTHLY
Customers Bank	250,000	248,285.00	4.700%	06/14/23	06/15/26	745	MONTHLY
Lafayette Fed Cr Un	250,000	249,520.00	4.950%	12/13/23	06/15/26	745	QUARTERLY
Latino Cmnty Cr Un	250,000	249,297.50	4.900%	06/27/23	06/29/26	759	MONTHLY
Leaders Cr Un	250,000	249,762.50	5.000%	06/30/23	06/30/26	760	MONTHLY
Farmers Insurance	250,000	249,810.00	5.000%	07/21/23	07/21/26	781	MONTHLY
Maine Svgs FCU	250,000	249,810.00	5.000%	07/21/23	07/21/26	781	MONTHLY
Popular Bank New York	250,000	249,150.00	4.850%	09/06/23	09/04/26	826	QUARTERLY
Freedom Northwest Cr Un	250,000	251,885.00	5.350%	09/19/23	09/18/26	840	QUARTERLY
Amex National Bank	250,000	249,967.50	5.000%	09/20/23	09/21/26	843	QUARTERLY
First Gty Bank	250,000	250,582.50	5.100%	10/13/23	10/13/26	865	MONTHLY
Bridgewater Bank	250,000	250,655.00	5.100%	11/03/23	11/03/26	886	MONTHLY
Taylorville Svgs Bk	250,000	250,655.00	5.100%	11/03/23	11/03/26	886	MONTHLY
Mountain Comm Bk	250,000	247,242.50	4.500%	12/20/23	12/21/26	934	QUARTERLY
American Bk Freedom	250,000	247,197.50	4.500%	12/22/23	12/22/26	935	QUARTERLY
Rockland Fed Cr Un	250,000	247,840.00	4.600%	12/22/23	12/22/26	935	QUARTERLY
Hughes Fed Cr Un	250,000	246,692.50	4.400%	01/29/24	01/29/27	973	QUARTERLY
MVB Bk Inc Fairmont	250,000	245,700.00	4.250%	01/31/24	01/29/27	973	QUARTERLY
Farmers & Merchants Tr Co	250,000	245,130.00	4.150%	01/30/24	02/01/27	976	QUARTERLY
Oregon Cmnty Cr Un	250,000	246,007.50	4.300%	02/09/24	02/09/27	984	MONTHLY
Valley Natl Bk	250,000	246,982.50	4.450%	02/21/24	02/22/27	997	MONTHLY
CFBank Fairlawn	250,000	246,950.00	4.450%	03/05/24	03/05/27	1,008	QUARTERLY
Haven Svgs Bk	250,000	247,212.50	4.500%	03/06/24	03/08/27	1,011	QUARTERLY
Univest Natl Bk	250,000	247,875.00	4.600%	03/13/24	03/15/27	1,018	QUARTERLY
First Natl Bk	250,000	247,935.00	4.600%	03/19/24	03/19/27	1,022	QUARTERLY
Nicolet Natl Bk	250,000	247,937.50	4.600%	03/22/24	03/22/27	1,025	QUARTERLY
People Bank Co	250,000	249,330.00	4.650%	03/30/23	03/30/27	1,033	MONTHLY
United FID Bank FSB	250,000	247,970.00	4.600%	04/12/24	04/12/27	1,046	QUARTERLY
Maine Cmnty Bk	250,000	248,715.00	4.700%	05/15/24	05/17/27	1,081	QUARTERLY
Fahey Banking Co	250,000	248,722.50	4.700%	05/21/24	05/21/27	1,085	QUARTERLY
Crown Bank Edina	250,000	248,385.00	4.650%	05/23/24	05/24/27	1,088	QUARTERLY
Carroll County	250,000	247,477.50	4.650%	03/30/23	03/30/28	1,399	MONTHLY
Discover Bank	250,000	246,145.00	4.350%	04/26/23	04/24/28	1,424	MONTHLY
TTCU Fed Cr Un	250,000	252,230.00	5.000%	07/26/23	07/26/28	1,517	MONTHLY
Wells Fargo Natl Bk	250,000	253,182.50	5.050%	11/14/23	11/14/28	1,628	MONTHLY
Consumers Fed Cr Un	250,000	252,727.50	5.000%	11/16/23	11/16/28	1,630	MONTHLY
Amerasia Bk	250,000	242,557.50	4.000%	02/15/24	02/15/29	1,721	MONTHLY
<b>Negotiable CD TOTAL</b>	<b>\$ 32,000,000</b>	<b>\$ 31,646,538</b>					
<b>CD TOTAL</b>	<b>\$ 32,000,000</b>	<b>\$ 31,646,538</b>					

**City of Clovis  
Municipal Securities  
As of May 31, 2024**

**AGENDA ITEM NO. 9.**

<b>Municipal Securities</b>	<b>COST</b>	<b>MARKET PRICE</b>	<b>INTEREST RATE</b>	<b>INVEST DATE</b>	<b>MATURITY DATE</b>	<b>MATURITY FROM 05/31/24</b>	<b>INTEREST FREQUENCY</b>
Santa Ana College Ref Bond	439,491	436,608	0.644%	12/17/21	08/01/24	62	QUARTERLY
University CA Rev Bond	990,308	978,870	4.350%	09/15/22	05/15/25	349	QUARTERLY
Antelope Valley CA Ref Bond	740,080	720,360	1.767%	05/12/22	08/01/25	427	QUARTERLY
Chabot Las Positas Cmnty Clg Bond	1,451,383	1,415,485	0.880%	04/29/22	08/01/25	427	QUARTERLY
Foothill De Anza Bond	799,931	795,813	0.906%	03/24/23	08/01/25	427	QUARTERLY
San Dieguito High School Ref Bond	965,368	959,850	1.661%	10/13/22	08/01/25	427	QUARTERLY
Santa Ana CCD Ref Bond	242,323	237,630	0.744%	05/12/22	08/01/25	427	QUARTERLY
Orange County Water Dist Ref Bond	872,945	868,275	2.095%	10/13/22	08/15/25	441	QUARTERLY
San Jose CA Txble Ser B	2,292,961	2,277,850	2.450%	10/13/22	09/01/25	458	QUARTERLY
Los Angeles CA USD Ref Bond	1,004,867	926,970	1.455%	11/15/21	07/01/26	761	QUARTERLY
Chabot Las Positas Cmnty Clg CA	3,347,966	3,216,293	1.080%	07/27/22	08/01/26	792	QUARTERLY
Chaffey CA High School Ref Bond	1,528,788	1,485,373	2.475%	06/30/22	08/01/26	792	QUARTERLY
Huntington Beach HS Dist Ref Bond	3,179,180	3,048,301	1.208%	04/29/22	08/01/26	792	QUARTERLY
Placentia Yorba USD Ref Bond	1,064,120	1,022,821	1.070%	05/31/22	08/01/26	792	QUARTERLY
San Diego CA Cmnty Ref Bond	461,621	444,319	2.299%	04/29/22	08/01/26	792	QUARTERLY
San Ramon Valley CA USD Ref Bond	2,125,000	1,956,913	1.147%	11/03/21	08/01/26	792	QUARTERLY
Sonoma Cnty Jr College Ref Bond	1,952,465	1,894,760	2.447%	06/30/22	08/01/26	792	QUARTERLY
San Diego CA Pub Facs Ref Bond	1,563,647	1,507,431	1.812%	08/18/22	10/15/26	867	QUARTERLY
CA ST Univ Rev Ref Bond	2,303,561	2,277,675	1.142%	02/17/23	11/01/26	884	QUARTERLY
El Dorado CA Irr Dist Ref Bond	1,120,290	1,076,053	1.687%	08/18/22	03/01/27	1,004	QUARTERLY
Rancho Santiago Cmnty Clg	301,694	297,778	1.106%	11/17/22	03/01/27	1,004	QUARTERLY
University Gen Rev Bond	2,169,923	2,145,117	1.316%	10/13/22	05/15/27	1,079	QUARTERLY
El Monte Ca Ref Bond	547,051	540,624	1.326%	03/24/23	06/01/27	1,096	QUARTERLY
Los Angeles CA Dept Wtr Ref Bond	2,089,395	2,027,140	5.516%	04/27/23	07/01/27	1,126	QUARTERLY
Colton CA Jt Uni Sch	967,716	957,180	1.603%	11/17/22	08/01/27	1,157	QUARTERLY
Contra Costa Ref Bond	834,262	810,102	2.163%	09/15/22	08/01/27	1,157	QUARTERLY
Corona Norco Ref Bond	229,672	231,113	2.297%	09/28/23	08/01/27	1,157	QUARTERLY
Foothill De Anza CCD	493,714	488,533	1.473%	12/15/22	08/01/27	1,157	QUARTERLY
Fremont CA Uni Sch Dist	1,089,548	976,228	1.113%	11/17/22	08/01/27	1,157	QUARTERLY
Fremont CA USD Ref Bond	999,029	1,040,945	2.000%	05/31/22	08/01/27	1,157	QUARTERLY
Marin CA Cmnty Clg Dist	322,336	319,798	3.330%	11/17/22	08/01/27	1,157	QUARTERLY
Mount San Antonio Cmnty Clg	255,055	254,300	1.139%	11/17/22	08/01/27	1,157	QUARTERLY
Mount San Antonio Ref Bond	377,803	375,338	2.329%	10/13/22	08/01/27	1,157	QUARTERLY
Saddleback VY Uni Ref Bond	2,915,799	2,784,780	2.400%	08/10/22	08/01/27	1,157	QUARTERLY
San Diego CA Com CD	556,853	548,122	2.407%	12/15/22	08/01/27	1,157	QUARTERLY
San Ramon Valley Ref Bond	1,329,601	1,290,596	3.415%	09/15/22	08/01/27	1,157	QUARTERLY
Santa Monica Cmnty Clg Ref Bond	986,117	962,460	3.050%	09/15/22	08/01/27	1,157	QUARTERLY
Sierra CA Cmnty Clg Dist	417,891	416,040	1.129%	11/17/22	08/01/27	1,157	QUARTERLY
William Hart CA Un High	179,440	178,660	1.174%	11/17/22	08/01/27	1,157	QUARTERLY
San Jose CA Txble Ser B	856,165	849,239	2.600%	10/13/22	09/01/27	1,188	QUARTERLY
Soquel Creek Cnty Ref Bond	492,220	482,167	1.445%	05/18/23	03/01/28	1,370	QUARTERLY
Gardena Calif Pension Oblg	907,937	914,850	2.663%	10/19/23	04/01/28	1,401	QUARTERLY
Beverly Hills Ref Bond	567,596	553,098	1.514%	06/15/23	06/01/28	1,462	QUARTERLY
California Health FACS	716,393	720,457	3.378%	11/16/23	06/01/28	1,462	QUARTERLY
Alameda Cnty Calif	520,682	511,499	3.519%	03/21/24	08/01/28	1,523	QUARTERLY
Desert CA Cmnty College	911,330	900,730	2.023%	01/19/24	08/01/28	1,523	QUARTERLY
Long Beach Calif Cmnty	668,339	662,234	2.337%	03/21/24	08/01/28	1,523	QUARTERLY
Redondo Beach Ref Bond	582,526	591,854	1.430%	09/28/23	08/01/28	1,523	QUARTERLY
San Ramon Valley CA Uni	1,619,635	1,605,167	1.670%	07/13/23	08/01/28	1,523	QUARTERLY
Santa Ana College Impt	1,312,083	1,308,030	1.320%	07/13/23	08/01/28	1,523	QUARTERLY
Santa Clarita CA Cmnty	893,348	878,320	1.563%	01/19/24	08/01/28	1,523	QUARTERLY
William Hart CA High	887,193	875,050	1.429%	12/21/23	08/01/28	1,523	QUARTERLY
Yosemite Calif Cmnty Clg	687,604	682,125	2.210%	12/21/23	08/01/28	1,523	QUARTERLY
<b>Mun. Securities TOTAL</b>	<b>\$ 57,132,240</b>	<b>\$ 55,727,322</b>					
<b>Municipal Securities TOTAL</b>	<b>\$ 57,132,240</b>	<b>\$ 55,727,322</b>					

**City of Clovis  
Corporate Securities  
As of May 31, 2024**

AGENDA ITEM NO. 9.

<u>Corporate Securities</u>	<u>COST</u>	<u>MARKET PRICE</u>	<u>INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>MATURITY FROM 05/31/24</u>	<u>INTEREST FREQUENCY</u>
Duke Energy Carolinas	1,949,904	1,910,520	3.950%	02/16/24	11/15/28	1,629	QUARTERLY
Toyota MTR Cr Corp	1,992,197	1,966,940	4.650%	02/16/24	01/05/29	1,680	QUARTERLY
Procter & Gamble Co	1,994,731	1,974,300	4.350%	02/16/24	01/29/29	1,704	QUARTERLY
Texas Instrument Inc	1,992,400	1,979,880	4.600%	05/24/24	02/08/29	1,714	QUARTERLY
Bristol-Myers Squibb Co	2,004,000	1,987,640	4.900%	05/24/24	02/22/29	1,728	QUARTERLY
AstraZeneca Finance LLC	1,982,000	1,984,980	4.850%	04/19/24	02/26/29	1,732	QUARTERLY
Cisco Sys Inc	2,019,889	1,993,840	4.850%	03/21/24	02/26/29	1,732	QUARTERLY
Merck Co Inc	1,898,563	1,875,340	3.400%	03/21/24	03/07/29	1,741	QUARTERLY
Blackrock Funding Inc	2,009,945	1,981,620	4.700%	03/21/24	03/14/29	1,748	QUARTERLY
Adobe Inc	2,010,400	1,996,000	4.800%	05/24/24	04/04/29	1,769	QUARTERLY
Home Depot Inc	1,992,000	1,995,600	4.900%	04/19/24	04/15/29	1,780	QUARTERLY
United Health Group	1,970,000	1,972,060	4.700%	04/19/24	04/15/29	1,780	QUARTERLY

**Corp. Securities TOTAL**     \$ 23,816,029     \$ 23,618,720

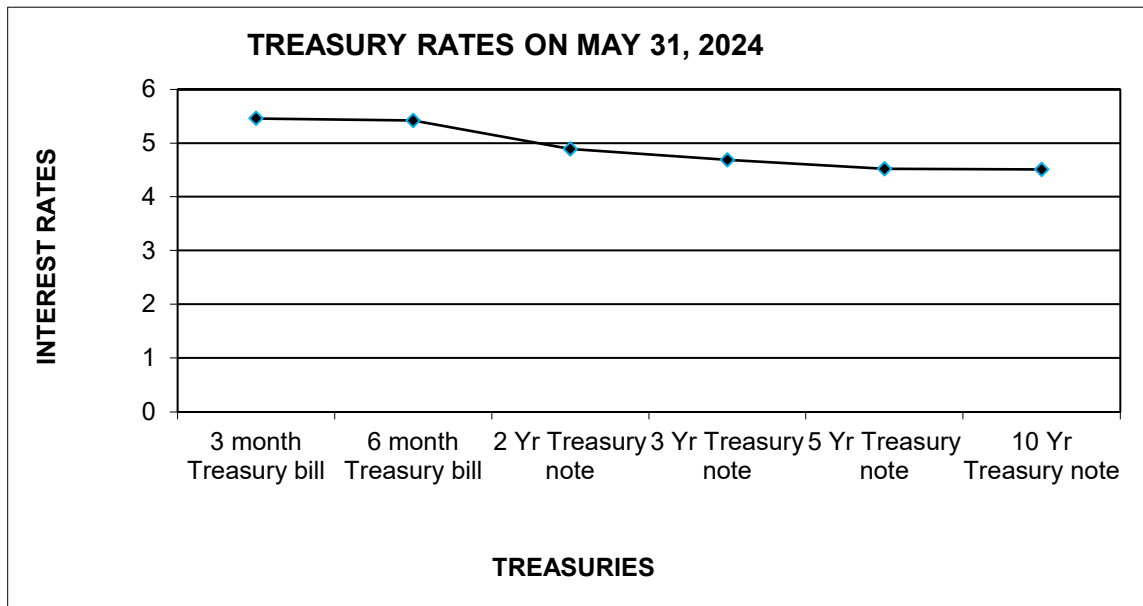
**Corporate Securities TOTAL**     \$ 23,816,029     \$ 23,618,720



**CITY OF CLOVIS  
FINANCE DEPARTMENT  
MAY 31, 2024 TREASURY RATES**

**Treasury Rates as of May 31, 2024**

3 month Treasury bill	5.46
6 month Treasury bill	5.42
2 Yr Treasury note	4.89
3 Yr Treasury note	4.69
5 Yr Treasury note	4.52
10 Yr Treasury note	4.51



As indicated in the above graph, treasuries decrease from 3-month to 10-year notes.



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: September 16, 2024

SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of May 2024.

ATTACHMENTS: 1. Summary of Cash Balances  
2. Summary of Investment Activity  
3. Investments with Original Maturities Exceeding One Year

### EXECUTIVE SUMMARY

Attached for the Council’s information is the Treasurer’s Report for the month ended May 31, 2024.

Pursuant to Section 41004 of the Government Code of the State of California, the City Treasurer is required to submit a monthly report of all receipts, disbursements, and fund balances. Attachment 1 provides a summary of the beginning balance, total receipts, total disbursements, ending balance for all funds, and a listing, by fund, of all month end fund balances. Attachment 2 summarizes the investment activity for the month and distribution, by type of investment, held by the City. Attachment 3 lists all investments with original maturities exceeding one year as of the month ended May 31, 2024.

### CONFLICT OF INTEREST

None.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AH*

**City of Clovis**  
**Statement of Cash Balances**  
**As of May 31, 2024**

<b>Previous Balance</b>	\$	4,906,353.16
<b>Deposits</b>		41,709,703.92
<b>Disbursements</b>		<u>(40,565,643.68)</u>
<b>Current Balance</b>	\$	<u><u>6,050,413.40</u></u>

<b>FUNDS</b>	<b>BALANCE</b>
100 General Fund	\$ 21,106,132.96
201 Local Transportation	23,969,798.90
202 Parking and Business Improvements	278,067.69
203 Off Highway Use	74,442.52
204 Community Facilities District 2020-1	295,850.88
205 Senior Citizen Memorial Trust	61,167.59
207 Landscape Assessment District	9,278,560.39
208 Blackhorse III (95-1) Assessment District	21,493.64
209 Blackhorse III (95-1) Assessment District 2	52,276.31
275 HCD Block Grant Fund	352,396.96
301 Park & Recreation Acquisition	6,862,471.48
305 Refuse Equipment Reserve	2,481,029.19
310 Special Street Deposit Fund	51,307,526.38
314 Housing Successor Agency	329,739.24
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	430,100.30
501 Community Sanitation Fund	16,446,851.88
502 Sewer Service Fund	35,917,742.96
504 Sewer Capital Projects-Users	235,457.54
506 Sewer Capital Projects-Developer	5,657,005.10
507 Water Service Fund	46,161,899.71
508 Water Capital Projects-Users	6,130,106.77
509 Water Capital Projects-Developer	9,092,558.15
515 Transit Fund	9,158,723.10
540 Planning & Development Services	16,959,558.81
601 Property & Liability Insurance	1,375,698.52
602 Fleet Maintenance	25,479,265.34
603 Employee Benefit Fund	17,349,629.83
604 General Government Services	28,095,319.78
605 Facilities Maintenance	3,890,767.27
606 Information Technology	6,634,262.03
701 Curb & Gutter Fund	169,931.52
703 Payroll Tax & Withholding Fund	852,007.07
712 Temperance/Barstow Assmt Dist (98-1)	80,154.96
713 Shepherd/Temperance Assmt Dist (2000-1)	5,933.82
715 Supp Law Enforcement Serv	371,334.68
716 Asset Forfeiture	373,765.19
720 Measure A-Public Safety Facility Tax	2,077.64
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(197,629.95)
747 Housing Successor Trust Fund	1,137.98
<b>SUBTOTALS</b>	<u>\$ 347,171,510.76</u>
999 Invested Funds	<u>(341,121,097.36)</u>
<b>TOTAL</b>	<u><u>\$ 6,050,413.40</u></u>

**City of Clovis  
Summary of Investment Activity  
For the month of May 31, 2024**

<hr/> <hr/>	
<u>Balance of Investments Previous Month End</u>	<u>\$ 335,353,143.22</u>
 <u>Time Certificates of Deposit Transactions</u>	
Investments	750,000.00
Withdrawals	<u>0.00</u>
<b>Total CD Changes</b>	750,000.00
 <u>Other Changes</u>	
Government Securities	0.00
Local Agency Investment Fund	0.00
Municipal Securities	1,577.00
Corporate Securities	6,007,197.00
Sweep Account	<u>(990,819.86)</u>
<b>Total Other Changes</b>	<u>5,017,954.14</u>
<b>Balance of Investments Current Month End</b>	<u>\$ 341,121,097.36</u>

**City of Clovis  
Distribution of Investments  
As of May 31, 2024**

<hr/> <hr/>	
Insured CD's	32,000,000.00
Government Securities	141,808,163.35
Corporation Securities	23,816,029.00
Local Agency Investment Fund	57,312,666.91
Municipal Securities	57,132,239.55
Sweep Account	<u>29,051,998.55</u>
<b>Investment Total</b>	<u>\$ 341,121,097.36</u>

**City of Clovis**  
**Government Maturities Exceeding One Year**  
**As of May 31, 2024**

AGENDA ITEM NO. 10.

Institution	Face Value	Investment		Stated
		Balance At	Maturity	
		Amortized Cost		
FHLB	5,000,000.00	5,000,000	6/7/2024	0.350%
FHLB	1,000,000.00	991,539	6/24/2024	0.700%
FHLB	5,000,000.00	4,993,108	11/15/2024	1.050%
FHLB	1,735,000.00	1,685,682	12/30/2024	0.500%
FNMA	2,000,000.00	1,933,157	2/24/2025	0.500%
FNMA	1,000,000.00	967,276	2/25/2025	0.520%
FHLB	1,000,000.00	968,066	2/27/2025	0.625%
FHLB	4,000,000.00	3,993,906	2/28/2025	1.750%
FAMCMTN	4,000,000.00	4,000,000	4/25/2025	2.750%
FAMCMTN	4,000,000.00	3,980,786	7/28/2025	0.750%
FHLB	5,000,000.00	5,000,000	8/28/2025	3.600%
FHLB	5,000,000.00	4,980,990	9/8/2025	0.600%
FHLB	980,000.00	899,603	11/25/2025	0.500%
FFCB	5,000,000.00	4,984,394	2/11/2026	0.580%
FHLB	4,000,000.00	3,964,592	2/24/2026	0.750%
FHLB	3,000,000.00	2,827,986	3/16/2026	0.790%
FHLB	5,000,000.00	4,983,642	9/28/2026	0.940%
FHLB	4,000,000.00	3,791,339	10/28/2026	1.150%
FHLB	6,000,000.00	5,993,639	11/24/2026	1.250%
FHLB	5,000,000.00	5,070,460	12/11/2026	2.125%
FHLB	4,500,000.00	4,215,370	2/24/2027	1.020%
FHLB	5,000,000.00	4,711,259	2/24/2027	1.020%
FHLB	4,000,000.00	3,819,465	2/26/2027	0.900%
FHLB	6,800,000.00	5,250,826	2/26/2027	0.900%
FHLB	5,700,000.00	6,284,516	2/26/2027	0.900%
FHLB	6,000,000.00	5,456,366	2/26/2027	1.000%
FHLB	4,000,000.00	4,000,000	3/8/2027	2.375%
FHLB	6,000,000.00	5,334,825	2/22/2028	0.830%
FHLB	400,000.00	357,344	2/25/2028	1.125%
FFCB	2,500,000.00	2,167,002	3/2/2028	1.000%
FHLB	3,000,000.00	3,101,864	3/10/2028	4.500%
FFCB	2,245,000.00	1,929,375	3/10/2028	1.000%
FFCB	700,000.00	630,285	3/22/2028	1.370%
FFCB	6,000,000.00	6,083,008	4/25/2028	3.875%
FFCB	5,500,000.00	5,378,159	4/27/2028	3.740%
FFCB	3,000,000.00	2,961,549	6/22/2028	4.470%
FFCB	3,000,000.00	2,663,436	7/13/2028	1.230%
FHLMC	1,000,000.00	865,196	7/27/2028	1.100%
FNMA	1,000,000.00	860,865	7/28/2028	1.000%
FHLB	1,000,000.00	889,596	8/4/2028	1.300%
FFCB	3,000,000.00	2,983,390	9/8/2028	4.750%
FHLMC	1,000,000.00	854,303	10/19/2028	1.000%

**City of Clovis**  
**Municipal Maturities Exceeding One Year**  
**As of May 31, 2024**

AGENDA ITEM NO. 10.

Institution	Face Value	Investment		Maturity	Stated Rate
		Balance At	Amortized Cost		
Sana Ana College Improv Dist	440,000.00	439,491.00		8/1/2024	0.644%
UC General Revenue Bonds	1,000,000.00	990,308.00		5/15/2025	3.050%
Antelope Valley Comm Coll	750,000.00	740,079.50		8/1/2025	1.767%
Chabot Las Positas Comm Coll	1,490,000.00	1,451,383.00		8/1/2025	0.880%
Foothill De Anza Ref Bds 2021B	835,000.00	799,930.50		8/1/2025	0.906%
San Dieguito USD GO Bonds	1,000,000.00	965,368.00		8/1/2025	1.661%
Santa Ana Coll Improv Dist	250,000.00	242,322.50		8/1/2025	0.744%
Orange County Water Dist	900,000.00	872,945.00		8/15/2025	2.095%
San Jose Ca Taxable Series B	2,355,000.00	2,292,960.50		9/1/2025	2.450%
LA CUSD GO Bonds	1,000,000.00	1,004,867.00		7/1/2026	1.455%
Chabot Las Positas Comm Coll	3,505,000.00	3,347,966.00		8/1/2026	1.080%
Chaffey Joint Union HS	1,565,000.00	1,528,787.50		8/1/2026	2.475%
Huntington Beach Union HS	3,305,000.00	3,179,180.00		8/1/2026	1.208%
Placentia Yorba Linda USD	1,110,000.00	1,064,120.00		8/1/2026	1.070%
San Diego Comm Coll Dist	470,000.00	461,621.00		8/1/2026	2.299%
San Ramon Valley CUSD	2,125,000.00	2,125,000.00		8/1/2026	1.147%
Sonoma County Jr Coll Dist	2,000,000.00	1,952,465.00		8/1/2026	2.447%
San Diego Pub Facilities Dist	1,625,000.00	1,563,647.00		10/15/2026	1.812%
California St Univ Taxable 2021B	2,500,000.00	2,303,561.00		11/1/2026	1.142%
El Dorado Irrigation Dist	1,175,000.00	1,120,290.00		3/1/2027	1.687%
Rancho Santiago CC Ref 2020	335,000.00	301,693.50		3/1/2027	1.106%
UC Taxable Gen Bds 2020 B	2,385,000.00	2,169,922.50		5/15/2027	1.316%
El Monte HSD Taxable Ref 2021	600,000.00	547,051.00		6/1/2027	1.326%
LA Dept Wtr Pwr Rev Bonds 2010C	2,000,000.00	2,089,395.00		7/1/2027	5.516%
Colton CA USD Ref Bonds 2020	1,060,000.00	967,716.00		8/1/2027	1.603%
Contra Costa Comm College Dist	880,000.00	834,262.00		8/1/2027	2.163%
Corona Norco USD Ref Bond 2019	250,000.00	229,672.00		8/1/2027	2.297%
Foothill De Anza CC Taxable 2021	540,000.00	493,714.00		8/1/2027	1.473%
Fremont USD Alameda County	1,100,000.00	1,089,548.00		8/1/2027	1.113%
Fremont USD Taxable Ref 2021	1,140,000.00	999,029.00		8/1/2027	2.000%
Marin County Comm Coll 2016	335,000.00	322,335.80		8/1/2027	3.330%
Mount San Antonio CC 2021	285,000.00	255,055.00		8/1/2027	1.139%
Mount San Antonio Comm Coll	405,000.00	377,802.75		8/1/2027	2.329%
Saddleback Valley USD	3,000,000.00	2,915,799.00		8/1/2027	2.400%
San Diego CCD Taxable 2019	590,000.00	556,853.00		8/1/2027	2.407%
San Ramon Valley CUSD	1,435,000.00	1,329,601.00		8/1/2027	1.440%
Santa Monica Comm College Dist	1,000,000.00	986,117.00		8/1/2027	3.415%
Sierra CA CCD 2021A Ref	465,000.00	417,890.50		8/1/2027	1.129%
William Hart USD 2020 Ref	200,000.00	179,440.00		8/1/2027	1.174%
San Jose Ca Taxable Series B	910,000.00	856,165.00		9/1/2027	2.600%
Soquel Creek Wtr Ref 2020	545,000.00	492,219.50		3/1/2028	1.445%
Gardena Calif Pension Obligation	1,000,000.00	907,937.00		4/1/2028	2.663%
Beverly Hills Taxable Ref 2020B	635,000.00	567,595.50		6/1/2028	1.514%
California Health Facs Fing Au	760,000.00	716,393.00		6/1/2028	3.378%
Alameda Cnty Calif	540,000.00	520,682.00		8/1/2028	3.519%
Desert CA Cmnty College	1,000,000.00	911,330.00		8/1/2028	2.023%
Long Beach Calif Cmnty	730,000.00	668,339.00		8/1/2028	2.337%
Redondo Beach CA Uni Bond 2018	675,000.00	582,526.00		8/1/2028	1.430%
San Ramon Valley CA	1,820,000.00	1,619,635.00		8/1/2028	1.670%
Santa Ana College Impt	1,500,000.00	1,312,083.00		8/1/2028	1.320%
Santa Clarita Calif Cmnty	1,000,000.00	893,348.00		8/1/2028	1.563%
William Hart High	1,000,000.00	887,193.00		8/1/2028	1.429%
Yosemite Calif Cmnty College	750,000.00	687,604.00		8/1/2028	2.210%



**City of Clovis**  
**Corporate Maturities Exceeding One Year**  
**As of May 31, 2024**

AGENDA ITEM NO. 10.

<b>Institution</b>	<b>Face Value</b>	<b>Investment Balance At Amortized Cost</b>	<b>Maturity</b>	<b>Stated Rate</b>
Duke Energy Carolinas LLC	2,000,000.00	1,949,904.00	11/15/2028	3.950%
Toyota MTR Cr Corp	2,000,000.00	1,992,197.00	1/5/2029	4.350%
Procter & Gamble Co	2,000,000.00	1,994,731.00	1/29/2029	4.650%
Texas Instrument Inc	2,000,000.00	1,992,400.00	2/8/2029	4.600%
Bristol-Myers Squibb Co	2,000,000.00	2,004,000.00	2/22/2029	4.900%
Astrazeneca Finance LLC	2,000,000.00	1,982,000.00	2/26/2029	4.850%
Cisco Sys Inc.	2,000,000.00	2,019,889.00	2/26/2029	4.850%
Merck Co Inc.	2,000,000.00	1,898,563.00	3/7/2029	3.400%
Blackrock Fund Inc.	2,000,000.00	2,009,945.00	3/14/2029	4.700%
Adobe Inc	2,000,000.00	2,010,400.00	4/4/2029	4.800%
Home Depot Inc.	2,000,000.00	1,992,000.00	4/15/2029	4.900%
United Health Group	2,000,000.00	1,970,000.00	4/15/2029	4.700%



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: September 16, 2024

SUBJECT: General Services – Approval – Res. 24-\_\_\_\_, Approving a Side Letter Agreement with Clovis Public Works Employee’s Association to Add a 401(a) Plan.

ATTACHMENTS: 1. Resolution 24-\_\_\_\_, Side Letter

### **RECOMMENDATION**

For the City Council to approve a resolution approving a side letter agreement with Clovis Public Works Employee’s Association (CPWEA) to add a 401(a) plan to the CPWEA retirement investment plans.

### **EXECUTIVE SUMMARY**

The CPWEA side letter in Attachment A shifts the City paid 457(b) matching contributions to a separate 401(a) account thereby allowing CPWEA employees the ability to add more employee contributions to their 457(b) account while remaining under the maximum annual contribution allowed by the IRS.

### **BACKGROUND**

The City recently hired a third-party fiduciary to evaluate the City’s 457(b) retirement investment accounts. This analysis included changes to the 457(b) investment line up and recommendations for additional investment options. One of those options is creating a 401(a) account where City 457(b) matching funds would be shifted to a separate 401(a) account. Currently, the City match is placed into the employee’s 457(b) account along with any employee funds. The total of the employee and City funds are used to calculate the IRS allowed maximum annual contribution into the 457(b) account. Shifting the City match to a 401(a) allows employees to place more employee contributions into their 457(b) and still remain under the maximum annual amount allowed by the IRS.

Funds placed into the 401(a) would initially be placed into a Target Date fund based on the eligible retirement age of the employee, however the employee can opt to shift those funds to any fund available, including the same options available within the 457(b) plan.

Per IRS regulations, an entire group, in this case CPWEA, must opt-in to creating a 401(a) plan. Individual employees within CPWEA cannot opt-out. The side letter agreement in Attachment A of Attachment 1 is required for this change.

**FISCAL IMPACT**

There is no fiscal impact for this change.

**REASON FOR RECOMMENDATION**

Shifting the City 457(b) matching contribution from the 457(b) to a separate 401(a) allows employees to place more employee contributions into the 457(b) while remaining under the maximum annual contribution limits.

**ACTIONS FOLLOWING APPROVAL**

City matching contributions as defined in the CPWEA MOU will be placed into a 401(a) account starting October 1, 2024.

**CONFLICT OF INTEREST**

None.

Prepared by: Shonna Halterman, General Services Director

Reviewed by: City Manager *AH*

**RESOLUTION 24-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
APPROVING A SIDE LETTER AGREEMENT WITH  
CLOVIS PUBLIC WORKS EMPLOYEE’S ASSOCIATION (CPWEA)**

**WHEREAS**, the City and CPWEA desire to create a 401(a) retirement account in which to place City contributed 457(b) matching funds; and

**WHEREAS**, diverting City matching retirement contributions into a separate 401(a) account provides CPWEA employees the ability to place more employee contributed funds into the 457(b) while remaining under the annual contribution limit set by the IRS; and

**WHEREAS**, CPWEA and City representatives met and conferred on the side letter and are in agreement.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Clovis approves the Side Letter Agreement with CPWA (Attachment A) and authorizes the City Manager to sign the agreement.

\* \* \* \* \*

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: September 16, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**Side Letter Agreement between the City of Clovis and the Clovis Public Works Employee’s Association Amending the current 2022-2025 MOU**

This Side Letter of Agreement is made by and between the City of Clovis (City) and the Clovis Public Works Employee’s Association (CPWEA).

**Employer Match Contribution Submission to the City’s 401(a) Defined Contribution Plan**

In an effort to increase the amount that members can personally defer annually into the City’s 457(b) Deferred Compensation Plan, the City and CPWEA have met and conferred and agreed on the following change to Article 8.F. of the CPWEA MOU, effective October 1, 2024:

Unit members who have completed their initial probationary period may elect to participate in a deferred compensation program that includes a City matching contribution. The maximum match percentage indicated below is based on the employee’s base salary and calculated per pay period. Effective October 1, 2024, the matching contribution funded by the City will be placed into a 401(a) account. The City’s matching contribution will be calculated per pay period and based on pre-tax 457(b) employee contributions, post-tax Roth 457(b) contributions, or a combination of both.

However, unit employees may participate in the deferred compensation program without the City matching contribution at any time during employment. The deferred compensation program is subject to I.R.S Section 457 program rules. A unit member’s enrollment in the program shall become effective the pay period following the member’s submittal of an enrollment request. The provisions for the deferred compensation program are as follows:

City’s Matching Contribution/Payment	Maximum City Payment Calculated per pay period
(City/Employee) 2:1	3%

If the maximum dollars available to the members of this unit for the contributory deferred compensation program are not utilized in any fiscal year, the remaining dollars shall be applied to health insurance rates for this unit only. The total unit wage subject to the deferred compensation matching program will be compared to the actual dollars spent by the City on the program to determine any unspent dollars available during the preceding fiscal year.

DATE SIGNED: \_\_\_\_\_

**For the City:**

**For CPWEA:**

\_\_\_\_\_  
John Holt, City Manager

\_\_\_\_\_  
Davy Arizmendez, CPWEA President

\_\_\_\_\_  
Shonna Halterman, General Services Dir.

\_\_\_\_\_  
Adam Stahl, CPWEA Vice-President

\_\_\_\_\_  
Lori Shively, Deputy General Services Dir.

\_\_\_\_\_  
Mary Lerner, Deputy City Attorney

Attest: \_\_\_\_\_  
Briana Parra, City Clerk

Date: \_\_\_\_\_





# CITY of CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: September 16, 2024

SUBJECT: General Services - Approval – Res. 24-\_\_\_\_, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Real-Time Analyst Classification with a Salary Range of \$5,780 to \$7,026 per month, and Approval – Res. 24-\_\_\_\_, Amending the City’s FY 24-25 Position Allocation Plan to Delete One (1) Public Safety Dispatcher Position and add One (1) Real-Time Analyst Position.

ATTACHMENTS: 1. Res. 24-\_\_\_\_ Classification and Compensation Plan  
2. Res. 24-\_\_\_\_ Position Allocation Plan

### RECOMMENDATION

For City Council to approve a resolution authorizing amendments to the City’s Classification and Compensation Plans by adopting the Real-Time Analyst classification with a salary range of \$5,780 to \$7,026 per month and approve a resolution amending the City’s FY 24-25 Position Allocation Plan by adding one (1) Real-Time Analyst position and deleting one (1) Public Safety Dispatcher position in the Police Department.

### EXECUTIVE SUMMARY

The Police Department needs to add a Real-Time Analyst classification to support the Patrol Division by providing information to assist with calls for service and relaying updates to Patrol Officers. There is no impact to the FY 24-25 Police Department budget since the Department will be eliminating one (1) vacant Public Safety Dispatcher position, which has the same salary range as the proposed Real-Time Analyst position. However, modifications to the City’s Classification, Compensation, and Position Allocation Plans require City Council approval.

### BACKGROUND

The new Real-Time Analyst classification in the Police Department will support Patrol Officers by managing internal communications, processing intelligence, and reviewing information from various sources, including social media platforms. The incumbent will monitor cameras, as well as electronic and printed materials, operate and interpret various interactive technological systems related to emergency and criminal calls for service, and perform other related duties.

The position allocation plan will be updated to reflect the addition of one (1) Real-Time Analyst position and the deletion of one (1) Public Safety Dispatcher position, as outlined in Attachment A of Attachment 2.

It is recommended that the new classification be assigned to the Clovis Public Safety Employees Association (CPSEA) bargaining unit for employee representation. CPSEA representatives are supportive of the assignment of the classification to the CPSEA employee bargaining unit.

**FISCAL IMPACT**

There is no fiscal impact since the Department will be eliminating one (1) vacant Public Safety Dispatcher position, which has the same salary range as the proposed Real-Time Analyst position.

**REASON FOR RECOMMENDATION**

The recommended changes to the City's Classification, Compensation, and Position Allocation Plans better suit the staffing needs of the Police Department. Modification of the City's Classification, Compensation, and Position Allocation Plans require City Council's approval.

**ACTIONS FOLLOWING APPROVAL**

The City's Classification, Compensation, and Position Allocation Plans will be updated to incorporate the new Real-Time Analyst classification.

**CONFLICT OF INTEREST**

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager *AA*

RESOLUTION 24 - \_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY ADOPTING A REAL-TIME ANALYST CLASSIFICATION IN THE POLICE DEPARTMENT

WHEREAS, it has been determined that the City has a need for a Real-Time Analyst classification to provide the necessary support to the Police Department; and

WHEREAS, it has been determined that the appropriate salary range for the Real-Time Analyst classification is \$5,780 to \$7,026 per month; and

WHEREAS, it has been determined that it is appropriate to assign the Real-Time Analyst classification to the Clovis Public Safety Association (CPSEA) bargaining group.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans to include the Real-Time Analyst classification (Attachment A) with a monthly salary range of \$5,780 to \$7,026.

\* \* \* \* \*

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2024, by the following vote to wit:

- AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: September 16, 2024

Mayor

City Clerk

**City of Clovis**  
**Real-Time Analyst**  
**Monthly Salary Range: \$5,780 - \$7,026**

**DEFINITION**

Under general direction, the Real-Time Analyst performs a variety of responsible, professional, and technical support duties related to the operation of the Police Department's Real-Time Crime Center.

**CLASS CHARACTERISTICS**

Under the direction of Police Command Staff or the Crime Analysis Supervisor, this journey-level position provides internal general communication, intelligence processing and review of information from various sources to include social media platforms. Incumbents will monitor cameras, electronic and printed materials for staff along with monitors, operates and interprets multiple interactive technological systems regarding emergency and criminal calls for service and other related duties as assigned.

**EXAMPLES OF DUTIES**

Monitor radio communications and dispatch platforms to help provide information to officers responding to calls for service; operate computer terminals for researching databases, social media platforms, and local information databases to relay pertinent information to officers responding to calls for service; monitor city camera systems to find information and relay it to officers for real time visual updates; utilize public and intelligence databases and specialized software provided, for data mining of information requested by Officers; research, analyze, and collect crime, intelligence and communications data from a variety of sources including various local, statewide, and national law enforcement computer systems including the Records Management System (RMS), Criminal Justice Information System (CJIS), and National Crime Information Center (NCIC); provide support to officers by gathering information from various computer systems including DMV, CLETS, and the County's system; identify and evaluate patterns and trends and prepare information for dissemination to patrol; develop and prepare charts, graphs and maps related to criminal activity and disseminate that information back to patrol and crime analysis unit; attend patrol briefings to relay and receive intelligence information; and to perform related work as required.

**TYPICAL QUALIFICATIONS****LICENSE REQUIRED**

- Possession of a valid California driver's license and a good driving record.

**EDUCATION AND EXPERIENCE**

Education:

- High school diploma or equivalent to the completion of the twelfth grade. College coursework in criminal justice, criminology, information systems, intelligence, statistics, or related field is desirable.

And

## Experience:

- At least two (2) years of experience in law enforcement, military, security, emergency preparedness, or public safety in a patrol, investigatory, dispatch, technical or similar support capacity sufficient for basic familiarity with law enforcement functions and operations.

**QUALIFICATIONS**

## Knowledge of:

- Operational procedures, services, and activities of a real time information center or communications/dispatch center;
- Operational characteristics of modern public safety telecommunications equipment including computer aided dispatch systems and multi-channel radio systems;
- Law enforcement and emergency service procedures for responding to and handling reported incidents;
- Methods and techniques of receiving, prioritizing, and dispatcher emergency and non-emergency calls for service;
- Basic principles and practices of communications development and dissemination;
- Basic principles of intelligence gathering and analysis;
- Advanced principles of Tactical Dispatching and command post operations;
- Understanding of ICS and NIMS;
- Operational characteristics of equipment in a real time information center;
- Time management skills to handle multiple projects under tight deadlines;
- Strong writing and editing skills that include close attention to proper spelling, grammar, and use of language and a commitment to detail that ensures the accuracy of all products released;
- Principles of business letter writing and report preparation;
- Pertinent federal, state, and local laws, codes, and regulations;
- Functions of the Police Department and other City departments;
- Methods and techniques of telephone etiquette;
- Methods and techniques of conflict resolution;
- Customer service principles and public relations techniques.

## Ability to:

- Work evenings, weekends and holidays as required;
- Be available for emergency situations for live content feeds;
- Edit photographic images, video and multimedia products for optimal downloading and display in web browsers and broadcast media;
- Understand operations, obey safety rules, and analyze problem systems and equipment;
- Dispatch police units quickly and effectively;
- Remain flexible in an environment with changing priorities, deadlines and schedules;
- Work cooperatively with other departments, City officials, and outside agencies;
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations;

- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit;
- Communicate effectively, both verbally and in writing;
- Compile, arrange, and present information in a clear and concise manner;
- Build and maintain positive working relationships with other City employees, other government agencies and outside contractors as well as the community and provide excellent customer service;
- Analyze information and intelligence, identify solutions, project consequences of proposed actions, make recommendations and participate in implementation process in support of goals;
- Speak clearly and concisely in an understandable voice via radio and telephone and in person;
- Hear and distinguish radio voice traffic within normal levels and over background noise;
- Think quickly, calmly, and clearly in emergency situations;
- Perform multiple tasks simultaneously;
- Operate a variety of telecommunications receiving and transmitting equipment including radio transmitting communication equipment and computer equipment;
- Operate specialized public safety computer systems and applications;
- Read and interpret maps and other navigational resources and give directions;
- Work under pressure, exercise good judgment, and make sound decisions in emergency situations;
- Maintain composure, alertness and concentration while working for extended periods of time;
- Maintain confidentiality.

## **SUPPLEMENTAL INFORMATION**

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Working conditions: Work is performed in an emergency services dispatch center setting with extensive public contact; incumbents are required to work evening, night, weekend, and holiday shifts; incumbents may be called back or held over to maintain staffing levels.
- Physical: Primary functions require sufficient physical ability and mobility to work in an emergency dispatch center setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction.
- Hearing: Hear in the normal audio range with or without correction.

**RESOLUTION 24-\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY’S FY 24-25 POSITION ALLOCATION PLAN**

**WHEREAS**, the FY 24-25 Position Allocation Plan in the Police Department was approved as part of the FY 24-25 City Budget adoption process; and

**WHEREAS**, a review of the staffing needs for the Police Department indicates that the addition of one (1) Real-Time Analyst position and the removal of one (1) Public Safety Dispatcher position is necessary in order to provide the support needed for the Police Department; and

**WHEREAS**, amending the City’s adopted FY 24-25 Position Allocation Plan requires City Council authorization.

**NOW, THEREFORE, BE IT RESOLVED**, by the City of Clovis that the City’s FY 24-25 Position Allocation Plan shall be amended as noted 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 September 16, 2024, by the following vote, to wit.

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

\_\_\_\_\_

Mayor

\_\_\_\_\_

City Clerk



**POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 24-25**

<b>DEPARTMENT</b>		<b>NUMBER OF POSITIONS</b>
Police Department		
Add:	Real-Time Analyst	1.0
Delete:	Public Safety Dispatcher	1.0



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services

DATE: September 16, 2024

SUBJECT: General Services – Approval – Res. 24-\_\_\_\_, Authorizing the Execution of the Certifications and Assurances for the FY 2024-25 California State Transit Assistance State of Good Repair Program Funding.

ATTACHMENTS: 1. Res. 24-\_\_\_\_

### **RECOMMENDATION**

For the City Council to approve a resolution authorizing the execution of the Certifications and Assurances for the FY 2024-25 California State of Good Repair (SGR) Program funding.

### **EXECUTIVE SUMMARY**

The City of Clovis is eligible for \$232,018 in FY 2024-25 Senate Bill 1 State of Good Repair (SGR) grant funding for capital assistance to rehabilitate and modernize local transit systems. Council approval and a resolution are required by the California Department of Transportation to secure the grant funding. The grant also requires the recipients to submit a list of projects to secure quarterly allocations of funds. A list of projects has been created which includes the replacement of transit vehicles that have exceeded their useful life and are long overdue for replacement. Allocation of these funds will be processed through the Fresno Council of Governments utilizing the regular transit project planning process.

### **BACKGROUND**

In 2017, Governor Brown signed Senate Bill 1 (SB1), known as the Road Repair and Accountability Act of 2017. A portion of SB 1 will provide funds to approved transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. This portion is referred to as the State of Good Repair (SGR) Program. SGR funds will be made available for capital projects that maintain the public transit system in a state of good repair.

The SGR Program is funded from a portion of the Transportation Improvement Fee on vehicle registration. These funds will be allocated under the State Transit Assistance (STA) program formula to eligible agencies. As an STA eligible agency, Clovis Transit has been deemed eligible for SGR funding and has been listed on the State Controller's Office SGR Allocation Letter.

The SGR grant is for eligible projects that fall under the following categories:

1. Transit Capital projects or services to maintain or repair transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities.
2. The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
3. Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples of qualifying projects include:

1. Replacement or rehabilitation of:
  - a. Rolling Stock
  - b. Passenger stations and terminals
  - c. Security equipment and systems
  - d. Maintenance facilities and equipment
  - e. Ferry vessels
  - f. Rail
2. Preventative Maintenance
3. New maintenance facilities or maintenance equipment if needed to maintain the existing transit service.

The Clovis Transit project list is eligible because it includes replacement of outdated rolling stock. The California Department of Transportation requires a resolution from the Clovis City Council for the FY 2024-25 funding year approving the application. The City of Clovis resolution will be forwarded upon approval.

### **FISCAL IMPACT**

Funding in the amount of \$232,018 for FY 2024-25 will be allocated to the City of Clovis in quarterly disbursements. SB 1 SGR funds can be rolled over for a maximum of four (4) years to accumulate the dollar amount needed to complete the approved projects. FY2024-25 will provide additional funds needed to purchase vehicles.

### **REASON FOR RECOMMENDATION**

The funds are available for transit agencies only and for the purpose of providing capital assistance to rehabilitate and modernize local systems. Clovis Transit is an eligible recipient of funds and expects benefits to the transit fleet, transit staff, and other city staff.

### **ACTIONS FOLLOWING APPROVAL**

A copy of the resolution will be submitted to Fresno Council of Governments. Once funds are received and accumulated to the necessary level, vendors will be selected using the City's regular procurement process.

**CONFLICT OF INTEREST**

None.

Prepared by: Susanna Herrera, Management Analyst

Reviewed by: City Manager *AH*

RESOLUTION 24-\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM FY 2024/25**

**WHEREAS**, the City of Clovis is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

**WHEREAS**, the City of Clovis wishes to delegate authorization to execute these documents and any amendments thereto to the Deputy General Services Director.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Clovis agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations, and guidelines for all SGR funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the City of Clovis authorizes the Deputy General Services Director to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

\* \* \* \* \*

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2024, by the following vote, to wit.

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

DATED: September 16, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: September 16, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 20-12, Peach and Shepherd Traffic Signal to St. Francis Electric, LLC., in the amount of \$734,700.00; and authorize the City Manager to execute the contract on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

### RECOMMENDATION

1. For the City Council to award a contract for CIP 20-12, Peach and Shepherd Traffic Signal – to St. Francis Electric, LLC., in the amount of \$734,700.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

### EXECUTIVE SUMMARY

Staff is recommending that City Council authorizes the City Manager to award and execute the contract to St. Francis Electric, LLC., who was the lowest responsible bidder from a bid opening that took place on August 27, 2024.

The construction involves installation of traffic signalization and improvements at the intersection of West Shepherd Avenue and North Peach Avenue. The work shall include, but shall not be limited to, clearing, grubbing, earthwork, grading, compaction, saw cutting, asphalt concrete pavement grinding, asphalt concrete paving, concrete median island curb, median island stamped concrete, concrete curb and gutter, sidewalk, ADA curb returns, traffic signal facilities, traffic loops, miscellaneous electrical and traffic striping and signage.

**BACKGROUND**

The following is a summary of the bids received on August 27, 2024:

BIDDERS	BASE BID
St. Francis Electric, LLC.	\$734,700.00
A-C Electric Company	\$742,624.25
American Paving Co.	\$770,369.00
<b>ENGINEER’S ESTIMATE</b>	<b>\$671,961.00</b>

All bids were examined, and the bidder’s submittals were found to be in order except for a few minor arithmetic errors on a bid which did not change the order of the bidders. St. Francis Electric, LLC., Is the lowest responsible bidder. Staff has validated the lowest bidder contractor’s license status and bid bond.

**FISCAL IMPACT**

This project was budgeted in the 2023-2024 Community Investment Program. The project is supported by Congestion Mitigation and Air Quality (CMAQ) through the City Community Investment Program.

**REASON FOR RECOMMENDATION**

Staff analyzed if the bid should be awarded since the lowest bid is approximately 10% higher than the engineer's estimate. Receiving at least three bids gives a minimum for comparability. The three bids are relatively close, so staff believes the cost is also comparable to the current market. The scope of the project cannot be modified to reduce cost, so staff has concluded with this information the low bid received is within an acceptable range of the engineers estimate to award.

St. Francis Electric, LLC., Is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

**ACTIONS FOLLOWING APPROVAL**

1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed in forty-five (45) working days thereafter.

**CONFLICT OF INTEREST**

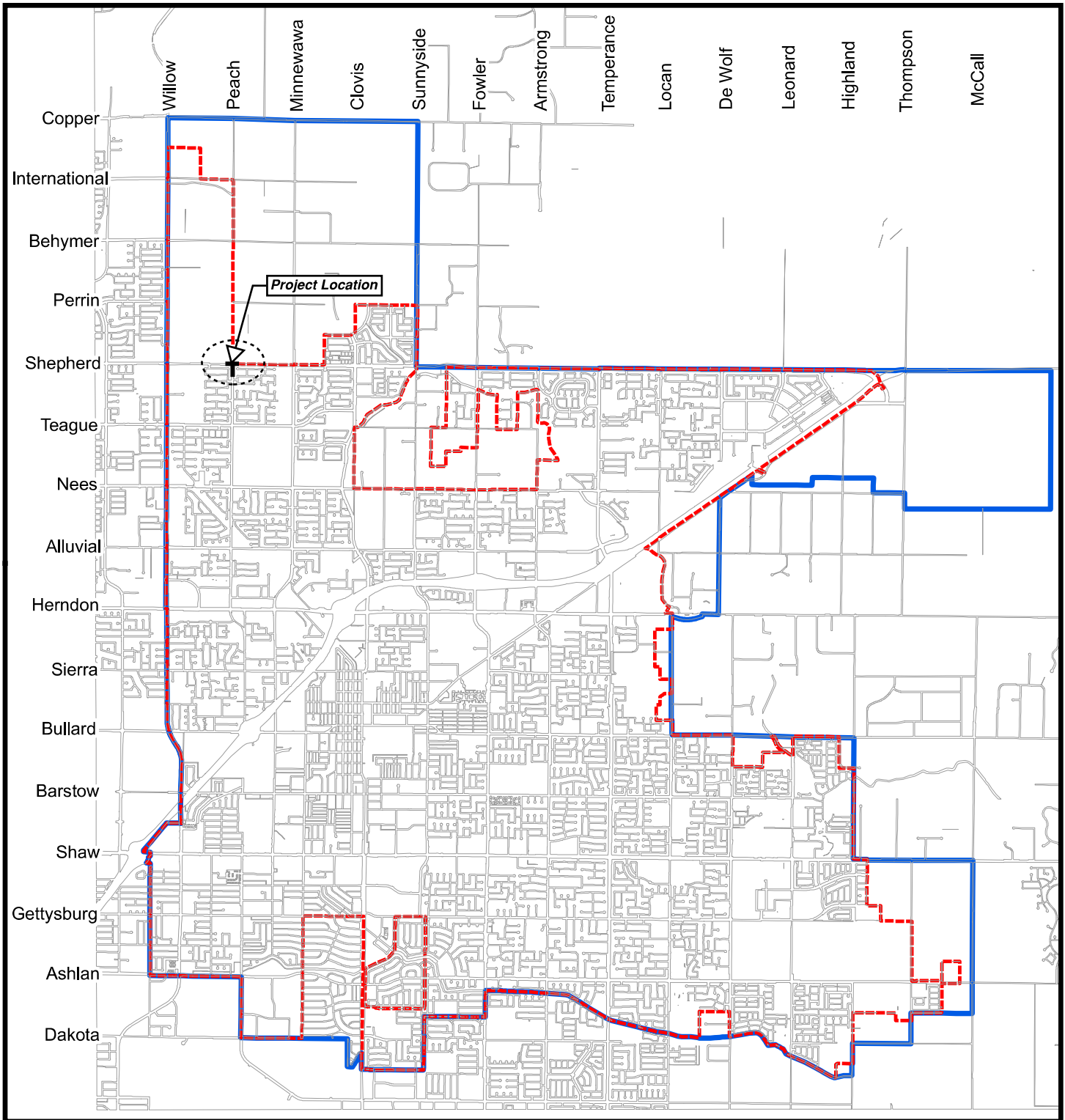
None.

Prepared by: Benjamin Little, Project Engineer

Reviewed by: City Manager *AL*

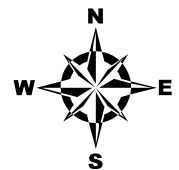
# VICINITY MAP

## CIP 20-12 Peach and Shepherd Traffic Signal



### Attachment 1

 CITY LIMITS  SPHERE OF INFLUENCE







# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: September 16, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 23-14 Sierra Vista Sidewalk Improvements to Dave Christian Construction, Inc., in the amount of \$606,000.00; and Authorize the City Manager to Execute the Contract on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

### RECOMMENDATION

1. For the City Council to award a contract for CIP 23-14 Sierra Vista Sidewalk Improvements – to Dave Christian Construction, Inc., in the amount of \$606,000.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

### EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract to Dave Christian Construction, Inc., who was the lowest responsible bidder from a bid opening that took place on August 27, 2024.

The project shall include furnishing all labor, materials, services and equipment, and performing all work necessary as specified for, but not be limited to, construction of concrete curb ramps drive approaches and sidewalks in the neighborhood around Sierra Vista Elementary School.

**BACKGROUND**

The following is a summary of the bids received on August 27, 2024:

BIDDERS	BASE BID
Dave Christian Construction, Inc.	\$606,000.00
Eslick Construction, Inc.	\$656,171.00
Clean Cut Landscape, Inc.	\$665,564.20
Avison Construction, Inc.	\$750,439.00
Cal Valley Construction, Inc.	\$779,282.50
Heavy Road & Rail, Inc.	\$862,948.00
<b>ENGINEER’S ESTIMATE</b>	<b>\$680,213.00</b>

All bids were examined, and the bidder’s submittals were found to be in order. Dave Christian Construction, Inc., is the lowest responsible bidder. Staff has validated the lowest bidder contractor’s license status and bid bond.

**FISCAL IMPACT**

This project was budgeted in the 2023-2024 Community Investment Program. The project is supported by Active Transportation Program Funding (ATP) through the City Community Investment Program.

**REASON FOR RECOMMENDATION**

Dave Christian Construction, Inc., is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

**ACTIONS FOLLOWING APPROVAL**

1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed in forty (40) working days thereafter.

**CONFLICT OF INTEREST**

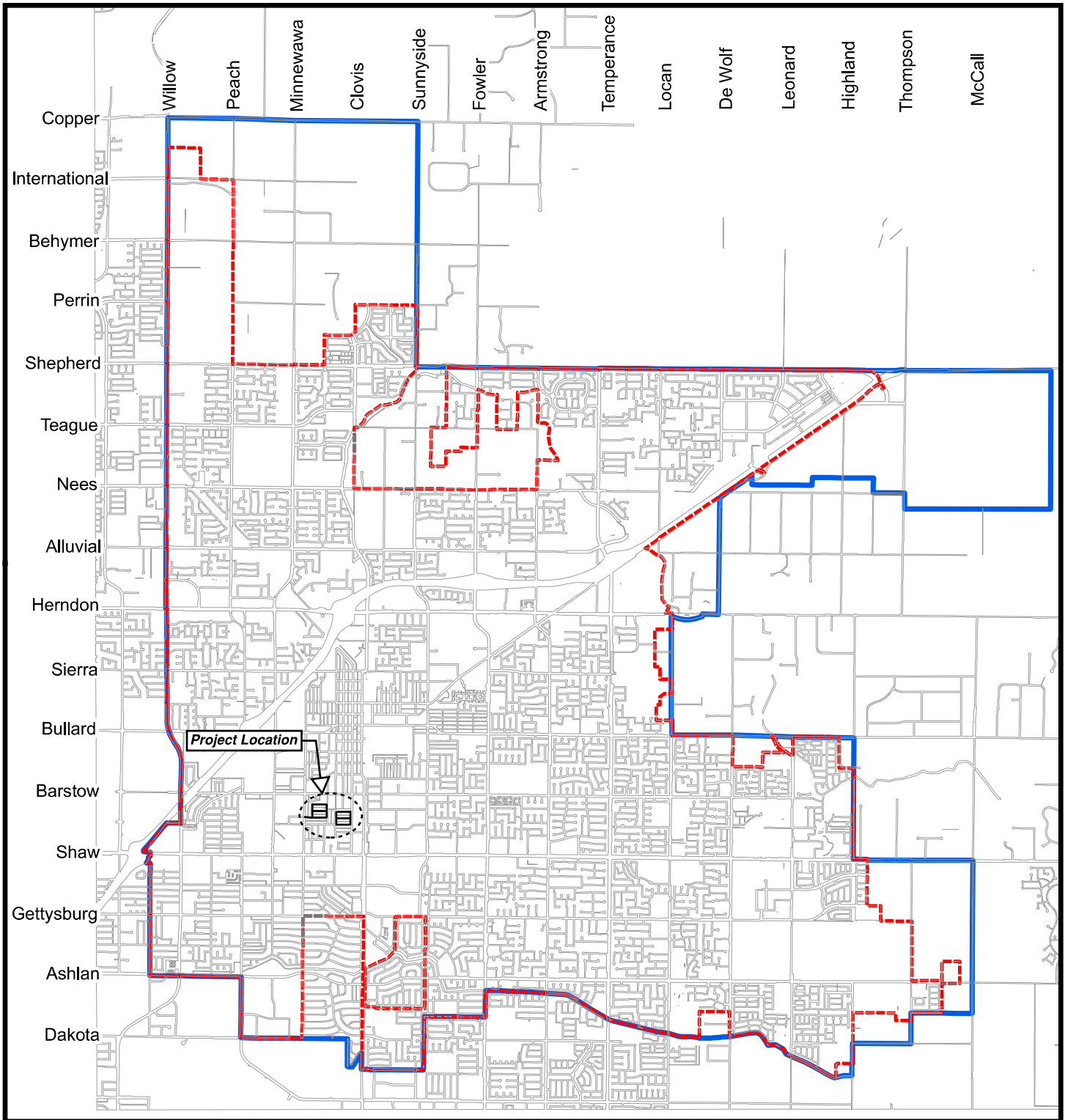
None.

Prepared by: Jacob Redelfs, Engineer II

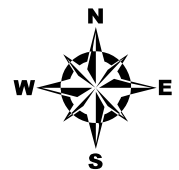
Reviewed by: City Manager *AA*

# VICINITY MAP

## CIP 23-14 Sierra Vista Sidewalk Improvements



### Attachment 1



 CITY LIMITS  SPHERE OF INFLUENCE





# CITY of CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: September 16, 2024

SUBJECT: Planning and Development Services – Approval – Final Acceptance for Final Map Tract 6329, located at the northwest corner of Shepherd and Clovis Avenues (6050 Enterprises, LP (Wilson Homes)).

ATTACHMENTS: 1. Vicinity Map

### RECOMMENDATION

For the City Council to:

1. Accept the public improvements for Tract 6329, and authorize recording the Notice of Completion; and
2. Authorize the release of the Performance Surety immediately and then release of the Labor and Materials Surety ninety (90) days after the recordation of the Notice of Completion, (provided no lien have been filed) and release of Public Improvements Maintenance Surety upon the expiration of the one-year warranty period and provided any defective work has been repaired to the City's satisfaction.

### EXECUTIVE SUMMARY

The owner, 6050 Enterprises, LP (Wilson Homes), has requested final acceptance of the public improvements constructed or installed in conjunction with this tract. The public improvements include all those shown on the subdivision improvement plans approved by the City Engineer. The construction or installation of the public improvements is complete. The owner has requested final acceptance. Staff is recommending approval of their request.

All landscaping, including sidewalks along within public right-of-way have been constructed. The construction or installation of the public improvements is complete. The owner has requested final acceptance. Staff is recommending approval of their request.

### BACKGROUND

None.

**FISCAL IMPACT**

The cost for periodic routine maintenance, as well as repairs needed as the improvements deteriorate with age and usage, will be incorporated to the annual maintenance budget of the Public Utilities Department as these costs are identified.

**REASON FOR RECOMMENDATION**

The Subdivision Map Act requires that once construction of the required improvements has been completed in compliance with all codes, plans and specifications, and all other required documents have been completed and submitted, final acceptance is required, and the appropriate sureties are released.

**ACTIONS FOLLOWING APPROVAL**

Record the Notice of Completion and release the Performance, Labor and Materials, and Maintenance Sureties as appropriate.

**CONFLICT OF INTEREST**

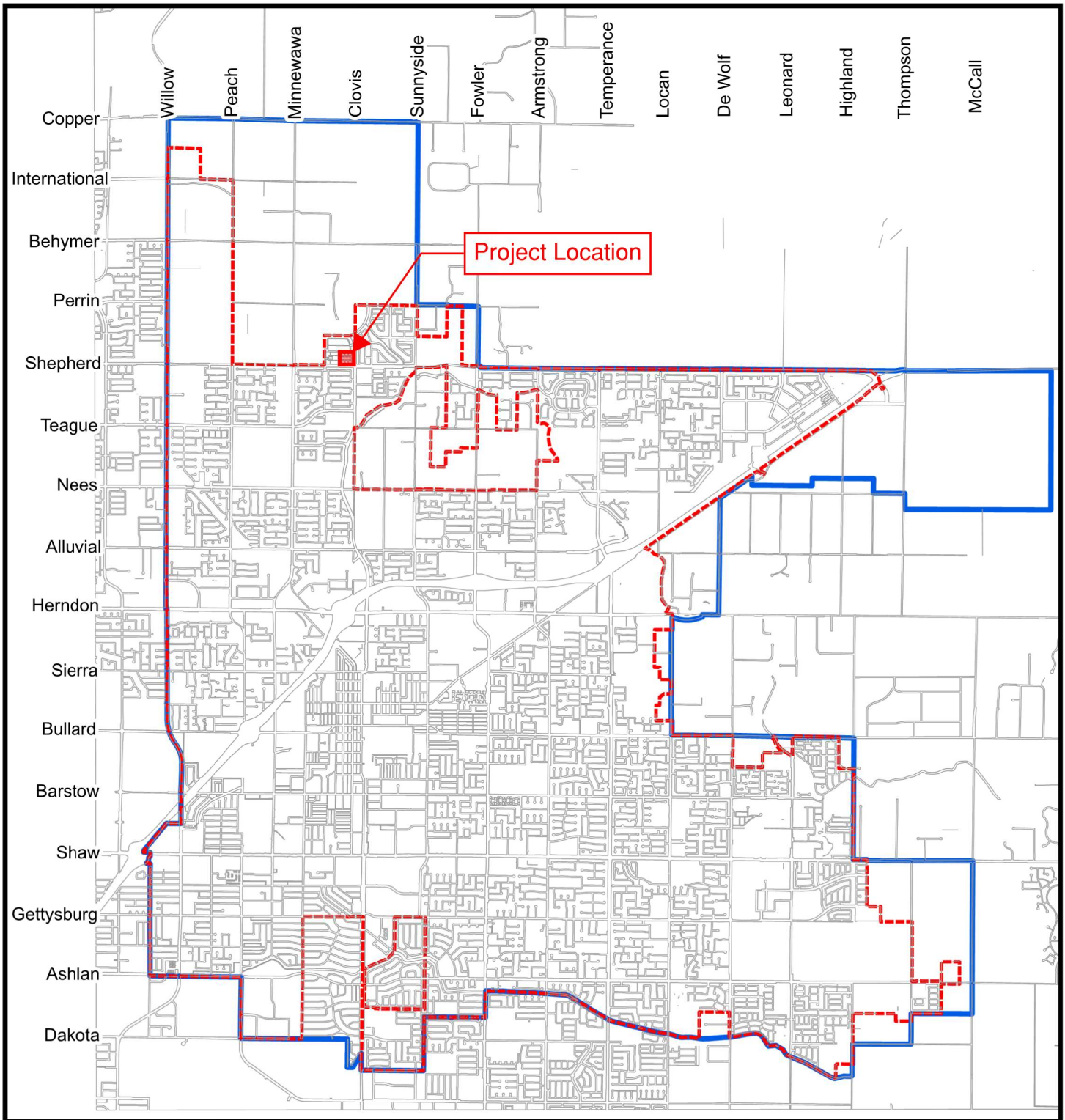
None.

Prepared by: Ruben Amavizca, Engineer II

Reviewed by: City Manager *AA*

# VICINITY MAP

## 6050 Enterprises, LP (Wilson Homes)



### Attachment 1



CITY LIMITS     SPHERE OF INFLUENCE





# CITY of CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: September 16, 2024

SUBJECT: Public Utilities – Approval – Authorize the City Manager to Execute a Three-Year Term Extension Agreement with Industrial Waste and Salvage for Large Container Services.

ATTACHMENTS: 1. Service Agreement  
2. Extension Request Letter  
3. Extension of Service Agreement

### RECOMMENDATION

Authorize the City Manager to execute a three-year term extension agreement with Industrial Waste and Salvage for large container services.

### EXECUTIVE SUMMARY

Industrial Waste and Salvage (IWS) is currently contracted with the City of Clovis to provide large refuse container hauling and disposal. The large refuse container service contract was bid and awarded to IWS on December 6, 2021 with a three (3)-year contract term that began on December 31, 2021 and expires on December 31, 2024. The contract may be extended one time upon mutual agreement of the City and IWS, per the terms and conditions of the agreement, for up to an additional three (3) years. The City must consider the contractor's service record, recycling rate, and proposed service charges for the purpose of a contract extension.

Staff recommends extending the agreement by three (3) additional years, with the extended agreement expiring on December 31, 2027.

### BACKGROUND

Some businesses utilize large refuse containers – including roll-off boxes, compactor boxes, and front-loading bins – due to the large volume of waste that they produce. The City does not have the equipment to handle these containers, so the service is contracted out. The large container refuse services are not part of the basic refuse service that the City provides to all properties, but rather constitute a consensual commercial exchange.

The City contracts these services, rather than allowing the businesses to contract directly with the hauler, to ensure that as much of the waste as possible is recycled and diverted away from



landfill disposal. Contracting for these services also includes the desire to minimize the number of refuse trucks operating on the streets and alleys in the City and to ensure that the service is provided by reputable entities in order to minimize the potential for public nuisances and illegal dumping.

Staff received proposals from 2 companies – Industrial Waste and Salvage (IWS) and Mid Valley Disposal – on November 19, 2021. The proposals were scored on the following categories: (1) Service Capacity; (2) Experience; (3) Reliability; (4) Recycling Capability; (5) Local and State Permits; and (6) Cost. On December 6, 2021, the City approved a contract for IWS to provide these services for a period of three years, with a provision to extend the contract for an additional three years. The current large container service contract is set to expire on December 31, 2024 if the option to extend is not approved.

On June 19, 2023, Council approved an amendment to the current agreement, allowing a one-time 4% rate adjustment due to an unanticipated increase of 7.4% in the Consumer Price Index for inflation. On July 10, 2024, the Public Utilities Department received a request from IWS for a 3-year extension. If approved by Council, an extension agreement will be signed by both IWS and the City and will go into effect at the end of the current agreement.

IWS has been a very responsive contractor for the City of Clovis by providing clean bins to community events in a timely manner, servicing the compactor and roll-off container needs of existing and newly opened businesses quickly and efficiently, and responding to service needs on short notice.

#### **FISCAL IMPACT**

Sufficient funds are included in the 2024-2025 Community Sanitation budget.

#### **REASON FOR RECOMMENDATION**

The large container contract service agreement may be extended one time upon mutual agreement of the City and IWS, per the terms and conditions of the agreement, for up to an additional three (3) years. IWS has been a responsive contractor for the City and has provided a valuable service.

#### **ACTIONS FOLLOWING APPROVAL**

The City Manager will execute a contract extension with IWS for three (3) additional years.

#### **CONFLICT OF INTEREST**

None.

Prepared by: Glenn Eastes, Assistant Public Utilities Director

Reviewed by: City Manager *AE*



**CITY OF CLOVIS  
PUBLIC UTILITIES DEPARTMENT  
LARGE CONTAINER SERVICE AGREEMENT**

This agreement made at the City of Clovis, California, by and between the City of Clovis, a municipal corporation, hereinafter referred to as the "Owner," and Industrial Waste and Salvage (IWS), hereinafter referred to as "Contractor."

WITNESSETH: That the Contractor and the Owner, for the consideration hereinafter named, agree as follows:

WHEREAS, the Owner has the need for large container refuse hauling and disposal services, for certain businesses in the City of Clovis; and

WHEREAS, the Contractor is qualified and willing to perform said services and is the successful bidders for these services.

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions and promises hereinafter contained, the parties hereto agree as follows:

The Contractor agrees to furnish all labor and materials, including tools, implements and appliances required, and to perform all the work in a good and workmanlike manner, free from any and all liens and claims of mechanics, materialmen, subcontractors, artisans, machinists, teamsters, draymen and laborers required for the Furnishing Selected Commercial Refuse Disposal & Material Recovery Services ("Project") as described in the specifications therefore and other documents relating thereto.

The Contractor and the Owner agree that the Advertisement (Notice Inviting Proposals), the Contract Specifications, and the Proposal hereto attached, together with this agreement, form the contract, and they are as fully a part of the contract as if herein repeated. No part of said Specifications which is in conflict with any portion of this agreement shall be considered as any part of this agreement, but shall be utterly null and void.

The Owner agrees to pay the Contractor the current funds for the performance of the contract. Payment shall be shown in Proposal Form of attached Exhibit "A" as specified in this agreement. Contractor agrees to pay the Owner 10% administration fee and AB939 disposal fee.

**ARTICLE 4. TERMINATION.** Owner may terminate or suspend this Agreement as permitted in the Proposal Form and other Contract Documents.

**ARTICLE 5. INDEMNITY AND INSURANCE.** Contractor shall indemnify and hold harmless and covered as additional insured Owner and its officers, officials, employees, and agents as required below and in the Contract Documents, and shall provide insurance as follows:

**ARTICLE 6. TERMINATION..** If the Contractor should be adjudged a bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors should persistently violate any of the provisions of the contract, or if he should persistently disregard laws, ordinances or the instructions of the Engineer, then the Owner may, upon certificate of the Engineer when sufficient cause exists to justify such action, serve written notice upon the Contractor and his surety of its intention to terminate the contract, such notice to contain the reasons for such intention to terminate the contract, and unless within five (5) calendar days after the serving of such notice, such violations shall cease and satisfactory arrangements for correction thereof be made, the contract shall, upon the expiration of said five (5) calendar days, cease and

terminate. In the event of any such termination, the Owner shall immediately serve written notice thereof upon the surety and the Contractor, and the surety shall have the right to take over and perform the contract, provided, however, that if the surety within ten (10) calendar days after the serving upon it of notice of termination does not give Owner written notice of its intention to take over and perform the contract or does not commence performance thereof within the ten (10) calendar days stated above from the date of the serving of such notice, the Owner may take over the work and prosecute the same to completion by contract or by any other method it may deem advisable, for the account and at the expense of the Contractor, and the Contractor and his surety shall be liable to the Owner for any excess cost occasioned the Owner thereby, and in such event **the Owner may, without liability for so doing, take possession of** and utilize in completing the work such materials, appliances, plans and other property belonging to the Contractor as may be on the site of the work and necessary therefore. In such case the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price shall exceed the expenses of finishing the work, including compensation for additional managerial and administration services, such excess shall be paid the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner. The expense incurred by the Owner, as herein provided, and damage incurred through the Contractor's default, shall be certified by the Engineer.

**ARTICLE 7. TERM OF CONTRACT.** The Contract was award December 31<sup>st</sup> 2021 for an initial three year term with an option to extend for an additional 3 year term upon mutual consent.

**ARTICLE 8. REPORTING REQUIREMENTS.** Contract agrees to report all waste and recycling tonnages associated with the hauling of debris through this contract in a timely manner. Contractor is responsible for all regulatory fees and fines that result from Contractor's failure to report waste and recycling tonnages in a timely manner. Contractor also adhere to, and follow, all state and local waste diversion and recycling rules and requirements.

**ARTICLE 9. INDEMNITY AND INSURANCE.** Contractor shall indemnify and hold harmless and covered as additional insured the Owner, County of Fresno, Local Agency and U.S. Department of Housing and Urban Development, and its officers, officials, employees, and agents from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Owner. Owner shall provide insurance as follows:

**A. Insurance Requirements For Contractors**

With construction risks, Contractor shall, at its sole cost and expense, procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the

performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

**B. Minimum Scope of Insurance**

In addition to the requirements of the Standard Specifications and other contract documents, coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

**C. Minimum Limits of Insurance**

In addition to the requirements of the Standard Specifications and other contract documents, Contractor shall maintain limits no less than:

1. General Liability: \$5,000,000 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 or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

**D. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the Owner. At the option of the Owner, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**E. Other Insurance Provisions**

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Owner, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired, or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Owner, its officers, officials, employees, agents or volunteers.
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the Owner, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Owner, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the Owner, its officers, officials, employees, agents or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in

limits except after thirty (30) calendar days' prior written notice by certified mail, return receipt requested, has been given to the Owner.

6. During the course of the Contract, the Contractor is responsible for all damages, theft, or other losses in regards to materials, supplies or equipment to be used in the work.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers acceptable to the City.

**G. Verification of Coverage**

Contractor shall furnish the Owner with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the Owner before work commences. The Contractor's insurer shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

**H. Subcontractors**

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

**ARTICLE 10. BONDS.** The Contractor shall forthwith furnish in triplicate, a faithful performance bond on the Owner's form in an amount equal of \$10,000 and materials bond in the amount of \$5,000, both to be written by a surety company acceptable to the Owner and in the form prescribe by law.

**ARTICLE 11. ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the parties relating to the Contract, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Project to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

**ARTICLE 12. EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

**ARTICLE 13. 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.

**ARTICLE 14. BINDING EFFECT.** Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

**ARTICLE 15. SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM.** If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for

CITY OF CLOVIS, PUD 21-23  
Furnishing Selected Commercial Refuse Disposal and Materials Recovery Services

AGREEMENT

the County of Fresno, subject to transfer of venue under applicable State law.

**ARTICLE 16. AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by the parties and approved or ratified by the City Council.

**ARTICLE 17. ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior

written consent of the surety on the payment bond, the surety on the performance bond, and the Owner.

**ARTICLE 18. WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

IN WITNESS WHEREOF, they have executed this Agreement the 13<sup>th</sup> day of December, 2021

Industrial Waste and Salvage  
("CONTRACTOR")

CITY OF CLOVIS

By Keith Hester  
Keith Hester, Manager

By Luke Serpa  
Luke Serpa, City Manager

By Karey Cha  
Karey Cha, City Clerk

# Exhibit A

**FRONT LOADER**

Enter proposed rate for transportation, handling, disposal, materials recovery, and recycling, including container pickup and delivery.

**4-Cubic Yard Bin**

# Of Bins	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
1	\$ 145.61	\$ 284.55	\$ 430.16	\$ 575.77	\$ 721.38	\$ 866.99
2	\$ 286.41	\$ 559.49	\$ 845.90	\$ 1,132.31	\$ 1,418.73	\$ 1,705.14
3	\$ 427.28	\$ 834.56	\$ 1,261.84	\$ 1,689.12	\$ 2,116.41	\$ 2,543.69
4	\$ 568.12	\$ 1,116.23	\$ 1,684.35	\$ 2,252.47	\$ 2,820.59	\$ 3,388.71
5	\$ 708.96	\$ 1,391.23	\$ 2,100.19	\$ 2,809.15	\$ 3,518.11	\$ 4,227.06

**6-Cubic Yard Bin**

# Of Bins	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
1	\$ 218.41	\$ 428.50	\$ 646.91	\$ 865.33	\$ 1,083.74	\$ 1,302.16
2	\$ 432.06	\$ 847.45	\$ 1,279.51	\$ 1,711.57	\$ 2,143.62	\$ 2,575.68
3	\$ 645.70	\$ 1,266.41	\$ 1,912.10	\$ 2,557.80	\$ 3,203.50	\$ 3,849.20
4	\$ 826.04	\$ 1,618.76	\$ 2,444.80	\$ 3,270.84	\$ 4,096.88	\$ 4,922.92
5	\$ 1,072.98	\$ 2,104.31	\$ 3,177.29	\$ 4,250.28	\$ 5,323.26	\$ 6,396.24

**SPECIALTY COMPACTORS**

# Of Bins	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
1	\$ 255.36	\$ 510.71	\$ 766.07	\$ 1,021.42	\$ 1,276.78	\$ 1,532.13
2	\$ 510.71	\$ 1,021.42	\$ 1,532.13	\$ 2,042.84	\$ 2,553.56	\$ 3,064.27
3	\$ 766.07	\$ 1,532.13	\$ 2,298.20	\$ 3,064.27	\$ 3,830.33	\$ 4,596.40



**COMPACTORS**

Enter proposed rate per ton (tn) for transportation, disposal, materials recovery, and recycling and proposed rate per each (ea) for container, pickup, and delivery.

TONNAGE CHARGE	\$55.50 /tn
PULL CHARGE	\$277.50 /ea

Turn around Fee: \$32.76 per service call

**DROP BOXES**

Enter proposed rate per ton (tn) for transportation, disposal, materials recovery, and recycling and proposed rate per each (ea) for container, pickup, and delivery.

*TONNAGE CHARGE	\$55.50 /tn
*PULL CHARGE	\$277.50 /ea

\*Industrial Waste & Salvage offers to negotiate an alternative rate proposal that includes a percentage reduction in rates while assuming responsibility for billing services. A franchise fee would be passed along to the City and billing reports would be provided quarterly or monthly, to meet specific needs.

The prices quoted are complete for all of the work specified in the Specifications, including taxes, fees, and other applicable charges as may be required by law. Prices quoted are firm and not subject to change for a period of ninety (90) days.

INDUSTRIAL WASTE & SALVAGE

Company

3457 S CEDAR AVENUE  
Address

FRESNO, CA 93725  
City/State/Zip

559-233-1158  
Phone

NOVEMBER 17, 2021  
Date

  
Signature

PRESIDENT, CORPORATE DEVELOPMENT  
Title

RICHARD CAGLIA

Print/Type Above Name





# Starr Indemnity & Liability Company

Dallas, TX 1-866-519-2522

## Primary and Non-contributory, Additional Insured and Waiver of Subrogation

**Policy Number:** 1000066021211      **Effective Date:** December 1, 2021 at 12:01 A.M.  
**Named Insured:** Cedar Avenue Recycling & Transfer Station, LP

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

- Commercial General Liability Coverage Form
- Owners and Contractors Protective Liability Coverage form
- Products/Completed Operations Liability Coverage Form
- Contractors Pollution Liability Coverage Form
- Professional Liability Coverage Form
- Site Pollution Liability Coverage Form

### SCHEDULE

Where Required By Written Contract


- A. **SECTION II - WHO IS AN INSURED** is amended to include as an insured the person or organization shown in the schedule of this endorsement, but only with respect to liability arising out of "your work" for that insured by or for you.
- B. As respects additional insureds as defined above, this insurance also applies to "bodily injury" or "property damage" arising out of your negligence when the following written contract requirements are applicable:
  1. Coverage available under this coverage part shall apply as primary insurance. Any other insurance available to these additional insured's shall apply as excess and not contribute as primary to the insurance afforded by this endorsement.
  2. We waive any right of recovery we may have against these additional insured's because of payments we make for injury or damage arising out of "your work" done under a written contract with the additional insured.
  3. The term insured is used separately and not collectively, but the inclusion of more than one insured shall not increase the limits or coverage provided by this insurance.

Insureds and Agents are advised that certificates of insurance should be used only to provide evidence of insurance in lieu of an actual copy of the applicable insurance policy. Certificates should not be used to amend, expand or otherwise alter the terms of the actual policy.

All other terms and conditions of this Policy remain unchanged.

**Signed for STARR INDEMNITY & LIABILITY COMPANY**

  
Steve Blakey, President

  
Nehemiah E. Ginsburg, General Counsel





# CERTIFICATE OF LIABILITY INSURANCE

12/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> DLL Insurance Agency 1843 E Fir Ave #102 Fresno, CA 93720	<b>CONTACT NAME:</b> Crystal Vargas	
	<b>PHONE (A/C, No, Ext):</b> (559) 721-4705	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b> cvargas@dliinsurance.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Travelers Property Casualty Company of America		<b>25674</b>
<b>INSURED</b>  Orange Avenue Disposal Co Inc Industrial Waste & Salvage Co PO Box 446 Fresno, CA 93709	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<b>X</b>		<b>8108N380584</b>	<b>12/1/2021</b>	<b>12/1/2022</b>	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		<b>N/A</b>				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Public Utilities Department Large Container Service**  
 Notice of cancellation is 30 days except in the event of cancellation for non-payment or non-reporting which is 10 days. The City, its officers, officials, employees, and volunteers are to be covered as Additional Insureds with respects to the Auto Liability. This insurance is primary, and our obligations are not affected by any other insurance carried by such additional insured whether primary, excess, contingent, or on any other basis.

<b>CERTIFICATE HOLDER</b>  City of Clovis 155 N Sunnyside Ave Clovis, CA 93611	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b> 

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE**

This endorsement modifies insurance provided under the following:  
BUSINESS AUTO COVERAGE FORM

### **PROVISIONS**

- 1. The following is added to Paragraph A.1.c., Who Is An Insured, of SECTION II – COVERED AUTOS LIABILITY COVERAGE:**

This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

- 2. The following is added to Paragraph B.5., Other Insurance of SECTION IV – BUSINESS AUTO CONDITIONS:**

Regardless of the provisions of paragraph a. and paragraph d. of this part **5. Other Insurance**, this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.



# CERTIFICATE OF LIABILITY INSURANCE

12/1/2021

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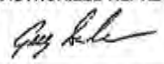
<b>PRODUCER</b> DLL Insurance Agency 1843 E Fir Ave #102 Fresno, CA 93720	<b>CONTACT NAME:</b> Crystal Vargas <b>PHONE (A/C, No, Ext):</b> (559) 721-4705 <b>E-MAIL ADDRESS:</b> cvargas@dllinsurance.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Arch Insurance Company	<b>NAIC #</b> 11150
<b>INSURED</b>  Orange Avenue Disposal Co Inc Industrial Waste & Salvage Co PO Box 446 Fresno, CA 93709	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	ZAWCI9415504	4/1/2021	4/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Public Utilities Department Large Container Service**  
 Notice of cancellation is 30 days except in the event of cancellation for non-payment or non-reporting which is 10 days.

<b>CERTIFICATE HOLDER</b>  City of Clovis 155 N Sunnyside Ave Clovis, CA 93611	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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Proposal for:  
**Furnishing Selected Commercial Refuse  
Disposal & Material Recovery Services in the  
City of Clovis, California**

November 17, 2021

Presented By: Richard M. Caglia  
*President, Corporate Development*



*"Preserving and Protecting the Environment, One Ton at a Time"*

P.O. BOX 446 FRESNO, CA 93709 • RICHARD@CAGLIA.COM • WWW.CAGLIAENVIRONMENTAL.COM

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## 1.0 Executive Summary

### 1.1 Proposer Description

IWS' response to *Furnishing Selected Commercial Refuse Disposal and Material Recovery Services in the City of Clovis, California* provides a proposal for collection and processing of solid waste and recycling including green waste and food waste in large containers.

IWS looks forward to partnering with the City of Clovis by providing these comprehensive collection services utilizing the Caglia family's eight decades of commitment to state of the art facilities and sustainable world class solid waste and recycling innovation. IWS is primed to provide advanced and cost-effective integrated solid waste, recycling, and organic materials collection and management services to the City of Clovis, while delivering those services with personal and responsive customer service. All services provided by IWS are methodically planned and executed with seamless implementation.

The Caglia Family of Companies takes pride in the high satisfaction levels that our customers throughout the Central Valley receive each day. IWS looks forward to expanding our localized services and continuing our company's historic multi-year commitment to the City of Clovis. IWS proposes to utilize our local resources, including our family owned Cedar Avenue Recycling & Transfer Station (CARTS) materials recovery facility (MRF) and organics processing operation. Included in our continued commitment to the City of Clovis is expanded organic material processing facility development, assistance with complying with AB 341, AB 1826 & SB 1383 and forward-looking environmental stewardship. The Caglia Family of Companies has actively supported the local community by utilizing local vendors and through civic participation by giving back to the Central Valley over the past 80 years.

IWS and CARTS have been partnering with the City of Clovis since 1988, when the City awarded IWS the first large container collection contract to service the Sierra Vista Mall. In the last 33 years, this contract has been renewed multiple times with IWS currently servicing over 50 businesses with solid waste and recycling container service. IWS also provides roll off containers for all City

events including Big Hat Days, Clovis Rodeo, Clovis Antique Shows, and ClovisFest. In addition, IWS also provides construction & demolition collection and processing services to customers in the City, assuring compliance with local building codes and increasing landfill diversion. CARTS has provided recycling processing services for Clovis material since it opened in 2003. CARTS has also acted as a backup facility to the City's landfill, allowing the City to divert all City solid waste trucks, with minimal notice to CARTS, during high wind days.

As the exclusive provider of large container solid waste and collection and processing services for the City of Clovis for over thirty years, IWS team members have been embedded within the City of Clovis, working with local customers like Clovis Community Hospital and Schneider Electric. We are creating model recycling programs to help our customers achieve full compliance with state recycling laws. IWS has conducted presentations and training sessions for our customers, teaching the value of landfill diversion, waste reduction, and sustainability.

**“We changed providers in July 2015 for a year and missed the extra valued service that Nick Caglia and the IWS team provided so we went back to IWS.”**

**Janice Nye**

**Clovis Unified School District**



**1.2 Proposer History:  
The Caglia Family – Eighty Years of Community Service**

The Caglia Family has continuously provided solid waste and recycling services to Fresno and the surrounding areas for decades. Frank S. Caglia, the patriarch of the Caglia family and founder, was born in 1912 in the humble village of Muschito, Italy. Frank came to the United States with his parents and family by way of Ellis Island and settled in Fresno. Years of hard work and community service, beginning with Frank Caglia, have allowed the Caglia Family to become an integral part of the development of the greater Fresno and Clovis area. The Central Valley has provided a home for five generations of the Caglia Family and several businesses that take pride in a strong work ethic, and high level of integrity, that has ultimately set the Caglia' businesses apart over other companies. The Caglia Family looks forward to continue bringing this foundation of honor and dedication to the City of Clovis.



**Orange Avenue Landfill**

The Orange Avenue Landfill was originally owned by the City of Fresno and operated as a burn and bury operation from about 1917. Frank's father-in-law bought the old City Landfill from Rossi Disposal Service in 1939. In 1941, Frank purchased the landfill and created Orange Avenue Disposal to perform operations. Long before

recycling was in vogue; Frank and his seven children, Joe, Richard, Sally, Vince, Mary Ann, Bernadette, and Rose were taught the value of resource conservation at an early age. Frank became quite a collector and had a warehouse of antiques and props that were used at numerous community functions and fundraisers through the years. The landfill was transformed from a typical dump at the time into a landfill with all the necessary permits.







### Industrial Waste & Salvage

The Caglia Family started IWS in 1971 to collect construction and demolition materials and commercial waste to be recycled or disposed of at Orange Avenue Landfill. The Caglia Family has expanded operations to include additional roll-off trucks, front-end loaders for commercial material collection, and automated residential trucks. IWS's current staff, from managers to customer service representatives and drivers to mechanics, looks forward to continue working with the City of Clovis.

IWS is proud to have received letters of recommendation from customers and the municipalities we serve. Copies of recommendation letters are provided in Appendix A.

### Cedar Avenue Recycling and Transfer Station (CARTS)

The Caglia Family has operated the CARTS Facility since 2004 and has been processing and transferring solid waste and recycling from the City of Clovis almost from the company's inception. As the largest facility of its type in the Central Valley, CARTS is a fully integrated Solid Waste Facility and is permitted to process mixed recyclables, construction and demolition (C&D) materials, and bulky waste from residential and commercial generators, as well as processing organic/food waste materials. The CARTS Facility recycles over 50 percent of the waste stream received, assisting Valley communities and businesses in their aggressive and long-term waste diversion goals. The recyclable material, including organics, will be processed locally at the CARTS MRF, contributing to the Valley's economy via local jobs. We realize the importance of providing high quality recycling services with the goal to reduce landfilling of these material resources. CARTS has recently expanded its processing capability with its partner, Colony Organics, to process organics/commercial food waste during the term of the Agreement and any future extensions. See the Recycling & Waste Diversion section for more information on our CARTS facility.



Furnishing Selected Commercial Refuse Disposal and Material Recovery Services in the City of Clovis, California







### Redrock Environmental Group

The Caglia family formed its latest company, Caglia Environmental LLC in 2012. The company, doing business as Redrock Environmental Group in Madera County, was awarded a ten year exclusive franchise agreement for residential, commercial, and industrial collection,

along with the operation of the Fairmead Landfill and North Fork Transfer Station. Redrock serves over 12,000 customers in the County and is projected to be at over 20,000 by 2025. This contract, along with its renewal clauses, will allow the Caglia family to operate in Madera County for the next 15 years. The permitted landfill capacity that is contracted to Redrock Environmental Group at the Fairmead Landfill now enables the Caglia Family of Companies to be *fully integrated* with collection, transfer, material recovery, and landfill capacity.

### 1.3 Corporate Structure

Orange Avenue Disposal Company, Inc. is an S-Corporation, doing business as (dba) Industrial Waste & Salvage (IWS), and is dedicated to servicing the City of Clovis for large container solid waste disposal and recycling services. IWS will be the entity entering into the legal agreement as described herein. Cedar Avenue Recycling and Transfer Station L.P., (CARTS), is a limited liability company, and will be the initial possessor of the recyclables and organic waste. CARTS has been in business locally for approximately 17 years. Orange Avenue Disposal Company, Inc. has been in business for 80 years. Orange Avenue Disposal Company, Inc. dba Industrial Waste and Salvage, a California S-Corporation, has been in business for 50 years. Caglia Diversified Management, LLC is a management group that has been in existence for approximately 12 years. Electric Motor Shop, Inc. is a licensed electrical contractor, motor repair facility, and industrial electrical parts distributor and has been in business for over 100 years.

Other entities with common ownership or management are: Cedar Avenue Recycling and Transfer Station, L.P.; Caglia Environmental, LLC; Electric Motor Shop; Caglia Diversified Management, LLC; Cedar North Investment Partners, LLC.

## 2.0 Financial Information

Please see the City of Clovis' required documents following this page for the requested financial information:

- 2.1 Front Loader Form
- 2.2 Compactor and Drop Boxes Form
- 2.3 Evidence of Insurance

*Evidence of Insurance will be provided upon award of contract.*

**FRONT LOADER**

Enter proposed rate for transportation, handling, disposal, materials recovery, and recycling, including container pickup and delivery.

**4-Cubic Yard Bin**

# Of Bins	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
1	\$ 145.61	\$ 284.55	\$ 430.16	\$ 575.77	\$ 721.38	\$ 866.99
2	\$ 286.41	\$ 559.49	\$ 845.90	\$ 1,132.31	\$ 1,418.73	\$ 1,705.14
3	\$ 427.28	\$ 834.56	\$ 1,261.84	\$ 1,689.12	\$ 2,116.41	\$ 2,543.69
4	\$ 568.12	\$ 1,116.23	\$ 1,684.35	\$ 2,252.47	\$ 2,820.59	\$ 3,388.71
5	\$ 708.96	\$ 1,391.23	\$ 2,100.19	\$ 2,809.15	\$ 3,518.11	\$ 4,227.06

**6-Cubic Yard Bin**

# Of Bins	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
1	\$ 218.41	\$ 428.50	\$ 646.91	\$ 865.33	\$ 1,083.74	\$ 1,302.16
2	\$ 432.06	\$ 847.45	\$ 1,279.51	\$ 1,711.57	\$ 2,143.62	\$ 2,575.68
3	\$ 645.70	\$ 1,266.41	\$ 1,912.10	\$ 2,557.80	\$ 3,203.50	\$ 3,849.20
4	\$ 826.04	\$ 1,618.76	\$ 2,444.80	\$ 3,270.84	\$ 4,096.88	\$ 4,922.92
5	\$ 1,072.98	\$ 2,104.31	\$ 3,177.29	\$ 4,250.28	\$ 5,323.26	\$ 6,396.24

**SPECIALTY COMPACTORS**

# Of Bins	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
1	\$ 255.36	\$ 510.71	\$ 766.07	\$ 1,021.42	\$ 1,276.78	\$ 1,532.13
2	\$ 510.71	\$ 1,021.42	\$ 1,532.13	\$ 2,042.84	\$ 2,553.56	\$ 3,064.27
3	\$ 766.07	\$ 1,532.13	\$ 2,298.20	\$ 3,064.27	\$ 3,830.33	\$ 4,596.40

**COMPACTORS**

Enter proposed rate per ton (tn) for transportation, disposal, materials recovery, and recycling and proposed rate per each (ea) for container, pickup, and delivery.

TONNAGE CHARGE	\$55.50 /tn
PULL CHARGE	\$277.50 /ea

Turn around Fee: \$32.76 per service call

**DROP BOXES**

Enter proposed rate per ton (tn) for transportation, disposal, materials recovery, and recycling and proposed rate per each (ea) for container, pickup, and delivery.

*TONNAGE CHARGE	\$55.50 /tn
*PULL CHARGE	\$277.50 /ea

**\*Industrial Waste & Salvage offers to negotiate an alternative rate proposal that includes a percentage reduction in rates while assuming responsibility for billing services. A franchise fee would be passed along to the City and billing reports would be provided quarterly or monthly, to meet specific needs.**

The prices quoted are complete for all of the work specified in the Specifications, including taxes, fees, and other applicable charges as may be required by law. Prices quoted are firm and not subject to change for a period of ninety (90) days.

INDUSTRIAL WASTE & SALVAGE

Company

3457 S CEDAR AVENUE

Address

FRESNO, CA 93725

City/State/Zip

559-233-1158

Phone

NOVEMBER 17, 2021

Date



Signature

PRESIDENT, CORPORATE DEVELOPMENT

Title

RICHARD CAGLIA

Print/Type Above Name



### 3.0 Provisions and Specifications

IWS understands that the City of Clovis' request for proposals stipulates that the contract to be awarded will be for three years, with one possible extension of three years. Should IWS be awarded the contract, IWS management understands that prices quoted in this proposal will not be adjusted for the term of the contract. IWS takes no exceptions to the City of Clovis' bid proposal request.

Recyclable materials to be collected and processed by IWS at the CARTS facility will include mixed paper, cardboard, tin cans, plastic and other materials such as shrink wrap, wood, and organics, including food waste. Loads from the City that contain recyclable materials are diverted to the MRF and commodities are recovered and can range depending on the customer. **Our estimate is that a minimum of 20% diversion can be accomplished.** Over the last several years many customers have installed balers at their locations and chosen to remove their corrugated cardboard from the loads. IWS will respond to all requests for service within 24 hours, and always has trucks available for Saturday service.

*Please see a list of IWS equipment to be used in the service of containers for the City of Clovis in Appendix D.*

#### Billing/Diversion Reports

All billing will be submitted to the City of Clovis monthly by the 10<sup>th</sup> of each month and will be provided on a form approved by the City. The report will include at a minimum, the dates of service, type of materials received and weights of materials by type. Complete storage and market records will be kept, which will identify the materials collected and sold. IWS understands that its records and those of any subcontractors, if any, will be subject a City of Clovis audit at any time to assure contract compliance.

With continued and increased educational outreach to City of Clovis commercial container customers with regard to the legal requirements of AB 341, AB 1826 and SB 1383, IWS projects that in the new contract period recycling percentages will continue to increase.

IWS has all necessary licenses and permits and will pay any fees legally required by Fresno County, the State of California, the federal government or regulatory agencies, for the performance of solid waste removal or recycling services for

**Furnishing Selected Commercial Refuse Disposal and  
Material Recovery Services in the  
City of Clovis, California**



the City of Clovis. IWS is in compliance with all federal and State Department of Transportation regulations, including Title 9 of the Code of Federal Regulations pars 40 and 38, regarding applicable drug testing programs for safety sensitive employees.

### Recycling Plans and Programs

IWS will transport materials, including organics/food waste, to its materials recovery facility, CARTS. While there, it will be sorted and processed for recycling. IWS plans to integrate the recyclable materials collection plan by working with the City and customers on site-specific customized programs for the commercial sectors. Our operational approach and goals are to provide efficient use of equipment and labor, with an emphasis on continual cost-saving measures within a highly structured, but flexible management system. Our experience in providing solid waste, recycling, and organics collection and processing services in the greater Fresno and Clovis area, confirms that implementation of these services can only occur within an environment that places a great emphasis on effective and timely communication between the service provider, the customers, and the City we serve. Since we continually review and develop service statistics for our collection services, we strive to understand the complex operational dynamics in which we conduct our business.

### Tonnage Tracking per Jurisdiction

CARTS maintains accurate tonnage records of all recyclables materials received and processed at the Facility during the term of the Agreement. CARTS utilizes PC Scale software to track all inbound and outbound transactions. Annual waste composition studies will be conducted to assure the City of its fair and proper allocation of materials received with other jurisdictions that use the Facility.

### Proof of Permitted Capacity

The CARTS Facility currently is accepting and processing approximately 1,500 TPD. The facility is permitted to accept up to 3,100 TPD. CARTS has excess capacity to process all of the City's recyclables during the term of the Agreement and any future extensions. *Please see copies of the CARTS Solid Waste Facility Permit (SWFP) and Conditional Use Permit (CUP) in Appendix B.*



### Organic Waste Diversion

IWS has identified all customer locations with large containers who generate organic wastes in quantities that will require a diversion program to assure the City is in compliance with AB 1826 and SB 1383. IWS continues the process of education and compliance assistance for these customers and will carry out these requirements with all new accounts acquired throughout the term of the contract.

### Recyclable Materials Marketing

IWS, along with CARTS, has been in the recycling collection and processing business since 1990 and we will bring this invaluable marketing experience to the City of Clovis' recycling and diversion program. IWS' sister company CARTS will process and market all of the recyclable materials generated and collected within the City of Clovis. CARTS has consistently demonstrated the production of high-quality materials and makes continual improvements in the quality and quantity of recyclable materials produced, resulting in high diversion rates and minimal residue. Most of the commodities recycled are baled, consolidated, and whenever possible, transported locally to reduce transportation costs and environmental impacts.

### Fluctuations in Quantity and Composition

Fluctuations in quantity and composition of recyclable materials collected will be quickly identified and analyzed to determine the source of any shortfall or degradation of materials. Since the CARTS MRF processes recyclables on a daily basis, the source of the issue can be quickly isolated. In most cases, the IWS educational and outreach team work together to communicate directly with the source, and quickly rectify any issues with the composition of the materials. For recycling collection and processing services in the City of Clovis, we will identify and meet with customers in areas that are underperforming or placing high levels of contamination in the bins, providing additional outreach materials, as well as education on best practices to keep the recyclables clean. The goal: recyclables that can be marketed more easily after being processed at the MRF.



Customer service and satisfaction is of the utmost importance to IWS and is exemplified by our ongoing success in providing recyclables and organic material collection and processing services to our Central Valley customers, including the City of Clovis. We believe effective customer service starts with a concern for our customers and we take the extra step to anticipate and satisfy customer expectations. Our staff is expected to listen attentively to customers in a courteous and caring manner, with the goal of providing answers and solutions to inquiries and complaints quickly and professionally.

#### 4.0 Recycling Mandates: AB 341, AB 1826, and SB 1383

IWS will inform City of Clovis staff and management about AB 341, AB 1826, and SB 1383 requirements through our recycling education program. AB 341 (effective July 1, 2012) requires businesses (including public entities) that generate four (4) cubic yards or more of commercial solid waste per week or are a multi-family residential dwelling of five units or more, to arrange for recycling services.

AB 1826, passed on September 28, 2014 and commencing April 1, 2016, will require businesses that generate eight (8) cubic yards or more of organic waste per week to arrange for organics collection services. The law would decrease the amount of organic waste under which a business would be required to arrange for organics collection services from 8 cubic yards or more to 4 cubic yards or more on January 1, 2017. The mandate further required by January 1, 2019, any business generating 4 cubic yards or more of commercial solid waste per week to arrange for organic waste recycling services and, in September of 2020, CalRecycle reduced the threshold to 2 cubic yards of solid waste (solid waste is the total of trash, recycling, and organics) generated by covered businesses.

California law (SB 1383, Lara, Chapter 395, Statutes of 2016) targets a 50 percent reduction in the landfilling of organic waste in 2022. By 2025, that reduction target is 75 percent.

IWS will track, evaluate, and report AB 341, AB 1826, and SB 1383 success against baseline conditions that existed prior to the initiation of the contract. Additional improvements in diversion will be realized as the total number of City of Clovis



commercial sites subscribing to recycling and organics collection services increases, resulting in an increase in diversion percentage, and the volume of materials being diverted from the landfill. IWS will provide technical assistance to implement AB 341, AB 1826 and SB 1383 for the City of Clovis.

The IWS Recycling Coordinator will meet with the City of Clovis as part of complying with the mandated commercial recycling regulations. IWS is proficient at helping customers fulfill their state mandated recycling requirements.

IWS believes the success of its commercial recycling programs is based on consistent interaction with the individual customer. Customer education and our involvement is vital in meeting and exceeding diversion requirements and establishing solid sustainability practices in the work place. The state requires that commercial recycling include a public outreach, monitoring, and reporting program to demonstrate compliance, and IWS is poised to assist the City of Clovis on implementing the mandatory commercial recycling programs.

Additionally, the IWS Recycling Coordinator will offer a PowerPoint presentation to all City of Clovis large container customers, instructing and advising them on AB 341, AB 1826 and SB 1383, with the goal of increasing diversion.

One example of our efforts to help City of Clovis customers comply with the above named recycling laws is the implementation of a custom designed wet/dry waste recycling program established for Clovis Community Hospital. The Clovis Community wet and dry waste recycling program was designed and implemented by the IWS recycling team in the spring and summer of 2015. The program's goal is to increase the amount of organics (wet waste) that is recycled. First, the hospital staff received education about AB 341, AB 1826 and SB 1383. Second, staff members received on-site training (in the hospital's kitchen facilities) to demonstrate how recycling is done at the source of waste production, not at the disposal site. Clovis Community kitchen staff were instructed in source separation of waste received from the restaurant's customers and how the wet and dry waste must be placed in designated wet/dry waste bins. For example, a dish washer picks dry waste items from collected plates first and then disposes of it in the designated dry waste container. Third, the housekeeping staff was trained to dispose of dry waste properly from other floors of the hospital so that it was not contaminated with wet waste. The continued success of this program will rely heavily on constant

monitoring of staff by hospital management and periodic and follow-up training and education by the IWS organics recycling team. One successful method for the continued success of such programs is periodic waste and recycling audits.

A critical component of increasing recycling and diversion for all customers is the recycling audit. The recycling audit will include observing the materials flow within the City of Clovis and auditing that which is being disposed. Commercial accounts will receive periodic waste audits to identify recyclable material. All findings will be communicated to the City of Clovis to be relayed to the franchisee. Compactor accounts will be routinely audited through floor sort and or MRF line sorts where individual diversion reports will be created. Recyclable materials in the garbage and contaminants in the recyclables are noted on an assessment form. Staff will then schedule a time to discuss service option changes with the City of Clovis' and commercial customers' management. IWS will then make the appropriate changes to service as recommended by the assessment. This is particularly important for management of organics/food waste.

#### **Processing of Mixed Recyclables and Organic Materials**

Processing of mixed recyclables from the City of Clovis will occur at our CARTS Material Recovery Facility (MRF). Using a combination of presorting, manual, and mechanical sorting techniques, we will recover for reuse all the current allowable recyclable materials collected from the City of Clovis offices/facilities and large container customers. Recovered commodity materials will be marketed for the "highest and best use" and at the highest market commodity price we can obtain. Organic waste will be tipped at our CARTS facility in Fresno and would include source-separated green waste and food waste. The material will be processed at the Colony Energy anaerobic digester.



### Colony Energy Partners

The commercial source-separated food material will be processed at the CARTS Facility, by a subcontractor, Colony Energy Partners, and will be made into an anaerobic digestion feedstock that will be co-digested at the Fresno-Clovis Regional Wastewater Treatment Plant. Co-digestion is a process whereby energy-rich organic waste materials (e.g. processed food wastes) are added to wastewater digesters with excess capacity. In addition to diverting food waste from landfills and the public sewer lines, these high-energy materials have at least three times the methane production potential (e.g. biogas) of bio-solids and manure. IWS will deliver the City of Clovis' organic materials to CARTS for pre-processing prior to being sent offsite for diversion.



### Recycling and Waste Diversion

IWS places a high priority on recycling and waste diversion programs, and the Caglia Family has been a leader in the San Joaquin Valley using the latest in technological innovation to divert materials away from landfills. As the operator of one of the largest Material Recovery Facility in the valley, CARTS processes single-stream recyclables and mixed construction/demolition/bulky waste from several local communities.

In 2020, CARTS selected CP Manufacturing to design, build and install the latest and most technologically advanced Material Recovery Facility (MRF) in the Central Valley. This wholesale upgrade replaced the facility that was built in



**Furnishing Selected Commercial Refuse Disposal and Material Recovery Services in the City of Clovis, California**





2003. CP Manufacturing has a stellar reputation for success in the MRF industry. CARTS's goal was to build the most state-of-the-art facility in the Central Valley and beyond. From the CP Auger Screen at the front of the system to the MSS Optical Sorters at the end, this MRF was designed to produce the best material recovery and purity possible.



The MRF is fed at the Drum Feeder. The Drum Feeder, along with the Advanced MRF controls system, ensures a constant and consistent feed to the processing line. This is extremely important in allowing the downstream separation equipment to function properly. The CP Auger Screen splits the material flow to allow pre-

sorters to work more efficiently in order to keep the system running. The Old Corrugated Cardboard (OCC) screen recovers cardboard over eight inches in size before the material is sent to the Glass Breaker Screen. The Glass Breaker breaks and removes the glass from the stream before the glass is sent to a magnet and a LightsOut Glass Cleanup System. The LightsOut removes the light impurities to create a clean glass product. The performance of a MRF is highly dictated by the performance of the fiber screens and the optical sorters.

IWS believes providing residents and businesses with opportunities and incentives to divert as much waste away from landfills, along with targeted education programs and state of the art separation facilities, will allow the City of Clovis to reach its recycling and waste diversion goals. Our comprehensive public education and outreach program and our recycling programs designed for the City of Clovis will enable it to meet the recycling mandates established by the State of California with ease.



## 5.0 Educational Outreach

IWS is committed to the constant development of creative and compelling public outreach materials and implementing effective communications programs that promote recycling, waste reduction, reuse, and resource conservation.

### Recycling Education Team

The IWS educational outreach team includes our knowledgeable recycling coordinators, outreach manager, and account specialists. We believe changing the culture of our throw-away society needs to begin with the younger generation. Making recycling fun and a normal part of everyday life will allow community members, including students in Clovis Unified schools, commercial customers and City of Clovis facilities, to continue meeting recycling goals. Children will take what they learn at school into their homes, thereby indirectly influencing the adults in their lives to recycle at home and at work. Both our school and community presentations feature the theme, *Recycling – All Day, Every Day*, emphasizing that recycling is easily made into a regular part of daily life at school, home or at work.

IWS will continue to work closely with the City of Clovis, making certain that information is made available to businesses for easy scheduling of a presentation at an event such as *Earth Day* or other special events. At all events where we conduct presentations, a presentation evaluation is requested of the group. The responses are used to help the recycling teacher to improve upon their method for communicating the information, as well as content and subject matter.

### Recycling Education for Commercial Customers and the City of Clovis

IWS's Educational Outreach program is constantly adapted, improved and modified to tailor its outreach and materials to the audience it serves. Recycling presentations and outreach events are offered to the staff and management of

**"IWS's prices/fees are competitive with the surrounding areas, but their service is priceless. They partner with the Del Rey Community Services District on our community events each year: National Night Out, Thanksgiving Day Dinner and our annual Christmas Parade."**

**Carlos Arias  
District Manager,  
Del Rey Community Service District**

**Furnishing Selected Commercial Refuse Disposal and Material Recovery Services in the City of Clovis, California**



businesses and City of Clovis facilities. The Cedar Avenue Recycling & Transfer Station also offers on-site visits to view our state-of-the-art recycling sort line in operation.



### Environmental Considerations

IWS has been in the Clovis community for decades and has strived to improve the local environment with all of the services we deliver. IWS has been a leader with C&D recycling, and AB 341, AB 1826 and SB 1383 implementation with mandatory commercial recycling within Clovis and Fresno, and will continue providing excellent environmental services for decades to come. Recycling is at the intersection of landfill diversion and greenhouse gas reductions with the development of anaerobic digestion facilities, deployment of carbon negative collection fleets like our new CNG trucks, the implementation of AB 341 for commercial recyclables materials, AB 1826 for mandatory collection of commercial organic materials, and SB 1383 for phased in requirements to achieve 75% organic diversion by 2025. The Caglia companies constantly strive for their operations to optimize the use of emerging technologies and to reduce greenhouse gases, with the goal of preserving and protecting the City of Clovis and the San Joaquin Valley for future generations.



### Delivering Results, Exceeding Expectations

The IWS staff and management teams have worked together on similar projects with successful outcomes: delivering results, meeting deadlines, and performing beyond expectations. We look forward to continuing our service to the City of Clovis.

**“At the end of the day, it will be a series of promises we make and expectations we set. Our reputation has always been about how we’ve kept those promises.”**

**Richard Caglia  
President of Corporate Development  
Industrial Waste and Salvage  
The Caglia Environmental Companies**



## 6.0 List of Appendices

**Appendix A:** Letters of Recommendation

**Appendix B:** Permits

**Appendix C:** Outreach & Education

**Appendix D:** List of Equipment



**Date: 11/15/2021**

*To Whom It May Concern:*

*This Letter is to serve as a formal recommendation for Caglia Environmental.*

*IWS has been servicing Clovis Community Medical since 2009, I have been personally acquainted with Caglia Environmental, to experience outstanding services over these years.*

*Caglia Environmental, through its hauling division Industrial Waste and Salvage (IWS), serves as the hauler. They ensure motivation and inspiration to work with changes and growth of CCMC Campus over the years.*

*Caglia Environmental developed their program in conformance to the ESAP agreement and has implemented the ESAP required education.*

*IWS has the ability to offer your organization outstanding service and dedication to your current needs as well as any changes to arise.*

*Please feel free to contact me, should you want to discuss any further details or ask questions concerning IWS.*

*Sincerely,*

*Debra Hageman*

*Supervisor Environmental Service*

*Office: 559-324-4019*

*Cell: 559-892-8368*

*dhageman@communitymedical.org*



## MALAGA COUNTY WATER DISTRICT

3580 SOUTH FRANK STREET FRESNO, CALIFORNIA 93725  
PHONE: 559-485-7353 FAX: 559-485-7319

### BOARD OF DIRECTORS

CHARLES E. GARABEDIAN JR. PRESIDENT    SALVADOR CERRILLO VICE-PRESIDENT    IRMA CASTANEDA DIRECTOR    FRANK CERRILLO JR. DIRECTOR    CARLOS TOVAR JR. DIRECTOR

MOISES ORTIZ  
GENERAL MANAGER

November 12, 2021

Attention: Business Owner

Subject: Letter of Recommendation

To whom it may concern,

It is my pleasure to recommend IWS and the Caglia family as your support and trusted source for all your waste and sanitation needs. As a Special District and Special Community, we have nothing but great things to say about IWS and the Caglia name. We have been working with them for over 20 years and have a strong working relationship.

The team at IWS is communicative, responsible, trustworthy, delivers a quality program and has taken such good care of our Industrial and residential needs. We have 250 residents and 120 businesses in our district. IWS supports all of our users. From roll offs to residential and neighborhood cleanups, we couldn't find a better business to work with. Thank you to the Caglia family and to all of the people of IWS.

If you have any further questions about the business of IWS please feel free to reach out to myself.

Regards,

Moises Ortiz  
District Manager  
Malaga County Water District  
(559) 485-7353

Website: [www.malagaewd.org](http://www.malagaewd.org)



**Del Rey**  
 “Where Raisin is King”

DEL REY COMMUNITY SERVICES DISTRICT

LETTER OF RECOMMENDATION

November 12, 2021

RE: Industrial Waste & Salvage (IWS)

To Whom It May Concern:

Del Rey Community Services District has been with Industrial Waste & Salvage since 1997. IWS has steadily met the needs and serviced the growing needs of the District.


IWS is punctual and consistent on their days of waste/salvage pick up. If we need a delivery and/or pick up on waste containers, IWS is prompt to take care of the request(s).

IWS is periodically reviewing our monthly invoices in making sure that the District is appropriately credited as changes in service occur within the District.

IWS's prices/fees are competitive with the surrounding areas, but their service is priceless. They partner with the Del Rey Community Services District on our community events each year: National Night Out, Thanksgiving Day Dinner and our annual Christmas Parade.

I would highly recommend Industrial Waste & Salvage to service the needs of your City, District, or as an individual needing service at their home(s).

Sincerely,

  
 Carlos Arias  
 District Manager,  
 Del Rey Community Service District

10649 E. Morro Avenue, Post Office Box 186 Del Rey, California 93616-0186  
 Phone: (559)888-2272 Fax: (559)888-1010 E-mail: drcsd@pacbell.net





November 15, 2021

Re: Industrial Waste and Salvage

Hello,  
I am writing to recommend IWS as your service provider.

We are currently in contract with IWS and have the option to continue service for the next 2 years, and we fully intend to extend our service.

We changed providers in July 2015 for a year and missed the extra valued service that Nick Caglia and the IWS team provided, so went back to IWS.

The responsiveness and extra service provided by IWS made all the difference to our needs.

We can also count on their drivers that pick up at our sites on being professional and respectful.

I would highly recommend IWS.

Regards,

Janice Nye

Buyer

**Governing Board**

Hugh Awtrey  
David DeFrank  
Steven G. Fogg, M.D.  
Susan K. Hatmaker  
Yolanda Moore  
Elizabeth J. Sandoval  
Tiffany Stoker Madsen

**Administration**

Elmear O'Farrell, Ed.D.  
*Superintendent*  
Norm Anderson  
*Deputy Superintendent*  
Robyn Castillo, Ed.D.  
*Associate Superintendent*  
Corrine Folmer  
*Associate Superintendent*  
Barry S. Jager, Jr.  
*Associate Superintendent*  
Michael Johnston  
*Associate Superintendent*



559-488.1020

FILED

OCT 15 2003

**NOTICE OF DETERMINATION**

E 20031000 0435

FRESNO COUNTY CLERK  
By *Marsha Cull*  
DEPUTY  
DATE RECEIVED FOR FILING

TO:  Office of Planning and Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814

FROM: CITY OF FRESNO  
Planning and Development Department  
2600 Fresno Street  
Fresno, California 93721-3604

County Clerk  
County of Fresno  
2221 Kern Street  
Fresno, California 93721

**SUBJECT: Filing of Notice of Determination in compliance with Section 21152 of the Public Resources Code  
Conditional Use Permit (CUP) No. C-03-118, Amendments to CUP No. C-01-063**

Project Title

2001041004

Planning and Development Department  
City of Fresno  
Sandra Brock, Planner

(559) 621-8041

State Clearinghouse Number  
(if subject to Clearinghouse)

Lead Agency Contact Person

Area Code/Telephone Number

3457 South Cedar Avenue (west side of South Cedar Avenue between North and Muscat Avenues),  
in the City and County of Fresno, T14S, R20E, S26, MDB&M  
Project Location

**PROJECT DESCRIPTION:** Conditional Use Permit No. C-03-118 amends previously approved CUP No. C-01-063 for the Cedar Avenue Recycling and Transfer Station and IWS trucking by; adding 12,700 square feet (s.f.) to the transfer station building plus a 320 s.f. electrical room; authorizing 24 hour receipt of material; re-orientation of the on-site sedimentation basin, and allowing a portable canopy for immediate sorting of construction and demolition debris. All activities and improvements are subject to special permit conditions and compliance with mitigation measures approved for CUP No. C-01-063 through Environmental Assessment No. C-01-063.

This is to advise that the City of Fresno, the Lead Agency, has given final approval to the above-described project on October 15, 2003 and has made the following determinations regarding this project:

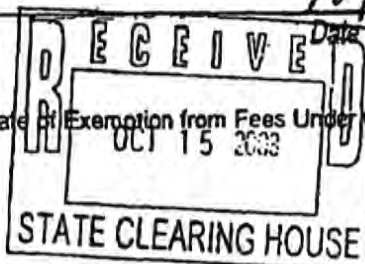
1. The project ( [ ] will [ X ] will not ) have a significant effect on the environment.
2. [ ] An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.  
[ ] A Mitigated Negative Declaration was prepared for this project pursuant to the provisions of CEQA.  
[ ] A Determination of Project Conformity to the 2025 Fresno General Plan Master Environmental Impact Report (City of Fresno MEIR 10130) was made for this project  
[ X ] An Addendum to a previously approved Mitigated Negative Declaration was prepared for this project, pursuant to the provisions of CEQA Guidelines Section 15164.
3. Mitigation measures ( [ X ] were [ ] were not ) made a condition of the approval of the project.
4. A statement of Overriding Considerations ( [ ] was [ X ] was not ) adopted for this project.
5. Findings ( [ ] were [ X ] were not ) made pursuant to the provisions of CEQA.

This is to certify that the above-described Addendum to the Mitigated Negative Declaration, with comments and responses and record of project approval, is available to the general public at the City of Fresno, Planning and Development Department, 2800 Fresno Street, Room 3043, Fresno, California 93721-3604.

*Darrell Unruh*  
Darrell Unruh  
Planning Manager, City of Fresno

10/15/03

Attachments: De Minimis Impact Finding/Certificate of Exemption from Fees Under Calif. Fish & Game Code §711.4  
Project Vicinity Map  
Notice of Project Approval



J:\SBPROJ\C-03-118 18-N NOD.wpd



**CALIFORNIA DEPARTMENT OF FISH AND GAME  
CERTIFICATE OF FEE EXEMPTION**

**DE MINIMIS IMPACT FINDING FOR ENVIRONMENTAL ASSESSMENT NO. C-03-118**

**LEAD AGENCY:**

City of Fresno, Planning and Development Department, 2600 Fresno Street, Fresno, California 93721

**PROJECT TITLE AND LOCATION:**

Conditional Use Permit (CUP) No. C-03-118, Amendments to previously approved CUP No. C-01-063 for the Cedar Avenue Recycling and Transfer Station and IWS Trucking

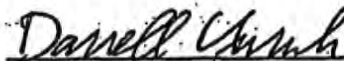
**PROJECT DESCRIPTION:**

Adds 12,700 square feet (s.f.) to the previously approved transfer station building plus a 320 s.f. electrical room; authorizes 24 hour receipt of material; and allows a portable canopy for immediate sorting of construction and demolition debris.

**FINDING OF EXEMPTION:**

Pursuant to the above-noted environmental assessment, an Addendum to the previously approved Mitigated Negative Declaration for EA No. C-01-063 has been prepared by the lead agency for the proposed project. There is no evidence in the record that the proposed project may have an adverse effect on wildlife resources.

"I hereby certify that the public agency has made the above finding and that the project will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.4 of the Fish and Game Code."

  
\_\_\_\_\_  
Darrell Unruh, Planning Manager  
Advance Planning Division

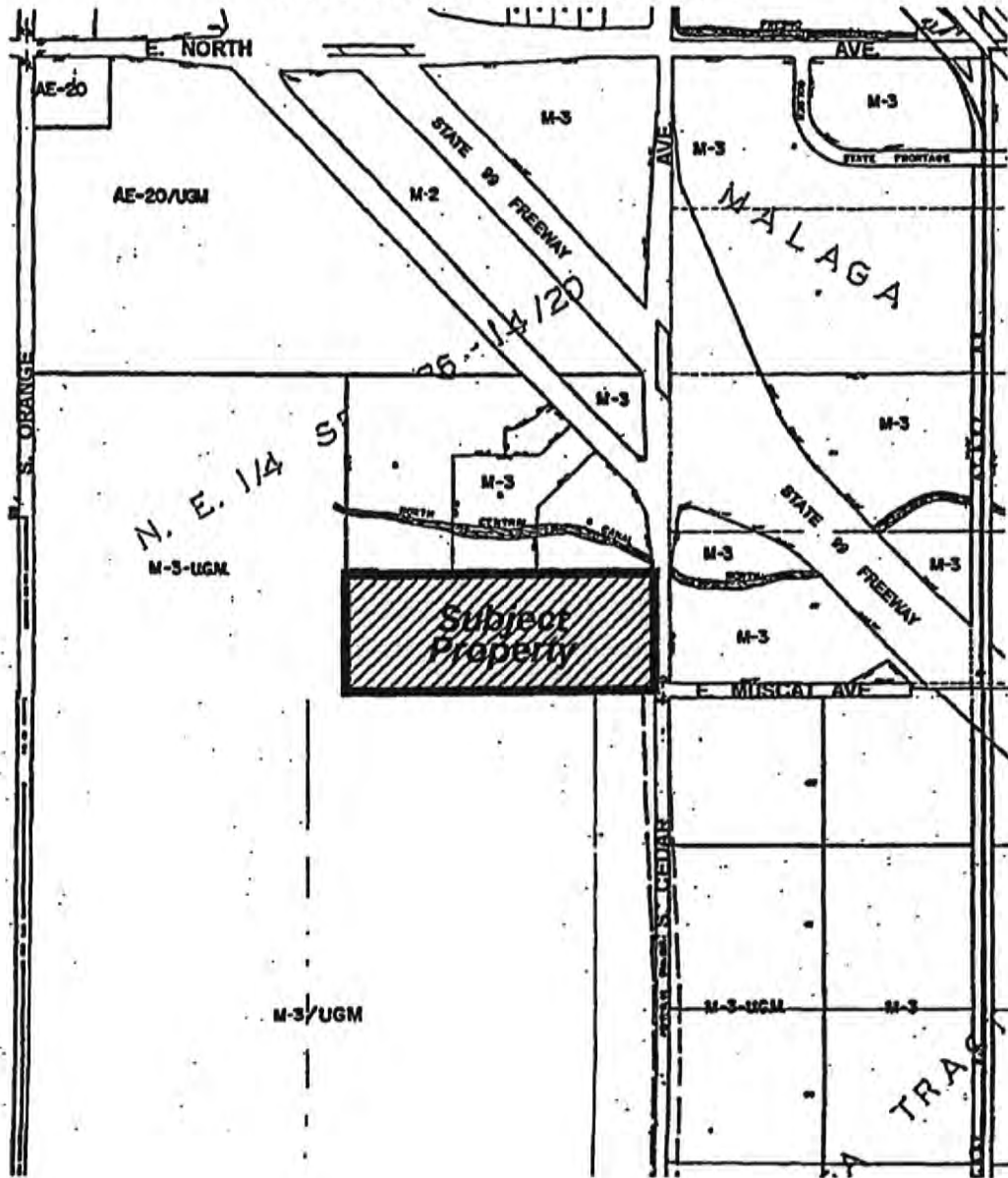
Date: October 15, 2003

**Section 711.4, Fish and Game Code**

J:\SBPROJ\C-03-118 18-NOD De Minimis.fm.wpd



# VICINITY MAP



**CITY OF FRESNO  
PLANNING & DEVELOPMENT DEPARTMENT  
NOTICE OF PROPOSED GRANTING OF SPECIAL PERMIT  
CONDITIONAL USE PERMIT APPLICATION NO. C-03-118**

NOTICE IS HEREBY GIVEN that the Director of the City of Fresno Planning & Development Department, in accordance with the Special Permit Procedure of Fresno Municipal Code Section 12-406, proposes approval of Conditional Use Permit Application (CUP) No. C-03-118, filed by the Orange Avenue Disposal Company, Inc. and the Frank Caglia Family Trust to authorize amendments to previously approved CUP No. C-01-063. The amendments would provide for an expansion of hours for receiving solid waste to 24 hours per day (but would not change previously approved hours for processing); would authorize the previously-described 12,000 square foot future expansion of the transfer station building; would add a 320 square foot electrical control room to the transfer station, would allow for a portable canopy to facilitate sorting of construction and demolition materials immediately upon receipt; and would change the location of the on-site ponding basin (orienting it north-south instead of east-west). This project is sited on 15 acres of property zoned M-3 (Heavy Industrial District) located at 3457 South Cedar Avenue (on the west side of S. Cedar Ave. south of S. Parkway Drive and north of the E. Muscat Avenue alignment).

1. Development and use of this site shall take place in accordance with final corrected Exhibits A, B, and L, dated July 28, 29003; the project's revised operational statement dated August 28, 2003; and special permit conditions of approval.\*
2. Development and use of the site shall continue to take place in accordance with the mitigation measures specified in Environmental Assessment No. C-01-063. An Addendum to the Mitigated Negative Declaration approved for CUP No. C-01-063 has been prepared for this project, pursuant to findings made under California Environmental Quality Act Guidelines Section 15164.\*

\*These documents are available for public review at the City of Fresno Planning & Development Department, Fresno City Hall Room 3043, 2600 Fresno Street, Fresno, California 93721.

It should be noted that development and use of this facility is also subject to review and permit approvals/regulation by Fresno County Environmental Health; the California Integrated Waste Management Board; Fresno Fire Department; and the San Joaquin Unified Air Pollution Control District.


For additional information regarding this project you may also call Sandra Brock of the Planning Division, 559-621-8041.

The proposed granting of this special permit by the City of Fresno is subject to an appeal/comment period of 15 days from the date of this Notice, in order to allow time for any interested parties to comment and/or to file an appeal. In the event you wish to comment or to protest the decision to grant this special permit, you may do so by filing a written appeal with the City of Fresno Planning & Development Director. The comment or appeal must include the appellant's interest in/relationship to the subject property; reference to the specific decision or action being commented upon or appealed; and, if applicable, the specific reason(s) why the decision or action is being appealed (i.e., why the appellant believes the action should not be upheld).

ANY WRITTEN COMMENT OR APPEAL must be directed to the above address for the Planning & Development Department and must be received by the Planning Division by 5 p.m. on October 14, 2003.

PLANNING & DEVELOPMENT DEPARTMENT

Dated: September 29, 2003  
Assessor's Parcel No. 330-220-03

  
\_\_\_\_\_  
Nick P. Yovino, Director

JISBPROJC-03-118 11 MailedPropGranting.not





# QUARTERLY COMMERCIAL NEWSLETTER

## January | 2021



### AB 1826 Mandatory Commercial Organic Recycling - What Your Business Should Know

Assembly Bill 1826 was passed in 2014 with a goal of diverting organic waste from landfills and reducing methane emissions statewide. The bill was designed to phase in requirements to local municipalities to allow California businesses time to adhere to the new laws.

On September 15, 2020, California tightened their State law requirements surrounding commercial organic recycling. The law now states that any business or multi family dwelling of five (5) or more units who generate at least two cubic yards of solid waste per week are required to have an organic recycling program in place.

Business who do not have an organic recycling program are considered "non-compliant".

#### Why is organic recycling important for my business?

To put it simply, not recycling organic material is wasteful. According to the EPA, more food waste ends up in landfills than any other single item. Organic waste takes up about 21-25% of the average landfill.

As business owners, we all have a responsibility to help our State lower the numbers in these statistics.

Did you know? Reducing the amount of organic waste your business throws into the garbage container can actually save you money? Most organic recycling options actually cost less than trash services.

Industrial Waste & Salvage is committed to ensuring all of the commercial businesses we serve stay in compliance with State laws. We offer front load organic waste services ranging from one (1) yard up to six (6) yards

If your business requires more space, we offer organic roll-off services in three sizes; twelve (12) yards, twenty five (25) yards and forty (40) yards.

Our services can be customized to fit your unique business requirements with services up to 6 days per week. Call us today to get an organic recycling program started for your business.



**CalRecycle**

### HOLIDAYS OBSERVED THIS QUARTER:

NEW YEAR'S DAY | FRIDAY, JANUARY 1

*PLEASE NOTE: OUR OFFICE WILL BE CLOSED ON THIS DAY AND SERVICE MAY BE DELAYED BY ONE DAY DURING THIS WEEK.*

**QUARTERLY FACT:** Recycling just one ton of paper saves enough energy to power the average American home for 6 months.

# FREE CHRISTMAS TREE DISPOSAL

Drop off your Christmas Tree in Fresno at  
Cedar Avenue Recycling & Transfer Station

**SATURDAY - JANUARY 9 2021**

TREES MUST BE NATURAL. ALL DECORATIONS SUCH AS TINSEL, ORNAMENTS & LIGHTS MUST BE REMOVED PRIOR TO DISPOSAL. ARTIFICIAL TREES WILL BE CHARGED AS TRASH. OFFER IS VALID FOR ONE (1) TREE PER CAR.







# Quarterly Commercial Newsletter

April 2021  
2nd Quarter



## AB 1826: Commercial Organics Waste Recycling

Organics waste is considered food waste, green waste, land-scape and pruning waste, non-hazardous wood waste, and food-soiled paper waste that is mixed in with food waste. Examples of food-soiled paper include uncoated products such as napkins, paper towels, tissues, egg cartons, and some paper plates and cups.

As of September 15, 2020, commercial and industrial businesses such as hospitals, stores, and residential dwellings with 5+ units who generate two or more cubic yards of solid waste per week are required to have an organics program in place.

**If you do not have a recycling program in place for food and green waste, call IWS to launch one at your business.**

Organizations can comply with the law by doing one of the following:

- Separating food waste from trash/recycling, and serviced by a vendor.
- Recycling organic waste on site, or self-hauling organic waste off site for recycling.

- Order service from an organic waste recycling company that may include mixed waste processing that specializes in recycling of organic waste

The goals of the mandatory commercial organics recycling law (AB 1826) includes helping the State of California achieve its recycling and greenhouse gas emission reduction goals. Greenhouse gas emissions resulting from the decomposition of organic waste in landfills has been identified by the state as a contributing cause of air pollution.

By complying with AB 1826, your business or apartment complex is doing its part to reduce pollution and improve the Central Valley's air quality, which creates a better quality of life for all!

If your business or organization produces food or green waste and you have not yet established a recycling program so that you are in compliance with AB 1826, call IWS. We can perform a waste audit and help you establish an organics collection service that fits your business needs.

To learn more about AB 1826, visit [CalRecycle.ca.gov](http://CalRecycle.ca.gov)

## HOLIDAYS DURING THIS QUARTER

**Memorial Day | Monday, May 31**

We are OPEN on this day and running regular service routes.

Each day in the United States approximately one pound of food per person is wasted. This equates to

**30-40% of the food supply**

according to the US Department of Agriculture.



Did you know it takes plastic foam approximately 500 years to break down in a landfill? 2.3 million tons are sent to the landfill each year! It may seem like an easy, cost-friendly solution for your business but petroleum based plastics like Styrofoam are harmful to the environment and have even been banned in many cities such as New York City, Seattle, and Portland.

Consider these biodegradable alternatives:



To-Go Cups



Food Containers



Egg Cartons



Packing Peanuts

### THRESHOLD AS OF SEPTEMBER 15, 2020

BUSINESSES AND MULTI-FAMILY RESIDENCES THAT GENERATE 2 CUBIC YARDS OR MORE OF SOLID WASTE, (TOTAL TRASH, RECYCLABLES, AND ORGANICS).



**HAPPY EARTH DAY!**

April 22







# Quarterly Commercial Newsletter

JULY 2021

3rd Quarter



## The Benefits of Reducing, Reusing and Recycling

We often hear that it is important to reduce, reuse and recycle. California has implemented laws for commercial businesses to help achieve its recycling goals. In 2012, Governor Jerry Brown signed Assembly Bill 341, to reduce greenhouse gas emissions (GHG) by diverting solid waste\* from landfills. Just four years later, Assembly Bill 1826 was released, setting a goal of further reducing GHG emissions. California has phased in requirements to ensure compliance.

**AB 1826:** As of September, 2020, commercial businesses and multi-family buildings with five or more units that generate 2 cubic yards or more of solid waste are required to recycle their organic material.

**AB 341:** Commercial businesses and multi-family buildings with five or more units must recycle.

As of July 1, 2020 - AB341 and AB1826 covered businesses must provide organics and recycling containers to collect waste generated from products purchased and consumed on the premises.

Here are some suggestions to make reducing, reusing and recycling an easy part of every work day.

### Reduce

- Buy reusable plastic, glass or stainless items.
- Buy products with less packaging.
- Donate used appliances, building materials, clothes,

electronics, furniture, etc. to a local non-profit organization's thrift store for resale.

### Reuse

- Reuse plastic bags.
- Plastic and glass containers that originally contained food items like spreadable butter and pickles can be washed and used to store leftovers.
- Buy used appliances, clothes, furniture, etc. from thrift stores and garage sales.
- Buy used automobiles from charitable organizations that reclaim and repair them for sale.

### Recycle

Here is a short list of recyclable items:

- Beverage Containers
- Glass Bottles & Containers
- Metal, Aluminum, & Steel
- Paper (anything that rips)
- Plastics

Remember to reduce, reuse and recycle—it helps keep the Central Valley environmentally clean and sustainable.

To learn more ways to recycle, visit our website listed below or visit:

[www.epa.gov/recycle](http://www.epa.gov/recycle)  
[www.calrecycle.ca.gov](http://www.calrecycle.ca.gov)

\*solid waste is the total of trash, recycling, and organics

## HOLIDAYS DURING THIS QUARTER

Independence Day | Monday, July 5 (Observed)  
 Labor Day | Monday, September 6

**We are OPEN on these days and running regular service routes.**

### QUARTERLY FACT:

ACCORDING TO THE ENVIRONMENTAL PROTECTION AGENCY (EPA), THE UNITED STATES GENERATED 12.3 MILLION TONS OF GLASS IN 2018. UNFORTUNATELY, ONLY 31.3% OF IT WAS RECYCLED. WE CAN DO BETTER.



## FULL TIME JOBS AVAILABLE

WE'RE HIRING IN FRESNO!

- CLASS A DRIVER
- COMMERCIAL DRIVER

TO APPLY OR VIEW OTHER JOBS IN THE CENTRAL VALLEY, VISIT OUR WEBSITE'S CAREERS PAGE!







# Quarterly Commercial Newsletter

OCTOBER 2021  
4th Quarter



## 5 Ways Reduce Food Waste this Holiday Season

In July of 2020, California recycling laws went into effect that state all AB341 and AB1826 covered businesses must provide organics and recycling containers to collect waste generated from products purchased and consumed on the business premises.

Whether or not your business sells food, the holidays usually come with company potlucks and other festivities. Here are a few tips to help reduce unnecessary food waste.

- 1. Make a Shopping List.** The easiest way to reduce food waste is to avoid creating it in the first place. By making a shopping list beforehand and sticking to it, you can eliminate impulse buys that lead to waste. If you plan to cater your event, make sure to order exact serving amounts and account for your staff's dietary needs.
- 2. Think Smaller.** How you serve food plays a key role in reducing food waste. Using smaller serving spoons and plates can help eliminate heaps of food going to waste. Bigger plates tend to lead to people piling on more than they can eat. By using smaller plates, staff can still load up and go for seconds if they wish. Pro tip: offer drinks in resealable containers to help eliminate beverage waste.
- 3. Remember Food Safety.** It's common to have snacks or goodies out for your employees throughout the holidays. According to the

USDA, cooked food sitting at room temperature can rapidly grow bacteria and become unsafe to eat. Most food including deli trays and other dairy should only be left out no more than two hours. Putting food out in smaller quantities for shorter periods of time can help save it from getting tossed.

- 4. Use To-Go Containers.** Another way to avoid food ending up in the trash is to make to-go containers available to employees after potlucks or parties. Purchasing reusable or compostable food containers allows for staff to take any extras home. This will help you limit the amount of leftovers that would otherwise be thrown out.
- 5. Recycle.** If food does go bad or cannot be saved, the best option is either composting or recycling. Utilize your organics containers to ensure extra food does not end up in a landfill to rot. Taking these extra steps helps reduce greenhouse gas emissions that contributes to climate change.

To learn more about AB 341 and AB 1826, visit: [www.calrecycle.ca.gov](http://www.calrecycle.ca.gov)  
For more tips on reducing greenhouse gas emissions and diverting recyclable materials from landfills, visit: [www.calepa.ca.gov](http://www.calepa.ca.gov)

You can also visit the recycling education page on our website listed below.

## HOLIDAYS DURING THIS QUARTER

Thanksgiving Day | Thursday, November 25  
Christmas Day | Saturday, December 25  
New Year's Day | Saturday, January 1

We are **CLOSED** on these days. Thanksgiving week will be on holiday schedule. See below.

*PLEASE NOTE: We will be OPEN on Friday, December 24th for "Public Observed" Christmas.*

MON 11/22	TUE 11/23	WED 11/24	THUR 11/25	FRI 11/26	SAT 11/27
MON SERVICE	TUE SERVICE	WED + THUR SERVICE	CLOSED NO SERVICE	FRI SERVICE	SAT SERVICE



**QUARTERLY FACT:**  
If every American wrapped just 3 presents in re-used materials, it would save enough paper to cover 45,000 football fields. If we each sent 1 less holiday card, we'd save 50,000 cubic yards of paper.

**THE CURRENT THRESHOLD FOR AB 1826 IS 2 (TWO) CUBIC YARDS. THEREFORE, BUSINESS THAT GENERATE 2 CUBIC YARDS OR MORE OF ALL MATERIALS SHALL ARRANGE FOR ORGANIC WASTE RECYCLING SERVICE. NEED HELP? CALL US FOR A FREE WASTE AUDIT AT YOUR BUSINESS.**

## WE'RE HIRING IN FRESNO!

- COMMERCIAL DRIVER
- SCALE HOUSE ATTENDANT

TO APPLY OR VIEW OTHER JOBS IN THE CENTRAL VALLEY, VISIT OUR WEBSITE'S JOBS PAGE.





# WHAT IS ORGANIC WASTE?

Organic waste accounts for more than a third of the material in California's waste stream. **What exactly is organic waste and why is it important for your company to recycle it?** Simply put, organic waste contains materials which originated from living organisms such as plants or animals. Rules and regulations on organic waste can vary throughout California.

**Here's what you need to know for your business in Fresno County:**

## WHAT CAN BE RECYCLED



**FOOD SCRAPS** (includes fruit, vegetables, meat, dairy, bread, coffee grounds, etc.)



**GREEN WASTE** (includes general yard clippings, leaves, twigs, flowers, etc.)

While some items are recyclable and are technically organic, they may not actually belong in your organic waste container. Below are a few examples of items that currently cannot be recycled as organic waste and where they should go instead.

## COMMON MISTAKES WHEN RECYCLING ORGANICS



**PET WASTE/DECEASED ANIMALS**

TRASH



**DIAPERS/WIPES**

TRASH



**MEDICAL WASTE**

TAKE TO HHW DISPOSAL FACILITY



**PLASTIC BAGS**

TAKE TO LOCAL RECYCLING CENTER

Other items to keep out of your organic waste containers are: cardboard boxes, glass, hazardous waste/chemicals, liquid, metal, paper, plastic, and general trash.

**If you are unsure of which items are recyclable, give us a call!**



**559-999-1111**



# WHAT IS ORGANIC WASTE?

Organic waste accounts for more than a third of the material in California's waste stream. **What exactly is organic waste and why is it important for your company to recycle it?** Simply put, organic waste contains materials which originated from living organisms such as plants or animals. Rules and regulations on organic waste can vary throughout California.

**Here's what you need to know for your business in Fresno County:**

**WHAT CAN BE RECYCLED**



**FOOD SCRAPS (includes fruit, vegetables, meat, dairy, bread, coffee grounds, etc.)**

While some items are recyclable and are technically organic, they may not actually belong in your organic waste container. Below are a few examples of items that currently cannot be recycled as organic waste and where they should go instead.

**COMMON MISTAKES WHEN RECYCLING ORGANICS**

			
<b>PET WASTE/DECEASED ANIMALS</b>	<b>DIAPERS/WIPES</b>	<b>MEDICAL WASTE</b>	<b>PLASTIC BAGS</b>
TRASH	TRASH	TAKE TO HHW DISPOSAL FACILITY	TAKE TO LOCAL RECYCLING CENTER

Other items to keep out of your organic waste containers are: cardboard boxes, glass, hazardous waste/chemicals, liquid, metal, paper, plastic, and general trash.

**If you are unsure of which items are recyclable, give us a call!**



**559-999-1111**



# COMMERCIAL RECYCLING

Recycling can benefit your community and the environment. Sometimes recycling can be confusing because acceptable materials can vary by county in California.

**Here's what you need to know for your business in Fresno County:**



**GLASS**  
bottles, jars 



**METAL**  
aluminum cans & bottles, steel cans 

## REMEMBER:

**DO NOT** throw your recycling away in a bag.



**STYROFOAM**



**PLASTIC**  
all container types 1-7 no lids 



**PAPER**  
computer paper, envelopes, file folders, magazines, newspaper, junk mail 



**INK CARTRIDGES**

**DO NOT PUT THESE ITEMS IN YOUR RECYCLING CART!**



**PLASTIC BAGS**



**CARDBOARD**  
chipboard, food boxes, shipping boxes 



**HAZARDOUS WASTE**

**OTHER UNACCEPTABLE MATERIALS:** Candy Bags and Wrappers, Chip Bags, Drinking Straws, Medical Waste (Syringes, Lancets, Needles and Bags), Oil, Antifreeze or Other Automotive Fluids, Paper Towels (Clean or Dirty) Paper Plates, Cups and Bowls, Plastic Bubble Wrap, Ribbon/Bows, Tissues or Toilet Paper.



559-999-1111

To order recycling containers, call or contact us at [www.cagliarecycling.com](http://www.cagliarecycling.com)



# MULTI-FAMILY DWELLING (MFD) RECYCLING

Recycling can benefit your community and the environment. Sometimes recycling can be confusing because acceptable materials can vary by county in California.

**Here's what you need to know for your MFD in Fresno County:**



**GLASS**  
bottles, jars 



**METAL**  
aluminum cans & bottles, steel/tin cans 

## REMEMBER:

**DO NOT** throw your recycling away in a bag.



**STYROFOAM CUPS/CONTAINERS**



**DO NOT PUT THESE ITEMS IN YOUR RECYCLING CART!**

**WRAPPING PAPER/SHINY OR GLITTERY PAPER**



**PLASTIC**  
all container/jug types 1-7 no lids 



**PAPER**  
office paper, envelopes, file folders, magazines, newspaper, junk mail 



**PLASTIC BAGS**



**CARDBOARD**  
chipboard, food boxes, shipping boxes (flattened) 



**HAZARDOUS WASTE**

**OTHER UNACCEPTABLE MATERIALS:** Candy Bags and Wrappers, Chip Bags, Diapers/Wipes, Drinking Straws, Medical Waste (Syringes, Lancets, Needles and Bags), Oil, Antifreeze or Other Automotive Fluids, Paper Towels (Clean or Dirty) Paper Plates, Cups and Bowls, Plastic Bubble Wrap, Ribbon/Bows, Tissues or Toilet Paper.



559-999-1111

If you're unsure about an item, call or contact us at [www.cagliarecycling.com](http://www.cagliarecycling.com)



Business Name	Address	Service Type	Size	Notes
At Home Stores	1075 Shaw	Compactor	40-yd, 1-2x month	
Best Buy	654 W. Herndon	Compactor	40-yd, 1x month	Receiver box rental
Clovis Community Hospital	2755 Herndon	Compactor, Receiver Box, Roll off	30-yd, 15-yd, 40-yd, 37x month	
Costco	2270 Clovis	Compactor	40-yd, 5x month	
Dick's Sporting Goods	1225 Herndon	Compactor	40-yd, 1x month	Receiver box rental
Food Maxx	1355 Shaw	Compactor	30-yd, 2x month	
Future Ford	920 W. Shaw	Compactor	30-yd, 1x month	
Hobby Lobby	1425 Shaw	Compactor	40-yd, 1x month	Receiver box rental
Home Depot	845 W. Shaw	Compactor	40-yd, 4x month	
Home Goods	1395 Herndon	Compactor	40-yd, 1x month	Receiver box rental
In N Out Burger	382 N. Clovis	Compactor	30-yd, 3x month	
Kaiser Hospital	2071 Herndon	Compactor	15-yd, 1x month	
Kohl's	1000 Shaw	Compactor	40-yd, 3x month	Receiver box rental
Lowe's	875 Shaw	Compactor	40-yd, 9x month	
Marshall's	540 Shaw	Compactor	40-yd, 2x month	Receiver box rental
Michael's	255 W. Shaw	Compactor		Rarely used
Ross	920 Herndon	Compactor	40-yd, 1x month	
Save Mart	1835 Herndon	Compactor	30-yd, 1-2x month	
Sears	1140 Shaw	Compactor	40-yd	Rarely used
SVM S #1 (Sierra Vista Mall)	1050 Shaw	Roll off	30-yd, 4-5x month	Is listed and included with compactors
SVM #2	1050 Shaw	Compactor	1x month	
SVM #3	1050 Shaw	Compactor	1x month	

SVM SW23	1050 Shaw	Compactor		Rarely used
Solstice Senior Living	2100 Fowler	Compactor	25-yd, 5x month	
Sprouts	850 Herndon	Compactor	30-yd, 3x month	
SVM Theater	1050 Shaw	Compactor	40-yd, 4x month	
Target	695 W. Herndon	Compactor	40-yd, 3x month	
Target	900 Shaw	Compactor	30-yd, 2x month	
TJ Maxx	675 W. Herndon	Compactor	30-yd, 2x month	Receiver box rental
Vons	3100 Fowler	Compactor	30-yd, 2x month	
Vons	1650 Herndon	Compactor	35-yd, 2x month	
Walmart	1185 Herndon	Compactor	30-yd, 6x month	
Walmart	323 W Shaw	Compactor	30-yd, 6x month	
Walmart	1830 Shaw	Compactor	30-yd, 1x month	
Winco Foods	396 W. Ashlan	Compactor	35-yd, 13x month	
Yosemite Gardens	2100 Fowler	Compactor	25-yd	rarely used
Quality Carpet	297 Shaw	Roll off	30-yd, 15x month	
	324 N.			
Builders Flooring	Minnewawa	Roll off	50-yd, 13x month	
Unlimited Door	1173 Dayton #103	Roll off	40-yd, 1x month	
City of Clovis	908 Villa	Roll off	25-yd, 5x month	
New Image Pool Interiors	906 Hoblitt	Roll off	40-yd, 5x month	
Carpet Mill Outlet	2953 Larkin	Roll off	25-yd, 2x month	
Thomaco Property Management	1610 Herndon	Front Loader	6-yd, 6x week	
Thomaco Property Management	1850 Herndon	Front Loader	6-yd, 6x week	
Thomaco Property Management	1850 Herndon	Front Loader	6-yd, 6x week	
Thomaco Property Management	1660 Herndon	Front Loader	4-yd, 6x week	Has two 4-yd bins
Valley Fence	3305 Lind	Front Loader	6-yd	Has two 6-yd bins
Villa Mobile Home Park	1272 S. Villa	Front Loader	4-yd, 1x week	Also has Lock-lid service
United Artists Cinema	2301 Villa			Is listed as 3, 3yd front loaders but is a compactor

Thomason Development	3170 Fowler	Front Loader	6-yd, 6x week	
Thomason Development	3150 Fowler	Front Loader	6-yd, 4x week	
Thomason Development	3140 Fowler	Front Loader	4-yd, 3x week	
Minnick Roofing	2974 Phillip	Front Loader	6-yd, 1x week	Has two 6-yd bins
Pelco	3500 Pelco Way	Roll off	25-yd	
Rodeo Grounds				
Misc Old Town Events			Various	
Clovis Glass	99 Sunnyside	Roll off	Various	Temporary rental - since July 2019
Golden State Plastering	1580 Menlo	Roll off	Various	Temporary rental - 4 or more years
Ferguson Enterprises	300 Park Creek	Roll off	Various	Temporary rental - 4 or more years

PO Box 446  
Fresno, CA 93709



**Glenn L. Eastes II, PE, MBA**  
Assistant Public Utilities Director  
City of Clovis, Public Utilities  
155 N. Sunnyside Avenue  
Clovis, CA 93611

July 10, 2024

Dear Glenn,

The City of Clovis, Public Utilities Department, *Large Container Service Agreement*, completes its initial term effective December 31, 2024. As stipulated in Article 7, *Term of Contract*:

*...The Contract was award December 31, 2021 for an initial three-year term with an option to extend for an additional 3-year term upon mutual consent.*

Please let this letter serve as the official request, of Industrial Waste and Salvage, to extend the contract which was named above for an additional three-year term.

If you have any questions regarding this request, please reach out to me via cell phone, or e-mail.

Best Regards,

A handwritten signature in blue ink that reads "Keith Hester".

Keith Hester  
General Manager  
Caglia Environmental/IWS  
[khester@cagliarecycling.com](mailto:khester@cagliarecycling.com)  
559-417-8307

cc: Scott Redelfs  
Public Utilities Director  
City of Clovis





**EXTENSION OF  
LARGE CONTAINER SERVICE AGREEMENT**

This Extension of the Large Container Service Agreement (“Extension”) is entered into effective on September 17, 2024, by and between the City of Clovis, a California municipal corporation (“City”) and Industrial Waste & Salvage Co., a California corporation (“IWS”) pursuant to the following recitals:

**RECITALS:**

WHEREAS, City and IWS entered into a certain Large Container Service Agreement dated December 13, 2021 (“Agreement”), the terms of which are incorporated herein by this reference; and

WHEREAS, City and IWS entered into a First Amendment to Large Container Service Agreement dated June 19, 2023 (“First Amendment”), and IWS has been diligently undertaking its responsibilities as identified in the Agreement and First Amendment; and

WHEREAS, the Agreement authorizes the initial three year term to be extended for an additional three years upon mutual written consent of both parties, and both the City and IWS desire to extend the term of the Agreement for an additional three years as provided herein.

NOW THEREFORE, in consideration of the mutual covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and IWS agree as follows:

**AGREEMENT:**

1. Recitals. The Recitals stated above are true and correct and are a substantive part this Extension of Large Container Service Agreement (“Extension Agreement”).
2. Extension of Agreement and Rate Sheet. The term of the Agreement as provided in Article 7 of the Agreement is extended three (3) years to and including December 31, 2027.
3. All Other Terms Remain in Effect. Except as expressly set forth herein, all other terms of the Agreement and First Amendment shall remain unchanged and in full force and effect, including all capitalized terms defined in the Agreement and First Amendment unless otherwise defined in this Extension Agreement, and the Agreement shall be interpreted so as to give full force and effect to this Extension Agreement.

///

///

[Signatures on page 2]

///

IN WITNESS WHEREOF, the City and IWS have signed this Extension Agreement effective on the date set forth above.

CITY:  
City of Clovis, a California  
Municipal Corporation

IWS:  
Industrial Waste & Salvage Co., a  
California Corporation

By: \_\_\_\_\_  
John Holt, City Manager

By: \_\_\_\_\_  
Richard Caglia, CEO

By: \_\_\_\_\_  
Keith Hester, General Manager



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: September 16, 2024

SUBJECT: Consider Approval – Res. 24-\_\_\_\_, Adoption of the City of Clovis 2023-2024 Consolidated Annual Performance and Evaluation Report (CAPER) for expenditure of Community Development Block Grant Funds.

**Staff:** Claudia Cazares, Housing Program Manager  
**Recommendation:** Approve

ATTACHMENTS: 1. Resolution  
 2. 2023-2024 Consolidated Annual Performance and Evaluation Report (CAPER)

### RECOMMENDATION

For the City Council to approve a resolution adopting the City of Clovis 2023-2024 Consolidated Annual Performance and Evaluation Report (CAPER) for expenditure of Community Development Block Grant Funds.

### EXECUTIVE SUMMARY

The U. S. Department of Housing and Urban Development (HUD) requires the City to adopt the attached 2023-2024 CAPER reporting on the expenditure of Community Development Block Grant Funds and submit the report to HUD by September 30, 2024.

### BACKGROUND

As an entitlement city that receives Community Development Block Grant (CDBG) funds from HUD, Clovis must adopt a yearly performance report (“CAPER”) which reports on the status of CDBG projects and on the expenditure of funds for the previous program year.

During the program year City staff was able to complete the following projects:

1. Dennis, Beverly, Mitchell Neighborhood Alleys Reconstruction (6 alleys reconstructed south Sierra Vista Elementary School)
2. Housing Rehabilitation (15 homes repaired)

3. Micro-Enterprise Culinary Kitchen (8 business owners assisted)
4. Utilities Assistance Program (8 households assisted)

Several other projects are underway and will be completed in the following fiscal year, including:

- Gould Canal Improvements (Ashlan and Peach)
- Brookhaven/Rosebrook Alleys Reconstruction

#### **FISCAL IMPACT**

None.

#### **REASON FOR RECOMMENDATION**

HUD requires the City Council to adopt a CAPER each year reporting on the previous year's activity in completing CDBG projects and expending funds. The recommended action meets HUD's requirements to receive CDBG funds as an entitlement city.

#### **ACTIONS FOLLOWING APPROVAL**

The 2023-2024 CAPER and Resolution will be submitted to HUD.

#### **CONFLICT OF INTEREST**

None.

Prepared by: Claudia Cazares, Housing Program Manager

Reviewed by: City Manager *JA*



RESOLUTION 24-\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADOPTING THE 2023-2024 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

WHEREAS, the City Council of the City of Clovis is a U. S. Department of Housing and Urban Development (HUD) entitlement city for the purpose of receiving Community Development Block Grant funds; and

WHEREAS, HUD requires the City of Clovis to adopt a Consolidated Annual Performance and Evaluation Report (CAPER) to report on the 2023-2024 project year's activity in completing CDBG projects and expending funds.

NOW, THEREFORE, BE IT RESOLVED that the City of Clovis approves and adopts the 2023-2024 CAPER.

\* \* \* \* \*

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2024, by the following vote, to wit.

- AYES:
NOES:
ABSENT:
ABSTAIN:
DATED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**Consolidated Annual Performance  
and Evaluation Report (CAPER)  
2023-2024 Program Year  
Community Development Block Grant**

**Clovis City Council**

Lynne Ashbeck, Mayor

Vong Mouanoutoua, Mayor Pro Tem

Drew Bessinger

Diane Pearce

Matthew Basgall

**John Holt, City Manager**

**Andrew J. Haussler, Assistant City Manager**

**Public Review Draft**

**August 30, 2024**

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

#### 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Clovis continues to make significant progress in carrying out the Consolidated Plan, Strategic Plan and Action Plan. During the reporting year of 2023-2024 (the third year with the 5-year Consolidated Planning period) the City's accomplishments include the following:

- Home Rehabilitation Grant Program: This program includes rehabilitation work completed during the program year to preserve Clovis' affordable housing stock for low-income, owner-occupied households. Rehabilitation was completed for 15 households.
- Economic Development - MicroEnterprise - Community Kitchen: CDBG funds are utilized to assist low-income persons to participate with the Clovis Culinary Center to establish professional culinary businesses as entrepreneurs. The Clovis Culinary Center provides a fully equipped commercial kitchen space, hands on technical assistance, training and support for the participants. CDBG funds assisted 8 low-income entrepreneurs successfully manage their food based business.
- Capital Improvement Projects: During the program year the City utilized CDBG funds to complete the Dennis Beverly Alley Phase 1 and Phase 2 alley projects. The project funded repaving of 6 alleys, totaling approximately 63,900 square feet. Improvements included asphalt pavement, new concrete valley gutters and concrete drive approaches.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

(table on next page)

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Administration	Administration	CDBG: \$	Other	Other	0	0				
Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	125	38	30.40%	20	15	75.00%
Economic Development	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0		0	0	
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	0		10	8	80.00%
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	50	32	64.00%	0	0	
Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5300	2915	55.00%	1855	1810	97.57%
Public Services	Non-Homeless Special Needs Crime Awareness	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125000	56855	45.48%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date



**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

All activities implemented during this program year were identified through the City’s Citizen Participation Planning process when creating the Consolidated Plan and Annual Action Plan. All activities completed during this program year were determined to meet a high priority identified in the Consolidated Plan, including: Increase, Improve and Preserve Affordable Housing for Families/Seniors/Veterans, Job Creation and Retention, and Improving Public Facilities.

**CR-10 - Racial and Ethnic composition of families assisted**

**Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)**

	<b>CDBG</b>
White	931
Black or African American	3
Asian	181
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	10
<b>Total</b>	<b>1,127</b>
Hispanic	219
Not Hispanic	966

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

**Narrative**

Racial and ethnic status was tracked for all activities, and is reflected on the chart above. Not included above is the race referred to as "other", or "two-or-more races", which included 68 additional assisted individuals. Individual demographic information is derived from applicant information available in their activity file. For area-benefit activities, racial and ethnic demographics were taken from the LMI census tracts/block groups in which activities were completed. The Activities included above are: Owner Occupied Housing Rehabilitation, Micro-Enterprise Culinary Kitchen, CDBG-CV Utility Payments and the 20092 Dennis/Beverly/Mitchell Alleys Improvements.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,534,916	774,239

**Table 3 - Resources Made Available**

**Narrative**

The amounts reported in Resources Made Available and Amount Expended During Program Year includes amounts from both the CDBG FY 2023-2024 entitlement allocation and project savings from prior year's projects.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of Clovis Low-Moderate Census Tracts	100	100	Low Mod Census Tracts

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

The Consolidated Plan does not identify any targeted areas for investment. Instead, Clovis spreads resources throughout the City, which resulted in a 100% LMI benefit.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

There is no matching requirement for the CDBG Program. However, the City of Clovis pairs CDBG housing program funds with non-CDBG funds for affordable housing projects.

The City administers its Housing Rehabilitation CDBG Grant funded program in conjunction with the State of California funded CalHome Loan Housing Repair Program. Of the 15 CDBG assisted households, 7 also received a CalHome Loan to provide repairs in their homes. In addition to these homeowners, the City completed four (4) additional Cal-Home loan-only projects during the program year. A total of 19 homeowner rehabilitation projects were completed during the program year.

During the program year, the City also entered into a development agreement in the amount of \$1,481,281 with a local affordable housing developer partnership, AHDC and Better Opportunities Builder, for the development of a 47 unit affordable housing project for low-income seniors. The project is named 135 Osmun Senior Apartments. In 2024, the developer purchased the property for the development, and prepared funding applications for development financing. It is anticipated that the developer will apply for development financing during the 2024-2025 program year, and 2025-2026 program year if needed. The project will be reserved for seniors at or below 60% of AMI.

**CR-20 - Affordable Housing 91.520(b)**

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	20	15
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>20</b>	<b>15</b>

Table 55 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	20	15
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>20</b>	<b>15</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City of Clovis increased its housing staff during the program year. The additional staff was instrumental in ensuring additional housing rehabilitation grant projects were completed during the reporting year.

**Discuss how these outcomes will impact future annual action plans.**

The demand for the home repair program remains high. The City continually sees interest in the program throughout the program year. The City expects to continually get closer to fulfilling goals in future years, now that the program has additional staff. Additionally, the City works with two local non-profit consultants to assist in the implementation of the rehabilitation programs. Self-Help Enterprises

and Habitat for Humanity will continue to provide inspection and construction management services which will enable City staff to meet or exceed the rehabilitation goals.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	2	0
Low-income	5	0
Moderate-income	8	0
<b>Total</b>	<b>15</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The information in the table above identifies demographics for the City's Housing Rehabilitation Program only.



## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Clovis does not operate a dedicated homeless shelter nor provides direct services. However, the City is an active supporter and participant in the MAP Point at the Poverello House (a local intake service provider and homeless shelter in Fresno, California) as a part of the Fresno Madera Continuum of Care (FMCoC). Those needing services within Clovis are provided an opportunity to utilize the MAP services. The MAP Point (Multi-Agency Access Program) is an integrated intake process that connects individuals facing homelessness, and connects them with housing and services. MAP connects homeless persons facing challenges with services related to behavioral health, substance abuse, physical health and/or mental health and social services.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Clovis does not receive funding for emergency shelter and transitional housing services. However, Clovis is an active member of the Fresno Madera Continuum of Care (FMCoC), which is the organization that acts as the regional planning body to address homelessness in the region. City staff also participates, annually, in the Point-in-Time count to identify the number and location of homeless persons to better provide them services, and also participates in the ranking committee for the FMCoC's application to HUD for Homeless Housing Funds. Additionally, the Marjaree Mason Center, for domestic violence victims, operates a shelter in the City, and is a valued partner in our community.

During the Program Year, City of Clovis staff provided support services to Butterfly Gardens permanent supportive housing, which is a 75-unit development for very low-income persons experiencing homelessness and persons with disabilities. Previously, the City provided the developer a \$300,000 grant for the development of the project.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Clovis residents have access to many facilities within Fresno County, including assisted and independent residential facilities for both the general adult population and the elderly. There are 213 residential

elderly care facilities in the County of Fresno, with capacity for over 5,000 persons. There are 161 Adult residential facilities, with capacity for over 900 persons.

More importantly, the City continues to support Butterfly Gardens, a 75-unit permanent supportive housing development. The project receives referrals through the Multi-Agency Access Point for the County, as well as through the County's Behavioral Health Department, which assist persons who are at risk of becoming homeless, and particularly those likely to become homeless after being discharged from institutions. Tenants receive wrap-around services to assist them in continuing their housing journey, and stabilizing their lives.

Finally, the City of Clovis was awarded CDBG-CV funds to assist low income families with COVID related payments due. During the program year the City Council approved utilizing CDBG CV funds to assist low income families pay for Utility Payments in arrears, which include water, sewer and garbage. During the program year, a total of 8 households were assisted with paying off their utility payments in arrears.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Clovis doesn't own a dedicated homeless shelter. However, as identified above, the City is an active partner in the MAP services, FMCoC, and has provided grant funding for Butterfly Gardens for permanent supportive housing units in Clovis.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City of Clovis considers the local public housing authority (Fresno Housing) a valuable partner in the provision of affordable housing and supportive services to our residents.

During a previous program year, the City implemented an Affordable Housing Development Impact Fee Reduction program and housing staff is an active participant in the review and processing of affordable housing development applications. The City previously provided \$1,000,000 in grant funding to Fresno Housing for the construction of a 60-unit apartment complex in Clovis for LMI tenants. Construction was completed in June of 2021. Solivita Commons is considered a welcome addition to the City's affordable housing stock.

During the reporting year, the City has also awarded \$1,481,281 in Permanent Local Housing Allocation (PLHA) monies to a local housing developer who is partnering with Fresno Housing to construct an 47-unit affordable multi-family housing project.

Additionally, City staff assists low income residents to access public housing by providing assistance, referrals and information regarding access to Fresno Housing's services.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

Clovis competes competitively for State HOME funds for the purpose of operating a first-time homebuyer program for LMI households, and advertises this program throughout the City. The City did not have an operating First Time Homebuyer Program during the reporting period.

Additionally, during the reporting period, in early 2024, the City received a \$415,600 grant from the State of California CalHome program for mortgage assistance for mobile homes. It is anticipated that the program will be implemented in the next year.

### **Actions taken to provide assistance to troubled PHAs**

The Fresno County Housing Authority is not considered to be a troubled PHA.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

During the program year, the City of Clovis started implementation of several new programs intended to remove or ameliorate the potential negative effects of public policies that serve as barriers to affordable housing. Programming that began during the reporting period includes:

1. Development of an Affordable Housing Development Impact Fee Deferral Program, which will provide a loan to affordable housing developers to pay for a portion of major water and sewer fees, depending on the income targeting of the development. Loans are at low interest, due and payable after 17 years.
2. Amendment to the City's zoning ordinance that will change the permitted density for the R-3 Medium Density Zone District from 15 units per acre, to 20 units per acre.
3. Establishment of a Housing Trust Fund to be included in the 2024-2025 City Budget. A total of \$1,000,000 will be set aside in this program for an affordable housing project(s) during the 2024-2025 year. A project will be selected in the upcoming year, and submitted to California HCD for a funding match.
4. Real Property Dedication: the City anticipates deeding real property held in title by the City of Clovis, into the Housing Trust Fund Program, for an affordable housing project(s).
5. Mixed Income Zoning Ordinance: the City has hired a consultant to assist the City in the development of a mixed income zoning ordinance (or fee/land dedication in-lieu, or similar).

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City of Clovis works to implement the projects described in the Annual Action Plan. The City also pursued additional Federal, State, and private funding, when available, to assist in meeting the underserved needs of Clovis residents. Clovis competes competitively for State HOME funds for the purpose of operating a first-time homebuyer program for LMI households, and advertises this program throughout the City, when funding is available.

Additionally in early 2024 the City was notified it had received a \$415,600 grant from the State of California CalHome program for mobile home mortgage assistance, and \$1,396,626 in CalHome funds for mobile-home home repairs. Staff has started implementation of the housing rehabilitation program during the program year, and will market the home purchase program during the upcoming program year.

The City also committed \$1,481,281 from the State of California Permanent Local Housing Allocation program to an affordable multi-family development, as described above.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

All households assisted with housing rehabilitation funds receive a copy of EPA's brochure "Protect Your Family From Lead in Your Home". As needed, and required, homes will undergo lead hazard testing and assessment.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Poverty-level families are at constant risk of homelessness, being priced out of the housing market, and experiencing income insecurity. Unfortunately, Clovis does not receive funding specifically for the provision of homeless services or to generally assist poverty level families. However, the City is an active member of the Fresno Madera Continuum of Care, and continues to help Clovis' most vulnerable residents access the services of the region's social service providers. During the program year the City implemented the emergency utilities assistance program, to provide utility assistance to low income families affected by COVID-19. The City also continued its robust economic development programs which include business attraction, job creation, and coordination with local educational institutions to improve economic conditions in Clovis and the greater region. City staff also provides poverty-level families with referrals and information in regards to tenant's rights.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Clovis staff is responsible for the administration of the CDBG program. Staff takes full advantage of training opportunities including online, local and regional training and works closely with HUD staff and other counterparts in the region. During the program year, staff has focused on attending Fair Housing and Equal Opportunity training.

### **Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Clovis is an active member of the Fresno Madera Continuum of Care (FMCoC), which is the organization that acts as the regional planning body to address homelessness in the region. City staff sits on the Executive Board and assists in reviewing programmatic applications for HUD funding. Clovis also maintains membership, and is an active participant in the San Joaquin Valley Housing Collaborative who brings training, research and housing development to the Central Valley. The City is also in partnership with Habitat for Humanity and Self Help Enterprises to provide affordable housing opportunities through both homeownership and housing rehabilitation to low-income families, as funding becomes available.

The City actively partners with the local housing authority to provide housing funds for the development of affordable housing developments for low income families, and for permanent supportive housing units.



**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Clovis continues to refer residents who have a fair housing question/issue to the Fair Housing Council of Central California and works to implement programs in the City's Analysis of Impediments to Fair Housing Choice. Public transit was identified in the City's Analysis of Impediments to Fair Housing Choice as a potential barrier. In order to make the system more available to low-income riders and elderly residents, the Clovis City Council adopted a zero fare policy in the fall of 2020, which was in effect during the program year as well. The elimination of transit fares has alleviated public transportation as an impediment, and has made the option a viable one for residents. Additionally, the City completed a new 4-Factor Analysis and Language Access Plan, which identified two additional languages (apart from English) to provide translation for on vital documents (Spanish and Hmong). Finally, the City updated its Citizen Participation Plan, which now provides a more robust plan for engaging citizens and encouraging public participation.

**CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Clovis is the lead for monitoring compliance for the CDBG program. The City has established procedures based on HUD guidelines, technical support publications, and HUD monitoring handbooks to ensure the CDBG program is in compliance with applicable rules and regulations. The City's monitoring ranges from administering program wide comprehensive planning requirements as well as day to day activities such as determining income-eligibility, project location eligibility, accounting procedures, and on-site inspections for funded activities. The City's Engineering Department and Public Utilities Department monitors the minority business outreach and Section 3 compliance for all CDBG-funded public works activities.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A public notice in English, Spanish and Hmong, was published in the Fresno Bee and in the Business Journal on August 30, 2024, regarding the availability of the CAPER. The notice also identified public locations where citizens could review the 2023-2024 CAPER document, and provided instructions on how public comments could be submitted to the City. The public notice was also posted on the City of Clovis website, social media sites, and e-mailed to the CDBG interested parties list-serve. A 15-day comment period was given for the public to review the CAPER and provide feedback or suggestions to staff in regards to the document. The notice also included the date, time, and location of the scheduled public hearing relative to the Clovis City Council's public review and formal adoption of the 2023-2024 CAPER.

PLACEHOLDER: FOR ANY COMMENTS RECEIVED DURING PUBLIC COMMENT PERIOD AND PUBLIC HEARING

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

PLACEHOLDER: PENDING PUBLIC COMMENT AND PUBLIC HEARING

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

PLACEHOLDER: PENDING PUBLIC COMMENT AND PUBLIC HEARING

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**CR-58 – Section 3**

**Identify the number of individuals assisted and the types of assistance provided  
PENDING RECEIPT OF INFORMATION CIP**

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					



Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

**Attachment 1**  
**PR03 - CDBG Activity Summary Reports**  
**2022 Program Year**



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**PGM Year:** 2020  
**Project:** 0003 - Dennis/Beverly Alley Reconstruction  
**IDIS Activity:** 100 - Dennis-Beverly/Mitchell Beverly-San Jose Alley Reconstruction

Status: Completed 8/21/2023 12:00:00 AM      Objective: Create suitable living environments  
 Location: 1033 5th St Clovis, CA 93612-1313      Outcome: Sustainability  
 Matrix Code: Street Improvements (03K)      National Objective: LMA

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 04/20/2021

**Description:**

This activity will reconstruct the alley between Dennis and Beverly Avenues, Dennis and Mitchell Avenues, and Beverly and San Jose Avenues in Clovis.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2019	B19MC060062	\$62,845.00	\$0.00	\$62,845.00
		2020	B20MC060062	\$376,792.61	\$122,658.31	\$376,792.61
		2021	B21MC060062	\$271,938.86	\$271,938.86	\$271,938.86
	PI			\$8,423.53	\$0.00	\$8,423.53
<b>Total</b>	<b>Total</b>			<b>\$720,000.00</b>	<b>\$394,597.17</b>	<b>\$720,000.00</b>

**Proposed Accomplishments**

People (General) : 1,060  
 Total Population in Service Area: 1,810  
 Census Tract Percent Low / Mod: 58.56

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2022		
2023	The project paved 6 alleys, totaling approximately 63,900 SF. Improvements included asphalt pavement, new concrete valley gutters & concrete drive approaches.	



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**PGM Year:** 2019  
**Project:** 0008 - Emergency Utility Payments CDBG-CV 2022  
**IDIS Activity:** 110 - Emergency Utility Payments CDBG-CV 2022  
**Status:** Open  
**Location:** 1033 5th St Clovis, CA 93612-1313  
**Objective:** Provide decent affordable housing  
**Outcome:** Availability/accessibility  
**Matrix Code:** Subsistence Payment (05Q) **National Objective:** LMC

**Activity to prevent, prepare for, and respond to Coronavirus:** Yes

**Initial Funding Date:** 09/23/2022

**Description:**  
 CDBG-CV monies will fund an Emergency Utilities Payment Program (and administration), for residents to pay City utilities that are in arrears, as a result of impacts caused by the Coronavirus.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2020	B20MW060062	\$161,480.00	\$9,332.80	\$29,917.42
<b>Total</b>	<b>Total</b>			<b>\$161,480.00</b>	<b>\$9,332.80</b>	<b>\$29,917.42</b>

**Proposed Accomplishments**  
 People (General) : 53

**Actual Accomplishments**  
 Number assisted: 33

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	15	4
Black/African American:	0	0	0	0	0	0	2	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	3	1
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	1	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	1	1
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	11	11
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0



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<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>17</b>
Female-headed Households:	0		0		0			
<i>Income Category:</i>								
	<b>Owner</b>	<b>Renter</b>	<b>Total</b>	<b>Person</b>				
Extremely Low	0	0	0	18				
Low Mod	0	0	0	15				
Moderate	0	0	0	0				
Non Low Moderate	0	0	0	0				
Total	0	0	0	33				
Percent Low/Mod				100.0%				

**Annual Accomplishments**

<u>Years</u>	<u>Accomplishment Narrative</u>	<u># Benefitting</u>
2022	The City provided utilities assistance to 25 extremeley low, and low income households needing assistance as a result of the COVID pandemic.	
2023	In the 2023 Program year, the City provided utilities assistance to 8 extremeley low, and low income households needing assistance as a result of the COVID pandemic.	





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**PGM Year:** 2019  
**Project:** 0009 - CDBG-CV Administration 2022  
**IDIS Activity:** 111 - CDBG-CV Administration 2022-2023  
**Status:** Open  
**Location:** ,  
**Objective:**  
**Outcome:**  
**Matrix Code:** General Program Administration (21A)      **National Objective:**

**Activity to prevent, prepare for, and respond to Coronavirus:** Yes

**Initial Funding Date:** 09/29/2022

**Description:**

This activity will provide for the administration of the CDBG-CV funded Emergency Utilities Assistance Program 2022-2023.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2020	B20MW060062	\$40,368.00	\$1,281.81	\$9,931.33
<b>Total</b>	<b>Total</b>			<b>\$40,368.00</b>	<b>\$1,281.81</b>	<b>\$9,931.33</b>

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

	<b>Owner</b>		<b>Renter</b>		<b>Total</b>		<b>Person</b>	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Female-headed Households:

0



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*Income Category:*

	<b>Owner</b>	<b>Renter</b>	<b>Total</b>	<b>Person</b>
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
<b>Total</b>	0	0	0	0
Percent Low/Mod				

**Annual Accomplishments**

No data returned for this view. This might be because the applied filter excludes all data.



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**PGM Year:** 2022  
**Project:** 0008 - Gould Canal Trail: Minnewawa - Peach  
**IDIS Activity:** 115 - Gould Canal Improvements: Minnewawa to Peach  
**Status:** Open  
**Location:** 1033 5th St Clovis, CA 93612-1313  
**Objective:** Create suitable living environments  
**Outcome:** Availability/accessibility  
**Matrix Code:** Parks, Recreational Facilities (03F)      **National Objective:** LMA

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 12/12/2022

**Description:**  
 This project will enhance features along the existing FID Gould Canal No. 97 canal bank so the canal can be used as a trail. This project involves the construction entry features and park amenities for sections of the FID Gould Canal No. 97 from Peach Avenue to Minnewawa Avenue. The work shall enhance features along the existing canal banks to be able to use the canal as an informal trail.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2022	B22MC060062	\$134,255.00	\$0.00	\$0.00
<b>Total</b>	<b>Total</b>			<b>\$134,255.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Proposed Accomplishments**

Public Facilities : 1,060  
 Total Population in Service Area: 1,060  
 Census Tract Percent Low / Mod: 51.89

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2023	During the 2023 Program Year, the project underwent engineering, design and start of construction.	



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<b>PGM Year:</b>	2022		
<b>Project:</b>	0007 - Brookhaven/Rosebrook Alley Reconstruction		
<b>IDIS Activity:</b>	116 - 2022-2023 Brookhaven-Rosebrook Alley Reconstruction		
<b>Status:</b>	Open	<b>Objective:</b>	Create suitable living environments
<b>Location:</b>	1033 5th St Clovis, CA 93612-1313	<b>Outcome:</b>	Availability/accessibility
		<b>Matrix Code:</b>	Street Improvements (03K)
		<b>National Objective:</b>	LMA

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 05/16/2024

**Description:**

Provide improvements to the BrookhavenRosebrook Alley.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2022	B22MC060062	\$200,000.00	\$5,235.85	\$5,235.85
<b>Total</b>	<b>Total</b>			<b>\$200,000.00</b>	<b>\$5,235.85</b>	<b>\$5,235.85</b>

**Proposed Accomplishments**

- People (General) : 1,855
- Total Population in Service Area: 1,855
- Census Tract Percent Low / Mod: 63.61

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2023	Project started construction in 2023-2024. Completion is scheduled for 2024-2025 program year.	



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<b>PGM Year:</b>	2023	<b>Objective:</b>	Provide decent affordable housing
<b>Project:</b>	0002 - 2023-2024 Housing Rehabilitation Program Grants	<b>Outcome:</b>	Availability/accessibility
<b>IDIS Activity:</b>	118 - 2023-2024 Housing Rehabilitation Program Grants	<b>Matrix Code:</b>	Rehab; Single-Unit Residential (14A)
<b>Status:</b>	Completed 6/30/2024 12:00:00 AM	<b>National Objective:</b>	LMH
<b>Location:</b>	Address Suppressed		

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 09/22/2023

**Description:**  
 The Program will provide funding assistance for rehabilitation and repair services for low-income owner-occupied single family homes (including mobile homes) to conduct health, safety, accessibility, weatherization, and/or other eligible repairs for approximately 125 homes, over the next five (5) years. Assistance will be provided in the form of a grant, in the amount of up to \$8,000.00 in CDBG funds per home for direct repairs. CDBG funded activities will additionally include all delivery costs including program administration, which includes project management, inspection and construction management of the rehabilitation and/or repair activities. The average total cost for CDBG funds per home is approximately \$9,700, which includes program administration as stated previously. All homes assisted will be located within the incorporated City of Clovis city limits. CDBG grant assistance may be combined with other state and/or local grants or loans (example: State of California-CalHome Program Loans), to provide for additional needed and eligible repairs. The time period for this review program covers July 1, 2023, or soon thereafter, to June 30, 2028 (5 years).

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2021	B21MC060062	\$116,329.13	\$116,329.13	\$116,329.13
		2022	B22MC060062	\$4,100.12	\$4,100.12	\$4,100.12
		2023	B23MC060062	\$73,513.54	\$73,513.54	\$73,513.54
<b>Total</b>	<b>Total</b>			<b>\$193,942.79</b>	<b>\$193,942.79</b>	<b>\$193,942.79</b>

**Proposed Accomplishments**

Housing Units : 20

**Actual Accomplishments**

<i>Number assisted:</i>	<b>Owner</b>		<b>Renter</b>		<b>Total</b>		<b>Person</b>	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	13	2	0	0	13	2	0	0
Black/African American:	0	0	0	0	0	0	0	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0





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American Indian/Alaskan Native & White:	1	0	0	0	1	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	1	1	0	0	1	1	0	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0
Hispanic:	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>

Female-headed Households: 8

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	2	0	2	0
Low Mod	13	0	13	0
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	15	0	15	0
Percent Low/Mod	100.0%		100.0%	

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefiting
2023	CDBG funding was utilized to provide up to \$8,000 in grant funds to rehabilitate homes of low-income home-owners. A total of 15 homeowners were assisted. Of these applicants, seven homeowners also received a State of California CalHome loan to provide necessary repairs to alleviate health and safety needs. CDBG funds were also utilized to pay for lead testing on these homes. No homes required abatement.	



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**PGM Year:** 2023  
**Project:** 0001 - 2023-2024 CDBG Administration  
**IDIS Activity:** 119 - 2023-2024 CDBG Programs Administration  
**Status:** Completed 6/30/2024 12:00:00 AM  
**Location:** ,  
**Objective:**  
**Outcome:**  
**Matrix Code:** General Program Administration (21A)      **National Objective:**

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 09/27/2023

**Description:**  
 City staff administration of CDBG-funded projects and programs.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060062	\$130,508.00	\$130,508.00	\$130,508.00
<b>Total</b>	<b>Total</b>			<b>\$130,508.00</b>	<b>\$130,508.00</b>	<b>\$130,508.00</b>

**Proposed Accomplishments**

**Actual Accomplishments**

*Number assisted:*

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:					0	0		
Black/African American:					0	0		
Asian:					0	0		
American Indian/Alaskan Native:					0	0		
Native Hawaiian/Other Pacific Islander:					0	0		
American Indian/Alaskan Native & White:					0	0		
Asian White:					0	0		
Black/African American & White:					0	0		
American Indian/Alaskan Native & Black/African American:					0	0		
Other multi-racial:					0	0		
Asian/Pacific Islander:					0	0		
Hispanic:					0	0		
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Female-headed Households:

0



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*Income Category:*

	<b>Owner</b>	<b>Renter</b>	<b>Total</b>	<b>Person</b>
Extremely Low			0	
Low Mod			0	
Moderate			0	
Non Low Moderate			0	
<b>Total</b>	0	0	0	0
Percent Low/Mod				

**Annual Accomplishments**

No data returned for this view. This might be because the applied filter excludes all data.



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 CDBG Activity Summary Report (GPR) for Program Year 2023  
 CLOVIS

Date: 19-Aug-2024

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 Title: AGENDA ITEM NO. 18.

**PGM Year:** 2023  
**Project:** 0003 - 2023-2024 Microenterprise Community Kitchen  
**IDIS Activity:** 120 - 2023-2024 Microenterprise Culinary Kitchen

Status: Completed 6/30/2024 12:00:00 AM      Objective: Create economic opportunities  
 Location: 3185 Willow Ave Clovis, CA 93612-4738      Outcome: Sustainability  
 Matrix Code: Micro-Enterprise Assistance (18C)      National Objective: LMJ

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 09/27/2023

**Description:**

Provide grants to low-income individuals to start a business.  
 CDBG funds are utilized to pay for space and use fees at the Clovis Culinary Kitchen.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2022	B22MC060062	\$4,154.35	\$4,154.35	\$4,154.35
		2023	B23MC060062	\$45,800.91	\$45,800.91	\$45,800.91
<b>Total</b>	<b>Total</b>			<b>\$49,955.26</b>	<b>\$49,955.26</b>	<b>\$49,955.26</b>

**Proposed Accomplishments**

Jobs : 10

**Actual Accomplishments**

Number assisted:

	Owner		Renter		Total		Person	
	Total	Hispanic	Total	Hispanic	Total	Hispanic	Total	Hispanic
White:	0	0	0	0	0	0	5	1
Black/African American:	0	0	0	0	0	0	2	0
Asian:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native:	0	0	0	0	0	0	0	0
Native Hawaiian/Other Pacific Islander:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & White:	0	0	0	0	0	0	0	0
Asian White:	0	0	0	0	0	0	0	0
Black/African American & White:	0	0	0	0	0	0	0	0
American Indian/Alaskan Native & Black/African American:	0	0	0	0	0	0	0	0
Other multi-racial:	0	0	0	0	0	0	1	0
Asian/Pacific Islander:	0	0	0	0	0	0	0	0



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Hispanic:	0	0	0	0	0	0	0	0	0
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>1</b>

Female-headed Households: 0 0 0 0

*Income Category:*

	Owner	Renter	Total	Person
Extremely Low	0	0	0	4
Low Mod	0	0	0	4
Moderate	0	0	0	0
Non Low Moderate	0	0	0	0
Total	0	0	0	8
Percent Low/Mod	100.0%			

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefiting
2023	The Micro-Enterprise Culinary Kitchen CDBG Program paid for the costs for LMI small-business entrepreneurs to utilize the Clovis Culinary Center (a commercial kitchen) for the purpose of expanding their food-based micro-business. Eight entrepreneurs were assisted during the program year	





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**PGM Year:** 2023  
**Project:** 0004 - 2023-2024 Brookfield/Cole/Rosebrook Alley Reconstruction  
**IDIS Activity:** 121 - 2023-2024 Brookhaven Alley Improvements

Status: Open Objective: Create suitable living environments  
 Location: 1033 5th St Clovis, CA 93612-1313 Outcome: Availability/accessibility  
 Matrix Code: Street Improvements (03K) National Objective: LMA

**Activity to prevent, prepare for, and respond to Coronavirus:** No

**Initial Funding Date:** 05/17/2024

**Description:**

Provide improvements to several alleys in the BrookhavenRosebrook areas.

**Financing**

	Fund Type	Grant Year	Grant	Funded Amount	Drawn In Program Year	Drawn Thru Program Year
CDBG	EN	2023	B23MC060062	\$341,987.00	\$0.00	\$0.00
<b>Total</b>	<b>Total</b>			<b>\$341,987.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Proposed Accomplishments**

People (General) : 1,855  
 Total Population in Service Area: 1,855  
 Census Tract Percent Low / Mod: 63.61

**Annual Accomplishments**

Years	Accomplishment Narrative	# Benefitting
2023	Project started construction in 2023-2024. Completion is scheduled for 2024-2025 program year.	



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<b>Total Funded Amount:</b>	<b>\$1,972,496.05</b>
<b>Total Drawn Thru Program Year:</b>	<b>\$1,139,490.65</b>
<b>Total Drawn In Program Year:</b>	<b>\$784,853.68</b>

**Attachment 2**  
**PR26 - CDBG Financial Summary Report**  
**2022 Program Year**



PART I : SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	872,373.98
02 ENTITLEMENT GRANT	652,542.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	10,000.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,534,915.98

PART II : SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	643,731.07
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	643,731.07
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	130,508.00
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	774,239.07
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	760,676.91

PART III : LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	643,731.07
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	643,731.07
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2023 PY: 2024 PY: 2025
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	643,731.07
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	643,731.07
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	652,542.00
33 PRIOR YEAR PROGRAM INCOME	16,953.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	669,495.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	130,508.00
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	130,508.00
42 ENTITLEMENT GRANT	652,542.00
43 CURRENT YEAR PROGRAM INCOME	10,000.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	662,542.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.70%



LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	3	100	6806531	Dennis-Beverly/Mitchell Beverly-San Jose Alley Reconstruction	03K	LMA	\$394,597.17
2022	7	116	6904269	2022-2023 Brookhaven-Rosebrook Alley Reconstruction	03K	LMA	\$5,235.85
					03K	Matrix Code	\$399,833.02
2023	2	118	6826271	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$24,666.84
2023	2	118	6838359	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$9,589.50
2023	2	118	6868188	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$27,038.47
2023	2	118	6898222	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$12,218.73
2023	2	118	6904269	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$36,447.80
2023	2	118	6914515	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$21,338.42
2023	2	118	6926527	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$25,727.20
2023	2	118	6931659	2023-2024 Housing Rehabilitation Program Grants	14A	LMH	\$36,915.83
					14A	Matrix Code	\$193,942.79
2023	3	120	6826271	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$6,787.34
2023	3	120	6838359	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$8,373.72
2023	3	120	6868188	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$7,039.02
2023	3	120	6898222	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$14,280.46
2023	3	120	6904269	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$4,436.74
2023	3	120	6914515	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$7,595.69
2023	3	120	6926527	2023-2024 Microenterprise Culinary Kitchen	18C	LMJ	\$1,442.29
					18C	Matrix Code	\$49,955.26
<b>Total</b>							<b>\$643,731.07</b>

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

No data returned for this view. This might be because the applied filter excludes all data.

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	1	119	6826271	2023-2024 CDBG Programs Administration	21A		\$49,467.03
2023	1	119	6838359	2023-2024 CDBG Programs Administration	21A		\$16,432.33
2023	1	119	6868188	2023-2024 CDBG Programs Administration	21A		\$31,093.85
2023	1	119	6898222	2023-2024 CDBG Programs Administration	21A		\$33,514.79
					21A	Matrix Code	\$130,508.00
<b>Total</b>							<b>\$130,508.00</b>



# **Attachment 3: PR26 - CDBG-CV Financial Summary Report**



**PART I: SUMMARY OF CDBG-CV RESOURCES**

01 CDBG-CV GRANT	1,245,596.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	1,245,596.00

**PART II: SUMMARY OF CDBG-CV EXPENDITURES**

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,073,665.42
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	9,931.33
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	1,083,596.75
09 UNEXPENDED BALANCE (LINE 04 - LINE8 )	161,999.25

**PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT**

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,073,665.42
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	1,073,665.42
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	1,073,665.42
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

**PART IV: PUBLIC SERVICE (PS) CALCULATIONS**

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	1,073,665.42
17 CDBG-CV GRANT	1,245,596.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	86.20%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	9,931.33
20 CDBG-CV GRANT	1,245,596.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	0.80%



LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

No data returned for this view. This might be because the applied filter excludes all data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

No data returned for this view. This might be because the applied filter excludes all data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	6	96	6429935	Senior Meals on Wheels Program - CV	05A	LMC	\$241,214.00
			6485973	Senior Meals on Wheels Program - CV	05A	LMC	\$102,534.00
	7	97	6429935	Emergency Housing Payments - CV	05Q	LMC	\$200,000.00
			6485973	Emergency Housing Payments - CV	05Q	LMC	\$500,000.00
8	110		6778536	Emergency Utility Payments CDBG-CV 2022	05Q	LMC	\$20,584.62
			6821977	Emergency Utility Payments CDBG-CV 2022	05Q	LMC	\$5,589.75
			6881042	Emergency Utility Payments CDBG-CV 2022	05Q	LMC	\$3,743.05
<b>Total</b>							<b>\$1,073,665.42</b>

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	6	96	6429935	Senior Meals on Wheels Program - CV	05A	LMC	\$241,214.00
			6485973	Senior Meals on Wheels Program - CV	05A	LMC	\$102,534.00
	7	97	6429935	Emergency Housing Payments - CV	05Q	LMC	\$200,000.00
			6485973	Emergency Housing Payments - CV	05Q	LMC	\$500,000.00
8	110		6778536	Emergency Utility Payments CDBG-CV 2022	05Q	LMC	\$20,584.62
			6821977	Emergency Utility Payments CDBG-CV 2022	05Q	LMC	\$5,589.75
			6881042	Emergency Utility Payments CDBG-CV 2022	05Q	LMC	\$3,743.05
<b>Total</b>							<b>\$1,073,665.42</b>

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	9	111	6694033	CDBG-CV Administration 2022-2023	21A		\$1,796.76
			6717106	CDBG-CV Administration 2022-2023	21A		\$1,629.62
			6740733	CDBG-CV Administration 2022-2023	21A		\$2,716.03
			6782147	CDBG-CV Administration 2022-2023	21A		\$2,507.11
			6821977	CDBG-CV Administration 2022-2023	21A		\$334.28
			6881042	CDBG-CV Administration 2022-2023	21A		\$947.53
<b>Total</b>							<b>\$9,931.33</b>

# **Attachment 4**

## **Public Notices**

PLACEHOLDER

# **Attachment 5**

## **Clovis City Council Resolution**

PLACEHOLDER





# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: September 16, 2024

SUBJECT: Consider Approval - Res. 24-\_\_\_\_, a request to authorize the City Manager to execute a consultant agreement between the City of Clovis and De Novo Planning Group in the amount of \$2,776,513 for services related to the preparation of the General Plan update.

**Staff:** Lily Cha, Senior Planner

**Recommendation:** Approve

ATTACHMENTS: 1. Res. 24\_\_\_\_, Consultant Proposal

### RECOMMENDATION

Staff recommends that the City Council approve a resolution authorizing the City Manager to execute a consultant agreement between the City of Clovis and De Novo Planning Group (De Novo) for services related to the preparation of the General Plan update.

### EXECUTIVE SUMMARY

The City of Clovis last adopted its General Plan in August 2014, marking the first major update since 1993. As the City continues to grow and evolve, the need for a comprehensive update to the General Plan has become increasingly evident. Several factors, not limited to changes in state law, housing density requirements, environmental and land use constraints, infrastructure planning, and the interest in expanding the City's sphere of influence, have driven the need for this update. Following a thorough competitive selection process, staff has identified De Novo as the preferred consultant to lead this crucial endeavor and a final scope and cost proposal have been negotiated. Total compensation for the project, including all optional tasks and contingency amounts, is \$2,776,513. Approval of this contract will enable the City to move forward with a strategic and thoughtful update to the General Plan.

### BACKGROUND

#### General Plan History and Need for Update

The City's current General Plan, adopted in August 2014, provided a foundational framework for land use transportation, housing, and other key elements. However, since its adoption, significant changes have occurred, both within the City and in the broader legislative and

environmental context. State law has evolved, particularly in areas related to housing density and environmental regulations. Additionally, the City has experienced increased demand for infrastructure improvement and commercial redevelopment, and there is growing interest in expanding the City's sphere of influence.

Recognizing these changes, the City Council authorized an audit of the General Plan in May 2022, which was conducted by De Novo. The audit, completed in August 2023, confirmed the necessity of a comprehensive update to address these evolving factors.

### **Request for Proposals and Consultant Selection**

Following the General Plan audit, the City Council directed staff to proceed with initiating a comprehensive update. Staff issued a Request for Proposal (RFP) on March 20, 2024, inviting qualified firms to submit proposals. By the close of the submission period on April 22, 2024, three proposals were received.

A scoring committee, comprised of representatives from multiple City departments, was established to evaluate the proposals based on criteria such as experience, approach, and cost. After reviewing the proposals and conducting interviews in late July 2024, the committee selected De Novo as the preferred consultant. De Novo's extensive experience with similar projects, coupled with their approach made them the ideal candidate for this project. Key considerations in the committee's selection included the following:

- The strength of De Novo's understanding of the City's goals and objectives for the General Plan update.
- The principal and founder-led approach of the firm, and specifically the experience and expertise of the designated project manager.
- The proposed approach to analyzing and presenting alternative land use scenarios.
- De Novo's experience over the last five years working on City of Clovis and other Central Valley projects.
- The firm's commitment to delivering an on-time and on-budget general plan update, and the willingness and flexibility they have demonstrated to adjust their scope to meet changing priorities during the course of the effort.

It's important to note that *prior to issuing an RFP for the General Plan Audit in 2022*, staff conferred with the City Attorney as to whether a firm selected to prepare the Audit could later be selected to prepare a comprehensive general plan update. The Attorney's office concluded that no conflict would exist and there is no prohibition to selecting the same firm to work on both projects. The selection of each consultant occurs through a separate competitive process and the work products are independent from one another. This information was included in the RFP for the Audit, providing notice to all firms that might choose to submit a proposal. It should also be noted that De Novo did not participate in the development of the RFP for the comprehensive General Plan update nor did the firm provide any cost estimates.

## PROPOSAL AND ANALYSIS

De Novo Planning Group is a land use and environmental planning firm with expertise in community planning, environmental studies, and sustainability planning. Their proposal, included as **Attachment 1A** to this report, details their experience, project approach, scope of work, and budget.

### Scope of Work, Cost, and Timeline

The full scope of work from De Novo is provided in **Attachment 1A**. As is common in the RFP and proposal process, the initial proposed scope is often refined to finalize the specific details. If the City Council approves moving forward, staff will collaborate with De Novo to adjust and finalize the scope of work as needed before beginning the project. Key components of the scope of work include:

- **Task 1: Project Management and Coordination** – As the lead consultant of a multidisciplinary professional services team, De Novo will be responsible for all coordination activities including coordination of subconsultants and administrative tasks. This includes regular meetings with staff, and meetings and overviews for the technical advisory committee (TAC).
- **Task 2: Project Initiation** – This task includes the kick-off meeting for the project, refinement of the project schedule and work plan, and data gathering.
- **Task 3: Community Participation Program** – De Novo will collaborate with staff to develop a comprehensive community outreach program designed to foster active public engagement in the General Plan update. This program will also include the creation of a graphic identity template, the development of a dedicated website, digital engagement tools, and the production of educational materials and announcements. The outreach program will also outline key meetings, such as kick-off events, workshops, pop-up events, focus groups, General Plan Advisory Committee (GPAC) meetings, status updates to the City Council, and public hearings. While the GPAC plays a key role in the update process, their involvement won't be needed until the latter half of the first year after the project begins. The GPAC will be formed shortly before then, with the exact timeline determined once the project schedule is finalized.
- **Task 4: Existing Conditions Report** – The Existing Conditions Report is a key element of the General Plan update, taking place during the first year or Phase 1 of the process. This report will assess development patterns, natural resources, socioeconomic conditions, and environmental constraints within the City, as well as outline the regulatory environment for each area. It will serve as a vital resource for the City Council, Planning Commission, City staff, and the consultant team.
- **Task 5: Issues and Opportunities Report** – The Issues and Opportunities Report is another critical element of Phase 1, to be completed during the first year of the update process. This report will identify key issues and opportunities that will inform the development of a comprehensive and cohesive policy approach. It will be based on the

vision statement and core values gathered from the community, GPAC, and other stakeholders.

- **Task 6: Land Use Alternatives** – This task, scheduled for Phase 2 in the second year of the process, involves developing three land use alternative maps projecting growth over the next 20 years. A detailed report outlining each alternative will also be provided for review.
- **Task 7: General Plan Update** – This task, scheduled for Phase 3 in the third year of the process, involves the preparation of the General Plan as guided by the earlier processes.
- **Task 8: Environmental Impact Report** – This task, scheduled for Phase 3 in the third year of the process, involves the preparation of the program-level EIR for the General Plan.
- **Task 9: Zoning Code Updates** – Following the adoption of the General Plan, De Novo will collaborate with staff on a comprehensive update of the Zoning Code (Clovis Municipal Code) to support the goals and vision outlined in the plan. Given the uncertainty regarding the extent of changes required, the scope of work has been initially estimated and will need further refinement before this task begins. The budget will be adjusted as necessary during this process.
- **Task 10: Optional Task – Community Plan Update** – This optional task involves updating the Clovis Community Plan, a Fresno County-managed document that defines objectives and policies for Clovis' growth areas, to be undertaken after the General Plan update. Given the uncertainty around the scope of work, it has been roughly estimated and will require further refinement before starting. The budget will be adjusted as needed throughout the process.

Based on staff's research leading up to the issuance of the RFP, preliminary estimates for the scope of work were up to approximately \$3 Million. The total cost for the General Plan update, including contingency, as proposed by De Novo, is \$2,283,194. If the optional task and rough estimates for tasks 9 and 10 are included, the total cost is \$2,776,513. The budget will be adjusted as necessary when these tasks are refined and initiated. This budget covers all required and optional items outlined in the scope of work to complete the General Plan update.

De Novo is dedicated to completing the entire project within a three-year timeframe. The update will be divided into three distinct phases, each lasting approximately one year, with some overlap between key tasks. A more detailed project schedule will be created after the project kickoff. The phases are as follows:

- Phase 1 - Visioning and Existing Conditions
- Phase 2 - Land Use Alternatives
- Phase 3 - General Plan and EIR

**FISCAL IMPACT**

During the development of the 2014 General Plan, the City Council established a financing mechanism to support long-term and strategic planning initiatives such as the General Plan update. This system involves collecting fees based on the value of ongoing construction, which applies to all building permits. These funds are classified as the City's General Plan Consultant revenues, and sufficient capacity is available to cover the cost of the General Plan update. The total contract amount, including contingencies and optional tasks for the General Plan update, is \$2,776,513.

**REASON FOR RECOMMENDATION**

Staff recommends that the City Council approve the contract execution with De Novo to work on the General Plan update. Partnering with an experienced firm will ensure that the City receives expert guidance in aligning the plan with state requirements, addressing emerging community needs, and developing a clear, actionable roadmap for future growth. This collaboration will also streamline the planning process, ensuring that the update is comprehensive, timely, and reflective of the community's vision.

**ACTIONS FOLLOWING APPROVAL**

With the City Council approval, staff will collaborate with De Novo to finalize a standard consultant agreement for the proposed scope of work, to be executed by the City Manager. Staff and De Novo will then refine the project work plan and schedule, and begin work on the General Plan update.

**CONFLICT OF INTEREST**

None.

Prepared by: Lily Cha, Senior Planner

Reviewed by: City Manager *JH*



RESOLUTION 24-\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTANT AGREEMENT  
BETWEEN THE CITY OF CLOVIS AND DE NOVO PLANNING GROUP (DE NOVO) FOR  
SERVICES RELATED TO THE PREPARATION OF THE GENERAL PLAN UPDATE

**WHEREAS**, the City requires assistance from an external consulting firm to assist with the update of the General Plan and related services; and

**WHEREAS**, the City issued a Request for Proposal (RFP) on March 20, 2024, soliciting proposals for the update of the Clovis General Plan (General Plan) from qualified planning firms; and

**WHEREAS**, after soliciting proposals through the RFP process, De Novo Planning Group was selected to perform these services based on the firms expertise and experience preparing General Plan updates.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Clovis authorizes the City Manager to execute a consultant agreement (attached hereto as **Attachment A**) between the City of Clovis and De Novo Planning Group for services related to the preparation of the General Plan update.

\* \* \* \* \*

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on September 16, 2024, by the following vote, to wit:

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

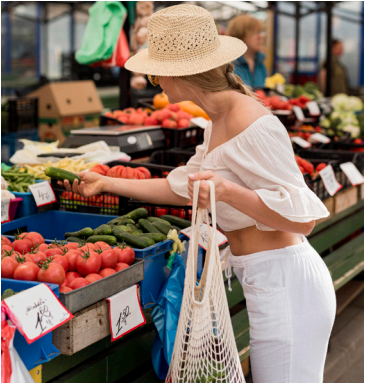
DATED: September 16, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# CITY OF CLOVIS

## Professional Services To Prepare the Clovis General Plan Update and Environmental Impact Report



Submitted April 22, 2024

**PREPARED FOR:**  
City of Clovis  
Attn: Lily Cha, MPA, AICP  
Senior Planner

**PREPARED BY:**  
De Novo Planning Group  
De Novo Planning Group  
Contact: Ben Ritchie, Principal  
1020 Suncastr Ln #106  
El Dorado Hills, CA 95762  
(916) 949-3231



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# COVER LETTER





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April 22, 2024

Lily Cha, MPA, AICP  
Senior Planner  
1033 Fifth Street  
Clovis, CA 93612

**SUBJECT: Proposal to Prepare the Clovis General Plan Update and EIR**

Dear Ms. Cha:

*Speaking on behalf of the entire De Novo Planning Team, we would like to thank you for the opportunity to submit this proposal to comprehensively update the City of Clovis' General Plan, and prepare the corresponding Program EIR. Based on our past work and knowledge of the unique needs of growing cities in the Central Valley, our review of the existing General Plan, and extensive recent experience preparing a wide range of planning and environmental projects throughout the region, we are confident that we have assembled a first-class team to undertake this exciting project and deliver the City with a world-class General Plan and EIR within a very competitively priced budget and schedule.*

Our team will provide the City with an energetic and dedicated group of professionals with exceptional skills and qualifications. We are 100% committed to this project and will allocate our resources and energy in a way that will exceed all expectations, leaving the City with a useful General Plan that satisfies the community and your elected officials. Our goal is to serve as an extension of your staff in a capacity that will provide the tools, research, and professional knowledge to help craft a General Plan that will implement the vision of the City Council, staff, and the community.

We take tremendous pride in our ability to not only craft exceptional general plans, but to also prepare a useful and legally defensible EIR, which will serve the City well for years to come. We propose to craft the General Plan to be a self-mitigating document, wherein the policies and actions contained in the General Plan will also serve as implementing mitigation measures to be applied at the project level during the processing of subsequent applications and City programs. This proven approach has been very successful in reducing the burdens placed on staff and the development community following general plan adoption.

De Novo Planning Group would serve as the prime consultant for this contract with the City. We are joined by our excellent team of subconsultants, including Kearns & West (outreach and community participation), Kittelson (traffic), EPS (economics), JZMK (urban design), Provost & Pritchard (infrastructure), Duke CRM (cultural), and Saxelby Acoustics (noise). This project team has worked together on numerous recent General Plan Updates and EIRs and represents industry leaders from multiple fields.

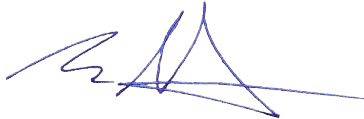
Our team is led by De Novo Principal, Ben Ritchie, who will serve as the manager and principal in charge for this project. Mr. Ritchie is an owner/officer with the firm, and is authorized to negotiate on the firm's behalf. Mr. Ritchie's contact information is provided in the footer of this page.

We have structured this scope of work to best meet the City's needs, as we understand them. However, I would like to emphasize that we are more than happy to work collaboratively with the City to refine this scope of work and approach to best meet the City's needs and expectations for this very important project.

It was a tremendous pleasure working with the City to prepare the General Plan Update Strategy Report last year. We look forward to the opportunity to continue providing services to Clovis, and to build on what we have already started.

We look forward to the opportunity to meet with you either in person to further discuss our proposal and our approach to the preparation of your General Plan and EIR. If you have any questions regarding this submittal, please do not hesitate to contact me at (916) 949-3231 or at [britchie@denovoplanning.com](mailto:britchie@denovoplanning.com).

Sincerely,



**Ben Ritchie**  
Principal



# 2



# INTRODUCTION





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# INTRODUCTION

## PROJECT UNDERSTANDING

The City of Clovis is seeking a qualified consulting firm who has demonstrated and relevant General Plan Update experience, to prepare a comprehensive update to the City's General Plan and prepare a Program EIR in compliance with CEQA.

The successful consultant team must be familiar with the unique needs of growing communities in the Central Valley, and must have demonstrated success implementing a wide range of creative and impactful community outreach and participation tools, in order to maximize meaningful public participation, gain community support, and ensure that the Plan carries forward the vision and values of Clovis residents, businesses, and leadership. Clovis is a special City, and is deeply dedicated to maintaining the "Clovis way of life." The City is renowned for its excellent public services, community safety, top tier parks and trails, and overall high quality of life. As the City continues to grow at a rapid pace, these qualities and characteristics must be preserved and amplified. The City is seeking a firm that will prepare an innovative and exceptional General Plan worth of the City.

As demonstrated throughout this proposal, the De Novo team is uniquely well-qualified to undertake this project. Our project team has completed comprehensive General Plan updates for numerous cities throughout the Central Valley, and we have extensive experience completing complex projects within the City of Clovis. We have assembled an excellent team of industry-leading specialists to undertake this exciting and dynamic project.

The City is seeking a firm that will lead and manage all aspects of the General Plan Update, while coordinating with staff, the public, GPAC, the Planning Commission, and the City Council. The successful firm will be able to complete this comprehensive work effort within an approximately three-year schedule, and will maintain strict adherence to the project budget. The General Plan shall be prepared in accordance with State of California General Plan Guidelines and with California Government Code Section 65350 et seq. The Program EIR shall be completed in accordance with the Public Resources Code and applicable CEQA Guidelines.

The City's General Plan was last comprehensively updated in 2014. Although the current General Plan has effectively served the City, it has undergone multiple revisions and amendments to its land use diagram, and requires updating to accommodate evolving laws and housing trends. As we prepare the General Plan update, the



existing General Plan will be reviewed in detail, and goals, policies, and programs that are serving the City well will be retained. However, the scope of work outlined in this proposal includes the full effort required to completely revamp and rewrite the entire General Plan to meet the City's goals and priorities.

This General Plan update will provide the City with the opportunity to review its existing General Plan elements, add elements, revise and update its policies, objectives, and goals, and guide growth in the community through the year 2045 and beyond. There are a number of key issues and challenges that will need to be addressed throughout this process which will inform key policy direction developed for the updated General Plan. For example, there is a strong desire for orderly, cohesive growth that will necessitate expansion into, and potentially beyond, the City's existing Sphere of Influence. The extension of infrastructure needed to support growth and expansion of the City will be confronted with funding challenges and must be planned for accordingly. Public safety and high-quality municipal services are a hallmark of Clovis, and the City must maintain high levels of services for residents and businesses into the future. The City also seeks to aggressively attract new industry, while at the same time, capitalize on its position as a medical hub in order to nurture the growth of the local medical and healthcare economy.

As described in greater detail below in this proposal, our work program includes a robust and detailed analysis of land use options and alternatives, which will provide a road map for orderly growth within and beyond the City's SOI, identify strategic infill and revitalization opportunities, address future infrastructure and service challenges, and plan for expanded parks and open space resources to serve the City. Our analysis of potential growth patterns, development densities, and land use alternatives will be complemented by detailed analysis of economic and fiscal considerations, growth and housing potential, traffic implications, and infrastructure needs and constraints. This detailed analysis will serve as an invaluable tool for staff, the City Council, and the community at-large to help foster informed decision-making with respect to future growth patterns, and their implications.

There have been a number of changes to state Planning and Zoning Law in regards to the topics General Plans are required to address. General Plans are still required to cover seven primary elements: land use, housing, circulation, conservation, open space, noise, and safety. However, within the context of these overarching elements the State has provided direction on how to cover specific topics including climate change and resiliency, environmental justice, wildfire risk, urban/wildland interface, flooding, complete streets,

and transportation impact metrics. In addition, the California Office of Planning and Research (OPR) updated its General Plan Guidelines in 2017, which must be considered and followed when undertaking a General Plan Update. Our team has completed several comprehensive General Plan updates utilizing OPR's current Guidelines.

A solid General Plan is the bedrock for future growth and development in the City and it supports other critical City plans and programs, including Specific Plans, park planning, fees, and infrastructure master plans.





**De Novo Planning Group**



A Land Use Planning, Design, and Environmental Firm

**DE NOVO PLANNING GROUP (PRIME CONSULTANT)**

De Novo Planning Group is a land use and environmental planning firm specializing in community planning, environmental studies, and sustainability planning. The founding principals have successfully completed hundreds of projects consisting of general plans, specific plans, housing elements, environmental impact reports, negative declarations, initial studies, NEPA analyses, climate action plans, biological assessments, wetland delineations, and development projects throughout California. De Novo Planning Group incorporated in July 2008. We maintain fully staffed offices in Northern California (El Dorado Hills) and Southern California (Orange County).

We understand that the City desires a comprehensive General Plan Update that addresses all relevant regulatory requirements and builds off of the community’s assets and values. We weave economic development opportunities and fiscal sustainability principles into the planning process, emphasizing an extensive public involvement process to help residents and decision-makers reach consensus on a vision for their community’s future, assisted by a meticulous process of information gathering.

The cornerstone of our approach to this project is the extensive use of Principal level planners for all aspects of the project. Our Principals, whom are also owners of the firm, are present for all project meetings, draft all sections of all documents prepared throughout the process, and maintain open and continuous lines of communication with City staff throughout the entire project. We take tremendous pride in our ability to consistently exceed our clients’ expectations and deliver on our commitments. We encourage the City to contact our references to inquire about our recent performance preparing complex projects.

**OUR MISSION**

Our mission is to provide municipal and private sector clients with world-class professional services, through principal-level attention to every project. We pride ourselves on our ability to work with clients to balance the often conflicting goals of economic, social, environmental, legal, and political forces. Our services result in an integrated planning and environmental solution for every project that is technically sound, cost effective and delivered within the client's schedule.

**DE NOVO SERVICE AREAS**

**Community Planning**

- » General Plans
- » Visioning Plans
- » Housing Elements
- » Specific Plans
- » Zoning Codes
- » Public Facilitation
- » Grant Writing
- » Project Management
- » Application Processing
- » Project Review/Peer Review

**Environmental Studies**

- » CEQA Compliance
- » NEPA Compliance
- » Biological Studies
- » Agricultural Studies
- » Air Quality Studies
- » Climate Action Plans
- » Sustainability Planning
- » Mitigation Monitoring
- » Permitting

**Design**

- » Land Use Plans
- » Subdivision Layouts
- » Site Planning
- » Design Guidelines

**Development**

- » Feasibility Studies
- » Due Diligence Packages
- » Competition Analyses
- » Cost Estimate

## **OUR PHILOSOPHY**

Our philosophy is to proactively plan and design projects in such a way that public and environmental concerns are addressed and accommodated early in the process. We strongly believe in the use of local knowledge for developing sensible and cost-effective solutions to local concerns. Our solutions integrate local knowledge with the best available resources to achieve recognized national and international standards for planning and environmental management, to achieve a balance in local economic, social, and environmental goals. De Novo Planning Group is dedicated to fostering a partnership with each agency we serve, through listening to the community and stakeholders and reflecting the ideas and concerns we hear in the approach developed for each project.

## **PROVEN SUCCESS IN GENERAL PLAN UPDATES**

At De Novo, we pride ourselves on delivering unparalleled work quality and ensuring high levels of client satisfaction on all of our projects. Our team of Principals own the firm, and we approach each and every project with exceptional levels of energy, enthusiasm, and accountability. All of the general plan projects that we have undertaken as a firm have been highly successful. We strongly encourage the City to contact all of our general plan references to inquire about the quality of our work, the responsiveness of our management team, and our ability to adapt to project changes without altering our budget.

## **PROGRESSIVE PLANNING IDEAS, CONCEPTS, AND DESIGN SKILLS**

The De Novo team includes individuals with broad urban planning knowledge and ideologies that will serve to create a General Plan that is progressive and reflects the City's philosophies, beliefs, and values. Our team includes firms with recent local experience and an understanding of pertinent local and regional issues. We have extensive experience preparing General Plans for communities facing growth and economic development pressures, while balancing the desire to retain community charm and character. We have selected a team that is extremely well suited to develop a General Plan that promotes a vibrant and thriving community supported by a land use plan, circulation plan, and policy framework that is based on the values identified by the community.

## **ONE PROJECT TEAM FOR ALL ASPECTS OF THE GENERAL PLAN UPDATE**

We have assembled a focused group of Principal-level planners who will be dedicated to all aspects of this project from start to finish.



De Novo's principal and senior-level staff will serve as the primary authors of each document prepared as part of this work effort (Background Report, General and EIR). By using the same focused team of planners for all stages of this process, we will ensure that each document prepared as part of this process is written in a manner that will maximize its utility later in the process.

### **BENEFITS OF A RELATIVELY SMALL PLANNING FIRM**

The De Novo Principals have served as senior project managers with larger consulting firms in California, and through this experience we have gained intimate knowledge of the operational inefficiencies of large firms and the burdens that they can cause public agencies. Larger firms tend to carry cumbersome over-head costs, which results in the need for higher hourly billing rates, frequent contract modifications, and can have high staff turnover, which causes changes in project managers midstream during a project. Because we remain small we are able to offer our clients with significantly lower rates, while still providing our clients with Principal-level attention to each project. We pride ourselves on our ability to deliver on our commitments, exceed expectations, and satisfy our clients with quality work on schedule and on time. Since your project managers are also firm owners, you can rest assured that there will be team continuity throughout the entire General Plan Update process.

### **EXCEPTIONAL EIR EXPERIENCE**

Our team is well experienced with managing Environmental Impact Reports for a variety of long-range policy-level planning documents, including General Plans, Housing Elements, Specific Plans, Redevelopment Plans, Air Quality Elements, Circulation Elements, and Regional Transportation Plans, as well as complex development projects including mixed use, alternative energy, hospitals, schools, and parks. Our broad experience is described in detail below.

### **FINANCIAL STABILITY**

Our firm is financially stable, and there are no pending issues or concerns that would in any way impair our ability to deliver on our client commitments. The firm has no past or pending litigation, no planned office closures, and no planned mergers. Additionally, we carry no debt whatsoever, and we own our office building outright, which allows us to keep our overhead costs exceptionally low.

## MANAGEMENT APPROACH

The De Novo team is committed to providing the City with an exceptional General Plan Update process. Our team will write a General Plan that embodies the goals and priorities of the City, and provides a roadmap to achieve the City's vision of the future, through the land use map, goals, policies, and implementation programs. We will closely coordinate with the City and provide principal-level attention to every step of the process.

In order to ensure that the project remains within budget, on schedule, and the resultant work products are of the highest quality, our team is led by Ben Ritchie, a Founding Principal and our General Plan service lead. The following outlines key aspects of our project management approach.

## INNOVATIVE AND MEANINGFUL USE OF THE PUBLIC PROCESS

At the heart of community planning is public engagement, where those who will directly experience the impacts of policy decisions have a role in shaping their future. For the General Plan Update, engaging a broad spectrum of participants in meaningful ways involves being able to translate how big policy decisions take shape in community and how people can directly affect those decisions. Our team recognizes that good community outreach meets people where they are and provides flexibility in both timing and the avenues through which input is gathered. The General Plan determines the future shape and structure of a City – creating opportunities for people to be engaged in the update process is necessary to integrate community voice into the regulatory frameworks that shape everyday lives.

Our team proposes a multi-pronged approach to outreach that layer traditional workshops, pop-up events in different parts of the City, focus groups and online engagement that can connect with multiple population groups. In addition to linguistic differences, our team understands that culture and tradition impact how communities of people like to participate. We use specialized outreach techniques that are woven together through the planning phases with an emphasis in engaging stakeholders early and often. At the core of the outreach strategy must be careful assessment of various stakeholder interests, objectives for public involvement, how to best synchronize the public dialogue with the steps in the planning process, special communication needs for disadvantaged communities and non-English speakers, and the types of engagement activities that will be accessible and attract involvement. As part of the project initiation process, our team typically conducts an outreach assessment with City staff. This provides dedicated time for staff and the consultant

team to discuss past outreach efforts, confirm goals for this program, generally discuss details such as venues and materials, and identify key stakeholders. It also provides an opportunity to identify the depth of the strategy and tailored outreach tasks. Following the assessment, our team will prepare a more refined community outreach program for staff review and approval describing the goals, purpose, and desired outcome of the process; providing an outline of each technique to be used; establishing a timeline; and outlining responsibilities for both the outreach team and the City.

Our team's outreach efforts will be spearheaded by Kearns & West. The Kearns & West team are IAP2 practitioners – every outreach strategy we design is based in the values of good participation. Both Kearns & West project director and project manager have completed the 5-day IAP2 certification program. The core values of the International Association of Public Participation (IAP2) focus on how the community is invited into a decision – what their involvement looks like, how input influences a decision, how communication happens between decision-makers and the community, and what feedback loops are built in throughout the process. Clovis is a diverse community with unique neighborhoods that require focused engagement along the spectrum of participation. Outreach must be designed to hear the voices of those who are often not represented in the projects that shape their community.

Outreach for the General Plan must involve inviting community members to learn about the many complicated layers that have implications for balancing Clovis' continued economic and population growth with maintaining the city's historical legacy and residents' access to amenities and services. It must provide meaningful input into outcomes so that the community can see how their engagement shaped the process. Community members should be invited in to evaluate the General Plan's Guiding Themes, infill development strategies and policies, economic development, and upcoming RHNA allocations. But for the public to see how their input shapes a process, the community outreach program should provide clear timelines for policy decisions, how input informs these decisions and the eventual decision-point outcomes.

### **BALANCED FISCAL APPROACH**

As a long-term blueprint to address the community's vision regarding land use, growth, circulation, conservation, sustainability, and the provision of infrastructure and services, the General Plan will consider and promote Clovis' fiscal and economic sustainability. De Novo is sensitive to Clovis' need to balance growth in order to accommodate the City's housing and economic development

needs, while ensuring that the City retains its charm, character, and high level of public services and amenities.

In order to provide information to the decision-makers regarding the implications of the General Plan in terms of future revenues and costs associated with growth, the General Plan Update effort will include a detailed fiscal analysis.

The General Plan effort will include an updated Economic Development Element. The Economic Development Element will provide a framework for maintaining fiscal and revenue stability for the City. The City already employs many strategies to achieve fiscal sustainability. These approaches will be reviewed and new or modified methods of ensuring that consistent funding is in place to serve existing and new development under the Preferred Land Use Alternative will be developed. The work effort will recognize challenges facing the City, such as the potential for reduced revenues from changes in state law and policy (including the recent loss of Redevelopment funds), effects of the recession (development, City investments, etc.), property value reassessments, and other issues that the City may face.

The Economic Development Element will also address the City's economy from the standpoint of the private sector. Measures to maintain and improve the City's competitive position in the regional economy, improve diversity of the City's economy and jobs base, increase opportunities for employment and upward mobility for the local labor force, and encourage redevelopment of underutilized commercial and industrial land will be identified through the goal and policy framework.

## **STRICT ADHERENCE TO THE PROJECT SCHEDULE AND BUDGET**

Our project team is fully committed to delivering the General Plan and Program EIR to the City Council for adoption within a 3 -year period. We thrive under tight deadlines and we have a track record of meeting or exceeding our project schedules time and time again. Our use of Principal-level staff throughout all stages of the project allows us to work quickly, efficiently, and produce preliminary draft documents of superior quality. Our project managers take a very active, hands-on role, and we diligently manage our team and coordinate with City staff to ensure that all parties are continuously aware of pending deadlines, outstanding tasks, and draft work products that will require staff review. The project schedule included in this proposal is aggressive, yet fully achievable. We will implement a range of strategies and techniques to make the most efficient use

of staff time, and our work program includes the preparation of staff reports, meeting summaries, and workshop materials.

We take tremendous pride in our ability to adhere to our project budgets. Our project managers are owners of the firm, and to this end, we have the authority to take any steps necessary to ensure that our projects remain on budget. We strongly encourage the City to call every single one of our General Plan references and specifically inquire about the extraordinary steps we take to ensure we do not modify or exceed our budgets. This regularly includes the addition of extra meetings and hearings, the inclusion of additional General Plan Elements, and the allocation of staff time and resources beyond the levels identified in our proposal, at no extra charge to the City. We know that this is a unique way of doing business, but it has proven to yield tremendously successful General Plan projects. All of our General Plan clients have invited us back to do additional planning work following completion of their General Plan Updates. We are in this business for the long-term, and building trust and confidence with our clients is the single greatest thing we can do to build loyalty and repeat business.



# 3



# TEAM ORGANIZATION AND STAFFING





# TEAM ORGANIZATION AND STAFFING

## DE NOVO KEY STAFF

The following provides an overview of the qualifications and experience of De Novo’s key staff that will be assigned to this project. The Clovis General Plan will be personally managed and directed by Ben Ritchie, a Founding Principal and leader of our General Plan service line. Founding Principal, Beth Thompson, will serve as a senior project advisor. Principal Planner Christina Erwin will lead our team’s efforts on the EIR. Senior Planner William Crenshaw will serve as our internal assistant project manager. De Novo will utilize several additional team members not specifically listed in this proposal to assist with research, writing, and analysis. We are committed to structuring our workload and availability to meet the project schedule and ensure delivery of products of the highest quality.

### CITY OF CLOVIS

#### De Novo Planning Group

**Ben Ritchie**  
Principal-in-Charge | Project Manager

**Beth Thompson**  
Principal Planner

**Christina Erwin**  
Principal Planner

**William Crenshaw**  
Senior Planner

#### Sub-consultant Team

**Kearns & West**  
Public Outreach

**Jenna Tourje-Maldonado**  
Vice President & Senior Facilitator

**Matt Marvin**  
Senior Associate

**Provost & Pritchard**  
Infrastructure

**Sara Allinder**  
Principal Planner

**Heather Bashian**  
Principal Engineer

**EPS**  
Economics

**Amy Lapin**  
Principal-in-Charge

**Emilio Balingit**  
Project Manager

**Jason Moody**  
Principal, Senior Advisor

**Saxelby Acoustics**  
Noise

**Luke Saxelby**  
Noise

**Kittelson**  
Traffic/Circulation

**Tim Erney**  
Senior Principal

**Mike Aronson**  
Senior Principal Engineer

**Duke CRM**  
Cultural Resources

**Curt Duke**  
Principal Archaeologist

**JZMK**  
Design

**Andrew Watkins**  
Principal

**Tim Haagen**  
Senior Planner

**BEN RITCHIE – PRINCIPAL-IN-CHARGE AND PROJECT MANAGER**

Mr. Ritchie is a Founding Principal with De Novo and is responsible for managing long range planning documents, completing complex and controversial CEQA documents, and facilitating community outreach and public communications efforts for the firm. Mr. Ritchie will serve as Project Manager and will be the primary point of contact with City staff.

Mr. Ritchie's experience includes a variety of land use, transportation, and sustainability projects throughout California. Mr. Ritchie has served as the project manager for dozens of General Plan Updates throughout his career, including but not limited to the cities of Lathrop, Brentwood, Atwater, Cotati, Campbell, Milpitas, Lake Forest, Sebastopol, Sonoma, Red Bluff, Jackson, Willows, Glenn County, and Colusa County. Mr. Ritchie was also the project manager and primary author of the recent Clovis General Plan Review Summary Report.

Mr. Ritchie is very adept at leading and facilitating the public outreach, visioning, and consensus building process required for a successful General Plan Update. Mr. Ritchie has extensive experience communicating complex topics in public forums in a manner that enhances community participation, understanding, and interest in community planning topics.

Mr. Ritchie is an expert in Green House Gasses and has developed a partnership with the Attorney General's office and ICLEI- Local Governments for Sustainability to develop methodologies that local agencies can implement to address climate change at the local level and to achieve compliance with AB 32 and SB 32. Mr. Ritchie served as the Environmental Coordinator for the City of Rancho Cordova, where he oversaw the environmental planning division and the preparation of all CEQA documents prepared by staff and outside consultants. This experience has given Mr. Ritchie the knowledge of how local agencies use and implement planning documents, and specifically general plans, on a day to day basis. He has extensive experience preparing the full range of General Plan Elements and General Plan EIRs.

Mr. Ritchie graduated from Cal Poly San Luis Obispo with a bachelor's degree in Political Science and a Master of City and Regional Planning. He is regularly invited back to Cal Poly to guest-lecture in the City and Regional Planning Department.



**BETH THOMPSON - PRINCIPAL PLANNER**

Ms. Thompson is a Founding Principal with De Novo with over 25 years of professional planning experience. Her responsibilities include general plan preparation and management, senior review of environmental documents, environmental planning, Housing Element updates, policy document preparation, and contract planning.

Ms. Thompson specializes in Community Planning, CEQA and National Environmental Policy Act compliance. Her experience includes the preparation and management of numerous General Plan projects, including the Colusa County General Plan Update, Cotati General Plan Update, Brentwood General Plan Update, Sebastopol General Plan Update and Zoning Code, Half Moon Bay General Plan Housing Element, Zoning Code, and Land Use Element/Local Coastal Program Revisions, City of Lakeport Housing Element Update, City of Escalon Housing, Air Quality, Circulation, and Land Use Elements Update, Town of Paradise Housing Element Update, and City of Lakeport Housing Element Update. Ms. Thompson also has extensive experience preparing and managing General Plan EIRs, including the City of Colusa GP EIR, the City of Manteca Circulation Element Update EIR, the City of Jackson Land Use and Circulation Element Update EIR, the El Dorado County General Plan Amendment EIR, the City of Elk Grove General Plan Amendment EIRs, the Mendocino County General Plan EIR, and senior CEQA review of the City of Livingston General Plan Master EIR. Ms. Thompson is an industry leader in the field of Housing Elements, and General Plan EIRs, and she has a proven track record of successfully completing complex and legally defensible environmental and planning documents. Ms. Thompson graduated from the University of California, Davis with a bachelor's degree in Environmental and Resource Sciences.

**CHRISTINA ERWIN - PRINCIPAL PLANNER**

Christina is a principal planner with De Novo Planning Group and has more than 20 years of experience in environmental planning for public- and private-sector clients throughout California. She has successfully managed the preparation of many CEQA documents involving urban infill, greenfield development, major sports and entertainment venues, hospitality projects, general plans, and large-scale specific plans. Christina's specialty is working on technically and politically complex, multifaceted projects that require a high degree of coordination and interface with multiple stakeholders. She develops and guides the strategic application of CEQA for projects, with a focus on streamlining environmental review, providing rigorous environmental analysis, identifying implementable mitigation measures, and helping clients achieve their project objectives.



Christina graduated from the University of California, Davis with a bachelor's degree in Environmental Policy Analysis and Planning.

### **WILLIAM CRENSHAW – SENIOR PLANNER**

Mr. Crenshaw is a Senior Planner with De Novo Planning Group, and is responsible for project support, management and research in the preparation of General Plans and environmental documents. He has been with De Novo for 10 years, and has served as a key planner for comprehensive General Plan Updates in Lathrop, Manteca, Campbell, Milpitas, Willows, Jackson, Glenn County, and Red Bluff. Mr. Crenshaw's General Plan project work has included public outreach, research, environmental document writing, and policy preparation. He graduated from UCLA in 2011 with a Bachelor's Degree in Geography, and continued his studies at Cal Poly San Luis Obispo where he received a Master of City and Regional Planning (MCRP). Throughout his academic endeavors, he received multiple honors including two UCLA scholarship recognition awards "In recognition of high achievement and outstanding promise," as well as the 2013 Errett Fisher Foundation Scholarship.



## **SUBCONSULTANTS**

We are proud to partner with the following firms to complete the Clovis General Plan Update and EIR. The project team identified below has worked with De Novo on numerous General Plan projects throughout California. Our track record of successful collaboration has resulted in a seamless team of professionals prepared to offer the City the highest level of professionalism and synergy.

### **KEARNS & WEST (COMMUNITY OUTREACH)**

Kearns & West is a collaboration and strategic communications firm founded in 1984. Our high-stakes projects include work at the local, regional, and national levels, covering the essential sectors of energy, water, marine resources, land use and natural resources, community and regional planning, transportation, technology, and equity and inclusion. Kearns & West fosters creative, inclusive, equitable, and enduring solutions to public interest challenges by cultivating collaboration and connection among the communities and institutions we serve. Kearns & West offers a spectrum of services to help our clients identify and connect with the people that lead to project success. Whether it is facilitating complex processes for public involvement, providing neutral conflict resolution services to chart viable solutions, or increasing visibility by strategically putting messages in context before the right audiences, Kearns & West offers expertise and a diverse toolset to help our clients achieve their goals.





We combine decades of experience with new tools of engagement to customize our approach to the project at hand. Kearns & West is expert at integrating innovative and leading-edge collaborative technology solutions to connect and engage stakeholders regardless of location.

### **JENNA TOURJÉ-MALDONADO, AICP - PRINCIPAL & SENIOR FACILITATOR**

Jenna Tourjé-Maldonado is a Principal at Kearns & West with over 17 years of experience in community engagement, stakeholder facilitation, and urban planning. She is passionate about partnering with communities on the path to creating healthy, whole, and equitable places, where people love where they live and have a voice and a stake in the future. Through her experience as an outreach professional, urban planner, and educator, Jenna's unique expertise informs each one of her projects. Jenna loves place-based projects that connect neighbor to neighbor. Her projects involve multi-pronged outreach techniques and scale outreach to engage even the hardest-to-reach community members.



Throughout her career, she has led community engagement for general plans throughout California and is currently conducting outreach for several general plan updates and housing elements. Jenna is currently leading outreach for five general plan updates in diverse communities in California, incorporating beautiful design, branding and communication to communicate what zoning and planning changes look like in communities. Jenna is certified by the International Association of Public Participation (IAP2). She has served as Planning Commissioner for the City of Costa Mesa and co-instructed the Graduate Planning Practicum for the Master of Urban Planning and Public Policy department at UC Irvine from 2014-2020.

### **MATT MARVIN – SENIOR ASSOCIATE**

Matt Marvin is a Senior Associate with Kearns & West with nearly eight years of experience planning and implementing robust public engagement and strategic planning processes on a local, regional, and statewide scale. He is a seasoned project manager who designs and institutes holistic processes that are grounded in transparency and collaboration. He has served as the project manager for numerous projects across California and in the Central Valley specifically in the fields of land use planning, climate adaptation, water resources, and transportation. Matt has family across California's Central Valley, including Madera County, where his in-laws worked for the Department of Agriculture and Department of Environmental Health. Through these local relationships, Matt has



come to know, understand, and appreciate Clovis' rich history and community-focused atmosphere.

## KITTELSON & ASSOCIATES

Kittelson & Associates, Inc. (Kittelson) has provided transportation engineering, planning, and research services to public agencies and private organizations since 1985. An S-Corporation, the firm was established in Portland, OR, where it remains headquartered. Today, Kittelson has a staff of over 370 in 25 offices across the U.S., including four offices in California (Oakland, Sacramento, Orange, and San Diego). With this breadth of staffing, Kittelson is able to meet client needs with national expertise and local experience.

Kittelson has developed deep familiarity with local, regional, and state transportation engineering and design requirements, including best practices and context-sensitive treatments for active transportation and safety projects. In addition, we have been working across the state to develop and implement new transportation metric in response to Senate Bill (SB) 743, including the preparation of new transportation impact study guidelines, vehicle-miles traveled (VMT) mitigation measures, and transportation impact fee programs.

Unique skills and services that Kittelson brings to this project include:

- » Transportation Planning
- » Bicycle and Pedestrian Planning
- » Multimodal Planning
- » Traffic Operations
- » Safety Analysis
- » Travel Demand Forecasting
- » Transit Planning
- » Development Services
- » Geometric Design
- » Grant Application Support

### TIM ERNEY – SENIOR PRINCIPAL

Tim is a transportation planner with more than 25 years of experience with planning and engineering projects throughout California. A senior principal with Kittelson, Tim's primary focus has been on managing analyses and documentation for environmental review projects, access and circulation studies, sustainable transportation practices, TDM measures, parking evaluations, pedestrian and bicycle reviews, and data collection programs. His experience includes detailed technical analyses of local and regional roadway facilities, including traffic forecasting, modal split analyses, traffic



diversion, and operational analyses. He has experience coordinating with local and regional transportation and environmental agencies in San Francisco and the Bay Area, and has been leading the firm's efforts on the evaluation of emerging technologies and alternative evaluation metrics.

### **MIKE ARONSON, PE – SENIOR PRINCIPAL ENGINEER**

Mike Aronson has over 40 years of experience in all aspects of transportation planning and traffic operations analysis. He has managed transportation studies for general plans, major corridor studies, rail transit extensions, highway projects, and development master plans. Mike has developed and updated travel demand models using all major software programs and has led training programs in travel modeling and planning applications. Mike specializes in producing consistent and defensible results from complex transportation planning processes, and clearly explaining those results in presentations and documentation.



## **EPS (ECONOMIC DEVELOPMENT AND FISCAL SUSTAINABILITY)**

EPS is a land economics consulting firm, experienced in the full spectrum of services related to real estate development, the financing of public infrastructure and government services, land use and conservation planning, and government organization.

EPS was founded on the principle that real estate development and land use-related public policy should be built on realistic assessment of market forces and economic trends, feasible implementation measures, and recognition of public policy objectives, including provisions for required public facilities and services. These are EPS's areas of expertise:

- » Economic Development and Revitalization
- » Fiscal and Economic
- » Impact Analysis
- » Housing Policy
- » Land Use and Transportation
- » Parks and Open Space Economics
- » Public Finance
- » Public-Private Partnership (P3)
- » Real Estate Economics

Since 1983, EPS has provided consulting services to hundreds of public- and private-sector clients in California, Colorado, and throughout the United States. EPS has offices located in Oakland,



Sacramento, and Los Angeles, California, and Denver, Colorado. EPS's clients consist of cities, counties, special districts, educational and other nonprofit institutions, multijurisdictional authorities, property owners, developers, financial institutions, and land use attorneys.

EPS's professional staff includes specialists in public finance, real estate development, land use and transportation planning, government organization, and computer applications. EPS excels in preparing concise analyses that disclose risks and impacts, support decision making, and provide solutions to real estate development and land use-related problems.

EPS has decades of experience in assisting with major planning efforts such as Specific Plans, Master Plans, and General Plans. In major planning projects, EPS's expertise in real estate, labor force, demographics, and housing affordability ensures that plans are successful by aligning policies with existing market dynamics. Additionally, EPS's specialization in fiscal impact analysis ensures that new development under proposed plans does not negatively impact local finances.

### **AMY LAPIN | EPS PRINCIPAL | PRINCIPAL-IN-CHARGE**

Principal Amy Lapin will serve as EPS's Principal-in-Charge and oversee all aspects of the analytical process. Since joining EPS in 2003, Amy has assisted public- and private-sector clients in creating viable land use and financial strategies for numerous master plan and specific plan projects throughout California and the Pacific Northwest. Amy brings a wealth of knowledge regarding economic conditions in the broader Clovis market and has conducted several recent analyses related to real estate market conditions, real estate feasibility, fiscal impact analysis, and public finance for projects throughout the Central Valley and in Northern California. Amy also has assisted local jurisdictions and broader regions on the preparation of regional, housing, and specific plan goals, strategies, and implementation actions to achieve targeted economic development objectives. Amy is currently working on a General Plan Update for the City of Rancho Cordova.



### **EMILIO BALINGIT | SENIOR ASSOCIATE | PROJECT MANAGER**

Senior Associate Emilio Balingit will serve as Project Manager for the Clovis General Plan Update, leading the technical analysis for EPS and handling project coordination and administration. Emilio brings experience from the public and private sector in a wide variety of planning disciplines, including land use planning, entitlements, and urban economics. With EPS, he has served on a number of



relevant projects, including public facilities financing plans, fiscal impact analyses, real estate market studies, and housing affordability analyses.

### **JASON MOODY | EPS MANAGING PRINCIPAL | SENIOR ADVISOR**

EPS Managing Principal Jason Moody will serve as a Senior Advisor for the Clovis General Plan Update, providing strategic guidance and technical expertise for the Project team as needed. Since joining EPS in 1996, he has worked extensively for a variety of public- and private-sector clients in the areas of economic impact analysis, regional economics and competitiveness, development feasibility, and fiscal analysis. He regularly participates in major planning efforts, participating in numerous General, Specific, and Precise plans for jurisdictions in California and elsewhere.



### **JZMK PARTNERS (URBAN DESIGN)**

JZMK Partners is a dynamic and award-winning international architectural and urban planning firm that has built a reputation based on the premise that design solutions should be creative, inspirational, and provide long-term value. The firm has distinguished itself as an innovative problem solver in the design of single and multi-family housing, including affordable and senior communities, as well as in luxury and resort projects.

The JZMK team is passionate about design excellence and innovation. This enthusiasm for our work creates positive energy within the office and filters through to create a collaborative spirit among our team members. Our group of highly skilled and multi-disciplinary specialists embrace this collaborative spirit and work together to balance environmental ethos with development objectives when developing solutions for clients. With their fingers on the pulse of emerging industry trends, our highly skilled professionals are sought-out speakers across the country.

### **ANDREW WATKINS – PRINCIPAL**

Andrew Watkins is an architect, urban designer, and planner with over 20 years of professional experience. Andrew is licensed in California and Massachusetts. As a Principal at JZMK, his work focuses on large-scale urban design projects that explore the confluence of ecology and urbanism. Andrew has led the design of community plans, urban design, and new city planning projects in diverse locales, the United States, China, Indonesia, India, South Africa, Botswana, Ethiopia, Germany, Italy, Armenia, and Mexico.





## PROVOST & PRITCHARD (INFRASTRUCTURE)

In 1968, Provost & Pritchard Consulting Group began a tradition of engineering excellence in the San Joaquin Valley. Over the course of more than 50 years, Provost & Pritchard has grown in size, services offered, and geography with eight office locations throughout California. With more than 240 employees, our staff is diverse in their specialties, including civil and agricultural engineers, hydrogeologists, environmental specialists, planners, land surveyors, construction managers and field representatives, and support personnel.

Our diverse range of services includes:

- » Environmental Planning & Review
- » CEQA and NEPA Compliance
- » Community Planning & Design
- » Civil Engineering
- » Agricultural and Urban Water Planning
- » Air and Water Regulatory Compliance and Permitting
- » Land Surveying
- » Geographic Information Systems (GIS)
- » Construction Management Services

Since the beginning, Provost & Pritchard has worked with our clients to ensure seamless progression for their projects. Our reward is the long-term relationships we have built with our clients and the positive, significant impact we strive to make in the community. Whether the task is big or small, Provost & Pritchard consistently works to bring each project to a successful completion.

### **SARA ALLINDER, AICP – PRINCIPAL PLANNER**

Sara Allinder has more than 23 years of professional experience, currently serving as a Principal Planner. Throughout her career, she has actively participated in and led the development of multiple general plans and development code updates. Ms. Allinder has also provided contract staffing services for numerous local planning agencies in the San Joaquin Valley and understands how the policies and regulations outlined in general plans and zoning codes are implemented in day-to-day operations at the counter.



**HEATHER BASHIAN, PE, QSD – PRINCIPAL ENGINEER**

Heather Bashian has more than 21 years of professional experience, currently serving as a Principal Engineer. Ms. Bashian has experience with municipal infrastructure planning and design, master planning, and grant writing and administration experience. She has extensive experience in planning and designing engineering for infrastructure projects including water supply and distribution, water main replacements, water metering, wastewater collection and rehabilitation, wastewater lift stations, stormwater collection projects, and recycled/reclaimed water distribution.



**SAXELBY ACOUSTICS (NOISE)**

Mr. Saxelby has been practicing acoustic and noise control engineering for the past 18 years and is a Board Certified member of the Institute of Noise Control Engineering (INCE). He is an expert in the requirements of the California Environmental Quality Act (CEQA) relating to noise impacts and has been involved in the preparation of hundreds of noise studies, including CEQA Environmental Impact Reports (EIR) and Mitigated Negative Declarations (MND). He is also a recognized expert witness in issues relating to building acoustics and noise control and has given testimony on various legal projects including construction defect claims and CEQA litigation.



Mr. Saxelby has extensive experience in the use of complex noise modeling programs including the Federal Highway Administration (FHWA) Traffic Noise Model (TNM), the CadnaA (Computer Aided Noise Abatement) sound prediction model, the SoundPLAN acoustic model, the Federal Aviation Administration’s (FAA) Integrated Noise Model (INM), and the Enhanced Acoustic Simulator for Engineers (EASE) model.

Mr. Saxelby has teamed with De Novo Planning Group to successfully complete over a dozen comprehensive General Plan Updates and EIRs.

**DUKE CRM (CULTURAL AND HISTORICAL RESOURCES)**

DUKE CRM provides private and public clients with the highest quality archaeological, historical, and paleontological consulting services. At DUKE CRM, we balance the importance of preserving significant historical, archaeological, and scientific resources with the needs of a growing and changing human environment. To do this we approach each project with sound science combined with regulatory strategy to seek development solutions. DUKE CRM staff are experts in the California Environmental Quality Act (CEQA), the

National Environmental Policy Act (NEPA), and the National Historic Preservation Act (NHPA, Section 106).

DUKE CRM staff has vast experience on several thousands of projects working with many federal and state agencies, including: Caltrans, FHWA, SHPO, ACOE, FRA, CPUC, CEC, BLM, USFS, ACHP, DOD, FCC, DWR, and SWRCB, to name a few. In addition, we regularly work for local agencies.

Mr. Duke will be the DUKE CRM Principal Archaeologist. In addition, DUKE CRM maintains additional staff who will be involved in day-to-day implementation of any projects/tasks. Additional field, lab, and research personnel, as well as specialists are available, as necessary.

### **CURT DUKE, M.A., RPA, PRESIDENT, PRINCIPAL ARCHAEOLOGIST**

Mr. Duke has 25 years of professional cultural resources experience. He received his B.A. in Anthropology in 1994 from the University of California, Santa Cruz, and his M.A. in Anthropology in 2006 from California State University, Fullerton. His M.A. thesis focused on prehistoric mortuary analysis in southern California. Mr. Duke meets the Secretary of Interior Standards for an Archaeologist, Principal Investigator and he is a Registered Professional Archaeologist (RPA No. 15969). He is well-versed in Section 106 of the NHPA, NEPA, and CEQA. He has conducted more than 3,500 cultural resources assessments for various clients in California, Nevada, and Arizona. Mr. Duke is responsible for ensuring that the quality of analysis and reporting meets or exceeds appropriate local, state, and federal standards.

## PROJECT ROLES AND ORGANIZATION

The table below identifies key staff members and their respective roles and tasks for this project. The hours allocated to each key task are identified in the project budget. All key personnel will be available to the extent proposed for the duration of the project, and no person identified below shall be removed or replaced without prior written concurrence of the City.

Firm	Key Staff	Project Role
<b>De Novo Planning Group (Prime)</b>	Ben Ritchie	• Project Management/ Quality Control
	Beth Thompson	• Existing Conditions Report
	Christina Erwin	• Alternatives Analysis
	William Crenshaw	• Policy Development • General Plan Preparation • Public Outreach Facilitation • EIR Preparation • Staff Reports
<b>Kearns &amp; West (Outreach)</b>	Jenna Tourje-Maldonado	• Project Branding and Marketing
	Matt Marvin	• Workshop facilitation • Comprehensive Outreach and Engagement Plan • Digital Engagement
<b>Kittelson Associates (Traffic and Circulation)</b>	Tim Erney	• Background Report (Traffic)
	Mike Aronson	• Alternatives Analysis • GP Circulation Element • EIR Traffic Analysis
<b>EPS</b>	Amy Lapin	• Economic Market Analysis
	Emilio Balingit	• Fiscal Analysis of Alternatives • GP Economic Development and Fiscal Elements
<b>JZMK Partner</b>	Andrew Watkins	• Urban Design • Land Use Alternatives
<b>Provost &amp; Pritchard (Infrastructure)</b>	Sara Allinder	• Infrastructure Analysis
	Heather Bashian	• Alternatives Analysis • EIR preparation
<b>Saxelby Acoustics</b>	Luke Saxelby, INCE	• Background Report (Noise) • GP Noise Element • EIR Noise Analysis
<b>Duke Cultural Resources (Cultural/ Historical)</b>	Curt Duke	• Background Report • EIR Analysis

## REPRESENTATIVE PROJECT EXPERIENCE (DE NOVO PLANNING GROUP)

### CITY OF LATHROP- GENERAL PLAN UPDATE AND EIR

The De Novo team recently completed a comprehensive update to the Lathrop General Plan and EIR. De Novo Principal Ben Ritchie served as the project manager, coordinating deliverables, meeting facilitation, and subconsultant performance. The work effort began with an extensive public outreach and visioning process and preparation of a detailed Existing Conditions Report. Other key tasks include the preparation of a Community Profile Magazine, Outreach Summary Report, Community Vision Statement, and workshops dedicated to the topic of Environmental Justice.

The updated General Plan provides extensive opportunities for economic development, maintains strict fiscal sustainability, enhances the preservation of natural resources in and around the City, and ensures continued quality in the built environment under increasing growth pressure. Our team worked closely with BAE Urban Economics, Saxelby Acoustics, and Peak and Associates throughout all stages of this project.

We developed innovative solutions customized for the City's unique needs, including notable changes to the City's Land Use Map to facilitate desired light industrial development opportunities, coupled with cutting-edge policy approaches to reduce land use conflicts through the application of best practices.

The General Plan was successfully adopted and the EIR was certified in September 2022.

Project Schedule: April 2019 – September 2022.

Project Budget: \$828,615. No budget changes occurred, and the project was completed under budget.

Project Website: <https://lathrop.generalplan.org/>

Client Reference: Rick Caguiat, Community Development Director.  
(209) 941-7266 mmeissner@ci.lathrop.ca.us





**CITY OF MILPITAS - GENERAL PLAN UPDATE AND EIR**

The De Novo team completed a comprehensive update to the Milpitas General Plan and EIR in 2021. De Novo Principal Ben Ritchie served as the project manager, coordinating deliverables, meeting facilitation, and subconsultant performance. The work effort included extensive coordination with the City's General Plan Advisory Committee (GPAC), several working sessions with the City Council, and a comprehensive and robust community engagement program that offered numerous opportunities for virtual and in-person participation.

The updated General Plan includes several new optional elements to address topics of local importance, including Community Health and Wellness, Parks and Recreation, Community Design, Conservation and Sustainability, and Utilities and Services.

Our team worked closely with W-Trans, BAE Urban Economics, Saxelby Acoustics, and Peak and Associates throughout all stages of this project.

As part of our efforts to update the City's Land Use Map, we identified numerous key Opportunity Areas throughout Milpitas, and conducted analysis to optimize a diverse mix of land uses aimed at reducing VMT, promoting mixed use, achieving commercial revitalization, and establishing new residential densities to support the recently opened BART station in the City.

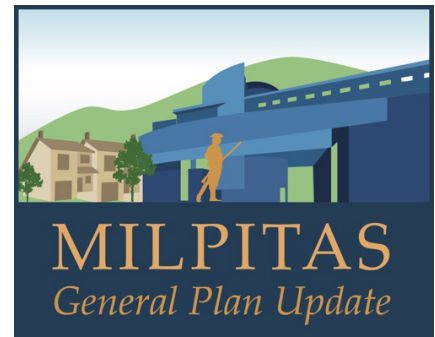
The General Plan was successfully adopted and the EIR was certified in March 2021.

Project Schedule: February 2017 – March 2021.

Project Budget: \$1,200,000. No budget changes occurred, and the project was completed under budget.

Project Website: <https://milpitas.generalplan.org/>

Client Reference: Ned Thomas, AICP, City Manager. (408) 586-3273  
nthomas@milpitas.gov



## GLENN COUNTY- GENERAL PLAN UPDATE AND EIR

The De Novo team recently worked with Glenn County to complete a comprehensive overall of their existing, outdated, General Plan. Our team conducted comprehensive outreach and visioning efforts, including a detailed outreach summary report and community vision statement. We also completed the existing conditions report and the issues and opportunities report. Our team worked closely with the County's GPAC to finalize the Draft General Plan and the Land Use Map.

Key policy issues addressed in the General Plan Update include protection and preservation of the County's agricultural economy; strategies to attract appropriate levels of commercial development to bolster local job opportunities and County revenue-generating opportunities; focusing new growth in and around existing communities in order to preserve agricultural and open space lands; and development of circulation policies that meet state requirements, yet remain appropriate for rural communities.

Project Schedule: April 2019-June 2023.

Project Budget: \$744,805. No budget changes occurred, and the project was completed within budget.

Project Website: <https://glenncounty.generalplan.org/>

Client Reference: Mardy Thomas, Director of Planning and Community Development. (530) 934-6540 mthomas@countyofglenn.net

GLENN COUNTY



GENERAL PLAN UPDATE

**CITY OF WILLOWS- GENERAL PLAN UPDATE AND EIR**

De Novo just completed a full update the City of Willows' General Plan, which had not been comprehensively updated since 1974. Given the City's limited financial and in-house staff resources, we developed a focused work program that allowed us to prepare a full update (complete re-write) to the General Plan without compromising quality, outreach, and customization. The City's new General Plan includes all seven of the State-mandated elements, and addresses additional topics such as economic development and agricultural preservation.



The General Plan was successfully adopted and the EIR was certified in January 2023.

Project Schedule: April 2019-January 2023.

Project Budget: \$160,000. The project was completed within budget.

Client Reference: Karen Mantele, Principal Planner. (530) 934-7041 kmantele@cityofwillows.org

**CITY OF BRENTWOOD - GENERAL PLAN UPDATE AND EIR**

The De Novo team completed a comprehensive update to the City of Brentwood's General Plan and preparation of a General Plan EIR. De Novo Principals Beth Thompson and Ben Ritchie served as the project managers, coordinating deliverables, meeting facilitation, and subconsultant performance, and Mr. McMurtry served as Principal Planner. The work effort began with an extensive public outreach and visioning process and preparation of a detailed Existing Conditions Report. Other key tasks include an Opportunities and Constraints Report, three Land Use Map Alternatives accompanied by a Land Use Map Alternatives Report, and opportunities for property owners to submit parcel change requests. Our team worked closely with the City's General Plan Working Group to complete comprehensive policy sets for all General Plan topics.



The updated General Plan provides extensive opportunities for economic development, maintains strict fiscal sustainability, enhances the preservation of natural resources in and around the City, and ensures continued quality in the built environment under increasing growth pressure. Our team worked closely with W-Trans, BAE, JC Brennan and Associates, and Peak and Associates throughout all stages of this project.

We developed innovative solutions customized for the City's unique needs, including the establishment of a Priority Development Area in the northwest area of Brentwood, along the SR 4 corridor. This area included detailed planning priorities and standards for the

development of a mixed use area that would accommodate a range of business park uses, regional commercial uses, and a range of residential densities that would support the future extension of eBart to the area.

The General Plan was successfully adopted and the EIR was certified in July 2014.

Project Schedule: October 2012-July 2014. The project was completed ahead of schedule.

Project Budget: \$637,535. No budget changes occurred, and the project was completed within budget.

Client Reference: Erik Nolthenius, Planning Manager. (925) 516-5137  
enolthenius@brentwoodca.gov

### **OTHER RELEVANT GENERAL PLAN EXPERIENCE**

City of Jackson General Plan and EIR

City of Manteca General Plan and EIR

City of Campbell General Plan and EIR

City of Pittsburg General Plan and EIR

City of Oakley General Plan and EIR

City of Willows General Plan and EIR

City of Cotati General Plan and EIR

City of Sebastopol General Plan and EIR

City of La Verne General Plan and EIR

City of Lake Forest General Plan and EIR

City of San Jacinto General Plan and EIR

City of Indian Wells General Plan and EIR

City of San Marcos General Plan and EIR

Colusa County General Plan and EIR

# SUBCONSULTANT PROJECT EXPERIENCE

## KITTELSON ASSOCIATES EXPERIENCE

### **CITY OF CLOVIS VMT IMPLEMENTATION AND SUPPLEMENTAL EIR**

Kittelson assisted the City of Clovis with developing its SB 743 approach and updated transportation impact analysis guidelines. Kittelson provided considerations and recommendations for vehicle-miles of travel (VMT) metrics, thresholds, screening criteria, and other elements of its approach, as well as researching VMT mitigation measures that would be effective in Clovis. Kittelson then developed the City's updated transportation impact analysis guidelines to include both updated CEQA requirements and local transportation analysis. The Kittelson team conducted case studies for prototype development projects.

As a follow-on, the Kittelson team prepared a Supplemental Environmental Impact Report (EIR) on the General Plan Circulation Element Update to address VMT. Kittelson updated the land use forecasts in the Fresno County activity-based travel model maintained by the Fresno Council of Governments (Fresno COG) to be consistent with the General Plan and the latest development proposals, and provided CEQA impact analysis and VMT mapping for future development areas. The Supplemental EIR can now be used for tiering by individual development projects.

Client Reference: David Merchen, City Planner, City of Clovis, (559) 324-2346, davidm@ci.clovis.ca.us

### **FRESNO WEST AREA SPECIFIC AREA PLAN EIR**

The Fresno Specific Plan of the West Area is providing a plan for approximately 7,077 acres on the west side of SR 99. The plan will allow for buildout of over 50,000 housing units and over 50,000,000 square feet of non-residential uses. Kittelson conducted the transportation impact analysis for the EIR and assessed effects that would result in significant impacts under the CEQA guidelines, as related to VMT as the primary performance metric. Kittelson supported the City in evaluating the appropriate circulation system to support the development, and updated and applied the Fresno COG activity-based travel model, which was used to estimate the existing and horizon-year average VMT metrics for the TAZs that comprise the Specific Plan area and Fresno County. The Fresno model was also



used to develop horizon-year forecasts with the buildout of the Specific Plan area.

Client Reference: Jill Gormley, Public Works Department, Traffic Operations and Planning Division, City of Fresno, 559-621-2489, Jill.Gormley@fresno.gov

### **FRESNO COG MODELING SUPPORT**

Kittelson is one of four consultants selected by Fresno COG to apply the Fresno County activity-based travel demand model in support of transportation impact analysis and VMT studies, and the single consultant selected to support COG staff in Regional Transportation Plan modeling. Kittelson has provided travel forecasts and VMT analysis for numerous individual projects including the Clovis Circulation Element Update, the Fowler General Plan Update, the Fresno West Specific Plan, the Clovis Unified School District Fowler-Herdon site, and the Clovis Owens Mountain Parkway project.

Client Reference: Santosh Bhattarai, Fresno Council of Governments, bhattarai@fresnocog.org, 559.233.4148

### **CITY OF LOS BANOS GENERAL PLAN UPDATE**

Kittelson supported a significant update of the City of Los Banos general plan. The proposed General Plan 2042 brings the general plan up to date with latest state and federal legislation around urban development, transportation, climate resilience, and safety, and addresses the city's growth, economic development, sustainability, and conservation of open space and land resources. The plan responds to local and regional housing needs, promotes economic growth, fosters local job creation, enhances quality of life, and protects natural and agricultural resources. In addition to citywide planning issues, General Plan 2042 provides goals and policies for enhancing downtown Los Banos as the vibrant center of the city and community. Kittelson prepared a comprehensive update to the Circulation Element with an updated roadway network of roadways and functional classifications to connect with the regional network and plans for a state route bypass highway. The updated circulation element was also designed to include complete street elements to its major arterial (SR-152) and to reflect planned completion of a major alternative road to alleviate east-west traffic from the City's major corridor.

Kittelson led the transportation analysis, developing the Circulation Element of the General Plan Update and the corresponding Environmental Impact Report (EIR) prepared for environmental review under the California Environmental Quality Act (CEQA). Kittelson provided traffic modeling review and forecasts, roadway

segment and vehicle miles traveled (VMT) analysis, and alternative transportation options. The results of the analysis and transportation recommendations were included in the General Plan Update document.

## **KEARNS & WEST EXPERIENCE**

### **CITY OF NEWPORT BEACH “LISTEN & LEARN” CIRCULATION AND HOUSING ELEMENT UPDATE AND GENERAL PLAN UPDATE – OUTREACH AND COMMUNITY ENGAGEMENT**

In 2019, the City of Newport Beach began a “Listen & Learn” process to hear from the community in developing a community-based vision for a future comprehensive General Plan Update. The City elected to start with focused updates of the Circulation and Housing Elements. In this highly engaged community, transparent and thoughtful community engagement have helped build towards consensus on both the circulation and housing element policies.

For “Listen & Learn,” Kearns & West created branding reflecting Newport Beach’s coastal character and culture, developed an interactive website, prepared interesting materials about the existing General Plan, hosted a day long community festival and community meetings in the City Councilmembers’ districts. Kearns & West, working closely with both City public works and planning staff and the consultants, is now implementing a robust virtual engagement strategy for the Circulation and Housing Element updates, including continued online engagement, and multiple workshop series on circulation, housing, and environmental justice. The workshop formats have evolved and have included parallel online input, live discussion, project team panels, polls, and video.

Building on Kearns & West’s track record of successful engagement in Newport Beach, Kearns & West is continuing outreach and engagement for the Newport Beach General Plan Update process. The project team is currently launching Phase 1 of three phases for the General Plan Update.

Project Schedule: 2019 – 2022

Reference:

Seimone Jurjis, Deputy Director of Community Development

100 Civic Center Drive Newport Beach, CA 92660

(949) 644-3210 | [sjurjis@newportbeachca.gov](mailto:sjurjis@newportbeachca.gov)

Total Fee: \$858,000

## **CITY OF IRVINE GENERAL PLAN UPDATE – OUTREACH AND ENGAGEMENT**

The City of Irvine is preparing a focused update to its General Plan. Irvine 2045 General Plan Update will contain goals and policies to help the City reach its vision ensuring Irvine's high quality of life is preserved and enhanced as the City matures. The City of Irvine is utilizing a community engagement process that will foster community members' and stakeholders' participation in planning for a General Plan reflective of community values and aspirations. Kearns & West is leading engagement for the general plan update, facilitating two series of focus groups, in-person and virtual workshops, developing workshops-in-a-box for staff to lead, and developing outreach and engagement trainings for City staff to build capacity.

Project Schedule: 2022 – Present

Reference:

Marika Poynter, Manager of Planning Services

City of Irvine

1 Civic Center | Irvine, CA 92606

949-724-6000

[mpoynter@cityofirvine.org](mailto:mpoynter@cityofirvine.org)

## **CALIFORNIA DEPARTMENT OF WATER RESOURCES (DWR) – 2022 CENTRAL VALLEY FLOOD PROTECTION PLAN UPDATE**

The Central Valley Flood Protection Plan (CVFPP) guides the State's participation in managing flood risk and describes a programmatic vision for flood system improvements over time in accordance with the requirements of the Central Valley Flood Protection Act of 2008. The 2022 CVFPP Update addresses: climate change; flood protection project implementation accomplishments and outcomes; and alignment with other State efforts, including the Governor's Water Resiliency Portfolio and the Sustainable Groundwater Management Act.

Kearns & West served as the stakeholder engagement lead for the 2022 CVFPP Update which featured an extensive, multi-faceted outreach process focused on addressing key improvements to the Central Valley's maintenance and operations of flood infrastructure. Specifically, this included ensuring resilience to increased flooding due to rising temperatures while uplifting ecological restoration, recreational opportunities, and agricultural lands. Kearns & West was tasked with engaging an array of stakeholders ranging from local

flood entities, agricultural interests, non-governmental organizations, tribal communities, small and/or disadvantaged communities, and elected officials. This engagement included work groups, formal and informal briefings, targeted stakeholder meetings, open houses, public workshops, and webinars. The 2022 CVFPP Update was adopted in December 2022.

## EPS EXPERIENCE

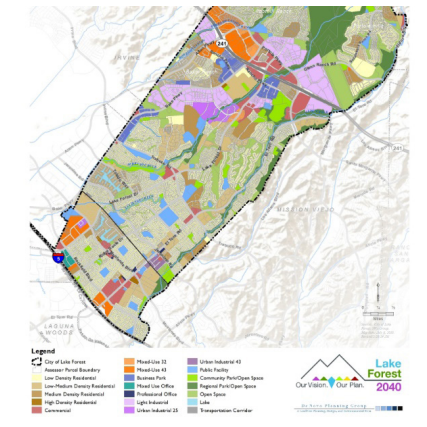
### LAKE FOREST GENERAL PLAN UPDATE

EPS was engaged as part of a multidisciplinary team to update the General Plan for the City of Lake Forest, located in the area of Orange County commonly referred to as the Saddleback Valley. Incorporated in 1991, the city is both an affluent residential community, as well as a growing business hub in Orange County. The City is looking for ways to differentiate itself from its neighbors and continue to attract new residents and businesses. This includes providing a greater range of housing products and commercial amenities that can attract younger residents to the area. As a mostly built-out community, the City is also re-positioning itself from welcoming new large-scale tract development to supporting the maintenance, preservation, and renewal activities that serve to improve quality of residential, business, and recreational environments. EPS served as the economist for a multi-disciplinary team retained by the City of Lake Forest to complete the General Plan and subsequent mixed-use zoning code update. EPS provided analysis and findings related to baseline socio-economic and real estate market trends to inform community and stakeholder considerations of long-term growth prospects and development typologies achievable over in both the near term and over life of the General Plan. EPS also developed an interactive model that compared the fiscal implications of various Plan Alternatives on the City's General Fund budget. EPS subsequently supported General Plan implementation with financial analysis for five mixed-use activity centers/ focus areas in the city. The new codes include five distinct types of mixed-use designations rooted in best planning practices as well as market and financial analysis, with the goal of encouraging new mixed-use development combining residential product with complementary retail, office, hotel and industrial uses.

Dates: January 2028–June 2020

Budget: \$78,600

EPS Staff: Jason Moody, Principal-in-Charge; Julie Cooper, Project Manager



Client Reference: Gayle Ackerman, Director of Community Development, City of Lake Forest; (949) 461-3460; Gackerman@lakeforestca.gov

Link to Work Product: Lake Forest Economic Development Element

## FRESNO CITYWIDE FISCAL IMPACT ANALYSIS AND INTERACTIVE MODELING TOOL

EPS was retained by the city to develop a user-friendly, interactive fiscal modeling tool to evaluate the fiscal implications of specific projects, area plans, or zoning categories (e.g., residential, commercial, office, etc.), differentiated by location in the city. EPS estimated the unique impact of various land use categories on all General Fund revenues affected by growth and development, accounting for difference in tax rates by location. On the cost side, EPS worked closely with City staff to understand the context of General Fund departmental budgets, including annual and one-time revenues and expenditures, as well as consideration of deferred maintenance and actual versus optimal service levels (informed with reference to historic budget trends). The model was developed to allow for sensitivity analysis (e.g., variations in levels of service and service demands, the amounts and types of growth, and the location of growth) to identify the key determinants to long-term fiscal sustainability. The work builds on EPS fiscal analysis for the City's General Plan and negotiation support on a Property Tax Sharing Agreement with the County.

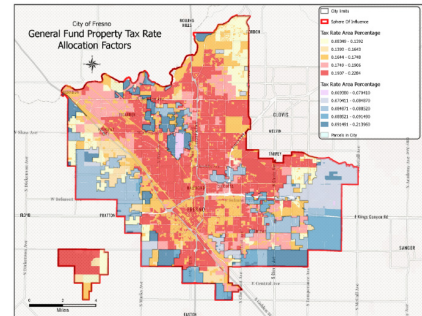
EPS worked with the city to enhance the geographic- and project-specific functionality of the tool through the use of the ArcGIS Urban platform, a Web-based modeling and planning system built on the Esri Geospatial Cloud and integrated into the City's existing Online ArcGIS platform. The tool allows the city to visualize, track, and review development programs throughout their life cycles, providing a high-level view of the scope, status, and local context of projects citywide. EPS provides technical support, including a training session with city staff and on-call availability to ensure the tool meets city needs.

Dates: June 2021–July 2023

Budget: \$200,000

EPS Staff: Jason Moody, Principal-in-Charge; Amy Lapin, Principal-in-Charge

Client Reference: Sophia Pagoulatos, Planning Manager, City of Fresno; (559) 6218062; Sophia.Pagoulatos@fresno.gov





**FRESNO SOUTHEAST DEVELOPMENT AREA SPECIFIC PLAN**

EPS is assisting the City of Fresno in preparing a Public Facilities Financing Plan for the Southeast Development Area (SEDA). The SEDA Plan Area encompasses approximately 8,800 acres and is envisioned to contain more than 41,000 dwelling units and 16.7 million square feet of nonresidential uses. The Financing Plan identifies all backbone infrastructure improvements and public facilities needed to serve the proposed land uses, details the estimated costs for these improvements, and describes potential financing mechanisms that could be used to construct the improvements in a timely manner.

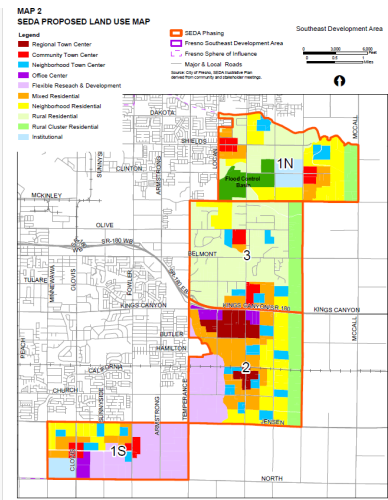
The Financing Plan considered costs, funding sources, and financing mechanisms for nearly \$4 billion of backbone infrastructure and public facilities, including water, sewer, storm drainage, roads, parks, and transit facilities. The Financing Plan identified both new and existing funding sources and financing mechanisms to fund backbone infrastructure and public facilities as well as funding mechanisms for ongoing operation and maintenance of those facilities. Due to the large scale and lengthy timeline of the proposed development in the SEDA, the Financing Plan also included specific implementation steps to ensure that the Financing Plan maintained flexibility to adapt to changing market and land use conditions over the duration of Project buildout.

Dates: September 2020–ongoing

Budget: \$73,733

EPS Staff: Amy Lapin, Principal-in-Charge

Client Reference: Phil Ault, Associate Director, Noise and Air Quality, First Carbon Solutions, Inc; (559) 930-6191; pault@fcs-intl.com



**PROVOST & PRITCHARD EXPERIENCE**

**CITY OF CLOVIS WATER AND RECYCLED WATER MASTER PLANS**

The City of Clovis updated the Water Master Plan and Recycled Water Master Plan to address future growth areas within their General Plan and incorporate drought impacts on the reliability of surface water, as well as increasingly stringent water quality regulations. Other key issues addressed in the plan included the dropped regional groundwater levels, groundwater quality, and the outflow of groundwater. As part of the update process, Provost & Pritchard reviewed the City’s water supplies, assessed opportunities to increase water supplies and reliability, evaluated existing water use records and developed new usage patterns, developed future water

use demands from existing data for land uses within future growth areas, reconciling available water supplies and demands, and used a water model to confirm water system infrastructure. In addition, the project consisted of developing construction cost opinions for infrastructure needed to serve existing and future users within the growth areas.

Client Contact: Mike Harrison, Past City Engineer (Retired), Thad Avery, City Engineer, City of Clovis, (559) 324-2356, thada@ci.clovis.ca.us

### **FRESNO COUNTY BUSINESS AND INDUSTRIAL CAMPUS EXISTING CONDITIONS AND SERVICE CONSIDERATIONS REPORT**

The County of Fresno identified an approximately 2,940-acre site for a potential business and industrial campus development. Provost & Pritchard was engaged in summarizing the existing conditions present on-site, identifying conceptual land use plans for the project area, identifying high-level infrastructure demands, and summarizing key service considerations for the County to evaluate prior to progressing with more formal planning efforts. The focus of the existing conditions and service considerations were on water, wastewater, stormwater, traffic, and additional dry utilities. Land use considerations, such as proximity to an existing disadvantaged community and key travel and goods movement corridors were also considered.

Client Contact: Bernard Jimenez, Planning & Resource Management Officer, County of Fresno, Public Works and Planning – Administration, (559) 600-4234, BJimenez@fresnocountyca.gov

### **MADERA COUNTY, LIBERTY GROVES SPECIFIC PLAN INFRASTRUCTURE PLANS**

The Liberty Groves Specific Plan project is a proposed 1,344-acre master-planned, mixed-use community. Liberty Groves proposes a diverse mixture of residential, commercial, office/light industrial, recreational, and other necessary services and community amenities. Provost & Pritchard has been actively involved in the development of the project since 2009, beginning with an initial Environmental Site Assessment (ESA) and continuing through the completion of a Water Supply Assessment Report (WSA) and other related studies. Recently, Provost & Pritchard prepared an Area Plan and a Specific Plan, including the infrastructure master plans for water, wastewater, storm drainage, and roads.

Client Contact: Igal Triebach, President, Greystone Equities, LLC, (310) 829-7111, igal@greystoneellc.com

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# 4



# SCOPE OF WORK





## SCOPE OF WORK

We have prepared the following work plan in response to the City's Request for Proposals and our experience working on other General Plan projects throughout California. All work products will be delivered in an electronic format; where hard copies of products are provided, they are specifically identified in the associated task deliverable.

This Scope of Work is divided into the following components:

- » Project Management and Coordination
- » Project Initiation
- » Community Participation Program
- » Existing Conditions Report
- » Issues and Opportunities
- » Land Use Alternatives
- » General Plan Update
- » Environmental Impact Report
- » Zoning Code Updates
- » Optional Task- Community Plan Update

### TASK 1 – PROJECT MANAGEMENT AND COORDINATION

De Novo will serve as the Prime Consultant of a multidisciplinary professional services team, responsible for all coordination activities, including coordination of subconsultants and administrative tasks. For this project, De Novo has assembled a team of technical experts with a deep history and success working together to prepare and implement General Plans. We hold ourselves to the highest professional standards and we are committed to completing the project objectives on schedule and on budget.

#### MEETINGS WITH CITY STAFF

De Novo will facilitate twice-a-month meetings with City staff to ensure that the project is on schedule, on budget, and that any issues are quickly resolved. We assume that these twice-monthly meetings will be conducted virtually with the City's assigned Project Manager, along with any other key City staff relevant to the focus of a given meeting.



**Deliverables:**

- » Twice monthly virtual meetings with City staff for the duration of the project.

**PROJECT ADMINISTRATION**

Our strategy includes a dedicated Principal-level project manager who will be hands-on throughout the project. Our internal administration procedures include: regular check-ins with subconsultant teams; internal weekly conference calls with the management team from De Novo and each subconsultant (as relevant to the timing of the task of each subconsultant); biweekly updates to the task list, including internal deliverables necessary to meet our deliverables to the City; and establishment of a secure online file sharing site to ensure that all background documents, technical reports, updated schedules, and approach memos are readily available to each team member.

**Deliverables:**

- » Ongoing project administration led by the Project Manager

**CITY TECHNICAL ADVISORY COMMITTEE (TAC)**

It is our understanding that the City will appoint a senior-staff level technical advisory committee (TAC) to provide input and guidance on key topics throughout the duration of the General Plan Update. De Novo will facilitate meetings, data requests, and milestone documents review with the TAC throughout all phases of the General Plan Update. It is assumed that our management team would facilitate approximately six (6) TAC meetings throughout the General Plan Update process, half of which would be virtual, and half of which would be in-person. While we are flexible in terms of the timing of TAC meetings, we generally assume that they would occur at the following project milestones:

- » Project kickoff and data collection
- » Review and finalization of the Existing Conditions Report
- » Establishment of the Land Use Alternatives for analysis
- » Review of Land Use Alternatives Analysis
- » Development of the General Plan Policy Document
- » Review of the Draft EIR

**Deliverables:**

- » Six TAC meetings (3 in-person, and 3 virtual)

## TASK 2 – PROJECT INITIATION

The project will begin with the consultant team providing a high-level project overview and refined timeline at an in-person meeting and tour with City staff, collecting data, analyzing existing conditions, and evaluating opportunities and issues. To achieve the project objectives, our experienced team will kick-off and execute a detailed existing conditions study, including preparation of background reports and other documents which will later streamline policy development and environmental review.

### KICK-OFF MEETING AND TOUR

Within three weeks of receiving the notice-to-proceed, the De Novo team will meet in-person with City staff to kick-off the project and participate in a tour of the City, with a special focus on understanding key opportunity areas. We anticipate discussing the following at the kick-off meeting:

- » Project management and communication protocols;
- » Confirm/finalize project scope of work and schedule;
- » Discuss community outreach approach; and
- » Review data request for key background documents

We recommend that representatives from most (or all) City departments participate in the kick-off meeting. Following the meeting, the team will take a tour of the City to discuss key issues and opportunities.

#### Deliverables:

- » Meeting agenda, data needs list, summary notes, tour photos, project schedule/work plan with major work components and milestones

### BASE MAPPING

De Novo will prepare a parcel-level citywide base map in ArcGIS which will be used by all team members for all graphics for the duration of the project; this will include a high-quality aerial base map generated from existing digital sources, suitable for high-quality large format re- production. The budget for this task assumes that the City will provide the Assessor parcel data.

#### Deliverables:

- » GIS base map

## **TASK 3 – COMMUNITY OUTREACH AND PARTICIPATION**

To engage the public in the General Plan Update process, the De Novo team will work collaboratively with Kearns & West to design and implement a comprehensive community outreach program that will be creative and impactful, and will utilize a variety of traditional and modern techniques. Our goal is to market the project in such a way as to garner interest and participation early and often, and to achieve notable participation throughout the entire process.

Clovis has experienced significant growth and change since the last General Plan Update, particularly to accommodate changing land use planning policies and housing trends. Despite these changes, Clovis has and seeks to continue to maintain its historical heritage and community-focused atmosphere. As a such, an important element of the general plan is to develop strategies and policies that balance ensuring sustainable growth with upholding the unique way of life resident's value. Our team will focus on developing engagement strategies that allow the team to hear questions about development concepts so that the team can respond with policies pertaining to land use, economic development, historic preservation, and community health, among others, that help to better integrate new development with existing communities and proactively address concerns. Kearns & West Principal Jenna Tourjé-Maldonado's extensive experience leading equitable engagement programs in support of general planning and housing projects across California will be valuable in kicking off the Community Outreach Program.

Our team proposes a multi-pronged approach to outreach that layer traditional workshops, pop-up events in different parts of the City, focus groups and online engagement that can connect with multiple population groups. In addition to linguistic differences, our team understands that culture and tradition impact how communities of people like to participate. Kearns & West uses specialized outreach techniques that are woven together through the planning phases with an emphasis in engaging stakeholders early and often. At the core of the outreach strategy must be careful assessment of various stakeholder interests, objectives for public involvement, how to best synchronize the public dialogue with the steps in the planning process, special communication needs for disadvantaged communities and non-English speakers, and the types of engagement activities that will be accessible and attract involvement. As part of the project initiation process, Kearns & West typically conducts an outreach assessment with City staff. This provides dedicated time for staff and the consultant team to discuss past outreach efforts, confirm goals for this program, generally discuss details such as venues

and materials, and identify key stakeholders. It also provides an opportunity to identify the depth of the strategy and tailored outreach tasks. Following the assessment, Kearns & West will prepare a more refined community outreach program for staff review and approval describing the goals, purpose, and desired outcome of the process; providing an outline of each technique to be used; establishing a timeline; and outlining responsibilities for both the outreach team and the City.

Kearns & West has designed a public outreach program for this project that will gather valuable feedback right from the beginning, resulting in Working Paper on Community Perspectives on Land Use Alternatives that meets the City's desired timeline and is translated into a General Plan that the community is not only proud of but has ownership over.

### **COMMUNITY OUTREACH PROGRAM**

Following the project kick off meeting, the team will prepare a Community Outreach Program in coordination with the City's Communication Manager and Planning Manager which will serve as a guide to the community and stakeholder engagement process modeled after IAP2 values and principles. The Community Outreach Program will include elements necessary for the consultant team and City staff to create pathways for active public engagement in the General Plan Update. It will incorporate goals for participation from all segments of the community, stakeholder analysis, a communications plan, programs & activities, roles and responsibilities, and a calendar. For each outreach activity, a schedule, date, target group, purpose, and public participation goal. In addition to outlining methods for how residents will be engaged in the process through workshops, pop-ups, focus groups and digital engagement, the plan will provide recommendations on how the City should structure the Visioning process and how to engage the public on the current General Plan themes. The Community Outreach Program will also include tools and methodology to meaningfully engage underrepresented and non-English speaking community members. Specifically, that will include the identification of organizations representing these communities and proposed means for engaging them meaningfully throughout the process.

#### **Deliverables:**

- » Community Outreach Program

## **GRAPHIC IDENTITY TEMPLATE**

To provide a consistent look and feel for all materials and to ensure that general plan process activities are instantly recognizable as such, we will work with the City and incorporate established style guidelines to develop a graphic identity template. This includes a set of colors, fonts, and layout templates that can be used for slides, presentation boards, handouts and collateral materials, the project website, survey forms, workshop and open house signage, sign in sheets, and other uses where appropriate. During this phase, the project team and the City will create a flexible design that can be applied to appropriate materials and products identified in the Community Outreach Program.

### **Deliverables:**

- » Development of project logo and tagline
- » Development of themes, fonts, and templates for workshop materials in electronic format

## **WEBSITE AND DIGITAL ENGAGEMENT**

Kearns & West is on the cutting edge of designing and implementing intuitive, empowering, and engaging collaborative technologies that help our clients achieve their communications goals by connecting with audiences in innovative ways. Additionally, our approach to digital engagement and the selection and timing of applying specific tools are geared toward reaching all audiences, especially those that have historically not engaged in public planning processes. In other words, our approach reduces barriers to entry in the planning process and allows the public to engage at a time and manner that is convenient and accessible.

For the General Plan, our team proposes using a suite of tactics to keep the community interested and engaged. While potential options are included below, specific activities and methods will be confirmed through the development of the Community Outreach Program and may be adapted/alterd as the project progresses.

Virtual Interactive Tools: There are a multitude of digital engagement tools Kearns & West has the capacity to utilize across the various outreach activities outlined above. This includes digital whiteboarding tools, such as Miro and Mural, which can be utilized to allow all participants to simultaneously share written feedback in a group discussion. Mobile polling, through platforms like PollEverywhere, can provide an opportunity to engage the full audience at once, reviewing and presenting results in real-time. Where appropriate, results can be tabulated to allow for detailed quantifiable analysis, informing ongoing discussions and decision-making.



Notifications Plan: Our team will develop a suite of notification collateral for specific outreach events and the project overall. This can include flyers (digital and print), e-mail blasts, and a social media plan with sample postings. Our team will work with City staff to develop shorthand project updates and educational content in the form of Nextdoor posts, Facebook posts, and website updates.

Our team will create and manage a dedicated project website to share information and gather public input (De Novo owns the domain "GeneralPlan.org" so the project website will be easily identifiable, such as "Clovis.GeneralPlan.org". The website will identify the schedule of upcoming meetings, serve as a library of General Plan documents (including staff reports, meeting agendas and minutes, technical reports, and public review drafts), and allow the public an opportunity to participate in polls, surveys, and comment on the General Plan Update process.

As part of the General Plan website, our team will prepare and facilitate two interactive online surveys to collect information on key General Plan topics (typically the first survey is focused on establishing a vision and the second survey is focused on the draft land use plan). Our outreach team has found SurveyMonkey to be a cost-efficient yet engaging tool to gather meaningful feedback. Surveys will be based on the programs and activities defined in the Community Outreach Program. Our team also has experience with digital platforms like Grancius (Engagement HQ), Social Pinpoint, and Metroquest and will utilize them to provide an interactive online platform to supplement the traditional in-person workshops described below.

**Deliverables:**

- » Creation and maintenance of a dedicated project website for the duration of the project
- » Develop content for two interactive surveys
- » Survey summaries

**EDUCATIONAL MATERIALS AND ANNOUNCEMENTS**

We will work with City staff to share all educational and engagement materials, along with project updates, via the City's website, the project website, existing communication and stakeholder networks, and social media outlets. The team will develop a flyer for each workshop, e-mail blasts, website content and a social media plan with sample social media blurbs for the project. Our team will work with City staff to develop shorthand project updates and educational content in the form of Nextdoor posts, Facebook posts, and website updates. We will also recommend the following:

- » Content for quarterly electronic newsletters / project updates
- » Educational series on land use policy
- » Project cards the size of business cards directing people to the website and other online project resources, as well as the project email and phone number.

**Deliverables:**

- » Assist technical team with educational content development, including layout content for factsheets and other printed materials.
- » Develop Social Media Strategy
- » Draft email blasts
- » Maintain database of contact information collected from project website, workshops, open house townhalls, and stakeholder focus group meetings

**GENERAL PLAN VIDEO**

The way people learn about General Plans has evolved over time and new multimedia engagement programs are more relevant than ever. A picture, or a video, is often worth a thousand words. To help engage the public and educate the community on why the City is updating its General Plan and how it will impact them, we will prepare a brief (2-3 minute) General Plan Update overview video. Animated text graphics will help to call-out key ideas and facts. Videos will be formatted for web and internal distribution.

**Deliverables:**

- » One 2-3 minute General Plan Update overview video

**EVERY DOOR DIRECT MAILER – OPTIONAL TASK**

To ensure maximum inclusivity in the General Plan Update process, we recommend preparing and delivering a postcard-sized advertisement to every residential and business address in the City. A mailer is envisioned to include the following information:

- » A brief message regarding the project components and objectives
- » The specific days, times, locations, and topics for the Visioning Workshops
- » A link to the project website/contact information Our team will design the mailer and work with a local printer to prepare and deliver the mailers using the USPS Every Door Direct Mail (EDDM) delivery system. Based on USPS records, there are approximately 55,000 residential and business addresses in the City. This task includes preparation, printing,

coordination with the USPS EDDM program, and delivery (postage).

**Deliverables:**

- » One postcard-sized direct mailer, two-sided, in black and white; approximately 55,000 mailers printed and delivered to every residential and business address in the City

**JOINT PLANNING COMMISSION/CITY COUNCIL KICKOFF MEETING**

It is recommended that the first public meeting be held before the City Council and Planning Commission and will serve as an opportunity for City leadership to meet the consultant team. The meeting will serve as a “General Plan 101” with a brief overview of the General Plan process, including key steps, and opportunities for public involvement. This will also provide an opportunity for the PC and CC to provide input on key issues, challenges, and priorities for the General Plan Update to address.

**Deliverables:**

- » Powerpoint presentation and meeting facilitation

**PUBLIC WORKSHOPS & OPEN HOUSE**

Our project team will host a set of seven in-person workshops throughout the update process. These workshops would focus on the following topics, and would utilize a variety of formats and strategies to maximize participation and information sharing, customized to the theme and topic of the meeting.

- » Two workshops focusing on Visioning.
- » One workshop focusing on Keys Issues and Opportunities
- » Two workshops focusing on Land Use Alternatives
- » Two workshops focusing on the Draft General Plan Update

The timing and dates of these activities will be determined as part of the development of the Community Outreach Program. These activities will include a diverse mix of strategies ranging from traditional workshops to design charrettes depending on the focus area of a given event. These events will include opportunities for the community to provide feedback on the Guiding Themes, the land use planning framework (or guiding principles), key issues and opportunities, land-use alternatives, and the draft General Plan. All materials will be translated into Spanish and Spanish interpretation services will be provided during the workshops and open house.

**Deliverables:**

- » Preparation of logistics memo before each workshop or open house
- » Workshop attendance and facilitation by a facilitator and a project coordinator
- » Preparation of content for presentations, display boards, handouts, etc.
- » Translation of materials if desired
- » Layout and printing of materials
- » Dry run to be held prior to each workshop or open house
- » Summary for each workshop or open house that documents attendance, format and presentation, input, and major discussion themes

**POPOP EVENTS**

Pop-up events are an effective engagement tool for bringing information to community members and asking for their input in an informal setting. They provide the community with the ability to engage and provide feedback on their own terms rather than participating within the confines of a formal workshop. Pop-up events provide an excellent opportunity for the City and project team to spread awareness of the General Plan Update, educate the community on the importance of the General Plan, and encourage the community to participate in the Update process. Our team will support City staff to develop a strategy for implementing pop-up events that align with key junctures of the project and highly attended community events. Specifically, this will include developing:

- » Event-specific materials.
- » Interactive processes for collecting and documenting the public's feedback.
- » A list of proposed events, such as the Clovis Rodeo and ClovisFest.
- » A logistics guide for the events.

Prior to the first pop-up event, Kearns & West will host a training session to brief City staff on the intent of these events, input sought, and roles and responsibilities for staffing the events, among other considerations. This training will allow City staff to navigate pop-up events confidently, in an informed manner, and collect needed feedback from the community. We recommend concentrating the pop-up events within the Visioning Phase and the Land Use Alternatives Phase of the project.

**Deliverables:**

- » Event-specific materials.
- » Interactive processes and staff training for collecting and documenting the public's feedback.
- » A list of proposed events, such as the Clovis Rodeo and ClovisFest.
- » A logistics guide for the events.

**FOCUS GROUPS (4)**

Focus groups will allow the project team and the City to engage in more specific discussions than could occur at public workshops and open houses. Our team will plan and facilitate four virtual focus group meetings that synchronize with the various steps in the planning process. We will work with the City to identify focus group participants from sectors that could include:

Community voices, such as historic preservation interest groups, health care providers, community benefit organizations, advocacy groups, and educational interests (e.g., Clovis Unified School District).

Local business owners and economic interests.

Housing, including affordable housing developers, realtors, brokers, housing advocates.

Focus groups will be conducted before the development of land-use alternatives. To provide time and cost efficiencies, we propose to host all four meetings virtually.

**Deliverables:**

- » Virtual meeting facilitation
- » Summary writeup of topics discussed and feedback received
- » Written materials to distribute to the focus groups prior to the meetings

**COMMUNITY OUTREACH SUMMARY REPORT AND VISION PLAN**

The public engagement and visioning process will result in a comprehensive Vision Plan document that will serve as the foundation for the goals, policies, and actions identified in the General Plan. In the Vision Plan, the team will summarize the community engagement program, input received, and outreach outcomes. It will also identify the community's goals and vision for the future as well as specific issue areas that must be carefully addressed in the General Plan and/or Environmental Impact Report. The Vision Plan will put greater emphasis on articulating the community's balance of quality-of-life,



sense of place, neighborhood preservation, economic development, and fiscal sustainability. During the initial stage of the process, the team will define clear goals and objectives and guiding principles to articulate the City's future development potential. The Vision Plan will look into strategies related to renovation of existing facilities; land use, density, physical form and character, public spaces, mobility, relationship to natural features, and connectivity to the surrounding areas.

The document will be stylized using the project identity established during the visioning phase and will be a visually appealing document designed for ease of reading and understanding by the community. It will be in full color and will include pictures of activities conducted.

**Deliverables:**

- » Administrative Draft Vision Plan Document (5 copies), Final Vision Plan Document (30 copies)

**GENERAL PLAN ADVISORY COMMITTEE (GPAC)- GOAL AND POLICY DEVELOPMENT**

It is our understanding that the City is planning to establish a General Plan Advisory Committee, or GPAC, to oversee development of the General Plan. Our work plan assumes that the City will assemble a GPAC that will serve in an advisory role. The GPAC may include key department heads, Planning Commissioners, Councilmembers, representatives from the community, or some combination of these groups. If so requested, our team can advise the City on the make-up and organization of the GPAC, and we will be prepared to work with whichever size and group make-up the City selects. It is assumed that all GPAC meetings will be open to the public. We will tailor our GPAC work plan to best meet the needs and skill sets of the group that is selected. For example, a GPAC consisting primarily of community members would be provided with different materials and posed different questions than a group that was made up of senior staff members and/or Councilmembers.

A series of General Plan Advisory Committee meetings will be held throughout the General Plan Update process to develop the General Plan goals, policies, land use map, economic development strategies, and discuss priority issues. These meetings will build on input from the Visioning Workshops and any Council and/or Planning Commission direction regarding issues and opportunities. At the outset, the meetings will be focused on identifying potential land use, economic development, infrastructure, circulation, and other considerations in order to develop the Land Use Map. The subsequent meetings will be focused on goal and policy discussions related to each of the elements/topics to be addressed in the General

Plan Update. A total of up to 12 GPAC meetings are assumed in this scope of work. It is further assumed that some GPAC meetings may be able to be conducted virtually.

De Novo's project manager will facilitate each GPAC meeting. The first meeting will be an introduction to the project, an overview of the process to update the General Plan, and the feedback received from the community during the initial visioning phase. Our team will also help to establish roles and responsibilities for the GPAC, meeting rules, and prepare written materials prior to each meeting. Our team will take meeting notes, and provide written summaries of feedback received during each meeting.

**Deliverables:**

- » Welcome packet
- » Written materials for each meeting
- » Meeting facilitation
- » Written summaries of meeting feedback

**CITY COUNCIL AND PLANNING COMMISSION STATUS UPDATES**

Throughout the process, De Novo will be available to attend City Council and Planning Commission meetings on a periodic basis to provide an update regarding the project status. It is anticipated that issues will arise during the preparation of the General Plan that will warrant Council and/or Planning Commission input prior to establishing land use alternatives, identifying key issues and strategies, and completing the draft goals and policies. In these situations, De Novo recommends that a report be made to the Council and/or Planning Commission updating them on the status of the General Plan preparation, and requesting direction on any key issues identified by the project team. Our budget and schedule anticipate four status update/check-in meetings with the Council during the General Plan Update process, in addition to public hearings identified below.

**Deliverables:**

- » Powerpoints and any relevant printed materials
- » Meeting facilitation

**PUBLIC HEARINGS**

The Draft General Plan and Draft EIR will be presented to the Planning Commission and City Council during the public review period to provide the community an opportunity to comment on the documents. Following completion of the Final EIR and

revised Draft General Plan, these documents will be brought to the Planning Commission for a recommendation and to the Council for consideration of adoption. Our scope assumes attendance at up to four public hearings for adoption of the General Plan and certification of the EIR.

**Deliverables:**

- » Powerpoints and any relevant printed materials
- » Meeting facilitation

## **TASK 4 – EXISTING CONDITIONS REPORT**

To prepare a meaningful General Plan, existing conditions must be understood and documented. The Existing Conditions Report will identify development patterns, natural resources, socioeconomic conditions, and environmental constraints in the City and will identify the regulatory environment for each topic. This report will be a resource for the Council, Planning Commission, City staff, and the De Novo team for the General Plan Update and Environmental Impact Report. The Existing Conditions Report will make extensive use of maps, graphics, and user-friendly non-technical terms to help make it accessible to the general public.

The Existing Conditions Report will provide background data and serve as a technical framework, while the General Plan will focus on goals, policies, and implementation. The information collected for the Existing Conditions Report will also be used as the basis for the “existing setting” sections of the General Plan EIR.

Relevant background data, including land use, transportation, infrastructure, utility, agriculture, wildfire, safety, flooding, open space and conservation plans, will be collected and reviewed.

The following topic areas will be addressed in the Existing Conditions Report:

### **LAND USE AND SOCIOECONOMICS**

This chapter will address land use and demographics, including issues related to land use patterns, community character, and economic development. The information in this chapter will provide both a historical and current perspective on land use and is intended to assist the General Plan update process by providing both historical context and a baseline of existing land use information to be used when formulating and considering amendments to the City’s current land use pattern or when considering alternate growth and land use scenarios for the City.

### **ECONOMIC, REAL ESTATE MARKET, AND FISCAL CONDITIONS AND TRENDS**

As part of the Existing Conditions report, EPS will prepare a descriptive profile of the City’s existing economic conditions and trends that may impact the City’s future. This will involve evaluating baseline data and understanding implications for General Plan Element topics related to economic development. This evaluation will contribute to the framework of critical issues and challenges impacting the City to be addressed by the General Plan.

EPS will assess existing socioeconomic, demographic, and real estate market conditions and trends influencing economic development potential for Clovis. The study will analyze the supply and demand conditions and trends for a variety of land uses—including retail, hospitality, office, medical office, industrial, and residential—in the City. For each land use category and associated market sector, EPS will consider historical trends, recent market activity and performance (including rents and absorption rates), and future growth pressures and opportunities to identify core strengths, emerging niches, and underserved markets.

This analysis will focus on key issues important to the City of Clovis, including an aging residential population, the significant economic influence of the adjacent City of Fresno, the lack of shopping and services options near residential neighborhoods, leveraging and growing the medical/healthcare sector and other targeted industries to diversify the local economy, and supporting residential and nonresidential growth while maintaining a high quality of life for residents and businesses. EPS will also consider the competitive attributes and locational advantage of particular sites, neighborhoods and corridors, and identified growth areas within the City, in dialogue with the consultant team, City staff, and other identified stakeholders. Using this analysis, EPS will summarize the strengths, weaknesses, opportunities and threats affecting the City's long-term economic development potential in both the medium and long-term.

It will also be important to be realistic about potential economic disadvantages or the options for overcoming them so that General Plan policies can be calibrated accordingly. For example, for the retail sector, EPS will quantify retail spending, local capture, and leakage, as well as regional competition and the impact of national trends affecting consumer behavior (e.g., online shopping).

Lastly, EPS will review the City's budget and summarize high-level trends related to the cost of providing City services and revenues received to fund those services. In addition to reviewing any significant fiscal deficits related to an imbalance of cost and revenues, EPS will also provide a summary of the various funding sources and mechanisms the City uses to fund new and existing infrastructure and public services.

### **CIRCULATION AND TRAVEL DEMAND MODEL**

Kittelson will compile background traffic information including available intersection turn movement and roadway segment counts, freeway and ramp traffic counts from Caltrans, and planned and proposed road improvements throughout the City and within the nearby vicinity. For the purpose of this proposal, it is anticipated



that recent intersection traffic volume data will be available from development transportation impact analysis reports. However, we anticipate that the Circulation Element Update will require a set of traffic counts on selected indicator road segments. Therefore, it is assumed that up to 20 48-hour road segment counts will be collected when schools are in session and outside of holiday periods to supplement recent traffic counts collected for studies in the city. If additional count locations are necessary, Kittelson will work with city staff to identify locations for data collection and/or will prepare a scope and fee to provide the additional data collection and analysis services.

Existing vehicle-miles of travel (VMT) characteristics will be compiled from the Fresno County travel model maintained by the Fresno Council of Governments (Fresno COG).

### **TRANSIT**

Information will be collected on all existing public and private transit options in the city, including hours and frequency of service, stop locations, and ridership. Transit improvement plans will be obtained for Clovis Transit Stageline and Round Up services as well as Fresno Area Express (FAX) and regional transit providers.

### **BICYCLE/PEDESTRIAN**

Kittelson will collect available active transportation data from the city for a comprehensive understanding of bicycle, pedestrian, and trail facilities and activity in the city. In addition, Kittelson will review active transportation plans for adjacent cities and the county to determine facilities that connect with Clovis.

### **GOODS MOVEMENT**

Kittelson will document official truck/heavy vehicle routes within the City, plus freight rail facilities that serve Clovis.

### **SAFETY**

Kittelson will review the Local Road Safety Plan (LRSP) prepared by Fresno COG and Kittelson and integrate findings with current conditions. Recent (5-year) crash data will be compiled, summarized, and mapped to identify priority locations for vehicle, bicycle and pedestrian safety issues.

### **TRAVEL PATTERNS**

Kittelson will summarize travel patterns for Clovis residents and employees based on information from the United States Census, the California Household Travel Survey and the Fresno COG travel model. Travel metrics may include primary commute destinations, travel modes and trip lengths.

## **TRAFFIC ANALYSIS**

The 2014 General Plan EIR evaluated level of service (LOS) on approximately 200 roadway segments. Kittelson proposes to review the prior results and coordinate with city staff to identify up to 60 roadway segments which are most critical for identification of infrastructure issues associated with future growth that would occur with the updated General Plan. LOS thresholds will be reviewed in conjunction with the most current version of the Highway Capacity Manual and adjustments to the LOS thresholds will be recommended if warranted and implemented if approved by the city.

An Existing Transportation Conditions memorandum will be prepared to provide a baseline for the evaluation of General Plan policies and alternatives. The traffic analysis will focus on existing (2024) traffic volumes and roadway segment operating conditions. The transit systems will be mapped (GIS and report graphics) and described, including available ridership information. Existing and planned bicycle and pedestrian systems will be mapped, including activity centers and potential gaps in the networks. Kittelson also understands that understanding long-term roadway needs with new development and changing land uses is a critical component for the development of the updated Circulation Element.

## **COMMUNITY SERVICES AND FACILITIES**

The Community Services and Facilities Chapter of the Existing Conditions Report will describe the existing conditions and regulatory context regarding community services, including water, wastewater, education, public safety services, and parks and recreational resources within the City. These facilities and services provide a framework that supports growth and development in the City. This chapter will describe existing service levels, available resources, and planned expansion of services and infrastructure. This chapter will identify any known issues or constraints associated with the provision of services.

## **UTILITY SERVICES**

Provost & Pritchard will document the capacity and condition of the local water supply and distribution system, wastewater conveyance and treatment system, and storm drainage capture and conveyance system based on the latest available master plan and related documents prepared for the City and service providers within the planning area boundary. Input and guidance will be sought from City public utilities and engineering representatives as well as applicable service providers. Existing conditions information will include a summary of the local legislative and regulatory framework for each topic.

## **HAZARDS, SAFETY, AND NOISE**

The Hazards, Safety, and Noise Chapter will discuss existing conditions and federal, state and local regulations related to natural and man-made hazards and public safety issues, including noise.

### **NOISE**

Saxelby Acoustics will provide the background information for the Noise section, which will include descriptions of the characteristics of sound and noise and a description of transportation, stationary, and construction noise sources within the planning area. We will quantify the existing ambient noise environment within the general plan area through continuous and short-term noise level measurements and through application of accepted noise prediction methodologies.

### **FIRE HAZARDS**

Pursuant to SB 1241, the Safety Element must be reviewed and updated to address the risk of fire for land classified as state responsibility areas (SRA), as defined in Section 4102 of the Public Resources Code, and land classified as very high fire hazard severity zones (VHFHSV), as defined in Government Code Section 51177. Our review will consider the advice included in the Office of Planning and Research's most recent publication of "Fire Hazard Planning, General Plan Technical Advice Series" and shall also include recommended best practices for fire hazard planning.

### **CLIMATE ADAPTATION AND RESILIENCY**

Pursuant to SB 379 and SB 1035, the Safety Element must be reviewed and updated, as necessary, to address climate adaptation and resiliency strategies applicable to the City. The review shall consider advice provided in the Office of Planning and Research's General Plan Guidelines and shall include all of the following:

A vulnerability assessment that identifies the risks that climate change poses to the City and the geographic areas at risk from climate change impacts, including, but not limited to, an assessment of how climate change may affect the risks addressed regarding flood hazards and risk of fire.

Information that may be available from federal, state, regional, and local agencies that will assist in developing the vulnerability assessment and the adaptation policies and strategies.

### **CONSERVATION**

The Conservation Chapter of the Existing Conditions Report will discuss conservation issues related to cultural and historic preservation, air quality, GHG emissions, biological resources, geologic resources, and hydrology/water quality for the City. This chapter will also discuss open space as it relates to the preservation

of natural resources as part of the biological resources discussion, open space associated with managed production of surface water and groundwater resources as part of the hydrology discussion, and open space associated with public health related to geologic and hydrologic hazards as part of the geologic resources and hydrology discussions, respectively. Federal, state, and local regulations that pertain to each of these topics will also be described.

A historical resources records check will be run for the City, through the files of the Central California Information Center of the California Historical Resources Information System. This will provide information on numbers and types of recorded resources in the City.

A check of the Sacred Lands files will be conducted for the City to identify any resources listed with the Native American Heritage Commission. The list provided of groups with concerns in the City will also be used for SB 18 and AB 52 consultation.

## **ENVIRONMENTAL JUSTICE**

Per SB 1000, when a City revises two or more General Plan elements concurrently and has areas defined as “Disadvantaged Communities” (DACs), the City must address environmental justice (EJ) in their General Plan. The California Communities Environmental Health Screening Tool (“CalEnviroScreen”) version 4.0, developed by the California Environmental Protection Agency (CalEPA), is the recommended method to identify DACs. CalEPA defines a DAC as a “low-income area that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure, or environmental degradation.”

CalEnviroScreen assigns composite scores to census tracts in California based on aggregate data from 21 indicators including potential exposures to pollutants, adverse environmental conditions, socioeconomic factors, and the prevalence of certain health conditions. Census tracts with a composite CalEnviroScreen score of 75 or higher are considered DACs.

### **Deliverables:**

- » Administrative draft report for staff review (electronic files in Word and PDF)
- » Screencheck draft for staff report (electronic files in Word and PDF)
- » Final Existing Conditions Report (PDF files)

## TASK 5- ISSUES AND OPPORTUNITIES

### ISSUES AND OPPORTUNITIES REPORT

A critical step in preparing the draft General Plan is to hear from the community and General Plan Advisory Committee to: 1) develop a vision, 2) articulate core values for the community, 3) identify key issues/opportunities to be addressed by the General Plan Update, and 4) identify land use options. De Novo will incorporate the vision statement and core values into an Issues and Opportunities Report that will be used for the life of the General Plan Update to communicate the intent of the update, opportunities and issues to be addressed by the update, potential land use and growth constraints, and community preferences. This document will provide the City Council and City staff with a resource tool that will facilitate the development of policies and guide the direction of the General Plan Update. It is anticipated that the Issues and Opportunities Report will be prepared as a series of memos or “white papers” focused on key issues and challenges. Anticipated Issues and Opportunities topics include:

**Infrastructure:** Provost & Pritchard will identify challenges and opportunities based on the preparation of the Existing Conditions Memo. Challenges and opportunities will focus on issues applicable to the General Plan update, including anticipated service or infrastructure improvement limitations.

**Economic and Fiscal Issues:** EPS will prepare an executive summary-level memorandum of key economic development and fiscal sustainability issues based on the research and analysis in the Existing Conditions Report and input from the community, General Plan Advisory Committee, Planning Commission, City Council, and other stakeholders. Each topic will be concisely summarized, including key opportunities, challenges, and potential policy solutions. In concert with the Fiscal Sustainability Analysis, this memorandum will serve as guiding documents for formulating the policies and implementation actions included in the Economic Development and Fiscal Sustainability Element.

**Traffic and Transportation:** Kittelson will prepare a concise summary memorandum on transportation issues and opportunities, based on key findings from the Existing Conditions Report. The issues will include challenges of extending transportation infrastructure and services into new growth areas, and funding resources. Considerations of social equity and environmental justice in the provision of transportation infrastructure and services will also be included to ensure that appropriate mobility options are available for city residents, employees and visitors.



**Sensitive Natural Communities:** De Novo will prepare an analysis and overview of sensitive habitat and natural resources, including species of concern, agricultural lands, and other sensitive resources. The analysis will address potential constraints to growth and development, identify potential conservation and mitigation strategies, and will help inform the development of the Land Use Alternatives.

**Environmental Justice and Community Health:** De Novo will prepare an overview of disadvantaged communities within and around Clovis, and provide concepts and tools for City consideration when addressing topics related to environmental justice and community health and wellness.

The Issues and Opportunities Report provides a means of focusing the community's attention on key issues and opportunities that have major policy implications as Clovis considers how it wants to grow in the next 20 years, while balancing the City's economic development, housing, quality of life, and natural resource needs. Environmental and other constraints to be considered in the General Plan Update process will be identified and depicted on maps and figures. The Issues and Opportunities Report will summarize and proactively utilize information derived from the community visioning workshops, stakeholder interviews, Existing Conditions Report, City staff observations, and input provided by the General Plan Advisory Committee, Planning Commission, and City Council.

**Deliverables:**

- » Technical memos or "white papers" on the topics/issues identified above
- » Summary report of key issues and potential strategies

## TASK 6- LAND USE ALTERNATIVES REPORT

The General Plan Land Use Map is one of the most important and consequential components of the General Plan. The Land Use Map determines how the City will grow, where the City will grow, and what types of land uses will be allowed. These decisions have tremendous influence on the types of housing available in the community, the types of jobs and industries the City can attract, the level of infrastructure and public services required to serve new and existing development, fiscal implications related to revenue generation and service expenditures, and the availability of parks and open space resources.

As noted in the General Plan Update Strategy Report, which was prepared by De Novo Principal Ben Ritchie, some of the major themes that emerged during the discussion with the City Council, Planning Commission, department heads and stakeholders included the following:

There is a strong desire for orderly, cohesive growth that will necessitate expansion into and potentially beyond the City's existing Sphere of Influence (SOI).

The extension of infrastructure needed to support growth and expansion of the City will be confronted with funding challenges and must be planned for accordingly.

Public safety and high-quality services are a hallmark of Clovis and the City must maintain high levels of services for residents and businesses going forward.

The City should aggressively attract new industry while at the same time capitalize on its position as a medical hub and nurture the growth of the medical/healthcare economy.

A well thought-out and cohesively planned Land Use Map is likely the single-most effective tool available to the City to address these goals and priorities.

Making significant changes to the Land Use Map can be a daunting task. In order to make an informed decision about future land uses and growth areas, the City will want to understand the implications of its decisions. A Land Use Alternatives Report can be a very effective and powerful tool, however, there are notable cost implications associated with this task, which are discussed in greater detail below.

This report will provide a summary of community, staff, and City Council/Planning Commission input related to land use changes and up to three land use map alternatives. The comparative analysis will assess potential changes to Clovis' Land Use Map and land use designations (allowed uses, densities, development intensities) both

inside the City limits in areas that are already developed (change areas), and outside of the City limits in areas that have not yet developed (new growth areas). This will include review and analysis of the existing General Plan's designations and plans for the Northwest and Northeast Urban Centers, and the potential establishment of new growth areas or urban centers beyond what is currently shown in the existing General Plan. Each alternative will be analyzed to determine potential growth effects and the alternative's consistency with the community's vision. This document will serve as the primary tool to aid the City in determining the appropriate future mix and intensity of land uses for the General Plan Update. The report will focus on locations located both inside and outside of the City, including key opportunity areas, corridors, and potential growth areas within the SOI and beyond.

Additionally, it is recommended that the City provide opportunities for land owners within the Planning Area to request changes to their parcel's land use designations during the GP update. It is recommended that the City establish a formal application process wherein property owners can complete an application and questionnaire explaining their requested change, and the rationale for it. The City would then compile and map all of the requested changes, and include them within one or more of the alternatives maps developed for further review and analysis in this report. The City can then review the parcel change requests within the context of the land use themes developed during this process, and determine which requests warrant approval and which are not appropriate in helping the City achieve its larger land use goals.

## **LAND USE VISION**

In order to inform the development and consideration of the land use alternatives, De Novo will prepare figures that conceptualize the community's general land use preferences based on the community's input regarding general land use characteristics, areas for growth, open space, recreation, housing, and circulation improvements.

## **OVERVIEW OF LAND USE ALTERNATIVES**

Following the background information regarding community input and City leadership input, three land use alternative maps will be developed. One land use alternative will be the No Project (Existing General Plan) Alternative. The land use alternative maps will depict general plan land use designations by residential density and intensity, non-residential land uses, land use concepts for the Planning Area, new and expanded roads, parks, open spaces, resource protection areas, and similar uses. If new land use designations are recommended at this point, they may be reflected on one or more

of the alternatives. Key characteristics of each alternative will be described in this section.

The growth potential for each alternative will be projected for 20-year and build-out conditions, taking into account past development patterns and growth rates, land use capacity, and jobs-housing balance. Projections will be presented as a statistical summary listing dwellings by density, estimated residential population, amount of non-residential use by category (commercial, industrial, office), and estimated numbers of jobs, new schools, parks, community facilities, and similar information.

### **EVALUATION OF LAND USE ALTERNATIVES**

The land use alternatives will be evaluated with respect to each alternative's consistency with the vision expressed by the community and other specific factors and constraints, including:

**Land Use:** An overview and comparison of each land use alternative will be provided that demonstrates key differences between each alternative in respect to residential, commercial/industrial, open space, parks, community facilities, and other land uses. Potential land use conflicts, including residential development intensity and commercial-industrial/urban interfaces, will be identified.

**Circulation:** Kittelson will support the development of the land use and circulation alternatives. In particular, Kittelson will provide input on locations with available transportation capacity, plus context-sensitive road design, transit opportunities, bicycle and pedestrian facilities, origin-destination patterns, and safety considerations.

Transportation forecasts and assessments will be prepared for up to three alternative horizon year land use/circulation scenarios analysis at two levels of analysis:

- » Regional-level transportation forecasts
- » Road segment analysis

The regional-level transportation forecasts will use the latest Fresno COG travel model and will consider land use changes as well as potential changes in streets, transit service, bicycle and pedestrian facilities. The outputs will be evaluated in terms of vehicle-miles of travel (VMT) statistics, total system person-hours and delay, and travel mode shares.

Road segment analysis will be conducted for each alternative for the future horizon year scenario for the 60 identified indicator segments. The future year circulation network will be assessed for deficiencies relative to both current standards and new standards that are being considered during the General Plan update process.

For each alternative, multimodal mitigation measures will be identified to address LOS and service deficiencies. Kittelson will provide concept-level cost estimates for recommended improvements. It is assumed that city staff will provide input on key constraints such as bridges and right-of-way issues.

**Public Services and Infrastructure:** A comparative discussion of the need for expanded water, wastewater, drainage, and public services (police, fire, schools, etc.) will be provided for each of the land use alternatives, with an emphasis on identifying particular constraints related to service areas or extension of services to currently unserved areas. Provost & Pritchard will identify water supply and distribution, wastewater treatment and conveyance, and storm drainage system capacity issues or system deficiencies related to up to eight total land use alternatives prepared during the planning process. This assumes up to two land use alternatives for each of the three primary growth areas (north, northeast, southeast) and within the existing City boundaries. Demand estimates will be prepared based on assumptions provided or confirmed by City of Clovis staff. It is assumed that no modeling efforts will be required to determine planning level demand estimates. Potential major infrastructure improvements and planning level cost estimates will be identified. Phasing of future major improvements will also be identified, to the extent feasible.

**Safety and Environmental Constraints:** The alternatives will be comparatively evaluated for potential adverse effects associated with safety issues (flooding, unstable soils, hazardous materials, etc.) and environmental constraints (sensitive biological habitats, aesthetics, mineral/energy resources, stormwater runoff and water quality, noise, air quality, greenhouse gas emissions).

**Fiscal Impact Analysis of Land Use Alternatives:** EPS will characterize current City fiscal conditions and what is known about the longer-term viability of cost and revenue levels. An understanding of the City's fiscal condition is an important measure of the capacity to maintain or expand services provided by the City to residents in the future. Because the City will add residents and jobs based in part on land use designations in the General Plan, a fiscal balancing of new costs with new revenues will be necessary to ensure that this growth will not diminish the level of service delivered to all City residents.

EPS will rely on the City's most recent Fiscal Year (FY) General Fund budget document and any other supporting information regarding the General Fund, as provided by the City, to evaluate the fiscal impacts of land use development in the City under several scenarios, including buildout of the existing General Plan and buildout of an updated General Plan under two to three land use alternatives under



consideration. For quantifying fiscal revenue impacts from key revenues, including property tax and sales tax, EPS will employ a per-capita methodology, supplemented with a case-study approach, where appropriate, to estimate increases in General Fund revenues attributable to new development. For quantifying public service cost impacts such as public safety, parks, and other General Fund-supported services, EPS will use an average cost methodology to forecast service demand increases and associated expenditures by land use category.

**Deliverables:**

- » Administrative Draft Land Use Alternatives Report (in PDF format)
- » Screencheck Draft Land Use Alternatives Report (in PDF format)
- » Final Land Use Alternatives Report (in PDF format)
- » All printed materials and maps for workshops associated with this key milestone task
- » All digital engagement materials for Storymaps and other online surveys associated with this task

## TASK 7 –GENERAL PLAN UPDATE

The De Novo team is committed to providing the City a General Plan of the highest quality and will actively engage the community to develop a vision for the General Plan, prepare a policy document that reflects the desires of the City, and update the Land Use Map to be consistent with the City's vision for the future. The General Plan will reflect requirements of the California Government Code that have been introduced since preparation of the adopted General Plan, including changes promulgated by SB 5, SB 18, AB 32, SB 32, AB 162, SB 7, AB 1358, and SB 375, and will also address recent best practices.

In order to streamline the process, we propose to maintain the Existing Conditions Report as a separate document that identifies background conditions. The General Plan document will have a minimum amount of background text, which will allow it to have a streamlined goal and policy structure. Where applicable, goals, policies, and actions will be cross-referenced between sections to reduce overlap and redundancy. The intent of this approach is to provide a General Plan that is easy to use and is not quickly dated. The General Plan will be a concise, technically accurate, and user-friendly document that reflects the values and priorities of the City of Clovis. The General Plan will include a liberal use of graphics and visual depictions of information, including photographs, tables, matrices, drawings, maps, and other graphics to ensure that the document is easy to understand.

This effort will begin via a robust review of the City's existing General Plan, and discussions and consultations with City staff regarding what is working, and should be retained, as well as areas that should be revised, augmented, or expanded.

### ADMINISTRATIVE DRAFT GENERAL PLAN

The General Plan Update will address changes to state law, assess the condition of the City, and provide changes or adjustments necessary to realize the current vision of residents and stakeholders for the City. De Novo will actively engage residents and stakeholders to provide input regarding the topics addressed in the General Plan.

The existing General Plan will be thoroughly reviewed to determine components that should be carried forward and to identify areas where new goals and policies are needed to address the community's desires as well as changes to state law since the previous update.

In preparing the General Plan Update, the De Novo team will prepare each element to ensure that all goals, policies, and actions:

- » Address requirements of state law;

- » Avoid or mitigate potential environmental impacts, or are balanced by social, economic, legal, or other relevant considerations;
- » Are grounded in recent and sound community planning and resource conservation trends; and
- » Are internally consistent.

### **STAND-ALONE ELEMENTS**

It is assumed that the General Plan would include the following stand-alone elements:

- » Land Use
- » Circulation
- » Housing (not a part of this scope)
- » Conservation and Open Space
- » Public Facilities and Services
- » Noise
- » Safety
- » Environmental Justice and Community Health
- » Parks and Recreation
- » Economic Development and Fiscal Sustainability
- » Historic Preservation and Old Town Clovis
- » Administration and Implementation

We will also address other key community priorities, such air quality and flood protection, throughout these elements through the inclusion of focused goals, policies, and implementing actions.

We will work collaboratively with City staff to determine whether or not certain topics should be combined, embedded within other elements, or be prepared as stand-alone elements.

Each element will include a series of goals, policies, and implementation measures (action items) to ensure that all key issues and topics are addressed, and that a clear and feasible plan for implementation is identified. The General Plan will be crafted so as to be “self-mitigating.” If the CEQA review process identifies any necessary mitigation measures, they will be incorporated into the General Plan as policies and/or actions.

## **ADMINISTRATION AND IMPLEMENTATION**

General Plan implementation is necessary to achieve the vision laid out by the General Plan. The implementation section will provide feasible, practical implementation methods that ensure the General Plan does not “sit on the shelf” but instead achieves the goals it sets out. This section will help ground the General Plan in reality and assist in ensuring that it produces real results. The implementation program will identify how each implementation measure will be implemented, including the City department responsible for implementation, the funding source(s), and timing of implementation. The De Novo team will work closely with City staff to prepare this section.

### **Deliverables:**

- » The De Novo Team will provide City staff with an Administrative Draft General Plan for review. We anticipate meeting with City staff and the TAC to review comments and reach agreement on how to address potentially conflicting comments. We will incorporate the City’s comments on the Administrative Draft General Plan Update to create a Public Draft General Plan.

## **PUBLIC REVIEW DRAFT GENERAL PLAN**

Following the City’s comments on the Screencheck Draft General Plan, De Novo will prepare the Draft General Plan for public review/comment and use during the City’s review and approval process. The Public Review Draft General Plan will be prepared in printed and electronic form. The Public Review Draft General Plan will be provided to the City for distribution to the public and appropriate agencies and posting on the City’s website. De Novo will be available to present the Draft General Plan and Draft Environmental Impact Report in a public workshop and/or Planning Commission and City Council meetings to provide the decision-makers and community with information regarding the intent and structure of the draft documents and to receive comments on the draft documents.

### **Deliverables:**

- » Public Draft General Plan in electronic (PDF format) and 10 printed hard-copies.

## **FINAL GENERAL PLAN**

We anticipate that a series of public hearings will be held by the Planning Commission and City Council to consider adoption of the General Plan. As changes are requested by these decision-making bodies, we will prepare modified General Plan text that will be provided as attachments to the staff report for consideration. De Novo will prepare a draft staff report and appropriate attachments prior to each hearing. De Novo will be available to present the

General Plan and Final Environmental Impact Report at Planning Commission and City Council public hearings.

Based on Council's direction at the adoption of the General Plan, De Novo will edit the General Plan to be consistent with any revisions approved by the Council and will prepare the final version of the General Plan.

**Deliverables:**

- » Final General Plan in electronic (PDF format) and 10 printed hard-copies.



## **TASK 8- ENVIRONMENTAL IMPACT REPORT**

The work program described below would result in the preparation of a Program EIR that addresses adoption and implementation of the General Plan. The Program-EIR would serve as a “tiering document” to facilitate streamlined environmental review of all subsequent development and infrastructure projects undertaken in the City, which are consistent with the General Plan.

### **EIR KICK-OFF AND NOTICE OF PREPARATION/INITIAL STUDY**

De Novo will prepare the Notice of Preparation (NOP) and associated initial study in accordance with the requirements of CEQA in order to define the scope of the environmental analysis. An administrative draft of the NOP and initial study will be prepared for City review. Upon review by City staff of the NOP and initial study, De Novo will prepare the final NOP and initial study for public distribution. De Novo will submit copies to the State Clearinghouse on behalf of the City.

The project will require a public scoping meeting, and De Novo will prepare presentation materials and facilitate the meeting. The scoping meeting will include an overview of the General Plan Update project and the environmental review process, as well as identification of environmental issues that will be addressed in the EIR. After completion of the scoping meeting, De Novo will provide a summary of environmental issues raised.

Our team will assist the City with Native American consultation as required under both AB 52 and SB 18. Duke CRM will contact the Native American Heritage Commission (NAHC) to request an SB 18 contact list, and draft consultation letters notifying the Tribes of the project and invite comments and consultation with the City. The letters will be provided to the City for review and sent via certified mail.

Duke CRM will assist the City in meeting AB 52 requirements by drafting consultation letters to those Tribes that have previously requested notification from the City regarding projects within the City’s jurisdiction and within the Tribe’s traditional use area. The letters will be provided to the City for review and sent via certified mail. Duke CRM will follow-up two times and send consultation closing letters to each tribe.

It is important to note that the consultation required under both AB 52 and SB 18 is between Tribes and the City and the City will be responsible for responding to any requests for consultation

received from the tribes. However, De Novo will assist the City with consultation, if such consultation is requested.

**Deliverables:**

- » One (1) electronic (word and pdf) Administrative Draft, Revised Draft, and Final Notice of Preparation
- » Electronic submittal of the NOP to the State Clearinghouse CEQASubmit Portal
- » Coordination with City for Filing of the NOP at the County Clerk
- » Facilitation of one (1) Scoping Meeting and summary notes
- » One (1) electronic (word and pdf) of Draft and Final AB 52 and SB 18 consultation letters
- » Final AB 52 and SB 18 consultation letters sent via certified mail

**DRAFT ENVIRONMENTAL IMPACT REPORT**

The Draft EIR will be a Program EIR prepared consistent with the requirements of CEQA, the CEQA Guidelines, and relevant case law. The Draft EIR will be a readable, useful document that can be used to streamline review of future planning, infrastructure, and development projects that are consistent with the General Plan. The Draft EIR will consist of the chapters described below.

**EXECUTIVE SUMMARY**

This section will summarize the characteristics of the General Plan Update, describe areas of controversy, and provide a concise summary matrix of the project's environmental impacts and associated mitigation measures as required under State CEQA Guidelines Section 15123. The matrix will also identify proposed General Plan Update policies and actions that provide mitigation of identified environmental impacts. Alternatives to the proposed project will be summarized and the environmentally superior alternative will be identified.

**CHAPTER 1: INTRODUCTION**

This Section of the Draft EIR would provide an introduction and overview describing the intended use of the EIR and the review and certification process. This section will describe the purpose of the EIR, identify CEQA Guidelines and Public Resource Code requirements for a Program EIR, and describe how the Program EIR can be used to streamline environmental review of subsequent projects.

## CHAPTER 2: PROJECT DESCRIPTION

This Section of the Draft EIR will be consistent with the requirements of State CEQA Guidelines Section 15124 and will be based on the Project Description, described above.

## CHAPTER 3: ENVIRONMENTAL SETTING, IMPACTS AND MITIGATION MEASURES

This chapter will provide the baseline setting, general assumptions, and environmental analysis used in determining the environmental effects of the General Plan Update. This chapter will include an introductory section providing details on the “baseline conditions” assumptions for the analysis, land use forecasts for residential and non-residential uses, level of detail of programmatic analysis, consideration of key components of the General Plan Update (e.g., location of future growth, continued highest and best use of resources, conservation of natural resources, circulation system modifications, risks associated with seismic and wildfire hazards), and definition of the cumulative setting (e.g., geographic extent) and impact analysis. This section will also describe how direct and indirect environmental impacts are addressed associated with implementation of the General Plan Update and the multiple actions that may occur associated with its implementation (e.g., adoption of infrastructure master plans, update of CIPs, revisions to the Zoning Code, annexation requests, public service improvements).

Population, housing units, and non-residential uses, including employment, will be projected for the City under buildout conditions. The Draft EIR will analyze impacts associated with buildout conditions. This section will describe the basis of and approach to the impact analysis in the Draft EIR.

The EIR will evaluate each of the following environmental issues in detail:

- » Aesthetics and Visual Resources
- » Agricultural and Forest Resources
- » Air Quality
- » Biological Resources
- » Cultural and Tribal Resources
- » Geology, Soils, and Seismicity
- » Greenhouse Gas Emissions
- » Hazards and Hazardous Materials
- » Hydrology and Water Quality
- » Land Use and Planning
- » Mineral and Energy Resources
- » Noise
- » Population, Housing, and Employment
- » Public Services
- » Recreation, Parks, and Open Space
- » Transportation and Circulation
- » Utilities and Service Systems
- » Wildfire

For each issue area, the following key components will be discussed in detail:

- » **Existing Setting** – This component will describe the existing affected environment as it pertains to each issue area. This section will be based on the information provided in the Existing Conditions Report.
- » **Regulatory Framework** – This component will review federal, state, and local regulations and/or plans that apply to the specific issue area being discussed.
- » **Impacts and Mitigation Measures** – Adverse environmental impacts resulting from implementation of the General Plan Update will be identified, analyzed, and a determination will be made as to the significance of the impact. Any feasible mitigation measures and/or proposed General Plan policies that would reduce or eliminate potentially significant impacts will be identified. De Novo will work closely with City staff on crafting mitigation measure language and timing that is appropriate for inclusion in the General Plan Update and is suitable for use in the typical development review process.

#### **CHAPTER 4 CUMULATIVE IMPACTS**

De Novo will assess the impacts of General Plan implementation in combination with other known, approved or reasonably foreseeable development activity in the region. This analysis will be performed consistent with State CEQA Guidelines and be based on a list of known projects in the region as well as development forecasts contained in the City, as well as consideration of General Plan updates in the region. A table summarizing projected regional growth will be provided. A clear cumulative setting for each environmental topic will be described in the Draft EIR.

#### **CHAPTER 5 OTHER CEQA REQUIREMENTS**

The chapter will address other topics required by CEQA including significant irreversible environmental effects, a summary of significant and unavoidable impacts of the project, identification of environmental areas that would have no or less than significant impact, and an evaluation of the project related to each of the mandatory findings of significance identified at Section 15065 of the CEQA Guidelines.

#### **CHAPTER 6 ALTERNATIVES ANALYSIS**

De Novo will coordinate with City staff in the development of up to three alternatives to the proposed project, including the CEQA-required No Project Alternative. The alternatives analysis in the Draft EIR will focus on alternatives that avoid or minimize environmental

effects as compared to the proposed General Plan Update. These alternatives will be described qualitatively and quantitatively, and contrasted with the proposed project in terms of the extent that the alternatives can achieve project objectives or reduce adverse impacts. It is anticipated that the alternatives analysis will be closely coordinated with General Plan Update planning work and will address issues of concern identified by the community.

**Deliverables:**

- » One (1) electronic copy of the Administrative Draft EIR prepared in Microsoft Word and PDF
- » One (1) electronic copy of the complete Administrative Draft EIR Appendices
- » One (1) electronic copy of the Revised (Second) Administrative Draft with incorporation of City comments in track changes
- » One (1) electronic copy of the Public Review Draft EIR prepared in Microsoft Word and Exhibits (jpeg or pdf file format, as requested by City Staff)
- » Three (3) bound hardcopies of the Public Review Draft EIR (with Draft document and Technical Appendices on USB provided with each hardcopy)
- » One (1) electronic copy of the Notice of Availability (NOA)
- » Electronic submittal of the Public Review Draft EIR and Technical Appendices, NOC, and NOA to the State Clearinghouse CEQASubmit portal
- » Coordination with City for Filing of NOA at the County Clerk

**FINAL EIR AND MITIGATION MONITORING AND REPORTING PROGRAM**

At the conclusion of the Draft EIR public review period, the De Novo team will respond to all written comments received by the City. Upon completion, copies of the Administrative Final EIR will be forwarded to the City for review. The Final EIR document will include the comment letters, responses, and revisions to the Draft (text to be revised will be shown as an excerpt demarcated with underline for new text and strikethrough for deleted text) will comprise the Final Environmental Impact Report (Final EIR), which will be a separately bound document.

With respect to the Final EIR and Response to Comments, the De Novo team anticipates 10 comment letters of normal detail (two to three pages in length), based upon our prior experience with projects of similar scope. Excess comments and/or complex comments that require additional technical analysis will be considered outside of this



scope of work and cost estimate. We also assume one round of City review of the Administrative Final EIR prior to public release.

The Final EIR will include a comprehensive Mitigation Monitoring and Reporting Program (MMRP) pursuant to Section 21081.6 of the Public Resources Code. De Novo will draft the MMRP using the information contained within the environmental analysis, including the specific mitigation measures, and how the mitigation measures will be incorporated into the General Plan Update. It is intended that each mitigation measure will be incorporated into the General Plan as a policy or implementation program, and that there will not be separate measures to monitor and enforce following adoption of the General Plan. As described under Task 3, the General Plan will include an implementation program that identifies how each implementation measure will be implemented, including the City department responsible for implementation, the funding source(s), and timing of implementation.

**Deliverables:**

- » One (1) electronic copy of the Administrative Draft, Second Administrative Draft and Final Responses to Comments
- » One (1) electronic copy of the Administrative Draft, Second Administrative Draft and Final Mitigation Monitoring and Reporting Program
- » One (1) electronic copy and three (3) hardcopies of the Final EIR (Final Responses to Comments, and Errata, if necessary)
- » One (1) electronic copy and three (3) hardcopies of the Final EIR Mitigation Monitoring Program

**CEQA FINDINGS OF FACT/STATEMENT OF OVERRIDING CONSIDERATIONS**

CEQA Findings of Fact/Statement of Overriding Considerations (Findings) will be prepared that identify each potentially significant and significant impact, describe mitigation for the impact, and the resultant level of significance after mitigation. The Findings will identify each alternative and, if the alternative was not selected as the proposed project, identify why the alternative was not feasible and considerations for not selecting the alternative. For each significant and unavoidable impact, the Findings will identify economic, legal, social, technical, or other defensible reasons why the project should be approved in light of the significant effects of the project.

**Deliverables:**

- » One (1) electronic copy of the Draft and Final Findings

## TASK 9- ZONING CODE UPDATE

One of the key components of a successful Zoning Code update for the City will be to ensure that the Zoning Code is consistent with and furthers the implementation of the General Plan update. The General Plan update will include action items that require changes or additions to the Zoning Code. Additionally, the General Plan Land Use Map may include new and redefined land use designations, which may require changes and updates to the City's existing zoning designations and allowed uses. We will apply our extensive and detailed knowledge of the City developed during the General Plan update to this project, and ensure that the City receives a Zoning Code that furthers the goals and vision developed for the General Plan.

The Zoning Code update will focus on changes to the existing Code identified by staff, input provided by the GPAC, changes in applicable State law since the last Code was prepared, and identification of changes required to ensure the Code is consistent with the General Plan update. The resulting product will be a Zoning Code that is well organized and provides clear and understandable guidance to City residents, staff, and elected officials.

Our work effort for this project will include a comprehensive update to the City's Zoning Map. The Zoning Map update will ensure that parcels have consistent designations for both Land Use and Zoning, and that the Zoning Map reflects the land use goals and priorities identified in the General Plan. The City will be provided with all updated GIS files at the end of this process, which will allow City staff to continue to utilize this data well after our work efforts have been completed.

It is anticipated that the work program for the Zoning Code Update will be further refined once the Draft General Plan is completed. The content and policy direction contained in the General Plan Update will significantly influence the scope and content of the Zoning Code Update.

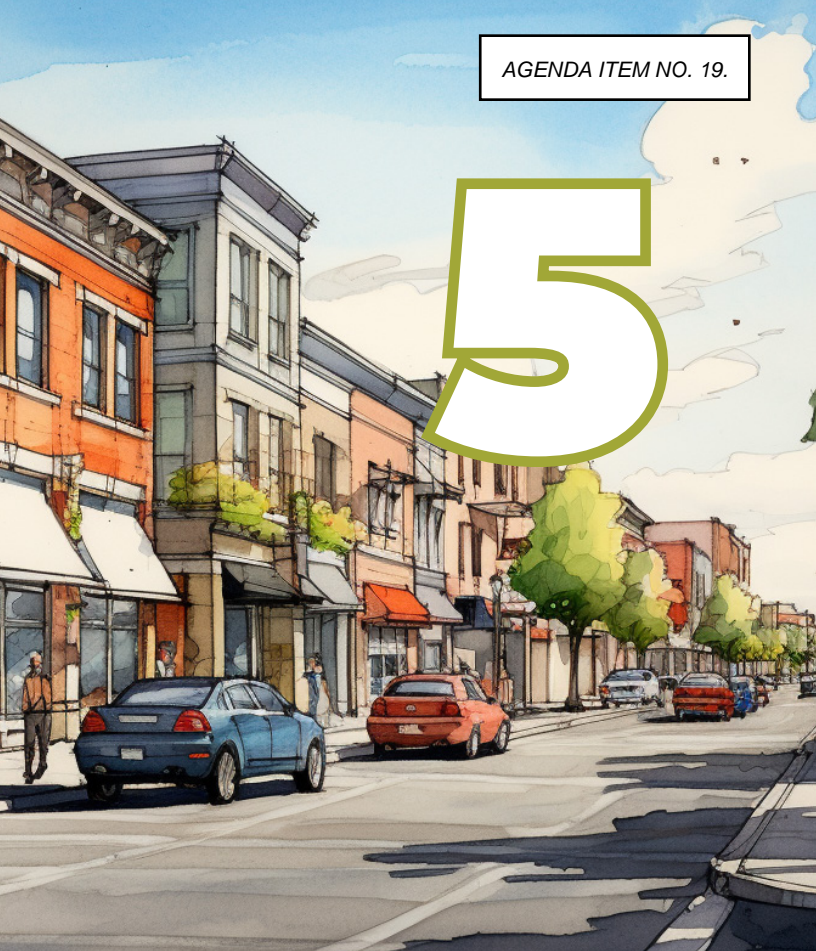
## **TASK 10- OPTIONAL TASK: CITY COMMUNITY PLAN UPDATE**

Our team understands that an update to the Clovis Community Plan, which is overseen by Fresno County, may be undertaken as a component of the General Plan Update Process. A Community Plan is a document adopted by the County Board of Supervisors that outlines objectives and policies relevant to specific sub-areas, in this case the City's sphere of influence (SOI). While the geographic area covered by the Clovis Community Plan is outside the City limits and therefore falls under the County's jurisdiction, the community plan aims to incorporate the City's interests in shaping the area's future. This plan will align with the City's General Plan.

The Community Plan must adhere to Fresno County's guidelines for community plans, covering background information, authority, and essential elements. Given that the Community Plan update would be a collaborative effort with Fresno County, we have not developed a detailed scope of work and budget for this task at this time. However, if the City and County elect to have De Novo move forward with this effort at the conclusion of the General Plan Update process, we will prepare a detailed scope and budget in collaboration with both agencies.



# 5



# SCHEDULE





## SCHEDULE

We are committed to completing our entire work effort within a 36-month period. We believe this schedule is realistic based on our recent experience completing comparable projects. We anticipate that the City will complete review of all administrative draft documents within two-three weeks. City staff review of draft staff reports, powerpoint presentations, meeting agendas and materials, etc. is anticipated to occur within two to four working days, unless the materials are exceptionally lengthy.

In general, the project would be broken into three distinct phases.

- » Visioning and Existing Conditions
- » Land Use Alternatives
- » General Plan and EIR

Each project phase would last approximately one year, with notable overlap between key tasks. Public outreach efforts would be conducted throughout all phases of the General Plan Update. We anticipate that work on the Zoning Code update, and potentially the City Community Plan, would commence following adoption of the General Plan.

A more detailed project schedule will be developed following project kickoff, and it will be updated monthly to account for the fluid nature of a 3-year endeavor of this scope and scale.



# 6



# BUDGET





**AGENDA ITEM NO. 19.**

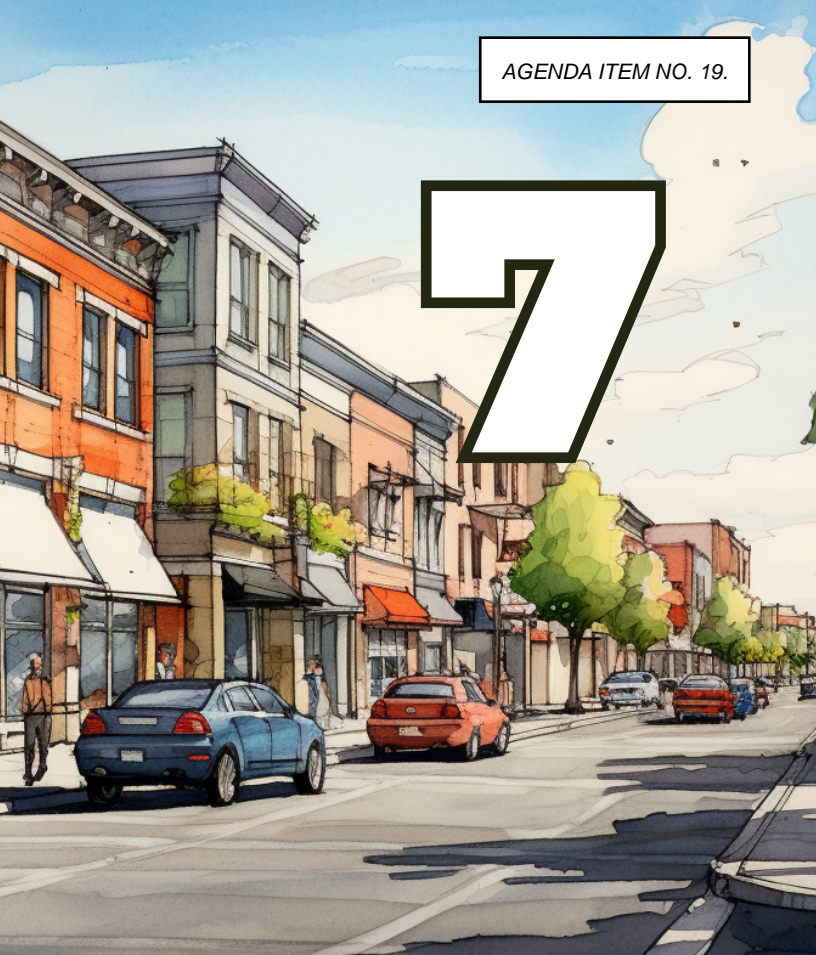
De Novo Planning Group  
**Cost Proposal - Clovis General Plan Update**

TASK/ACTIVITY	Principal Planner/ Project Manager		Senior Planner		Associate Planner		GIS and Graphics		De Novo Subtotals		Outreach	Traffic	Econ/Fiscal	Infrastructure	Urban Design	Noise	Cultural	Direct Costs	ACTIVITY		
	Hours	\$250	Hours	\$185	Hours	\$165	Hours	\$155	Hours	Fee	Kearns & West	Kittelson	EPS	P & P	JZMK Partners	Saxelby	Duke	Printing/ Mailing	TOTALS		
											Hours	Fee									
<b>Phase 1: Project Management and Coordination</b>																					
Meetings with City Staff	130	\$32,500	120	\$22,200	32	\$5,280	12	\$1,860	294	\$61,840	\$38,820		\$10,000	\$8,000					\$118,660		
Project Administration and Meetings	150	\$37,500	20	\$3,700	0	\$0	10	\$1,550	180	\$42,750	\$21,455	\$14,150	\$19,300	\$5,000			\$3,660		\$106,315		
<b>PHASE 1 SUBTOTAL</b>	<b>280</b>	<b>\$70,000</b>	<b>140</b>	<b>\$25,900</b>	<b>32</b>	<b>\$5,280</b>	<b>22</b>	<b>\$3,410</b>	<b>474</b>	<b>\$104,590</b>	<b>\$60,275</b>	<b>\$14,150</b>	<b>\$29,300</b>	<b>\$13,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,660</b>	<b>\$0</b>	<b>\$224,975</b>		
<b>Phase 2: Project Initiation</b>																					
Kick-off Meeting and Tour	12	\$3,000	12	\$2,220	0	\$0	0	\$0	24	\$5,220		\$5,260	\$4,210						\$14,690		
Base Mapping	12	\$3,000	12	\$2,220	8	\$1,320	60	\$9,300	92	\$15,840									\$15,840		
Data Collecton	44	\$11,000	44	\$8,140	20	\$3,300	10	\$1,550	118	\$23,990			\$3,000						\$26,990		
<b>PHASE 2 SUBTOTAL</b>	<b>68</b>	<b>\$17,000</b>	<b>68</b>	<b>\$12,580</b>	<b>28</b>	<b>\$4,620</b>	<b>70</b>	<b>\$10,850</b>	<b>234</b>	<b>\$45,050</b>	<b>\$0</b>	<b>\$5,260</b>	<b>\$7,210</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$57,520</b>		
<b>Phase 3: Public Engagement</b>																					
Community Outreach Program	12	\$3,000	2	\$370	0	\$0	0	\$0	14	\$3,370	\$6,740								\$10,110		
Graphic Identity Template	6	\$1,500	16	\$2,960	0	\$0	4	\$620	26	\$5,080	\$5,420								\$10,500		
Website and Digital Engagement	60	\$15,000	12	\$2,220	0	\$0	24	\$3,720	96	\$20,940	\$19,430								\$40,370		
Educational Materials and Announcements	12	\$3,000	24	\$4,440	40	\$6,600	10	\$1,550	86	\$15,590	\$16,190							\$2,000	\$33,780		
General Plan Video	8	\$2,000	40	\$7,400	0	\$0	0	\$0	48	\$9,400									\$9,400		
Public Workshops	108	\$27,000	94	\$17,390	40	\$6,600	2	\$310	244	\$51,300	\$81,840	\$5,340			\$10,000			\$200	\$148,680		
Pop Up Events	8	\$2,000	8	\$1,480	16	\$2,640	4	\$620	36	\$6,740	\$4,800							\$1,200	\$12,740		
Focus Groups	32	\$8,000	24	\$4,440	0	\$0	0	\$0	56	\$12,440	\$18,250								\$30,690		
Vision Plan	40	\$10,000	40	\$7,400	24	\$3,960	16	\$2,480	120	\$23,840	\$9,100				\$10,000				\$42,940		
GPAC Meetings	100	\$25,000	60	\$11,100	0	\$0	0	\$0	160	\$36,100	\$21,455	\$7,980							\$65,535		
Council Meetings and Updates	40	\$10,000	24	\$4,440	0	\$0	0	\$0	64	\$14,440		\$12,720							\$27,160		
<b>PHASE 3 SUBTOTAL</b>	<b>426</b>	<b>\$106,500</b>	<b>344</b>	<b>\$63,640</b>	<b>120</b>	<b>\$19,800</b>	<b>60</b>	<b>\$9,300</b>	<b>950</b>	<b>\$199,240</b>	<b>\$183,225</b>	<b>\$26,040</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,400</b>	<b>\$431,905</b>		
<b>Phase 4: Existing Conditions Report</b>																					
Cultural and Paleontological Resources Assessment Report	2	\$500	8	\$1,480	0	\$0	0	\$0	10	\$1,980							\$34,786		\$36,766		
Infrastructure Background and Analysis Report	6	\$1,500	6	\$1,110	0	\$0	0	\$0	12	\$2,610			\$27,000						\$29,610		
Noise and Vibration Study	2	\$500	6	\$1,110	0	\$0	0	\$0	8	\$1,610						\$8,536			\$10,146		
Transportation Analysis	6	\$1,500	12	\$2,220	0	\$0	0	\$0	18	\$3,720	\$52,480								\$56,200		
Air Quality/GHG Study	4	\$1,000	80	\$14,800	24	\$3,960	0	\$0	108	\$19,760									\$19,760		
Econ/Market Study	8	\$2,000	2	\$370	0	\$0	0	\$0	10	\$2,370			\$42,260						\$44,630		
Admin Draft ECR	100	\$25,000	310	\$57,350	360	\$59,400	110	\$17,050	880	\$158,800									\$158,800		
Final Draft ECR	10	\$2,500	55	\$10,175	540	\$6,600	524	\$3,720	129	\$22,995		\$1,407						\$2,500	\$26,902		
<b>PHASE 4 SUBTOTAL</b>	<b>138</b>	<b>\$34,500</b>	<b>479</b>	<b>\$88,615</b>	<b>424</b>	<b>\$69,960</b>	<b>134</b>	<b>\$20,770</b>	<b>1175</b>	<b>\$213,845</b>	<b>\$0</b>	<b>\$53,887</b>	<b>\$42,260</b>	<b>\$27,000</b>	<b>\$0</b>	<b>\$8,536</b>	<b>\$34,786</b>	<b>\$2,500</b>	<b>\$382,314</b>		
<b>Phase 5: Issues and Opportunities</b>																					
Issues Memos/White Papers	40	\$10,000	540	\$7,400	512	\$1,980	524	\$3,720	116	\$23,100		\$6,510	\$11,700	\$9,000					\$50,310		
Issues/Ops Report	20	\$5,000	540	\$7,400	530	\$4,950	524	\$3,720	114	\$21,070		\$3,290		\$10,000				\$1,000	\$35,360		
<b>PHASE 5 SUBTOTAL</b>	<b>60</b>	<b>\$15,000</b>	<b>80</b>	<b>\$14,800</b>	<b>42</b>	<b>\$6,930</b>	<b>48</b>	<b>\$7,440</b>	<b>230</b>	<b>\$44,170</b>	<b>\$0</b>	<b>\$9,800</b>	<b>\$11,700</b>	<b>\$9,000</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$85,670</b>		
<b>Phase 6: Land Use Alternatives</b>																					
Alternatives Identification	105	\$26,250	120	\$22,200	40	\$6,600	140	\$21,700	405	\$76,750				\$10,000					\$86,750		
Draft Land Use Alts Report	200	\$50,000	200	\$37,000	200	\$33,000	60	\$9,300	660	\$129,300	\$47,790	\$34,880	\$65,000	\$40,000					\$316,970		
Final Land Use Alts Report	80	\$20,000	100	\$18,500	20	\$3,300	25	\$3,875	225	\$45,675							\$2,500		\$48,175		
<b>PHASE 6 SUBTOTAL</b>	<b>385</b>	<b>\$96,250</b>	<b>420</b>	<b>\$77,700</b>	<b>260</b>	<b>\$42,900</b>	<b>225</b>	<b>\$34,875</b>	<b>1290</b>	<b>\$251,725</b>	<b>\$0</b>	<b>\$47,790</b>	<b>\$34,880</b>	<b>\$65,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$451,895</b>		
<b>Phase 7: General Plan Update</b>																					
5.3: Administrative Draft General Plan	220	\$55,000	336	\$62,160	140	\$23,100	66	\$10,230	762	\$150,490	\$20,420	\$40,310				\$2,000			\$213,220		
5.4: Screencheck Draft General Plan	68	\$17,000	68	\$12,580	40	\$6,600	10	\$1,550	186	\$37,730									\$37,730		
5.5: Public Review Draft General Plan	40	\$10,000	60	\$11,100	8	\$1,320	4	\$620	112	\$23,040									\$23,040		
5.6: Final General Plan	34	\$8,500	24	\$4,440	12	\$1,980	0	\$0	70	\$14,920								\$1,200	\$16,120		
<b>PHASE 7 SUBTOTAL</b>	<b>362</b>	<b>\$90,500</b>	<b>488</b>	<b>\$90,280</b>	<b>200</b>	<b>\$33,000</b>	<b>80</b>	<b>\$12,400</b>	<b>1130</b>	<b>\$226,180</b>	<b>\$0</b>	<b>\$20,420</b>	<b>\$40,310</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$290,110</b>		
<b>Phase 8: Environmental Impact Report</b>																					
6.1: EIR Notice of Preparation and Scoping	8	\$2,000	40	\$7,400	40	\$6,600	24	\$3,720	112	\$19,720									\$19,720		
6.2: Preparation of Administrative Draft EIR	150	\$37,500	330	\$61,050	325	\$53,625	128	\$19,840	933	\$172,015	\$43,280		\$14,000			\$6,800			\$236,095		
6.3: Preparation of Draft EIR	24	\$6,000	60	\$11,100	40	\$6,600	12	\$1,860	136	\$25,560								\$1,500	\$27,060		
6.4: Final Environmental Impact Report and MMRP	90	\$22,500	120	\$22,200	90	\$14,850	28	\$4,340	328	\$63,890	\$11,210								\$75,100		
6.5: Notice of Determination	0	\$0	0	\$0	2	\$330	0	\$0	2	\$330									\$330		
<b>PHASE 8 SUBTOTAL</b>	<b>272</b>	<b>\$68,000</b>	<b>550</b>	<b>\$101,750</b>	<b>497</b>	<b>\$82,005</b>	<b>192</b>	<b>\$29,760</b>	<b>1511</b>	<b>\$281,515</b>	<b>\$0</b>	<b>\$54,490</b>	<b>\$0</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$6,800</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$358,305</b>		
<b>Subtotals</b>	<b>1,991</b>	<b>\$ 497,750</b>	<b>2,569</b>	<b>\$ 475,265</b>	<b>1,603</b>	<b>\$ 264,495</b>	<b>831</b>	<b>\$ 128,805</b>	<b>6,994</b>	<b>\$ 1,366,315</b>	<b>\$ 243,500</b>	<b>\$ 231,837</b>	<b>\$ 165,660</b>	<b>\$ 128,000</b>	<b>\$ 80,000</b>	<b>\$ 17,336</b>	<b>\$ 38,446</b>	<b>\$ 12,100</b>	<b>\$ 2,283,194</b>		
<b>FEE (NOT TO EXCEED, NO CONTINGENCY)</b>																			<b>\$2,283,194</b>		
<b>±0% CONTINGENCY</b>																			<b>\$228,319</b>		
<b>TOTAL FEE (NOT TO EXCEED, WITH CONTINGENCY)</b>																			<b>\$2,511,513</b>		
Optional Task: Direct Mailer																			\$25,000		
<b>Undefined Tasks (Budget is Rough Estimate)</b>																					
Task 9: Zoning Code Update																			\$180,000		
Task 10: Community Plan																			\$60,000		

De Novo Planning Group reserves the right to reallocate budget between various consulting team members and between tasks, provided the overall project budget does not change.



# 7



# REFERENCES



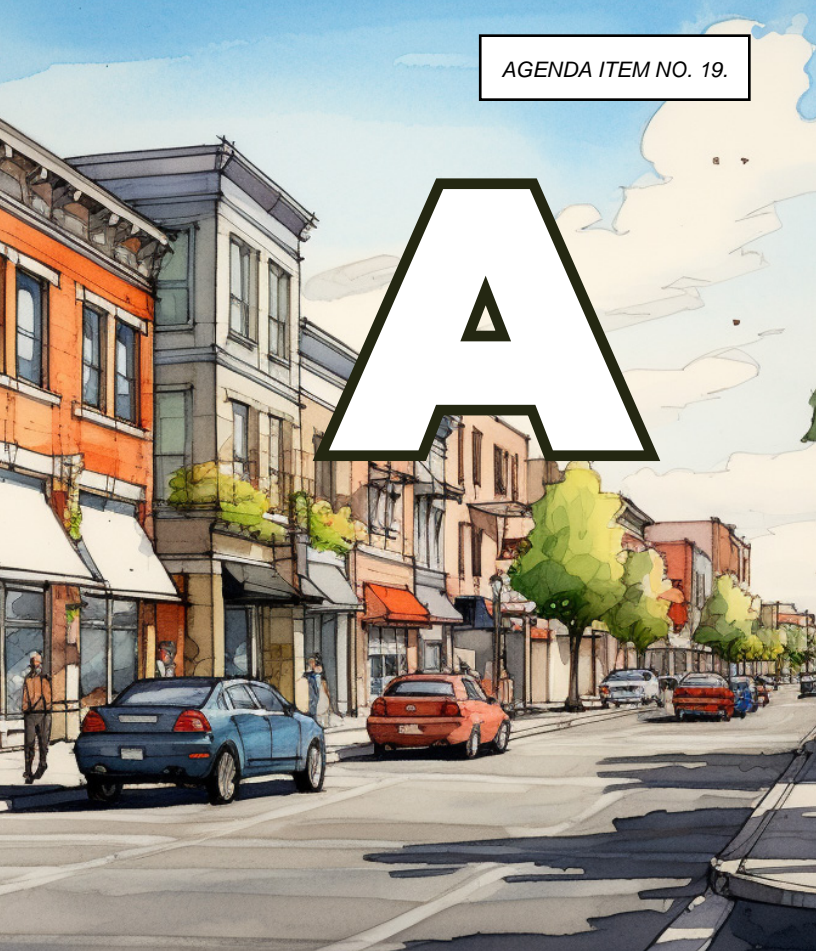


## REFERENCES

Client references have been provided for each key project identified in the qualifications section of this proposal. References have been identified for De Novo Planning Group, as well as our key subconsultants. We are more than happy to provide additional references upon request.



A



# RESUMES







## Ben Ritchie

### PRINCIPAL

Mr. Ritchie is a founding principal at De Novo Planning Group with over 20 years of experience. Mr. Ritchie's expertise includes managing long range planning documents, completing complex and controversial CEQA documents, and facilitating community outreach and public communications efforts for the firm. His experience includes a variety of land use, transportation, and sustainability projects throughout California. Mr. Ritchie has extensive knowledge of the nuanced interplay between CEQA and long range planning, and he has assisted numerous communities with the establishment of planning strategies to achieve effective and legally defensible approaches to economic development, sustainability and streamlined development. Ben graduated from Cal Poly San Luis Obispo with a bachelor's degree in Political Science and a Master of City and Regional Planning.

#### EDUCATION

**MA, City and Regional Planning,**  
Cal Poly San Luis Obispo  
**BA, Political Science and History,**  
Cal Poly San Luis Obispo

#### ORGANIZATIONS

American Planning Association  
Association of Environmental Professionals

#### RELEVANT PROJECT EXPERIENCE

- |  |  |  |
|--|--|--|
| <p><b>General Plan Update and EIR,</b><br/>City of Lake Forest</p> <p><b>General Plan Update and EIR,</b><br/>City of La Verne</p> <p><b>General Plan Update, Zoning Code Update, Climate Action Plan, and EIR,</b><br/>City of San Jacinto</p> <p><b>General Plan Update, Housing Element, and EIR,</b><br/>City of Brentwood</p> <p><b>PA-1 Specific Plan and EIR,</b><br/>City of Brentwood</p> <p><b>General Plan and Zoning Code Update, Housing Element, and EIR,</b><br/>City of Sebastopol</p> <p><b>General Plan Update, Housing Element and EIR,</b><br/>City of Cotati</p> <p><b>General Plan Update, Housing Element, Zoning Code Update and EIR,</b><br/>Colusa County</p> <p><b>General Plan Update EIR and Climate Action Plan,</b><br/>City of Foster City</p> <p><b>Sustainability Element and Climate Action Plan EIR,</b><br/>City of Elk Grove</p> | <p><b>General Plan Update and EIR,</b><br/>City of Campbell</p> <p><b>General Plan Update and EIR,</b><br/>City of Milpitas</p> <p><b>General Plan Update and EIR,</b><br/>City of Lakeport</p> <p><b>General Plan Update and EIR,</b><br/>City of Manteca</p> <p><b>General Plan Update and EIR,</b><br/>City of Lathrop</p> <p><b>General Plan Update and EIR,</b><br/>City of Jackson</p> <p><b>General Plan Update and EIR,</b><br/>City of Willows</p> <p><b>General Plan Update and EIR,</b><br/>Glenn County</p> <p><b>General Plan Update and EIR,</b><br/>City of Red Bluff</p> |  |
|--|--|--|

**De Novo Planning Group**

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# Beth Thompson

## PRINCIPAL



Beth is a principal with De Novo with over 25 years of professional planning experience. Her responsibilities include general plan preparation and management, senior review of environmental documents, environmental planning, Housing Element updates, policy document preparation, and contract planning. Beth specializes in community planning as well as CEQA and NEPA compliance. Her experience includes the preparation and management of numerous General Plan projects. She also has extensive experience preparing and managing General Plan EIRs, development EIRs for a range of project types from ski resort master plans to hospital facilities to subdivisions. Beth is an industry leader in the field of Housing Elements and General Plans, and she has a proven track record of successfully completing environmental and planning documentation for complex projects. While with Laurin Associates (now a subsidiary of Raney Planning and Management) Ms. Thompson prepared over sixty housing feasibility and market studies for single family and multifamily residential projects in urban and rural areas throughout the US). The market and feasibility studies identified market demand for the proposed housing types, estimated capture rates, identified applicable fees, and known constraints to development.

### EDUCATION

**BS, Environmental and Resource Science,**  
University of California, Davis

### ORGANIZATIONS

American Planning Association

### RELEVANT PROJECT EXPERIENCE

**General Plan Update, Housing Element, and EIR**  
City of Brentwood

**General Plan Update and EIR, Housing Element**  
City of Cotati

**General Plan Update and EIR**  
City of Manteca

**General Plan Update and EIR, Zoning Code Update, Housing Element, and On-Call Staffing**  
City of Sebastopol

**General Plan Update EIR and Climate Action Plan**  
City of Foster City

**Sustainability Element and Climate Action Plan EIR/Housing Element EIR**  
City of Elk Grove

**General Plan Annual Report & Implementation Plan, Housing Element Updates (4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> Cycles), and EIR Addendum**  
City of Lakeport

**Springs Specific Plan and EIR**  
Sonoma County

**Housing Element – 4<sup>th</sup> Cycle**  
City of Half Moon Bay

**Housing Element – 5<sup>th</sup> Cycle; Focused General Plan Update**  
City of Oakley

**Housing Element – 4<sup>th</sup> & 5<sup>th</sup> Cycle**  
City of Ripon

**Housing Element – 5<sup>th</sup> & 6<sup>th</sup> Cycle**  
City of Winters

**Housing Element – 6<sup>th</sup> Cycle**  
Shasta County

**Housing Element (6<sup>th</sup> Cycle), Inclusionary Housing Study, and Zoning Code Update**  
Yolo County

**Housing Element Update EIR – 5<sup>th</sup> Cycle**  
City of Novato

**Cottage Senior Apartments NEPA**  
City of Manteca

**Blue Mountain Terrace NEPA**  
City of Manteca

**The Ranch EIR,**  
City of Rancho Cordova

**Vineyards at El Dorado Hills EIR**  
El Dorado County

**Brownfields Site Reuse and Revitalization Planning**  
City of Pittsburg

**CEQA Documentation: General Plan Update and Zoning Code Update**  
Town of Yountville

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# Christina Erwin

## PRINCIPAL PLANNER



Christina Erwin is a principal planner with De Novo Planning Group and has more than 22 years of experience in environmental planning for public- and private-sector clients throughout the California Central Valley. She has successfully managed many environmental planning projects involving urban infill, new land development, major sports and entertainment venues, general plans, and large-scale specific plans. Christina’s specialty is working on technically and politically complex, multifaceted projects that require a high degree of coordination and interface with multiple stakeholders. She develops and guides the strategic application of CEQA for projects, with a focus on streamlining environmental review, providing rigorous environmental analysis, identifying implementable mitigation measures, and helping clients achieve their project objectives. Christina has significant experience working on prominent projects and delivering high quality environmental documents within strict timeframes.

### EDUCATION

**BS, Environmental Policy Analysis and Planning**, University of California, Davis

### ORGANIZATIONS

Urban Land Institute

### RELEVANT PROJECT EXPERIENCE

**Downtown Specific Plan Addendum**, City of Vacaville\*

**Innovation Park Planned Unit Development EIR**, City of Sacramento\*

**Central City Specific Plan EIR**, City of Sacramento\*

**Sacramento Entertainment and Sports Center & Related Development (Golden 1 Center) EIR**, City of Sacramento\*

**Sacramento Railyards Specific Plan Update, Kaiser Permanente Medical Center, Major League Soccer Stadium & Stormwater Outfall Subsequent EIR**, City of Sacramento\*

**Village 5 Specific Plan EIR**, City of Lincoln\*

**Upper Westside Specific Plan EIR**, Sacramento County\*

**Inglewood Basketball and Entertainment Center EIR**, City of Inglewood\*

**Lakeside at Sutter Pointe Addendum**, Sutter County\*

**Burbank2035 EIR**, City of Burbank\*

**2030 General Plan Master EIR**, City of Sacramento\*

**Convention Center Renovation and Expansion & 15<sup>th</sup>/K Street Hotel Projects EIR**, City of Sacramento\*

**Richards Boulevard Office Complex Project EIR**, City of Sacramento\*

**Sacramento Valley Station Area Plan Addendum**, City of Sacramento\*

**Tower 301 EIR**, City of Sacramento\*

**Campus Oaks/Hewlett-Packard Master Plan EIR Addendum**, City of Roseville\*

**Element Hotel and Coca Cola Building Project Addendum**, City of Sacramento\*

**Arden Gateway Village Infill Environmental Checklist**, City of Sacramento\*

**Ice Blocks Mixed Use Development Project Tiered MND**, City of Sacramento\*

**Sutter County Truck Yard Study**, Sutter County\*

**Natomas Quad B Office Project (Centene Corporation Headquarters) Addendum**, City of Sacramento\*

\* Project was completed by Ms. Erwin while she was employed at another environmental firm



# William Crenshaw

## SENIOR PLANNER



Mr. Crenshaw is a Senior Planner with De Novo Planning Group, and is responsible for project support in the preparation of environmental documents, and General Plans. His previous experience includes service with several nonprofit environmental organizations, and work in the construction industry. Mr. Crenshaw's project support work has included public outreach, research, environmental document writing, and policy preparation. During his academic career, he received multiple honors including two UCLA scholarship recognition awards "In recognition of high achievement and outstanding promise," as well as the 2013 Errett Fisher Foundation Scholarship.

### EDUCATION

**MA, City and Regional Planning,**  
California Polytechnic State University,  
San Luis Obispo

**BA, Geography,**  
University of California, Los Angeles

### RELEVANT PROJECT EXPERIENCE

**Truckee PC-3 SP EIR,**  
Town of Truckee

**Pilot Flying J EIR,**  
City of Tulare

**Amador County RTP EIR,**  
Amador County Council of Governments

**Placer County RTP EIR,**  
Placer County Regional Transportation  
Planning Agency

**Pilot Flying J EIR,**  
City of Lathrop

**Family Entertainment Zone EIR,**  
City of Manteca

**South Lathrop Specific Plan EIR,**  
City of Lathrop

**West Area Specific Plan EIR,**  
City of Salinas

**Oakwood Trails EIR,**  
City of Manteca

**Oakwood Landing EIR,**  
City of Manteca

**Griffin Park Master Plan EIR,**  
City of Manteca

**Sonoma Springs Specific Plan and  
EIR,**  
Sonoma County

**Sterling Apartments EIR,**  
City of Davis

**Milpitas General Plan Update,**  
City of Milpitas,

**Campbell General Plan Update,**  
City of Campbell,

**Manteca General Plan Update,**  
City of Manteca,

**Sebastopol General Plan Update,**  
City of Sebastopol,

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# JENNA TOURJÉ-MALDONADO, AICP PRINCIPAL & SENIOR FACILITATOR



## SUMMARY OF QUALIFICATIONS

Jenna Tourjé-Maldonado is a Principal at Kearns & West with over 17 years of experience in community engagement, stakeholder facilitation, and urban planning. She is passionate about partnering with communities on the path to creating healthy, whole, and equitable places, where people love where they live and have a voice and a stake in the future. Through her experience as an outreach professional, urban planner, and educator, Jenna's unique expertise informs each one of her projects. Jenna loves place-based projects that connect neighbor to neighbor. Her projects involve multi-pronged outreach techniques and scale outreach to engage even the hardest-to-reach community members.

Throughout her career, she has led community engagement for general plans throughout California and is currently conducting outreach for several general plan updates and housing elements. Jenna is currently leading outreach for five general plan updates in diverse communities in California, incorporating beautiful design, branding and communication to communicate what zoning and planning changes look like in communities. Jenna is certified by the International Association of Public Participation (IAP2). She has served as Planning Commissioner for the City of Costa Mesa and co-instructed the Graduate Planning Practicum for the Master of Urban Planning and Public Policy department at UC Irvine from 2014-2020.

- Orange County, CA
- JTOURJE@kearnswest.com
- 760-296-9355

## EXPERTISE

- Public Involvement
- Stakeholder Facilitation
- Urban and Environmental Planning

## EDUCATION & CERTIFICATIONS

**MURP, Urban and Regional Planning**  
University of California, Irvine, 2011

**BA, International Development**  
University of California, Irvine, 2007

**American Institute of Certified Planners (AICP)**  
American Planning Association

**Certificate, Public Participation**  
International Association of Public Participation (IAP2)

## MEMBERSHIPS

**American Planning Association, Orange County Chapter (OC-APA)**

**International Association of Public Participation (IAP2)**

Lead Facilitator | 2020 to 2021

## RELEVANT EXPERIENCE

### City of San Marcos — San Marcos General Plan Update

Project Manager & Lead Facilitator | 2019 to Present

The City of San Marcos began a General Plan Update with an emphasis on economic development and infill strategies alongside a Housing Element Update. Jenna leads community and stakeholder outreach for the General Plan Update, including facilitating the General Plan Advisory Community (GPAC), in-person workshops and open house events, surveys, and digital engagement.

### City of Newport Beach — Listen & Learn for the General Plan Update

Project Manager & Lead Facilitator | 2019 to 2022

Jenna led the community engagement for the Listen & Learn process for Newport Beach, and helped the City transition to fully virtual meetings to meet Covid restrictions. As the City moved to respond to State requirements to address RHNA numbers, Jenna's team transitioned to support public engagement for the Housing and Circulation elements. Throughout the project, Jenna's team facilitated a community-partner launch event, Council District Workshops, digital engagement, and virtual meetings for both the Housing and Circulation Elements.

### City of Irvine General Plan Update

Lead Facilitator | 2022 to Present

The City of Irvine is currently working to update its General Plan. As part of the process, the Kearns & West team is working to identify creative ways to integrate community members in the update process. Kearns & West is utilizing a multi-pronged approach to purposefully engage each group through community-wide workshops, focus groups, and pop-up events. Jenna serves as the Lead Facilitator during community engagement events and as a strategic advisor while planning outreach and engagement.

### City of Mission Viejo — Oso Creek Golf Course and Open Space Vision Plan



# Matt Marvin

## Senior Associate

KEARNS & WEST



📍 Oakland, CA

✉️ mmarvin@kearnswest.com

☎️ 415.697.0567

### EXPERTISE

- Project Management
- Public Engagement Planning and Implementation
- Climate resilience and adaptation Policy Research and Analysis
- Stakeholder Assessments
- Strategic Planning Processes
- Land Use Planning
- Sea-Level Rise and Coastal Planning
- Transportation
- Flood Risk Management
- Air Quality

### EDUCATION

**B.S., Environmental Studies**  
University of Oregon | Eugene, OR

### SUMMARY OF QUALIFICATIONS

Matt Marvin is a Senior Associate with Kearns & West with nearly eight years of experience planning and implementing robust public engagement and strategic planning processes on a local, regional, and statewide scale. He is a seasoned project manager who designs and institutes holistic processes that are grounded in transparency and collaboration. He has served as the project manager for numerous projects across California and in the Central Valley specifically in the fields of land use planning, climate adaptation, water resources, and transportation. Matt has family across California's Central Valley, including Madera County, where his in-laws worked for the Department of Agriculture and Department of Environmental Health. Through these local relationships, Matt has come to know, understand, and appreciate Clovis' rich history and community-focused atmosphere.

### RELEVANT EXPERIENCE

#### City of Elk Grove, Old Town Special Planning Area Update

Project Manager | 2020 to 2022

The City of Elk Grove is developing the Old Town Special Planning Area Update. The SPA was created to support the growth and economic vitality of the Old Town neighborhood while protecting its historical character. This update establishes zoning and development standards for land use types as well as architectural design guidelines for new commercial and residential developments within the Old Town neighborhood. The SPA Update is intended to help guide future public and private investments in the area. Matt served as the Project Manager for the Kearns & West team that led the outreach program for this process, which included the design and facilitation of public workshops and popup events as well as the development of publicly facing informational materials and surveys.

#### Community Mobility Resilience Plan, City of Elk Grove

Project Manager | 2019 to 2021

The City of Elk Grove's Community Mobility Resilience Plan (CMRP) identifies detailed actions, funding strategies, and partnerships to respond and adapt to climate change impacts on the city's transportation system. This process involved close collaboration with community organizations and other public agencies, and also ties into transportation-related climate change adaptation initiatives that are underway at the regional and state levels. Matt served as the Project Manager for the Kearns & West team that led the outreach program for the design, implementation, and facilitation of public workshops and working groups focused on the three primary climate-related impacts that the City identified as its highest priorities: extreme heat, flooding, and the fiscal impact to the City of declining sales tax revenue due to an expected reduction in driving and vehicle and fuel sales. The CMRP was adopted by City Council in February 2021.

#### 2022 Central Valley Flood Protection Plan Update, California Department of Water Resources (DWR)

Project Manager | 2019 to 2022

The Central Valley Flood Protection Plan (CVFPP) guides the State's participation in managing flood risk and describes a programmatic vision for flood system improvements over time in accordance with

the requirements of the Central Valley Flood Protection Act of 2008. The 2022 CVFPP Update addresses: climate change; flood protection project implementation accomplishments and outcomes; and alignment with other State efforts, including the Governor's Water Resiliency Portfolio and the Sustainable Groundwater Management Act.

Kearns & West served as the stakeholder engagement lead for the 2022 CVFPP Update which featured an extensive, multi-faceted outreach process focused on addressing key improvements to the Central Valley's maintenance and operations of flood infrastructure. Specifically, this included ensuring resilience to increased flooding due to rising temperatures while uplifting ecological restoration, recreational opportunities, and agricultural lands. Kearns & West was tasked with engaging an array of stakeholders ranging from local flood entities, agricultural interests, non-governmental organizations, tribal communities, small and/or disadvantaged communities, and elected officials. This engagement included work groups, formal and informal briefings, targeted stakeholder meetings, open houses, public workshops, and webinars. The 2022 CVFPP Update was adopted in December 2022. Matt served as the Project Manager, administering workflows of Kearns & West staff and other consultants as well as overseeing development of all deliverables related to the engagement program.

### **California High-Speed Rail Project – San Francisco to San Jose and San Jose to Merced Project Sections**

Deputy Project Manager | 2016 to 2019

The California High-Speed Rail Authority (Authority) is responsible for planning, designing, building and operating the first high-speed rail in the nation. Kearns & West currently lead stakeholder engagement and outreach efforts to support environmental review of two sections of the California High-Speed Rail Project: San Francisco to San Jose and San Jose to Merced. Kearns & West designs and implements a variety of engagement activities including public workshops and open houses, community and technical working groups meetings, targeted outreach to low-income and limited English-proficient communities, coordinating with landowners on the Authority's permission to enter process, and developing outreach and information materials. Matt served as the Deputy Project Manager and his responsibilities included designing and implementing the stakeholder engagement program, developing publicly facing informational materials, and overseeing workflows of other Kearns & West staff.

### **Beach Boulevard Infrastructure Resiliency Project, City of Pacifica**

Project Manager | 2020 to Present

To protect essential public infrastructure along the Beach Boulevard promenade, the City of Pacifica is conducting the Beach Boulevard Infrastructure Resiliency Project to replace the current seawall and outdated infrastructure. The City is committed to designing and conducting a transparent, community-based planning process that allows stakeholders and the public to provide ideas and comments that inform the development of alternatives for the Project. Matt serves as the Project Manager for the Kearns & West team that leads the engagement effort, including developing an engagement plan, designing and facilitating public workshops, development of public surveys and project website content, and conducting pop-up events.

### **City of Sausalito, Housing Element Update 2023-2031**

Deputy Project Manager | 2021 to 2022

Kearns & West served as the engagement and outreach lead for the City of Sausalito's Housing Element Update. The Housing Element is a required section of the City's General Plan and it must be updated every eight years under California State law. This Update assessed the City's current and future housing needs, particularly to identify and enable fair and equitable housing programs and policies. Matt served as the Project Manager for the Kearns & West team that led the design and facilitation of focus group meetings and public workshops. Additionally, Kearns & West assisted in the development and distribution of digital and print surveys, a project-specific website, and publicly facing informational materials.

### **Bay Area PEV Coordinating Council, Bay Area Air Quality Management District**

Project Manager | 2017 to 2022

Kearns & West facilitated BAAQMD's Bay Area Plug-in Electric Vehicle (PEV) Coordinating Council from 2016 - 2022. The Council serves as a forum for members to discuss emerging trends and share best practices for advancing PEV adoption throughout the Bay Area. Specifically, the Council focuses on exploring means to: accelerate development of public and private EV charging installations; promote investments for the transition to EV fleets, particularly for public agencies; engaging the public and improving consumer awareness of the benefits of EVs; and ensuring equitable access to EVs and EV infrastructure. The Council is comprised of nearly 500 members representing PEV industries; state, regional, and local government agencies; research institutions; and community benefit organizations throughout the Bay Area. Matt served as the project manager and his responsibilities consisted of co-leading developing process design for and facilitation of Council and Advisory Committee meetings.

## TIM A. ERNEY | SENIOR PRINCIPAL



Tim is a transportation planner with more than 25 years of experience with planning and engineering projects throughout California. A senior principal with Kittelson, Tim's primary focus has been on managing analyses and documentation for environmental review projects, access and circulation studies, sustainable transportation practices, TDM measures, parking evaluations, pedestrian and bicycle reviews, and data collection programs. His experience includes detailed technical analyses of local and regional roadway facilities, including traffic forecasting, modal split analyses, traffic diversion, and operational analyses. He has experience coordinating with local and regional transportation and environmental agencies in San Francisco and the Bay Area, and has been leading the firm's efforts on the evaluation of emerging technologies and alternative evaluation metrics.

### EDUCATION

- MS Transportation Engineering, UC Berkeley
- Master of City Planning, UC Berkeley
- BS Mechanical Engineering, Boston University

### YEARS OF EXPERIENCE

27

### AFFILIATIONS

- American Planning Association (APA), Member
- Institute of Transportation Engineers (ITE), Member

### PUBLICATIONS

- "Technology-Driven Transit Oriented Development," Community Transportation, Volume 28, Winter 2010 (contributor)

### PROJECT EXPERIENCE

**General Plans/Specific Plans.** Tim has served as manager or principal for the transportation sections for General Plans/Specific Plans and their resulting environmental documents. This has included developing goals, policies and programs to support active transportation and new mobility options, and working with stakeholders to develop implementable actions. Tim has supported the preparation of the Transportation Elements of CEQA and NEPA documentation, including determination of VMT-related impacts for land use and transportation projects.

### City of San Jacinto General Plan Update and Environmental Impact Report (EIR); San Jacinto, CA.

Tim is the transportation project manager for the update to the Circulation Element to the City's General Plan and Environmental Impact Report. Key elements of this effort include the identification of existing and future needs for circulation, active transportation, parking, transit, and goods movement networks. Output from the RIVTAM travel demand model is being used to determine future growth in the area, including addressing the effect of major transportation infrastructure projects.

**City of La Verne General Plan Update and EIR; La Verne, CA.** Kittelson is developing the circulation and mobility section of the General Plan Update for the City of La Verne, which includes mobility-related policies and objectives with respect to automobile, active transportation, transit and freight circulation, and on- and off-street parking. Tim led the Kittelson team to estimate the net-new travel demand that would result from different land use alternatives, including integration with the transit services that will open in La Verne within the next five years. In addition, Tim worked with City staff to identify changes to the traffic analysis requirements and to address multimodal circulation conditions, address parking conditions, and support active transportation goals.

**City of Indian Wells General Plan Update and EIR; Indian Wells, CA.** Tim is the project principal to support the City of Indian Wells General Plan Update. Kittelson is updating mobility elements for the City of Indian Wells General Plan Update and the technical analysis to support the EIR document. The mobility element is focusing on expanding the bicycle and NEV network, plan to integrate regional multi-use path connections, and provide complete street policies for residents, workers and visitors. Tim provides oversight and quality control for the preparation of the mobility element update and transportation analysis to support the CEQA review.

**City of Lomita General Plan Update; Lomita, CA.** The City of Lomita is undertaking a comprehensive update to its General Plan to account for new regulatory requirements, address housing and land use



## MIKE ARONSON, PE | SENIOR PRINCIPAL ENGINEER



Mike Aronson has over 40 years of experience in all aspects of transportation planning and traffic operations analysis. He has managed transportation studies for general plans, major corridor studies, rail transit extensions, highway projects, and development master plans. Mike has developed and updated travel demand models using all major software programs and has led training programs in travel modeling and planning applications. Mike specializes in producing consistent and defensible results from complex transportation planning processes, and clearly explaining those results in presentations and documentation.

### PROJECT EXPERIENCE

**City of Clovis Transportation Impact Guidelines and Supplemental General Plan EIR; Clovis, CA.** Mike was the project principal for the updates to the Transportation Impact Study guidelines for the City of Clovis to incorporate VMT analysis per SB 743, and a subsequent General Plan Amendment to incorporate VMT impacts and mitigation. Mike has led tasks related to updating and adapting the Fresno COG activity-based model to provide VMT information that reflects existing and planned land uses in Clovis.

**Fresno West Area Specific Plan EIR; Fresno, CA.** Mike was Kittelson's principal for the transportation analysis of the Fresno West Specific Plan, which would accommodate over 50,000 housing units and 100,000 jobs at buildout. The environmental analysis focused on VMT and ways to apply transportation demand management (TDM) to reduce VMT. Kittelson also provided recommendations for the circulation system and phasing of improvements. The work included updating and running the Fresno COG activity-based model.

**Vacaville General Plan Update and ECAS/Climate Action Plan; Vacaville, CA.** Mike managed the transportation elements of the General Plan update, Energy and Conservation Action Strategy (ECAS)/Climate Action Plan and EIR for the City of Vacaville. The evaluation considered several major alternatives for land uses and circulation in proposed growth areas. For the preferred alternative, Mike managed evaluation of 100 study intersections and required mitigation. A major component of the effort was to rebuild and recalibrate the Vacaville citywide traffic model to better represent proposed land uses and school trips. In support of the ECAS, the updated travel model was applied to test the relative effectiveness of numerous transportation demand management strategies for reductions in vehicle-miles of travel (VMT) and greenhouse gas emissions (GHG).

**City of Millbrae General Plan Update; Millbrae, CA.** Kittelson provided the transportation elements of the City of Millbrae's General Plan, which included updating polices related to vehicle-miles of travel (VMT), supporting development of a Priority Development Area Specific Plan for the downtown area including streetscape recommendations, developing the city's first Active Transportation Plan, and preparing a downtown parking study. Kittelson also provided the transportation analysis for the environmental documentation. Mike served as project manager for the General Plan and EIR and Principal for the Active Transportation Plan.

**City of Los Banos General Plan Update; Los Banos, CA.** Mike was the project principal for the transportation components of the Los Banos' General Plan Update. The Kittelson team developed the Circulation Element of the General Plan Update and the corresponding Environmental Impact Report (EIR) prepared for environmental review under the California Environmental Quality Act (CEQA). Kittelson provided traffic modeling review and forecasts, roadway segment and VMT analysis, and alternative transportation options.

**City of Oakland General Plan Update; Oakland, CA.** Kittelson is part of the technical consulting team working with the City of Oakland to update their City General Plan. Kittelson is leading the circulation element update and assisting with

safety and environmental justice elements. Mike is serving as Kittelson's project principal for this update and is providing the travel forecasting and VMT analyses.

**City of Fowler General Plan Modeling Support; Fowler, CA.** Mike was the project principal for travel demand forecasting services for the City of Fowler General Plan Update. The results from the travel demand modeling and analysis were used to support the Circulation Element of the General Plan update. Kittelson reviewed and updated the transportation network and land use inputs in the Fresno County activity-based travel Model maintained by the Fresno Council of Governments (Fresno COG). Kittelson provided VMT analysis for CEQA documentation traffic as well as volumes for circulation planning and environmental analyses.

**SACOG Targeted Performance Measures in SACSIM; Sacramento Area, CA.** Mike managed a study that assisted the Sacramento Area Council of Governments (SACOG) in improving performance measures for Metropolitan Transportation Plan (MTP) project evaluation related to reliability, safety, and ITS. The tasks included a survey of best practices for performance measurement, and a statistical evaluation of travel time reliability based on INRIX data. A tool was developed to use output from the SACSIM activity-based travel forecast model to generate metrics related to improvement projects. The Highway Safety Manual predictive methods were adapted into the tool. The tool was tested using a variety of potential MTP projects.

**PCTPA 2040 Regional Transportation Plan Performance Metrics and Environmental Impact Report; Placer County, CA.** Mike was project principal for the Kittelson team on the Placer County Transportation Planning Agency (PCTPA) 2040 Regional Transportation Plan (RTP) update. Kittelson determined the transportation performance metrics to be evaluated for the 2019 update, modeled the 2040 RTP scenario, and developed post-processing methodologies to evaluate, interpret, and document the selected transportation performance metrics. In addition to the performance evaluation, transportation impacts and mitigation measures were developed consistent with the latest CEQA guidelines.

**MTC Plan Bay Area Environmental Impact Reports; San Francisco Bay Area, CA.** For the current and prior Metropolitan Transportation Commission (MTC) regional transportation plans (RTP) for the San Francisco Bay Area, Plan Bay Area 2050 and 2040, Mike was the project principal for the transportation elements of the environmental impact report (EIR). The performance metrics generated by the MTC model were interpreted and documented and compared to thresholds of significance. Mike also ensured that interregional travel between the Bay Area and adjacent areas such as San Joaquin County were properly considered in the environmental analysis.

**Placer County Resort Triangle Transportation Plan; Placer County, CA.** Kittelson conducted four focused transportation studies that inform the Resort Triangle Transportation Plan (RTTP). These include a VMT reduction study, adaptive corridor study, parking management study, and transportation demand management study. Mike was a senior advisor on identification of data needs and travel patterns for VMT evaluation.

**Sacramento County Local Partnership Program (LPP) Grant Modeling Support; Sacramento County, CA.** Working with the County of Sacramento DOT, Kittelson was part of the consultant team tasked with developing transportation performance metrics for LPP grant application for the US 50/Hazel interchange and Gold Line Modernization Project. Kittelson's role involved running the SACOG travel demand model (SACSIM) for five scenarios and calculating transportation and transit system performance measures. Mike was the project principal for Kittelson's work.

**Cordova Hills Development Support; Sacramento County, CA.** Mike managed several tasks to provide planning support for the proposed Cordova Hills development. These included documenting land use and transportation improvement assumptions in various versions of the SACMET and SACSIM regional travel models, identifying recommended phasing for proposed mitigation, and coordinating with Sacramento County on operations, design and phasing of transportation improvements.

**Capital Southeast Connector Performance Benefits Program Analysis; Sacramento County, CA.** Kittelson assisted the Capital Southeast Connector Joint Powers Authority with an assessment of traffic and safety implications of the proposed Capital Southeast Connector. Kittelson also updated traffic forecasts and potential requirements for design of major intersections along the alignment. Mike was the project principal and also managed the updates and application of the SACMET travel model for the analysis.





# Amy R. Lapin

Principal



## Education

Master of Community and Regional Planning, University of Oregon, 2003

Bachelor of Arts in Economics Management and Psychology, Ohio Wesleyan University, 1997

## Previous Employment

Research Assistant, Downtown Eugene, Inc., 2002

Senior Consultant, PriceWaterhouseCoopers LLC, 2000-2001

Consultant, Hewitt Associates, LLC, 1997-1999

## Affiliations

American Planning Association (APA)

APA PLAN SacValley  
2012-13 Mentor  
2014-15 Mentor

California Association for Local Economic Development (CALED)

Urban Land Institute (ULI) Technical Assistance Panel Chair, 2022

Sacramento County Recreation and Parks Commissioner, 2013-2018

Sacramento Tree Foundation Board Member, 2019-present

## Awards

Dean's Graduate Fellowship, School of Architecture & Allied Arts, University of Oregon, 2003

Graduate Teaching Fellowship, Community Planning Workshop, Department of Planning, Public Policy and Management, University of Oregon, 2002-2003

## ABOUT

Amy R. Lapin is an urban economics consultant with expertise in creating viable land use and financial strategies for public- and private-sector clients. Since joining EPS in 2003, Amy has provided project management, technical analysis, and advisory services for numerous infill and master-planned community projects throughout California and the Pacific Northwest, including projects related to real estate market analysis and financial feasibility, economic development, public finance, fiscal and economic impact analysis, and land use policy.

## SELECTED PROJECTS

### Fresno Tower District Specific Plan

EPS assisted the City of Fresno in planning efforts to revitalize the Tower District, one of the city's oldest neighborhoods adjacent to downtown. EPS prepared static feasibility analyses, evaluating the estimated capitalized values and development costs associated with various residential and vertical and horizontal mixed-use scenarios on opportunity sites throughout the district. EPS tested the financial impact of various policy levers and provided recommendations to address feasibility challenges.

### Fresno Citywide Fiscal Impact Analysis

EPS prepared a comprehensive fiscal impact analysis and interactive modeling tool to inform land use policy decisions and understand the effectiveness of various initiatives designed to manage costs, prioritize public investment, and enhance revenue generation. EPS helped translate the fiscal impacts of land use into an interactive Geographic Information Systems (GIS) platform to visualize, track, and review development programs throughout their life cycles.

### Fresno South Central Specific Plan Nonresidential Market Study

EPS assisted the City in preparing a nonresidential market study, evaluating multiple land use alternatives under consideration for the Specific Plan, and estimating projected demand for nonresidential real estate in the plan area. EPS analyzed labor force and real estate trends, as well as future employment projections from a variety of public and proprietary sources to project demand for various types of nonresidential real estate development. These real estate demand projections were compared to development capacity to determine if any land use adjustments were warranted.

### Fresno Southeast Development Area Public Facilities Financing Plan

EPS assisted the City in preparing a Public Facilities Financing Plan for the Southeast Development Area (SEDA), a large 8,800-acre Specific Plan. The Financing Plan identifies all backbone infrastructure improvements and public facilities needed to serve the proposed land uses, details the estimated costs for these improvements, and describes potential financing mechanisms that could be used to construct the improvements in a timely manner. Due to the large scale and lengthy timeline of the proposed development in the SEDA, the Financing Plan also included specific implementation steps to ensure that the Financing Plan was updated throughout the life of the Project.

### Folsom Sphere of Influence Market Study

EPS prepared an analysis of the 3,500-acre Folsom Sphere of Influence (SOI), evaluating the market potential for constructing regional and community retail, office/business professional (BP), and industrial development over a 20-year period

(2006–2026). EPS conducted interviews with real estate professionals, collected and analyzed market performance indicators, including vacancy and net absorption, and evaluated residential projections and commercial pipeline development to determine if sufficient demand existed to support the proposed development plan.

#### **Twin Rivers Residential and Commercial Market Analysis**

EPS conducted a residential and commercial market analysis of the Sacramento River District and Railyards neighborhoods. As Project Manager, Amy identified key economic opportunities in the study area, based on economic and land use trends, identified vacant and underutilized parcels, and summarized findings from interviews with key real estate professionals and other stakeholders familiar with the study area. In addition, Amy estimated the amount of affordable and market-rate rental and homeownership housing was supported in the study area. The study area was projected to capture a considerable portion of the City of Sacramento's population and employment growth. The report identified various obstacles currently facing the study area and formulated a strategy to help the area continue to evolve as it accommodates new growth.

#### **Placerville Broadway Corridor Housing Opportunities Study**

EPS assisted the City of Placerville to evaluate residential market conditions in and surrounding the city, identify suitable housing prototypes for the Broadway Corridor, located adjacent to downtown Placerville, and evaluate the financial feasibility of preferred development prototypes. The EPS Team worked closely with the city to establish strategies and recommendations to overcome identified regulatory or economic hurdles to catalyze infill housing along the corridor.

#### **Vacaville Comprehensive Housing Analysis and Strategy**

EPS prepared a strategy to address current and future housing needs in the city. EPS conducted several technical analyses, including a socioeconomic context assessment and residential market demand study, and engaged the community using a robust public involvement approach, culminating in a series of recommended strategies to meet the community's housing objectives. This housing analysis and strategy is meant to be used as a resource that can help inform both the community and the Housing Element.

#### **Stockton Boulevard Specific Plan Economic and Displacement Risk Analysis**

EPS prepared a comprehensive report documenting economic conditions along the Stockton Boulevard corridor, a 4-mile-long commercial corridor in the City of Sacramento. EPS is originating a methodology to develop an index to measure historical and current residential and commercial displacement risk through a comprehensive assessment of key socioeconomic characteristics in the study area surrounding the corridor relative to average characteristics in the city. EPS will also assist the project team in developing economic development strategies that focus on tools and techniques to address displacement risk, mitigate the effects of gentrification on neighborhood stability, and foster equitable, long-term economic sustainability of the corridor.

#### **Sacramento Railyards Specific Plan Economic Analyses**

The Sacramento Railyards is a 240-acre brownfield site, planned to become a new mixed-use district adjacent to the City of Sacramento's existing downtown. The site is recognized as the premier urban infill site in the region and presents Sacramento with a significant opportunity to accommodate future growth while using sustainable and smart growth principles. EPS has prepared a breadth of technical support services for the City of Sacramento that includes preparing a public facilities financing plan, cash flow analyses to estimate tax increment revenue, pro forma feasibility analyses, a fiscal impact analysis, and an economic impact analysis.

#### **Culver City Market and Feasibility Analysis**

The Southern California Association of Governments (SCAG) retained EPS to assist Culver City in evaluating market and financial conditions affecting the development feasibility of higher density projects near the future Expo Line station. The evaluation of current market conditions surrounding the study area revealed the City of Culver City as an emerging market that could successfully compete in attracting future residents and regionally, if not nationally, oriented office tenants. EPS also conducted a "fatal flaw" assessment for the feasibility of redeveloping an existing Albertsons-anchored shopping center immediately adjacent to the station. The site offered the opportunity for increased density by making use of a 3-acre right-of-way owned by the Los Angeles County Metropolitan Transportation Authority.

#### **Lake Elsinore Downtown Master Plan**

The City of Lake Elsinore retained EPS to prepare a market analysis in support of a new City Downtown Master Plan. As part of the market analysis, EPS conducted stakeholder interviews with local business and property owners to supplement a quantitative evaluation of demographic and economic data. EPS also presented key findings derived from the market analysis in a community workshop.



# Emilio Balingit

## Senior Associate



### Education

University of California  
Los Angeles Luskin School of  
Public Affairs, Master of Urban  
and Regional Planning

University of California  
Santa Cruz, Bachelor of Arts in  
Environmental Studies/Earth  
Science

### Previous Employment

Planner/Associate Planner,  
Urban Planning Partners, Inc.,  
Oakland, CA, July 2018–  
August 2021

Land Development Intern,  
California Home Builders,  
Canoga Park, CA,  
January 2018–June 2018

Bicycle and Pedestrian Projects  
Intern, San Francisco Municipal  
Transportation Agency  
(SFMTA), San Francisco, CA,  
June 2017–September 2017

### ABOUT

Emilio Balingit is a planner with professional experience in land use planning and policy, California Environmental Quality Act (CEQA) compliance, and real estate development in the private, public, and nonprofit sectors. Since joining EPS in 2021, Emilio has provided technical assistance supporting development impact fee programs, real estate market analyses, economic development studies, and public facilities financing plans.

### SELECTED PROJECT EXPERIENCE

#### Fresno South Central Specific Plan Nonresidential Market Analysis

Working with the City of Fresno EPS prepared a nonresidential real estate market study for the South Central Specific Plan, which plans for business park and industrial uses across more than 4,500 acres in South Fresno. Using data from a variety of sources, EPS projected both job growth and potential development scenarios for the Plan Area, informing both the community and other stakeholders about the potential impacts of the various Plan alternatives. Additionally, EPS-provided development and job growth projections resulting from the analysis are being used to perform the environmental analysis of the Specific Plan.

#### Folsom Plan Area Specific Plan Fee Program and Specific Plan Infrastructure Fee

EPS worked with City of Folsom staff and the Folsom Plan Area Owners' Group to implement a plan area-specific fee program for backbone infrastructure, as well as park and public facility land acquisition. The fee program includes roadway, sewer, storm drainage, dry utility, and water infrastructure anticipated to be constructed by property owners in the specific plan area. EPS prepared the original and one subsequent update to the impact fee nexus study. In addition to its work on the nexus studies, EPS is actively engaged by the City of Folsom as a third-party fee program administrator for the Specific Plan Infrastructure Fee.

#### Upper Westside Specific Plan

EPS is working with Sacramento County and a developer group to develop a public facility financing plan and urban services plan for the Upper Westside Specific Plan, which calls for infrastructure and public facilities to support approximately 9,350 homes and more than 3 million square feet of commercial space in Sacramento County. For the public facilities financing plan, EPS is working with several public agencies to determine the optimal timing of public infrastructure development, ensuring that private development in the Upper Westside area is served by adequate infrastructure and the costs of public infrastructure are shared equally by all development in the plan area.

#### Vacaville Comprehensive Housing Analysis and Strategy

The City of Vacaville retained the consulting team comprising EPS and PlaceWorks (EPS Team) to prepare a strategy to address current and future housing needs in the city. The EPS Team conducted several technical analyses, including a socioeconomic context assessment and residential market demand study, and engaged the community using a robust public involvement approach, culminating in a series of recommended strategies to meet the community's housing objectives. This housing analysis and strategy is meant to be used as a resource that can help inform both the community and the Housing Element.



# Jason Moody

## Principal



### Education

Master of Public Policy,  
University of California,  
Berkeley, 1995

Bachelor of Arts in  
Economics, University of  
California, Santa Cruz, 1988

### Previous Employment

Budget Analyst for City of San  
Francisco (1995)

Business Analyst, Port  
Authority of New York/New  
Jersey (1994)

Research Analyst, Fisher  
Center for Real Estate and  
Urban Economics (1993–  
1994)

Federal Government  
Reporter, States News  
Service, Washington, DC  
(1989–1992)

### Affiliations

San Francisco Planning and  
Urban Research Association

International Economic  
Development Council

City of Oakland Economic  
Advisory Panel

### Relevant Publications

"Urban-Suburbia", Urban  
Land, October 2008.

"Transit Joint Development"  
with Bruce Appleyard, Urban  
Land, August 2007.

"The Town and Gown,"  
Economic Development  
Journal, Fall 2004.

"Spontaneous Research  
Districts," Association of  
University Related Research  
Parks conference paper.

"Defense Industry  
Conversion, Base Closure,  
and the California Economy,"  
Fisher Center Working Paper.

### ABOUT

A Principal at EPS, Jason has worked at the firm for nearly 25 years. He has worked extensively for a variety of public- and private-sector clients in the areas of economic impact analysis, regional economics and competitiveness, development feasibility, and fiscal analysis. Jason has led the firm's practice in the area of reuse, revitalization, and in-fill development, focusing on the feasibility of individual projects as well as entire districts and corridors. He has also worked on major planning efforts, participating in numerous General, Specific, and Precise plans for jurisdictions in California and elsewhere.

### SELECTED PROJECT MANAGEMENT EXPERIENCE

#### Lake Forest General Plan Update

Evaluated long-term economic and market conditions as well as development opportunities and feasibility as part of the General Plan Update for this prosperous Orange County community.

#### Westminster Mall Specific Plan

EPS is assisting the City of Westminster develop a Specific Plan designed to transform the existing 100-acre Westminster Mall into a vibrant mixed-use commercial activity center, accommodating up to additional 3,000 residential units and 1.2 million commercial square feet. EPS has assisted with implementation and public financing.

#### Fullerton Rail District Specific Plan

EPS is providing economic, market, and development feasibility analysis to support the Fullerton Rail District Specific Plan, a 35-acre underutilized legacy industrial area with public land, located within the Downtown.

#### San Jacinto General Plan Update

Evaluated long-term economic and market conditions, analyzed development opportunities and feasibility, and formulated economic development goals and policies for General Plan Update in this Riverside County bedroom community.

#### La Verne General Plan Update

Evaluated long-term economic and market conditions and fiscal considerations relevant to the General Plan Update for this mature and successful community.

#### San Clemente General Plan Economic Analysis

EPS evaluated the development potential for a wide range of residential, commercial, and office/industrial land uses from both a market and land capacity perspective to inform the San Clemente General Plan Update process.

#### Lawndale General Plan Update

EPS is currently engaged as part of multidisciplinary team to update the General Plans for the City of Lawndale. Firm tasks include researching and evaluating long-term demographic, economic, market, and fiscal conditions in the cities; identifying real estate and economic development opportunities; testing the fiscal impact to the municipal budget of proposed land use alternatives; and preparing Economic Development and a Fiscal Sustainability Elements as part of the General Plan document. The projects include engagement with city staff and stakeholders.





## ANDREW WATKINS, AIA AICP

### PRINCIPAL / DIRECTOR OF URBAN DESIGN & PLANNING

<b>DETAILED ROLE ON PROJECT</b>	PROJECT MANAGER
<b>YEARS EXPERIENCE</b>	20+
<b>EDUCATION</b>	HARVARD UNIVERSITY MASTERS IN ARCHITECTURE IN URBAN DESIGN  SYRACUSE UNIVERSITY SCHOOL OF ARCHITECTURE BACHELOR OF ARCHITECTURE
<b>AFFILIATIONS</b>	AIA, AICP, LEED AP, WELL AP, ULI, BIA
<b>CONTACT</b>	awatkins@jzmkpartners.com

Andrew Watkins is an architect, urban designer, and planner with over 20 years of professional experience. Andrew is licensed in California and Massachusetts.

As a Principal at JZMK, his work focuses on large-scale urban design projects that explore the confluence of ecology and urbanism. Andrew has led the design of community plans, urban design and new city planning projects in diverse locales, the United States, Mexico, Saudi Arabia, UAE, Egypt, Indonesia, India, China, South Africa, Botswana, Ethiopia, Germany, Italy, and Armenia.

Andrew’s work focuses on place making and creating high-quality public realms. His project experience includes urban and suburban revitalization as well as green-field development, creating and transforming mixed-use residential, retail, commercial and light industrial districts.

Andrew has particular interests in projects that engage wellness and the ecological systems of food, mobility, waste, shelter and water.

Andrew regularly speaks at and participates in several professional organizations. As a Full Member of ULI, he Chairs the national Residential Neighborhood Development Council and has served on the Health Leaders Network. He also serves locally as part of the Building Healthy Places Council and For Sale Housing Council. With the AIA, Andrew serves on the National Ethics Committee. He holds a Bachelors of Architecture from Syracuse University and a Masters of Architecture in Urban Design from the Graduate School of Design at Harvard University.

### PROFESSIONAL EXPERIENCE

#### LAKE FOREST GENERAL PLAN

**CLIENT: CITY OF LAKE FOREST**

**LOCATION: LAKE FOREST CALIFORNIA**

Urban design and planning services were provided for the City of Lake Forest General Plan Update. Lake Forest was pursuing a modern General Plan that would reflect contemporary community values and priorities — and provide the framework to balance quality of life with improved economic and fiscal conditions. As part of the larger General Plan Land Use Map, five focus areas were identified as potential locations for future growth, to support economic development, maintain fiscal sustainability, and help create activity nodes.

#### TRACY DOWNTOWN TOD PLAN

**CLIENT: CITY OF TRACY**

**LOCATION: TRACY, CALIFORNIA**

The City of Tracy has a rich history defined by rail. The latest chapter sees the city proactively planning for the expansion of the ValleyLink rail service connecting Bay Area Rapid Transit (BART) and Altamont Commuter Express (ACE) at a Downtown Tracy station. To leverage this new transit connection, a comprehensive review of the existing land uses was completed. Through this process, a wide array of opportunity sites were identified ranging from urban infill to residential infill to industrial brownfield to greenfield.

#### DANVILLE DOWNTOWN MASTER PLAN

**CLIENT: TOWN OF DANVILLE**

**LOCATION: DANVILLE, CALIFORNIA**

The Danville Downtown Master Plan consolidates and builds off previous planning efforts, engaged locals through stakeholder interviews and community workshops, and activated the Old Town historic core through contextual design interventions. Recommendations for an enhanced urban environment include elements like expanded and activated public realm areas, new street furniture and monumentation, and strengthened connections to adjacent areas.





## TIM HAAGEN

### ASSOCIATE / SENIOR PLANNER

<b>DETAILED ROLE ON PROJECT</b>	SENIOR PLANNER
<b>YEARS EXPERIENCE</b>	20
<b>EDUCATION</b>	UNIVERSITY OF IDAHO BACHELOR OF LANDSCAPE ARCHITECTURE
<b>AFFILIATIONS</b>	
<b>CONTACT</b>	thaagen@jzmkpartners.com
<b>LANGUAGES</b>	ENGLISH

Tim Haagen brings 20 years of experience in urban design, planning and landscape architecture to JZMK.

Following completion of his Bachelors of Landscape Architecture from the University of Idaho in 2002, Tim spent several years working for a landscape architecture office specializing in built residential landscapes and community design. There he practiced the art of landscape architecture taking a project from a blank canvas through design development to final build-out through construction documents and construction administration.

Tim furthered his career as Project Planner and Landscape Designer at globally recognized hospitality-based design firm WATG in the planning studio for nearly a decade where he constantly collaborated with architects, landscape architects and interior designers to craft the stories and visions for hospitality-based master planning projects (luxury resorts, hotels, high-end residential), urban design, thematic parks and design, site planning for hotels and commercial spaces and golf course-centric projects. Tim's wide-reaching body of work includes projects in China, Korea, the Middle East, South, Central and North America and in exotic locales like the Caribbean, Mediterranean, Azerbaijan, Panama, Hawaii and the Philippines.

At JZMK Tim has expanded his portfolio to include domestic urban design and local residential-based infill development. With his training and experience in landscape architecture working at a smaller scale, Tim is able to contribute a detail oriented perspective while thinking critically at a master planning scale.

### PROFESSIONAL EXPERIENCE

#### LOMITA GENERAL PLAN AND OBJECTIVE DESIGN STANDARDS

**CLIENT: CITY OF LOMITA**

**LOCATION: LOMITA, CALIFORNIA**

The Mission Viejo Objective Design Standards (ODS) provides additional objective design and development standards for residential development within the City of Mission Viejo. Responding to recent state legislation the ODS establishes an agreed upon level of quality from the City that gives developers clear direction for their development projects. The code include chapters covering site planning, site design, building design, architectural styles and landscape.

#### DANVILLE DOWNTOWN MASTER PLAN

**CLIENT: TOWN OF DANVILLE**

**LOCATION: DANVILLE, CALIFORNIA**

The Danville Downtown Master Plan consolidates and builds off previous planning efforts, engaged locals through stakeholder interviews and community workshops, and activated the Old Town historic core through contextual design interventions. Recommendations for an enhanced urban environment include elements like expanded and activated public realm areas, new street furniture and monumentation, and strengthened connections to adjacent areas.



**Sara Allinder, AICP**  
**Principal Planner**  
 23 years of experience



**EDUCATION**

B.A. Liberal Arts, Major Emphasis: Environmental Science, Minor Emphasis: English, University of California, Riverside

**REGISTRATION/CERTIFICATIONS**

American Institute of Certified Planners #018445

**AFFILIATIONS**

American Planning Association (APA)

**AREAS OF EXPERTISE**

- Entitlement Applications
- General Plans
- Annexations
- Contract Staffing
- Subdivision Ordinances
- Zoning Ordinances
- Strategic Implementation Plans
- Environmental Review

**PROFESSIONAL SUMMARY**

Sara Allinder has more than 23 years of professional experience, currently serving as a Principal Planner. Throughout her career, she has actively participated in and led the development of multiple general plans and development code updates. Ms. Allinder has also provided contract staffing services for numerous local planning agencies in the San Joaquin Valley and understands how the policies and regulations outlined in general plans and zoning codes are implemented in day-to-day operations at the counter.

**RELEVANT EXPERIENCE**

**General Plan Update, City of Modesto, Stanislaus County, California, Assistant Project Manager**

Ms. Allinder is currently assisting with a comprehensive update to the City of Modesto’s General Plan, including coordinating efforts on infrastructure services and support to inform the land use planning process. The update will address all recent legislative updates to the requirements for general plans as well as respond to issues identified during outreach. The General Plan Update effort is also being coordinated with the City of Modesto’s Housing Plan and 6th Cycle Housing Element.

**East Salinas Specific Plan, City of Salinas, Monterey County, California, Project Manager**

Ms. Allinder is the primary point of contact with the prime consultant PlaceWorks and is coordinating the review and summary of key infrastructure plans for water and wastewater. Provost & Pritchard will also be providing analysis and input on land use alternatives identified through the land use planning process to inform the land use plan and policies contained in the East Salinas Specific Plan.

**Development Code Update, City of Menifee, Riverside County, California, Assistant Project Manager and Zoning Technical Manager**

Ms. Allinder established new code regulations for the City of Menifee, including zoning, subdivision, and grading ordinances. The new regulations represent an update to the current standards established Menifee-specific standards and procedures in a user-friendly format that implements the City’s first adopted General Plan. Ms. Allinder managed client coordination, public outreach, analysis of existing regulations, and development of new regulations as part of the comprehensive update effort. The Menifee Development Code received the APA Inland Empire Section Best Practices Award.



## Heather Bashian, PE, QSD

Principal Engineer

21 years of experience

PROVOST &  
PRITCHARD

### EDUCATION

B.S. Civil Engineering, California State University, Fresno

M.S. Business Administration, National University

### REGISTRATION/CERTIFICATIONS

Civil Engineer, California #73075

Qualified SWPPP Developer #00542

### AREAS OF EXPERTISE

Municipal Infrastructure Development

Regional Water Management Planning

Urban Water Management Plans

Regulatory Compliance

Stormwater Pollution Prevention Plans (SWPPP)

Grant Preparation

### AFFILIATIONS

American Society of Civil Engineers (ASCE)

### PROFESSIONAL SUMMARY

Heather Bashian has more than 21 years of professional experience, currently serving as a Principal Engineer. Ms. Bashian has experience with municipal infrastructure planning and design, master planning, and grant writing and administration experience. She has extensive experience in planning and designing engineering for infrastructure projects including water supply and distribution, water main replacements, water metering, wastewater collection and rehabilitation, wastewater lift stations, stormwater collection projects, and recycled/reclaimed water distribution.

### RELEVANT EXPERIENCE

#### **On-going Water System Planning Support, City of Clovis, Fresno County, California, Project Manager/Engineer**

Ms. Bashian currently leads the team that provides ongoing consulting for drinking and recycled water-related issues that arise within the City's systems. Due to the many facets of work associated with this project, this work is generally separated into tasks for Development and Engineering, and Public Utilities. Consulting services include ongoing support for potable and recycled water systems planning, water infrastructure studies in support of development projects, and preparation of Urban Water Management Plans, Water Shortage Contingency Plans, Water Supply Assessments, and infrastructure studies. This work also includes preparation of studies necessary for expansion to the Sphere of Influence.

#### **Urban Water Management Plans and Plan Updates for Various Clients, California, Project Manager/Engineer**

Ms. Bashian has led various teams to prepare initial Urban Water Management Plans (UWMPs), the five-year updates to the UWMPs, and Water Shortage Contingency Plan (WSCP) for various cities throughout central California, including Clovis, Fresno, Tulare, and Madera, and for the Bakman Water Company. System sizes for these efforts range from 2,400 to more than 140,000 water service connections. The UWMPs includes a system description, evaluation of historical data, development of water demand and supply projections, documentation of water conservation strategies and successes, and hazard and climate resiliency efforts. The WSCP consists of a six-staged framework for the water purveyor's use in responding to a water shortage including long-term droughts and emergency water supply reduction from natural or manmade disasters. The 2020 plans were adopted and accepted by the Department of Water Resources with little to no comment.

**De Novo Planning Group**



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A Land Use Planning, Design, and Environmental Firm