



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

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

May 16, 2022

6:00 PM

Council Chamber

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

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

Written Comments

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

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



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

Verbal Comments

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

Webex Participation

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

CALL TO ORDER

FLAG SALUTE - Councilmember Mouanoutoua

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

- [1.](#) Presentation of Proclamation honoring the life and legacy of Daryle Lamonica
- [2.](#) Presentation of Proclamation celebrating State Farm's 100 Year Anniversary.
- [3.](#) Presentation of Proclamation Designating May 15 - 21, 2022 as National Public Works Week.

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

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

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

- [4.](#) Administration - Approval - Minutes from the May 9, 2022, Council Meeting.
- [5.](#) Administration - Adopt - Ord. 22-04, An ordinance adding section 1.9.03 (Electronic Filing) to Title 1 Chapter 9 of the Clovis Municipal Code relating to Campaign Contribution Limits to provide for electronic filing of campaign statements and Statements of Economic Interests (Form 700). (Vote: 5-0)
- [6.](#) Administration - Approval – Res. 22-____, Approving Owner-Occupied Home Rehabilitation Loan Program and First Time Homebuyer and Mortgage Assistance Loan Program Guidelines for the City of Clovis Affordable Housing Programs.
- [7.](#) Administration - Approval – Res. 22-____, Supporting the Fresno County 2022 Homelessness Priorities as Adopted by the Board of Supervisors of the County of Fresno.
- [8.](#) Administration - Approval – Purchase of Support and Maintenance Contract for Network and Telecommunications equipment from Zones, Inc.
- [9.](#) General Services – Approval – Waive the City's Usual Purchasing Requirements and Authorize the Purchase of the Spare Platform with Spare Pooled OnDemand; and Approval – Res. 22-____, Amending the FY2021-2022 Transit Budget to add funds for purchase of the Spare Platform.
- [10.](#) Planning and Development Services – Approval – Res. 22-____, Adopt a list of projects funded by SB1: The Road Repair and Accountability Act.

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.

- [11.](#) Consider Approval – Res. 22-____, GPA2022-002, A request to amend the General Plan to redesignate approximately 2.51 acres from the Industrial classification to the Office classification for property located on the west side of N. Clovis Avenue, immediately north of Freeway 168. City of Clovis, applicant.

Staff: Dave Merchen, City Planner

Recommendation: Approve

12. Consider Approval – Conduct Public Hearing and Close Election Regarding an Assessment Increase in Landscape Maintenance District No. 1.

Staff: Glenn Eastes, Assistant Public Utilities Director
Recommendation: Approve

13. Consider Approval – Res. 22-____, Adoption of the City of Clovis 2022-2023 Annual Action Plan for the expenditure of Community Development Block Grant Funds. (Continued from the May 9, 2022 meeting)

Staff: Claudia Cazares, Management Analyst
Recommendation: Approve

14. Consider Review and Introduction - Res. 22-____, 2022-23 City of Clovis Annual Budget, Five-year Capital Improvement Program, and information regarding the Clovis Successor Agency.

Staff: Jay Schengel, Finance Director/John Holt, City Manager
Recommendation: Receive Introduction and continue the public hearing to June 13, 2022

COUNCIL ITEMS

15. Consider Approval – To submit a letter of Support for Senate Bill 1410- Caballero, California Environmental Quality Act: Transportation Impacts.

Staff: John Holt, City Manager
Recommendation: Approve

CITY MANAGER COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

MEETINGS AND KEY ISSUES

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

June 6, 2022 (Mon.)
June 13, 2022 (Mon.) Budget Adoption
June 20, 2022 (Mon.)
July 5, 2022 (Tue.)
July 11, 2022 (Mon.)
July 18, 2022 (Mon.)

CITY *of* CLOVIS
 PROCLAMATION

Honoring the Life and Legacy of Daryle Lamonica

WHEREAS, Daryle Lamonica was born in Fresno on July 17, 1941. He attended Clovis High School where he lettered in four sports and was an all-state quarterback; and

WHEREAS, After high school, he turned down a professional baseball contract with the Chicago Cubs. Lamonica played college football at the University of Notre Dame, and was the team's starting quarterback for three seasons; and

WHEREAS, Lamonica was drafted by the Buffalo Bills in the 24th round of the 1963 AFL draft. On March 14, 1967, Lamonica was traded to the Oakland Raiders; and

WHEREAS, In his first year with the Raiders, he threw for 30 touchdowns and ran for four more. In 1969, he threw for 34 touchdowns and more than 3,300 yards. On October 19, 1969, against the Buffalo Bills, Lamonica set a new record with 6 touchdown passes in the first half, a record that stood for 45 years; and

WHEREAS, It was in Oakland that Lamonica's passing acumen earned him the nickname "The Mad Bomber" for his ability to throw very long passes. Lamonica led the Raiders to four consecutive division titles between 1967 and 1970, along with a Super Bowl appearance in Super Bowl II. He played with Oakland until his final year in 1974; and

WHEREAS, After leaving football, Lamonica owned a trucking business and pursued fishing and hunting. He was a host for the Fox Sports Net fishing program "Outdoors With the Pros." In 1974, Clovis High School named its football stadium after him; and

WHEREAS, Daryle is survived by his wife, Mary Ditzel Lamonica; two sons, Brandon and Brian; a sister, Judy Nash; five grandchildren, and one great-grandchild.

NOW, THEREFORE, BE IT PROCLAIMED, that the Clovis City Council, does Honor the Life and Legacy of

Daryle Lamonica

IN WITNESS THEREFORE, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed the 16th day of May, 2022.



 Mayor

CITY *of* CLOVIS
PROCLAMATION

**Celebrating
State Farm's 100th Anniversary**

*WHEREAS, State Farm® is celebrating its 100th anniversary in 2022;
and*

*WHEREAS, The City of Clovis, California recognizes the positive impact
the company and its agents have on our community as they have been
taking care of customers in California since 1928; and*

*WHEREAS, State Farm®, provides protection for 25,295 policies in 7,595
households, through seven active business locations in our city; and*

*WHEREAS, State Farm® was founded in the United States on the seventh
of June in the year 1922 by G.J. Mecherle, a farmer from Merna, Illinois.*

*NOW, THEREFORE, BE IT PROCLAIMED, that the Clovis City
Council, does hereby declare June 7, 2022 as*

State Farm Day

*IN WITNESS THEREFORE, I hereunto set my hand and cause the
official seal of the City of Clovis to be affixed the 16th day of May, 2022.*



Jose J. Flores

Mayor

CITY *of* CLOVIS
PROCLAMATION

**Declaring May 15-21, 2022, as
National Public Works Week**

WHEREAS, Public Works services in our community are a vital and integral part of our citizens' everyday lives; and

WHEREAS, the American Public Works Association has chosen "Ready and Resilient" as the theme for this year's National Public Works Week to highlight the quality of life Public Works provides to communities; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs; and

WHEREAS, the health, safety and quality of life of this community greatly depends on Public Works facilities and services; and

WHEREAS, the City is proud of its public infrastructure and the men and women who are dedicated to its design, construction, operation, maintenance, preservation, and improvement; and

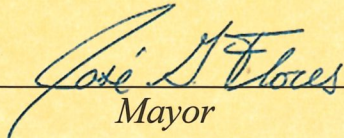
WHEREAS, the City seeks to raise the public's awareness of public works issues

NOW, THEREFORE BE IT RESOLVED, that the City of Clovis does hereby declare May 15-21, 2022, as

National Public Works Week

IN WITNESS THEREFORE, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed the 16th day of May, 2022.





 Mayor

CLOVIS CITY COUNCIL MEETING

May 9, 2022

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Flores at 6:02
Flag Salute led by Councilmember Bessinger

Roll Call: Present: Councilmembers Ashbeck, Bessinger, Mouanoutoua, Whalen
Mayor Flores

PRESENTATION – 6:03

6:03 - ITEM 1 - PRESENTATION OF PROCLAMATION DECLARING MAY 9-15, 2022, AS NATIONAL SALVATION ARMY WEEK.

The City Council presented a proclamation to Captains Kalahni and Jenny of the local Salvation Army declaring May 9-15, 2022, as National Salvation Army Week.

Shonna Halterman introduced the captains and shared that they will be relocated to Washington in the next month and thanked them for their service in our community.

Captain Kalahni thanked the Council for their support in the work that the Salvation Army does in the community.

6:09 - ITEM 2 - PRESENTATION OF CERTIFICATES OF APPRECIATION TO THE CITIZENS' ADVISORY COMMITTEE.

The City Council presented certificates of appreciation and challenge coins to the 25 members of the Citizens' Advisory Committee.

Chris Casado, Citizens' Advisory Committee Chair, thanked Council for appointing members of the community to address the issue the Police Department is facing.

PUBLIC COMMENTS – 6:14

None.

CONSENT CALENDAR – 6:15

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

3. Administration - Approved - Minutes from the May 2, 2022, Council Meeting.

4. Planning and Development Services – Approved – Bid Award for CIP 21-12, Nees Avenue Widening – Rule 20B; and Authorize the City Manager to execute the contract on behalf of the City.
5. Planning and Development Services - Approved - **Res. 22-38**, A Resolution Declaring the Intention to levy and collect assessments for Fiscal Year 2022-23, Authorizing the City of Clovis Engineering Department to conduct a property owner Proposition 218 proceeding, Approving the Fiscal Year 2022-23 Preliminary Engineer’s Report, and setting a Public Hearing for July 5, 2022, or at such time thereafter for Benefit Assessment District No. 95-1 (Blackhorse Estates).
6. Police - Approved - **Res. 22-39**, Amending the 2021-2022 Police Department Budget to reflect the award of the CalRecycle Disposal Site Abatement Grant Program in the amount of \$228,140.
7. Public Utilities – Approved – Waive Formal Bidding Requirements and Authorize the Purchase of an Aerial Truck from Altec Industries, Inc. Using the Sourcewell Purchasing Contract.

ADMINISTRATIVE ITEMS – 6:17

6:17 – ITEM 8 - WORKSHOP – FOR THE CITY COUNCIL TO CONSIDER OPTIONS ADDRESSING THE FINDINGS AND RECOMMENDATIONS PROVIDED BY THE CITIZENS ADVISORY COMMITTEE REGARDING THE POLICE DEPARTMENT STAFFING AND FUNDING.

Matt Basgall, asked if there is a cap on on the Transient Occupancy Tax and if it could be a flat rate or if it is required to be a percentage. He also commented on being cautious of stating that Clovis PD will have 15 officers in the 5-Year Forecast because in his experience, it changes from year to year and has not not increased.

Chris Casado, commented on the conversation by Council and the importance of educating the general public. He is not sure that the City can be successful in educating the voters by November to vote on a measure and the the City would need a good plan moving forward.

Diane Pearce, commented on concerns regarding voter understanding of the different types of taxes. She also asked clarifying questions regarding general versus special taxes and City versus citizen driven initiatives. She commented on the importance of education and creating more awareness around what’s going on with the Police Department.

Greg Newman, asked what kind of explanation is required on the ballot for a Transient Occupancy Tax increase and how to make it easy to understand for voters. He also commented on the impacts of a tax from a business perspective.

Noha Elbaz, commented on the importance of safety when travelling. She also commented on creating more awareness on the issues with the Police Department so that the residents who choose to live in Clovis because it is a safe community, can support the needs of the department and have high quality service.

It was the consensus of the City Council to pursue a general tax increase for the Transient Occupancy Tax for the November 2022 ballot, increasing the rate by 2% (from currently 10% to 12%).

8:20 – ITEM 9 - RECEIVED AND FILED - INFORMATION RELATED TO ANALYSIS OF 2020 CENSUS DATA AND MARCH 2, 2021, ELECTION DATA.

It was the consensus of the City Council to complete another analysis after the November 2022 election to see if there is racially polarized voting.

PUBLIC HEARINGS – 9:04

9:04 – ITEM 10 - CONTINUED – **RES. 22-XX**, ADOPTION OF THE CITY OF CLOVIS 2022-2023 ANNUAL ACTION PLAN FOR THE EXPENDITURE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS.

Item continued to the May 16, 2022, City Council meeting.

9:05 – ITEM 11 - APPROVED INTRODUCTION – **ORD. 22-04**, AN ORDINANCE ADDING SECTION 1.9.03 (ELECTRONIC FILING) TO TITLE 1 CHAPTER 9 OF THE CLOVIS MUNICIPAL CODE RELATING TO CAMPAIGN CONTRIBUTION LIMITS TO PROVIDE FOR ELECTRONIC FILING OF CAMPAIGN STATEMENTS AND STATEMENTS OF ECONOMIC INTERESTS (FORM 700).

Motion for approval by Councilmember Whalen, seconded by Councilmember Ashbeck. Motion carried by unanimous vote.

CITY MANAGER COMMENTS – 9:10

COUNCIL COMMENTS – 9:10

CLOSED SESSION – 9:16

ITEM 12 - GOVERNMENT CODE SECTION 54957.6 CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: JOHN HOLT, ANDREW HAUSSLER, JEFFREY BLANKS, CURT FLEMING , SHONNA HALTERMAN, LORI SHIVELY, SCOTT G. CROSS EMPLOYEE ORGANIZATION: CLOVIS POLICE OFFICERS ASSOCIATION, CLOVIS FIREFIGHTERS ASSOCIATION, CLOVIS EMPLOYEES ASSOCIATION, CLOVIS PUBLIC WORKS EMPLOYEES ASSOCIATION, CLOVIS PUBLIC SAFETY EMPLOYEES ASSOCIATION, CLOVIS PROFESSIONAL AND TECHNICAL EMPLOYEES ASSOCIATION, CLOVIS TRANSIT EMPLOYEES BARGAINING UNIT, CLOVIS TECHNICAL AND FINANCIAL PROFESSIONALS ASSOCIATION, AND UNREPRESENTED EMPLOYEE: MANAGEMENT EMPLOYEES

Mayor Flores adjourned the meeting of the Council to May 16, 2022

Meeting adjourned: 10:30 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 16, 2022

SUBJECT: Administration - Adopt - Ord. 22-04, An ordinance adding section 1.9.03 (Electronic Filing) to Title 1 Chapter 9 of the Clovis Municipal Code relating to Campaign Contribution Limits to provide for electronic filing of campaign statements and Statements of Economic Interests (Form 700). (Vote: 5-0)

ATTACHMENTS: None

This item was approved for introduction on May 9, 2022, 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: May 16, 2022

SUBJECT: Administration - Approval – Res. 22-____, Approving Owner-Occupied Home Rehabilitation Loan Program and First Time Homebuyer and Mortgage Assistance Loan Program Guidelines for the City of Clovis Affordable Housing Programs.

ATTACHMENTS:

1. Resolution
2. Owner-Occupied Home Rehabilitation Loan Program Guidelines
3. First Time Homebuyer and Mortgage Assistance Loan Program Guidelines

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to approve a resolution approving the Owner-Occupied Home Rehabilitation Loan Program and First Time Homebuyer and Mortgage Assistance Loan Program Guidelines for the City of Clovis Affordable Housing Programs.

EXECUTIVE SUMMARY

The Program Guidelines will assist in directing the implementation of both the Owner-Occupied Housing Rehabilitation Program and the First Time Homebuyer Assistance Program, as required by the State of California for the implementation of the CalHome Program and HOME Program.

BACKGROUND

The City was successful in obtaining grant funds from the State of California for its Affordable Housing Programs through the CalHome Program (\$5,000,000) and the HOME Program (\$1,000,000) for Owner-Occupied Home Rehabilitation and for First Time Homebuyer Mortgage Assistance.

The allocations for the programs are as follows:

Program	Funding Source		Total
	CalHome	HOME	
Owner Occupied Home Rehabilitation	\$4,449,375	-	\$4,449,375
Mortgage Assistance	\$550,625	\$1,000,000	\$1,550,625

City staff proposes to assist 27 low-income owner-occupied households with repairs to their homes. The maximum loan will be \$75,000 and will primarily be used to address health and safety issues found in the home. City staff will market the program, administer application intake, review, underwrite, and will contract with one or more non-profit housing development agencies, as consultants, to oversee the construction inspection and construction management portions of the Program. The selected consultant(s) will be brought to Council for contract approval at the June 6, 2022, Council date, based on the results of the Request for Qualifications published on April 13, 2022.

The Home Rehabilitation loans will carry the following terms:

- Maximum loan amount: \$75,000.00
- Deferred Payment with a 30-year term
- Zero percent (0%) interest
- Loans for mobile home replacement will decline at 10% per year after the first 10 years of the loan term, with the loan being forgiven at the end of the 20-year term if the mobile home is still occupied by the Applicant.

The First Time Homebuyer Mortgage Assistance Program will target assistance for approximately 15 households. The CalHome Program limits maximum assistance to \$100,000 per household. The HOME Program loan amount will average approximately \$117,000 per household, as this funding source has a higher maximum allowed. City staff will market the program, administer application intake, review and underwriting, loan approval and escrow management.

The Mortgage Assistance Program loans will carry the following terms:

- Loan amount(s): \$100,000 - \$117,000
- Deferred Payment with a 30-year term
- Three percent (3%) simple interest, with declining rates if continued Applicant occupancy
- Loans due upon sale or transfer of property, when the property ceases to be owner-occupied, or upon the CalHome program Loan maturity date

Due to the escalation in housing values and the limit on home prices as part of the programs (currently set at \$282,000 for existing homes and \$304,000 for new construction homes), the City requested and received approval from the State of California to utilize a portion, or possibly

all, of the HOME program financing for Tenant Based Rental Assistance. To facilitate keeping the funds for mortgage assistance, the City has also requested an increase in the maximum home value to \$394,250 and expects to receive notice in this regard within the next month.

City Council approval of the program guidelines is required by the State of California to implement the programs. The guidelines will then be submitted to the State for their review and approval before any loans can be processed and approved.

FISCAL IMPACT

There is no fiscal impact related to the adoption of the resolution.

REASON FOR RECOMMENDATION

State of California Housing and Community Development Department requires the City Council to approve the program guidelines before they are submitted for their review and approval.

ACTIONS FOLLOWING APPROVAL

Staff will submit the guidelines to the State of California, and pending their approval, will commence to implement the programs.

Prepared by: Claudia Cazares, Affordable Housing Management Analyst

Reviewed by: City Manager AH

RESOLUTION NO. 22-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE OWNER-OCCUPIED HOME REHABILITATION LOAN PROGRAM AND
FIRST TIME HOMEBUYER AND MORTGAGE ASSISTANCE LOAN PROGRAM
GUIDELINES FOR THE CITY OF CLOVIS AFFORDABLE HOUSING PROGRAMS**

WHEREAS, the City of Clovis applied for and received a \$5,000,000 allocation of State of California CalHome Program funds, as well as \$1,000,000 in HOME Program funds, for both the City’s Owner-Occupied Home Rehabilitation and First Time Homebuyer-Mortgage Assistance programs; and

WHEREAS, the California Department of Housing and Community Development (hereinafter referred to as “HCD”) requires that awardees develop and adopt a set of programmatic guidelines, loan servicing policies, and reuse account plans for the programs before any expenditures are made; and

WHEREAS, the Program Guidelines, Loan Serving Policies and Procedures, and Reuse Account Plan have been developed in accordance with both the CalHome and HOME Program Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clovis supports the approval and adoption of the Owner-Occupied Home Rehabilitation Loan Program and First Time Homebuyer and Mortgage Assistance Loan Programs Guidelines.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 16, 2022, by the following vote, to wit:

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

DATED: May 16, 2022

Mayor

City Clerk



CITY OF CLOVIS

**OWNER-OCCUPIED HOME REHABILITATION
LOAN PROGRAM GUIDELINES
(CalHome Program)**

May 16, 2022



ATTACHMENT 2

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CITY OF CLOVIS OWNER-OCCUPIED HOME REHABILITATION LOAN PROGRAM GUIDELINES

I. GENERAL

The City of Clovis (“City”) supports efforts to improve the City’s affordable housing stock. To that end, the City has entered into a contractual relationship with the State of California Department of Housing and Community Development (“HCD”) to administer one or more HCD-funded owner-occupied rehabilitation programs. The program described herein, the Owner-Occupied Home Rehabilitation Loan Program (the “Program”) is designed to provide financial assistance to eligible owner-occupied households to correct health and safety issues in the home by providing loans of up to \$75,000 as provided through the CalHome Program.

II. PROGRAM OUTREACH AND MARKETING

- A. All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. The City assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, handicap, familial status, religion, or belief, under any program or activity funded by this contract, as required by the California Fair Employment and Housing Act (Government Code, section 12990, et. seq.), the Holden Act (Health & Safety Code, section 35800, et. seq.), Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC 360120) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations. The City will ensure that all persons, including those qualified individuals with handicaps, have access to the Program.
- B. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies.
- C. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

- D. As funding becomes available, City staff will market the program through the following methods:
1. Outreach to households on the City's interest list.
 2. Publication on City's Website
 3. Publication on City's Social Media Sites
 4. Placing brochures and flyers at the following locations: Planning and Development Services Department, City of Clovis Administration Office, Senior Center, County Library – Clovis Site, local mobile home parks, and local social service agencies.
- E. Applications for the City's Owner-Occupied Home Rehabilitation Loan Program will be available by calling the City of Clovis at (559) 324-2094, can be downloaded from the City website, or picked up at the City of Clovis Administration Office, 1033 Fifth Street, Clovis, CA.

III. APPLICATION PROCEDURES

- A. The City maintains an list of interested applicants. As funding is available, all applicants will be provided notice, along with a copy of the Application Form. Additionally, City staff will begin marketing the program and accepting applications. Each potential applicant is required to complete an application form, which asks for sufficient information concerning income, assets, employment, household members, home-ownership and income of household members to establish preliminary eligibility for Program participation.
- B. Applicants will also be required to identify race, ethnicity, senior and Veteran status at the time of submitting an application. All applications will be processed in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach, and access to the Program. No person shall be excluded or denied benefits on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation.
- C. Applications are date/time stamped when received by the City and reviewed for completeness. Applications are deemed complete only if all information is required is included, any necessary documents are attached, and the application is signed and dated. Incomplete applications are returned to the applicant and will not be date/time stamped until complete. City staff will sign completed applications that are determined to be preliminarily eligible.
- D. Completed applications are "Accepted" by City staff and documented as such with City-staff signature, date and time on the application. Accepted applications/applicants are placed on a "Eligible List" and processed on a first-come-first-served basis. Applicants are advised of their placement on the list, and informed that their application will undergo a full review, processing and underwriting as outlined in this document, when their application reaches the top

of the Eligible List. They are also advised that the Eligible List expires when funding for the specific program/program year is depleted.

- E. Once the applicant's name comes to the top of the Eligible List, their Program eligibility is confirmed, funding is reserved for the Applicant. The City will request any additional documentation to determine eligibility, as needed, before any further steps are taken. City will send Applicant a letter regarding their eligibility, contingent on a Home Inspection. The Applicant is referred to the Housing Inspector to conduct an initial property inspection and determine the rehabilitation work to be performed on the property, as may be identified as eligible in these guidelines.
1. If the City encounters material discrepancies and/or misrepresentations, during Program eligibility confirmation, and/or there are income, asset, household composition, or other important questions that can't be resolved, the City reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial. If the then current waiting list includes sufficient applicants to account for the available funding, the applicant is placed back on the interest list and notified when additional funding is available as noted above.
 2. NOTE: The Eligible List is only applicable to the current Program year, which includes Program funds applied for in 2020 and received in 2021. The List will not carry over to future Program grants, or other funding programs.

IV. PROPERTY ELIGIBILITY

To be eligible to participate in the City's Program, the Applicant's home (or "property") must be an owner-occupied residence located in the incorporated area of the City of Clovis.

V. APPLICANT ELIGIBILITY

The City will confirm applicant eligibility, by verifying income qualification, homeownership and owner-occupancy. Underwriting guidelines are found in Section 7.

- A. Verifying Income Qualification - To be eligible to participate in the Program, gross household annual income must not exceed eighty percent (80%) of the area median income (AMI) for Fresno County for the year in which the loan is made, which is adjusted for household size and reported in the most current income guidelines published by HCD.
1. Income Documentation
 - a. Income will be determined by examining source documents evidencing gross income. Third-party verification of employment forms sent to employers is the preferable method to determine income. Other source documents will be used to assist in income

determination (i.e. tax returns, copies of wage receipts, subsidy checks, and bank statements). When collecting income verification documentation, City will consider any known or upcoming changes.

- b. If third-party verification of employment/income isn't available, other types of documentation will be used, such as pay stubs, tax returns and/or three months of bank statements.
 - c. Undocumented income or "stated income" will not be utilized but will be investigated and documented when possible.
 - d. All documentation shall be dated within six months prior to funding/project approval and kept in the applicant file and held in strict confidence. If the applicant was previously qualified for the program and more than 6 months have lapsed, they must be re-qualified.
2. The following terms are key to understanding the requirements for calculating gross income.
- a. Gross amount. The amount earned before any deductions have been taken.
 - b. Projected to be received. Projected earnings rather than past earnings will be used when estimating annual income for income-eligibility purposes.
 - c. Household. All persons in the residence are considered household members for the purpose of income eligibility. Household members are not restricted to immediate family.
 - d. Household income. The applicant's income combined with the income of all household members, related or non-related, aged 18 and older.
 - e. ADU/JADU related income. The definition of "Annual Income" has been modified to exempt ADU or JADU related income from the income calculation since this rental income will help low-income families achieve or maintain homeownership.
 - f. Income inclusions and exclusions. Detailed guidance pertaining to what types of incomes must be included or excluded when calculating gross annual income can be found in Attachment A, as identified in Part 5, Appendix B Annual Income Inclusions and Exclusions, as stated in the HUD Technical Guide for Determining Income and Allowances. The information can also be found at: <https://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>. The applicant's file will be documented for any exceptions or exclusions from the gross income calculation.

3. Calculating Gross Income – Gross Income means all anticipated eligible income of a person or household for the 12-month period following the date of determination of income. City will complete the Gross Income Worksheet (Attachment B), using the guidelines below, to determine applicant's eligibility.
- a. Income qualification for self-employed persons is based on prior year income tax returns. Net income plus depreciation from the operation of a business or profession will be used. Any withdrawal of cash or assets from the operation of a business will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. Income averaging is allowed only when the borrowers are seasonal employees with fluctuating incomes.
 - b. For a seasonal worker, the City will determine the flow of pay and relate it to the paystub's year-to-date (YTD) figure. The YTD may only cover either the period of time when the season is strong and the figure is high, or during the off-season period when the figure is low – this will be taken into consideration, and income will be adjusted to anticipate earnings for the next 12 months.
 - c. Per diem income is not counted, as it is considered a reimbursement to the employee for expenses, he/she had to pay out of pocket to perform work for the employer.
 - d. City is to ascertain the basis on which employees are paid (hourly, weekly, or monthly, with or without overtime or bonuses or if on commission, or seasonal work). An employee who gets paid "twice a month" may actually be paid twice a month (24 times a year) or every two weeks (26 times a year).
 - e. It is important to clarify whether overtime is sporadic or a predictable component of an employee's income.
 - f. An annual salary is counted as annual income regardless of the payment schedule. For example, if a teacher's annual salary is \$30,000, this is the annual income regardless if the teacher is paid over a 9- or 12- month period.
 - g. If the applicant will occupy an ADU, or a JADU, then the residents of the primary unit shall not be considered as part of the Household receiving CalHome program funding for purposes of this section.
 - h. Gross income from all sources must be used, including:
 - Overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services (before any payroll deductions).

- If an upcoming raise is shown on the Verification of Employment, it must be calculated as current income.
 - Wages from a second job.
 - The regular amount of periodic payments received from Social Security, Supplemental Security Income (SSI), annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts. These amounts should not be grossed up.
 - Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
 - Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.
4. Treatment of Assets - An asset is a cash or non-cash item that can be converted to cash (i.e. checking and savings and money market accounts, stocks, bonds, and other forms of capital investments), and recognized as part of annual income.
- a. When a household has household assets in excess of \$5,000, gross income will include the greater of:
 - Actual amount of income, if any, derived from all the household assets, or
 - HUD Passbook rate of the value of all such assets.
 - b. If the assets are less than \$5,000 no income is counted from assets. If the assets are \$5,000 or greater, count the income from all of the assets.
 - c. Note: it is the income earned from the assets that is counted – e.g. interest on a savings account – not the asset value.
 - d. If there is no regular income from assets, the income is imputed by using the HUD Passbook rate.
 - e. CalHome does not have a requirement to spend down the borrower's assets to qualify for a loan and the program encourages a homeowner to retain adequate emergency funds (3-6 months of expenses). However, it is expected that the borrower invests their funds first and only rely on the CalHome loan as alternate financing.
 - f. For checking accounts City will use the average 3-month balance.

- g. Retirement accounts are not counted as assets for CalHome Income verification if they are not accessible to the applicant without retiring or terminating employment.
 - h. The value of equity in real property, value of gems, art collections, etc. is not to be considered in the asset base because the value fluctuates until sold. However, income from the property must be separately considered.
 - i. The value of necessary items such as furniture and automobiles shall be excluded.
 - j. City will utilize Attachment C – Part 5, Annual Income Asset Inclusions and Exclusions, as stated in the HUD Technical Guide for Determining Income and Allowances, to identify what types of assets must be included or excluded when calculating gross annual income. The guidance can also be found at: <https://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>.
 - k. The applicant's file will be documented for any exceptions or exclusions from the asset base.
- B. Owner-Occupancy – Applicants must live in the property, be on title and intend to continue occupying the home as a principal place of residence. In some cases, there may be owners on title not living in the property, such as a parent who co-owns the home with their son or daughter. If the children do not live on the property, do not deduct the property on their income taxes, and can document a different place of residence, their income may be excluded, and they would not be counted as household members. However, if they are on title, they must sign the loan documents.

VI. PROGRAM LOAN TERMS

- A. Maximum amount of CalHome Program assistance. The City will provide a loan of **UP TO \$75,000** for eligible activities. Loan amounts will be determined by the actual need/cost of the repairs. The maximum loan to homeowners for repairs shall not exceed the amount required to fund costs associated with eligible improvements.
- B. Maximum CalHome activity delivery fee. The City will incur Activity Delivery Fee(s) in the maximum amount of \$7,396 (per home), and request reimbursement of these eligible costs from HCD. The amount of the loan provided to the homeowner, plus the amount of the Activity Delivery Fee, will not exceed \$100,000, which is the maximum assistance amount as set in the NOFA for the award year.

- C. An owner-occupied rehabilitation loan for a stick-built home will be secured by the real property and improvements. A manufactured home that is not on a permanent foundation will be secured by an HCD 480 Statement of Lien.
- D. The CalHome Program loans shall have the following terms and conditions:
 - 1. Maximum loan amount: \$75,000.00
 - 2. Zero percent (0%) interest
 - 3. Deferred Payment with a 30-year term
 - 4. Loans for mobile home replacement will carry a 20 year term. The principal balance will decline at 10% per year after the first 10 years of the loan term, with the loan being forgiven at the end of the 20 year term if the mobile home is still occupied by the Applicant.
- E. CalHome Program loans are not assumable.

VII. LOAN UNDERWRITING GUIDELINES AND REQUIREMENTS

The City procedures below will be utilized for loan underwriting and approval.

- A. Title Report - The City will order a preliminary title report and review it to document all owners on title. It will also be reviewed to document undisclosed liens that would affect the security of the CalHome loan.
- B. Credit Report – The City will order a credit report for the Applicant(s). The City will compare the credit report to the information on the report to that found in the application. If there are discrepancies between the documents, the City will determine what is factual and will have the applicant explain any discrepancies. Any liens, judgments, bankruptcies, major defaults, credit scores lower than 600, collection accounts and slow pays on the credit report could indicate serious problems and should be explained by the borrower. Particular attention will be paid to the borrower's ability and willingness to repay the mortgage debt, as well as attention to applicant's timely payments on their mortgage loan. When analyzing the borrower's credit record, it is the overall pattern of credit behavior that will be reviewed rather than isolated occurrences of unsatisfactory or slow payments. The City will document review of the credit report, as well as notate any findings, in the loan file.
- C. Property Value - The property must also be eligible for the rehabilitation loan. The after-rehabilitation value of a home assisted with a CalHome Program loan cannot exceed 100% of the current median sales price of a single-family home in the County. The total loan to value ratio, including all loans secured by the property and the new CalHome loan, may not exceed 105% of the estimated after-rehabilitation value. This calculation will be documented in the file by the City.
 - 1. Prior to commencement of rehabilitation work, City staff will determine loan-to-value ratio using information from comparable sales. An appraisal

may be ordered when the loan-to-value percentage of existing encumbrances exceeds 80% of value (based on comparable sales).

2. The appraisal will take into consideration the estimated value of the rehabilitation work to be completed on the property and shall include the pre-rehabilitated value and the after-rehabilitated value.
 3. An appraisal is not required in the case of rehabilitation work or replacement of a manufactured home not on a permanent foundation. The City, or home inspector, will be responsible for performing an inspection on the existing manufactured home to ascertain if it should be repaired or replaced. All permits will be obtained from HCD's Title and Registration Division and all liens will be paid prior to commencing work.
- D. No financing, junior or senior to the CalHome loan, may have a balloon payment due before the maturity date of the CalHome loan.
- E. Fire insurance (and flood insurance where applicable) requirements are as follows:
1. City will require borrowers to maintain insurance on the property in the amount at least equal to the replacement value of the improvements; or the value of the loans; and
 2. City must be named as additional loss payee on the policy.
- F. Any cash out of escrow to the homeowner is prohibited. This is to ensure that CalHome Program funds are spent only in the amount required to pay for actual rehabilitation and non-recurring closing costs.
- G. City will obtain title insurance in the amount of the CalHome Program loan at close of escrow, showing the City as the beneficiary.

VIII. ELIGIBLE COSTS FOR REHABILITATION

Cost of rehabilitation of the property in accordance with the following definition: "Rehabilitation" means, in addition to the definition in Section 50096 of the Health and Safety Code, repairs and improvements to a manufactured home necessary to correct any condition causing the home to be substandard pursuant to Section 1704 of Title 25, California Code of Regulations. A. Rehabilitation includes the repair, full reconstruction, or the addition of ADUs/JADUs, main dwelling reconstruction, bedroom, and bathroom additions to alleviate overcrowding (as defined in the latest Census) as well as repairs and improvements which are necessary to meet any locally adopted standards used in local rehabilitation programs. All rehabilitation costs must be for the alleviation of health or safety issues, the correction of code violations, compliance with local ordinances, or addition and modification of ADUs/JADUs as described above. Rehabilitation does not include replacement of personal property.

The following are eligible uses of Program funds:

- A. Rehabilitation to address the correction of health and safety issues, correction of code violations, or compliance with a local ordinance (the four eligible uses for CalHome funds), as follows:
1. Eligible costs include repair or replacement of electrical, heating, and plumbing systems. It also includes roof replacement, and repairs to remedy mold, dry rot, water damage or termite damage. Also included are lead-based paint hazard reduction and improvements for disability access. Such funds are made part of the loan and are not considered a grant. All housing units built prior to January 1, 1978 will require a lead paint disclosure to be signed by both the homebuyer and seller (Attachment D).
 2. Eligible costs include additional work required to rehabilitate and modernize a home and bring it into compliance with current building codes and regulations. Items in a detached garage are generally not eligible except to the extent that the residence is affected by the current condition. For example, out-of-code electrical wiring between the house and the garage which could create a fire hazard to the residence; or mold or termites in the garage which could easily move to the residence.
 - a. Repair of an accessory dwelling unit or junior accessory dwelling unit is also an eligible cost.
 - b. Painting, weatherization, and energy efficient improvements are included when required by code. Energy efficient items and green building items cannot be stand-alone but must be connected in some fashion to one of the four eligible uses of CalHome funds. For instance, dual pane windows may replace windows which must be repaired because they are not operational. Insulation may be added when a roof or ceiling requires repair. However, a tankless water heater is considered an enhancement and is not usually eligible to replace a tank-style water heater.
 3. Demolition and Clean-up - Eligible costs include the tear down and disposal of dilapidated structures. Eligible costs also include clearance of weeds, junk, debris, stagnant water, and garbage which directly affect the residence structure and constitute a health and safety hazard. Removal of debris and weeds is generally considered normal maintenance and is an ineligible use of CalHome funds.
 4. Closing Costs and Other Charges - Eligible costs include non-recurring closing costs for the loan paid to third party providers for such items as title searches, credit reports, notary fees, recording fees, escrow fees, or appraisals. The homeowner does not pay any costs for the CalHome loan such as refundable application fees, loan processing or document fees. These costs are incurred by the City and reimbursed by CalHome to the City as Activity Delivery Fees. Other costs such as termite inspections

(when termite work is done), haul away, disposal bins, architect fees, permit fees, will be included in the loan.

5. Additions and Accessory Dwelling Units/Junior Accessory Dwelling Units - Eligible costs include construction of additional bedrooms and bathrooms if needed to alleviate overcrowding (as defined in the latest Census). It also includes the full construction or reconstruction of ADUs/JADUs. The program will not fund additions to a home for a den, home office or family room. The only eligible detached additions or buildings are an ADU/JADU, unless otherwise required by a local ordinance, such as covered parking or garage.
6. General Property Improvements - General property improvements are permitted if they relate to health and safety, or code or local ordinance compliance activities. All improvements must be physically attached to the property and permanent in nature. They must remain with the home if the home is sold. A driveway, landscaping or fencing may be considered part of rehabilitation if it is determined to be a health and safety issue. Luxury items are not permitted to be paid with CalHome funds.
7. Appliances - Built in appliances such as garbage disposals, dishwashers, stoves, and ovens may be replaced if they are broken or non-repairable. Free standing appliances such as refrigerators, washers and dryers are not included. New built-in appliances are ineligible if they do not replace a similar existing appliance.
8. Relocation and Storage - Relocation costs and storage costs are considered secondary costs and allowed only when necessary for health and safety. These costs are part of the loan which must be repaid and are not a grant. Homeowners should be encouraged to stay with friends or relatives so that most of the funds are used for property improvements.
9. Rehabilitation Standards - All repair work related to health and safety conditions will meet Uniform Building Code standards. The priority will be the elimination of health and safety hazards and code compliance. The replacement materials will be of a similar grade and quality compared to the original construction. Substantial upgrades such as premium carpet, travertine tile, marble tile, granite, or marble countertops, are not normally permitted to be paid with CalHome funds.
10. Mobile Homes - Rehabilitation or Replacement of a manufactured home not on a permanent foundation with a similar structure is permitted. Rehabilitation of a manufactured home may include the replacement of the unit with a new or used manufactured home. A mobile home is eligible for replacement if the cost to rehabilitate it is not feasible. The footprint of the new structure may be larger if the cost of the new manufactured home does not exceed 110% of the cost that would have been incurred if the existing manufactured home had been rehabilitated. This is usually

feasible when a “gently-used” coach is purchased. All costs associated with the purchase and transportation can be added to the loan.

- B. Cost of building permits and other related government fees.
- C. Cost of architectural, engineering, and other consultant services which are directly related to the rehabilitation of the property and related to eligible work done using CalHome funds.
- D. Non-recurring Loan closing costs, as applicable.
- E. Replacement cost of a manufactured home not on a permanent foundation up to the maximum loan amount published in the current NOFA in the case where it has been determined by the City it is infeasible to rehabilitate the manufactured home. The replacement home must be similar quality, type, construction, square footage, etc. A structure on a non-permanent foundation (personal property) cannot be replaced by a structure on a permanent foundation (real property). However, a stick-built structure on a permanent foundation may be replaced by a manufactured home when it is placed on a permanent foundation, since both are considered real property.
- F. The City will incur and request for reimbursement, a CalHome activity delivery fee in an amount not to exceed the maximum amount published in the current NOFA per assisted unit.
- G. Relocation costs during the project if required for health and safety, and if made part of the loan.

IX. PROHIBITED AND INELIGIBLE USES OF FUNDS

- A. Refinancing of existing loans or payoff of personal obligations with CalHome funds.
- B. Costs associated with the rehabilitation or repair of property owned by a mobile home park owner.
- C. Property improvements not related to health and safety, correction of code violations or compliance with local ordinances are not permitted. A partial list of ineligible upgrades are barbecues, outdoor kitchens, patios, decks, patio covers, swimming pools, hot tubs, animal shelters, sports courts, storage sheds, workshops, fountains, security systems, TV antennas, plantation shutters, wallpaper, tankless water heaters, upgraded carpet, built in entertainment centers, granite counter tops, travertine or marble tile, and garage floor coatings.

X. REHABILITATION CONSTRUCTION REQUIREMENTS

- A. The City/Housing Inspector will schedule an initial inspection with the homeowner within 7 days of receiving notice by the City, to determine the rehabilitation work to be performed on the property.

1. Debris removal is a pre-construction requirement for a homeowner's participation in the program. City staff must be able to access and inspect the parts of the home wherein repairs are needed, and contractors must be able to access those same areas in order to provide estimates and complete the repairs. The work area of the home must be in a clean and sanitary condition, free of debris, prior to project approval.
- B. Further program eligibility will be determined by demonstrated need at the time of inspection (existence of health and safety issues). A Scope of Work, and estimate, will be prepared to identify the work to be performed. City's Project Review Committee will review the Scope of Work for approval, or determination that the required or requested repairs are eligible/ineligible.
1. If after development of the Scope of Work (and estimate), the Inspector and/or City determines that the work is ineligible, the Applicant is notified of the cancellation of their Application.
 2. If after development of the Scope of Work (and estimate), the Inspector and/or City determines that the work is above what can be funded through the Program, work will be done to rescope the project if feasible, if not feasible, the Applicant is notified of the cancellation of their Application.
- C. If Scope of Work is approved by the City's Project Review Committee, the applicant will be notified in writing of the committee's decision and City will draft a Rehabilitation Contract/Agreement between City and Applicant for the work to be performed, and prepare other required program documents (see below) for execution. All are provided to Applicant for signatures, and subsequently recorded as required.
1. If the Applicant is unable to obtain sufficient or any bids for the work to be done within 60 days of noticing, the reservation of funds will expire and the next person on the waiting list is given an opportunity to participate in the Program. The Applicant can be requested to be placed on the Eligible List again, but will be placed at the end of the list.
- D. The City/Housing Inspector works with Applicant to obtain a minimum of three bids for the Scope of Work. Bids are provided to Applicant for selection. Applicant is required to sign a rehabilitation contract/agreement between Applicant and general contractor/contractor for the work to be performed.
- E. All general contractors and subcontractors selected by the Applicant are to be licensed by the Contractors State License Board and that they maintain Workers' Compensation and Employer Liability insurance to the extent required by State Law. The contractor selected shall complete work in accordance with the rehabilitation contract executed between the contractor and the Applicant, as approved by the City, in a professional manner.
- F. The City/Housing Inspector will monitor construction for compliance with the construction contract and program requirements. City expects to pay contractor

selected directly, once, at the completion of construction. Progress payments may be disbursed, on a case-by-case basis, only if approved in writing by the Applicant and City/Housing Inspector.

- G. The City expects contractors submitting project estimates to do a thorough inspection of the item(s) to be repaired prior to preparing the bid. Change orders will only be approved if they are necessary to completing the repairs, and could not be anticipated prior to construction. Payment will not be issued for change orders unless they have been approved in writing by the homeowner and a City representative prior to the additional work beginning

XI. LOAN CLOSING PROCEDURES

The City shall be responsible for drawing the deferred payment loan documents, sending the documents and escrow instructions to escrow (unless the City handles the escrow themselves) and closing the loan.

- A. Review of the Preliminary Title Report - The Preliminary Title Report is reviewed for correct property address and legal description, as well as confirmation of the title holders, all of whom must sign the loan documents. While reviewing the exceptions, the City may find that certain exceptions must be deleted from the ALTA Policy or may require special endorsements, as in the case of CC&R's or easements. The City may also find liens and judgments against the homeowner that did not show up anywhere else. The report will also show if the property taxes are delinquent.
- B. Drawing the CalHome Program Loan Documents and Loan Funding - The City will prepare, execute and record (as needed) the following documents:
- C. CalHome Promissory Note evidencing the loan, payable to the City in the principal amount of the loan and stating the terms and rate of interest of the loan consistent with the requirements of the program. The City is prohibited from assigning its beneficial interest under the note. The note must be secured by a Deed of Trust, to be recorded with a title company.
- D. The CalHome Deed of Trust shall name the City as the beneficiary and shall be recorded in a junior lien position to existing liens.
- E. Clear instructions to the title company, which include requesting an original ALTA Policy with the City listed as a lien holder and a copy of Evidence of Insurance for all hazard and/or flood insurance policies showing the City as additional Loss Payee. In addition, instructions should include the prohibition of cash back to the borrower (except as defined in 25 CCR, Section 7731 [c]) and the requirement that any cash back should be applied to the principal amount of the CalHome loan.
- F. Request for Copy of Request for Notice of Default or Sale to be recorded on behalf of the City.

- G. Disclosure forms as required by State and Federal law.
- H. Notice of Completion to be recorded. This may be a trailer document (a document provided to Escrow at a time subsequent to the recording of the Deed of Trust and Request for Notice of Default or Sale), but it must be recorded prior to requesting credit for the loan from HCD.
- I. A Notice of a Three-Day Right of Rescission.
- J. All the above closing documents are sent to escrow (unless the City does their own escrows) to be reviewed by the escrow officer and for the borrower's signature. Once the borrower has signed, all the above original documents, along with certified copies, except for the original Deed of Trust and Request for Copy of Notice of Default or Sale (these items will be sent to the County Recorder's office for recording), are returned to the City to be reviewed for completeness, accuracy, and conformance to the escrow instructions. After the closing documents have been reviewed for compliance, and funds have been disbursed from the City to escrow, escrow will be able to record the CalHome lien. When the work has been completed, the Notice of Completion will be sent to Escrow for recordation. Since this is a document which protects the homeowner, the return address after recording should be that of the property.
- K. City to ensure that the Applicant hasn't been charged any unallowable fees and that they didn't receive any unallowable cash back.
- L. When the rehabilitation is complete City to verify that the total CalHome loan funds have been spent or returned to the CalHome reuse account. There may not be any cash back to homeowners, even if their project came in under budget. If all funds are not spent, the principal of the homeowner's loan is reduced by the amount of the unspent funds. Unspent funds are deposited in the Reuse Account. City to send a letter to the borrower indicating that the loan principal has been reduced by the amount of the unspent funds. The original Promissory Note must be annotated on the back to show the principal reduction and should be signed by the City's Authorized Signatory. Promissory Note is to be stored in a secure, safe place, with a copy in the applicant/borrower file.
- M. City will submit a Borrower Summary and all other required documentation to HCD within 90 days of completion of rehabilitation work.
- N. City will verify that each applicant file contains the following documents:
 - 1. Application for CalHome assistance.
 - 2. Confirmation of household size.
 - 3. Income and asset verification documentation and analysis.
 - 4. Credit Report or other documentation required to show a good credit history.

5. Appraisal or valuation of before- and after-rehabilitation value of the property.
6. Preliminary title report.
7. When applicable: mortgage verifications and/or loan verifications for any other debt already existing and recorded against the property.
8. Initial property inspection report; work write-up, cost estimate; bid package; executed construction contract; verification of selected general contractor and subcontractor licensing status with the Contractors State License Board; evidence of Workers' Compensation and Employer Liability Insurance; onsite inspection records and progress inspection reports for payment issuance, including a final inspection report and final line item budget of costs incurred.
9. Loan Agreement between the Contractor and the Borrower.
10. Copy of contract between Borrower and General Contractor.
11. CalHome draw request forms, including Borrower Summary Sheets.
12. CalHome loan escrow instructions.
13. From the escrow/title company: executed Promissory note; recorded Deed of Trust; Title Insurance Policy for the CalHome loan naming the Contractor as the insured; Hazard Insurance, including flood insurance when applicable, naming the Contractor as Additional Loss Payee; copy of recorded Request for Copy of Notice of Default or Sale, copy of recorded Notice of Completion, and a copy of the Settlement Statement.
14. Correspondence (including relevant e-mails) or notes of meetings or phone calls between the Contractor and the homeowner, other lenders, title or escrow companies or other parties contacted in relation to the homebuyer's loan.

XII. ACTIVITY DELIVERY FEES

- A. The City will be reimbursed by HCD for some of the costs incurred to deliver the rehabilitation loan. These costs are considered Activity Delivery Fees. Activity Delivery Fees will be in amounts that are customary and usual for similar services performed by private firms and be reasonable. CalHome reserves the right to require supporting documentation to determine the appropriateness of any claimed costs, whether by line item or by totals.
- B. Such costs could be for home inspections in the development of the work write-up, work write-ups, loan processing, underwriting, loan documents, construction payouts, contract management and bid reviews. These charges are not paid by the homeowner since the City is reimbursed by CalHome. Activity Delivery Fees are not included in the amount of the homeowner's loan and do not need to be paid back. These fees are to be reimbursed to the City as a grant.

- C. For reimbursement, the City will complete the ADF section of the Borrower Summary and provide the closing documentation as outlined on the form. The maximum amount of ADF is determined by the corresponding NOFA in which funds were awarded.
- D. The homeowner only pays for charges and costs that are performed by third party providers, not the City. Those one-time charges are considered non-recurring closing costs and may be paid either at the time of closing or added to the loan that the homeowner pays back. Such closing costs could be for appraisal, title searches, credit reports or escrow charges.

XIII. CONTRACTOR GUIDELINES AND REQUIREMENTS

- A. The City can provide, upon request of the homeowner, a list of contractors who have completed repair projects through the program in the previous years. However, homeowners can contact any contractor of their choosing as long as they meet the following criteria:
 - The contractor must hold a current and valid State of California General Contractor's license.
 - The contractor cannot be on the State or Federal Debarred Contractors list.
 - The contractor must have a City of Clovis business license.
 - The contractor must have current and valid General Liability and Workmen's Compensation Insurance.
 - The contractor must provide a one-year warranty for their work.
- B. Bids submitted by contractors who do not meet the criteria will not be considered.
- C. Contractor Payments: The City will pay the contractor directly. No funds will be distributed to the homeowner. Once the work has been completed, the contractor shall provide the City with all required Permits, Proof of Permit Inspection and Close-Out, and a Homeowner Satisfaction Statement signed by the homeowner. Once all required and completed documentation has been provided to the City, payment may be approved and processed. At the discretion of the City, partial payments will be permitted if the project is large enough to warrant it.
- D. Contractor/Homeowner Disputes - The agreement to complete work rests solely between the homeowner and the contractor, and therefore the City is not a party to the agreement. However, should a dispute arise, the City is willing to act as an intermediary to assist in an agreeable resolution. If it is deemed a contractor has not made a good faith effort to resolve the matter, or has been negligent, the contractor may be barred from participation in future City-funded projects. The homeowner may pursue legal action against the contractor through Small Claims Court and/or the State Contractors License Board.

XIV. LOAN MONITORING PROCEDURES

City will monitor Borrowers annually to ensure adherence to Program requirements including, but not limited to, the following:

- Owner-occupancy
- Property tax payment
- Hazard insurance coverage
- Good standing on Primary loans
- General upkeep of housing units

XV. PROGRAM LOAN REPAYMENT

- A. Payments are voluntary during the deferral period. Borrowers can begin making voluntary payments at any time without penalty. The City will accept loan payments from borrowers prepaying deferred loans, and from borrowers making payments in full upon sale or transfer of the property.
- B. All loan payments are payable to the City and are due at loan maturity. Program loan payments will be made to:

**City of Clovis
1033 Fifth Street
Clovis, CA 93612**

- C. The City will be the receiver of loan payments or recaptured funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City's Program Income, or Reuse Account, as required by HCD programs (for CalHome loans).
- D. The City may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

XVI. LOAN ACCELERATION

In the event that an owner sells, transfers title, or discontinues residence in the assisted property for any reason, the principal balance of the loan is due and payable, except:

- A. If the owner of the property dies, and the heir to the property meets income requirements, the First-Time Homebuyer definition, and intends to occupy the home as a principal residence, the heir may be permitted, upon approval of the City, to assume the loan at the rate and terms the heir qualifies for under the current participation guidelines. If the property owner dies and the heir does not meet eligibility requirements, the loan is due and payable.
- B. If an owner wants to convert the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.

- C. The loan will be in default if the borrower fails to maintain required fire or flood insurance or fails to pay property taxes. Additional information in regards to property restrictions in the event of default, can be found in the City's Loan Servicing Policies and Procedures (Attachment E).
- D. **In regards to CalHome loans:**
1. The following transfers of interest will not require the repayment of the CalHome Program Loan:
 - a. Transfer to a surviving joint tenant by devise, descent, or operation of law on the death of a joint tenant;
 - b. A transfer, in which the transferee is a person who occupies or will occupy the property, which is:
 - i. A transfer where the spouse becomes an owner of the property;
 - ii. A transfer resulting from a decree of dissolution of marriage, legal separation agreement, or from an incidental property settlement agreement by which the spouse becomes an owner of the property; or
 - iii. A transfer into an inter vivos trust in which the borrower is and remains the beneficiary and occupant of the property.
 2. In general, loans are not assumable.
 3. If it is determined by the City that repayment of the CalHome Program loan at the maturity date causes a hardship to the borrower, the City may employ the following two other options. They are:
 - a. Amending the note and deed of trust to defer repayment of the amount due at loan maturity, that is the original principal and the accrued interest, for up to an additional 30 years (at 0% additional interest), this may be offered one time, or;
 - b. Converting the debt at loan maturity, that is the original principal balance and any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.

XVII. DRAW REQUESTS (TO HCD)

City will make every effort to submit more than one loan with each draw. With each individual draw, City will submit the following to HCD:

- A. Completed Owner-Occupied Rehabilitation Draw Request.

- B. Completed Owner-Occupied Rehabilitation Borrower Summary for each individual CalHome loan, with the following items attached to each in the following order:
1. Copy of the executed CalHome Promissory Note.
 2. Copy of Deed of Trust.
 3. Closing Disclosure.
 4. Certified Settlement Statement (MA-Borrower/Seller, OOR-Borrower).
 5. Completed Activity Delivery Fee Reimbursement form (If Applicable).
 6. HCD Form 480.7 Statement of Lien.
 7. Copy of Recorded Notice of Completion and/or Lien Releases from Contractors.
 8. Initial or Final Line Item Work Write-up (with cost and details supporting repairs).
 9. Change Orders (with costs and details supporting work).

XVIII. CONFLICT OF INTEREST

To the extent consistent with Federal and State conflict of interest laws as they apply to local government officials, employees and agents, the following rules shall apply regarding eligibility for this program. No member of the governing body of the City nor other official, employee, or agent of the City government who exercises policy or decision-making authority in connection with the planning and implementation of the Program shall directly or indirectly be eligible for this Program. This ineligibility shall continue for one year after an individual's relationship with the City ends.

When the Program Loan contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance.

A contractor with a vested interest in the property cannot bid on a rehabilitation job, if applicable. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the City to be part of the scope of work. Owner/builders are not reimbursed for labor.

XIX. PROGRAM COMPLAINT AND APPEAL PROCEDURE

Any applicant denied assistance from the Program has the right to appeal. Complaints concerning the Program should be made in writing and filed with the City. Complaints by applicants, residents or property owners regarding the City's Program should be made to the City's Assistant City Manager, or Director of Community & Economic Development, who will investigate the complaint, prepare an analysis and recommendation and will schedule a discussion of the complaint with the Loan Review Committee. If the matter is not resolved to the satisfaction of the person filing the complaint, this person may submit a written appeal addressed to the City's Loan Review Committee. The Loan Review Committee will be convened within fifteen (15) days from the date the appeal is received unless a longer period of time is requested by the appellant. Within five (5) working days from the date the appeal is heard by Loan Review Committee, the City will mail a written response of the Committee's decision to the appellant. If the appellant is still not satisfied with the decision, they may appeal

in writing to the Clovis City Manager following the same timeline and procedures above. The decision of the City Manager will be final.

XX. PERFORMANCE REPORTING TO HCD

- A. During the term of the CalHome Standard Agreement and, no later than 30 days after the end of each calendar quarter, the City will submit a Quarterly-Annual Report as required by HCD.
- B. During the term of the Standard Agreement and, no later than 30 days after June 30th of each year and/or within 30 days of the expiration date of the Standard Agreement, the City shall submit, upon request of the Department, a Quarterly-Annual Report on the form provided by the Department.
- C. At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the Contractor's program or homeownership development project. At the Department's request, the Contractor shall provide, at its own expense, a financial audit prepared by a CPA.
- D. Signature, Title and Date: The person submitting the Quarterly Status Report must be specifically authorized to sign this type of document and should provide his/her title, then sign and date the form. This form may not be signed by a staff person unless authorized through resolution.
- E. Annual Reporting of the Reuse Account

The annual reporting of the Reuse Account will continue for the length of 20 years, until the expiration date of the City's CalHome Program Monitoring Agreement. This report is required annually and is done after the Standard Agreement has expired to report what has specifically taken place in the Reuse Account during the last year.

XXI. AUDIT/RETENTION AND INSPECTION OF RECORDS

- A. City shall retain any and all records, accounts, documentation, and all other relevant materials pertaining to performance of this Program for a minimum of five (5) years after the expiration of this Agreement for this Program and any and all amendments thereto, unless a longer period of record retention is stipulated. City shall retain any and all records, accounts, documentation, and all other relevant materials pertaining to performance of the Program for a minimum of five (5) years after the conclusion or resolution of any and all audits or litigation relevant to this Program and related Agreement, unless a longer period of record retention is stipulated.
- B. At any time during the term of the Program, HCD may perform or cause to be performed, an independent financial audit of any and all phases of the Work. At HCD's request, the City shall provide, at its own expense, a financial audit prepared by a certified public accountant.

- C. City shall adequately document each transaction to permit the determination, through an audit if requested by HCD, of the accuracy of the records and the allowability of the expenditures paid in whole or in part, with Program funds. If the allowability of an expenditure cannot be determined because records or documentation are inadequate, the questionable expenditure shall be disallowed. The City shall reimburse HCD for the amount of any disallowed expenditures of the City or its agents or subcontractors. Determination by HCD of allowability of any expenditure shall be final.

- D. City agrees that HCD, or its delegatee shall have the right to review, obtain, and copy all records pertaining to performance of this Program/Agreement. City agrees to provide HCD or its delegatee with any relevant records, accounts, documentation, and all other relevant materials requested and shall permit HCD or its delegatee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such records, accounts, documentation, and all other materials relevant to a matter under investigation for the purpose of determining compliance with Gov. Code, section 8546.7, or pursuant to a financial audit under subsection B above. City further agrees to maintain such records for a period of five (5) years after final payment under the Program/Agreement.

XXII. COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES AND GUIDELINES

City agrees at all times to act with respect to the CalHome Program, CalHome activities, and to use the funds committed herein in conformity with all laws applicable to the CalHome Program including those of the State of California, all federal laws, all local rules or ordinances, all Program Requirements, including the CalHome Statutes and Guidelines. City also agrees to comply with all State and Federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the Work.

XXIII. REUSE ACCOUNT

All repayments of loan principal and any loan interest accrued (collectively “Program Income” or “PI”) will be deposited to a separately maintained CalHome Reuse Account. This is a separate account from the City’s active grant accounts. The City currently maintains a CalHome Reuse Account which includes deposits from all CalHome activities and for all CalHome grants from previously received Program funds. Within the one account the City identifies the grant source of the funds. See Attachment F for the City’s Reuse Account Plan.

XXIV. LOAN SERVICING POLICIES AND PROCEDURES

The City has developed a Loan Servicing Plan (Attachment E), identifying loan servicing duties, such as process for monitoring continued owner-occupancy, verifying annual insurance requirements, calculating payoffs, etc.

XXV. AMENDMENTS

Amendments to these guidelines may be made by the City whenever appropriate to improve Program effectiveness and to resolve problems. As part of the amendment adoption process, the City will review the policies of the funding source to ensure continuing compliance with published policies. Minor technical amendments will be made by City staff as the program progresses, to ensure proper administration of the program. Policy amendments will be taken before the City Council for their review and approval. Copies of amendments will be submitted to HCD for review and approval.

ATTACHMENT A

Annual Income Inclusions and Exclusions

Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus: • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special pay, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

Part 5 Exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).

3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:</p> <ul style="list-style-type: none"> ▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977; ▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;

- ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs;
- ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
- ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).
- ▶ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990;
- ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

ATTACHMENT B

GROSS INCOME WORKSHEET

(use actual HCD form)

ASSETS				
Household Member	Assets Description	Current Value	Actual Income from Assets (Annualized)*	
1. Totals		1(a)	1(b)	
2. If line 1(a) is \$5,000 or less, enter 0 here and in line 6(d) below. Income from assets of \$5,000 or less is not included in the determination of income eligibility.			2.	
3. If line 1(a) is greater than \$5,000:				
(a) multiply line 1(a) by 2.0% and enter results here			3(a)	
(b) enter amount from line 1(b)			3(b)	
(c) Enter the greater of lines 3(a) or 3(b) here and in line 6(d) below.			3(c)	
ANTICIPATED <u>ANNUAL</u> INCOME *				
Household Member	a. Wages/ Salaries	b. Benefits/ Pensions	c. Other Income	d. Asset Income
6. Totals	a.	b.	c.	d.
7. Enter total of items from 6a.through 6d. (Total Income)				7.

* Use Wage Income Calculations Worksheet (includes method for annualizing amounts)

Completed and Reviewed by: _____ Date: _____

Annual Income Asset Inclusions and Exclusions

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).

Assets that are Part of an Active Business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT D

LEAD-BASED PAINT

AGENDA ITEM NO. 6.

VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

Section 1: Background Information			
Property Address:		No LBP found or LBP exempt <input type="checkbox"/>	
Select one:	Visual Assessment <input type="checkbox"/>	Presumption <input type="checkbox"/>	Hazard Reduction <input type="checkbox"/>

Section 2: Visual Assessment. Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed.	
Visual Assessment Date:	Report Date:
Check if no deteriorated paint found <input type="checkbox"/>	
Attachment A: Summary where deteriorated paint was found.	

Section 3: Notice of Presumption. Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption.	
Date of Presumption Notice:	
Lead-based paint is presumed to be present <input type="checkbox"/> and/or Lead-based paint hazards are presumed to be present <input type="checkbox"/>	
Attachment B: Summary of Presumption:	

Section 4: Notice of Lead-Based Paint Hazard Reduction Activity. Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed.	
Date of Hazard Reduction Notice:	
Initial Hazard Reduction Notice? Yes <input type="checkbox"/> No <input type="checkbox"/>	Start & Completion Dates:
If "No", dates of previous Hazard Reduction Activity Notices:	
Attachment C: Activity locations and types.	
Attachment D: Location of building components with <u>lead-based paint remaining</u> in the rooms, spaces or areas where activities were conducted.	
Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities)	

Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity		
Printed Name:	Signature:	Date:

Section 6: Contact Information	Organization:	
Contact Name:	Contact Signature:	
Date:	Address:	Phone:

ATTACHMENT E

City of Clovis – Loan Servicing Policies and Procedures

The City of Clovis, hereafter called "City," has adopted these policies and procedures to preserve its financial interest in properties whose "Borrowers" have been assisted with public funds. The City will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The City has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

1. Loan Repayments:

The City will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly due date.

For Notes which are deferred payment loans, the City will accept voluntary payments on the loan. Loan payments will be credited to principal. The Borrower may repay the loan balance, and any interest as applicable, at any time with no penalty. Partial repayments will be annotated in the City's loan portfolio, and individual homeowner file.

2. Annual Occupancy Restrictions and Certifications:

On owner-occupant loans, the City will require that Borrowers annually certify owner occupancy, during the term of the loan, by submitting utility bills and/or other documentation. For CDBG, some loans may have income and housing cost evaluations, which require a household to document that they are not able to make amortized loan payments, typically every five years. These loan terms are incorporated in the original Note and Deed of Trust. On HOME-funded loans, annual occupancy verification will occur between January 1 and 15 of each year for the term of the loan. Annual occupancy certifications will be consolidated into a once per year requirement occurring approximately October 15, of each year, for all Housing Programs.

NOTE: In regards to CalHome Program loans: 1) loans are not assumable, and cannot be reassigned if original Borrower is no longer occupying the assisted home; 2) when an owner is not residing in the home due to illness and/or hospitalization, the situation may be considered as a continued owner-occupancy only for the initial six months of absence.

3. Loan Discounting (Owner-Occupied Rehabilitation):

When actual costs to rehabilitate a home is lower than the amount borrowed in the Promissory Note, the City will discount the Note by writing the discount on the back of the Note and identifying the revised amount in the City's Loan Portfolio and File documentation.

4. Request for Payoff Demands:

City will process request for payoff demands by calculating loan payoffs, including any applicable interest schedules. The calculation will be provided to the owner, escrow officer, or City, with a "good until" date, at which time, if the loan isn't paid off in full, the Borrower will have to request and receive an updated payoff letter from the City.

Once the loan is paid in full, the City will draft and execute a Full Reconveyance, and have the notarized document recorded at the County Recorder's office. The repayment will be processed according to the funding program Reuse Account Plan, and the loan taken off of the City's loan portfolio.

5. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the City as loss payee. Except for HOME-funded loans, if borrower fails to maintain the necessary insurance, the City may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance with an endorsement naming the City of Clovis as City loss payee will be required at close of escrow. The City will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the City may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan (not permissible when funded with HOME).

Wherever possible, the City encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment. The City will verify the continued payment of property taxes on an annual basis.

6. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the City's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of City's loan. This document requires any senior lienholder listed in the notice to notify the City of initiation of a foreclosure action. The City will then have time to contact the Borrower and assist them in bringing the first loan current, if possible. The City can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the City is in a third position and receives notification of foreclosure from only one senior lienholder, it is in their best interest to contact any other senior lienholders regarding the status of their loans.

7. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the City in writing of any change. City and Borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low-income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or

transferred as part of a business transaction. In some cases, the Borrower might move and turn the property into a rental unit without notifying the City. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the City's Loan Committee (depends on the program).

NOTE: CalHome Program loans are not assumable, and cannot be reassigned if original Borrower is no longer occupying the assisted home, unless the transfer meets the requirements in Section 8 below.

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. For CDBG only, if the heir intends to act as an owner- investor (not permitted under HOME), the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the City's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the City allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

8. Request for CalHome Loan Transfer:

In regards to CalHome Loans, the following transfers of interest shall not require the repayment of the loan:

- Transfer to a surviving joint tenant by devise, descent, or operation of law on the death of a joint tenant;
- A transfer, in which the transferee is a person who occupies or will occupy the property, which is:
 - A transfer where the spouse becomes an owner of the property;

- A transfer resulting from a decree of dissolution of marriage, legal separation agreement, or from an incidental property settlement agreement by which the spouse becomes an owner of the property; or
- A transfer into an intervivos trust in which the Borrower is and remains the beneficiary and occupant of the property.

9. Requests for Subordinations after loan is Recorded:

When a Borrower wishes to refinance their existing first mortgage, they must submit a subordination request to the City. The City will subordinate their loan only when there is no "cash out" as part of the refinance. No cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrances on the property above traditional refinance transaction costs. The refinance should lower the existing housing cost of the household. The total indebtedness on the property should not exceed the current market value except when the borrower is obtaining a HARP II or other similar federally approved refinance loan. If the HARP II or other similar financing is approved and meets all other requirements, combined- Loan-To-Value will not be considered when reviewing the subordination request.

For CalHome Program loans: 1) the new senior lien must be for rate or term changes only, and may include financed closing costs; 2) the term of the new senior lien must mature concurrently or after the CalHome lien; 3) the new senior lien must be amortized for the entire period of the loan (negative amortization, balloon payments, or changes in payments are not allowed – all terms required of a first lien placed concurrently with a CalHome lien apply).

Also, the loan must:

- be fully amortized and have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA;
- not have a temporary interest rate buy-down;
- have a term "all due and payable" that matures prior to or concurrently with the maturity date of the Promissory Note. Therefore, the maturity date of the existing Promissory Note should be modified to coincide with the maturity date of the new first mortgage; and,
- not have a balloon payment due before the maturity date of the Program loan.

Upon receiving the proper documentation from the refinance City, the request will be considered by the loan committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Sponsor.

10. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment (if required); 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, the City will send out a letter to the Borrower notifying them of the default

situation. If the default situation continues then the City may start a formal process of foreclosure.

When a senior lienholder starts a foreclosure process and the City is notified via a Request for Notice of Default, the City, who is the junior lienholder, may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount or payoff amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges and fees to date. City must confer with Borrower to determine if, upon paying the senior lienholder current, the Borrower can provide future payments. If this is the case then the City may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the City determines, based on information on the reinstatement amount and status of Borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lienholder in total and restructure the debt such that the unit is made affordable to the Borrower. If the City does not have sufficient funds to pay the senior lienholder in full, then they may choose to cure the senior lienholder and foreclose on the property themselves. As long as there is sufficient value in the property, the City can afford to pay for the foreclosure process and pay off the senior lienholder and retain some or all of their investment.

If the City decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the City fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the City determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the City's lien may be eliminated due to insufficient sales proceeds.

11. City as Senior Lienholder

When the City is first position as a senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the City may consider foreclosure. City's staff will consider the following factors before initiating foreclosure:

- Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- Can the Borrower refinance with a private City and pay off the City?
- Can the Borrower sell the property and pay off the City?
 - Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)

- Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and
- Will there be marketing costs?

If the balance is substantial and all of the above factors have been considered, the City may "opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the City to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the City should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the City of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the City informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the City could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The City could contract with a local real estate broker to list and sell the home and use those proceeds for program income eligible uses.

12. Records Retention

The Originals of legal documents (i.e. Promissory Note, Deed of Trust, Request for Notice of Default or Sale, Reconveyances and Cancelled Loan documents, etc.) will be kept in a secure location with restricted access.

All documentation pertaining to the applications, loans, inspections, work write-ups, etc., or the operation of the City's Housing Program will remain available to funding agency staff for three years after termination of the funding Agreement, or as required by the agency.

ATTACHMENT F

City of Clovis – Reuse Account Plan (CalHome Program)

The City of Clovis (“City”) commits to maintaining policies and procedures that segregate CalHome funds for future reuse. This reuse account plan is intended to satisfy the requirements specified in Article 2, Section 7724 of the CalHome Program, Title 25 California Code of Regulations, Division 1, Chapter 7, sub Chapter 9, commencing with Section 7715. CalHome loans shall be managed in accordance with the following policies:

1. All repayments of CalHome loan principal and interest shall be received by the City and deposited into a separate reuse account maintained by the City’s Finance Department. The City provides a detailed tracking system to document CalHome loans, including borrower name and address, loan/reference number, grant year, APN, date loan was provided and date of loan maturity, and principal and interest.
2. The reuse account shall be an interest-bearing account into which all earned interest shall be deposited. Interest earned shall be considered reuse funds and will be reused for CalHome Program eligible purposes.
3. All funds deposited into the reuse account shall be the property of the City.
4. All CalHome reuse funds shall be expended in accordance with CalHome Program regulations. This includes, but is not limited to, restriction on income levels of recipients, homebuyer education requirements, and maximum loan amounts.
5. Reuse funds may be used for CalHome Program eligible activities, including the following:
 - a. First-time homebuyer mortgage assistance;
 - b. Cost of homebuyer education for each borrower receiving mortgage assistance from the reuse account (not to exceed maximum CalHome allowance);
 - c. Loan processing activity delivery fee, as applicable, in accordance with CalHome Program requirements in effect at the time of the loan;
 - d. Up to five percent (5%) for loan servicing;
 - e. Owner-occupied rehabilitation assistance;
 - f. Mobile home replacement; and
 - g. Housing development projects.
6. A portion of the funds deposited in the CalHome reuse account may be used to pay for the delivery of CalHome activities funded from the reuse account. The amount is dependent upon the activity funded and is calculated as a percentage of the loan made.
7. Reuse funds will only be used within the city limits of Clovis.
8. The City will strive to utilize CalHome reuse funds on an ongoing basis.
9. The City will comply with all HCD reporting requirements regarding the use of CalHome reuse funds.
10. The City shall allow HCD full access to the reuse account records for the purpose of determining the City’s compliance with CalHome regulations.
11. The City has the authority to amend this document. All amendments to the Reuse Account Plan are subject to final approval by HCD.



CITY OF CLOVIS

**FIRST TIME HOMEBUYER AND MORTGAGE ASSISTANCE
LOAN PROGRAM GUIDELINES
(CalHome, CDBG and HOME Program)**

REV. May 16, 2022



ATTACHMENT 3

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CITY OF CLOVIS FIRST TIME HOMEBUYER AND MORTGAGE ASSISTANCE LOAN PROGRAM GUIDELINES

I. INTRODUCTION

The City of Clovis, hereinafter referred to as the “City” has entered into a contractual relationship with the California Department of Housing and Community Development (“HCD”) to administer one or more HCD-funded homebuyer programs. The homebuyer program described herein (the “Program”) is designed to provide assistance to eligible homebuyers in purchasing homes, also referred to herein as “housing units”, located within the Program’s eligible area, as described herein. The Program provides this assistance in the form of a low-interest, deferred payment, “silent” second loans as “Gap” financing toward the purchase price and closing costs of affordable housing units that will be occupied by the homebuyers as their primary residence. The Program will be administered by the City of Clovis.

II. PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation be excluded, denied benefits or subjected to discrimination under the Program. The City will ensure that all persons, including those qualified individuals with handicaps, have access to the Program.

- A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may City homebuyer classes to help educate homebuyers about the home buying process and future responsibilities. Persons who have participated in local homebuyer seminars will be notified about the Program.
- B. The City will work with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homebuyers, and to review Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.
- C. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation

under any program receiving Federal funds. The Program City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

- D. As funding becomes available, City staff will market the program through the following methods:
1. Outreach to households on the City's interest list.
 2. Publication on City's Website
 3. Publication on City's Social Media Sites
 4. Placing brochures and flyers at the following locations: Planning and Development Services Department, City of Clovis Administration Office, Senior Center, County Library – Clovis Site, local mobile home parks, and local social service agencies.
- E. Applications for the City's First Time Homebuyer and Mortgage Assistance Loan Program will be available by calling the City of Clovis at (559) 324-2094, can be downloaded from the City website, or picked up at the City of Clovis Administration Office, 1033 Fifth Street, Clovis, CA.

III. PROGRAM PROCESSES AND APPLICANT PRE-QUALIFICATION

- A. The City maintains a list of interested applicants. As funding is available, all applicants will be provided notice, and a copy of the Application Form. Each potential applicant is required to complete an application form, which asks for sufficient information concerning income, assets, employment, household members, and income of household members to establish preliminary eligibility for Program participation.
- B. Applicants will be requested to identify race, ethnicity, senior and Veteran status at the time of submitting an application. All applications will be processed in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach, and access to the Program. No person shall be excluded or denied benefits on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation.
- C. Applications are date/time stamped when received by the City and reviewed for completeness. Applications are deemed complete only if all information required is included, any necessary documents are attached, the application is signed and dated, and a primary lender's pre-qualification letter is attached to the application. Incomplete applications are returned to the applicant and will not be date/time stamped until complete.
- D. Completed applications are "Accepted" by City staff and documented as such with City-staff signature, date and time on the application. Accepted applications/applicants are placed on a waiting list and processed on a first come first served basis. Applicants are advised of their placement on the list, and informed that their application will undergo a full review, processing and

underwriting as outlined in this document when their application reaches the top of the waiting list. They are also advised that the waiting list expires when funding for the specific program/program year is depleted.

- E. Once the applicant's name comes to the top of the waiting list, the City verifies and confirms their Program pre-qualification and eligibility by verifying income and first-time homebuyer status. If program eligibility is verified, Applicant is invited to a briefing regarding participation in the Program. At the briefing the application is reviewed and the potential homebuyer is given a "Preliminary Eligibility Letter" for the Program along with the following forms: Program Brochure, Instructions to Home Buyer (Attachment A), List of Participating Lenders, Sellers Lead-Based Paint Disclosure and the EPA Booklet – "Protect Your Family from Lead in Your Home" (Attachment B) and Notice to Seller (Attachment C).
- If the City encounters material discrepancies and/or misrepresentations, during Program eligibility confirmation, and/or there are income, asset, household composition, or other important questions that can't be resolved, the Applicant is notified of the cancellation of their Application. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial. If the then current waiting list includes sufficient applicants to account for the available funding, the applicant is placed back on the interest list and notified when additional funding is available as noted above.
- F. The potential homebuyer is given 90 days to find a qualified home (see Section IV: The Home Purchase Process) and begin securing the primary loan for the housing unit. Homebuyer should facilitate the following: having the primary lender send the City any documents required as part of these guidelines, furnishing any additional required documentation to the City, signing any required documents, closing escrow. If during the 90-day time frame, the potential homebuyer is unable to identify a home to purchase (and/or secure a primary loan), an extension may be given, for no more than an additional 30 calendar days.
- G. If it appears the potential homebuyer cannot participate in the Program, the reservation of funds expires and the next person on the waiting list is given an opportunity to participate in the Program, and the applicant is notified of the cancellation of their Application. If the then current waiting list includes enough applicants to account for the available funding, the applicant is placed back on the interest list and notified only when additional funding is available as noted above.

IV. THE HOME PURCHASE PROCESS

- A. The Applicant will be responsible for searching for, and making an offer for, an eligible housing unit, and securing a primary loan (see sample calculations below).

- B. Applicant will ensure Escrow Company and/or Primary Lender submits executed standard form purchase and sale agreement and primary lender prequalification letter to City. The Primary Lender’s purchase and sale agreement will be contingent on the household and housing unit meeting the City’s Program eligibility/underwriting requirements and receiving Program loan approval, in writing, from the City.
- C. The following is a simplified example of how a primary lender would analyze a homebuyer’s finances to determine how much the homebuyer could afford to borrow from the primary lender towards homeownership (see below).

DEBT SERVICE FOR A FAMILY OF FOUR EARNING \$4,583 PER MONTH HOME PURCHASE PRICE: \$280,000			
HOUSING PAYMENTS (COST)		TOTAL OVERALL PAYMENTS	
Principal & Interest Payment	\$ 1,022	Housing Expense	\$ 1,360
Insurance	63	Other Household Debt Service	300
Taxes	+ 275	Total Debt Service	\$ 1,660
Total Housing Expense	\$ 1,360		
IN THIS EXAMPLE:			
<ul style="list-style-type: none"> • Primary Loan Interest Rate is 5.5% • Down-payment was 1% of purchase price (\$2,800) • PMI may not be required due to LTV • PITI is less than 30% (\$1,397 max) • Overall debt service per month is less than 41% (\$1,909 max) 			
OTHER HOUSEHOLD DEBT SERVICE:			
Car Payment	\$ 200		
Credit Card Payment	100		
Total Other Debt	\$ 300		
A \$1,360 per month payment equates to borrowing \$180,000 at 5.5% for a 30-year term.			

SUBSIDY CALCULATION FOR HOME PURCHASE PRICE OF \$280,000 FOR A FAMILY OF FOUR EARNING \$4,658 PER MONTH	
Purchase Price of Property	\$ 280,000
Less Primary Loan Amount	- 180,000
Less Down-payment of 1%	- 2,800
Equals “Gap”	<u>= 97,200</u>
Plus estimated allowable settlement/non-recurring charges	+ 10,000
Equals Total Needed Subsidy	\$ 107,200 *
*City may choose to layer subsidy, or require buyer to seek additional financing from other deferred silent second source	

**DEBT SERVICE
FOR A FAMILY OF FOUR EARNING \$4,583 PER MONTH
HOME PURCHASE PRICE: \$348,000 ****

**** only if higher home value limits are approved by HUD**

HOUSING PAYMENTS (COST)		TOTAL OVERALL PAYMENTS	
Principal & Interest Payment	\$ 1,186	Housing Expense	\$ 1,607
Insurance	79	Other Household Debt Service	300
Taxes	+ 342	Total Debt Service	\$1,907
Total Housing Expense	\$ 1,607		

IN THIS EXAMPLE:

- Primary Loan Interest Rate is 5.5%
- Down-payment was 1% of purchase price (\$2,800)
- PMI may not be required due to LTV
- PITI is less than 38% (\$1,770 max)
- Overall debt service per month is less than 41% (\$1,909 max)

OTHER HOUSEHOLD DEBT SERVICE:

Car Payment	\$ 200
Credit Card Payment	100
Total Other Debt	\$ 300

**A \$1,607 per month payment equates to borrowing
\$209,000 at 5.5% for a 30-year term.**

**SUBSIDY CALCULATION FOR HOME PURCHASE PRICE OF \$348,000
FOR A FAMILY OF FOUR EARNING \$4,658 PER MONTH**

Purchase Price of Property	\$ 348,000
Less Primary Loan Amount	- 209,000
Less Down-payment of 1%	- 3,480
Equals "Gap"	\$ 135,520
Plus estimated allowable settlement/non-recurring charges	+ 10,000
Equals Total Needed Subsidy	\$ 145,520 *

***City may choose to layer subsidy, or require buyer to seek additional financing from other deferred silent second source, and/or require a higher down-payment to reduce PITI to 30%**

- D. Upon receipt of Primary Lender documentation, City will 1) verify continued applicant eligibility, 2) verify housing unit eligibility, 3) perform required underwriting and 4) determine amount of assistance to be provided, all consistent with these guidelines.

- E. This review will determine Applicant's approval or denial. City provides written notification to Applicant of approval or denial, with reason. If denied, a copy of the Program's appeal procedures is also provided to Applicant. If/when Primary Lender, and Program Loan requirements are met, Program funds are deposited into escrow, with required closing instructions and loan documents.
- F. Program Loan Documents – The following documents will be prepared by the City, tendered into escrow, and executed to secure the Program Loan: 1) Clear Escrow Instructions, 2) Promissory Note, 3) Loan Agreement, 4) Deed of Trust, 5) Request for copy of Notice of Default or Sale, 6), and 7) Statutory lending notices (Truth In Lending (TIL), etc.) into escrow for signing and recording with the County of Fresno Recorder's office, as applicable. The Promissory Loan will be secured by a Deed of Trust to be recorded against the property, or City will obtain leasehold interest as applicable.
- G. At the time of escrow closing, the City shall be named as an additional loss payee on fire, flood (if required), and extended coverage insurance for the length of the loan and in an amount sufficient to cover all encumbrances or full replacement cost of the housing unit. A policy of Title Insurance naming the City as insured is also required.
- H. City will review the Settlement Statement to ensure no unallowable fees were charged to the homebuyer, and to ensure the borrower did not receive any unallowable cash back.

V. APPLICANT ELIGIBILITY

The City will confirm applicant eligibility, by verifying income qualification and homebuyer/household eligibility, when the application/applicant reaches the top of the waiting list. NOTE: this review does not include any underwriting or loan approval.

- A. Verifying Income Qualification - To be eligible to participate in the Program, gross household annual income must not exceed eighty percent (80%) of the area median income (AMI) for Fresno County for the year in which the loan is made, which is adjusted for household size and reported in the most current income guidelines published by HCD.
 - 1. Income Documentation
 - a. Income will be determined by examining source documents evidencing gross income. Third-party verification of employment forms sent to employers is the preferable method to determine income. Other source documents will be used to assist in income determination (i.e. tax returns, copies of wage receipts, subsidy checks, and bank statements). When collecting income verification documentation, City will consider any known or upcoming changes.
 - b. If third-party verification of employment/income isn't available, other types of documentation will be used, such as pay stubs, tax returns and/or three months of bank statements.

- c. Undocumented income or “stated income” will not be utilized but will be investigated and documented when possible.
 - d. All documentation shall be dated within six months prior to funding/project approval and kept in the applicant file and held in strict confidence. If the applicant was previously qualified for the program and more than 6 months have lapsed, they must be re-qualified.
2. The following terms are key to understanding the requirements for calculating gross income.
- Gross amount. The amount earned before any deductions have been taken.
 - Projected to be received. Projected earnings rather than past earnings will be used when estimating annual income for income-eligibility purposes.
 - Household. All persons in the residence are considered household members for the purpose of income eligibility. Household members are not restricted to immediate family.
 - Household income. The applicant’s income combined with the income of all household members, related or non-related, aged 18 and older.
 - Income inclusions and exclusions. Detailed guidance pertaining to what types of incomes must be included or excluded when calculating gross annual income can be found in Attachment D, as identified in Part 5, Appendix B Annual Income Inclusions and Exclusions, as stated in the HUD Technical Guide for Determining Income and Allowances. The information can also be found at: <https://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>. The applicant’s file will be documented for any exceptions or exclusions from the gross income calculation.
3. Calculating Gross Income - Gross Income means all anticipated eligible income of a person or household for the 12-month period following the date of determination of income. City will complete the Gross Income Worksheet (Attachment E), using the guidelines below, to determine applicant’s eligibility. The City will compare this annual gross income to the income the Primary Lender used when qualifying the household. Note that the Primary Lender is usually underwriting to FHA or conventional guidelines and may not calculate the household income or assets in the same way as required by the Program.
- a. Income qualification for self-employed persons is based on prior year income tax returns. Net income plus depreciation from the operation of a business or profession will be used. Any withdrawal of cash or assets from the operation of a business will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. Income

averaging is allowed only when the borrowers are seasonal employees with fluctuating incomes.

- b. For a seasonal worker, the City will determine the flow of pay and relate it to the paystub's year-to-date (YTD) figure. The YTD may only cover either the period of time when the season is strong and the figure is high, or during the off-season period when the figure is low – this will be taken into consideration, and income will be adjusted to anticipate earnings for the next 12 months.
- c. Per diem income is not counted, as it is considered a reimbursement to the employee for expenses, he/she had to pay out of pocket to perform work for the employer.
- d. City is to ascertain the basis on which employees are paid (hourly, weekly, or monthly, with or without overtime or bonuses or if on commission, or seasonal work). An employee who gets paid "twice a month" may actually be paid twice a month (24 times a year) or every two weeks (26 times a year).
- e. It is important to clarify whether overtime is sporadic or a predictable component of an employee's income.
- f. An annual salary is counted as annual income regardless of the payment schedule. For example, if a teacher's annual salary is \$30,000, this is the annual income regardless if the teacher is paid over a 9- or 12- month period.
- g. Gross income from all sources must be used, including:
 - Overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services (before any payroll deductions).
 - If an upcoming raise is shown on the Verification of Employment, it must be calculated as current income.
 - Wages from a second job.
 - The regular amount of periodic payments received from Social Security, Supplemental Security Income (SSI), annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts. These amounts should not be grossed up.
 - Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay.
 - Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.

4. Treatment of Assets - An asset is a cash or non-cash item that can be converted to cash (i.e. checking and savings and money market accounts, stocks, bonds, and other forms of capital investments), and recognized as part of annual income.
- a. When a household has household assets in excess of \$5,000, gross income will include the greater of:
 - Actual amount of income, if any, derived from all the household assets, or
 - HUD Passbook rate of the value of all such assets.
 - b. If the assets are less than \$5,000 no income is counted from assets. If the assets are \$5,000 or greater, count the income from all of the assets.
 - c. Note: it is the income earned from the assets that is counted – e.g. interest on a savings account – not the asset value.
 - d. If there is no regular income from assets, the income is imputed by using the HUD Passbook rate.
 - e. CalHome does not have a requirement to spend down the borrower's assets to qualify for a loan and the program encourages a homeowner to retain adequate emergency funds (3-6 months of expenses). However, it is expected that the borrower invests their funds first and only rely on the CalHome loan as alternate financing.
 - f. For checking accounts, City will use the average 3-month balance.
 - g. Retirement accounts are not counted as assets for CalHome Income verification if they are not accessible to the applicant without retiring or terminating employment.
 - h. The value of equity in real property, value of gems, art collections, etc. is not to be considered in the asset base because the value fluctuates until sold. However, income from the property must be separately considered.
 - i. The value of necessary items such as furniture and automobiles shall be excluded.
 - j. City will utilize Attachment F – Part 5, Annual Income Asset Inclusions and Exclusions, as stated in the HUD Technical Guide for Determining Income and Allowances, to identify what types of assets must be included or excluded when calculating gross annual income. The guidance can also be found at: <https://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>
 - k. The applicant's file will be documented for any exceptions or exclusions from the asset base.

B. Homebuyer/Household Eligibility

1. For CDBG, an eligible homebuyer means an individual or individuals or an individual and his or her spouse who meets the income eligibility requirements and is/are not currently on title to real property. Persons may be on title of a manufactured home unit, who are planning to sell the unit as part of buying a home located on real property. Documentation of homebuyer status will be required for all homebuyers. CDBG-funded programs may assist eligible homebuyers who are not “first-time” homebuyers.
2. HOME and CalHome-funded Programs are required to use the following definition of an eligible homebuyer, which is a “first-time homebuyer” from Title 25 California Code of Regulations, Chapter 7, Sub-Chapter 9, Section 7716(m):
3. First-time homebuyer means an individual or individuals, or an individual and his or her spouse, who have not owned a home during the three-year period before the purchase of a home with subsidy assistance, except that the following individual or individuals may not be excluded from consideration as a first-time homebuyer under this definition:
 - a. a displaced homemaker who, while a homemaker, owned a home with his or her spouse or resided in a home owned by the spouse. A displaced homemaker is an adult who has not, within the preceding two years, worked on a full-time basis as a member of the labor force for a consecutive twelve-month period and who has been unemployed or underemployed, experienced difficulty in obtaining or upgrading employment and worked primarily without remuneration to care for his or her home and family;
 - b. a single parent who, while married, owned a home with his or her spouse or resided in a home owned by the spouse. A single parent is an individual who is unmarried or legally separated from a spouse and has one or more minor children for whom the individual has custody or joint custody or is pregnant; or
 - c. an individual or individuals who owns or owned, as a principal residence during the three-year period before the purchase of a home with assistance, a dwelling unit whose structure is:
 - i. not permanently affixed to a permanent foundation in accordance with local or state regulations; or
 - ii. not in compliance with state, local, or model building codes and cannot be brought into compliance with such codes for less than the cost of constructing a permanent structure.
4. Borrower(s) must intend to occupy the home as a principal place of residence.

VI. HOMEBUYER COSTS

- A. Eligible households must document that they have the funds necessary for down payment and closing costs as required by the Primary Lender and the City. The Program's down payment requirement (below) is in place even if the Primary Lender has a lower down payment requirement. If the Primary Lender has a higher down payment requirement, there is no additional down payment requirement required by the Program.
- B. Homebuyer must contribute a minimum down payment of one percent (1%) of the purchase price, but may need to contribute additional downpayment funds to close the financial gap and make the primary loan and/or City loan feasible.
- C. City will not provide a Program Loan that is greater than the amount of the primary mortgage. The City subsidy will write down the cost of the primary lender's loan so that the housing costs are within approximately 25 to 30% of the gross household income, and housing cost is affordable to the applicant, based on the requirements found in these Guidelines. The City, at its sole discretion, will consider exceptions to the housing cost percentage, on a case by case basis, up to a maximum housing cost of 38%, contingent on the back end ratio NOT exceeding 41%.
- D. The following housing costs will be used in determining Housing Expenses and affordability:
 1. Principal and Interest on the primary mortgage loan including any rehabilitation loans.
 2. Mortgage Insurance: Depending on what type of first lien and the loan-to-value of the first lien, there may be mortgage insurance and the monthly obligation must be included in the total housing expense.
 3. Property Insurance: The monthly obligation for property insurance is required on the property in the form of fire and hazard (depending on location, flood and/or earthquake insurance may also be required) and must be included in the total housing expense.
 4. Property Taxes and Assessments: The monthly obligation for any property taxes and assessments such as Mello Roos must be considered. Preliminary Title Reports should be reviewed for indications of improvement districts, bonded indebtedness, or special assessment districts.

VII. ELIGIBLE HOUSING UNITS

To be eligible, the proposed housing unit shall 1) be within an eligible area, 2) meet all eligibility criteria before funding, and 3) comply with all Lead Hazard requirements, and a completed Lead Compliance Document Checklist (Attachment G) placed in each purchaser's file.

- A. Housing units to be purchased must be located within the eligible area. The eligible area is described as follows: “Within the incorporated City of Clovis.”
- B. Housing unit types eligible for the homebuyer Program are new or previously owned single-family residences, mobile homes and condominiums, that are ready for occupancy, with the exception of a housing unit acquired by an acquisition/rehabilitation loan such as a HUD FHA 203(k) loan or the CalHome funded acquisition/rehabilitation loan. CalHome allows mortgage assistance for homes acquired by a loan such as a HUD FHA 203(k) loan. Paragraph I below outlines procedures for processing a mortgage assistance loan with a HUD FHA 203(k) loan, and/or, mortgage assistance with rehabilitation funding as may be managed through a non-profit housing agency.
- C. Eligible homes will be those that are currently owner-occupied or have been vacant for three months prior to the acceptance of a contract to purchase, except when the Program Loan is CalHome funded. CalHome funds can be used to purchase tenant-occupied homes if the purchase contract requires property to be vacated prior to the close of escrow. Tenant relocation is **not** an eligible use of CalHome funds. NOTE: It is not anticipated that the implementation of the Program will result in the displacement of any persons, households, or families.
- D. HOME does not allow manufactured homes, unless it is on a permanent foundation system.
- E. All housing units must be in compliance with State and local codes and ordinances.
- F. Housing units located within a 100-year flood zone will be required to provide proof of flood insurance with an endorsement naming the City of Clovis as loss payee in order to close escrow.
- G. Housing must be “modest”, having no more than three bedrooms, two bathrooms, and a two-car garage. Larger homes are acceptable if necessary for the following reasons:
 - The family size necessitates additional bedroom(s); or
 - A reasonable accommodation is necessary due to the family’s disability (e.g. an extra bedroom for an aide)

Exceptions for these reasons must be approved by the Loan Committee and must be documented for monitoring purposes.

H. Housing Unit Conditions

- 1. Construction Inspection and Determining Need for Repairs – Once the participating homebuyer has executed a purchase agreement for a housing unit, and prior to a commitment of Program funds, the following steps must be taken for the housing unit to be eligible for purchase under the Program:
 - a. When the City’s Program utilizes Federal funds and if the housing unit was constructed prior to 1978 then the lead-based paint

requirements of Paragraph K below will apply.

- b. The City, a certified housing inspector, or a City representative will walk through the housing unit, determine if it is structurally sound, and identify any code related and health and safety deficiencies that need to be corrected. A list of code related repair items will be given to the homebuyers and their Realtor to be negotiated with the seller. Only new construction and homes built within the previous 12 months and not previously occupied are not subject to a home inspection.
 - c. Upon completion of all work required by the City of Clovis, a final inspection will be conducted prior to close of escrow. The inspector will sign off on all required construction work assuring that each housing unit receiving Program assistance is in compliance with local codes and health and safety requirements at the time of purchase and prior to occupancy.
- I. For eligible housing units needing repairs, housing units acquired by an acquisition/rehabilitation loan such as a HUD FHA 203(k) loan, the CalHome funded acquisition/rehabilitation loan, and/or mortgage assistance with rehabilitation funding as may be managed through a non-profit housing agency, the following steps will be taken:
 1. Borrower, finds and makes offer for a home that is in need repairs, utilizing the guidelines and requirements as set forth by their 203(k) loan FHA approved Primary Lender, or the non-profit housing agency facilitating/funding the repairs. Borrower and Lender determines if the repairs would require a 203(k) Standard Loan (repairs over \$35,000), or a 203(k) Limited Loan (repairs under \$35,000).
 2. Borrower/Lender submits application package to City for review for program eligibility based on the guidelines contained herein.
 3. For the 203(k) Standard Loan, Lender/Borrower will be required to work with a 203(k) Consultant professional, certified by HUD, to ensure that all FHA minimum standards are met during the loan process, including inspecting the property, completing work write-ups and estimates, and performing draw request inspections. City will work with the 203(k) Consultant to review Scope of Work, inspect home, and approve construction draws. City may choose to rely on the 203(k) Consultant professional's work during the construction process, as an alternative to performing the construction inspection and management internally.
 4. For the 203(k) Limited Loan, the Borrower, along with City staff/representative inspects home, and develops Scope of Work, prioritizing repair of health and safety violations. City representative will oversee the rehabilitation portion of the project utilizing the City's Owner-Occupied Home Rehabilitation Guidelines, as closely as possible, as it pertains to: a) scope writing, b) bidding, c) construction inspection and d) construction closeout.

5. Primary lenders typically will require a hard bid, an after-rehabilitation appraisal and underwriting to issue loan approval and documents. City will also review, process and approve the application for eligibility and underwriting based on the guidelines contained herein.
 6. If the loan is approved, the Primary lender and City will deposit detailed escrow instructions to title (particularly in regards to disbursements) and deposit loan funds in an escrow account, which will disburse proceeds for the property purchase and hold the money for repairs.
 7. For the 203(k) Standard Loan, the 203(k) Consultant professional, and City as applicable, will approve disbursements, at their sole discretion as the work progresses, or is completed. Once repairs are completed, inspected and accepted, and final payment has been made, escrow can be closed.
 8. For the 203(k) Limited Loan, typically 50% of the repair costs are provided to the contractor up front, and the balance is paid to the contractor when repairs are completed and inspected/accepted, at which time escrow is closed.
- J. Per Section 8208 of the State HOME regulations, no additional HOME assistance, including rehabilitation funds, may be provided during the period starting one year following the filing of the Project Completion Report through the end of the Affordability Period.

The HOME Affordability Period is as follows (amount does not include Activity Delivery Costs paid to the State Recipient by HCD):

Amount of HOME Assistance	Period of Affordability in Years
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

- K. Lead-Based Paint Hazards: All housing units built prior to 1978 for which HOME, CDBG and/or CalHome funding is anticipated are subject to the requirements of this section. Such homes must undergo a visual assessment by a person who has taken HUD’s online Visual Assessment course. Deteriorated paint must be stabilized using work safe methods. Clearance must be obtained after paint stabilization by a DHS certified LBP Risk Assessor/Inspector. HOME and CDBG general administrative and activity delivery funds may be used to pay for lead-based paint visual assessments, and if lead mitigation and clearance costs are incurred, these programs may incorporate the costs into the calculation of Program assistance. For the CalHome Program, lead-based paint hazard reduction/abatement costs are eligible uses of funds.

The following requirements must be met:

1. **Notification:** a) Prior to homebuyer’s obligation to purchase a pre-1978 home, the Buyer will be given the most recent copy of and asked to read the EPA pamphlet “*Protect Your Family From Lead in Your Home*” (EPA

747-K-94-001). A signed receipt of the pamphlet will be kept in the City's homebuyer file; b) A notice to residents is required following a risk assessment/inspection using form DHS 8552, which is provided by the DHS-certified Risk Assessor/Inspector; c) a notice to residents is required following lead-based paint mitigation work using Visual Assessment and Lead-based Paint Notice of Presumption and Hazard Reduction form, LBP – 1 (Attachment H).

2. **Disclosure:** Prior to the homebuyer's obligation to purchase a pre-1978 housing unit, the HUD disclosure (Attachment B), "Seller's Lead-based Paint Disclosure" notice must be provided by the seller to the homebuyer.
3. **Inspections:** The Inspector shall conduct a "Visual Assessment" of all the dwelling unit's painted surfaces in order to identify deteriorated paint. All deteriorated paint will be stabilized in accordance with CFR 35.1330 (a) and (b); and a Clearance shall be made in accordance with CFR 35.1340.
4. **Mitigation:** If stabilization is required, the contractor performing the mitigation work must use appropriately trained workers. Prior to the contractor starting mitigation work the City shall obtain copies of the contractor's and workers' appropriate proof of LBP training, as applicable to the job in order to assure that only qualified contractors and workers are allowed to perform the mitigation.

VIII. PROPER NOTIFICATION AND DISCLOSURES TO SELLER

- A. Prior to making an offer to purchase an eligible housing unit, homebuyer shall provide seller with a disclosure containing the following provisions:
 1. Homebuyer has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and
 2. Homebuyer's offer is an estimate of the fair market value of the housing unit, to be finally determined by a state-licensed appraiser;
 3. The housing unit will be subject to inspection. The housing unit must comply with local codes at the time of construction and local health and safety standards, except as may be identified in these guidelines.
 4. All housing units built prior to January 1, 1978 will require a lead paint disclosure to be signed by both the homebuyer and seller (Attachment E);
 5. Since the purchase would be voluntary, the seller would not be eligible for relocation payments or other relocation assistance;
 6. The seller understands that the housing unit must be either: currently owner-occupied, newly constructed, or vacant for three months prior to submission of the purchase offer, except as may be identified in these guidelines.
 7. If the seller is not provided with a statement of the above six provisions prior to the purchase offer, the seller may withdraw from the agreement after this information is provided.

- B. Upon selection of a housing unit, a qualified seller and homebuyer will be given the necessary disclosures for the Program. The homebuyer must have read and signed all Program disclosure forms. Any and all property disclosures must be reviewed and signed by the homebuyer and seller.
- C. All owners who wish to sell their housing units must receive an Acquisition Notice (Attachment C) and the accompanied acknowledgement executed, prior to submission of the homebuyer's original offer. This notice will be included in the contract and must be signed by all owners on title. The disclosure must contain the items listed in IV.A.1-7 above (required for federally-funded programs).

IX. INITIAL PURCHASE PRICE LIMITS – MAXIMUM SALES PRICE

- A. For CalHome-funded loans, the maximum allowable initial purchase price (maximum sales price) cannot exceed 100% of the current median sales of a single-family home.
- B. HOME and CDBG-funded Programs the value cannot exceed the Maximum Purchase Price/After-Rehabilitation Value Limits as established by HUD.

X. MAXIMUM PROGRAM LOAN

- A. For HOME, the amount of Program assistance provided to a homebuyer for the purchase of a home shall not exceed the maximum HOME subsidy limit for Fresno County, per bedroom count, as found in the HCD website, and **shall never exceed the amount of the primary mortgage.** Any approved "grant" amount for lead-based paint evaluation and reduction activities or for relocation assistance shall be included in this amount, as shall Activity Delivery Costs.
- B. For CalHome, the amount of Program assistance provided to a homebuyer for the purchase of a home shall not exceed \$100,000. This total assistance amount includes both the allowance for activity delivery fee as well as the amount of the Promissory Note. The actual loan amount is the total assistance, less the ADF fees. The assistance amount shall not exceed the amount published in the current CalHome NOFA, or when considered with other available financing and assistance, the minimum amount necessary to allow them to become homeowners ("the Gap") while keeping their housing costs affordable, whichever is lower.

If a CalHome loan does not close the gap, it can be layered with other subsidies such as HOME, CDBG, or other funding sources. Reuse account funds can also be used to increase the CalHome loan amount, except in the case where the property being purchased has an Accessory Dwelling Unit/Junior Accessory Dwelling Unit (ADU/JADU) attached. If layering funds, the CalHome loan must stand alone with a separate Note and Deed of Trust. If adding Reuse account funds, it will be included in the CalHome Note and Deed of Trust, and the totals are to be noted on the borrower summary form.

XI. HOMEBUYER EDUCATION REQUIREMENTS

Buying a home can be one of the most confusing and complicated transactions anyone can make. Providing the future homebuyer with informative homebuyer education training, can bring success to the City, the Program and most importantly, the homebuyer. It has been documented that first-time homebuyers that have had homebuyer education have an easier time of handling problems that occur with homeownership.

All Program participants are required to attend a City-approved homebuyer education class. The training is provided at no cost to the home buyer, but the cost is a part of the Activity Delivery Fee (see Section XV, Paragraph E). Homebuyer Education curriculum shall be pre-approved by HCD (for CalHome loans) and at a minimum, shall include the following topics:

- Preparing for Homeownership
- Financing and credit analysis
- Loan closing process
- Homebuyer and Homeownership responsibilities
- Home maintenance
- Impacts of refinancing
- Loan servicing

Methods of homebuyer counseling and education may include, but are not limited to: one-on-one counseling between homebuyer, counselor and family/individual and/or group workshops and informational sessions. Tools of instruction may include fliers, brochures, power point presentations, worksheets, etc.

A certificate of successful completion of Homebuyer Education shall be issued to each prospective Homeowner and a copy submitted to HCD/Funding Agency as required. Certificates should be dated within six months of closing, and at no time be more than one year.

XII. PRIMARY LOAN REQUIREMENTS

Prior to obtaining a loan from the City, a homebuyer must provide evidence of financing for the maximum amount the Primary Lender is willing to loan (the “primary loan”).

A. Primary Loan Processing

All homebuyers or their representatives will be sent an eligibility packet with all the necessary forms, disclosures, information, and application. They should submit a complete application packet with all the City’s Program loan documents executed, as well as all the information from the Primary Lender.

The City will require Primary Lender to submit:

1. property sales contract with proper seller notification;
2. mortgage application with good faith estimates and first mortgage disclosures;
3. full mortgage credit report and rent verification;

4. current third-party income verifications and verifications of assets;
5. homeownership education certificate, if applicable; and
6. signed underwriting transmittal summary and final signed loan application, both from primary lender.

Staff will work with local lenders to ensure qualified participants receive only the benefit from the City's Program needed to purchase the housing unit and that leveraged funds will be used when possible.

B. Documents From Primary Lender

After initial review of the qualified homebuyer's application packet, the City will request any additional documents needed. Documents may be emailed, but originals shall be received through the mail before Program funds are committed to escrow. Based on receipt and review of the final documents, the City will do an income certification (using most recent HCD program's guidance on income calculation and determination), and homebuyer certification (review of credit report and income taxes). Documentation of affordability will then be verified and subsidy requirement determined.

C. Disclosure of Program and Loan Information to Homebuyers

The Program's application and disclosure forms will contain a summary of the loan qualifications of the borrower with and without Program assistance. Housing ratios with and without Program assistance are also outlined in these guidelines. Information on the Program's application will be documented with third party verifications in the file. For example, the sales contract will provide the final purchase price and outline how much of the closing costs are to be paid by the seller, etc. The appraisal, termite and title report will provide information to substantiate the information in the sales contract and guide the construction inspection. The Program loan application will provide current debt and housing information and will be documented by the credit report and income/asset verifications. The Primary Lender's approval letter and estimated closing cost statement should reflect all the information in the loan package and show any contingencies of loan funding. Reviewing the Primary Lender's loan underwriting documentation will provide basic information about the qualification of the applicant and substantiate the affordability provided by the Program loan. By reviewing and crosschecking all the Primary Lender information, the final Program loan amount approved will fall within the affordability parameters of the Program.

D. Primary Loan Qualifying Ratios

The front-end (housing) debt-to-income ratio shall be between 25% and 30% and is the percentage of a borrower's gross monthly income (before deductions) that would cover the cost of the loan principal and interest payment, property taxes, property insurance, mortgage insurance, and HOA dues, if any. The City will use the "front-end ratio" of housing-expense-to-income to determine if the amount of the proposed primary loan is acceptable and, ultimately compute the Program

subsidy amount required, bridging the gap between the acquisition cost (purchase price plus closing costs) less down payment, and the amount of the primary loan. The City, at its sole discretion, will consider exceptions to the housing cost percentage, on a case by case basis, up to a maximum housing cost of 38%, contingent on the back end ratio NOT exceeding 41%.

The back-end (total) debt-to-income ratio shall be no greater than 41% and is the percentage of a borrower's gross monthly income that would cover the cost of housing as described in the paragraph above, plus any other monthly debt payments like car or personal loans and credit card debt, as well as child support and alimony payments.

The City could allow the ratios to exceed the normal range where significant compensating factors exist. The underwriter judges the overall merits of the loan application and will determine what compensating factors apply and the extent to which ratios may be exceeded. This decision will be documented in the file.

E. Primary Loan Interest Rate and Terms

1. The primary loan must have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA.
2. The primary loan shall be fully amortized and have a term "all due and payable" in no fewer than 30 years, except when United States Department of Agriculture Rural Housing Service (USDA-RHS) 502 mortgage loans are in first lien position.
3. A permanent loan buy down is permitted as long as it does not cost more than 1% of the loan amount.
4. Cash out of escrow to borrowers is limited to the amount deposited into escrow by the borrowers and not needed for any lender-required minimum down-payment.
 - Excess cash, from the Program loan, shall be paid to the Reuse Account and credited as a principal reduction to the homebuyer's loan. There must be a clear accounting of the source of credits.
5. Seller credits in a reasonable amount which create cash-back to the buyer are acceptable. However, credits from lenders or agents which create cash-back to the buyer are not.
 - When a lender or agent credit creates a cash-back situation, the cash-back amount should be used as a principal reduction on the CalHome loan and not released to the buyer.
6. No temporary interest rate buy-downs are permitted.
7. Balloon payment and/or graduated payment loans are not allowed.

8. Loans shall not include provisions for negative amortization, principal increases, or deferred interest.
9. Adjustable Rate Loans (ARM's) are not allowed.

XIII. PROGRAM LOAN TERMS

- A. All Program assistance to individual households shall be made in the form of deferred payment (interest and principal) loan (DPL).
- B. The Program loan's term shall be for thirty (30) years, except when the primary loan is through USDA, Rural Housing Service 502 mortgage loans and it is in the first position, then the term of the Program loan shall be the term of the 502 mortgage.
- C. The Program loan's interest rate shall be:
 - 3% if due or paid in first 5 years of the note
 - 2% if due or paid during years 6-10 of the note
 - 1% if due or paid during years 11-15 of the note
 - 0% if due or paid during years 16-30 of the note
- D. The interest rate shall be calculated as simple interest on an annual basis.
- E. Combined Loan-To-Value Ratio – The loan-to-value ratio for a Program loan, when combined with all other indebtedness to be secured by the property, shall not exceed 100 percent of the sales price plus a maximum of up to 5 percent of the sales price to cover actual closing costs.
- F. Loan principal shall not be forgiven, and the loan period cannot be extended, except for loans that are subordinated when a rate and term refinance is approved, per Attachment D.
- G. The Program loan shall be recorded in the first lien position following all "performing" loans (i.e. primary mortgage loan) and subject only to liens, encumbrances and other matters of record reviewed and approved by the City.
- H. Loans are not assumable, except as noted below in Section XXI.
- I. Loans shall be repayable upon sale or transfer of the property, when the property ceases to be owner-occupied, or upon the CalHome program Loan maturity date (see Program Loan Repayment section below).
- J. There can only be one CalHome Program lien against a property at any one time.
- K. All persons who will be on title to the property will be included as Borrowers on the CalHome program Promissory Note.

XIV. PROGRAM LOAN UNDERWRITING REQUIREMENTS, REVIEW AND APPROVAL

The City will work with the Applicant to ensure the Applicant submits (or Escrow Officer/Primary Lender submits on their behalf) a completed loan request package. The City will review the loan request package, and analyze it based on the underwriting requirements found in this Section.

- A. Credit Worthiness – The City will obtain a credit report (or obtain a current copy from the primary lender) to determine creditworthiness. A credit report indicates the borrower’s creditworthiness with previous mortgages, shows undisclosed debts, revolving accounts, installment accounts, and any judgments, garnishments, liens and/or bankruptcies that are public records. The report will show information on the status of accounts. The City will compare the credit report to the information on the report to that found in the application. If there are discrepancies between the documents, the City will determine what is factual and will have the applicant explain any discrepancies. The following will also be taken into consideration when reviewing the credit report:
1. Any liens, judgments, bankruptcies, major defaults, credit scores lower than 600, collection accounts and slow pays on the credit report could indicate serious problems and should be explained by the borrower.
 2. Particular attention will be paid to the borrower’s ability and willingness to repay the mortgage debt, as well as attention to applicant’s timely payments on their mortgage loan.
 3. When analyzing the borrower’s credit record, it is the overall pattern of credit behavior that will be reviewed rather than isolated occurrences of unsatisfactory or slow payments.
 4. For borrowers with little or no credit history, one may be developed with the use of alternative methods, such as utility payment records (at least 3 months’ worth of most recent statements showing no late or missing payments), rental payments (rental rating from the landlord or rental agency, canceled checks or rent receipts covering the most recent 12 month period), automobile insurance payments (showing current and no late or missing payments) or other personal loans (canceled checks and a letter stating that the payments have been made on time).
 5. The City will document review of the credit report, as well as notate any findings, in the loan file.
- B. Appraisal Review – City will obtain appraisal from Primary Lender, or order one, and ensure the following requirements are met:
1. Appraisal to be prepared by a State-licensed, residential property appraiser;
 2. The appraisal will use the sale of comparable properties approach to determining value;

3. The property that is being underwritten will be compared to similar properties sold within the last six months in the surrounding neighborhood; and
 4. Maximum appraised home values at time of purchase or upon completion of acquisition/rehabilitation work shall not exceed the appraised value limit established by HCD and published in the CalHome NOFA.
- C. The City may approve the loan request with or without conditions. If approved, a final closing date for escrow is set and Program funds are accessed for the homebuyer, contingent on the application of the additional program requirements and escrow processing, as identified below.

XV. ADDITIONAL PROGRAM REQUIREMENTS

- A. **Non-Recurring Closing Costs** – Non-recurring costs such as credit report, escrow, closing and recording fees, and title report and title insurance, title updates and/or related costs may be included in the Program loan, in an amount not to exceed 5% of the purchase price. CalHome funds cannot be used to pay loan closing costs on other loans. No loan fees are to be charged to the homebuyer for the CalHome loan.
- B. **Impound Account** – All households will be required to have impound accounts for the payment of taxes and insurance to ensure they remain current.
- C. **Closing Costs and Other Charges** - Eligible costs include non-recurring closing costs for the loan paid to third party providers for such items as title searches, credit reports, notary fees, recording fees, escrow fees, or appraisals. The homeowner does not pay any costs for the CalHome loan such as refundable application fees, loan processing or document fees. These costs are incurred by the City and reimbursed by CalHome to the City as Activity Delivery Fee . Other costs such as termite inspections (when termite work is done), haul away, disposal bins, architect fees, permit fees, should be included in the loan.
- D. **Title Policy** – The escrow/title company shall review the escrow instructions provided by the City and shall issue a California Land Title Association (CLTA) and the American Land Title Association (ALTA) after closing. The CLTA policy is issued to the homebuyer and protects them against failure of title based on public records and against such unrecorded risks as forgery of a deed. The ALTA is issued to each lender providing additional coverage for the physical aspects of the property as well as the homebuyer's title failure. These aspects include anything which can be determined by only physical inspection, such as correct survey lines; encroachments; mechanics liens; mining claims and water rights. The Program lender instructs the escrow/title company in the escrow instructions as to what may show on the policy; the amount of insurance on the policy (all liens should be covered) and the loss payee (each lender should be listed as a loss payee and receive an original ALTA).
- E. **Activity Delivery Fee** – A CalHome loan-processing activity delivery fee not to exceed \$10,000 may be reimbursed in the form of a grant to the City. Activity

Delivery Fees (ADF) are reasonable and necessary costs incurred by the City, and associated with the financing, or development (or both) of activities assisted with CalHome program funds. The Fee is to defray such costs as: homebuyer education classes, which is provided at no cost to the borrower. This amount is not included in the Borrower's Loan amount but reduces the amount of the Promissory Note. ADF costs cannot be based on salary or administrative costs since the CalHome Program is funded by State bonds.

- F. Fire insurance requirements (and flood insurance where applicable) are as follows:
1. City will require borrowers to maintain insurance on the property in an amount at least equal to the replacement value of the improvements; and
 2. City must be named as additional loss payee on the policy.

XVI. SUBORDINATE FINANCING

Subordinate loans may be used to cover mortgage subsidy costs that exceed the Program maximum loan amount.

- Homebuyer mortgage assistance loans, when combined, must have a loan-to-value ratio not exceeding 100% of the sales price (or appraised value if lower) plus a maximum of up to 5% of the sales price to cover actual non-recurring closing costs.
- Fees and/or charges for subordinate financing shall be reasonable loan origination fees for first mortgage financing as determined by the Department to be consistent with industry standards.
- No financing, junior or senior to the Program loan may have a balloon payment due before the maturity date of the CalHome Program loan.
- All subordinate financing provided shall defer principal and interest payments for the term of the CalHome Program loan.
- The CalHome lien should be the first subsidy/deferred payment loan recorded behind any performing/amortized loans. Exceptions may be made on a case-by-case basis by HCD staff.

XVII. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

If tenant-occupied homes are included in the Program and relocation becomes necessary, the activity will be carried out in compliance with City's relocation plan, which describes how those permanently displaced will be relocated and paid benefits in accordance with the following Federal laws.

- A. Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act of 1970

The federal URA and Real Property Acquisition Policies, as amended by the URA Amendments of 1987, contains requirements for carrying out real property acquisition or the displacement of a person, regardless of income status, for a project or program for which HUD financial assistance (including CDBG and HOME) is provided. Requirements governing real property acquisition are described in Chapter VIII. The implementing regulations, 49 CFR Part 24, require developers and owners to take certain steps regarding tenants of housing to be acquired, rehabbed or demolished, including tenants who will not be relocated even temporarily.

B. Section 104(d) of the Housing and Community Development Act of 1974

Section 104(d) requires each contractor (CHDO or State Recipient), as a condition of receiving assistance under HOME or CDBG, to certify that it is following a residential anti-displacement plan and relocation assistance plan. Section 104(d) also requires relocation benefits to be provided to low-income persons who are physically displaced or economically displaced as the result of a HOME or CDBG assisted project, and requires the replacement of low-income housing, which is demolished or converted. The implementing regulations for Section 104(d) can be found in 24 CFR Part 570(a).

XVIII. INELIGIBLE TRANSACTIONS AND USES OF PROGRAM FUNDS

The following are **ineligible transactions** and uses of Program funds:

- Refinancing of existing loans.
- Offsite improvements.
- Recurring Loan closing costs.
- Payoff of all or any portion of a Borrower's consumer debt, liens or judgements, even if required by the primary lender as a condition of loan approval, and even if paid through escrow.
- Cash transactions and oral agreements outside of escrow are prohibited.
- Any agreements on the side between buyer and seller, buyer and real estate broker or owner and contractor are prohibited. All agreements must be included in the purchase agreement or escrow instructions.
- Relocation costs for tenant-occupied housing units.

XIX. LOAN MONITORING PROCEDURES

City will monitor Borrowers annually to ensure adherence to Program requirements including, but not limited to, the following:

- Owner-occupancy
- Property tax payment
- Hazard insurance coverage
- Good standing on Primary loans
- General upkeep of housing units

XX. PROGRAM LOAN REPAYMENT

- A. Payments are voluntary during the deferral period. Borrowers can begin making voluntary payments at any time without penalty. The City will accept loan payments from borrowers prepaying deferred loans, and from borrowers making payments in full upon sale or transfer of the property.
- B. All loan payments are payable to the City and are due at loan maturity. Program loan payments will be made to:

City of Clovis
1033 Fifth Street
Clovis, CA 93612

- C. The City will be the receiver of loan payments or recaptured funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City's Program Income, or Reuse Account, as required by HCD programs (for CalHome loans).
- D. The City may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

XXI. LOAN ACCELERATION

In the event that an owner sells, transfers title, or discontinues residence in the purchased property for any reason, the principal balance is due and payable, except:

- A. If the owner of the property dies, and the heir to the property meets income requirements, the First-Time Homebuyer definition, and intends to occupy the home as a principal residence, the heir may be permitted, upon approval of the City, to assume the loan at the rate and terms the heir qualifies for under the current participation guidelines. If the property owner dies and the heir does not meet eligibility requirements, the loan is due and payable.
- B. If an owner wants to convert the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.
- C. The loan will be in default if the borrower fails to maintain required fire or flood insurance or fails to pay property taxes. Additional information in regards to property restrictions in the event of default, can be found in the City's Loan Servicing Policies and Procedures (Attachment I).
- D. **In regards to CalHome loans:**
 - 1. The following transfers of interest will not require the repayment of the CalHome Program Loan:
 - a. Transfer to a surviving joint tenant by devise, descent, or operation

- of law on the death of a joint tenant;
- b. A transfer, in which the transferee is a person who occupies or will occupy the property, which is:
 - i. A transfer where the spouse becomes an owner of the property;
 - ii. A transfer resulting from a decree of dissolution of marriage, legal separation agreement, or from an incidental property settlement agreement by which the spouse becomes an owner of the property; or
 - iii. A transfer into an inter vivos trust in which the borrower is and remains the beneficiary and occupant of the property.
2. In general, loans are not assumable.
 3. If it is determined by the City that repayment of the CalHome Program loan at the maturity date causes a hardship to the borrower, the City may employ the following two other options. They are:
 - a. Amending the note and deed of trust to defer repayment of the amount due at loan maturity, that is the original principal and the accrued interest, for up to an additional 30 years (at 0% additional interest), this may be offered one time, or;
 - b. Converting the debt at loan maturity, that is the original principal balance and any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.

XXII. DRAW REQUESTS TO HCD

City will make every effort to submit more than one loan with each draw, and only upon loan closing. With each individual draw, City will submit the following to HCD:

- A. Completed Mortgage Assistance Draw Request (with contributed Labor Certifications if applicable).
- B. Completed Mortgage Assistance Borrower Summary form for each individual CalHome loan, with the following items attached to each in the following order:
 1. Copy of the executed CalHome Promissory Note.
 2. Copy of Deed of Trust.
 3. Closing Disclosure.
 4. Certified Settlement Statement (Buyer and Seller).
 5. Activity Delivery Fee Reimbursement form (If Applicable).
 6. Copy of the buyer's Homebuyer Education Course Completion Certificate

XXIII. CONFLICT OF INTEREST

To the extent consistent with Federal and State conflict of interest laws as they apply to local government officials, employees and agents, the following rules shall apply regarding eligibility for this program. No member of the governing body of the City nor other official, employee, or agent of the City government who exercises policy or decision-making authority in connection with the planning and implementation of the Program shall directly or indirectly be eligible for this Program. This ineligibility shall continue for one year after an individual's relationship with the City ends.

When the Program Loan contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance. Section 92.356 of the HOME Final Rule shall be followed for HOME assistance, as follows:

- a. Conflicts prohibited. No persons described in paragraph (b) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person.
- b. Persons covered. The conflict of interest provisions of paragraph (a) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.
- c. Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction to HCD, HUD may grant an exception to the provisions of paragraph (a) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. See 24 CFR 92.356(d)(1-6) for details on the documentation needed in order to submit an exception request to HUD.

A contractor with a vested interest in the property cannot bid on a rehabilitation job, if applicable. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the City to be part of the scope of work. Owner/builders are not reimbursed for labor.

XXIV. PROGRAM COMPLAINT AND APPEAL PROCEDURE

Any applicant denied assistance from the Program has the right to appeal. Complaints concerning the Program should be made in writing and filed with the City. Complaints by

applicants, residents or property owners regarding the City's Program should be made to the City's Assistant City Manager, or Director of Community & Economic Development who will investigate the complaint, prepare an analysis and recommendation and will schedule a discussion of the complaint with the Loan Review Committee. If the matter is not resolved to the satisfaction of the person filing the complaint, this person may submit a written appeal addressed to the City's Loan Review Committee. The Loan Review Committee will be convened within fifteen (15) days from the date the appeal is received unless a longer period of time is requested by the appellant. Within five (5) working days from the date the appeal is heard by Loan Review Committee, the City will mail a written response of the Committee's decision to the appellant. If the appellant is still not satisfied with the decision, they may appeal in writing to the Clovis City Manager following the same timeline and procedures above. The decision of the City Manager will be final.

XXV. PERFORMANCE REPORTING TO HCD

- A. During the term of the CalHome Standard Agreement and, no later than 30 days after the end of each calendar quarter, the City will submit a Quarterly-Annual Report as required by HCD.
- B. During the term of the Standard Agreement and, no later than 30 days after June 30th of each year and/or within 30 days of the expiration date of the Standard Agreement, the City shall submit, upon request of the Department, a Quarterly-Annual Report on the form provided by the Department.
- C. At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit of any and all phases of the Contractor's program or homeownership development project. At the Department's request, the Contractor shall provide, at its own expense, a financial audit prepared by a CPA.
- D. Signature, Title and Date: The person submitting the Quarterly Status Report must be specifically authorized to sign this type of document and should provide his/her title, then sign and date the form. This form may not be signed by a staff person unless authorized through resolution.
- E. Annual Reporting of the Reuse Account

The annual reporting of the Reuse Account will continue for the length of 20 years, until the expiration date of the City's CalHome Program Monitoring Agreement. This report is required annually and is done after the Standard Agreement has expired to report what has specifically taken place in the Reuse Account during the last year.

XXVI. AUDIT/RETENTION AND INSPECTION OF RECORDS

- A. City shall retain any and all records, accounts, documentation, and all other relevant materials pertaining to performance of this Program for a minimum of five (5) years after the expiration of this Agreement for this Program and any and all amendments thereto, unless a longer period of record retention is stipulated. City shall retain any and all records, accounts, documentation, and all other

relevant materials pertaining to performance of the Program for a minimum of five (5) years after the conclusion or resolution of any and all audits or litigation relevant to this Program and related Agreement, unless a longer period of record retention is stipulated.

- B. At any time during the term of the Program, HCD may perform or cause to be performed, an independent financial audit of any and all phases of the Work. At HCD's request, the City shall provide, at its own expense, a financial audit prepared by a certified public accountant.
- C. City shall adequately document each transaction to permit the determination, through an audit if requested by HCD, of the accuracy of the records and the allowability of the expenditures paid in whole or in part, with Program funds. If the allowability of an expenditure cannot be determined because records or documentation are inadequate, the questionable expenditure shall be disallowed. The City shall reimburse HCD for the amount of any disallowed expenditures of the City or its agents or subcontractors. Determination by HCD of allowability of any expenditure shall be final.
- D. City agrees that HCD, or its delegatee shall have the right to review, obtain, and copy all records pertaining to performance of this Program/Agreement. City agrees to provide HCD or its delegatee with any relevant records, accounts, documentation, and all other relevant materials requested and shall permit HCD or its delegatee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such records, accounts, documentation, and all other materials relevant to a matter under investigation for the purpose of determining compliance with Gov. Code, section 8546.7, or pursuant to a financial audit under subsection B above. City further agrees to maintain such records for a period of five (5) years after final payment under the Program/Agreement.

XXVII. COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES AND GUIDELINES

City agrees at all times to act with respect to the CalHome Program, CalHome activities, and to use the funds committed herein in conformity with all laws applicable to the CalHome Program including those of the State of California, all federal laws, all local rules or ordinances, all Program Requirements, including the CalHome Statutes and Guidelines. City also agrees to comply with all State and Federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the Work.

XXVIII. REUSE ACCOUNT

All repayments of loan principal and any loan interest accrued (collectively "Program Income" or "PI") will be deposited to a separately maintained CalHome Reuse Account. This is a separate account from the City's active grant accounts. The City currently maintains a CalHome Reuse Account which includes deposits from all CalHome activities and for all CalHome grants from previously received Program funds. Within the one account the City identifies the grant source of the funds. See Attachment J for the City's Reuse Account Plan.

XXIX. LOAN SERVICING POLICIES AND PROCEDURES

See Attachment I for the City's Loan Servicing Policies and Procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

XXX. AMENDMENTS

Amendments to these guidelines may be made by the City whenever appropriate to improve Program effectiveness and to resolve problems. As part of the amendment adoption process, the City will review the policies of the funding source to ensure continuing compliance with published policies. Minor technical amendments will be made by City staff as the program progresses, to ensure proper administration of the program. Policy amendments will be taken before the City Council for their review and approval. Copies of amendments will be submitted to HCD for review and approval.

ATTACHMENT A

INSTRUCTIONS TO HOMEBUYER

- A. Participant works with lender of choice to obtain the primary lender's pre-qualification letter.
- B. After consultation with City regarding approved bedroom and bathroom maximums (always 3 bedrooms and 2 bathrooms unless overcrowding justifies more to be approved), participant works with real estate agent to select home. Program disclosures are reviewed with agent for presentation to seller. The HOME Program allows only homes vacant for three months or more prior to the date of the purchase offer, unless the current tenant is purchasing the home or the seller has been the only occupant during those three months.
- C. Participant selects home and enters into a purchase contract (contingent upon receiving Program loan approval). Lender provides the City with a copy of:
 - real estate sales contract
 - residential loan application and credit report
 - verified income documentation
 - disclosure statement
 - proof of personal funds for participation in program
 - breakdown of closing costs
 - structural pest control clearance
 - appraisal with photos and preliminary title report
- D. City reviews paperwork to determine program eligibility and financing affordability for participant.
- E. City meets with qualified applicant to provide information relative to the program requirements, the lending process, and homeownership responsibilities.
- F. City has home inspected to document health & safety and code compliance. Notice of any deficiencies or needed corrections are given to participant's real estate agent, with recommended course of action. Only new construction and homes built within the previous 12 months and not previously occupied are not subject to a home inspection.
- G. City staff can request loan approval from City's Loan Review Committee. Following loan approval, City prepares Deed of Trust, Promissory Note, Request for Notice of Default, Borrower Agreement with the City of Clovis, and Escrow Instructions, and requests check (or wire) and deposits same into escrow.
- H. Escrow company furnishes City with proof of documents to be recorded, and any escrow closeout information. After receipt of recorded loan documents, Final escrow Settlement Statement, Insurance Loss Payee Certification and Final Title Insurance Policy, City closes out the loan file.

SELLERS LEAD-BASED PAINT DISCLOSURE
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
(i) [] Known lead-based paint and/or lead-based paint hazards are present in the housing. Explain:
(ii) [] Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
(b) Records and reports available to the seller (check (i) or (ii) below):
(i) [] Seller has provided the purchaser with all available records and reports pertaining to Lead-based paint and/or lead-based paint hazards in the housing (list documents below).
(ii) [] Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

- (c) Purchaser has received copies of all information listed above.
(d) Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.
(e) Purchaser has (check (i) or (ii) below):
(i) received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
(ii) waived the opportunity to conduct a risk assessment or inspection for the presence of Lead-based paint and/or lead-based paint hazards (NOT PERMISSIBLE FOR HOME AND CDBG).

Agent's Acknowledgment (initial)

- (f) Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Signature lines for Seller, Date, Purchaser, and Agent.

ACQUISITION NOTICE
Disclosure to Seller with Voluntary, Arm's Length Purchase Offer
DECLARATION

This is to inform you that _____ would like to purchase the property, located at _____, if a satisfactory agreement can be reached. We are prepared to pay \$_____ for a clear title to the property under conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

- 1. The sale is voluntary. If you do not wish to sell, the buyer, _____, thru the agency, _____ will not acquire your property. The buyer does not have the power of eminent domain to acquire your property by condemnation (i.e. eminent domain) and the agency/City _____ will not use the power of eminent domain to acquire the property.
2. The estimated fair market value of the property is \$_____ and was estimated by _____, to be finally determined by a professional appraiser prior to close of escrow.

Since the purchase would be a voluntary, arms length, transaction you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us at:

_____. If you have any questions about this matter, please contact _____ at _____.

Sincerely,

Title

Buyer

Date

Buyer

Date

Form continues on next page with Seller's Acknowledgment

Disclosure to Seller with Voluntary, Arm's Length Purchase Offer (Page 2)

Acknowledgement

As the Seller I/we understand that the _____ will inspect the property for health and safety deficiencies. I/we also understand that public funds may be involved in this transaction and, as such, if the property was built before 1978, a lead-based paint disclosure must be signed by both the buyer and seller, and that a Visual Assessment will be conducted to determine the presence of deteriorated paint.

As the Seller, I/we understand that under the City's program, the property must be currently owner-occupied, vacant for three months at the time of submission of purchase offer, new (never occupied), or renter purchasing the unit. I/we hereby certify that the property is:

- Vacant at least 3 months; Owner-occupied; New; or Being Purchased by Occupant

I/we hereby certify that I have read and understand this "Declaration" and a copy of said Notice was given to me prior to the offer to purchase. If received after presentation of the purchase offer, I/We choose to withdraw or not to withdraw, from the Purchase Agreement.

Seller

Date

Seller

Date

Appendix B: Annual Income Inclusions and Exclusions

Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus: • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

Part 5 Exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.

2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:</p> <ul style="list-style-type: none"> ▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977; ▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands,

including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;

- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs;
- Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
- Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).
- Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990;
- Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

ATTACHMENT E

GROSS INCOME WORKSHEET

(use actual HCD form)

ASSETS			
Household Member	Assets Description	Current Value	Actual Income from Assets (Annualized)*
1. Totals		1(a)	1(b)
2. If line 1(a) is \$5,000 or less, enter 0 here and in line 6(d) below. Income from assets of \$5,000 or less is not included in the determination of income eligibility.			2.
3. If line 1(a) is greater than \$5,000:			
(a) multiply line 1(a) by 2.0% and enter results here			3(a)
(b) enter amount from line 1(b)			3(b)
(c) Enter the greater of lines 3(a) or 3(b) here and in line 6(d) below.			3(c)

ANTICIPATED <u>ANNUAL</u> INCOME *				
Household Member	a. Wages/ Salaries	b. Benefits/ Pensions	c. Other Income	d. Asset Income
6. Totals	a.	b.	c.	d.
7. Enter total of items from 6a.through 6d. (Total Income)				7.

* Use Wage Income Calculations Worksheet (includes method for annualizing amounts)

Completed and Reviewed by: _____ Date: _____

Annual Income Asset Inclusions and Exclusions

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).

Assets that are Part of an Active Business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT G

Homebuyer Program Lead Compliance Document Checklist

The following documents should be in each Homebuyer file to document compliance with the lead requirements:

Document Name	Purpose	✓
Lead Safe Housing Rule Screening Sheet	Documents exemptions	
Physical inspection form (HQS or equivalent)	Documents visual assessment results	
Seller Certification	Seller certifies that paint was stabilized by qualified workers and that safe work practices were followed during paint stabilization	
Clearance Report and Clearance Review Worksheet	Documents that unit passed clearance	
Disclosure Form	Documents that buyer received disclosure and pamphlet.	
Lead Hazard Reduction Notice	Documents that buyer received required lead hazard reduction notification.	

This was taken from the HUD Website at:

<http://www.hud.gov/offices/cpd/affordablehousing/training/leadsafe/usefulforms/index.cfm#crosscutting>

ATTACHMENT H LEAD-BASED PAINT

VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

Section 1: Background Information			
Property Address:			No LBP found or LBP exempt <input type="checkbox"/>
Select one:	Visual Assessment <input type="checkbox"/>	Presumption <input type="checkbox"/>	Hazard Reduction <input type="checkbox"/>

Section 2: Visual Assessment. Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed.	
Visual Assessment Date:	Report Date:
Check if no deteriorated paint found <input type="checkbox"/>	
Attachment A: Summary where deteriorated paint was found.	

Section 3: Notice of Presumption. Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption.	
Date of Presumption Notice:	
Lead-based paint is presumed to be present <input type="checkbox"/> and/or Lead-based paint hazards are presumed to be present <input type="checkbox"/>	
Attachment B: Summary of Presumption:	

Section 4: Notice of Lead-Based Paint Hazard Reduction Activity. Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed.	
Date of Hazard Reduction Notice:	
Initial Hazard Reduction Notice? Yes <input type="checkbox"/> No <input type="checkbox"/>	Start & Completion Dates:
If "No", dates of previous Hazard Reduction Activity Notices:	
Attachment C: Activity locations and types.	
Attachment D: Location of building components with <u>lead-based paint remaining</u> in the rooms, spaces or areas where activities were conducted.	
Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities)	

Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity		
Printed Name:	Signature:	Date:

Section 6: Contact Information	Organization:	
Contact Name:	Contact Signature:	
Date:	Address:	Phone:

ATTACHMENT I

City of Clovis – Loan Servicing Policies and Procedures

The City of Clovis, hereafter called "City," has adopted these policies and procedures to preserve its financial interest in properties whose "Borrowers" have been assisted with public funds. The City will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The City has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

1. Loan Repayments:

The City will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly due date.

For Notes which are deferred payment loans, the City will accept voluntary payments on the loan. Loan payments will be credited to principal. The Borrower may repay the loan balance, and any interest as applicable, at any time with no penalty. Partial repayments will be annotated in the City's loan portfolio, and individual homeowner file.

2. Annual Occupancy Restrictions and Certifications:

On owner-occupant loans, the City will require that Borrowers annually certify owner occupancy, during the term of the loan, by submitting utility bills and/or other documentation. For CDBG, some loans may have income and housing cost evaluations, which require a household to document that they are not able to make amortized loan payments, typically every five years. These loan terms are incorporated in the original Note and Deed of Trust. On HOME-funded loans, annual occupancy verification will occur between January 1 and 15 of each year for the term of the loan. Annual occupancy certifications will be consolidated into a once per year requirement occurring approximately October 15, of each year, for all Housing Programs.

NOTE: In regards to CalHome Program loans: 1) loans are not assumable, and cannot be reassigned if original Borrower is no longer occupying the assisted home; 2) when an owner is not residing in the home due to illness and/or hospitalization, the situation may be considered as a continued owner-occupancy only for the initial six months of absence.

3. Loan Discounting (Owner-Occupied Rehabilitation):

When actual costs to rehabilitate a home is lower than the amount borrowed in the Promissory Note, the City will discount the Note by writing the discount on the back of the Note and identifying the revised amount in the City's Loan Portfolio and File documentation.

4. Request for Payoff Demands:

City will process request for payoff demands by calculating loan payoffs, including any applicable interest schedules. The calculation will be provided to the owner, escrow officer, or City, with a "good until" date, at which time, if the loan isn't paid off in full, the Borrower will have to request and receive an updated payoff letter from the City.

Once the loan is paid in full, the City will draft and execute a Full Reconveyance, and have the notarized document recorded at the County Recorder's office. The repayment will be processed according to the funding program Reuse Account Plan, and the loan taken off of the City's loan portfolio.

5. Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the City as loss payee. Except for HOME-funded loans, if borrower fails to maintain the necessary insurance, the City may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance with an endorsement naming the City of Clovis as City loss payee will be required at close of escrow. The City will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the City may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan (not permissible when funded with HOME).

Wherever possible, the City encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment. The City will verify the continued payment of property taxes on an annual basis.

6. Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the City's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of City's loan. This document requires any senior lienholder listed in the notice to notify the City of initiation of a foreclosure action. The City will then have time to contact the Borrower and assist them in bringing the first loan current, if possible. The City can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the City is in a third position and receives notification of foreclosure from only one

senior lienholder, it is in their best interest to contact any other senior lienholders regarding the status of their loans.

7. Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the City in writing of any change. City and Borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low-income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases, the Borrower might move and turn the property into a rental unit without notifying the City. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the City's Loan Committee (depends on the program).

NOTE: CalHome Program loans are not assumable, and cannot be reassigned if original Borrower is no longer occupying the assisted home, unless the transfer meets the requirements in Section 8 below.

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. For CDBG only, if the heir intends to act as an owner-investor (not permitted under HOME), the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the City's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the City allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

8. Request for CalHome Loan Transfer:

In regards to CalHome Loans, the following transfers of interest shall not require the repayment of the loan:

- Transfer to a surviving joint tenant by devise, descent, or operation of law on the death of a joint tenant;
- A transfer, in which the transferee is a person who occupies or will occupy the property, which is:
 - A transfer where the spouse becomes an owner of the property;
 - A transfer resulting from a decree of dissolution of marriage, legal separation agreement, or from an incidental property settlement agreement by which the spouse becomes an owner of the property; or
 - A transfer into an intervivos trust in which the Borrower is and remains the beneficiary and occupant of the property.

9. Requests for Subordinations after loan is Recorded:

When a Borrower wishes to refinance their existing first mortgage, they must submit a subordination request to the City. The City will subordinate their loan only when there is no "cash out" as part of the refinance. No cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrances on the property above traditional refinance transaction costs. The refinance should lower the existing housing cost of the household. The total indebtedness on the property should not exceed the current market value except when the borrower is obtaining a HARP II or other similar federally approved refinance loan. If the HARP II or other similar financing is approved and meets all other requirements, combined Loan-To-Value will not be considered when reviewing the subordination request.

For CalHome Program loans: 1) the new senior lien must be for rate or term changes only, and may include financed closing costs; 2) the term of the new senior lien must mature concurrently or after the CalHome lien; 3) the new senior lien must be amortized for the entire period of the loan (negative amortization, balloon payments, or changes in payments are not allowed – all terms required of a first lien placed concurrently with a CalHome lien apply).

Also, the loan must:

- be fully amortized and have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA;
- not have a temporary interest rate buy-down;
- have a term "all due and payable" that matures prior to or concurrently with the maturity date of the Promissory Note. Therefore, the maturity date of the existing Promissory Note should be modified to coincide with the maturity date of the new first mortgage; and,

- not have a balloon payment due before the maturity date of the Program loan.

Upon receiving the proper documentation from the refinance City, the request will be considered by the loan committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Sponsor.

10. Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment (if required); 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, the City will send out a letter to the Borrower notifying them of the default situation. If the default situation continues then the City may start a formal process of foreclosure.

When a senior lienholder starts a foreclosure process and the City is notified via a Request for Notice of Default, the City, who is the junior lienholder, may cancel the foreclosure proceedings by "reinstating" the senior lienholder. The reinstatement amount or payoff amount must be obtained by contacting the senior lienholder. This amount will include all delinquent payments, late charges and fees to date. City must confer with Borrower to determine if, upon paying the senior lienholder current, the Borrower can provide future payments. If this is the case then the City may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the City determines, based on information on the reinstatement amount and status of Borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lienholder in total and restructure the debt such that the unit is made affordable to the Borrower. If the City does not have sufficient funds to pay the senior lienholder in full, then they may choose to cure the senior lienholder and foreclose on the property themselves. As long as there is sufficient value in the property, the City can afford to pay for the foreclosure process and pay off the senior lienholder and retain some or all of their investment.

If the City decides to reinstate, the senior lienholder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the City fails to reinstate the senior lienholder before five (5) days prior to the foreclosure sale date, the senior lienholder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the City determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lienholder to complete foreclosure, the City's lien may be eliminated due to insufficient sales proceeds.

11. City as Senior Lienholder

When the City is first position as a senior lienholder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be

conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the City may consider foreclosure. City's staff will consider the following factors before initiating foreclosure:

- Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- Can the Borrower refinance with a private City and pay off the City?
- Can the Borrower sell the property and pay off the City?
 - Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and
- Will there be marketing costs?

If the balance is substantial and all of the above factors have been considered, the City may "opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the City to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the City should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lienholders. The service will advise the City of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the City informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the City could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The City could contract with a local real estate broker to list and sell the home and use those proceeds for program income eligible uses.

12. Records Retention

The Originals of legal documents (i.e. Promissory Note, Deed of Trust, Request for Notice of Default or Sale, Reconveyances and Cancelled Loan documents, etc.) will be kept in a secure location with restricted access.

All documentation pertaining to the applications, loans, inspections, work write-ups, etc., or the operation of the City's Housing Program will remain available to funding agency staff for three years after termination of the funding Agreement, or as required by the agency.

City of Clovis – Reuse Account Plan (CalHome Program)

The City of Clovis (“City”) commits to maintaining policies and procedures that segregate CalHome funds for future reuse. This reuse account plan is intended to satisfy the requirements specified in Article 2, Section 7724 of the CalHome Program, Title 25 California Code of Regulations, Division 1, Chapter 7, sub Chapter 9, commencing with Section 7715. CalHome loans shall be managed in accordance with the following policies:

1. All repayments of CalHome loan principal and interest shall be received by the City and deposited into a separate reuse account maintained by the City’s Finance Department. The City provides a detailed tracking system to document CalHome loans, including borrower name and address, loan/reference number, grant year, APN, date loan was provided and date of loan maturity, and principal and interest.
2. The reuse account shall be an interest-bearing account into which all earned interest shall be deposited. Interest earned shall be considered reuse funds and will be reused for CalHome Program eligible purposes..
3. All funds deposited into the reuse account shall be the property of the City.
4. All CalHome reuse funds shall be expended in accordance with CalHome Program regulations. This includes, but is not limited to, restriction on income levels of recipients, homebuyer education requirements, and maximum loan amounts.
5. Reuse funds may be used for CalHome Program eligible activities, including the following:
 - a. First-time homebuyer mortgage assistance;
 - b. Cost of homebuyer education for each borrower receiving mortgage assistance from the reuse account (not to exceed maximum CalHome allowance);
 - c. Loan processing activity delivery fee, as applicable, in accordance with CalHome Program requirements in effect at the time of the loan;
 - d. Up to five percent (5%) for loan servicing;
 - e. Owner-occupied rehabilitation assistance;
 - f. Mobile home replacement; and
 - g. Housing development projects.
6. A portion of the funds deposited in the CalHome reuse account may be used to pay for the delivery of CalHome activities funded from the reuse account. The amount is dependent upon the activity funded and is calculated as a percentage of the loan made.
7. Reuse funds will only be used within the city limits of Clovis.
8. The City will strive to utilize CalHome reuse funds on an ongoing basis.
9. The City will comply with all HCD reporting requirements regarding the use of CalHome reuse funds.
10. The City shall allow HCD full access to the reuse account records for the purpose of determining the City’s compliance with CalHome regulations.
11. The City has the authority to amend this document. All amendments to the Reuse Account Plan are subject to final approval by HCD.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 16, 2022

SUBJECT: Administration - Approval – Res. 22-____, Supporting the Fresno County 2022 Homelessness Priorities as Adopted by the Board of Supervisors of the County of Fresno.

ATTACHMENTS: 1. Resolution

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to approve a resolution supporting the Fresno County 2022 Homelessness Priorities as Adopted by the Board of Supervisors of the County of Fresno, to serve as guidance in addressing homelessness countywide.

EXECUTIVE SUMMARY

Representatives from the County of Fresno, its fifteen Cities, and partner agencies, have collectively undertaken multiple efforts to address homelessness countywide. Most recently, the agencies produced an update to the list of priorities to strategically address homelessness countywide, which will provide the basis for coordinating resources regionally and cross-jurisdictionally, engage the community, and attract private funding to support community-specific programs.

BACKGROUND

County of Fresno staff have consolidated input from the fifteen County municipalities, various County Departments, the Fresno Madera Continuum of Care, other public agencies, and community partners to establish the 2022 Homelessness Priorities. The Priorities will provide a guiding tool on development of prevention strategies, maximizing effectiveness of the continuum of services, and assist in prioritizing the application for additional public and private funding.

The Priorities were adopted by the Fresno County Board of Supervisors at their March 22, 2022, board meeting. Since then, County Staff have requested partner cities to also support the County priorities by adopting a resolution in support of the Priorities. Adoption of the resolution will

solidify our continued partnerships to address the needs of the Homeless in our community. The established Priorities include the following:

1. OUTREACH
Informed by reporting parties and law enforcement to engage, provide services and hygiene kits at encampments, linkage to programs/resources, and track key data related to homelessness and service need, and strengthen medical outreach resources.
2. RELOCATION AND SANITATION
Through continued enforcement of ordinances to address hazardous or unsanitary conditions, which constitute fire, health, and/or safety risks.
3. TRANSPORTATION
To connect individuals to services and maintain engagement.
4. SAFE SHELTERS/TRIAGE CENTERS
Through coordination with cities and partnerships with community faith-based organizations and to include emergency housing for those who are not ambulatory and have health needs.
5. TRANSITIONAL AND AFFORDABLE HOUSING
That includes exploration of independent living, rehabilitation of existing homes and other housing opportunities.
6. WRAP AROUND SERVICES
Include substance use disorder and mental health services that continue once individuals exit programs and/or jail and expand diversion from homelessness and rapid rehousing services.
7. JOB PLACEMENT AND TRAINING
To train/retrain individuals entering/re-entering the work force.

Supporting the Countywide priorities will also facilitate the establishment of the Countywide Multi-Agency Response to Community Homelessness (“MARCH”) compact, which will be focused on aligning resources to maximize impact, engaging the community, speak with one voice, and seek additional financing. Membership in the MARCH compact will include County staff, and representatives from the City of Fresno, rural area Cities, County of Madera, Fresno Madera Continuum of Care, Superintendent of Schools, Housing Authority, Hospital System/Foundations, Philanthropy, Business Sector, Clients, and from a Managed Care Plan. Consolidating these services will unify the local “voice” to address homelessness and ensure that the region continues to work in partnership to address the needs and impacts of homelessness in our communities.

FISCAL IMPACT

There is no fiscal impact related to the adoption of the resolution.

REASON FOR RECOMMENDATION

Supporting priorities and goals to address Homelessness countywide will assist the region by unifying efforts, aligning resources and ensuring the continued partnership of region agencies and community groups.

ACTIONS FOLLOWING APPROVAL

City of Clovis staff will continue to work in partnership with County staff and regional agencies to help meet the needs of the homeless, align resources and provide program funding recommendations as needed by funding agencies.

Prepared by: Claudia Cazares, Affordable Housing Project Manager

Reviewed by: City Manager AH

RESOLUTION NO. 22-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
SUPPORTING THE COUNTY OF FRESNO HOMELESSNESS PRIORITIES**

WHEREAS, the Board of Supervisors of the County of Fresno adopted Homelessness Priorities Resolution No. 22-079 at their March 22, 2022 meeting; and

WHEREAS, the County of Fresno and the City of Clovis have jointly undertaken multiple efforts at the local level to address homelessness countywide.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Clovis supports the adoption of Resolution No. 22-079 by the Board of Supervisors of the County of Fresno regarding the matter of Homelessness Priorities for 2022.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 16, 2022, by the following vote, to wit:

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

DATED: May 16, 2022

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 16, 2022

SUBJECT: Administration - Approval – Purchase of Support and Maintenance Contract for Network and Telecommunications equipment from Zones, Inc.

ATTACHMENTS: 1. None

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to award the RFP and approve the purchase of the maintenance and support agreement for the City's network/telecommunications equipment from Zones, Inc. in the amount of \$96,197.12 per year for three years.

EXECUTIVE SUMMARY

Included in the 2021-2022 Budget are funds to renew existing maintenance and support agreements for the City's network/Telecommunications equipment. As the City continues to grow, more facilities are connected to the City network, voice/data services are more closely integrated, and the additional equipment installed requires maintenance throughout its life expectancy.

Staff went out with a Request for Proposals using the City's online bid system and is recommending the purchase of the maintenance agreement from Zones, Inc. based on submitting the lowest-cost responsible proposal.

BACKGROUND

Every year, the City has renewed the Cisco support and maintenance agreement (SmartNet) for the core network/telecommunications equipment to help ensure the system's availability and reliability in keeping the network continually available.

Several years ago, staff consolidated maintenance and support agreements to help better manage them. As new network/telecommunications equipment has been added over the years,

staff co-terminates with the existing contract. Support and maintenance for all equipment now starts and ends on the same date each year.

Staff conducted a physical inventory of all network/telecommunications equipment to ensure all necessary equipment is covered.

Staff requested proposals from vendors using the City’s online bidding system on April 14, 2022. There were 427 vendors notified and staff received two (2) responses.

Vendor Name	1-Year	3-Year
Zones, Inc.	\$96,197.12	\$288,591.36
Red River Solutions	\$121,288.32	\$363,864.96

Zones, Inc is a Cisco Gold Partner and has submitted the lowest responsible proposal for the three-year term of this Smartnet renewal. This would be paid annually at \$96,197.12

FISCAL IMPACT

Funds have been allocated in FY21-22 for the renewal of Cisco SmartNet Maintenance.

REASON FOR RECOMMENDATION

Staff is recommending that Council approve this purchase from Zones, Inc. which will provide continuity and it will maintain a consistent level of service.

ACTIONS FOLLOWING APPROVAL

If approved, the agreement with Zones will be executed for Cisco SmartNet services.

Prepared by: Jesse Velez, Deputy Director, Information Technology

Reviewed by: City Manager AA



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services

DATE: May 16, 2022

SUBJECT: General Services – Approval – Waive the City’s Usual Purchasing Requirements and Authorize the Purchase of the Spare Platform with Spare Pooled OnDemand; and Approval – Res. 22-____, Amending the FY2021-2022 Transit Budget to add funds for purchase of the Spare Platform.

ATTACHMENTS: 1. Resolution and Budget Amendment
2. Spare Sales Quote
3. Spare Contract

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to authorize the City Manager to approve the purchase of the Spare Platform (Software-as-a-Service “SaaS”) with Spare Pooled OnDemand for paratransit dispatch software; and for the City Council to approve a resolution amending the 2021-2022 Transit budget to add \$50,620.

EXECUTIVE SUMMARY

Staff recommends the purchase of the Spare Platform to be utilized for Round Up paratransit services. The purchase will aid in the delivery of transportation services to passengers using paratransit services. The annual cost of the software is \$50,620, with a total cost of \$253,100 over five years. The costs for the software and associated expenses will be paid through State Transit Assistance funds already received.

BACKGROUND

Software Purchase

On May 22, 2014, Clovis Transit entered into an agreement with Mobilitat for its current dispatch software, Easy Rides Plus. The software program no longer meets the needs of the operation, and Mobilitat has stopped providing any feature updates which prompted staff to begin the process of searching for a replacement last year.

Staff has established three objectives for a replacement software program: 1) improve paratransit passenger service, 2) improve operational efficiency, and 3) bring down operation costs. Staff met with five different vendors to determine if there was a paratransit dispatching software that would meet all three objectives. Out of the five vendors, Spare Labs offered an innovative solution that met all three objectives. Spare Labs was able to offer the solution that automatically scheduled trips and continuously re-optimized the schedule, without human interaction.

Spare's proprietary routing and matching optimization algorithm integrates with data feeds from other transit modes (e.g., Google Maps) to continuously calculate, in real-time, the most efficient routes and allocation of transportation resources. Like systems used by well-known ride hail services, it will reduce idle vehicles and maximize resources to provide faster service to passengers and shorter wait times.

Spare Labs software program has many features, including:

- Automatic assignment of trips based on real time information (e.g., vehicle location, traffic, road conditions, and fleet availability) and continuous re-optimization of the schedule.
- User-friendly and intuitive interface for staff and passengers featuring a color-coded live map that will provide real-time information on vehicle location, availability, and capacity.
- Real-time notification and a smartphone app that will greatly improve the passenger experience by providing text notifications, push notices, or a phone call to notify when their bus will arrive. Passengers will also be able to view scheduled trips and edit information.
- Spare is fully SOC-2 and HIPPA compliant, ensuring passengers' information and data will be secure.
- The software is scalable and includes premium services that may be used in the future to deploy on-demand rides and microtransit services if desired.

Spare is currently used by a variety of transit agencies throughout the United States with a high degree of satisfaction. Agencies experienced swift resolution to customer service inquiries, increases in ridership and passenger satisfaction, and a decline in operational costs. Staff anticipates an August 1, 2022, launch date.

FY2021-2022 Transit Budget Amendment

A budget amendment is required for the FY2021-2022 budget to account for expenditure of \$50,620 in previously received State Transit Assistance as follows:

- Transit Fund 515: Increase expenditure budget for software purchase by \$50,620 for dispatching software.

FISCAL IMPACT

Adequate State Transit Assistance (STA) funds are held in the City’s Transit fund account for the purchase of the software. Those funds will be added to the current budget with the budget amendment shown in Attachment 1.

Pricing for the recommended purchase is as follows:

Annual Fees (based on 17-20 simultaneously active vehicles):

Service	Cost
Base Platform	\$10,500 per year
Service Capacity	\$34,000 per year
Voice Package	\$6,120 per year

Annual Total: \$50,620

Five Year Total: \$253,100

REASON FOR RECOMMENDATION

Spare is the only dispatching solution with the capability of fully automated scheduling and dispatching. Spare’s innovative solution will allow transit services to become more efficient, reduce operational costs, and improve paratransit services to passengers. Spare will also allow transit services to be scalable in the future.

Clovis Transit is requesting a waiver from formal bid procedures due to the lack of viable vendors for this specified purchase as specified within the City of Clovis Purchasing Policy, Section C,1, b, (2).

ACTIONS FOLLOWING APPROVAL

Amendment of the Transit FY2021-2022 budget to reflect the budgetary changes to expenditure accounts. A contract will be prepared for the City Manager’s approval and the software will be ordered.

Prepared by: Amy Hance, General Services Manager

Reviewed by: City Manager AA

RESOLUTION 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE FY 2021-22 GENERAL SERVICES DEPARTMENT

WHEREAS, the City Council adopted the FY2021-22 Budget on June 14, 2021; and

WHEREAS, the City of Clovis has previously received State Transit Assistance (STA) funds for transit capital purchases; and

WHEREAS, prior allocations of STA funds were not expended and remain in the Transit Fund awaiting allocation; and

WHEREAS, the City Council has approved the expenditure of STA funds for the purchase of paratransit dispatch software; and

WHEREAS, the STA funds were not originally included in the FY 2021-22 General Services budget.

NOW, THEREFORE BE IT RESOLVED, that the City Council of The City of Clovis hereby approves the budget amendment shown in the “Summary of Expenditures/Revenues by Department” “Summary of Expenditures/Revenues by Fund”, attached as Attachment A

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 16, 2022, by the following vote, to wit:

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

Dated: May 16, 2022

Mayor

City Clerk

SUMMARY OF EXPENDITURES BY DEPARTMENT

DEPARTMENT – GENERAL SERVICES

Transit	<u>\$50,620</u>
TOTAL DEPARTMENT	\$50,620

SUMMARY OF EXPENDITURES BY FUND

Transit	<u>\$50,620</u>
TOTAL FUND	\$50,620

SUMMARY OF REVENUES BY DEPARTMENT

DEPARTMENT – GENERAL SERVICES

Transit	<u>\$50,620</u>
TOTAL DEPARTMENT	\$50,620

SUMMARY OF REVENUE BY FUND

Transit	<u>\$50,620</u>
TOTAL FUND	\$50,620

NET GENERAL FUND SUPPORT

TOTAL	\$0
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ORDER FORM #SL-4457

The terms and conditions set out at sparelabs.com/msa ("Agreement") apply to this Order Form ("Order Form") between SPARE LABS INC ("Company") and City of Clovis as ("Customer") with a place of business at 1033 Fifth Street, CA 93612, United States (collectively the "Parties" or individually a "Party"). The effective date of this Order Form is April 20, 2022("Order Form Effective Date").

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, Company and Customer hereby agree as follows:

<p>Services: Spare Platform (SaaS) with Spare Pooled OnDemand ("Spare Pooled OnDemand"), which manages, dispatches and handles bookings for pooled on-demand and scheduled transportation. (the "Service(s)").</p>							
<p>Service Fees: US\$10,500 Base Platform Fee, charged on an annual basis. Minimum 17 simultaneous active vehicles charged at the rates below on a yearly basis.</p>	<p>Initial Term: 36 months, commencing on August 1, 2022. Yearly optional extensions available after July 31, 2025 to a maximum of 5 years.</p>						
<p>Service Capacity: Dedicated On-Demand Vehicles (vehicles owned or contracted by the agency): Minimum 17 vehicles at the rates below. Includes access to the Spare Driver app, Spare Platform administration panel, system administrator training, and Spare Open API. Spare charges for the maximum simultaneously active vehicles in service during the day, not for each vehicle in the fleet. Customer will be charged according to the following schedule, on a yearly basis.</p>							
<table border="1"> <thead> <tr> <th rowspan="2">Tiers - Vehicles in Service</th> <th>Spare Platform fee billed Yearly</th> </tr> <tr> <th>Fee billed Yearly</th> </tr> </thead> <tbody> <tr> <td>Up to 17 simultaneously active vehicles (minimum)</td> <td>US\$2,000 per year for each vehicle (*Discounted from \$3,500 per vehicle per year)</td> </tr> </tbody> </table>		Tiers - Vehicles in Service	Spare Platform fee billed Yearly	Fee billed Yearly	Up to 17 simultaneously active vehicles (minimum)	US\$2,000 per year for each vehicle (*Discounted from \$3,500 per vehicle per year)	
Tiers - Vehicles in Service	Spare Platform fee billed Yearly						
	Fee billed Yearly						
Up to 17 simultaneously active vehicles (minimum)	US\$2,000 per year for each vehicle (*Discounted from \$3,500 per vehicle per year)						
<p>Implementation Services: Company will use commercially reasonable efforts to provide Customer the services described in the Statement of Work ("SOW"), and Customer shall pay Company the Implementation Fee (as defined below), in advance, in accordance with the terms herein.</p> <p>Implementation Fee (one-time): US\$0 (*discounted from \$10,000)</p> <p>Miscellaneous Charges: Spare Labs will not initiate these miscellaneous costs, unless written pre-approval has been provided by the Customer.</p>							
<table border="1"> <thead> <tr> <th>Item</th> <th>Charge Rate</th> </tr> </thead> <tbody> <tr> <td>Travel – Airfare / Ground</td> <td>Cost + 10%</td> </tr> <tr> <td>Accommodation / Meals</td> <td>Cost + 10%</td> </tr> </tbody> </table>		Item	Charge Rate	Travel – Airfare / Ground	Cost + 10%	Accommodation / Meals	Cost + 10%
Item	Charge Rate						
Travel – Airfare / Ground	Cost + 10%						
Accommodation / Meals	Cost + 10%						

On-site integration and training	US\$150 / hr
Bespoke Customization works, as agreed between Spare and Customer	US\$150 / hr
<p>Voice Package (optional) Includes:</p> <ul style="list-style-type: none"> - A phone call notification feature for Spare Platform that sends an automated phone call notification to riders (a.k.a "Spare Automated Phone Notifications") - A voice-over-internet-protocol (VOIP) rider calling feature embedded in the Spare Driver iOS and Android applications (a.k.a "Spare Driver-Rider VOIP") - An integrated-voice-response (IVR) feature that collects card payment information from users over-the-phone using an automated phone call mechanism that is triggered from the Spare Platform web-portal (a.k.a "Spare Pay IVR") 	
Item	Charge Rate
Voice package (per vehicle) - Up to 20 active vehicles	\$30/vehicle/month (*discounted from \$70/month)
<p>Spare Multimodal Application (optional) Under 10 Fixed Route Vehicles, \$1k/month for Multimodal Trip Planning. (*discounted from \$5k/month for 50 routes)</p>	

Additional Terms:

By signing this Order Form, you agree to: (a) purchase the products and services pursuant to the terms and fees set forth herein; (b) pay the Services Fees (and applicable sales and use taxes) and authorize Company to submit invoices for such payment; and (c) be bound by the terms and conditions in the Agreement. This Order Form will renew as set forth in the Terms, unless expressly stated otherwise herein.

Note that discounted pricing is valid until May 31, 2022

IN WITNESS WHEREOF, the Parties hereto have executed this Order Form as of the Order Form Effective Date.

<p>Spare Labs Inc</p> <p>By Name: Title:</p>	<p>City of Clovis</p> <p>By Name: Title:</p>
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Email(s) for sending invoices to and special invoicing instructions:

Nick Chin <nickc@ci.clovis.ca.us> Bethany Berube <BethanyB@ci.clovis.ca.us>

EXHIBIT A

Statement of Work

Provisioning of Administrator User Accounts

Company will supply administrative user accounts with proper privileges to administrators of the Spare Platform system, as may be agreed between Company and Customer. Users and customers of Spare Platform are bound by Spare Platform terms, as outlined at <https://sparelabs.com/en/legal>, and Spare Open API terms, as outlined at <https://sparelabs.com/docs>.

Customer Training (On-site or via Webinar)

Company will supply administrator training through a two-hour training course via webinar. Training can be set at a time convenient for Customer, as may be agreed between Company and Customer.

Supply Service Documentation

Company will supply documentation on the Spare Platform, including the web-based administration panel, the Spare Open API, and the Spare Driver app, as may be agreed between Company and Customer.

Service Provisioning

Spare Labs will deploy the Spare Platform with the Spare Pooled OnDemand (Spare Driver app, Spare Rider app, Spare Open API, and Spare Platform administration panel), and Spare Smart Matching and Dispatching Algorithm (Spare Engine) on an independent, secure, and scalable datacenter and web server system with disaster recovery capability, as may be agreed between Spare Labs and Customer.

EXHIBIT B

Payment Schedule

Payment Schedule	Milestone
1	Base Platform Fee charged upon contract signing. Company to invoice Customer the following at the beginning of service launch on August 1, 2022: <ul style="list-style-type: none"> - Services Fees and base Service Capacity for the current year

Spare Master "Software as a Service" Agreement

Last Modified: February 17, 2021

THIS SPARE MASTER "SOFTWARE AS A SERVICE" AGREEMENT Agreement ("Agreement") is made and entered into between SPARE LABS INC ("Company") with a place of business at Suite 810, 815 W Hastings St, Vancouver, BC V6C 1B4, Canada, and customer stated in the applicable Order Form ("Customer") (individually a "**Party**"; collectively, the "**Parties**").

By agreeing to an Order Form referencing this Agreement or by accessing or using the Services offered by the Company, the Customer is confirming that the Customer has read, understood and accepted this Agreement. This Agreement can be updated from time to time in accordance with Section 2.5 below. Customer is responsible for regularly reviewing the most current version of this Agreement, which is published at: sparelabs.com/msa. When the Company changes this Agreement, Company will update the "Last Modified" date above.

RECITALS

1. WHEREAS, Company is in the business of providing software as a service with respect to certain business application software and related services; and
2. WHEREAS, Customer desires to utilize such applications on a "software as a service" basis, and both Parties desire that Company provide the services required and desire that all of the rights, duties, and obligations of the Parties be governed in accordance with the terms of this Agreement.

NOW, THEREFORE, based on the foregoing facts and in consideration of the mutual covenants and conditions contained in this Agreement, Company and Customer hereby agree as follows:

1. DEFINITIONS

1.1 Defined terms used in this Agreement shall have the meanings given in this Agreement, including in any applicable Order Form. 1.1.1 **"Order Form"** means a written document executed by the parties that specifies the Service, subscription period, Fees and any other additional commercial terms agreed by the parties; 1.1.2 **"Services"** means the subscription(s) pursuant to one or more Order Form(s) to the Company's transportation software as a service offering described in greater detail at sparelabs.com; 1.1.3 **"Term"** has the meaning given to in section 6.1.

2. SAAS SERVICES AND SUPPORT

2.1 Company shall provide the Services and such other functions and responsibilities specified in this Agreement and any applicable Order Form, as they may be supplemented, enhanced, modified or replaced, and all updates thereto, during the Term pursuant to the terms of this Agreement.

2.2 Order Forms are binding on the parties only when executed by each party. Customer's right to use the Services during the Term shall be in accordance with any additional conditions, restrictions or parameters specified in the Order Form(s) executed by the Parties. Services specified under an Order Form shall be provided during the term of that Order Form.

2.3 Subject to the terms of this Agreement, Company will use commercially reasonable efforts to provide Customer the Services in accordance with the Service Level Terms attached hereto as Exhibit A. As part of the registration process, Customer will identify an administrative user name and password for the Company account. Company reserves the right to refuse registration of, or cancel passwords it deems inappropriate.

2.4 Subject to the terms hereof, Company will provide Customer with reasonable technical support in accordance with the terms set forth in Exhibit B.

2.5 Amendment. Company may change any part of this Agreement (including any terms or documents incorporated by reference in this Agreement) at any

time by posting the revised terms on sparelabs.com/msa. It is important for Customer to review this Agreement before using Services and from time to time, though the Company will notify the Customer of any changes that, in Company's sole discretion, materially impact this Agreement. The updated Agreement will be effective as of the time of posting, or on such later date as may be specified in the updated Agreement, and Customer's continued use of the Services after any such changes are effective will constitute Customer's consent to such changes.

2.6 Customer shall ensure that each deployment of the Customer's service which incorporates the Service shall require any user of the Service to accept Company's (i) terms of use as set out at <https://sparelabs.com/en/terms-of-use/>; and (ii) privacy policy as set out <https://sparelabs.com/en/privacy-policy/>. Customer may impose additional terms of use and privacy policy provided that they do not purport to override the foregoing.

3. RESTRICTIONS AND RESPONSIBILITIES

3.1 Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third; or remove any proprietary notices or labels. With respect to any Software that is distributed or provided to Customer for use on Customer premises or devices, Company hereby grants Customer a non-exclusive, non-transferable, non-sublicensable license to use such Software during the Term only in connection with the Services.

3.2 Customer represents, covenants, and warrants that Customer will use the Services only in compliance with all applicable laws and regulations. Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without

limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services. Although Company has no obligation to monitor Customer's use of the Services, Company may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

3.3 Customer Responsibilities. The successful operation of the Service is dependent on Customer use of proper procedures and systems and input of correct data. Customer agrees that it shall have the sole responsibility for inputting, protecting and backing up their original data used in connection with the Service. The Customer is responsible for providing Spare Labs with the necessary information to appropriately integrate with the system and deliver all portions of the contract. Customer is solely responsible for the accuracy and adequacy of the information and data that it furnishes to Spare Labs for use with the Service, and Spare Labs is not responsible for reductions in Service quality due to Customer action or inaction.

3.4 Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

3.5 Customer shall comply with all applicable local, state, provincial, federal and foreign laws in using the Service.

3.6 Customer is solely responsible for (i) providing terms of service in respect of use of the Service by Customer's end users (which shall be an agreement solely between Customer and such end user); and (ii) obtaining the requisite permission from end users for the use, storage and processing of their personal information by Company through the provision of the Services.

4. CONFIDENTIALITY; PROPRIETARY RIGHTS

4.1 Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.

4.2 Customer shall own all right, title and interest in and to the Customer Data. Customer Data shall include all data entered by end users through the Service at Customer's request, but shall not include "tombstone" information of such end users such as user name, name, telephone number, email address and password ("Tombstone Information"). Company shall own and retain all right, title and interest in and to (a) the Services and Software, all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing; and (d) all Tombstone Information.

4.3 Notwithstanding anything to the contrary, Company shall have the right collect and analyze data and other information relating to the provision, use

and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings, and (ii) disclose such data solely in aggregate or other de-identified form in connection with its business. No rights or licenses are granted except as expressly set forth herein.

5. PAYMENT OF FEES

5.1 Customer will pay Company the then applicable fees described in any applicable Order Form for the Services with the terms therein (the "Fees"). If Customer's use of the Services exceeds the Service Capacity set forth on the Order Form or otherwise requires the payment of additional fees (per the terms of this Agreement), Customer shall be billed for such usage and Customer agrees to pay the additional fees in the manner provided herein. Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Term or then-current renewal term, upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's customer support department. All Fees are non-refundable once paid.

5.2 Company may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall

be responsible for all taxes associated with Services other than Canadian taxes based on Company's net income.

5.3 Company will be billed according to payment schedules set out in any applicable Order Form.

6. TERM AND TERMINATION

6.1 Subject to earlier termination as provided below, this Agreement will commence on the date you agree to an Order Form, and will continue in effect for the term described in such Order Form (the "Term"). Except as expressly stated otherwise in the applicable Order Form, each Order Form will automatically renew for subsequent one-year renewal periods unless the Customer or Company gives written notice of non-renewal at least sixty (60) days prior to the end of the then-current term. Notwithstanding the foregoing, in no event shall the term of this Agreement or any Order Form exceed the term agreed to in writing between Company and Customer.

6.2 In addition to any other remedies it may have, either party may also terminate this Agreement upon thirty (30) days' notice (or without notice in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

7. WARRANTY AND DISCLAIMER

7.1 Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily

unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

8. INDEMNITY

8.1 Company shall hold Customer harmless from liability to third parties resulting from infringement by the Service of any United States patent or any copyright or misappropriation of any trade secret, provided Company is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume sole control over defense and settlement; Company will not be responsible for any settlement it does not approve in writing. The foregoing obligations do not apply with respect to portions or components of the Service (i) not supplied by Company, (ii) made in whole or in part in accordance with Customer specifications, (iii) that are modified after delivery by Company, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where Customer continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where Customer's use of the Service is not strictly in accordance with this Agreement. If, due to a claim of infringement, the Services are held by a court of competent jurisdiction to be or are believed by Company to be infringing, Company may, at its option and expense (a) replace or modify the Service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Customer a

license to continue using the Service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Customer's rights hereunder and provide Customer a refund of any prepaid, unused fees for the Service.

9. LIMITATION OF LIABILITY

9.1 NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10. MISCELLANEOUS

10.1 If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sublicensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of

the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the Province of British Columbia, Canada without regard to its conflict of laws provisions. Customer otherwise agrees to reasonably cooperate with Company to serve as a reference account upon request.

EXHIBIT A

Service Level Terms

General Service Level Terms and Downtime Management:

The Services shall be available 99.9%, measured monthly, excluding scheduled maintenance. If Customer requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third party connections or utilities or other reasons beyond Company's control will also be excluded from any such calculation. Customer's sole and exclusive remedy, and Company's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than one hour, Company will credit Customer 0.3% of annual Service fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon as Customer (with notice to Company) recognizes that downtime is taking place, and

continues until the availability of the Services is restored. In order to receive downtime credit, Customer must notify Company in writing within 24 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service Fees in any one (1) calendar month in any event. Company will only apply a credit to the month in which the incident occurred. Company's blocking of data communications or other Service in accordance with its policies shall not be deemed to be a failure of Company to provide adequate service levels under this Agreement.

Incident Management:

If any service issue should arise throughout the duration of service, all issue shall be marked and prioritized as follows:

1. Fatal (Complete degradation -- 30 Minute response time during Support Hours (see Exhibit B)). All users and critical functions affected.
2. Severe (significant degradation -- 90 Minutes response time during Support Hours (see Exhibit B)). Large percentage of users or critical functions affected.
3. Medium (limited degradation -- 3 hour response time during Support Hours (see Exhibit B)). Limited number of users or non-critical functions affected. Business processes can continue.
4. Minor (small degradation -- 4 hour response time during Support Hours (see Exhibit B)). One user affected. Business processes can continue.

EXHIBIT B

Support Terms

Company will provide support to Customer via electronic mail, chat, and over phone on a twenty-four (24) hour, seven (7) days a week basis ("**Support Hours**").

Customer may initiate a helpdesk ticket during Support Hours by emailing support@sparelabs.com.

Company will use commercially reasonable efforts to respond to all helpdesk tickets within one business day.

**CITY OF CLOVIS
CONTRACT SERVICES AGREEMENT**

This Contract Services Agreement ("Agreement") is entered into between the City of Clovis, a California general law city ("City") and Spare Labs Inc. ("Contractor") with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on June 1, 2022 ("Effective Date").

RECITALS

City desires to obtain a transit planning and operations platform more fully described in **Exhibit A**, and, if applicable, as further set forth in the order form from Contractor attached as **Exhibit B**, which are incorporated herein by reference.

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

AGREEMENT

1. Scope of Services. Contractor shall perform the Services described in the Recitals and detailed in **Exhibits A & B**. Changes in the Scope of Services, including the work performed and/or deliverables produced, shall be made in writing, and particularly describe the changes in Services, including payment/costs and schedule/term, as applicable.

2. Priority and Conflicts; Exclusions. If the terms and requirements of this Agreement and/or **Exhibit A** conflict with **Exhibit B**, this Agreement and **Exhibit A** shall control. No contractual terms and/or conditions found in **Exhibit B** shall purport to waive, disclaim, or limit Contractor's liability indemnification obligations, warranties, damages for breach or delay, or any security, bonding, or insurance requirements, and any such provisions shall have no force or effect with respect to this Agreement and the Services performed by Contractor.

3. Term of Agreement; Commencement of Services; Schedule. The term of this Agreement shall commence on June 1, 2022, and Contractor shall begin performing the Services on that date, unless otherwise instructed by City. This Agreement shall terminate on May 31, 2025, unless extended beyond that date by mutual consent of the Parties, for a period not exceeding five (5) years. This Agreement may be terminated prior to the end of the term pursuant to Section 26 and 27 herein.

Contractor shall perform the Services according to the schedule set forth in **Exhibits A and/or B**, if applicable. If no schedule is set forth in **Exhibits A and/or B**, City and Contractor shall mutually agree on a schedule for performance of the Services and completion of any deliverables. The schedule shall be subject to modification based on the City's operational needs. City will notify Contractor in advance of any modification to the schedule.

4. Payment for Services. City shall pay Contractor for the Services performed pursuant to this Agreement according to the rate(s) stated in **Exhibit A** or in Contractor's Service Agreement, which is set forth in **Exhibit B**, as applicable. The total amount paid by City to Contractor shall not exceed two hundred ninety thousand dollars (\$290,000).

ATTACHMENT 3

The foregoing is inclusive of all labor, equipment, materials, costs and expenses, taxes, and overhead. City shall pay Contractor for Services satisfactorily performed pursuant to this Agreement. Contractor shall submit annual invoices to City containing detailed billing information regarding the Services provided and unless otherwise specified in **Exhibit A**, City shall tender payment to Contractor within thirty (30) days after receipt of invoice.

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

6. Acknowledgement. Contractor acknowledges, warrants, and represents that they have thoroughly investigated the scope of work to be provided by the Contractor and has examined all of the Exhibits, and all referenced reports, and has examined the installation site for equipment and/or materials which they have agreed to supply herein and is familiar with the local conditions which may affect their manufacture and delivery of said equipment and that except as provided for herein, he will make no claims for additional compensation over and above as set forth in the bidding documents and Exhibits.

7. Qualifications. Contractor represents that Contractor has the qualifications and skills necessary to perform the services under this Agreement in a competent, professional manner, without the advice or direction of City. This means Contractor is able to fulfill the requirements of this Agreement. Failure to perform all the services required under this Agreement constitutes a material breach of the Agreement. Contractor has complete and sole discretion for the manner in which the work under this Agreement will be performed.

8. Key Personnel. Contractor agrees and designates the following Project team members as "Key Personnel:

- CEO: Kristoffer Vik Hansen
- Director of Partner Success: Quinn Kliman
- Growth Manager: Rob Precious

Contractor agrees that said Key Personnel and other staff will be able to dedicate the necessary amount of their time to the Services, as needed, for the successful and timely completion of the Project.

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

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

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

12. Drug Free Workplace. Contractor acknowledges that City has adopted a policy of maintaining a drug free workplace and Contractor agrees to abide by the provisions of City's substance abuse policy provide to Contractor under separate cover. Violation of this provision may result in immediate termination of this Agreement.

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

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

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

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

Contractor's disagreement over the amount to be paid for extra work shall not relieve Contractor of the obligation to continue to perform all the Work on the Project as required in **Exhibits A and B**.

21. System Acceptance. System acceptance testing shall include Contractor and City staff and will occur per the testing plan mutually agreed upon by the Contractor and City. System acceptance tests will exercise all system components according to an acceptance test plan developed by the Contractor and approved by City.

Tests conducted by the Contractor may not prevent the ongoing operation of City unless previously approved by City. The Contractor shall maintain and submit complete records of all test results.

22. Final Acceptance of Full System Deployment. Final Acceptance for the Full System Deployment ("Final Acceptance") will be granted after thirty (30) calendar days of continuous achievement of the acceptance metrics and error-free production operation of the System from the System Go-Live date.

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

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

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

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

- a. Termination by City: For Convenience. City may at its discretion terminate this Agreement for convenience and without cause upon fourteen (14) days prior written notice to Contractor. Upon receipt of a termination notice pursuant to this subsection, Contractor shall promptly discontinue all Services affected, unless the notice directs otherwise.
- b. Termination by City or Contractor: For Cause. Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party of a material breach, and a failure within that time period to cure or commence reasonable steps to cure the breach.

- c. Compensation to Contractor Upon Termination. Contractor shall be paid compensation for Services satisfactorily performed prior to notice of termination. As to any phase partially performed but for which the applicable portion of Contractor's compensation has not become due, Contractor shall be paid the reasonable value of its Services provided. However, in no event shall such payment when added to any other payment due under the applicable part of the work exceed the total compensation of such part as specified Section 4. In the event of termination due to Contractor's failure to perform in accordance with the terms of this Agreement through no fault of City, City may withhold an amount that would otherwise be payable as an offset to City's damages caused by such failure. In the event of termination for convenience by City, Contractor will charge City, and City will pay, an early termination charge equal to 10% of the annual fee for the terminated Services, multiplied by the number of years remaining in the term of this Agreement at the date of termination.

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

27. Default/Material Breach. If either party defaults in the performance of this Agreement or materially breaches any of its provisions, the non-breaching party may terminate this Agreement by giving written notification to the breaching party. Termination will take effect immediately on receipt of notice by the breaching party or five (5) days after mailing of notice, whichever occurs first. For purposes of this paragraph, material breach of this Agreement includes, but is not limited to, the following:

- a. City's failure to pay Contractor any undisputed compensation due within thirty (30) days after written demand for payment;
- b. Contractor's failure to complete the Project;
- c. Contractor's material breach of any representation or agreement contained herein, and failure to commence actions to correct such breach within thirty (30) days of written notice by City; or
- d. City's material breach of any representation or agreement contained in this Agreement, and failure to commence actions to correct such breach within thirty (30) days of written notice by the Contractor.

28. Insurance. Contractor shall satisfy the insurance requirements set forth in **Exhibit C**.

29. Limitation of Liability. Notwithstanding anything to the contrary, except for bodily injury of a person, indemnification obligations, breach of applicable laws, gross negligence or willful misconduct, Contractor and its suppliers (including but not limited to all equipment and technology suppliers), officers, affiliates, representatives, contractors and employees shall not be responsible or liable with respect to any subject matter of this agreement or terms and conditions related thereto under any contract, negligence, strict liability or other theory: (a) for any indirect, exemplary, incidental, special or consequential damages; (b) for any matter beyond company's reasonable control; or (c) for any amounts that, together with amounts associated with all other claims, exceed the fees paid by customer to company for the services under this agreement in the 12 months prior to the act that gave rise to the liability, in

each case, whether or not company has been advised of the possibility of such damages. In the event of bodily injury of a person, breach of applicable laws, gross negligence or willful misconduct, this limitation of liability shall not apply. This limitation of liability shall in no way limit Contractor's indemnity obligations as set forth in Section 30 below.

30. Indemnity and Defense. Notwithstanding anything to the contrary, Contractor hereby agrees to indemnify, defend and hold the City, its officials, officers, employees, agents, and volunteers harmless from and against all third party 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 negligent acts, errors or , omissions of Contractor or its subcontractors relating to the performance of Services described herein to the fullest extent permitted by law, unless the injuries or damages are the result of City's sole negligence or willful misconduct, subject to any limitations imposed by law. Contractor and City agree that said indemnity and defense obligations shall survive the expiration or termination of this Agreement for any items specified herein that arose or occurred during the term of this Agreement. City shall cooperate with Contractor in the defense of any such claim.

31. Risk of Loss. Contractor shall bear the risk of loss or injury or damage to their work until such time as City has, by written formal acceptance, accepted said work. For the purposes of this section, the work does not include any existing property of City, unless said existing property is modified by the Project. City's acceptance shall occur when the Project has successfully tested and complies with the requirements contained in **Exhibits A and B**. During the time period which Contractor must bear the risk of loss, Contractor shall rebuild, repair, restore, and replace and make good all injuries or damage to such work, and shall bear the expenses thereof, except for such injuries or damages as are occasioned by acts of federal government or public entity., and only to the extent of five percent (5%) of the Agreement amount where such injuries or damages are proximately caused by an act of God within the meaning of California Public Contract Code Section 7105.

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

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

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

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

- b. Delivered by e-mail to a known address of the party to whom it is directed provided the e-mail is accompanied by an acknowledgment of receipt by the other party. Service shall be deemed the date of acknowledgement.
 - c. Delivery by a reliable overnight delivery service (ex., Federal Express) received, and addressed to the addressees set forth below the signatories to this Agreement. Service shall be deemed the date of delivery.
 - d. Delivery by deposit in the United States mail, first class, postage prepaid. Service shall be deemed delivered ninety-six (96) hours after deposit.
35. Entire Agreement. This Agreement, including the Exhibits and any other attachments, represents the entire Agreement between City and Contractor, and supersedes all prior negotiations, representations or agreements, either written or oral with respect to the subject matter herein. This Agreement may be amended only by written instrument signed by both City and Contractor.
36. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
37. Authority. The signatories to this Agreement warrant and represent that they have the legal right, power, and authority to execute this Agreement and bind their respective entities. Evidence of Contractor's authority is attached as **Exhibit D**.
38. Severability. In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.
39. Applicable Law and Interpretation and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party. This Agreement is entered into by City and Contractor in the County of Fresno, California. Contractor shall perform the Services required under this Agreement in the County of Fresno, California. Thus, in the event of litigation, venue shall only lie with the appropriate state or federal court in Fresno County.
40. Amendments and Waiver. This Agreement shall not be modified or amended in any way, and no provision shall be waived, except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.
41. Third Party Beneficiaries. Nothing in this Agreement shall be construed to confer any rights upon any party not a signatory to this Agreement.
42. 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.

43. Alternative Dispute Resolution. If a dispute arises out of or relating to this Agreement, or the alleged breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation. The mediator shall be mutually selected by the parties, but in case of disagreement, the mediator shall be selected by lot from among two (2) nominations provided by each party. All costs and fees required by the mediator shall be split equally by the parties, otherwise each party shall bear its own costs of mediation. If mediation fails to resolve the dispute within thirty (30) days, either party may pursue litigation to resolve the dispute.

Demand for mediation shall be in writing and delivered to the other party to this Agreement. A demand for mediation shall be made within reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such a claim, dispute or other matter in question would be barred by California statutes of limitations.

44. Non-Discrimination. Contractor shall not discriminate on the basis of any protected class under federal or State law in the provision of the Services or with respect to any Contractor employees or applicants for employment. Contractor 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.

45. Performance Requirements. Notwithstanding, and in addition to the provisions of, Sections 26 and 27 of this Agreement, if the Services performed hereunder are not in conformity with the requirements of this Agreement and other pertinent documents, City shall have the right to require Contractor to correct the work in conformity with the requirements of this Agreement at no additional increase in the payment to Contractor. Contractor shall promptly correct the work rejected by City for failing to conform to the requirements of the Agreement. Remedy for non-compliance or non-performance shall commence within twenty-four (24) hours of notice. City shall also have the right to require Contractor to take all necessary steps to ensure future performance of the Services in conformity with the requirements of this Agreement. In the event Contractor fails to correct the work or fails to take necessary steps to ensure future performance of the Services in conformity with the requirements of this Agreement, City shall have the right to immediately terminate this Agreement for default.

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

CONTRACTOR

CITY OF CLOVIS

By: _____

By: _____
John Holt, City Manager

Date: _____

Date: _____

Party Identification and Contact Information:

Contractor

Spare Labs Inc.
Attn: Kristoffer Vik Hansen
CEO
815 W Hastings St., Ste 810
Vancouver, BC V6C 1B4 Canada
kristoffer@sparelab.com
(855) 551-0585

City of Clovis

General Services - Transit
Attn: Bethany Berube
Transit Supervisor
155 N Sunnyside Ave.
Clovis, CA 93612
bethanyb@cityofclovis.com
(559) 324-2771

ATTEST

Karey Cha, City Clerk

APPROVED AS TO FORM

Scott G. Cross, City Attorney

EXHIBIT A

DESCRIPTION OF SERVICES

SCOPE OF SERVICES

Contractor will deploy the Spare Platform (Software-as-a-Service “SaaS”) with the Spare Pooled OnDemand (Spare Driver app, Spare Rider app, Spare Open API, and Spare Platform administration panel), and Spare Smart Matching and Dispatching Algorithm (Spare Engine) on an independent, secure, and scalable datacenter and web server system with disaster recovery capability.

The Spare Platform with Spare Pooled OnDemand will manage, dispatch, and handle bookings for pooled on-demand and scheduled transportation for the City.

Contractor will provide service for a minimum of seventeen to twenty (17-20) simultaneously active vehicles in service per day.

Contractor will provide a Voice Package which includes:

- Spare Automated Phone Notifications: a phone call notification feature that sends an automated phone call notification to riders
- Spare Driver-Rider VOIP: a voice-over-internet-protocol (VOIP) rider calling feature embedded in the Spare Driver iOS and Android applications.
- Spare Pay IVR: an integrated-voice-response (IVR) feature that collects card payment information from users over-the-phone using an automated phone call mechanism that is triggered from the Spare Platform web-portal.

Contractor will supply administrative user accounts to the City with proper privileges on the Spare Platform system.

Contractor will supply administrator training through a two-hour training course via webinar. Training will be set at an agreed upon time that is convenient for City.

Contractor will supply documentation on the Spare Platform, including the web-based administration panel, the Spare Open API, and the Spare Driver app.

SERVICE LEVEL TERMS

General Service Level Terms and Downtime Management:

The Services shall be available 99.9%, measured monthly, excluding scheduled maintenance. If City requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third-party connections or utilities or other reasons beyond Contractor’s control will also be excluded from any such calculation. The City's sole and exclusive remedy, and Contractor's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than one hour, Contractor will credit City 0.3% of annual Service fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon

as City (with notice to Contractor) recognizes that downtime is taking place, and continues until the availability of the Services is restored. In order to receive downtime credit, City must notify Contractor in writing within 24 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service Fees in any one (1) calendar month in any event. Contractor will only apply a credit to the month in which the incident occurred. Contractor’s blocking of data communications or other Service in accordance with its policies shall not be deemed to be a failure of Company to provide adequate service levels under this Agreement.

Incident Management:

If any service issue should arise throughout the duration of service, all issue shall be marked and prioritized as follows:

1. Fatal (Complete degradation – thirty (30) minute response time during Support Hours (see Support Terms)). All users and critical functions affected.
2. Severe (significant degradation – ninety (90) minutes response time during Support Hours (see Support Terms)). Large percentage of users or critical functions affected.
3. Medium (limited degradation – three (3) hour response time during Support Hours (see Support Terms)). Limited number of users or non-critical functions affected. Business processes can continue.
4. Minor (small degradation – four (4) hour response time during Support Hours (see Support Terms)). One user affected. Business processes can continue.

Support Terms:

Contractor will provide support to City via electronic mail, chat, and over phone on a twenty-four (24) hour, seven (7) days a week basis (“Support Hours”).

City may initiate a helpdesk ticket during Support Hours by emailing support@sparelabs.com. Contractor will use commercially reasonable efforts to respond to all helpdesk tickets within one business day.

COMPENSATION AND RATES

Contractor shall be compensated according to the following rates/fees:

Services:	Year 1	Year 2	Year 3	Year 4	Year 5
Base Platform	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
Service Capacity (based on 17-20 simultaneously active vehicles)	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000
Voice Package (based on 17-20 simultaneously active vehicles)	\$6,120	\$6,120	\$6,120	\$6,120	\$6,120
Implementation Fee	\$0				
Annual Total	\$50,620	\$50,620	\$50,620	\$50,620	\$50,620

Miscellaneous Fees/Services:	Fee
Travel – Airfare/Ground	Cost + 10%
Accommodation/Meals	Cost + 10%
On-site Integration and Training	\$150 per hour
Bespoke Customization works, as agreed between Contractor and City	\$150 per hour
Additional Service Capacity	\$2000 per vehicle per year
Additional Voice Package	\$360 per vehicle per year
Spare Multimodal Application (Under 10 Fixed Route Vehicles)	\$12,000 per year

Contractor will not initiate miscellaneous services unless written pre-approval has been provided by City.

These rates/fees represent the total cost for all Services provided under this Agreement, including labor, equipment, materials, costs and expenses, taxes, and overhead, to be paid for Services satisfactorily performed.

Total compensation, including expense reimbursement, shall not exceed:

CONTRACT TOTAL: \$290,000

EXHIBIT B CONTRACTOR'S PROPOSAL

Tiers - Vehicles in Service	Spare Platform fee billed Yearly
	Fee billed Yearly
Up to 17 simultaneously active vehicles (minimum)	US\$2,000 per year for each vehicle (*Discounted from \$3,500 per vehicle per year)

Item	Charge Rate
Travel – Airfare / Ground	Cost + 10%
Accommodation / Meals	Cost + 10%

ORDER FORM #SL-4457

The terms and conditions set out at sparelabs.com/msa (“Agreement”) apply to this Oder Form (“Order Form”) between SPARE LABS INC (“Company”) and City of Clovis as (“Customer”) with a place of business at 1033 Fifth Street, CA 93612, United States (collectively the “Parties” or individually a “Party”). The effective date of this Order Form is April 20, 2022 (“Order Form Effective Date”).

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, Company and Customer hereby agree as follows:

Services: Spare Platform (SaaS) with Spare Pooled OnDemand (“Spare Pooled OnDemand”), which manages, dispatches and handles bookings for pooled on-demand and scheduled transportation. (the “Service(s)”).	
Service Fees: US \$10,500 Base Platform Fee, charged on an annual basis. Minimum 17 simultaneous active vehicles charged at the rates below on a yearly basis.	Initial Term: 36 months, commencing on August 1, 2022. Yearly optional extensions available after July 31, 2025 to a maximum of 5 years.
Service Capacity: Dedicated On-Demand Vehicles (vehicles owned or contracted by the agency): Minimum 17 vehicles at the rates below. Includes access to the Spare Driver app, Spare Platform administration panel, system administrator training, and Spare Open API. Spare charges for the maximum simultaneously active vehicles in service during the day, not for each vehicle in the fleet. Customer will be charged according to the following schedule, on a yearly basis.	

Implementation Services: Company will use commercially reasonable efforts to provide Customer the services described in the Statement of Work (“SOW”), and Customer shall pay Company the Implementation Fee (as defined below), in advance, in accordance with the terms herein.

Implementation Fee (one-time): US\$0
(*discounted from \$10,000)

Miscellaneous Charges: Spare Labs will not initiate these miscellaneous costs, unless written pre-approval has been provided by the Customer.

On-site integration and training	US \$150/hr
Bespoke Customization works, as agreed between Spare and Customer	US \$150/hr
Voice Package (optional)	
Includes:	
- A phone call notification feature for Spare Platform that sends an automated phone call notification to riders (a.k.a. "Spare Automated Phone Notifications")	
- A voice-over-internet protocol (VOIP) rider calling feature embedded in the Spare Driver iOS and Android applications (a.k.a. "Spare Driver-Rider VOIP")	
- An integrated-voice-response (IVR) feature that collects card payment information from users over-the-phone using an automated phone call mechanism that is triggered from the Spare Platform web-portal (a.k.a. "Spare Pay IVR")	
Item	Charge Rate
Voice package (per vehicle) – Up to 20 active vehicles	\$30/vehicle/month (*discounted from \$70/month)

Spare Multimodal Application (optional)

Under 10 Fixed Route Vehicles, \$1k/month for Multimodal Trip Planning.
(*discounted from \$5K/month for 50 routes)

Additional Terms:

By signing this Order Form, you agree to: (a) purchase the products and services pursuant to the terms and fees set forth herein; (b) pay the Services Fees (and applicable sales and use taxes) and authorize Company to submit invoices for such payment; and (c) be bound by the terms and conditions in the Agreement. This Order Form will renew as set forth in the Terms, unless expressly stated otherwise herein.

Note that discounted pricing is valid until May 31, 2022

IN WITNESS WHEREOF, the Parties hereto have executed this Order Form as of the Order Form Effective Date.

Spare Labs Inc	City of Clovis
By Name: Title:	By Name: Title:

Email(s) for sending invoices to and special invoicing instructions:

Nick Chin <nickc@ci.clovis.ca.us> Bethany Berube <BethanyB@ci.clovis.ca.us>

EXHIBIT A

Statement of Work

Provisioning of Administrator User Accounts

Company will supply administrative user accounts with proper privileges to administrators of the Spare Platform system, as may be agreed between Company and Customer. Users and customers of Spare Platform are bound by Spare Platform terms, as outlined at <https://sparelabs.com/en/legal>, and Spare Open API terms, as outlined at <https://sparelabs.com/docs>.

Customer Training (On-site or via Webinar)

Company will supply administrator training through a two-hour training course via webinar. Training can be set at a time convenient for Customer, as may be agreed between Company and Customer.

Supply Service Documentation

Company will supply documentation on the Spare Platform, including the web-based administration panel, the Spare Open API, and the Spare Driver app, as may be agreed between Company and Customer.

Service Provisioning

Spare Labs will deploy the Spare Platform with the Spare Pooled OnDemand (Spare Driver app, Spare Rider app, Spare Open API, and Spare Platform administration panel), and Spare Smart Matching and Dispatching Algorithm (Spare Engine) on an independent, secure, and scalable datacenter and web server system with disaster recovery capability, as may be agreed between Spare Labs and Customer.

EXHIBIT B

Payment Schedule

Payment Schedule	Milestone
1	Base Platform Fee charged upon contract signing. Company to invoice Customer the following at the beginning of service launch on August 1, 2022: <ul style="list-style-type: none"> - Services Fees and base Service Capacity for the current year

Spare Master "Software as a Service" Agreement

Last Modified: February 17, 2021

THIS SPARE MASTER "SOFTWARE AS A SERVICE" AGREEMENT Agreement ("Agreement") is made and entered into between SPARE LABS INC ("Company") with a place of business at Suite 810, 815 W Hastings St, Vancouver, BC V6C 1B4, Canada, and customer stated in the applicable Order Form ("Customer") (individually a "Party"; collectively, the "Parties").

By agreeing to an Order Form referencing this Agreement or by accessing or using the Services offered by the Company, the Customer is confirming that the Customer has read, understood and accepted this Agreement. This Agreement can be updated from time to time in accordance with Section 2.5 below. Customer is responsible for regularly reviewing the most current version of this Agreement, which is published at: sparelabs.com/msa. When the Company changes this Agreement, Company will update the "Last Modified" date above.

RECITALS

1. WHEREAS, Company is in the business of providing software as a service with respect to certain business application software and related services; and
2. WHEREAS, Customer desires to utilize such applications on a "software as a service" basis, and both Parties desire that Company provide the services required and desire that all of the rights, duties, and obligations of the Parties be governed in accordance with the terms of this Agreement.

NOW, THEREFORE, based on the foregoing facts and in consideration of the mutual covenants and conditions contained in this Agreement, Company and Customer hereby agree as follows:

1. DEFINITIONS

1.1 Defined terms used in this Agreement shall have the meanings given in this Agreement, including in any applicable Order Form. 1.1.1 **“Order Form”** means a written document executed by the parties that specifies the Service, subscription period, Fees and any other additional commercial terms agreed by the parties; 1.1.2 **“Services”** means the subscription(s) pursuant to one or more Order Form(s) to the Company’s transportation software as a service offering described in greater detail at sparelabs.com; 1.1.3 **“Term”** has the meaning given to in section 6.1.

2. SAAS SERVICES AND SUPPORT

2.1 Company shall provide the Services and such other functions and responsibilities specified in this Agreement and any applicable Order Form, as they may be supplemented, enhanced, modified or replaced, and all updates thereto, during the Term pursuant to the terms of this Agreement.

2.2 Order Forms are binding on the parties only when executed by each party. Customer’s right to use the Services during the Term shall be in accordance with any additional conditions, restrictions or parameters specified in the Order Form(s) executed by the Parties. Services specified under an Order Form shall be provided during the term of that Order Form.

2.3 Subject to the terms of this Agreement, Company will use commercially reasonable efforts to provide Customer the Services in accordance with the Service Level Terms attached hereto as Exhibit A. As part of the registration process, Customer will identify an administrative user name and password for the Company account. Company reserves the right to refuse registration of, or cancel passwords it deems inappropriate.

2.4 Subject to the terms hereof, Company will provide Customer with reasonable technical support in accordance with the terms set forth in Exhibit B.

2.5 Amendment. Company may change any part of this Agreement (including any terms or documents incorporated by reference in this Agreement) at any time by posting the revised terms on sparelabs.com/msa. It is important for Customer to review this Agreement before using Services and from time to time, though the

Company will notify the Customer of any changes that, in Company's sole discretion, materially impact this Agreement. The updated Agreement will be effective as of the time of posting, or on such later date as may be specified in the updated Agreement, and Customer's continued use of the Services after any such changes are effective will constitute Customer's consent to such changes.

2.6 Customer shall ensure that each deployment of the Customer's service which incorporates the Service shall require any user of the Service to accept Company's (i) terms of use as set out at <https://sparelabs.com/en/terms-of-use/>; and (ii) privacy policy as set out <https://sparelabs.com/en/privacy-policy/>. Customer may impose additional terms of use and privacy policy provided that they do not purport to override the foregoing.

3. RESTRICTIONS AND RESPONSIBILITIES

3.1 Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third; or remove any proprietary notices or labels. With respect to any Software that is distributed or provided to Customer for use on Customer premises or devices, Company hereby grants Customer a non-exclusive, non-transferable, non-sublicensable license to use such Software during the Term only in connection with the Services.

3.2 Customer represents, covenants, and warrants that Customer will use the Services only in compliance with all applicable laws and regulations. Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services. Although Company has no obligation to monitor Customer's use of the Services, Company may do so and may prohibit any use of the Services it believes may be (or alleged to be) in

violation of the foregoing.

3.3 Customer Responsibilities. The successful operation of the Service is dependent on Customer use of proper procedures and systems and input of correct data. Customer agrees that it shall have the sole responsibility for inputting, protecting and backing up their original data used in connection with the Service. The Customer is responsible for providing Spare Labs with the necessary information to appropriately integrate with the system and deliver all portions of the contract. Customer is solely responsible for the accuracy and adequacy of the information and data that it furnishes to Spare Labs for use with the Service, and Spare Labs is not responsible for reductions in Service quality due to Customer action or inaction.

3.4 Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

3.5 Customer shall comply with all applicable local, state, provincial, federal and foreign laws in using the Service.

3.6 Customer is solely responsible for (i) providing terms of service in respect of use of the Service by Customer's end users (which shall be an agreement solely between Customer and such end user); and (ii) obtaining the requisite permission from end users for the use, storage and processing of their personal information by Company through the provision of the Services.

4. CONFIDENTIALITY; PROPRIETARY RIGHTS

4.1 Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial

information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.

4.2 Customer shall own all right, title and interest in and to the Customer Data. Customer Data shall include all data entered by end users through the Service at Customer's request, but shall not include "tombstone" information of such end users such as user name, name, telephone number, email address and password ("Tombstone Information"). Company shall own and retain all right, title and interest in and to (a) the Services and Software, all improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing; and (d) all Tombstone Information.

4.3 Notwithstanding anything to the contrary, Company shall have the right collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings, and (ii) disclose such data solely in aggregate or other

de-identified form in connection with its business. No rights or licenses are granted except as expressly set forth herein.

5. PAYMENT OF FEES

5.1 Customer will pay Company the then applicable fees described in any applicable Order Form for the Services with the terms therein (the “Fees”). If Customer’s use of the Services exceeds the Service Capacity set forth on the Order Form or otherwise requires the payment of additional fees (per the terms of this Agreement), Customer shall be billed for such usage and Customer agrees to pay the additional fees in the manner provided herein. Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees at the end of the Term or then-current renewal term, upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company’s customer support department. All Fees are non-refundable once paid.

5.2 Company may choose to bill through an invoice, in which case, full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than Canadian taxes based on Company’s net income.

5.3 Company will be billed according to payment schedules set out in any applicable Order Form.

6. TERM AND TERMINATION

6.1 Subject to earlier termination as provided below, this Agreement will commence on the date you agree to an Order Form, and will continue in effect for the term

described in such Order Form (the “Term”). Except as expressly stated otherwise in the applicable Order Form, each Order Form will automatically renew for subsequent one-year renewal periods unless the Customer or Company gives written notice of non-renewal at least sixty (60) days prior to the end of the then-current term. Notwithstanding the foregoing, in no event shall the term of this Agreement or any Order Form exceed the term agreed to in writing between Company and Customer.

6.2 In addition to any other remedies it may have, either party may also terminate this Agreement upon thirty (30) days’ notice (or without notice in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

7. WARRANTY AND DISCLAIMER

7.1 Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company’s reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED “AS IS” AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

8. INDEMNITY

8.1 Company shall hold Customer harmless from liability to third parties resulting from infringement by the Service of any United States patent or any copyright or misappropriation of any trade secret, provided Company is promptly notified of any and all threats, claims and proceedings related thereto and given reasonable assistance and the opportunity to assume sole control over defense and settlement; Company will not be responsible for any settlement it does not approve in writing. The foregoing obligations do not apply with respect to portions or components of the Service (i) not supplied by Company, (ii) made in whole or in part in accordance with Customer specifications, (iii) that are modified after delivery by Company, (iv) combined with other products, processes or materials where the alleged infringement relates to such combination, (v) where Customer continues allegedly infringing activity after being notified thereof or after being informed of modifications that would have avoided the alleged infringement, or (vi) where Customer's use of the Service is not strictly in accordance with this Agreement. If, due to a claim of infringement, the Services are held by a court of competent jurisdiction to be or are believed by Company to be infringing, Company may, at its option and expense (a) replace or modify the Service to be non-infringing provided that such modification or replacement contains substantially similar features and functionality, (b) obtain for Customer a license to continue using the Service, or (c) if neither of the foregoing is commercially practicable, terminate this Agreement and Customer's rights hereunder and provide Customer a refund of any prepaid, unused fees for the Service.

9. LIMITATION OF LIABILITY

9.1 NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF

SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10. MISCELLANEOUS

10.1 If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sublicensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or registered mail, return receipt requested. This Agreement shall be governed by the laws of the Province of British Columbia, Canada without regard to its conflict of laws provisions. Customer otherwise agrees to reasonably cooperate with Company to serve as a reference account upon request.

EXHIBIT A**Service Level Terms****General Service Level Terms and Downtime Management:**

The Services shall be available 99.9%, measured monthly, excluding scheduled maintenance. If Customer requests maintenance during these hours, any uptime or downtime calculation will exclude periods affected by such maintenance. Further, any downtime resulting from outages of third party connections or utilities or other reasons beyond Company's control will also be excluded from any such calculation. Customer's sole and exclusive remedy, and Company's entire liability, in connection with Service availability shall be that for each period of downtime lasting longer than one hour, Company will credit Customer 0.3% of annual Service fees for each period of 30 or more consecutive minutes of downtime; provided that no more than one such credit will accrue per day. Downtime shall begin to accrue as soon as Customer (with notice to Company) recognizes that downtime is taking place, and continues until the availability of the Services is restored. In order to receive downtime credit, Customer must notify Company in writing within 24 hours from the time of downtime, and failure to provide such notice will forfeit the right to receive downtime credit. Such credits may not be redeemed for cash and shall not be cumulative beyond a total of credits for one (1) week of Service Fees in any one (1) calendar month in any event. Company will only apply a credit to the month in which the incident occurred. Company's blocking of data communications or other Service in accordance with its policies shall not be deemed to be a failure of Company to provide adequate service levels under this Agreement.

Incident Management:

If any service issue should arise throughout the duration of service, all issue shall be marked and prioritized as follows:

1. Fatal (Complete degradation -- 30 Minute response time during Support Hours (see Exhibit B)). All users and critical functions affected.
2. Severe (significant degradation -- 90 Minutes response time during Support Hours (see Exhibit B)). Large percentage of users or critical functions affected.

3. Medium (limited degradation -- 3 hour response time during Support Hours (see Exhibit B)). Limited number of users or non-critical functions affected. Business processes can continue.
4. Minor (small degradation -- 4 hour response time during Support Hours (see Exhibit B)). One user affected. Business processes can continue.

EXHIBIT B**Support Terms**

Company will provide support to Customer via electronic mail, chat, and over phone on a twenty-four (24) hour, seven (7) days a week basis ("**Support Hours**").

Customer may initiate a helpdesk ticket during Support Hours by emailing support@sparelabs.com.

Company will use commercially reasonable efforts to respond to all helpdesk tickets within one business day.

EXHIBIT C

INSURANCE REQUIREMENTS

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

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

(i) **General Liability Insurance** (including operations, products and completed operations coverages) in an amount not less than two million dollars (\$2,000,000.00) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

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

(iii) **Automobile Liability Insurance** in an amount not less than one million dollars (\$1,000,000.00) per accident for bodily injury and property damage.

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT D SIGNING AUTHORITY



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: May 16, 2022

SUBJECT: Planning and Development Services – Approval – Res. 22-____, Adopt a list of projects funded by SB1: The Road Repair and Accountability Act.

ATTACHMENTS: 1. Resolution 22-____
2. Vicinity Map

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to approve a resolution to adopt a list of projects funded by Senate Bill (SB) 1: The Road Repair and Accountability Act.

EXECUTIVE SUMMARY

Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds from the Controller in a fiscal year, a city or county must submit to the California Transportation Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting [SHC 2034(a)(1)].

Pursuant to SHC Section 2034(a)(1) a resolution of the list for SB1 funding is submitted for adoption. The project list submitted is for eight street sections that have been called out in the 2022-2023 Five-year Community Investment Program (CIP), specifically the 2022-2023 fiscal year. The eight Projects are:

- 1) Gettysburg Avenue Street Improvements from Sierra Vista Parkway to Clovis Avenue
- 2) Ashlan Avenue Street Improvements from DeWolf to Locan Avenues
- 3) Clovis Avenue Street Improvements from Shepherd to Teague Avenues
- 4) Barstow Avenue Street Improvements from Villa to Minnewawa Avenues
- 5) Armstrong Avenue Street Improvements from Bullard to Sierra Avenues
- 6) Barstow Avenue Street Improvements from Sunnyside to Fowler Avenues
- 7) Bullard Avenue Street Improvements from Villa to Minnewawa Avenues
- 8) Sunnyside Avenue Street Improvements from Barstow to Shaw Avenues

BACKGROUND

On April 28, 2017, the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system, SB 1: increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

Beginning November 1, 2017, the State Controller (Controller) started to deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission (Commission).

Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution by the city council at a regular public meeting [SHC 2034(a)(1)].

Pursuant to SHC Section 2034(a)(1) a resolution of the list for SB1 funding is submitted for adoption. The project list submitted is for eight street sections that have been called out in the 2022-2023 Five-year Community Investment Program (CIP), specifically the 2022-2023 fiscal year. The eight Projects are:

- 1) Gettysburg Avenue Street Improvements from Sierra Vista Parkway to Clovis Avenue
- 2) Ashlan Avenue Street Improvements from DeWolf to Locan Avenues
- 3) Clovis Avenue Street Improvements from Shepherd to Teague Avenues
- 4) Barstow Avenue Street Improvements from Villa to Minnewawa Avenues
- 5) Armstrong Avenue Street Improvements from Bullard to Sierra Avenues
- 6) Barstow Avenue Street Improvements from Sunnyside to Fowler Avenues
- 7) Bullard Avenue Street Improvements from Villa to Minnewawa Avenues
- 8) Sunnyside Avenue Street Improvements from Barstow to Shaw Avenues

The projects on the list have been chosen by using the City of Clovis Pavement Management System and are programed in the CIP five-year budget.

FISCAL IMPACT

The estimated cost for the eight projects submitted for the SB1 list is \$7.47 million. The projects will be included in the 2022-2023 CIP budget. The SB1 funding the city has received in previous years along with the estimated amount we will receive through 2022-2023 is enough funding to cover the estimated cost of the eight projects. The City of Clovis will receive an estimated

\$2,523,500 in RMRA funding in Fiscal Year 2021-22 and an estimated \$2,777,000 in RMRA funding in Fiscal Year 2022-23 from SB 1. The estimated funding received in subsequent years is expected to increase by a small percentage each year.

REASON FOR RECOMMENDATION

To be eligible to receive the City of Clovis' apportionment of RMRA funding from the State Controller this fiscal year.

ACTIONS FOLLOWING APPROVAL

Staff will submit the SB1 project list and resolution to the California Transportation Commission pursuant to SHC Section 2034(a)(1).

Prepared by: Thad Avery, Supervising Civil Engineer

Reviewed by: City Manager AH

RESOLUTION 22-__

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CLOVIS TO ADOPT A LIST OF PROJECTS FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Clovis are aware of the projects proposed for funding and which projects have been completed each fiscal year; and

WHEREAS, the City of Clovis must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City of Clovis budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Clovis, will receive an estimated \$2,777,000 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, the City of Clovis used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Clovis maintain and rehabilitate 217 streets, 18 bridges, add active transportation infrastructure throughout the City of Clovis this year and hundreds of similar projects into the future; and

WHEREAS, the 2016 California Statewide Local Streets and Roads Needs Assessment found that the City of Clovis' streets and roads are in an "good" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "excellent" condition; and

WHEREAS, without revenue from SB 1, the City of Clovis, would have otherwise been postponing projects throughout the community; and

WHEREAS, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

WHEREAS, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes of delay can be a matter of life and death; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive benefit statewide.

NOW, THEREFORE BE IT RESOLVED AND ORDERED, as follows:

1. The foregoing recitals are true and correct.
2. The City of Clovis is adopting the following list of projects planned to be funded in fiscal year 2022-2023 with Road Maintenance and Rehabilitation Account revenues:
 - a. Gettysburg Avenue Street Improvements from Sierra Vista Parkway to Clovis Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2020-2021 & 2022-2023 fiscal years with anticipated construction in 2023.
 - b. Ashlan Avenue Street Improvements from DeWolf Avenue to Locan Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2021-2022 & 2022-2023 fiscal years with anticipated construction in 2022.
 - c. Barstow Avenue Street Improvements from Villa Avenue to Minnewawa Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2021-2022 & 2022-2023 fiscal years with anticipated construction in 2023.
 - d. Clovis Avenue Street Improvements from Shepherd Avenue to Teague Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2021-2022 & 2022-2023 fiscal years with anticipated construction in 2023.
 - e. Armstrong Avenue Street Improvements from Bullard Avenue to Sierra Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2022-2023 & 2023-2024 fiscal years with anticipated construction in 2024.

- f. Barstow Avenue Street Improvements from Sunnyside Avenue to Fowler Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2022-2023 & 2023-2024 fiscal years with anticipated construction in 2024.
- g. Bullard Avenue Street Improvements from Villa Avenue to Minnewawa Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2022-2023 & 2023-2024 fiscal years with anticipated construction in 2024.
- h. Sunnyside Avenue Street Improvements from Barstow Avenue to Shaw Avenue. The project will include resurfacing the street and will increase the useful life of the street by 20 years. It is budgeted in the 2022-2023 & 2023-2024 fiscal years with anticipated construction in 2024.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 16, 2022, by the following vote, to wit.

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

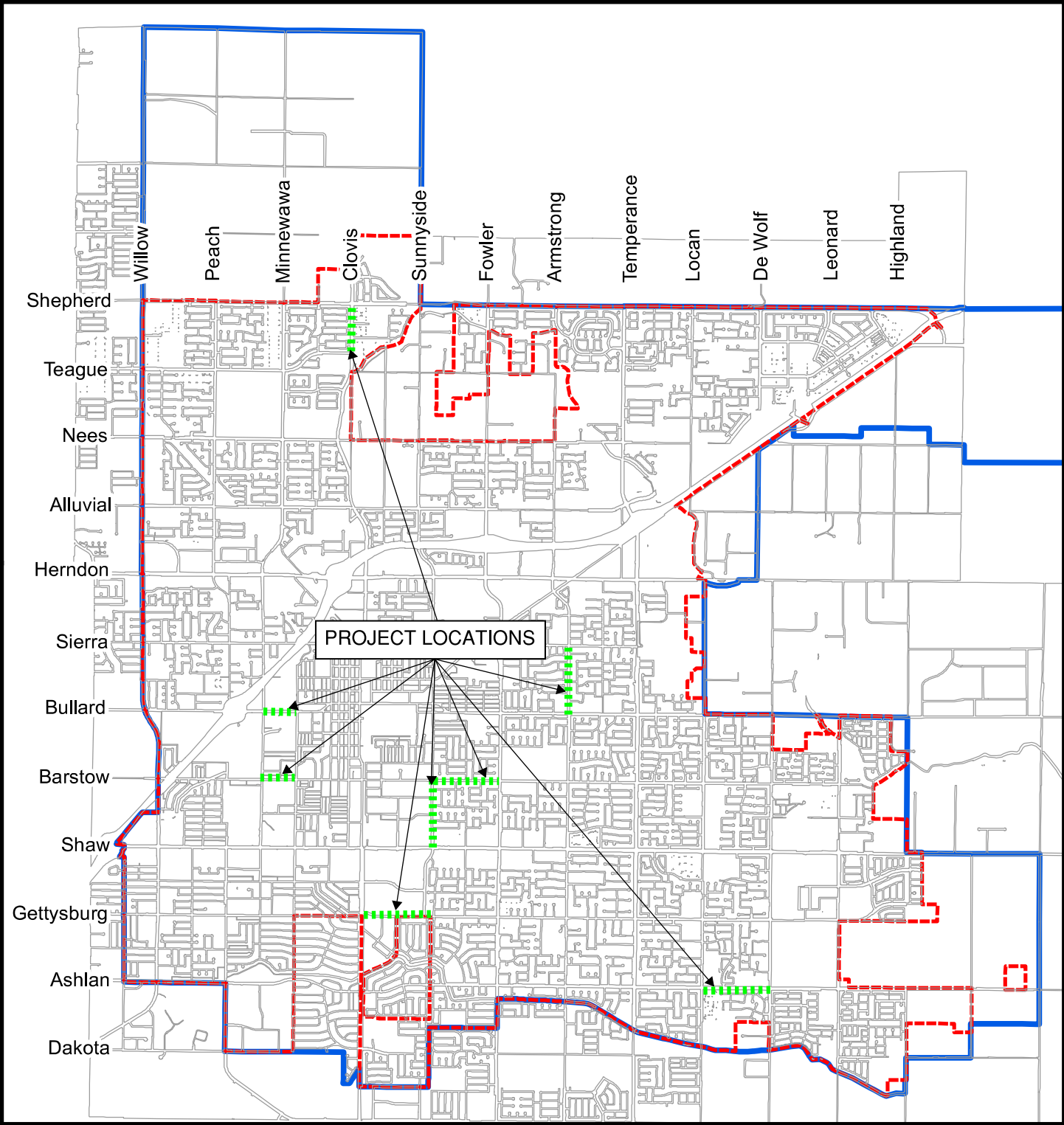
DATED: May 16, 2022

Mayor

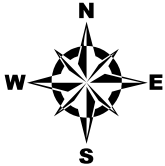
City Clerk

VICINITY MAP

2022-2023 SB1 Project List



ATTACHMENT 2





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: May 16, 2022

SUBJECT: Consider Approval – Res. 22-____, GPA2022-002, A request to amend the General Plan to redesignate approximately 2.51 acres from the Industrial classification to the Office classification for property located on the west side of N. Clovis Avenue, immediately north of Freeway 168. City of Clovis, applicant.

Staff: Dave Merchen, City Planner

Recommendation: Approve

ATTACHMENTS: 1. Draft Resolution

CONFLICT OF INTEREST

None.

RECOMMENDATION

Staff recommends that the City Council adopt a resolution recommending the approval of a general plan amendment redesignating the 2.51-acre project site from the I (Industrial) classification to the O (Office) classification.

EXECUTIVE SUMMARY

At its April 4, 2022, meeting, the City Council adopted a resolution initiating the subject general plan amendment application. The proposed amendment will correct an oversight or mapping error made by the City when it adopted the City-wide land use map in conjunction with 2014 General Plan update. If approved, the general plan amendment would allow the property owner to move forward with separate applications for a commercial development project on the site. The Planning Commission considered this project at its April 28, 2022, meeting at which time the Commission recommended approval 3-0-2, with Commissioner Bedstead and Chair Hinkle absent.

BACKGROUND

- Current General Plan Designation: Industrial
- Current Zoning: C-P (Commercial Professional)
- Lot Size: 2.51 acres
- Current Land Use: Vacant/undeveloped
- Adjacent Land Uses:
 - North: Multi-Family
 - South: Single-Family/undeveloped
 - East: Clovis Avenue right of way
 - West: Vacant/undeveloped
- Previous Entitlements: GPA1992-11, R1993-02

PROPOSAL AND ANALYSIS

The subject property is 2.51 acres in size, located on the west side of N. Clovis Avenue, immediately north of Freeway 168. The property has street frontage along both Clovis Avenue and Rogers Avenue, the latter of which is a local street running along the site's western boundary. The Dry Creek Business Park is generally located to the west of the subject property, and uses on surrounding parcels include apartments, a single-family home, and vacant properties.

The owner of the subject property is working with staff to evaluate the submittal requirements for a potential commercial development project on the site. In researching the property, staff identified a conflict between the existing general plan designation (Industrial) and the existing zoning (Commercial-Professional). Further investigation indicated that the City-wide land use map adopted in conjunction with the 2014 General Plan redesignated the site from Office to Industrial, despite earlier site-specific approvals which had established the Office designation on the site.

Previous Approvals Affecting the Subject Property

In December of 1992, the Clovis City Council approved GPA1992-11, changing the general plan land use designation on the site from L (Low Density Residential) to O (Office). A few months later, Rezoning 1993-02 was similarly approved to change the zoning from a combination of residential districts to the C-P (Commercial-Professional) district, which generally allows offices and other complimentary uses. The general plan amendment and rezoning applications approved in 1992 and 1993 were intended to prepare the site and the surrounding area for changes that would be brought about by the construction of Freeway 168. The commercial/office designations were viewed as more appropriate for the property that would be located immediately adjacent to the new freeway. Though the owners were contemplating an office building at that time, no construction ever occurred on the site, and it has remained vacant.

2014 General Plan Update

When the 2014 General Plan land use map was adopted for the entire planning area, the land use designation shown for the subject parcel was I (Industrial). It appears that the I (Industrial) designation for the adjacent planned industrial area, which is now developed as the Dry Creek

Business Park, was simply extended onto the neighboring undeveloped properties in error. Staff contacted former Planning and Development Services Director Dwight Kroll for background on this matter. Mr. Kroll confirmed that the change to the I (Industrial) land use designation was an inadvertent mapping error, and the City's intention was to see the site developed commercially, preferably with a multi-story building that would rise above the elevated freeway.

Because it was the City's oversight that led to the application of the I (Industrial) land use designation, the City Council authorized Staff to initiate the general plan amendment process to correct the error. If this application is approved, the property owner intends to proceed with separate applications to develop the site with a commercial project.

Findings for Approval of a General Plan Amendment

The findings to consider when making a decision on a general plan amendment application include:

1. The proposed amendment is internally consistent with goals, policies, and actions of the General Plan.

The proposed amendment would correct an oversight and/or mapping error that occurred in conjunction with the adoption of the 2014 General Plan land use map, whereby the then existing O (Office) land use designation was errantly changed to an I (Industrial) designation. The proposed change would reestablish the O (Office) designation on the site, which sits adjacent to existing residential uses. The proposed change will help to reestablish a land use pattern which is consistent with General Goal S-1 and Policy S-3.4. Goal S-1: An environment in which minimized noise contributes to the public's health, safety, and welfare. Policy S-3.4: Land use and traffic patterns. Discourage land use and traffic patterns that would expose sensitive land uses or noise-sensitive areas to unacceptable noise levels.

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

The project is not detrimental to the public interest, health, safety, and convenience, or general welfare of the City. The proposal would reestablish the O (Office) land use designation on the site, which will reduce potential impacts associated with placing industrial uses on properties immediately adjacent to existing residential uses.

3. If applicable, the parcel is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested/anticipated project.

The proposed amendment would correct an oversight and/or mapping error that occurred in conjunction with the adoption of the 2014 General Plan land use map, whereby the then existing O (Office) land use designation was errantly changed to an I (Industrial) designation. The change would reestablish the O (Office) designation on the site, which

sits adjacent to existing residential uses. The project site is physically suitable for the uses which are consistent with the O (Office) land use designation.

4. There is compelling reason for the amendment.

The City-wide land use map adopted in conjunction with the 2014 General Plan redesignated the site from O (Office) to I (Industrial), despite earlier site-specific approvals which had established the O (Office) designation on the site. The amendment would correct the error previously made by the City and provide consistency between the general plan designation and the C-P (Commercial-Professional) zone district. These actions will prepare the site for future commercial development.

Public Comment

A public notice was sent to area residents within 800 feet of the property boundaries and a neighborhood meeting was conducted. There were no attendees at the meeting and staff has not received comments or concerns from the public upon finalization of this report.

The City published notice of this public hearing in The Business Journal on Wednesday, May 11, 2022.

Planning Commission Consideration

The Planning Commission considered the general plan amendment at its April 28, 2022 meeting at which time the Commission recommended approval 3-0-2, with Commissioner Bedstead and Chair Hinkle absent. No public testimony was offered, and the Commission did not have any questions relative to the project.

FISCAL IMPACT

The recommended change would correct an inconsistency in the subject property's intended land use designation which was inadvertently changed as part of the update to the 2014 Clovis General Plan. The change would encourage development on the site which would result in an overall positive fiscal impact.

REASON FOR RECOMMENDATION

The proposed amendment will correct an oversight or mapping error made by the City when it adopted the City-wide land use map in conjunction with 2014 General Plan update despite earlier site-specific approvals which had established the Office designation on the site. Amending the land use map to correct the earlier error and reestablish the O (Office) designation would result in a land use pattern that is consistent with the goals and policies of the General Plan.

ACTIONS FOLLOWING APPROVAL

None.

Prepared by: Dave Merchen, City Planner

Reviewed by: City Manager 

**DRAFT
RESOLUTION 22-__**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING
GENERAL PLAN AMENDMENT 2022-002 TO AMEND THE 2014 CLOVIS GENERAL PLAN
LAND USE ELEMENT FOR APPROXIMATELY 2.51 ACRES LOCATED ON THE WEST
SIDE OF N. CLOVIS AVENUE, IMMEDIATELY NORTH OF FREEWAY 168 AND FINDING
THAT THE PROJECT IS EXEMPT FROM CEQA PURSUANT TO SECTION 15061(b)(3) OF
THE CEQA GUIDELINES**

WHEREAS, City of Clovis, 1033 Fifth Street, Clovis CA, 93619, initiated an application for General Plan Amendment (GPA) 2022-002 to amend the land use designation on approximately 2.51 acres of property located on the west side of N. Clovis Avenue, immediately north of Freeway 168 (“Property”); and

WHEREAS, GPA2022-002 proposes to amend the 2014 Clovis General Plan Land Use Element for the Property from the I (Industrial) designation to the O (Office) designation; and

WHEREAS, GPA2022-002 will correct a mapping error and oversight made when the City prepared and adopted the City-wide land use map in conjunction with the 2014 General Plan Update; and

WHEREAS, GPA2022-002 is consistent with the intent and purpose of the General Plan; and

WHEREAS, the Planning Commission considered GPA2022-002 at a duly noticed public hearing on April 28, 2022, at which time the Planning Commission adopted a resolution recommending approval of the Project; and

WHEREAS, the City published notice of the public hearing in the Fresno Business Journal on May 4, 2022, mailed public notices to property owners within 800 feet of the Property ten (10) days prior to the City Council hearing, and otherwise posted notice of the public hearing according to applicable law; and

WHEREAS, a duly noticed public hearing was held on May 16, 2022; and

WHEREAS, the City Council considered the CEQA analysis outlined in the staff report and elsewhere in the Administrative Record and finds that there is no possibility the project could have a significant effect on the environment, exempting the project pursuant to CEQA Guidelines Section 15061(b)(3); and

WHEREAS, the City Council has had an opportunity to review and consider the entire Administrative Record relating to the Project, which is on file with the Department, and reviewed and considered those portions of the Administrative Record determined to be necessary to make an informed decision, including, but not necessarily limited to, the staff report, the written materials submitted with the request, and the verbal and written testimony and other evidence presented during the public hearing.

**NOW, THEREFORE, BASED UPON THE ENTIRE RECORD OF THE PROCEEDINGS,
THE CITY COUNCIL RESOLVES AND FINDS AS FOLLOWS:**

- 1. The Project satisfies the required findings for approval of a general plan amendment, as follows:
 - a. The GPA2022-002 is internally consistent with the goals, policies, and actions of the General Plan.
 - b. The GPA2022-002 would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.
 - c. The Property is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the development of the Project.
 - d. There is a compelling reason for the amendment, namely, to correct the mapping error and oversight previously made by the City relative to establishing the land use designation on the property.
- 2. The City Council finds that there is no possibility the project could have a significant effect on the environment, exempting the project pursuant to CEQA Guidelines section 15061(b)(3).
- 3. The basis for the findings is detailed in the Mah 16, 2022 staff report, which is hereby incorporated by reference, the entire Administrative Record, as well as the evidence and comments presented during the public hearing.
- 4. GPA 2022-002 is hereby approved.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 16, 2022, by the following vote, to wit.

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: May 16, 2022

Mayor

City Clerk



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Public Utilities Department
 DATE: May 16, 2022
 SUBJECT: Consider Approval – Conduct Public Hearing and Close Election Regarding an Assessment Increase in Landscape Maintenance District No. 1.

Staff: Glenn Eastes, Assistant Public Utilities Director

Recommendation: Approve

ATTACHMENTS: 1. Election Diagram Map: Benefit Zone 1
 2. Election Diagram Map: Benefit Zone 5

CONFLICT OF INTEREST

None.

RECOMMENDATION

1. Conduct a public hearing to receive testimony regarding the assessment increase in Benefit Zones 1 and 5 within Landscape Maintenance District No. 1;
2. Accept ballots for the assessment increase election until the close of the public hearing;
3. State that the ballots will be tabulated on May 17, 2022, and May 18, 2022 if an additional day is needed, in the City of Clovis Police and Fire Headquarters located at 1233 Fifth Street starting at 8:00 AM, and that any interested person may attend and watch the tabulation process; and
4. Continue the public hearing to June 6, 2022 for the reporting of the election results.

EXECUTIVE SUMMARY

On February 14, 2022, Council authorized an election to increase the assessments in Zones 1 and 5 for the fiscal year 2022/23 levy. Ballots have been mailed to all affected property owners with instructions that they must be returned by mail by 5:00 PM on May 16, 2022 or in person by the close of the public hearing to be held at the May 16, 2022 Council Meeting. This public hearing is being held to hear all public comments regarding the proposed increases to LMD assessments and to close the election at the end of the hearing. The ballots will be tabulated in

the Police and Fire Headquarters beginning at 8:00 AM on May 17, 2022, and tabulation will be continued on May 18, 2022 if there is a need for an additional day. Any interested parties may attend and observe the tabulation. The results of the election will be reported back to Council on June 6, 2022.

Clovis Landscape Maintenance District (LMD) No. 1 is comprised of 47 Benefit Zones that consist of parks, street-side landscaping, neighborhood monuments, lighting, and neighborhood entries and roundabouts that benefit the properties within each of the zones. The properties in each zone are assessed to provide funding for landscape maintenance and the repair and replacement of monuments, lights, irrigation systems, entry features and park amenities. Annually, City staff analyzes the revenues, expenses, and reserves of each Landscape Benefit Zone to determine assessment rates.

Benefit Zone 1 includes the street-side and street median landscaping located generally between Herndon Avenue and Shepherd Avenue. A map showing the properties assessed in Zone 1 is included as Attachment 1.

The rates in Zone 1 have not increased since the previous election in 2004. Over the past few years, expenditures have exceeded revenue in Zone 1. It is recommended to increase the existing annual rate by \$21.00, changing the annual rate from \$78.50 to \$99.50.

Benefit Zone 5 includes parks located generally south of Herndon Avenue between Sunnyside and Locan Avenues. A map showing the properties assessed in Zone 5 is included as Attachment 2.

The rates in Zone 5 have not increased since the previous election in 2013. Over the past several years, expenditures have exceeded revenue in Zone 5. In 2016, a rate increase election was conducted but failed by a narrow margin. As a result, services were reduced to keep the fund balance from continuing to decline. In addition, some playground structures need to be replaced. It is recommended to increase the existing annual rate by \$22.20, changing the annual rate from \$50.10 to \$72.30. This would allow sufficient funds to restore maintenance levels and replace the oldest playground structures.

BACKGROUND

There are currently 47 Benefit Zones within Landscape Maintenance District (LMD) No.1. These Benefit Zones were established to provide funding for specific landscape and lighting benefits throughout the City. The properties that receive a specific benefit from those improvements are assessed in proportion to the benefit they receive. The first six zones cover the City's LMD street and LMD park landscaping. Benefit Zones 1, 2, and 3 fund the City's LMD street-side and street median landscaping. Benefit Zones 4, 5, and 6 fund the City's LMD parks. Benefit Zones 7 through 45 are neighborhood-specific and include decorative neighborhood entries and/or decorative street lighting. Benefit Zone 11 is no longer used. Benefit Zones Southeast (SE) and Northwest (NW) are unique in that these zones fund all street landscaping, parks, and decorative features. Benefit Zone SE is Loma Vista and is generally located south of Bullard Avenue and east of Locan Avenue. Benefit Zone NW is Heritage Grove and is located north of Shepherd Avenue.

The assessments for LMD Benefit Zones 1 through 6 do not have an annual escalation factor for rate increases because not all of the properties within these zones include an escalation authority in their property covenants. The assessments for LMD Benefit Zones 7 through NW include an annual escalation factor equal to the Consumer Price Index Increase (CPI) plus 2%. If assessments need to be increased in Zones 1 through 6, or if they need to be increased more than CPI plus 2% in the other zones, it is necessary to hold an election of the affected property owners. The balloting is conducted per Proposition 218. Election results are determined by a simple majority of returned ballots, weighted by proposed assessment. Benefit zones are tabulated separately, and each benefit zone stands on its own.

The last increase to Benefit Zone 1 was approved in 2004. Over the last few years, revenues have not been keeping pace with expenditures and the funding is facing deficit conditions. The Bureau of Labor Statistics consumer price index suggests prices are 51% higher in 2022 when compared to prices in 2004. That would equate the 2004 rates of \$78.50 to \$118.75 today in Benefit Zone 1. The proposed rate increase of \$99.50 is lower than that value.

The City held an election to increase assessments in Benefit Zone 5 in 2016, which failed by 50.12% of ballots. Reductions to service were implemented in Benefit Zone 5 and those measures have postponed the need for an assessment rate increase election. However, after 6 years, expenditures are surpassing revenues, even with reduced services. In addition, an increase is needed to restore and replace some of the aging park structures.

FISCAL IMPACT

There is no impact to the general fund. Costs will be paid by the LMD.

REASON FOR RECOMMENDATION

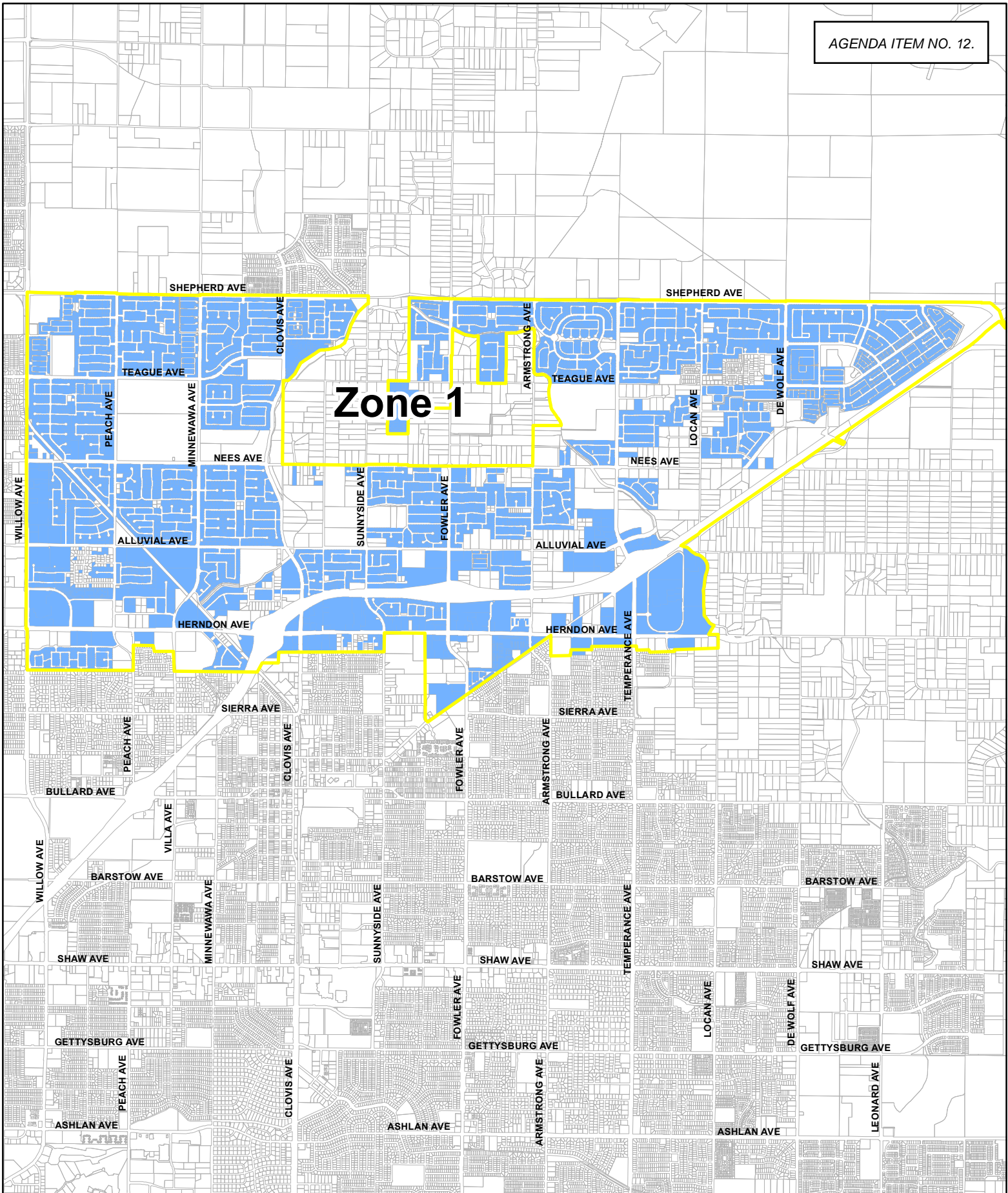
As required by law, the City Council must conduct a public hearing to allow the public to be heard regarding the assessment ballots, as well as to authorize staff to begin the ballot tabulation process.

ACTIONS FOLLOWING APPROVAL

The ballots cast during the election process, including the ballots turned in at this public hearing, will be tabulated on May 17, 2022, in the Police and Fire Headquarters located at 1233 Fifth Street, Clovis, CA 93612, beginning at 8:00 AM. The results of the election will be presented to Council on June 6, 2022.

Prepared by: Glenn Eastes, Assistant Public Utilities Director

Reviewed by: City Manager *JA*



Zone 1

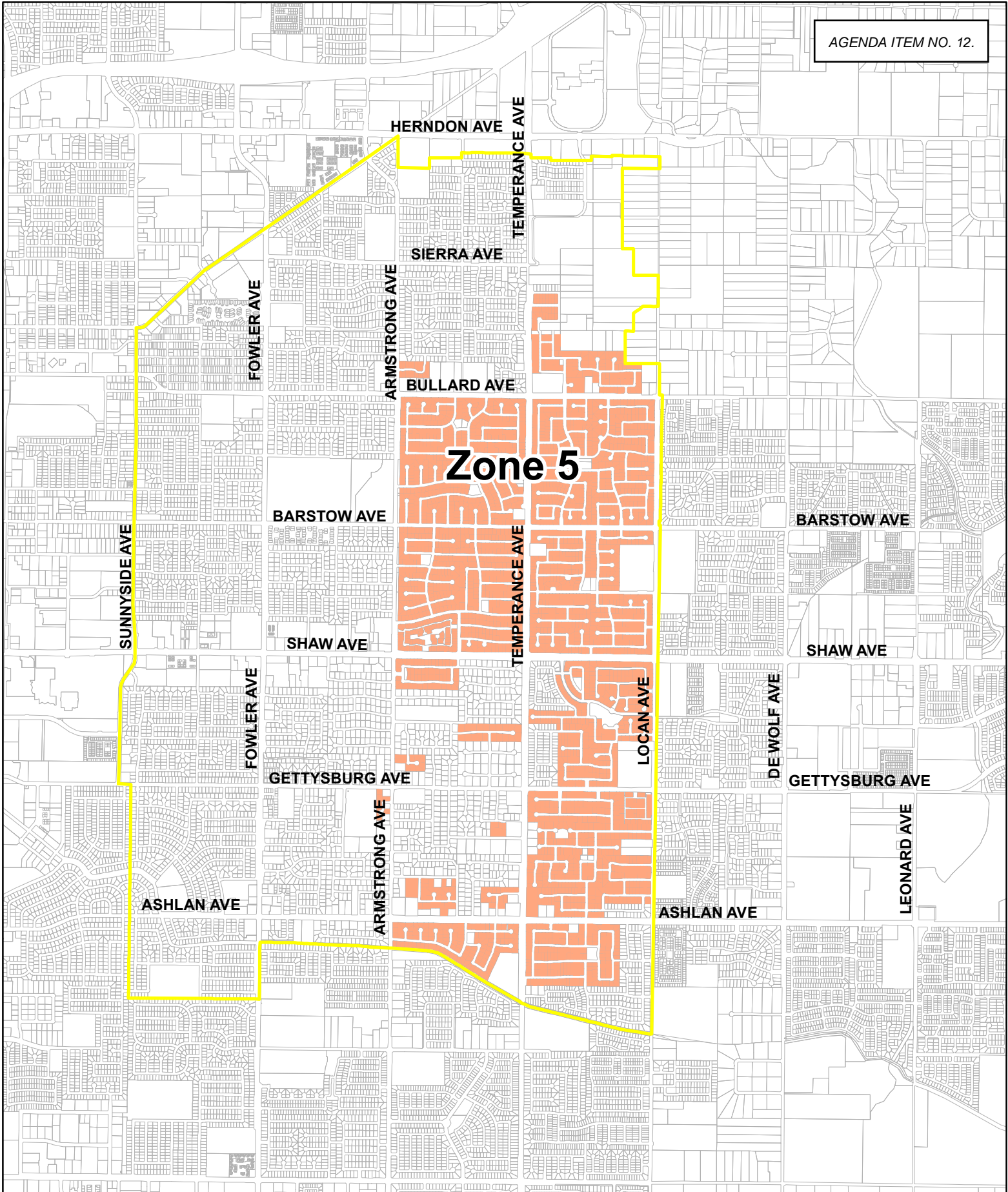
LMD Zone 1

 GENERAL ZONE 1 BOUNDARY

 ASSESSED PARCELS

ATTACHMENT 1

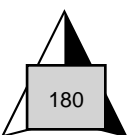




LMD Zone 5

 PARK ZONE 5 BOUNDARY

 ASSESSED PARCELS





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 16, 2022

SUBJECT: Consider Approval – Res. 22-____, Adoption of the City of Clovis 2022-2023 Annual Action Plan for the expenditure of Community Development Block Grant Funds. (Continued from the May 9, 2022 meeting)

Staff: Claudia Cazares, Management Analyst

Recommendation: Approve

ATTACHMENTS: 1. Resolution
2. 2022-2023 Annual Action Plan

CONFLICT OF INTEREST

None.

RECOMMENDATION

Consider adopting the City of Clovis 2022-2023 Annual Action Plan for the expenditure of Community Development Block Grant Funds.

EXECUTIVE SUMMARY

The U.S. Department of Housing and Urban Development (HUD) requires the City adopt the attached 2022-2023 Annual Action Plan for identifying projects for the expenditure of Community Development Block Grant Funds.

BACKGROUND

As an entitlement city for the purpose of receiving Community Development Block Grant Funds from HUD, Clovis must adopt an Annual Action Plan to identify CDBG projects for the 2022-2023 fiscal year. Last year, City Council approved the five-year Consolidated Plan. Development of the Consolidated Plan required an extensive analysis of housing and community development needs for disadvantaged populations to be completed through community input and census data analysis. Staff conducted over 50 interviews with agencies and Clovis residents to identify gaps in services for disadvantaged populations. Additionally, staff employed a consultant to analyze demographic data to determine the needs in the community. The analysis and input resulted in the following summary of needs by priority, as approved in the Consolidated Plan:

High Priority

- Job Creation/Retention
- ADA Sidewalk Improvements
- Street/Alley Improvements
- Homeless Services/Shelters
- Fire Stations/Equipment
- Code Enforcement
- Affordable Housing for Families/Seniors/Veterans
- Housing Rehabilitation
- Jobs for Youth
- Food Pantry Programs
- Programs for Foster Children Aging Out of System
- Youth Counseling/Resource Center
- First-Time Homebuyer Programs
- Youth Centers
- Community Centers

Medium Priority

- Substance Abuse Services
- Micro Loans to Small Businesses
- More Educational Opportunities
- Support Groups for Families of Disabled
- Legal Services
- Road Reconstruction
- Tenant/Landlord Fair Housing
- Parks/Recreational Facilities
- Substance Abuse Services

Low Priority

- Façade Improvements
- Utility Improvements (Water/Sewer)

In order to be eligible for CDBG funding, projects must fall into one of the following categories:

1. Directly benefit low- and moderate-income persons.
2. Aid in the prevention and elimination of slums or blight.
3. Meet an urgent need.

Based on the identified needs, and the CDBG program regulations, the following projects were previously approved by City Council to be funded (at estimated amounts) over the five-year Consolidated Plan period:

5 Year Goals and Allocations

1	Goal Name	Public Facility Improvements.
	Goal Description	The City of Clovis intends to utilize approximately \$1,500,000 in CDBG funds for the purpose of acquisition, construction, reconstruction, rehabilitation, or installation of water system improvements, sewer systems improvements, street and drainage improvements, neighborhood facilities, solid waste facilities, and/or parks and recreation facilities. In addition, a portion of those funds will be used for the removal of architectural barriers including curb cuts, park improvements, and improvements to public buildings to meet ADA requirements.
2	Goal Name	Preservation of Affordable Housing Units.
	Goal Description	The City of Clovis intends to utilize approximately \$683,421.25 in CDBG funds for the purpose of providing rehabilitation services to LMI owner-occupied units.
3	Goal Name	Job creation for low-income individuals.
	Goal Description	The City of Clovis intends to utilize approximately \$250,000 in CDBG funds for the purpose of economic development. The funds will be used to promote commercial revitalization, business expansion, and/or job creation.
4	Goal Name	Create a suitable living environment.
	Goal Description	The City of Clovis intends to utilize approximately \$561,558.75 in CDBG funds for the purpose of providing code enforcement as a public service to LMI neighborhoods within Clovis.

5	Goal Name	CDBG administration.
	Goal Description	The City will continue to administer the CDBG program in compliance with program regulations and requirements. To ensure the effective use of limited CDBG funds, the City must allocate funding towards planning and monitoring of the related projects.

While this list meets many of the high priority needs identified through the consolidated planning process, some needs were not addressed with CDBG due to lack of funds. As in years past, staff will seek out other resources to meet the needs in the community. For the 2022-2023 program year, HUD has allocated \$715,051 to the City of Clovis. In addition, Clovis has CDBG project savings of \$60,000 to allocate to 2022-2023 projects.

Through the process identified in the HUD-approved Citizen Participation Plan, a recommended list of priority projects was created. The selected projects will meet the goals of the Consolidated Plan to improve neighborhoods, create jobs, and enhance the quality of life for the citizens of Clovis. The recommended projects for the 2022-2023 program year will improve infrastructure by making street/alley and trail improvements, increase policing in CDBG-eligible census tracts throughout Clovis, support microenterprise businesses, and continue to emphasize improvements to Clovis' low- and moderate-income housing stock.

Staff recommends the proposed projects, for the 2022-2023 program year, be funded as follows:

- | | |
|--|------------|
| 1. Housing Rehabilitation | \$ 125,000 |
| 2. Brookhaven/Rosebrook Alley Reconstruction | \$ 200,000 |
| 3. Gould Canal Trail: Peach-Minnewawa | \$ 139,784 |
| 4. Microenterprise | \$ 60,000 |
| 5. Area-Based Policing (Code Enforcement) | \$ 107,257 |
| 6. Administration | \$ 143,010 |

In addition to the projects listed above, staff recommends the following projects be included as contingency projects to be funded if additional funds become available during the year:

- Housing Rehabilitation - \$50,000
- ADA Improvements - \$300,000
- Rosebrook/Brookfield Alley Reconstruction - \$150,000
- Brookfield/Cole Alley Reconstruction - \$200,000

These projects, along with the availability of both the Consolidated Plan and Annual Action Plan, were advertised for public comment in The Business Journal on April 1, 2022, and also on the City of Clovis website and social media.

FISCAL IMPACT

A total of \$715,051 in CDBG funds is available for 2022-2023. HUD distributes the funds on a reimbursement basis. The funds are included in the proposed 2022-2023 City of Clovis budget.

REASON FOR RECOMMENDATION

HUD requires the City Council to adopt an Annual Action Plan each year. The recommended action meets HUD's requirements to receive CDBG funds as an entitlement city.

ACTIONS FOLLOWING APPROVAL

Staff will submit the 2022-2023 Annual Action Plan to HUD. Staff will then begin operation of the 2022-2023 CDBG Program, and projects will be completed during the 2022-2023 fiscal year.

Prepared by: Claudia Cazares, Affordable Housing Management Analyst

Reviewed by: City Manager *JH*

RESOLUTION NO. 22-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
ADOPTING THE 2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) ANNUAL ACTION PLAN**

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 an Annual Action Plan to identify projects for the 2022-2023 program year for use of Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED that the City of Clovis approves and adopts the 2022-2023 Annual Action Plan.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 16, 2022, by the following vote, to wit:

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

DATED: May 16, 2022

Mayor

City Clerk



Annual Action Plan 2022-2023

Clovis City Council

Jose Flores, Mayor

Lynne Ashbeck, Mayor Pro Tem

Drew Bessinger

Vong Mouanoutoua

Bob Whalen

John Holt, City Manager

Andrew Haussler, Assistant City Manager

May 16, 2022

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Action Plan is a document submitted to HUD on an annual basis that serves as a comprehensive housing affordability strategy, community development plan, and submissions for funding under any of HUD's entitlement formula grant programs.

As a CDBG Entitlement City, Clovis' Community and Economic Development Department has developed a five-year strategic plan that identifies and prioritizes the future use of the City's Community Development Block Grant (CDBG) funds. The five-year plan became effective July 1, 2021, and will end on June 30, 2026. This Annual Action Plan represents year two of the five-year plan.

In preparing the Consolidated Plan, the City utilized several methods to analyze the housing and community development needs of Clovis. Methods included, conducting interviews of community residents, stakeholders, community organizations, and multi-family unit property owners, analyzing U.S. census data, and utilizing information in several city and county planning documents. The City hosted community meetings, hearings and met with organizations as an effort to outreach to and encourage participation of all residents, particularly low- and moderate-income residents, elderly persons, and persons with disabilities. The purpose of the meetings was to inform the community about the Consolidated Plan process and to identify opportunities to improve collaborative efforts, eliminate service delivery gaps in order to develop and sustain decent and affordable housing, suitable living environments, and expanded community and economic opportunities.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Clovis estimates that it will receive CDBG funding of \$3,750,000 over the next five years. It is anticipated that 20% of those funds will be used for Administrative costs. Those CDBG funds are anticipated to be divided between four prioritized goals, as follows:

Goal 1: Housing - \$750,000 (24%) to be used to improve the quality of owner-occupied units, increase multi-family units for low- to moderate-income households, support transitional and permanent housing for homeless persons, and support regional efforts to end chronic homelessness.

Goal 2: Economic Development - \$250,000 (6%) to be used to support projects that create jobs for low- to moderate-income persons.

Goal 3: Infrastructure - \$1,337,500 (35%) to be used to improve the quality and increase the quantity of public improvements that benefit low- to moderate-income residents and neighborhoods, improve the quality and increase the quantity of facilities that benefit neighborhoods, seniors, and those with special needs, and provide funds to bring public facilities into ADA compliance.

Goal 4: Public Services - \$562,500 (15%) to be used to provide crime awareness and additional policing that benefits low- to moderate-income neighborhoods, support senior and youth programs, support programs and activities that benefit those with special needs, and to support food pantry programs.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Clovis, as an Entitlement, is responsible for ensuring compliance with all rules and regulations associated with the CDBG Program. Clovis' Annual Action Plans and CAPERs have provided many details about the goals, projects, program expenditures and program performance. The following is an overview of the prior year performance and goals:

Goal 1 Affordable Housing Development

Solivita Commons

In cooperation with the Fresno Housing Authority, construction began in 2020 on a 60-unit affordable multifamily housing complex. The complex is located at the northeast corner of Willow and Alluvial Avenues in Clovis. Through the City's Affordable Housing Impact Fee Reduction Program, Clovis committed \$1,000,000 to the project. Construction is completed and the property is leased.

In 2020 the City signed a contract with the State of California to receive \$1,000,000 in HOME funds for a First-Time Homebuyer Down Payment Assistance Program. Marketing material is currently being developed.

Goal 2 Housing Rehabilitation

The City provides grants of up to \$6,000 for health and safety repairs to low-income, owner-occupied households in the City of Clovis. This program served almost 300 households during the previous Consolidated Planning Period.

Recently the City was awarded an additional \$5,000,000 in CalHome grant funds for the rehabilitation of low-income owner-occupied homes in Clovis.

Goal 3 Area-Based Policing/Crime Awareness

Additional policing has been continued with a dedicated Community Service Officer. The officer has been focusing on improving neighborhood conditions in CDBG eligible census tracts. During the previous Consolidated Planning Period significant improvement was made in struggling neighborhoods. The officer continues to develop relationships with apartment managers to improve conditions of dwelling units and reduce crime. The officer utilizes neighborhood watch programs in eligible neighborhoods, code enforcement actions, and actively works to improve neighborhood conditions.

Goal 4 Economic Development/Job Creation

The City invests heavily in economic development activities using local resources to attract and retain businesses that provide high wage jobs for its citizens. During the previous planning period Clovis created a commercial kitchen. CDBG funds were used to pay the rental fees for low-income entrepreneurs owning food-based microbusinesses. Utilization of the commercial kitchen has allowed these entrepreneurs to expand their businesses.

Goal 5 Capital Improvements

The following projects were completed in the previous Consolidated Planning Period:

- ADA Improvements: Various Locations
- Helm/Lincoln Alley Reconstruction
- Alamos/Santa Ana Alley Reconstruction
- Cherry Lane/Oxford Alley Reconstruction
- Minnewawa/Cherry Lane Alley Reconstruction
- Helm/Ashlan Alley Reconstruction
- Ashcroft/Holland Alley Reconstruction
- Two additional alley reconstruction projects are currently in the design stage and will replace 4 separate alleys in low-income areas.

Affirmatively Furthering Fair Housing

HUD requires any jurisdiction receiving funds to commit to affirmatively further fair housing. In accordance with federal requirements, the City of Clovis completed the Analysis of Impediments to Fair Housing Choice in November of 2019, and submitted the Analysis to HUD for their review and approval.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Clovis developed a Citizen Participation Plan that was approved by City Council in 2006, and subsequently approved by HUD. Citizens, nonprofits, and all interested parties were provided adequate opportunity to review and comment on the plan. The purpose of the plan is to encourage citizens, particularly LMI residents, to participate in the development of the Consolidated Plan, Action Plans, Substantial Amendments, and Annual Performance Reports. Citizens are engaged through community meetings, public hearings, and individual interviews. The primary goals of Clovis' Citizen Participation Plan are 1) to generate significant public participation, specifically from LMI residents and those residing in LMI neighborhoods; 2) to gather data that accurately describes and quantifies housing and community development needs and to suggest workable solutions; and 3) to obtain comments on proposals for allocating resources. Throughout the determination of needs and allocation of resources relative to the Consolidated Plan, and the development of this action plan the City consulted with both internal and external departments, agencies, and individuals to understand Clovis' needs and available resources. Internally, Clovis met with several department representatives to provide information about the Consolidated Plan and the Community Development Block Grant. Department staff provided input on how CDBG resources can be utilized and leveraged to provide services such as housing programs, code enforcement, and infrastructure improvements.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

One public input meeting and one public hearing to obtain citizen input and to respond to proposals and questions were scheduled. The City of Clovis held a CDBG Public Input Virtual Meeting on March 8, 2022, to obtain the community's input and feedback on the needs within Clovis. The workshop was announced on Clovis social media and website on March 1, 2022. While there were no attendees at the public input meeting, the City received one comment via social media which suggested the City consider funding programs for adults with special needs and additional housing.

A public hearing was noticed on April 1, 2022, for a public hearing on May 9, 2022. Citizens were also noticed about the public hearing through the City's social media and City website. No comments, written or oral, were received during the month-long public comment period. The public hearing notice included information about the locations at which the action plan would be available for review and was published in both English and Spanish in *The Business Journal*, which services Clovis and the surrounding areas. Clovis was prepared to provide interpreters for non-English speaking citizens upon request. However, no requests were made. Both the public input meeting and the public hearing were held during evening hours at convenient locations that accommodated persons with disabilities.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City received one comment, and it was accepted for inclusion in this Action Plan.

7. Summary

Citizens were encouraged to participate in public input meetings/public hearing held virtually due to COVID-19 restrictions. Clovis staff was prepared to provide extensive information relative to the CDBG program, the preparation of the Consolidated Plan and Annual Action Plans, and the Citizen Participation process and its importance. Even though great effort on the part of the City went into their preparation, the public input meetings did not facilitate any comments. However, the City does conduct scientifically sampled surveys every two years to provide feedback to the City on services needed. This feedback was incorporated into the needs assessment for the community.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	CLOVIS	Administration

Table 1 – Responsible Agencies

Narrative (optional)

The City of Clovis Community & Economic Development Department serves as the lead agency for the Consolidated Plan, 2022-23 Action Plan and the administration of CDBG funds. The City’s institutional structure consists of a council-manager form of government. Under the council-manager form of government, adopted by municipal code, the City Council provides policy direction to the city manager who is responsible for administering city operations. The council is the legislative body; which approves the budget and determines the tax rate, for example. The council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The council hires a professional manager to carry out administrative responsibilities and supervises the manager's performance.

Consolidated Plan Public Contact Information

Andy Haussler, Assistant City Manager
 City of Clovis
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 Clovis, CA 93612
 (559) 324-2095
 andrewh@cityofclovis.com

Claudia Cazares, Affordable Housing Management Analyst
 City of Clovis
 1033 Fifth Street
 Clovis, CA 93612
 (559) 324-2094
 claudiac@cityofclovis.com

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Throughout the determination of needs and allocation of resources relative to this Action Plan, the City consulted with both internal and external departments, agencies, and individuals to understand Clovis' needs and available resources. Internally, Clovis met with several department representatives to provide information about the Consolidated Plan and the Community Development Block Grant. Department staff provided input on how CDBG resources can be utilized and leveraged to provide services such as housing programs, code enforcement, and infrastructure improvements.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Clovis currently does not have publicly-owned housing. However, the Fresno Housing Authority recently completed construction on a 60-unit apartment complex for low-income tenants. The project is called Solivita Commons, and is located at the northeast Corner of Willow and Alluvial Avenues in Clovis and is now fully leased. Clovis provided \$1,000,000 toward the construction of the project through its Affordable Housing Development Impact Fee Reduction Program. In addition, the City works closely with the Housing Authority to provide referrals for Section 8 vouchers to Clovis residents.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of 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. This collaborative group addresses homeless issues including chronic homelessness, homelessness prevention, and discharge coordination policies on the region-wide basis of Fresno and Madera Counties, which includes the City of Clovis. Based upon the consultation process, the City has recognized a need for shelters for other at-risk populations such as youth and veterans, and will pursue projects to serve these populations.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Clovis does not receive ESG funding.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Fresno Madera Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Based upon the consultation process, the City has recognized a need for shelters and other housing for at-risk populations such as youth and veterans, and will pursue projects to serve these populations.
2	Agency/Group/Organization	FRESNO HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Based upon the consultation process, the City has recognized a need for public housing.

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Fresno Madera Continuum of Care	This effort aligns with the strategic plan goal to support activities to respond to homelessness and its impacts on the community.
City of Clovis Housing Element (2015-23)	City of Clovis	Government Code Section (GSC) 65300 requires cities and counties to adopt and maintain a General Plan with a minimum of seven mandatory elements: Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety.
SVVHC Goals & Objectives	Fresno State University - Community & Economic Development	The San Joaquin Valley Housing Collaborative (SVVHC) serves as a regional voice for effective affordable housing policy in the San Joaquin Valley. The group establishes and supports a broad network of partners to promote and increase the development of affordable and workforce housing in the Valley.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

N/A

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Clovis developed a Citizen Participation Plan that was approved by City Council in 2006, and subsequently approved by HUD. Citizens, nonprofits, and all interested parties were provided adequate opportunity to review and comment on the plan. The purpose of the plan is to encourage citizens, particularly LMI residents, to participate in the development of the Consolidated Plan, Action Plans, Substantial Amendments, and Annual Performance Reports. Citizens are engaged through community meetings, public hearings, and individual interviews. The primary goals of Clovis' Citizen Participation Plan are 1) to generate significant public participation, specifically from LMI residents and those residing in LMI neighborhoods; 2) to gather data that accurately describes and quantifies housing and community development needs and to suggest workable solutions; and 3) to obtain comments on proposals for allocating resources. Throughout the determination of needs and allocation of resources relative to the Consolidated Plan, and the development of this action plan the City consulted with both internal and external departments, agencies, and individuals to understand Clovis' needs and available resources. Internally, Clovis met with several department representatives to provide information about the Consolidated Plan and the Community Development Block Grant. Department staff provided input on how CDBG resources can be utilized and leveraged to provide services such as housing programs,

One public input meeting and one public hearing to obtain citizen input and to respond to proposals and questions were scheduled. The City of Clovis held a CDBG Public Input Virtual Meeting on March 8, 2022, to obtain the community's input and feedback on the needs within Clovis. The workshop was announced on Clovis social media and website on March 1, 2022. While there were no attendees at the public input meeting, the City received one comment via social media which suggested the City consider funding programs for adults with special needs and additional housing.

A public hearing was noticed on April 1, 2022, for a public hearing on May 9, 2022. Citizens were also noticed about the public hearing through the City's social media and City website. No comments, written or oral, were received during the month-long public comment period. The public hearing notice included information about the locations at which the action plan would be available for review and was published in both English and Spanish in *The Business Journal*, which services Clovis and the surrounding areas. Clovis was prepared to provide interpreters for non-English speaking citizens upon request. However, no requests were made. Both the public input meeting and the public hearing were held during evening hours at convenient locations that accommodated persons with disabilities.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	No Public Attendance	City should consider funding programs for adults with special needs and additional housing.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	No Public Attendance	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Clovis is committed to leveraging as many funds as possible against the CDBG allocation, including the following:

- State of California CalHome funds for housing rehabilitation and homeownership assistance
- Permanent Local Housing Allocation Funds for housing development
- HOME program funds through a State allocation for housing assistance
- Remnant Redevelopment Agency funds for housing assistance

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	715,000	0	60,000	775,000	2,285,000	0 See introduction

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

There is no matching requirement for the use of CDBG funds. However, Clovis strives to leverage as many funding sources as possible when planning community and economic development activities. For example, in the previous funding year Clovis used remnant Redevelopment Agency funds, State HOME funds, and State CalHome funds for the purpose of expanding and preserving Clovis' affordable housing stock.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Clovis donated three publicly-owned lots (purchased with RDA funds) in the Stanford Addition to the local Habitat for Humanity affiliate for construction of three affordable housing units. All three homes are now completed and occupied by low-income households. Clovis recently purchased a vacant, dilapidated home at the Northeast Corner of 4th Street and Sunnyside Avenue in Clovis. The City partnered with an affordable housing developer to construct two new single-family homes. Both homes were completed in 2022, and will be occupied by low-income households.

Discussion

The City of Clovis is committed to leveraging as many funds as possible against the CDBG allocation. In addition to the narrative above, the City provided \$1,000,000 to the Fresno Housing Authority for the construction of 60 units of affordable housing. The funding was provided through the City's Affordable Housing Development Impact Fee Reduction Program. In addition, a supportive housing project is under construction with the support of \$300,000 in funding from the City's Affordable Housing Development Impact Fee Reduction Program.

The City was recently awarded \$5,000,000 in funds from the State of California CalHome program. These funds are focused on owner-occupied rehabilitation including mobile home replacements which house extremely low-income seniors who are at high risk of homelessness. In addition, a small portion of the funds will be used for down-payment assistance. The City also received and will be implementing an award of \$1,000,000 in State of California HOME funds for a down-payment assistance in the fall of 2021. The City applied for and was awarded State of California Permanent Local Housing Allocation funds. This will provide just over \$2 million over 5 years for a variety of affordable housing efforts. The initial plan is to support multi-family and/or supportive housing projects with residual receipt loans to leverage state and federal tax credit programs. The City has provided a preliminary commitment to a not-for-profit developer for the construction of a 59-unit affordable multi-family housing project, to help secure additional project financing, and will consider other projects if this particular project is unsuccessful in obtaining the additional financing needed to develop the project.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Administration	2021	2025	Administration			CDBG: \$143,010	
2	Affordable Housing	2021	2025	Affordable Housing		Increase, Improve, and Preserve Affordable Housing	CDBG: \$125,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit
3	Infrastructure	2021	2025	Non-Housing Community Development	City of Clovis Low-Moderate Census Tracts	Improve Public Facilities	CDBG: \$339,784	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 2915 Households Assisted
4	Economic Development	2021	2025	Non-Housing Community Development		Job Creation/Retention	CDBG: \$60,000	Jobs created/retained: 10 Jobs
5	Public Services	2021	2025	Crime Awareness	City of Clovis Low-Moderate Census Tracts	Code Enforcement	CDBG: \$107,257	Other: 26945 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Administration
	Goal Description	Provide administration to implement the CDBG program.
2	Goal Name	Affordable Housing
	Goal Description	Provide rehabilitation services to LMI owner-occupied households.
3	Goal Name	Infrastructure
	Goal Description	Reconstruct Brookhaven/Rosebrook Alley and construct park/trail facilities along the Gould Canal (Minnewawa to Peach).
4	Goal Name	Economic Development
	Goal Description	Provide grants for low-income individuals to start businesses at the Clovis Culinary Center - Micro - enterprise
5	Goal Name	Public Services
	Goal Description	Provide code enforcement activities in low/mod census tracts.

Projects

AP-35 Projects – 91.220(d)

Introduction

The Consolidated Plan goals described in the SP-45 Goals section represent high priority needs for the City of Clovis, and serve as the basis for the strategic actions the City will use to meet those needs. It is our goal that meeting these needs will expand and preserve the affordable housing stock in Clovis, as well as provide public facilities improvements and public services that will strengthen neighborhood revitalization. The City of Clovis Consolidated Plan preparation coincided with the development of the first year of the Action Plan. This Annual Action Plan represents year two of the five-year plan. The City implements all CDBG-funded projects in-house.

Projects

#	Project Name
1	Administration
2	Brookhaven/Rosebrook Alley Reconstruction
3	Gould Canal Trail: Minnewawa - Peach
4	Microenterprise
5	Area-Based Policing
6	Housing Rehabilitation Grants

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects have been selected based on internal consultation with city agencies, the emerging needs from the assessments made in the needs assessment section of the 2021-2025 consolidated plan as well as public consultations through the annual City of Clovis development survey. These priorities have been selected based on the most pressing needs of the City.

AP-38 Project Summary

Project Summary Information

1	Project Name	Administration
	Target Area	
	Goals Supported	Administration
	Needs Addressed	
	Funding	CDBG: \$143,010
	Description	
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	Brookhaven/Rosebrook Alley Reconstruction
	Target Area	City of Clovis Low-Moderate Census Tracts
	Goals Supported	Infrastructure
	Needs Addressed	Improve Public Facilities
	Funding	CDBG: \$200,000
	Description	Reconstruct the Brookhaven/Rosebrook Alley
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	1,855 low-income persons will benefit from this project.
	Location Description	Alley between Rosebrook Drive and Brookhaven Drive, from Jefferson Avenue to Brookside Drive.
	Planned Activities	Reconstruct the Alleys
3	Project Name	Gould Canal Trail: Minnewawa - Peach
	Target Area	
	Goals Supported	Infrastructure
	Needs Addressed	Improve Public Facilities

	Funding	CDBG: \$139,784
	Description	Construct trail along the Gould Canal between Minnewawa & Peach Avenues
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	1,060 persons in the block will benefit from this activity.
	Location Description	Gould Canal between Minnewawa & Peach Avenues
	Planned Activities	Construct pedestrian/bike trail, and amenities, along the Gould Canal
4	Project Name	Microenterprise
	Target Area	
	Goals Supported	Economic Development
	Needs Addressed	Job Creation/Retention
	Funding	CDBG: \$60,000
	Description	Provide grants to low-income individuals to start a business.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	10 jobs will be created for low-income individuals.
	Location Description	This will be conducted at the Clovis Culinary Center, a non-profit food business incubator.
	Planned Activities	Provide space, business coaching, and equipment to low-income individuals to start a business.
5	Project Name	Area-Based Policing
	Target Area	City of Clovis Low-Moderate Census Tracts
	Goals Supported	Public Services
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$107,257
	Description	Provide code enforcement activities in low-mod census tracts in the City of Clovis.

	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	26,945 persons reside in the eligible low-mod census tracts.
	Location Description	All low-mod census tracts in Clovis, CA.
	Planned Activities	Conduct code enforcement activities.
6	Project Name	Housing Rehabilitation Grants
	Target Area	
	Goals Supported	Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	CDBG: \$125,000
	Description	Conduct health and safety repairs for 20 homes owned by low/mod families.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	20 households will benefit.
	Location Description	To be determined based on need and location of low/mod family
	Planned Activities	Conduct health and safety repairs.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Home rehabilitation assistance will be open to all LMI owner-occupied households throughout Clovis. Alley reconstruction, the trail construction and area-based policing will take place only in LMI Census Tracts/Block Groups. Area-based policing will be done in LMI census tracts/block groups in Clovis. The microenterprise program will be open to LMI small business entrepreneurs and will take place in Clovis.

Geographic Distribution

Target Area	Percentage of Funds
City of Clovis Low-Moderate Census Tracts	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

CDBG investments will be made in Census Tracts where at least 51% of the residents are low- to moderate-income.

Discussion

A map identifying low- to moderate-income census tracts is attached as an appendix.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Clovis’ first public housing authority project, Solivita Commons was completed in the summer of 2021. The project provides 59 subsidized units affordable to households earning less than 60% of area median income. In addition, Butterfly Gardens, a 75-unit supportive housing project targeting disabled individuals and at-risk homeless individuals began construction in May of 2021. This project is in partnership with the County of Fresno Behavioral Health Department and a private not-for-profit developer. The City works closely with the Fresno Housing Authority to provide Section 8 vouchers to Clovis residents. As population demographics continue to change and need continues to rise, Clovis will explore further partnerships with the housing authority and private funding to developers to develop additional affordable housing projects in Clovis.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	20
Special-Needs	0
Total	20

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	20

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

See Narratives above

AP-60 Public Housing – 91.220(h)

Introduction

The City of Clovis does not currently own or manage public housing.

Actions planned during the next year to address the needs to public housing

Clovis' first public housing authority project, Solivita Commons was completed in the summer of 2021. The project provides 59 subsidized units affordable to households earning less than 60% of area median income.

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

The City of Clovis recently received \$1,000,000 from the State of California for a first-time homebuyer program. The program will be advertised throughout the City. Also, the City was awarded an additional \$5,000,000 in CalHome grant funds for the rehabilitation of low-income owner-occupied homes in Clovis.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

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

Discussion

Please refer to the narrative above.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Clovis does not receive funding specifically to assist the homeless population. The City of 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. This collaborative group addresses homeless issues including chronic homelessness, homelessness prevention, and discharge coordination policies on the region-wide basis of Fresno and Madera Counties, which includes the City of Clovis. Through active membership, the City of Clovis supports the FMCoC's plan to achieve net zero for chronic homelessness by 2017. Based upon the consultation process, the City has recognized a need for shelters for other at-risk populations such as youth and veterans, and will pursue projects to serve these populations. Clovis shares tax revenue with Fresno County that helps support programs such as the Marjaree Mason Center, which reports servicing over 300 battered women from the Clovis area per year. In addition, the tax revenue supports the EOC Sanctuary Youth Center that reports sheltering over 200 homeless youths ages 11-17 annually.

The June 2020, the Fresno-Madera Continuum of Care (FMCoC) released the Point-in-Time Count, the annual count of the region's sheltered and unsheltered homeless individuals and families. Despite the FMCoC's efforts to expand its housing and services, the overall count of the number of persons experiencing homelessness increased significantly compared to the 2019 PIT Count. At 3,641 homeless individuals, this year's report represents an increase of 45% or 1,133 homeless individuals in comparison to the 2019 count of 2,508.

Much of the increase in the total 2020 PIT Count is driven by an increase in the population of the FMCoC's emergency shelters. In 2019, the sheltered population count was 439 and in 2020, it was 588. This was achieved by increasing the number of emergency shelter beds in 2019, thus bringing people off the streets allowing the rehousing process to begin.

Although the total count of people experiencing homelessness has increased, many people during the past year have exited homelessness through FMCoC programs to permanent housing. During the 2019 calendar year, FMCoC successfully helped 1,284 people exit to permanent housing. This includes 75% of the people who were served by the FMCoC's Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), and Transitional Housing (TH) programs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

The City of Clovis has begun construction on its first dedicated homeless housing facility, Butterfly

Gardens. The project began construction in May of 2021, and is anticipated to be completed in 2022. Butterfly Gardens is a 75-unit supportive housing development targeting disabled individuals and at-risk homeless individuals. This project is in partnership with the County of Fresno Behavioral Health Department and a private not-for-profit developer.

In addition, the City is an active supporter of the MAP Point at POV, and those needing homeless services within Clovis are provided an opportunity to utilize the MAP services. Operated by The Poverello Housing (POV - a homeless shelter), MAP (Multi-Agency Access Program) is an integrated intake process that connects individuals facing housing, substance abuse, physical health and/or mental health challenges to supportive services. MAP Point at POV is a physical intake location for the community's homeless population that can travel to different points of need and access many areas of the community.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Clovis amended their Development Code to allow emergency shelters and transitional housing, by-right, in any area that allows residential development. The first project to come to fruition is Butterfly Gardens as describe above.

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 has begun construction on its first dedicated homeless housing facility, Butterfly Gardens. The project began construction in May 2021, and will provide a 75-unit supportive housing project targeting disabled individuals and at-risk homeless individuals. This project is in partnership with the County of Fresno Behavioral Health Department and a private not-for-profit developer.

In addition, the City is an active supporter of the MAP Point at POV, and those needing homeless services within Clovis are provided an opportunity to utilize the MAP services. Operated by The Poverello Housing (a homeless shelter), MAP (Multi-Agency Access Program) is an integrated intake process that connects individuals facing housing, substance abuse, physical health and/or mental health challenges to supportive services. MAP Point at POV is a physical intake location for the community homeless population.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Clovis has begun construction on its first dedicated homeless housing facility, Butterfly Gardens. The project began construction in May of 2021, and is anticipated to be completed in 2022. Butterfly Gardens is a 75-unit supportive housing development targeting disabled individuals and at-risk homeless individuals. This project is in partnership with the County of Fresno Behavioral Health Department and a private not-for-profit developer.

In addition, 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.

- Residential Care Facilities for the Elderly provide care, supervision and assistance with activities of daily living, such as bathing and grooming. They may also provide incidental medical services under special care plans. The facilities provide services to person 60 years of age and over, and persons under 60 with comparable needs. These facilities can also be known as assisted living facilities, nursing homes, and board and care homes.
- Adult Residential Facilities are facilities of any capacity that provide 24-hour non-medical care for adults ages 18-59, who are unable to provide for their own daily needs. Adults may be physically handicapped, developmentally disabled, and/or mentally disabled.

Discussion

The City of Clovis in partnership with the County of Fresno and a private developer recently broke ground on a 75-unit supportive housing project, Butterfly Gardens. The facility is expected to be completed in 2022 and will house homeless, those at-risk of homelessness, and individuals with mental health or disabilities. The City provided a grant to the project and coordinated land use approvals and supported funding applications. Full supportive services will be made available to the occupants.

The City of Clovis granted funds to the Fresno Housing Authority for the development of Solivita Commons, a 60-unit affordable multi-family project. The project is 100% deed-restricted for affordable housing. The City provided land use support, application for funding support, and the grant of funds to make the project possible. Construction is now complete, and the property is leased.

The City was recently awarded \$5,000,000 in funds from the State of California CalHome program. These funds are focused on owner-occupied rehabilitation including mobile home replacements which house extremely low-income seniors who are at high risk of homelessness. In addition, a small portion the funds will be used for down-payment assistance. The City also received and will be implementing an award of

\$1,000,000 in State of California HOME funds for a down-payment assistance in the fall of 2021. The City applied for and was awarded State of California Permanent Local Housing Allocation funds. This will provide just over \$2 million over 5 years for a variety of affordable housing efforts. The initial plan is to support multi-family and/or supportive housing projects with residual receipt loans to leverage state and federal tax credit programs. The City has provided a preliminary commitment to a not-for-profit developer for the construction of a 59-unit affordable multi-family housing project, to help secure additional project financing, and will consider other projects if this particular project is unsuccessful in obtaining the additional financing needed to develop the project.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Clovis faces barriers to affordable housing that are common across housing markets, including decreasing supply of developable land, which increases the cost of acquisition and development of the land. Another common barrier is negative reaction from neighbors regarding affordable housing development based upon a misconception that property values will decline and an increase in parking and traffic. Most crucial, over the last two years, the region has experienced a rapid rise in home values, thereby pricing out first time homebuyers from the home ownership market. Though home values are still significantly below what can be found in surrounding areas, such as the Bay Area, Central Coast and Southern California, the asking prices for homes in the Central Valley are still beyond reach for most lower income families. Additionally, sales inventory which typically holds three months worth of home sales, now has 1-7 days worth of inventory. The lack of available inventory ultimately adds to the lack of access and additional barriers to secure affordable homeownership for the Valley's lower income families.

Actions it planned 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

In its 2015-2023 Housing Element, Clovis identified several governmental constraints to the development, maintenance, and improvement of housing and affordable housing, as follows: Zoning Code Amendments, Lot Consolidation and Lot Splits, and Monitoring of Planning and Development Fees. Nongovernmental constraints were identified as follows: Land Costs, Construction Costs, and Availability of Financing.

Discussion:

Please see discussion above.

AP-85 Other Actions – 91.220(k)

Introduction:

Actions planned to address obstacles to meeting underserved needs

Actions planned to foster and maintain affordable housing

Actions planned to reduce lead-based paint hazards

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

Actions planned to enhance coordination between public and private housing and social service agencies

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

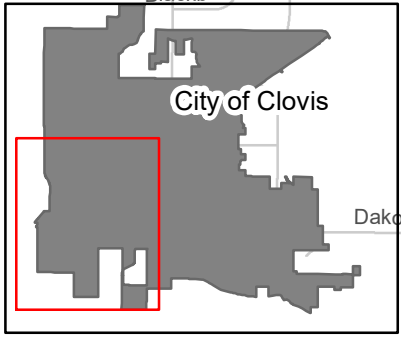
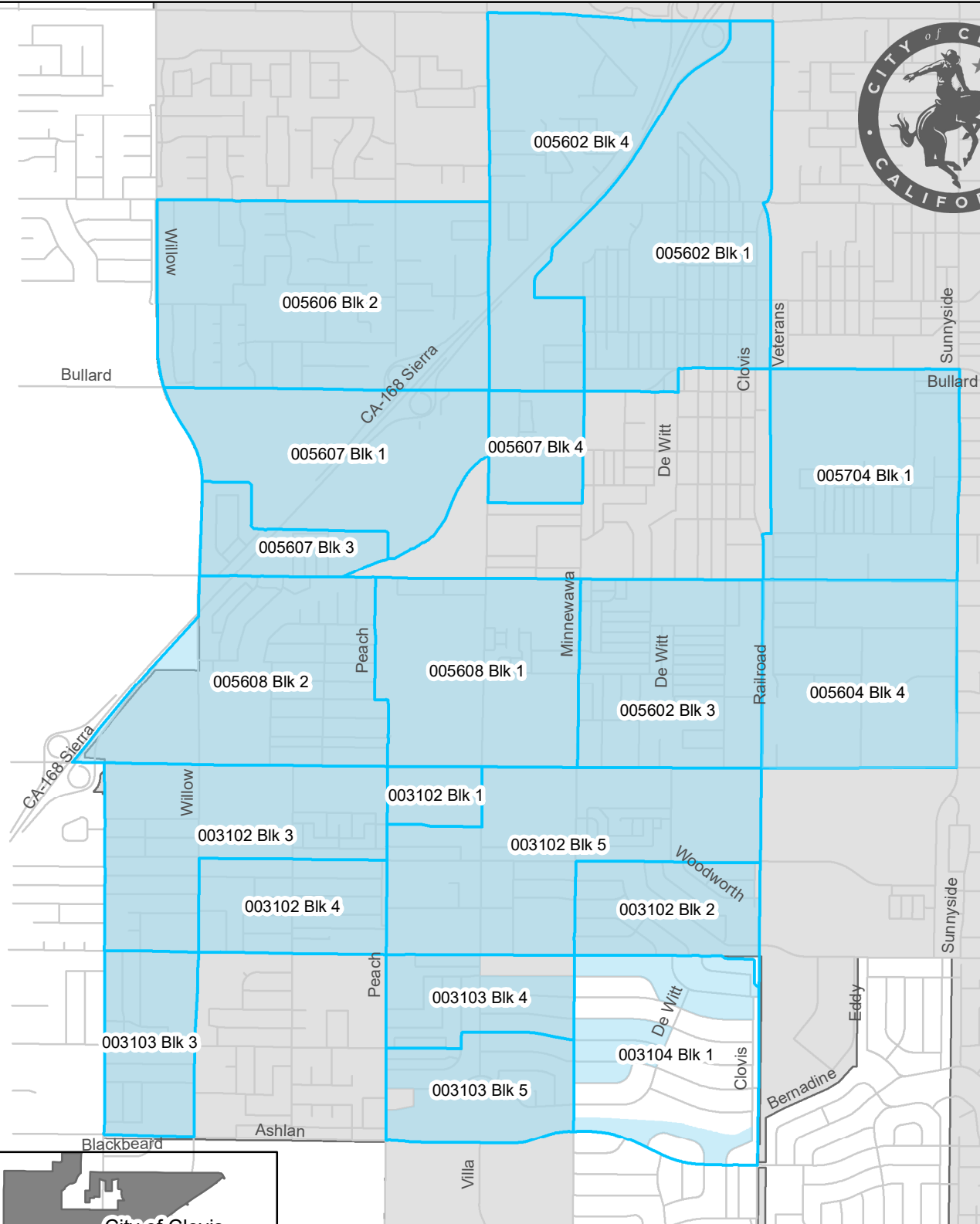
Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%




100% of the CDBG funds used during the 2022-2023 program year will be for the benefit of LMI persons. The City has assumed \$60,000 in administrative savings from the 2021-22 program year that is being programmed for 2022-23 projects.

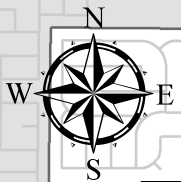
APPENDICES

Eligible CDBG Areas



Legend

-  2021 Census Tract CDBG Eligible
-  Clovis Streets
-  Clovis City Limits





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 16, 2022

SUBJECT: Consider Review and Introduction - Res. 22-____, 2022-23 City of Clovis Annual Budget, Five-year Capital Improvement Program, and information regarding the Clovis Successor Agency.

Staff: Jay Schengel, Finance Director/John Holt, City Manager

Recommendation: Receive Introduction and continue the public hearing to June 13, 2022

ATTACHMENTS: 1. Resolution
2. 2022-23 City of Clovis Annual Budget

CONFLICT OF INTEREST

None.

RECOMMENDATION

Receive the 2022-23 City of Clovis Annual Budget and open the public hearing for departmental review and comment, continue the public hearing to June 13, 2022, and adopt the budget resolution no later than June 30, 2022.

EXECUTIVE SUMMARY

According to the Municipal Code, the City Manager is responsible for providing the City Council with a recommended annual budget prior to commencement of the succeeding fiscal year and by no later than the third regular Council meeting in May. The Annual Budget is a plan for the financial operations of the City and includes a spending plan for all City operations, a five-year community investment program, and estimated revenues for the upcoming fiscal year.

The purpose of the budget is to enable the City Council to make financial plans for current and long-term expenditure needs, to ensure that executive management is administering the plans as set forth, and to allow citizens and investors with an opportunity to form opinions about the financial policies and administration of the City.

BACKGROUND

The 2022-23 Annual Budget is the spending plan for community investment in local services such as public safety, parks and recreation, transit, streets, water and sewer, and repairs/maintenance of public facilities. The Annual Budget is also the spending plan for investment in infrastructure of the community. The Annual Budget provides for a range of public services and focuses on those services that are essential to our citizens. Continuing prudent fiscal decisions and ongoing economic development initiatives enable the City to grow service levels and remain fiscally sustainable.

The General Fund Emergency Reserve is being maintained at 22%, or \$21 million set aside for unforeseen emergencies. The budget also includes \$43 million in City capital improvement projects. The City's General Fund budget is being funded through current year revenues.

Budget highlights include:

- **Provide Targeted Neighborhood Revitalization Investments.** This is a long-term effort to improve community appearance, neighborhood stabilization, amenities in older neighborhoods, and economic opportunities. **These investments total \$26.67 million in the proposed 2022-2023 budget and including the following:**
 - **Trail Enhancements in Southwest Clovis.** The budget provides funds to implement the Master Trail Agreement along the Gould Canal between Minnewawa and Peach Avenues, which will include opening the canal bank for trail use and the installation of amenities.
 - **Park Improvements in Central and Southwest Clovis.** Includes completion of the dog park at Sierra Bicentennial Park and the creation of a new dog park at Letterman Park.
 - **Recreation Opportunities.** A mobile recreation unit is proposed to allow City recreation staff to conduct programs in parks in southwest and central Clovis.
 - **Affordable Housing Programs Reach Unprecedented Level of Investment** at over \$7.5 million in Grant Funding.
 - \$5.0 million for **Housing Rehabilitation Loans**
 - \$1.0 million for **Down-Payment Housing Assistance**
 - \$1.5 million to **support the creation of new affordable housing.**
 - Continuing the **Emergency Housing Repairs Program** at \$0.1 million
 - **Active code enforcement** will continue with a cross-department effort, including an investment of grant funds focused on low-income areas.
 - **Public street improvements.** Reconstruct or Design:
 - Reconstruct Barstow Avenue – Villa to Minnewawa Avenues & design Sunnyside to Fowler.
 - Reconstruct Fowler Avenue – Ashlan south to the City limits.
 - Reconstruct Gettysburg Avenue – Sierra Vista Parkway to Clovis Avenue.

- Reconstruct Sunnyside Avenue – Fifth to Barstow Avenues, Third to Fifth Streets and design Barstow to Shaw Avenues.
 - Design Bullard Avenue – Villa to Minnewawa Avenues.
 - Design Willow Avenue – Shaw to Barstow.
 - Construct ADA Improvements as part of various street improvement projects.
- **Sidewalk Improvements.** Design reconstruction of sidewalks near Sierra Vista Elementary School.
- **Alley Improvements.** Reconstruct various alleys in eligible lower-income neighborhoods.
- **Water & Sewer Improvements.**
 - Construct Well 35 at Dewitt and Santa Ana Avenues.
 - Design Sewer main replacement on Santa Ana Avenue west of Clovis.
- **Public Safety Improvements**
 - Construct additional classrooms at Fire Training Facility in Southwest Clovis.
 - Reconstruction of Fire Station #2 on Minnewawa near Santa Ana Avenues.
 - Addition of 3 sworn police officers and other Public Safety positions.
- **Economic Development Investments**
 - Revitalization planning for underutilized Shaw Avenue commercial properties
 - Offer small and micro business incubation services in Southwest Clovis in partnership with the Clovis Culinary Center and regional partners.
 - Continue marketing the area for retail and job generating uses to serve adjacent the neighborhoods and the City as a whole.
- **Enhance Public Safety.** Public safety is a core service to the City.
 - Increase of 3 sworn Police personnel bringing the total authorized to 112 officers, adding a Communications Supervisor, and a conversion of a Public Safety Dispatcher to a Lead Public Safety Dispatcher
 - Allows the Police Department to promote vacant Corporals, Sergeants, and Lieutenants positions, restoring pre-pandemic staffing levels.
 - The budget provides for the replacement of 15 additional vehicles in the Police Department during the budget year, and restoration of annual contributions to the fleet fund to purchase future vehicles with cash rather than financing.
 - The full operational cost of the new Fire Station #6 in Loma Vista.
 - The funding for the reconstruction of Fire Station #2 and additions to the Fire Training Facility in Southwest Clovis that will house the Station #2 crew during reconstruction.
 - Completion of the purchase of new Self-Contained Breathing Apparatus (SCUBA) for the Fire Department.
 - Fund two Fire Department Command Vehicles.

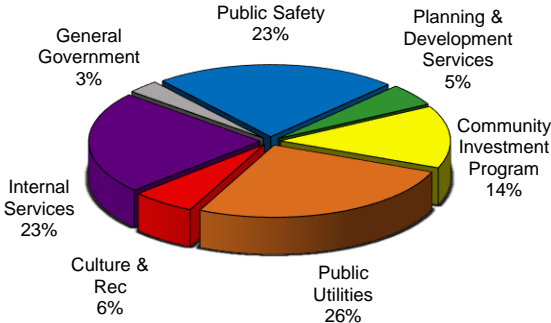
- **Provide Fiscal Security.** The Emergency Reserve is proposed to be 22% (of General Fund Expenditures), or \$21 million, set aside this year for unforeseen emergencies. The City's auditors recommended a target amount of 20%-25% as a prudent reserve for a city operation the size of Clovis. This fund protects services levels from catastrophic and unexpected losses. Utilization of these funds requires a 4/5ths vote of the City Council.
- **Further Secure Water Supplies and Systems**
 - Upgrade outdated supervisory control and data acquisition (SCADA) software that is no longer supported and does not adhere to current industry security standards for industrial control systems (ICS). Modern SCADA will provide ease of use and advanced functionality for operators, developers, and system administrators.
 - Continue investments with the Fresno Irrigation District for the firm surface water supply.
 - Design an additional water storage reservoir (Reservoir #9) in the Heritage Grove Growth Area.
 - Installation of an additional pump at Pump Station E to allow for the expansion of recycled water use city-wide.
- **Invest in Employees.** The budget includes a budgeted cost of living increase and funds for employee benefits. Funds for training and educational opportunities have been included and encouraged to be used to allow employees to reach their full potential at the City. In addition, new positions have been added to meet the growing needs of the City.
- **Invest in Planning our Future.** The budget includes approximately \$400,000 related to preparation of environmental impact reports for development projects and master plans that are currently being processed. In addition, \$1.4 million is included for continued work on the Sixth Cycle Housing Element and the initiation of an update to the General Plan. The Housing Element is expected to be complete in the fall of 2023.
- **Invest in the City's Economic Future.** Staff will be actively working on attracting commercial and industrial businesses to Clovis to add jobs and revenues to the City. Staff will continue to make strategic marketing efforts aimed at top revenue producing businesses to support the financial needs of the City. Relationships are being developed with critical development partners in the community and assisting projects through the development process. Staff will also be working with regional partners to develop entrepreneurial and small business growth resources. Staff will continue a focused marketing effort on reinforcing Clovis as a medical hub for services, education, and research leverage with the expansion of Clovis Regional Medical Center and the expansion of California Health Sciences University.
- **Serve our Seniors.** City funds are budgeted to complete construction work for the new Senior Center and Transit Hub at Landmark Square. Pending approval of the County's regional library, the City will ensure that a pad area is made available to facilitate its future construction on-site. The new facilities will more than double the capacity of the library and Senior Center,

and offer a new amenity to the community, a Transit Hub. This will bolster Old Town as the heart of Clovis and leverage the investment the community has made in the trail system and Old Town.

The 2022-23 Annual Budget for all funds, which totals \$297.5 million, is balanced by the use of current revenues, anticipated rate increases, and capital reserves. This budget represents a 20% decrease compared to estimated expenditures for 2021-22, due primarily to several large capital projects being completed in the current year and not reflected in the proposed budget.

A summary of expenditures by function is provided below:

General Government	\$ 8,838,800
Public Safety	69,893,200
Planning & Development Services	14,873,500
Community Investment Program	43,021,000
Public Utilities	75,386,100
Culture & Rec.	18,531,500
Internal Services	66,943,300
TOTAL	\$ 297,487,400



The General Fund, which is the only source of discretionary funding used for basic government services such as public safety, streets, parks, recreation and senior services, is budgeted to increase 8% above estimated expenditures for 2021-22. Department budgets are proposed to increase due to budget increases for core services as well as additional salary and benefit costs. Total current revenue in the General Fund is estimated at \$96.3 million and expenditures of \$93.6 million are being proposed.

The Executive Summary and Introduction Sections of the Annual Budget provide an overview of the important goals, target actions, resulting projects, and fiscal overview addressed within the budget. The Annual Budget presented to the City Council addresses the goals by which the community will measure its success, meets the most essential service needs for the community, provides substantial investment in planned maintenance of sewer, water, and street facilities, directs resources to economic development and support for job creation, continues the effort to plan for the community, and is balanced, with prudent emergency reserve funding set aside, as requested by the Council. For these reasons, the budget is recommended for consideration and adoption by the City Council.

Attached is the Budget Document containing additional summary narratives, details of revenues, expenditures, personnel, and debt and capital projects.

FISCAL IMPACT

In accordance with the Municipal Code, and in compliance with State law, the City Council is required to adopt a balanced, annual budget for each fiscal year by June 30. The Annual Budget provides a spending plan for the upcoming year that is balanced with expenditures

kept in line with revenues, includes a five-year community investment program, includes a prudent reserve of funds for emergencies and unforeseen events, and authorizes position allocations, all as approved by the Council.

REASON FOR RECOMMENDATION

The City Council must conduct a public hearing to provide an opportunity for the public to comment on the proposed Annual Budget; must review the proposal to determine that the financial plan fairly represents the fiscal policies and priorities of the City Council; and is required by local ordinance, in compliance with State law, to adopt a balanced budget by no later than June 30, 2022. If the Council fails to adopt a budget by that date, then the City Manager's proposed budget will automatically become effective to avoid any interruption in City operations, but no capital projects or capital purchases would be allowed until final action by the City Council.

ACTIONS FOLLOWING APPROVAL

On May 16, 2022, the 2022-23 City of Clovis Annual Budget will be presented with a recommendation to opening the public hearing for departmental review and comment, continue the public hearings to June 13, 2022, and adopt the budget resolution no later than June 30, 2022. Copies of the recommended Annual Budget will be available for review by the public by May 16, 2022 and prior to the budget hearings at the Clovis Branch of the Fresno County Library, at City Hall, and on the City's website found at www.cityofclovis.com.

Prepared by: Gina Daniels, Assistant Finance Director

Reviewed by: City Manager *JA*

RESOLUTION 22-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2022-2023, ORDERING TRANSFERS, AND ADOPTING THE SUMMARY OF APPROPRIATIONS BY FUND AND DEPARTMENT AND OTHER NECESSARY ACTIONS RELATED TO APPROVING THE 2022-2023 BUDGET

WHEREAS, the City Council is required to adopt the Budget by June 30 of each year; and

WHEREAS, the Council has conducted a public hearing on the recommended 2022-2023 Budget; and

WHEREAS, the adoption of Proposition 111 on June 5, 1990, requires the Council adopt an Appropriation Limit; and

WHEREAS, the Council intends to establish the City's Appropriation Limit in conformance with the provisions of Proposition 111; and

WHEREAS, the City Council finds it necessary to adopt the 2022-2023 Budget.

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

* Note: Exhibits A – E will be available at the June 13, 2022, meeting.

1. The 2022-2023 Annual Budget and corresponding Personnel Allocation is approved.
2. The City Council approves and orders the transfer of monies in and out of various funds as set forth in the "Notes to Resources and Appropriations Summary" of said 2022-2023 Budget Book.
3. The "Summary of Expenditures/Expenses 2022-2023 by Department within Fund-Legal Level of Budgetary Control" attached as Exhibit "A" is approved.
4. The Appropriation Limit as calculated and shown on Page 9 of the 2022-2023 Budget book is approved for \$373,733,758.
5. The Council orders that any budget savings or unanticipated revenue be transferred to reserves in accordance with the Appropriation Limit.
6. Any amendments to the appropriations as may be subsequently approved by the Council shall be in conformance with Section 2-8.11, Section 2-8.13 and Section 2-8.17 of the Clovis Municipal Code.

- 7. The City Council orders that \$21,000,000 of the Fund Balance from the City's General Fund be designated as Emergency Reserve.
- 8. The City Council approves the Five-Year Capital Improvement Program that is included within the Annual Budget.
- 9. The updated Monthly Salary Schedules by bargaining group are attached as Exhibit "B".
- 10. The Clovis Redevelopment Successor Agency's information is included in the City budget and accounting systems for administrative purposes and is shown on Exhibit A.
- 11. The City Council will implement the approved 3% annual increase in sewer user rates and will refund in full the \$7.30 per month sewer bond surcharge thereby adopting the fees itemized in Exhibit C.
- 12. The City Council will implement the approved annual 4% increase in rates for residential recycling and greenwaste and a 1.5% decrease will be implemented for the refuse program as shown in Exhibit D.
- 13. The City Council will implement the approved 3% annual increase in water user rates thereby adopting the fees itemized in Exhibit E. The non-drought rates on Exhibit E will be in effect for 2022-2023.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on _____, 2022, the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dated:

Mayor

City Clerk

RECOMMENDED

2022-2023

Annual Budget



Including Five-Year Community Investment Program



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Clovis
California**

For the Fiscal Year Beginning

July 1, 2021

Christopher P. Morill

Executive Director

GFOA DISTINGUISHED BUDGET AWARD PRESENTATION

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Clovis, California for its annual budget for the fiscal year beginning July 1, 2021.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

CITY OF CLOVIS



2022 - 2023 BUDGET

**Submitted to City Council
May 16, 2022**

José G. Flores
Mayor

Lynne Ashbeck
Mayor Pro-Tem

Drew Bessinger
Council Member

Vong Mouanoutoua
Council Member

Robert Whalen
Council Member

HOW TO USE THIS BUDGET

This Budget document has been designed to provide the public concise and readable information about the City of Clovis. The Budget explains the services and objectives, annual spending plan for the 2022-2023 fiscal year, debt obligations, and other vital information about the operations of the City.

This Budget document is separated into ten sections, designated by tabbed pages that provide quick identification of its contents. The Table of Contents lists every subject covered in this document and the associated page number.

The tabbed pages include brief descriptions of the data within each section. The following are the ten major sections and a brief explanation of each:

Table of Contents

A listing of all major sections, subsections, and the associated page numbers.

Executive Summary

The Executive Summary Section includes the City Manager's letter to the Mayor, City Council, and residents of the City of Clovis which provides an overview of the recommended Budget and its objectives, policies and goals, a discussion of funding for City services, a discussion of major capital projects, and a general economic outlook for the City.

Introduction

The Introduction Section provides general information about the City, long-range goals, major policies, financial policies, discretionary revenues, economic outlook, basis of budgeting, budget process and calendar, budgetary controls, appropriation limitation, fund descriptions, and organizational charts.

Summary of Revenues and Expenditures

The Summary of Revenues and Expenditures Section provides several summary presentations of financial transactions contained in the recommended Budget and a listing of primary revenue sources for the General Fund.

Debt Obligations

The Debt Obligation Section provides information about the City's policies on long-term debt, current long-term debt obligations, and the legal debt limit.

Personnel

The Personnel Section provides a summary and a detailed list of all the employee positions and the proposed changes in the recommended Budget.

Operations

The Operations Section provides detailed information about the programs and proposed expenditures for each department. Each department begins with a summary identifying all activities for the department. The summary is followed by department performance measures, which includes detail for each activity. Activity narratives include a brief "Five-Year Outlook" that addresses future budget considerations. Following the activity narratives is the activity budget detail including position allocations.

Community Investment Program

The Community Investment Program Section provides a general explanation of all capital projects planned for the 2022-2023 fiscal year and is organized by activity. Projects are identified on the basis of priority need and availability of funding.

Five-Year Community Investment Program

The Five-Year Community Investment Program Section provides a general explanation of all capital projects planned for fiscal years 2022-2023 through 2026-2027 and beyond and is also organized by activity. Projects are identified on the basis of priority need and availability of funding.

Appendix

The Appendix Section provides demographic information, phone numbers of City offices, elected officials, miscellaneous statistics, and a glossary of terms used in this document.

Every attempt has been made to make this Budget document as easy to understand as possible. We apologize for the use of "technical terms"; but due to the nature of accounting, their use is sometimes unavoidable. We hope that including a Glossary of terms in the Appendix Section will help the reader through these technical areas. If you have any questions or need clarification of items in this Budget, contact the Finance Department by calling (559) 324-2130.

The Budget document is available for public inspection at City Hall, Clovis Civic Center, 1033 Fifth Street, and the Clovis Branch Library, 1155 Fifth Street, during regular business hours, as well as the City's website at www.cityofclovis.com. Individual copies may also be purchased from the Finance Department.

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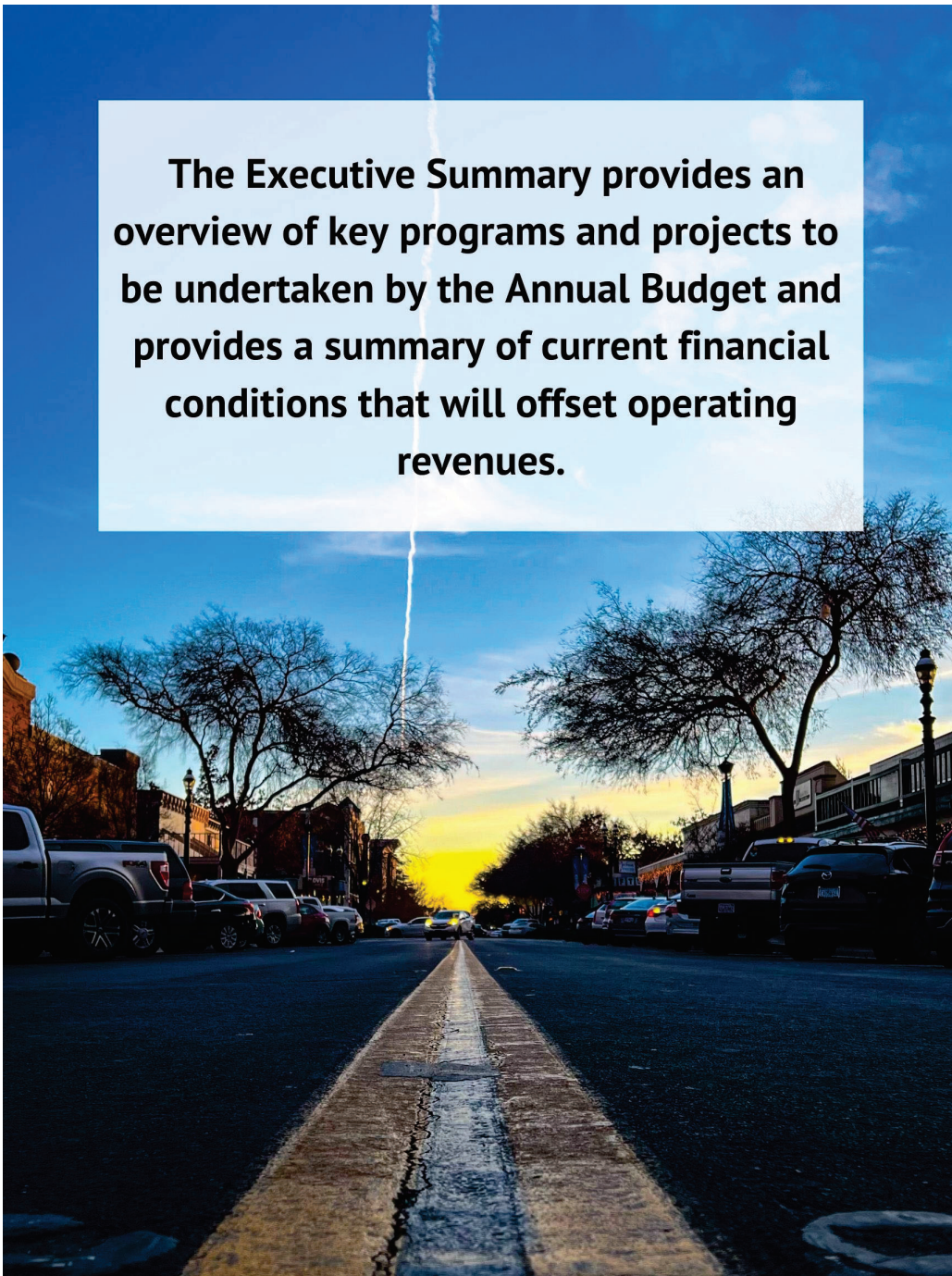
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EXECUTIVE *SUMMARY*

The Executive Summary provides an overview of key programs and projects to be undertaken by the Annual Budget and provides a summary of current financial conditions that will offset operating revenues.





CITY *of* CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

May 16, 2022

To: Mayor Flores, Members of the City Council, and Citizens of Clovis

EXECUTIVE SUMMARY

The 2022-2023 Annual Budget for general operations and capital improvement programs for the City of Clovis in the amount of \$297.5 million is hereby submitted, in accordance with the Clovis Municipal Code.

The 2022-2023 Annual Budget was developed to grow the City's operations to match growth and provide targeted investments in the City to improve the quality of life for its residents. Compared to the past few years, this is a welcome return from those restrained budgets due to the economic uncertainty of the pandemic. While economic uncertainty still exists and the General Fund is still constrained, the City is in a solid fiscal position. This proposed budget further solidifies the City's financial position in improving reserves, setting aside funds for future needs, and reduces the potential need for debt financing while restoring critical services and making significant investments in our City.

Highlights. The 2022-2023 Annual Budget is the spending plan for local services and investment in infrastructure of the community. The Annual Budget provides for a range of public services and focuses on those services that are essential to our citizens. Continuing prudent fiscal decisions and ongoing economic development initiatives enable the City to continue to maintain service levels and remain fiscally sustainable. The 2022-2023 Annual Budget highlights include:

- **Provide Targeted Neighborhood Revitalization Investments.** This is a long-term effort to improve community appearance, neighborhood stabilization, amenities in older neighborhoods, and economic opportunities. **These investments total \$26.67 million in the proposed 2022-2023 budget and including the following:**
 - **Trail Enhancements in Southwest Clovis.** The budget provides funds to implement the Master Trail Agreement along the Gould Canal between Minnewawa and Peach Avenues, which will include opening the canal bank for trail use and the installation of amenities.
 - **Park Improvements in Central and Southwest Clovis.** Includes completion of the dog park at Sierra Bicentennial Park and the creation of a new dog park at Letterman Park.
 - **Recreation Opportunities.** A mobile recreation unit is proposed to allow City recreation staff to conduct programs in parks in southwest and central Clovis.
 - **Affordable Housing Programs Reach Unprecedented Level of Investment** at over \$7.5 million in Grant Funding.
 - \$5.0 million for **Housing Rehabilitation Loans**
 - \$1.0 million for **Down-Payment Housing Assistance**
 - \$1.5 million to **support the creation of new affordable housing.**
 - Continuing the **Emergency Housing Repairs Program** at \$0.1 million
 - **Active code enforcement** will continue with a cross-department effort, including an investment of grant funds focused on low-income areas.
 - **Public street improvements.** Reconstruct or Design:
 - Reconstruct Barstow Avenue – Villa to Minnewawa Avenues & design Sunnyside to Fowler.
 - Reconstruct Fowler Avenue – Ashlan south to the City limits.
 - Reconstruct Gettysburg Avenue – Sierra Vista Parkway to Clovis Avenue.
 - Reconstruct Sunnyside Avenue – Fifth to Barstow Avenues, Third to Fifth Streets and design Barstow to Shaw Avenues.
 - Design Bullard Avenue – Villa to Minnewawa Avenues.

- Design Willow Avenue – Shaw to Barstow.
 - Construct ADA Improvements as part of various street improvement projects.
 - **Sidewalk Improvements.** Design reconstruction of sidewalks near Sierra Vista Elementary School.
 - **Alley Improvements.** Reconstruct various alleys in eligible lower-income neighborhoods.
 - **Water & Sewer Improvements.**
 - Construct Well 35 at Dewitt and Santa Ana Avenues.
 - Design Sewer main replacement on Santa Ana Avenue west of Clovis.
 - **Public Safety Improvements**
 - Construct additional classrooms at Fire Training Facility in Southwest Clovis.
 - Reconstruction of Fire Station #2 on Minnewawa near Santa Ana Avenues.
 - Addition of 3 sworn police officers and other Public Safety positions.
 - **Economic Development Investments**
 - Revitalization planning for underutilized Shaw Avenue commercial properties
 - Offer small and micro business incubation services in Southwest Clovis in partnership with the Clovis Culinary Center and regional partners.
 - Continue marketing the area for retail and job generating uses to serve adjacent the neighborhoods and the City as a whole.
- **Enhance Public Safety.** Public safety is a core service to the City.
 - Increase of 3 sworn Police personnel bringing the total authorized to 112 officers, adding a Communications Supervisor, and a conversion of a Public Safety Dispatcher to a Lead Public Safety Dispatcher
 - Allows the Police Department to promote vacant Corporals, Sergeants, and Lieutenants positions, restoring pre-pandemic staffing levels.
 - The budget provides for the replacement of 15 additional vehicles in the Police Department during the budget year, and restoration of annual contributions to the fleet fund to purchase future vehicles with cash rather than financing.
 - The full operational cost of the new Fire Station #6 in Loma Vista.
 - The funding for the reconstruction of Fire Station #2 and additions to the Fire Training Facility in Southwest Clovis that will house the Station #2 crew during reconstruction.
 - Completion of the purchase of new Self-Contained Breathing Apparatus (SCBA) for the Fire Department.
 - Fund two Fire Department Command Vehicles.
- **Provide Fiscal Security.** The Emergency Reserve is proposed to be 22% (of General Fund Expenditures), or \$21 million, set aside this year for unforeseen emergencies. The City's auditors recommended a target amount of 20%-25% as a prudent reserve for a city operation the size of Clovis. This fund protects services levels from catastrophic and unexpected losses. Utilization of these funds requires a 4/5ths vote of the City Council.
- **Further Secure Water Supplies and Systems**
 - Upgrade outdated supervisory control and data acquisition (SCADA) software that is no longer supported and does not adhere to current industry security standards for industrial control systems (ICS). Modern SCADA will provide ease of use and advanced functionality for operators, developers, and system administrators.
 - Continue investments with the Fresno Irrigation District for the firm surface water supply.
 - Design an additional water storage reservoir (Reservoir #9) in the Heritage Grove Growth Area.
 - Installation of an additional pump at Pump Station E to allow for the expansion of recycled water use city-wide.
- **Invest in Employees.** The budget includes a budgeted cost of living increase and funds for employee benefits. Funds for training and educational opportunities have been included and encouraged to be used to allow employees to reach their full potential at the City. In addition, new positions have been added to meet the growing needs of the City.
- **Invest in Planning our Future.** The budget includes approximately \$400,000 related to preparation of environmental impact reports for development projects and master plans that are currently being processed. In addition, \$1.4 million is included for continued work on the Sixth Cycle Housing Element and the initiation of an update to the General Plan. The Housing Element is expected to be complete in the fall of 2023.
- **Invest in the City's Economic Future.** Staff will be actively working on attracting commercial and industrial businesses to Clovis to add jobs and revenues to the City. Staff will continue to make strategic marketing efforts aimed at top revenue producing businesses to support the financial needs of the City. Relationships are being developed with critical development partners in the community and assisting projects through the development process. Staff will also be working with regional

partners to develop entrepreneurial and small business growth resources. Staff will continue marketing effort on reinforcing Clovis as a medical hub for services, education, and research with the expansion of Clovis Regional Medical Center and the expansion of California Health Sciences University.

- **Serve our Seniors.** City funds are budgeted to complete construction work for the new Senior Center and Transit Hub at Landmark Square. Pending approval of the County’s regional library, the City will ensure that a pad area is made available to facilitate its future construction on-site. The new facilities will more than double the capacity of the library and Senior Center, and offer a new amenity to the community, a Transit Hub. This will bolster Old Town as the heart of Clovis and leverage the investment the community has made in the trail system and Old Town.

The 2022-2023 Annual Budget will be available for review at the City Clerk’s Office - 1033 Fifth Street, at the Clovis Branch Library - 1155 Fifth Street, and at the City’s website at www.cityofclovis.com as of May 16, 2022. Individual copies are available for purchase from the Finance Department. Public hearings to consider the Annual Budget will be at the regular City Council meeting of June 13, 2022, and, if needed, June 20, 2022, with adoption scheduled at the conclusion of the hearings.

Our Vision, Our Mission, and Our Guiding Principles

The Vision Statement articulates the most desirable qualities that will define the City of Clovis of the future; it builds on the City’s values and opportunities and serves to inspire its citizens to achieve the community’s potential. Our Vision and Community Values for Clovis:

A City that is committed to the Clovis Community Family, their needs, their values, and a quality way of life for all; reflecting that commitment in how it develops and in the activities it undertakes.

The Mission Statement developed by the City Council after consultation with citizens provides a statement to summarize those things that really matter to the City Council in leading the community and delivering services to the citizens of Clovis:

Define and deliver local government better than anyone today and tomorrow.

The guiding principles for achieving and perpetuating Our Vision for Clovis as a livable community and Our Mission as a local government are:

- Keeping focus on Our Vision and Our Mission as the community grows and in the activities we undertake.
- Educating and informing the citizens of Clovis and our employees of Our Vision and Our Mission.
- Mobilizing citizen support for Our Vision and Our Mission.
- Believing that Our Vision and Our Mission will happen through the actions we take.
- Providing opportunities for volunteers to contribute to Our Vision and Our Mission.
- Providing adequate funding and resources to achieve Our Vision and Our Mission.
- Celebrating the successes of Our Vision and Our Mission along the way.
- Focusing on the very best for the entire community and withstanding individual pressures to stray from Our Vision and Our Mission.

Fiscal Overview

In March of 2020, it became apparent that the spread of the novel coronavirus was going to severely disrupt the global economy. This disruption did not spare the City of Clovis, but the severity of the impact has not been as deep as expected. While the City’s unemployment rate spiked from 3.2% to 13% in May of 2020, the economy has been rebounding and showing strength despite numerous closure orders and an uncertain environment, as evidenced by the unemployment rate dropping to 2.5% in March of 2022. The City has also enjoyed higher than average retail sales when compared to other cities and the state, and significantly better occupancy at hotels than both forecasted and experienced elsewhere. The prudent manner that the City managed its finances and supported Clovis businesses the last two years, along with federal aid, has allowed the City to rebuild its fiscal position. Ongoing concerns are still present with inflation increasing rapidly and monetary policy shifting, as well as geo-political impacts to supply chains and corresponding disruptions.

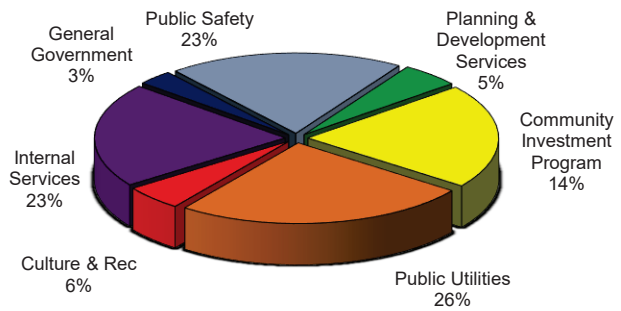
The City’s rebound economically can be attributed to many quick actions the City Council took to support businesses, such as: providing accurate information, providing connections to assistance programs, and providing

direct assistance whenever possible during the pandemic. However, the key to this recovery has over many years to build a strong and diverse economy that attracts high quality businesses, employees, and residents to our community. This provided Clovis with the resiliency needed to weather the challenges of the COVID-19 pandemic and was especially effective with strong leadership from the City Council in supporting the community through the crisis. The City is on solid ground economically and rapid expansion is underway with new businesses, ideas, and ways of doing business coming forth to keep Clovis strong for the long run. The fundamentals of a well-educated community, excellent infrastructure, good land use policies, and a heritage of hard work will provide for an economic engine that gives hope for the future. Continuing a spirit of partnership with Clovis businesses is going to be critical in reaching mutual goals of a vibrant community that allows for success of all residents.

Budget Overview

The 2022-2023 Annual Budget for all funds totals \$297.5 million, including \$249.1 million in operating expenses and \$48.4 million in capital improvement expenditures (\$43 million in Community Investment Program from the chart below as well as an additional \$5.4 million of capital projects in other funds). The budget is balanced using current revenues, anticipated rate increases, and capital reserves. This budget represents an 20% decrease compared to estimated expenditures for 2021-2022, due primarily to several large capital projects being completed in the current year and not reflected in the proposed budget. A summary of expenditures by function is provided below:

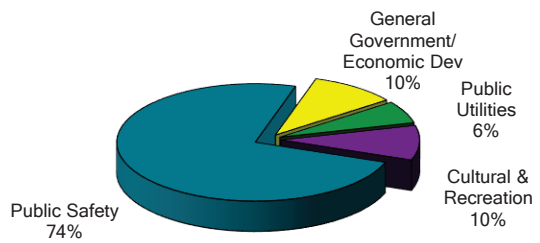
General Government	\$ 8,838,800
Public Safety	69,893,200
Planning & Development Services	14,873,500
Community Investment Program	43,021,000
Public Utilities	75,386,100
Culture & Recreation	18,531,500
Internal Services	66,943,300
TOTAL	\$ 297,487,400



General Fund

The proposed General Fund Budget is balanced using current year revenues. Expenditures are projected at \$93.6 million and represent an increase of 8% compared to the estimated expenditures for 2021-2022. Revenues are projected at \$96.3 million, which is a decrease of 6% when compared to the estimated revenues for 2021-2022.

The summary of General Fund expenditures by function is provided below:



Public Safety	\$ 69,893,200
General Government/Economic Dev.	8,838,800
Public Utilities	5,349,900
Cultural & Recreation	9,501,500
TOTAL	\$ 93,583,400

The 2022-2023 Annual Budget projects sales tax revenues to be \$31.5 million, which represents a 21% increase from the 2021-2022 Annual Budget. Over the last two years, sales tax experienced dramatic growth due to the shift to online purchases which was exacerbated by the pandemic. California’s AB 147, the Marketplace Facilitator’s Act, also provided vigorous gains in the county pools due to online purchases, of which the City receives a share. Consumers adapted to the pandemic by buying online at a record pace. Although recent acceleration to online buying should continue growing sales tax revenues, future gains are anticipated to subside to levels moderately better than historical levels. Sales tax comprises 44% of the projected discretionary revenue for fiscal year 2022-2023.

Property tax revenues are expected to continue to rise with the strong residential housing market driving growth. Commercial property tax revenues will be closely monitored as they may be impacted by the accelerated shift to

online shopping and remote office work. Property taxes, including in-lieu vehicle license fees, are \$33.5 million in fiscal year 2022-2023, which represents a 5% increase from the previous fiscal year. These property taxes comprise 46% of the projected discretionary revenue for fiscal year 2022-2023.

The American Rescue Plan Act of 2021 (ARPA) is an economic stimulus package adopted by Congress and signed into law on March 11, 2021. ARPA included a wide variety of funding for businesses, residents, local government, and other entities. The City of Clovis received approximately \$8.65 million in May of 2021 and is scheduled to receive the second tranche of \$8.65 million in May of 2022. The City of Clovis qualified the use of one-time ARPA funds for public safety salary and benefits, and this allowed unused discretionary revenues to be positioned for various one-time expenditures.

A key to ensuring Clovis' long-term fiscal health is to accumulate sufficient funds to maintain an Emergency Reserve that is adequate to protect the City against an unexpected catastrophic event and for the continuance of essential City services during a rapid economic downturn. The City's auditors recommend a target amount of 20%-25% as a prudent reserve for a city operation the size of Clovis. The 2022-2023 Annual Budget includes a transfer of \$1.6 million to the Emergency Reserve, which results in a balance of \$21 million or 22% of expenditures. The Budget also includes an unassigned fund balance of \$4.6 million to be carried forward as a contingency for economic uncertainty and in case of unexpected expenditures or revenue shortfalls.

The General Fund is the only fund with discretionary revenues to fund all or portions of operations, such as Police and Fire protection, streets and parks maintenance, recreation, and senior services. The distinction between "discretionary" and "non-discretionary" revenues is key to understanding the financing of local government core services. It is also the key to understanding how decisions about funding of local government and use of revenues made at the state or local level can affect the City's core services. Only 25% of the City's total current year revenues are available for discretionary spending. The remaining revenues are designated for specific purposes. A more detailed description of the use of discretionary revenues is provided in the **Introduction Section** of this budget.

Other Funds

Although a major focus of the budget discussion is the General Fund because it represents the essential core services delivered to citizens and is supported by general tax revenues, other funds are no less important. These other funds include the community investment funds, enterprise funds, and internal service funds. All these funds are balanced for 2022-2023, utilizing current revenue and reserves when appropriate.

In the Public Utilities Department, Sewer will have a 3% rate increase in this year's budget and will refund the full \$7.30 bond surcharge. The Water Fund will implement the authorized 3% increase and has two rate schedules: one for normal conditions and one for drought conditions. This year's budget anticipates normal conditions. Community Sanitation will have a 4% increase for recycling and greenwaste services and a 1.5% decrease for refuse service. Street sweeping charges are increasing \$0.50 to \$2.75 per month. The Transit Enterprise Fund and Planning and Development Services Fund (PDS) are fully funded this year. These funds are included in the Summary of Fund Balances and other tables in the **Summary of Revenue and Expenditures** section of this budget.

The Internal Service Funds are included in this budget and act as cost accumulation and allocation centers. All these funds are fully funded with adequate balances to manage emergencies in the respective operational areas, should the need arise. In addition, the Community Investment Program (CIP) is included in this budget with details included in the CIP section.

The 2022-2023 Annual Budget represents the City being in a strong fiscal position poised to make investments to continue Clovis' heritage and mission to "Define and deliver local government better than anyone today and tomorrow". I wish to thank the Council, the City's Executive Management Team, and all City Employees for their extraordinary efforts during the past two years as we have continued to provide excellent public service during unprecedented and challenging times. I am confident that we will continue to excel in 2022-2023.

Respectfully submitted,

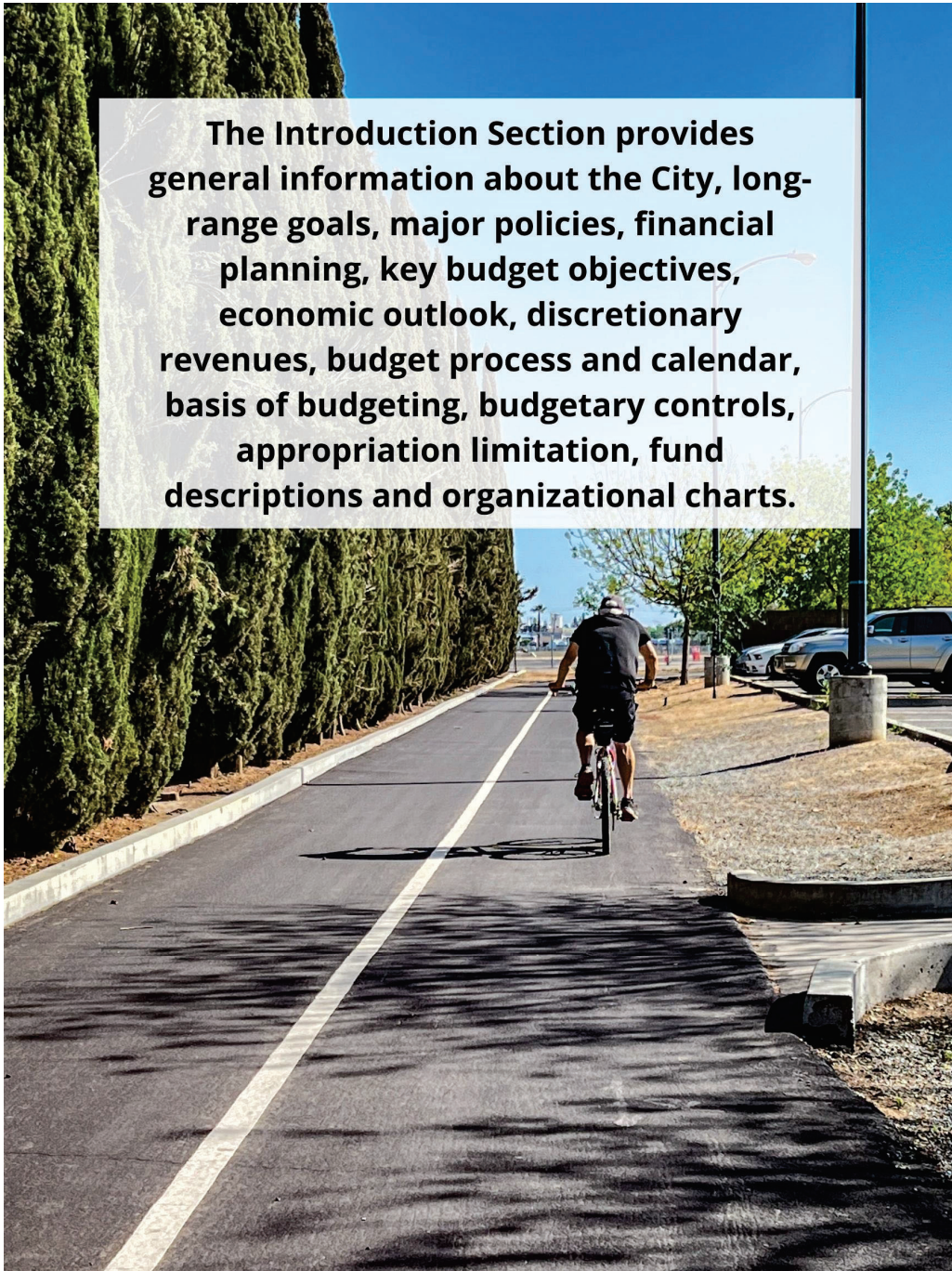


John Holt
City Manager

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INTRODUCTION *SECTION*

The Introduction Section provides general information about the City, long-range goals, major policies, financial planning, key budget objectives, economic outlook, discretionary revenues, budget process and calendar, basis of budgeting, budgetary controls, appropriation limitation, fund descriptions and organizational charts.



INTRODUCTION



The City of Clovis was incorporated on February 27, 1912, as a general law city of the State of California and as such can exercise the powers allowed by the Constitution and laws of the State of California. The City is governed by the City Council-Manager form of government in which the City Council determines the mission, land use, and spending policies of the City and appoints the City Manager to oversee the day-to-day operation in carrying forward those policies. The City Council consists of five members elected at large for alternating four-year terms. The City provides the following services: public safety, animal control, transit, senior services, parks, recreation, economic development, planning and zoning, building inspection and engineering, street maintenance, water treatment and delivery, refuse collection and disposal, sewage collection and treatment, water reuse, street cleaning, and general administrative services.

In accordance with state law and the Clovis Municipal Code, the City prepares and adopts an annual balanced budget on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the General Fund, special revenue funds, capital project funds, and debt service funds. Spending plans are also adopted for the proprietary funds.

FINANCIAL POLICIES

The City Council has established fiscal policies that govern the City's financial administration and are designed to safeguard the City's assets, provide for a stable funding base, and ensure that adequate accounting data is compiled. The accounting data allows for the preparation of various accounting reports such as this budget and the Annual Comprehensive Financial Report (ACFR). Following are the financial policies that provide the basis for the financial direction of the City:

- The City's budget policy states that all operating budgets shall be balanced, and ongoing costs will not exceed current revenues plus the available fund balance that exceeds reserve fund requirements. The minimum reserve for any operational fund is 10% of the budgeted expenditures with the goal for reserves of 20-25% of budgeted expenditures unless capital borrowing or extraordinary fiscal conditions require that higher levels of reserves be maintained.
- The Enterprise Funds are to be fully supported by user fees and charges, and the Internal Services Funds are to be funded at appropriate levels to ensure reasonable ability to respond to unforeseen events. Annually, the City has designated a contribution of general funds to the General Government Services Fund (an Internal Service Fund) to address the building space needs for new fire stations, safety training facilities, regional park facilities, business and industrial parks, upgrades and new technology for improved productivity, and major remodeling, repairs, or additions to existing facilities.
- The City will not issue long-term debt to cover current operations. The City will consider the issuance of long-term debt to purchase/build capital assets when those assets will benefit users over several years and it is determined that it is more equitable to spread the capital investment and financing costs of the assets to current and future users of the assets.

- Annually, the City will have an independent audit of its financial records prepared by a certified public accountant, pursuant to generally accepted auditing standards, and will submit an annual financial report to the City Council by December 31 for the previous fiscal year.
- Fees for services provided will be charged directly to users of the services when appropriate and should cover the full cost of service delivery. Fees will be reviewed on an annual basis to ensure that the fee is appropriate for the service provided compared to actual cost or an approved cost index.
- Development impact fees will be established with the goal that new growth pays the cost of infrastructure improvements and minimizes the burden to existing residents.
- The City will invest available cash assets in a manner consistent with the safeguards and diversity that a prudent investor would adhere to with primary emphasis on preservation of principal, sufficient liquidity to cover anticipated payment outflows, and high yields consistent with the first two goals. The City's investments will be consistent with Section 53601 of the Government Code of the State of California that identifies which types of investments are eligible for investment of public funds, and the maximum percentage of an investment portfolio that is allowed for any one investment.

The City is in compliance with all of its financial policies.

KEY BUDGET OBJECTIVES

The City intends to maintain facilities and deliver essential core services at levels that will meet the most urgent needs of the community, while keeping expenditures in line with revenues. The following are the key objectives of this budget. For more details on how these objectives relate to departmental goals, refer to the Department Summaries included in the Operations Section.

1. Maximize service levels for public safety, crime prevention, hazard prevention, and emergency response in the community by prioritizing the most urgent demands for services and seeking alternative methods to meet lesser priority demands consistent with the need for sustainable spending.
2. Implement the General Plan and all service and infrastructure master plans.
3. Maintain appropriate service levels that will best promote community appearance and the environment and seek to protect the substantial public investment in streetscapes, parks and trails.
4. Implement an Economic Development Strategy that seeks to facilitate the growth of new or expanding businesses and jobs that improve the overall tax base of the City, improve the diversity of the local economy, and improve the income of residents in the community.
5. Pursue an aggressive capital investment program to provide a safe, clean, and well-maintained community for the residents, to provide first-rate public facilities to serve the City's population well into the future, and to induce increased local employment from construction contracts; and to provide preventative maintenance as a priority expenditure to avoid greater costs in the future.
6. Provide targeted neighborhood revitalization investments. This is a long-term effort to improve community appearance, neighborhood stabilization, amenities in older neighborhoods, and economic opportunities. These investments total \$26.67 million in the 2022-23 budget in funding primarily reinvesting in some of the city's older neighborhoods.

DISCRETIONARY VERSUS NON-DISCRETIONARY REVENUES

The distinction between these categories of revenue is especially important for the General Fund. It is the key to understanding the financing of general government operations and services. Understanding these categories of revenue makes clear how decisions that are made about funding for local government and use of these revenues can affect these core government services. With constrained sources of revenue, the terms "discretionary" and "non-discretionary" revenues have taken on greater importance.

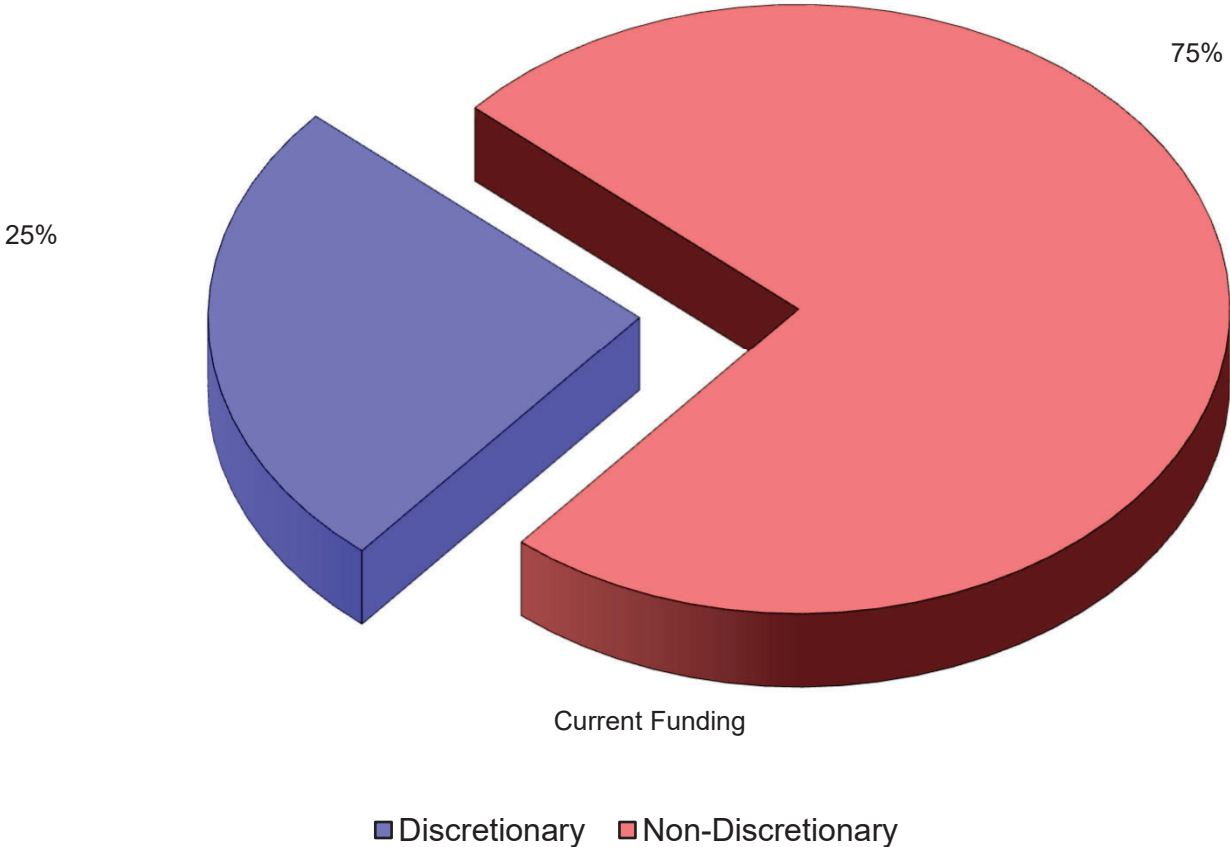
Discretionary revenues are those for which the City can decide, without restriction, how these funds will be expended and on which programs. Examples of discretionary revenues are property taxes, most sales taxes, and business license fees, all of which may be allocated to support any lawful purpose of the City's choosing. Discretionary revenues are used to support the General Fund operations and programs. The primary sources of discretionary revenues are property, sales, and certain other taxes which account for more than 98% of total discretionary funding.

Non-discretionary revenues have restrictions, and the City must spend these revenues on the programs for which they are intended. Examples of non-discretionary revenues include gas taxes that must be used for street maintenance; and development fees that must be used for land use entitlement processes and inspections or investment in public improvements associated with new development.

The chart below entitled "Summary of Discretionary and Non-Discretionary Revenues 2022-2023" illustrates that only 25% of total annual revenues are discretionary with the remaining 75% non-discretionary. The City's discretionary revenues this year total \$72.4 million, of which \$72.1 million are being appropriated in the General Fund and \$0.3 million are being transferred to the Planning and Development Services Fund to pay for the public benefit supported by that operation. The remaining \$225.0 million of revenues are non-discretionary. Of the discretionary revenues, the chart entitled "Use of Discretionary Revenues 2022-2023" shows that the City will use 87%, or \$63.2 million, of the total \$72.4 million of discretionary funds for public safety.

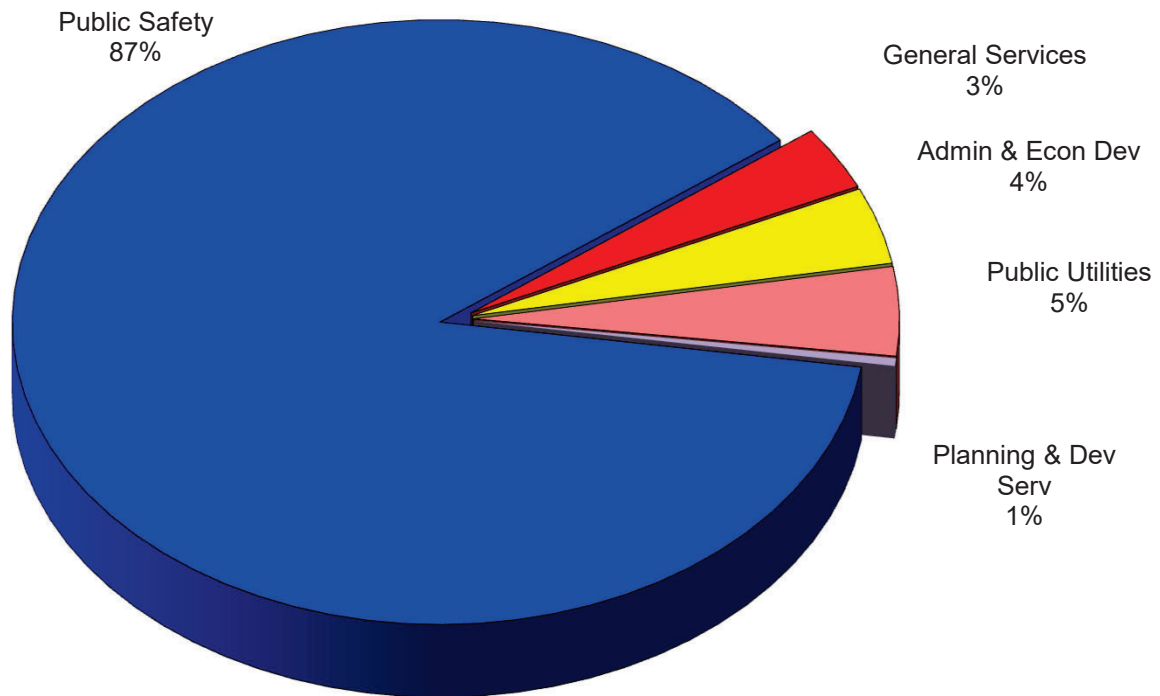
SUMMARY OF DISCRETIONARY AND NON-DISCRETIONARY REVENUES 2022-2023

	<u>Discretionary</u>	<u>Non- Discretionary</u>	<u>Total</u>
Property Taxes	31,080,000	2,445,000	33,525,000
Other Taxes	42,120,000	513,000	42,633,000
Licenses & Permits	1,400,000	4,207,000	5,607,000
Fines & Forfeitures	0	193,000	193,000
Use of Money & Property	60,000	1,054,000	1,114,000
Revenue From Other Agencies	130,000	37,705,000	37,835,000
Charges For Current Services	85,000	173,330,600	173,415,600
Other Revenues	0	726,000	726,000
TOTAL CURRENT FUNDING	74,875,000	220,173,600	295,048,600
(Additions to)/Use of Available Balance	<u>(2,423,900)</u>	<u>4,862,700</u>	<u>2,438,800</u>
TOTAL	<u>72,451,100</u>	<u>225,036,300</u>	<u>297,487,400</u>



USE OF DISCRETIONARY REVENUES 2022-2023

Departments	Total Expenditures	Non-Discretionary Revenues	Use of Discretionary Revenues
City Council	394,500	203,000	191,500
City Attorney	1,113,000	743,000	370,000
City Manager	8,646,600	6,887,300	1,759,300
General Services	61,960,900	59,500,000	2,460,900
Finance	3,765,200	3,115,000	650,200
Police	47,843,700	3,909,000	43,934,700
Fire	22,049,500	2,710,000	19,339,500
Public Utilities	93,819,500	90,374,500	3,445,000
Planning & Development Services	14,873,500	14,573,500	300,000
Community Investment Program	43,021,000	43,021,000	0
TOTAL	297,487,400	225,036,300	72,451,100



ECONOMIC OUTLOOK

In March of 2020, it became apparent that the spread of the novel coronavirus was going to severely disrupt the global economy. This disruption did not spare the City of Clovis, but the severity of the impact has not been as deep as expected. While the City's unemployment rate spiked from 3.2% to 13% in May of 2020, the economy has been rebounding and showing strength despite numerous closure orders and an uncertain environment, as evidenced by the unemployment rate dropping to historic low of 2.5% in March of 2022. The City has also enjoyed higher than average retail sales when compared to other cities and the state, and significantly better occupancy at hotels than both forecasted and experienced elsewhere. The forecasts one year ago were uncertain and it warranted prudence from the City and a focused effort to support businesses in Clovis and residents in need.

The City's rebound economically can be attributed many quick actions the City Council took to support businesses such as: providing accurate information, providing connections to assistance programs, and providing direct assistance whenever able. However, the key to this recovery has been the effort over many years to build a strong and diverse economy that attracts high quality businesses, employees, and residents to our community. This provided Clovis with the resiliency needed to weather the challenges of the COVID-19 pandemic and was especially effective with strong leadership from City Council in supporting the community through the crisis.

In addition, it allowed the City to take advantage of the rapidly changing environment by identifying opportunities for the community. Examples of this occurred during the first few hours of the shelter-in-place order with staff developing business ideas to well-positioned entities for supply chain needs and creating products needed to protect the community from the virus. Businesses were saved and created through this effort. The City now has a medical device cluster created out of this crisis. This had been a long-term goal of the City, and the virus necessitated it to occur. Staff also recognized the shift to on-line retail and the need for distribution facilities, a small change was made with Council approval to the Development Code to open up areas where this would be allowed, and potential users considering in-fill projects to take advantage of the market. Staff also saw a large increase of entrepreneurial start-ups in various settings including the Clovis Culinary Center and the Valley Small Business Development Center with Clovis residents launching business ideas to make up for lost employment. The City has resourced these start-ups with assistance and will be bolstering these efforts significantly with investments in this budget.

As we gain deeper knowledge of the economic shifts that rapidly occurred during the pandemic, it has confirmed that the City is on solid ground economically and rapid expansion will be underway with new businesses, ideas, and way of doing business coming forth to keep Clovis strong for the long run. The fundamentals of a well-educated community, excellent infrastructure, good land use policies, and a heritage of hard work will provide for an economic engine that gives hope for the future. Continuing a spirit of partnership with Clovis businesses is going to be critical in reaching mutual goals of a vibrant community that allows for success of all residents.

Upcoming projects that will have a positive effect on the local economy include:

- California Health Sciences University (CHSU) increasing enrollment candidates for becoming medical doctors in the Sierra Gateway Commerce District;
- Further attraction of businesses to the Sierra Gateway Commerce District;
- Businesses locating in the expanded Dry Creek Industrial Park and nearby business developments;
- Additional expansion of medical facilities at Clovis Community Medical Center and on adjacent properties;
- New hotel developments;
- Targeted investments of \$26.67 million that will improve older Clovis neighborhoods and provide economic opportunities;
- Development of approximately 400,000 square feet of industrial buildings on vacant parcels in the Clovis Industrial Business Park beginning in 2022-2023, and the addition of several thousand jobs created by the Fresno County Department of Social Services moving into existing buildings in the area;
- The development on the Clovis and Dakota Avenue site into approximately 400,000 square feet of industrial will add at least 1,000 jobs to the City;
- Additional retail coming to the Loma Vista Urban Center; and
- Construction of a six-lane expressway on Shaw Avenue from DeWolf to McCall Avenues.

FUND ACCOUNTING

The accounts of the City are organized on a basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenses/expenditures. Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent. The various funds are grouped into three broad categories as follows:

Governmental Fund Types - Governmental funds are used to account for all of the City's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition of or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

Proprietary Funds - Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration and the primary intent is to recover the costs of providing the goods or services through user charges. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds).

Fiduciary Funds - Fiduciary funds are used to account for assets held on behalf of outside parties in a trustee capacity. Assessment Districts fall within this category as does the Redevelopment Successor Agency.

BASIS OF BUDGETING

The budgets of the governmental fund types (General Fund, special revenue, capital projects, debt service, and assessment districts) are prepared on a modified accrual basis. This means expenditures are recorded when the liability is incurred, and revenues are recognized if they are received during the fiscal year or shortly thereafter. In addition, the City treats encumbrances as expenditures only for budgetary control purposes. Encumbrances open at year-end are reported as assignments of fund balances since they do not constitute expenditures or liabilities. Available expendable resources include beginning fund balance and current year revenues and transfers from other funds.

The spending plans for the proprietary fund types, comprised of internal service funds (employee benefits, fleet, liability and property insurance, and general services) and enterprise funds (water, sewer, community sanitation, planning and development services, and transit), are prepared on a full accrual basis. Expenses are recorded when the liability is incurred, and revenues are recognized when the service is provided. Exceptions exist in the way the City prepares its spending plans for the enterprise funds and the way they are reported in the City's Annual Comprehensive Financial Report (ACFR). Depreciation on assets is not shown in the spending plan, but expenditures for capital are shown at the full purchase price. The ACFR shows depreciation but not the capital expenditure, which is in accordance with generally accepted accounting principles. Available expendable resources for proprietary funds include beginning working capital, current revenues, and transfers in. Beginning working capital is defined as current assets less current liabilities; in other words, working capital represents cash available to pay expenses.

FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

Based on the City's Master Development Plans, the program consists of broad evaluation and establishment of priorities for capital projects essential for future development, as well as the replacement of existing City facilities as needed to ensure the continued delivery of services to the public. An important part of the process of developing the community investment program for capital improvements is determination of the logical order of construction of projects included in the master plans so that underground work is well coordinated to be accomplished in advance of above groundwork. Public service programs and the master plans are the principal bases for determining general priorities. Other factors, however, may influence the final decision as to when a particular project is to be undertaken, such as public demand, major commercial or industrial users, the need to coordinate with other jurisdictions, or even special funding. The five-year community investment program is not designed to do all things that need to be done, but rather to develop a reasonable program of public needs and a dependable order of urgency for each project in relation to other projects. The preparation of the capital budget provides greater assurance that the projects will be undertaken in order of need, that overlapping projects will be avoided, that costly mistakes can be avoided, and that all projects can be

coordinated with each other. Below are a few highlights of projects included in the Five-Year Community Investment Program:

- Reconstruction of Fire Station 2 on Minnewawa Avenue south of Shaw Avenue
- Dog Park improvements at Sierra Bicentennial and Letterman parks
- Southwest area trail opening and improvements (Gould Canal Trail)
- Construction of traffic signals at Armstrong/Nees and Shepherd/Peach intersections
- Design of roundabout at Dewolf Avenue and Owens Mountain Parkway
- Design of adaptive coordination systems for Shaw, Herndon, and Shepherd Avenues
- Continued improvement and maintenance of the City's infrastructure including street rehabilitation and sewer and water collection/distribution facilities
- Design of water reservoir #9 at Sunnyside and Perrin Avenues

BUDGET PROCESS

The proposed budget is required by City Ordinance to be submitted to the City Council by the third meeting in May for the upcoming fiscal year (which begins July 1 and ends June 30). The Council holds public hearings following the submittal of the budget, and may add to, subtract from, or change appropriations within revenues and reserves estimated as available. The Council is required to adopt a balanced budget by June 30. If a balanced budget is not adopted by June 30, in order to ensure continuity of government services, the City Manager's proposed budget becomes effective (excluding capital expenditures).

As part of the budget process, City staff prepares a five-year forecast that analyzes the City's long-term fiscal condition. It identifies trends and issues that must be addressed early in order to ensure the City's continued financial success in meeting the service needs of the City's residents. These planning sessions are intended to identify Council goals and priorities for the upcoming year. The departments then provide budgetary requests necessary to provide the services required to meet the Council goals. Once the City Manager confirms that the budget is structurally balanced with current resources sufficient to cover current expenditures, the Finance Department accumulates the data into a budget book representing the proposed budget that is submitted to Council.

Following adoption of the budget, it is sometimes necessary to amend the budget. The City Manager may transfer any appropriation within a specific fund not to exceed \$5,000 for appropriations and \$2,500 for reserves. Transfers exceeding these amounts require Council action. Also, the Personnel section from time to time may require an amendment should additional staffing be necessary, or should the complement of staff require adjustment. These changes also require Council action.

BUDGET CALENDAR

Departmental Submittal (including CIP)	March 11, 2022
City Manager Budget Review	March 14 - April 15, 2022
Introduction of Recommended Budget to City Council	May 16, 2022
Council Budget Review and Public Hearings	June 13, 2022
Adoption of Budget	June 13, 2022

BUDGET CONTROL

Budgetary control is maintained at the department level by fund for both expenditures and personnel. The City utilizes encumbrance accounting in governmental funds under which purchase orders, contracts, and other commitments for expenditures are recorded to reserve the budgeted line item. Monthly reports to staff and quarterly reports to Council are utilized to affect budgetary control and reporting.

APPROPRIATIONS LIMITATION

In November of 1979, California voters approved a constitutional amendment that established an Appropriations Limitation for the state and local governments. In June of 1990, the electorate approved Proposition 111 that amended the provisions of the constitution to provide for the adjustment of the Limitation. The formula now used to calculate the Appropriations Limit is the percentage change in California Per Capita Income (PCI) or the percentage change in valuations of non-residential construction (NRC) plus the percentage change in the City's population or the County's, whichever is greater. The State Department of Finance historically provides the City with the population estimates and the California PCI on May 1st. Due to time

constraints, the City has estimated the population and the California PCI for the current proposed budget. The City's population increased approximately 2.60% from 2021. The percentage change in the California PCI was approximately 5.73%. The change in non-residential construction was 1.49%. Therefore, the change in PCI is used.

Appropriations Limitation 2021-2022	\$344,521,822
Add: Change in Population (2.60%)	<u>8,957,567</u>
	\$353,479,389
Add: Change in PCI (5.73%)	<u>20,254,369</u>
Appropriations Limitation 2022-2023	\$373,733,758
Less: Proposed Expenditures Subject to Limitation in 2022-2023	<u>78,201,996</u>
Amount of Unused Authorized Appropriations	<u>\$295,531,762</u>

Over the past five years, the City of Clovis' expenditures have been less than the appropriation (approximately 25% of the limit); therefore, it is not likely that the City of Clovis will reach the Appropriations Limit in the future. It is recommended that the Council's adoption of the Budget include the establishment of the City's Appropriations Limitation for the 2022-2023 fiscal year at \$373,733,758.

DESCRIPTION AND PURPOSE OF ACCOUNTING FUNDS

The information below provides a brief outline for each of the funds utilized by the City to account for revenue and expenditures for the various activities of the City.

Community Facilities District 2020-1 Fund

The Community Facilities District 2020-1 Fund is a special revenue fund that houses the collection and spending of tax assessments within Community Facilities District 2020-1. Assessments collected will be used to finance all costs associated with the maintenance and operation of certain public sewer facilities and the eventual replacement thereof.

Community Sanitation Fund

The Community Sanitation Fund, which is self-supporting from fees, is operated as a City business or "enterprise." All costs including depreciation are recorded in this fund. All revenue from service charges related to the collection and disposal of solid waste, recycling, greenwaste, and street sweeping fees is deposited into this fund.

Employee Benefits Fund

This fund accounts for the cost of employee benefits including retirement, workers' compensation, health insurance, unemployment insurance, and social security and Medicare insurance. The source of funding is a charge to all departments with personnel.

Fleet Maintenance and Replacement Fund

This fund accounts for the expenditures for maintaining the City's fleet and for equipment replacement. The source of funding is rental and replacement charges to all operating departments that use vehicles or equipment.

General Fund

The purpose of the General Fund is to account for general government activities such as public safety, planning, some public works, and revenue collection administration. All local tax revenues, building fees, certain user charges, and all discretionary revenues are deposited in the General Fund. The General Fund also receives non-discretionary revenues related to specific activities that are performed by the operating sections within the General Fund.

General Government Services/Facilities Fund

This fund accounts for centralized support provided to other departments including computer services, central supplies, communications, energy, and janitorial services and for government facility maintenance, enhancements, and acquisitions. The sources of funding come from a charge to all operating departments.

Housing & Community Development Fund

This fund accounts for the operations of the Housing and Community Development Program. The funding source is the Housing and Community Development Block Grant.

Housing Successor Fund

This fund was created to continue those City managed housing projects not affected by the State's elimination of Redevelopment Agencies.

Landscape Maintenance Fund

This fund accounts for the expenditures of the Landscape Maintenance Districts.

Liability and Property Insurance Fund

This fund accounts for the cost of general liability and property damage claims and insurance. The source of funding is from a charge to all operating departments.

Park Projects Fund

This fund accounts for the revenue, primarily from developer fees and park grants, for the purpose of park development, including acquisition of property. Also, as needed, funds are transferred from this fund to the Park Bond Debt Service Fund for payment of the annual principal and interest on the Park Bonds, which were used for park acquisition and development.

Planning & Development Services Fund

This fund accounts for the activities of the building, planning, and engineering departments of the City. Revenue is mainly generated from permit fees for services provided.

Sewer Construction-Developer Fund

This fund accounts for the revenue from developer fees from the Major Facilities Sewer charge and to account for capital improvements for major trunk sewer projects and expansion at the treatment plant.

Sewer Construction-Enterprise Fund

This fund accounts for capital expenditures for sewer main construction. Funds are transferred into the fund from the Sewer Service Fund for user-related projects and from the Developer Trust Fund as reimbursements are made for developer projects.

Sewer Service Fund

This enterprise fund accounts for the operation and maintenance of the City's sanitary sewer system, including operating costs of the City's share of the Fresno-Clovis Wastewater Treatment Facility. The fund is self-supporting from sewer user fees.

Street Construction Fund

This fund accounts for the capital street projects paid for out of the City's share of Transportation Development Act (SB 325) funds allocated by the state, 1/2 cent sales tax for transportation, Special Gas Tax Select Street funds, and federal funding sources under the Federal Intermodal Surface Transportation Efficiency Act. In addition, funds are transferred from the Developer Trust Fund as reimbursements are made for developer-financed projects.

Successor Agencies Fund

This fund was established to manage the wind down of the Clovis Community Development Agency. State actions eliminated Redevelopment Agencies effective 1/31/12 and required the creation of this fund.

Transit Fund

This fund accounts for the operation of the City's transit system including Stageline and Round-Up and services contracted from Fresno Area Express (FAX). The sources of funding for this activity are SB 325 monies, farebox revenues, and 1/2 cent sales tax for transportation.

Water Construction-Developer Fund

This fund accounts for the revenue from developer fees and for capital improvements for major water lines, water wells, and other major capital improvements.

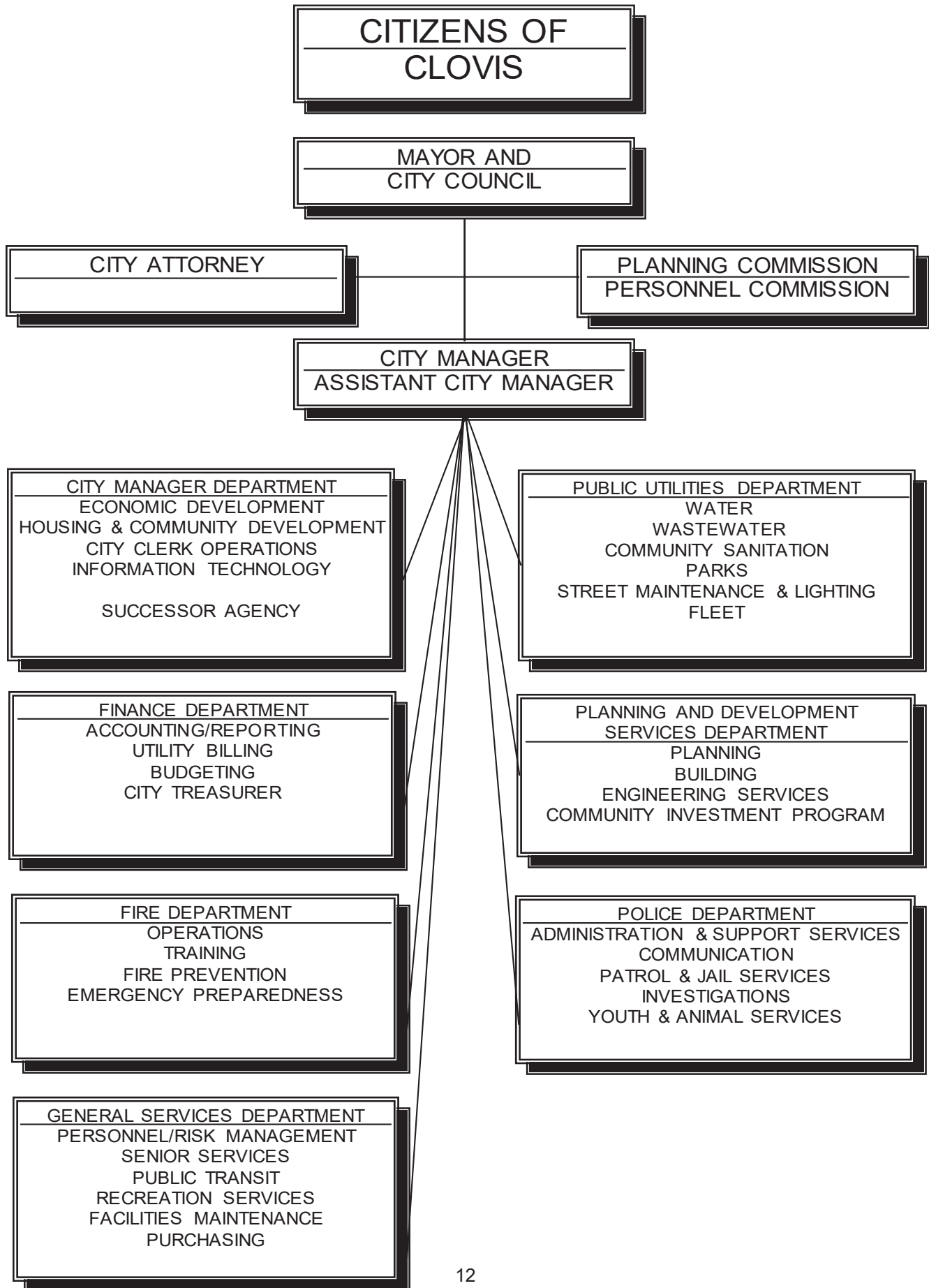
Water Construction-Enterprise Fund

This fund accounts for revenue from developer fees and expenditures for installation of water mains.

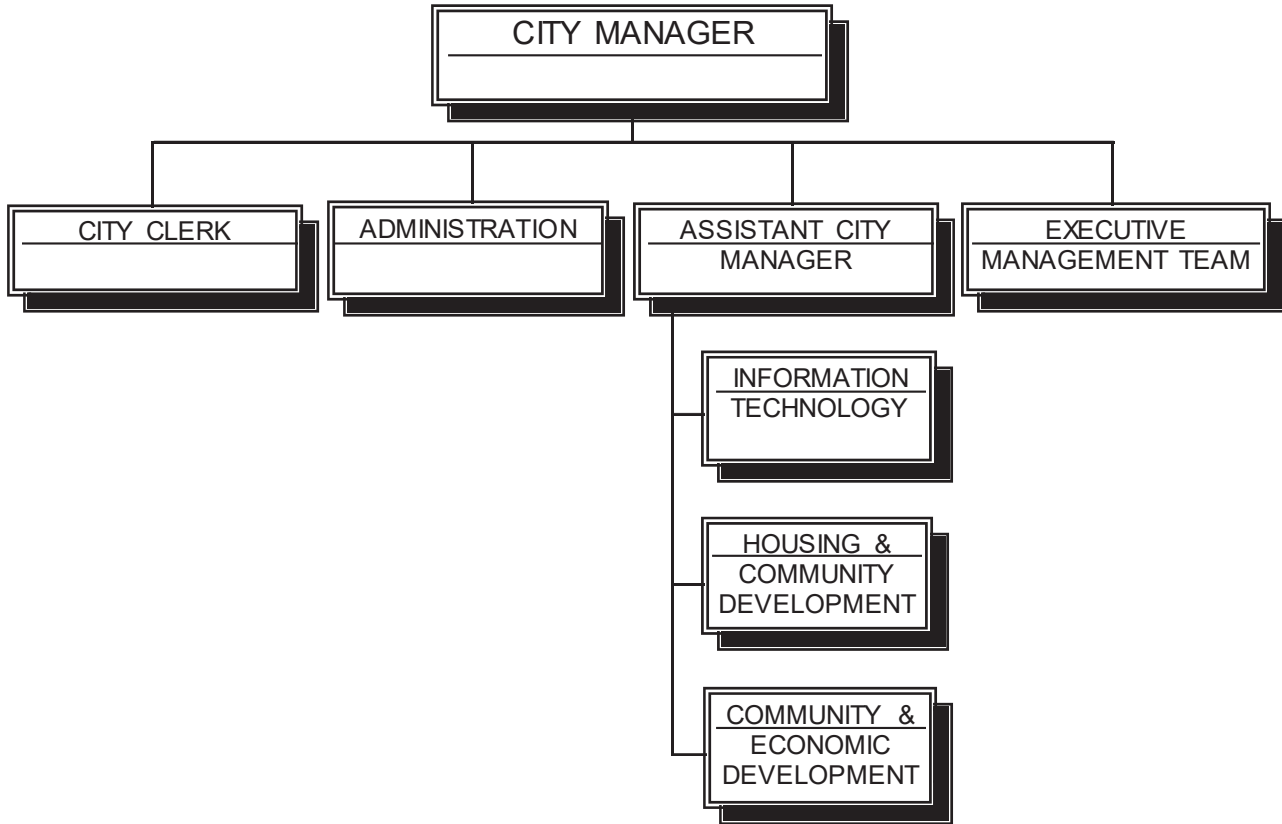
Water Service Fund

This enterprise fund accounts for revenues from delivery of water and the related expenditures to operate and maintain the water system. Funds are transferred from this fund to the Water Main Construction Fund for system maintenance and upgrades.

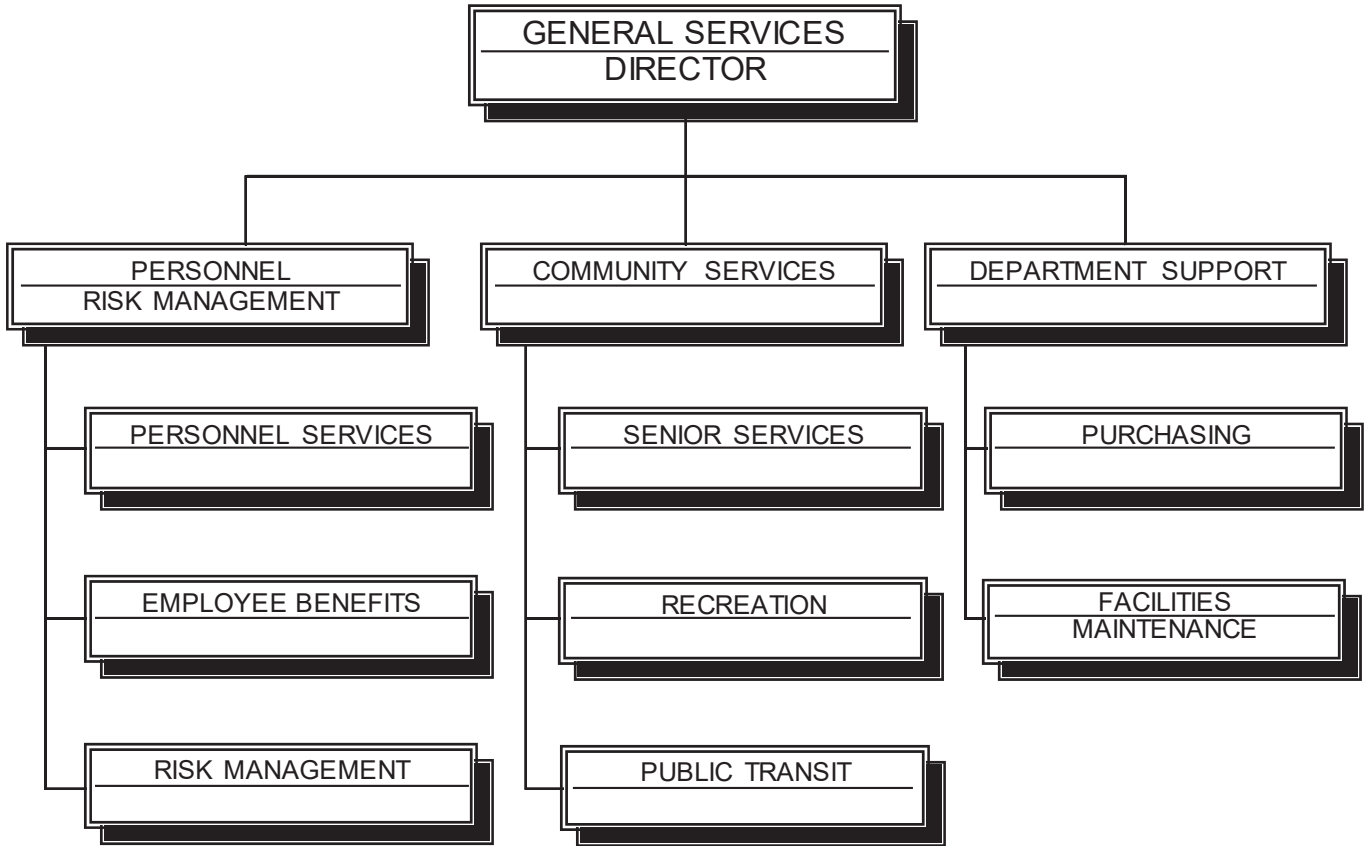
City Of Clovis Organization Chart



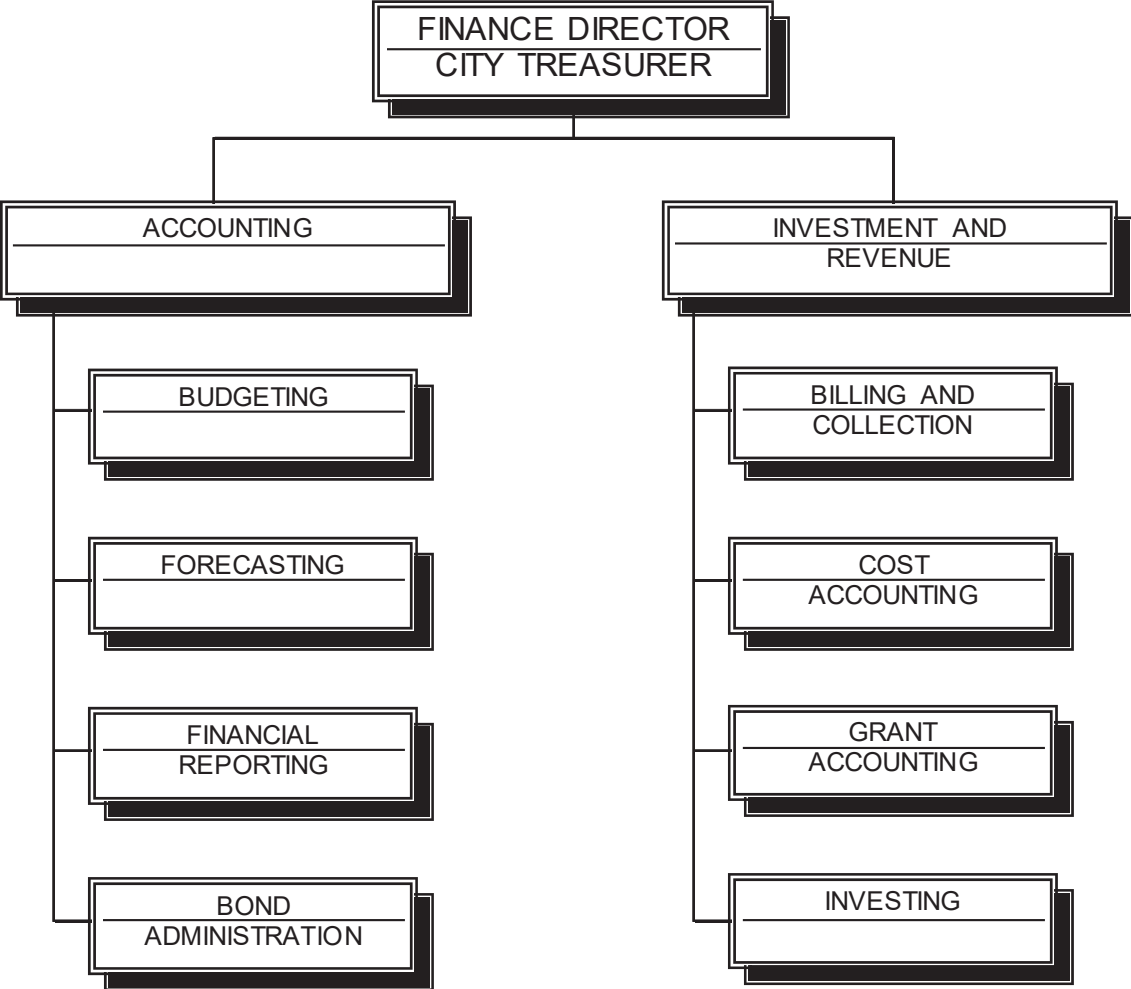
City Manager Department



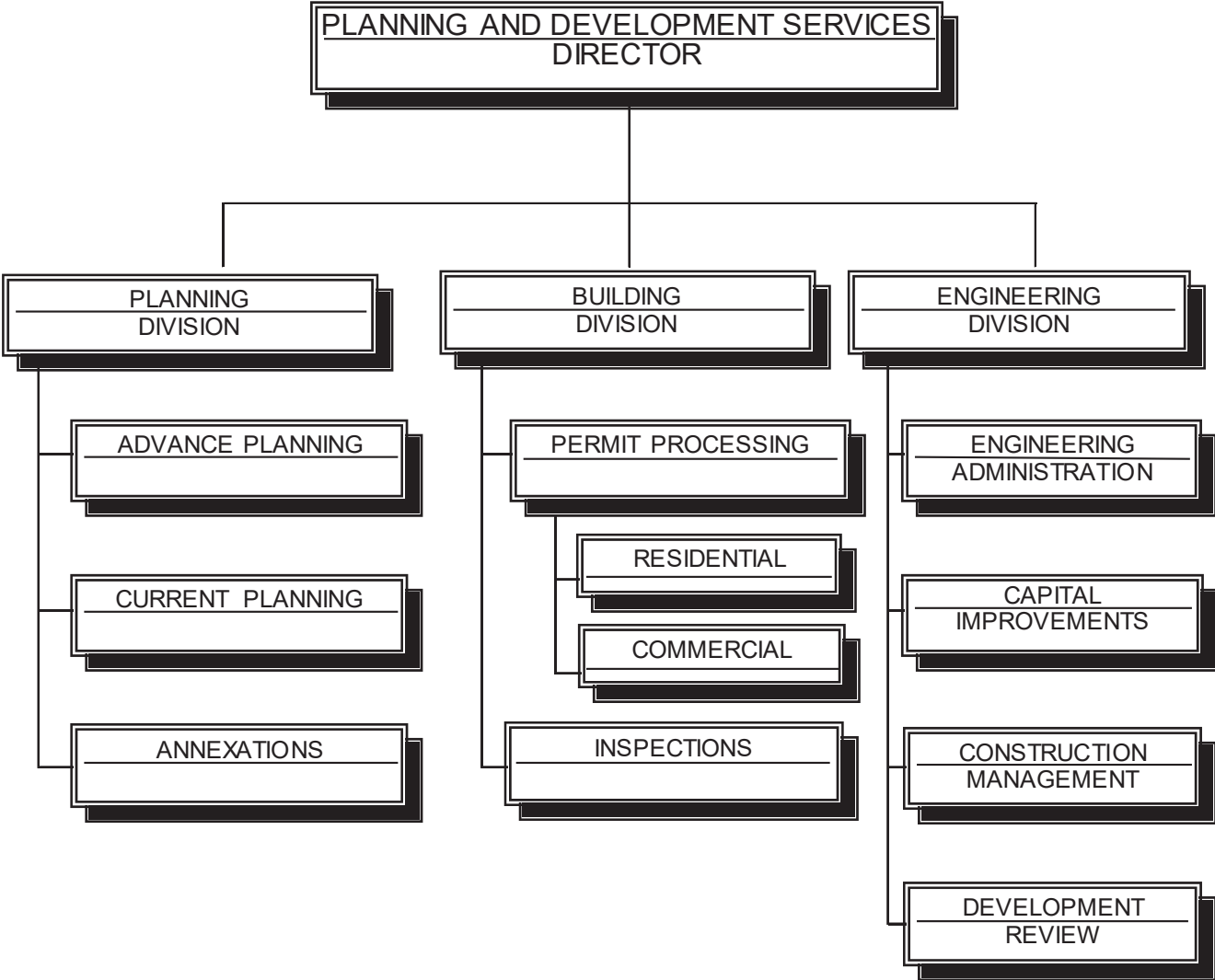
General Services Department



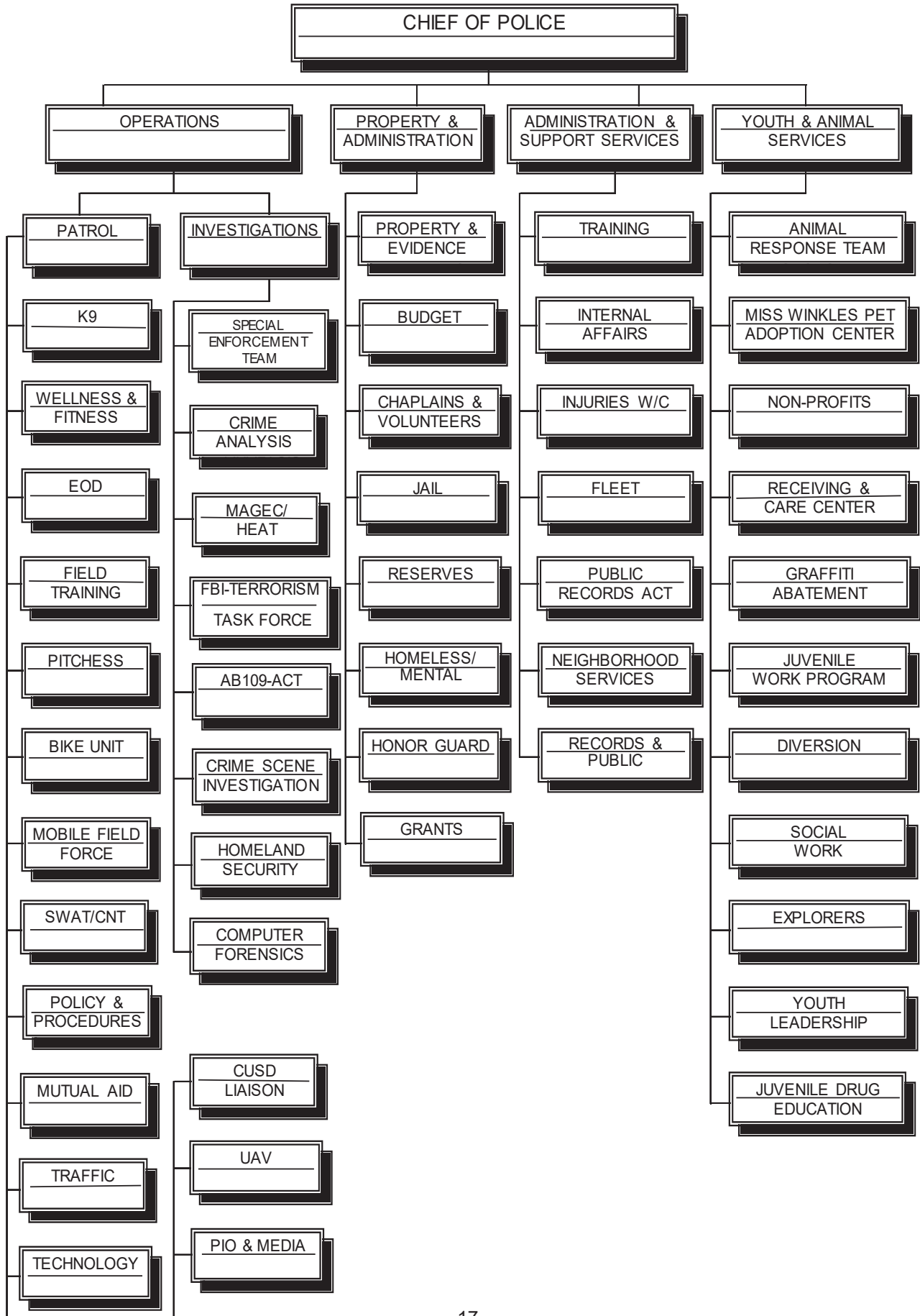
Finance Department



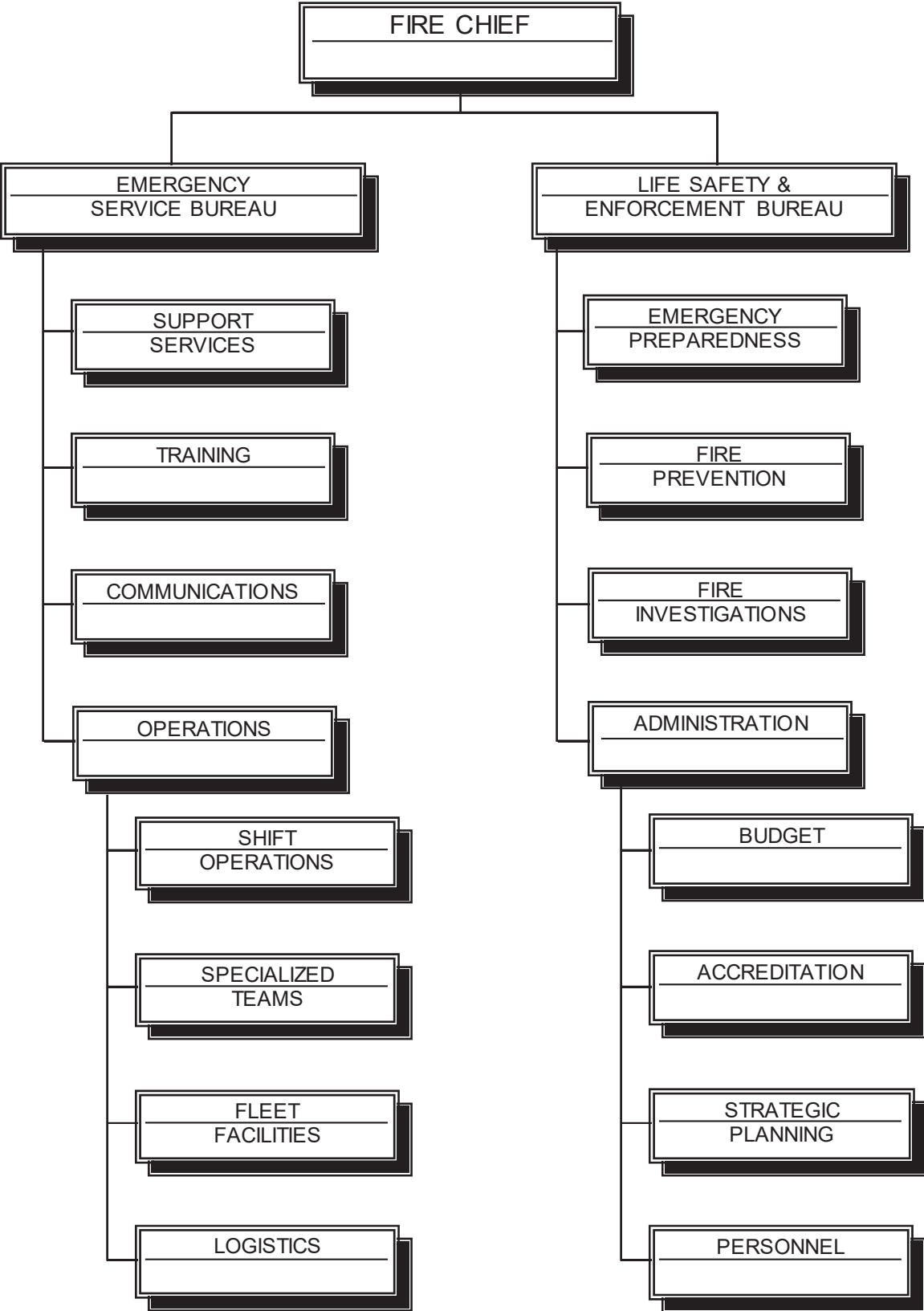
Planning and Development Services Department



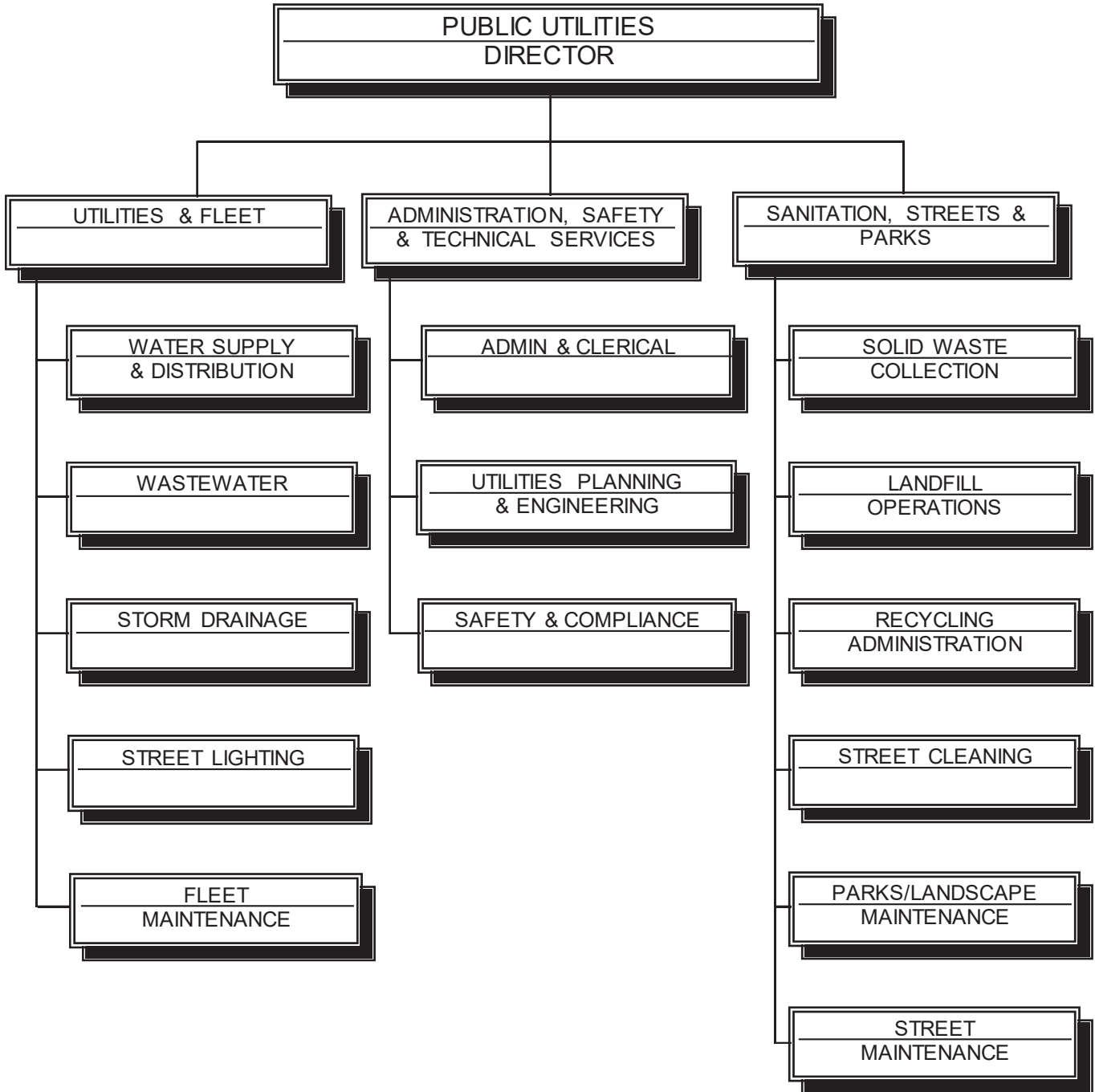
Police Department



Fire Department



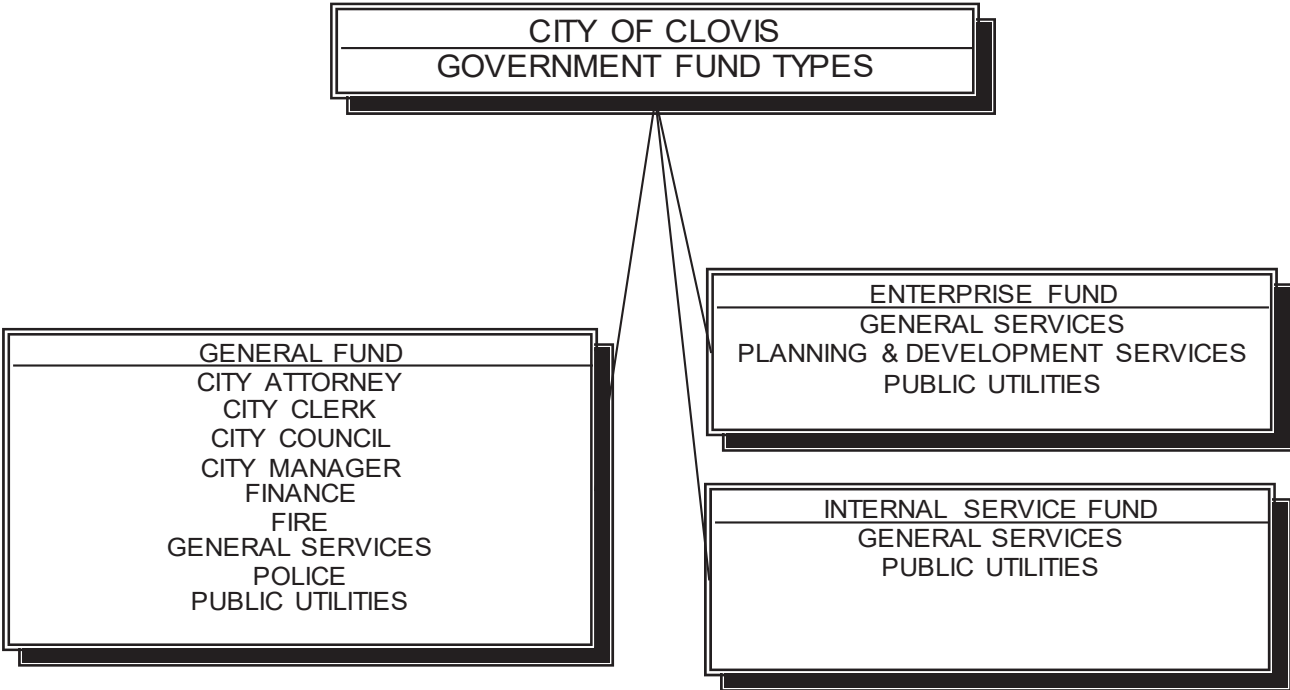
Public Utilities Department



Clovis Successor Agencies



City Departments by Fund Type



**CITY OF CLOVIS
2022-2023 MANAGEMENT STAFF**

John Holt, City Manager
Andrew Haussler, Assistant City Manager
Karey Cha, City Clerk
Scott Cross, City Attorney
Curt Fleming, Police Chief
John Binaski, Fire Chief
Jay Schengel, Finance Director/Treasurer
Shonna Halterman, General Services Director
Renee Mathis, Planning & Development Services Director
Scott Redelfs, Public Utilities Director

BUDGET PREPARATION TASK FORCE

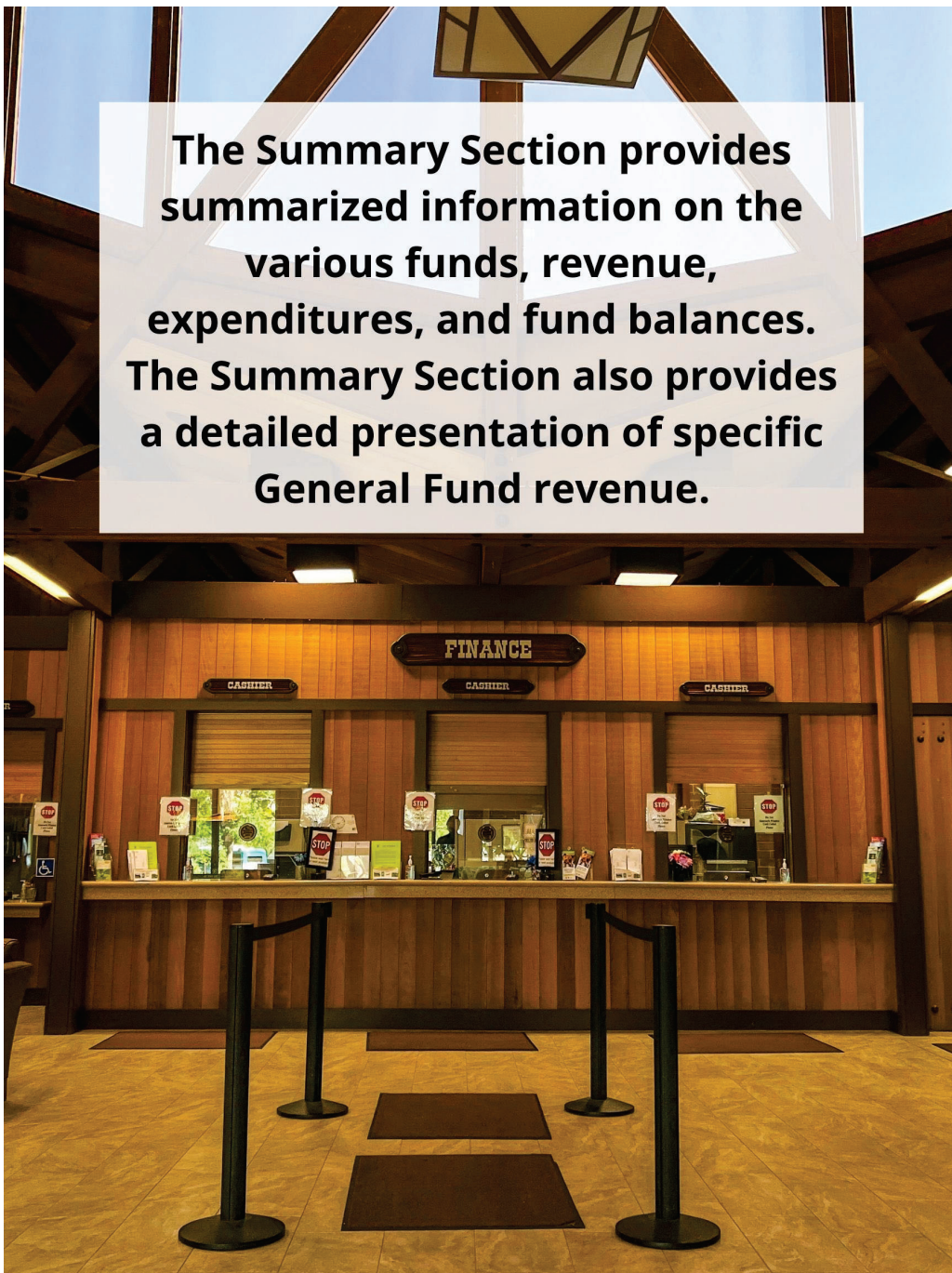
John Holt, City Manager
Jay Schengel, Finance Director

Andrew Haussler
Gina Daniels
Jeff Blanks
Susan Evans
Jose Reynoso
Jose Cortez
Ran Chan
Thad Avery
Rebecca Simonian

SUMMARY

OF REVENUES & EXPENDITURES

The Summary Section provides summarized information on the various funds, revenue, expenditures, and fund balances. The Summary Section also provides a detailed presentation of specific General Fund revenue.



FUND BALANCE SUMMARY

This section contains information about the various funds utilized by the City presented in summary form. The narrative, Highlights of Fund Activities, provides facts about the major fund groups. The information is intended to present to the reader, in a condensed form, important data about each fund group.

The Summary of Resources and Appropriations, which follows the Highlights, provides a very concise presentation of the various funds. For each fund, the Summary includes the estimated beginning fund balance as of July 1, 2022; the total estimated revenue for 2022-2023; the total proposed budget expenditures for 2022-2023; and the projected ending fund balance for each fund as of June 30, 2023.

The Notes to Resources and Appropriations Summary, immediately following the Summary of Resources and Appropriations, provides detail on the various fund transfers along with notes about fund presentation and is an integral part of the Summary.

These schedules provide, in a condensed form, an overview of the financial position of the City for the budget year.

FUND HIGHLIGHTS

General Fund - General Fund expenditures are being funded through current year revenues and use of fund balance. Projected revenues are \$96.3 million which is \$5.7 million or 6% less than the revised revenues for 2021-2022. Revenues for 2022-23 are decreasing in total due mainly to one-time funds received related to state and federal stimulus funds and grant reimbursements for wildfire suppression received in the prior year. Proposed expenditures are \$93.6 million and represent \$7 million or 8% more when compared to 2021-2022 estimated expenditures. The increase in 2022-2023 projected expenditures is largely due to increased costs for employee benefit programs including retirement and health insurance along with general price increases on the cost of services and supplies contributed to the increase in expenditures. Lastly, expenditure accounts such as travel and training that were frozen in response to the pandemic were restored. Six new positions are recommended for the General Fund for 2022-2023. There are four in the Police Department, one in the City Manager's Department and one in the Public Utilities Parks Division. The General Fund has \$21 million, or 22% of expenditures, designated as an emergency reserve. The General Fund also reflects \$4.6 million unreserved, unassigned balance available to offset the impact of any revenue shortfall or cover any unexpected expenditures that do not meet the emergency designation.

Special Revenue Funds - The Housing and Community Development Fund projects a fund balance of \$1.0 million for 2022-2023 with current program costs funded using capital funds for projects and revenues sufficient to cover current operational program costs. The Landscape Assessment District Fund shows a projected fund balance of \$8.2 million for 2022-2023. This amount is being accumulated for required reserve and future equipment replacement. The Community Facilities District 2020-1 shows a projected fund balance of \$27,600.

Internal Service Funds - All of the City's Internal Service Funds have adequate revenues or reserves to cover current operating requirements. All Internal Services Funds derive revenue primarily from charges to user departments. One new position is recommended for 2022-2023. The General Government Facilities Fund includes a limited number of minor projects with the reserves committed to future debt service obligations.

Enterprise Funds - All of the City's Enterprise Funds show sufficient revenue and working capital to meet current operating requirements. With the increase in development over the last few years, the City has rebated utility customers the Sewer bond coverage charge of \$7.30 per month. The City will continue to rebate the \$7.30 per month Sewer bond coverage charge in 2022-2023. Sewer operations have an authorized 3% escalator, which is included in the proposed budget. The Community Sanitation Enterprise has an approved 4% increase effective every July 1 as needed. The need for this increase has been reviewed and will be implemented effective July 1, 2022 for the Recycling and Greenwaste programs. A smaller 1.5% decrease will be implemented effective July 1, 2022 for the Refuse program. The Water Enterprise Fund reflects the approved 3% rate increase effective July 1, 2022, with rate increases approved in future years if necessary. The Sewer Enterprise will loan the Developer Funds adequate monies to pay debt service and will maintain sufficient balances to meet bond covenants for coverage on the bonds. The Water/Sewer/Community Sanitation operations will add five new positions in 2022-2023 to accommodate continued growth of the City. The Transit Enterprise will continue utilizing the annual money received from State Transit Assistance (STA) to improve transit services and for capital improvements. The Transit Enterprise has no new recommended positions in 2022-2023. The Planning & Development Enterprise has observed a slight slowdown in commercial and residential construction Staffing is being adjusted to accommodate this observation with one new position and one position eliminated for 2022-2023.

Capital Improvements - Several major projects are included in the 2022-2023 budget and are listed in the **Community Investment Program Section**. The City has also identified several major projects in the **Five-Year Community Investment Program Section** for years beyond 2022-2023 that do not currently have funding sources identified.

More details regarding the recommended positions included in the 2022-2023 budget in the **General Fund**, **Internal Service Funds**, and **Enterprise Funds** are included in the **Personnel Section**.

SUMMARY OF RESOURCES AND APPROPRIATIONS 2022-2023

Fund	Beginning Balance	Transfers	Current Resources	Expenditures	Ending Balance
GENERAL					
General Fund*	3,832,600	(1,905,000)	96,308,000	93,583,400	4,652,200
SPECIAL REVENUE FUNDS					
Housing & Community Develop.	1,056,400	0	210,000	307,800	958,600
Landscape Assessment Dist	7,270,000	0	5,623,000	4,693,000	8,200,000
Community Facilities Dist 2020-1	27,300	0	33,000	32,700	27,600
Total Special Revenue	8,353,700	0	5,866,000	5,033,500	9,186,200
INTERNAL SERVICE FUNDS					
Liability & Property Insurance	1,993,700	0	5,017,000	5,126,000	1,884,700
Employee Benefits	10,645,800	0	34,905,800	35,605,200	9,946,400
Fleet Maintenance	15,716,100	992,000	12,960,600	11,547,000	18,121,700
General Government Services	7,723,000	0	15,103,200	14,665,100	8,161,100
Total Internal Service	36,078,600	992,000	67,986,600	66,943,300	38,113,900
ENTERPRISE FUNDS					
Community Sanitation	10,917,400	150,000	22,427,000	25,604,100	7,890,300
Sewer Service	25,023,500	700,000	15,183,000	18,632,500	22,274,000
Water Service	21,846,300	(1,250,000)	21,441,000	21,073,900	20,963,400
Transit	33,700	(600,000)	9,298,000	8,722,200	9,500
Planning & Development Service	9,863,800	300,000	14,706,000	14,873,500	9,996,300
Total Enterprise	67,684,700	(700,000)	83,055,000	88,906,200	61,133,500
CAPITAL IMPROVEMENT FUNDS					
Sewer Construction	1,655,800	(700,000)	7,774,000	7,154,000	1,575,800
Park Projects	1,038,200	0	2,881,000	1,543,000	2,376,200
Street Construction	16,211,400	0	14,422,000	17,832,000	12,801,400
Water Construction	4,553,800	1,250,000	5,759,000	7,369,000	4,193,800
Housing & Community Develop.	300,000	0	7,335,000	7,635,000	0
Refuse Construction	0	0	1,000,000	1,000,000	0
General Govt Facilities	0	1,213,000	2,662,000	488,000	3,387,000
Total Capital Improvement	23,759,200	1,763,000	41,833,000	43,021,000	24,334,200
	139,708,800	150,000	295,048,600	297,487,400	137,420,000
	Beginning Balance	Transfers	Additions	Deductions	Ending Balance
SUCCESSOR AGENCIES TRUST FUND					
Clovis Successor Agencies**	924,000	0	1,383,000	1,367,000	940,000

* The General Fund maintains a \$21,000,000 set aside, or 22% of expenditures, as an emergency reserve as directed by the City Council.

**The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

NOTES TO RESOURCES & APPROPRIATIONS SUMMARY

1. Summary of Transfers

Interfund operating transfers are legally authorized transfers from one fund receiving revenue to the fund where the resources are to be expended.

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Purpose</u>
\$ 300,000	General Fund	Planning and Dev Services Fund	General Fund supported activity
60,000	General Fund	General Services	Police Dispatch kitchen remodel
75,000	General Fund	General Services	Fire SCBA equipment replacement
300,000	General Fund	General Services	Capital needs assessment
43,000	General Fund	General Services	Fire Station #2 water drainage
50,000	General Fund	General Services	Police/Fire HQ parking lot repair
85,000	General Fund	General Services	Fiber optics system
600,000	Transit	General Services	Landmark Square Transit Bldg.
17,000	General Fund	Fleet Maintenance	Fire vehicles
975,000	General Fund	Fleet Maintenance	Police vehicles
150,000	Comm Sanitation Cap*	Comm Sanitation Oper	Acquisition of refuse containers
270,000	Sewer Capital-Dev	Sewer Service	Capital projects
430,000	Sewer Capital-Dev	Sewer Service	Developer share of debt service
750,000	Water Service	Water Capital-Dev	Debt service
500,000	Water Service	Water Capital-User	Water system improvements

2. For presentation purposes, several funds were combined on the Summary of Fund Balances as follows:

Sewer Capital -
 Sewer Capital-Enterprise
 Sewer Capital-Developer

Water Construction -
 Water Capital-Enterprise
 Water Capital-Developer

*Community Sanitation Capital Fund is unbudgeted and as such, is not shown on the preceding schedule, but is fully disclosed in the City's Annual Financial Report.

SUMMARY REVENUES AND EXPENDITURES

The following summary schedule provides an excellent overview of the City's 2022-2023 revenues and expenditures. The schedule on the following page combines all the City's funds into one summary schedule while the "2022-2023 Budget Summary-By Fund" provides a summary of revenues and expenditures for each fund.

Care needs to be taken when attempting to draw conclusions from summary schedules, especially when comparing one budget year to prior years. Because of the up-and-down nature of capital project expenditures, the City's total budget can experience wide swings from year to year. An example of this may be a large street or sewer project that is budgeted in one budget year and may not exist in the next. This type of project may increase the budget by several million dollars in any one year.

The reader should also be aware that the majority of the City's revenue and expenditures are restricted to specific purposes and cannot be transferred from one fund to another. As was indicated in the City Manager's letter and further discussed in the Introduction Section, the General Fund is the only fund with discretionary revenues to pay for City services, such as police and fire. The other funds are restricted in their use, such as the Water Enterprise Fund, which can only be used to pay expenses related to water delivery.

Following the summary schedules is a detailed description of major revenue sources. We are providing historical trends, budgeting assumptions, and other information as appropriate.

The "2022-2023 Budget Summary-All Funds" includes all funding sources and expenditures for all Governmental and Proprietary Funds. A review of the revenue shows that "Charges for Current Services" is the largest revenue source followed by "Charges to Other Departments". Included in "Charges for Current Services" are the charges for the City's Enterprise Funds (water, sewer, refuse, etc.). This revenue source makes up 36% of the total funding sources. The source "Charges to Other Departments" reflects interfund charges, or revenue derived, by the City's Internal Service Funds such as General Services, Employee Benefits, Fleet Services, and Liability and Property Insurance to other operating funds for services received from the Internal Service Funds. This funding source reflects 23% of the total. (Please read the note at the bottom of the "2022-2023 Budget Summary-All Funds" about the effect Internal Service Fund charges have on the City's revenues and expenditures.) Property Taxes, show an increase due primarily to expected countywide growth, improving property values from prior years, and the statutory Prop 13 increase of 2% or California CPI, whichever is less. The California CPI for 2022-2023 is 2%. Property taxes account for 11% of the City's revenue. The revenue source "Sales & Use Tax" which accounts for 11% of total revenue, is projected to increase due to the positive impact of AB-147 and its significant increase to the sales and use tax pools from online retailers.

Overall the City budget is lower when compared to the prior year. Capital outlays/improvements account for 16% of the total budgeted expenditures in 2022-2023 and are decreasing when compared to the 2021-2022 estimated budget amounts. The combined totals for all salaries and benefits, which account for 34% of the total expenditures, are showing an increase from the previous year due to the net addition of twelve positions for this fiscal year. Reflected in the category "Administrative and Overhead," which makes up 9% of the total, is the expenditure side of the interfund charges by the City's Internal Service Funds. This expenditure reflects costs such as computer services, communications, energy, and office supplies. The expenditure category "Employee Related ISF Charges" which accounts for 12% of total expenditures is another interfund related expenditure account and reflects the internal transfer of a portion of employee benefits.

Again, the reader is requested to view each of these revenue and expenditure categories on a per fund and departmental basis along with looking at a "Total Summarized Picture." Each of the department presentations included in the Operational Section will provide further information about the programs and proposed expenditures for each department.

2022-2023 BUDGET SUMMARY - ALL FUNDS

Included in the schedule below are items that are not considered revenue/expenses for financial reporting purposes. These items are:
 Long-term Debt (COPs and loans; included in "Other Financing Sources") -- Reported as liabilities for financial reporting
 Principal payments on long-term debt (included in "Debt Service") -- Reported as a reduction to liabilities for financial reporting
 Capital additions (included in "Capital Outlays") -- Reported as fixed assets for financial reporting

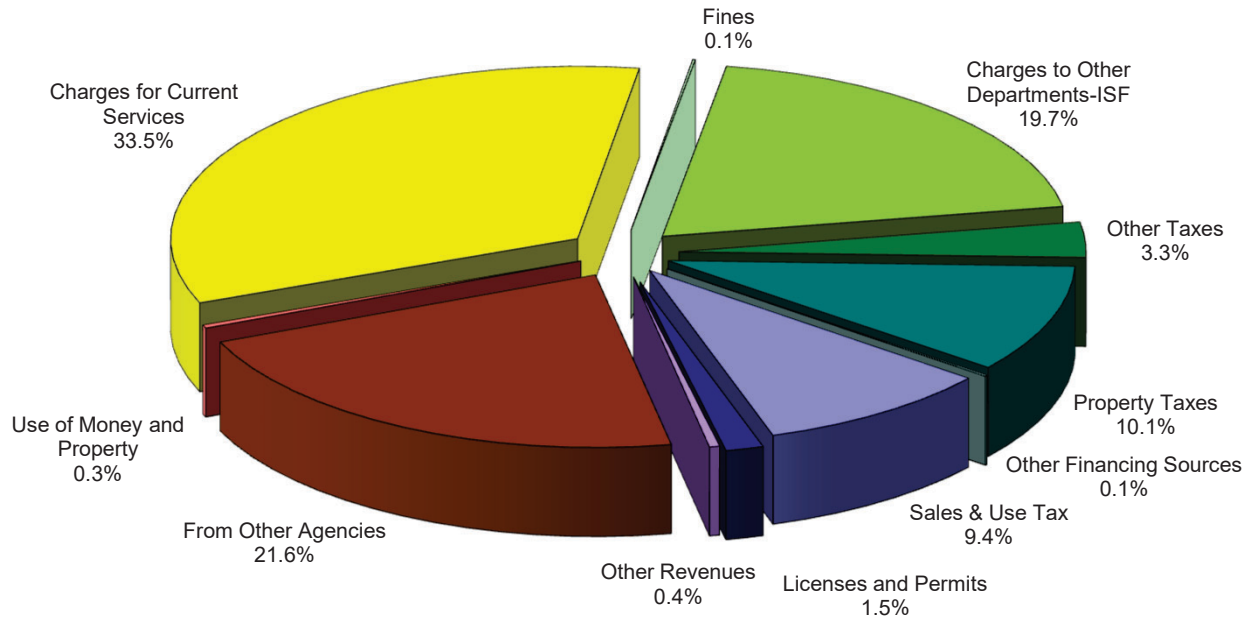
	<u>2020-2021</u> <u>ACTUAL</u>	<u>2021-2022</u> <u>ESTIMATED</u>	<u>2022-2023</u> <u>BUDGET</u>
<u>FUNDING SOURCES</u>			
Property Taxes	30,285,062	32,100,000	33,525,000
Sales & Use Tax	27,526,307	30,031,000	31,528,000
Other Taxes	9,710,603	10,445,000	11,105,000
Licenses and Permits	4,502,539	4,770,500	5,607,000
Fines	150,920	192,500	193,000
Use of Money & Property	4,587,241	1,379,900	1,114,000
From Other Agencies	39,921,349	68,555,600	37,835,000
Charges for Current Services	87,737,417	106,402,000	106,152,000
Other Revenues	3,700,983	1,382,000	726,000
Charges to Other Departments-ISF	54,096,541	62,584,500	67,263,600
Other Financing Sources	31,267	51,200	0
Total Revenues and Other Financing Sources	<u>262,250,229</u>	<u>317,894,200</u>	<u>295,048,600</u>
Beginning Fund Balances	129,230,754	153,457,803	101,730,603
Total Available Resources	<u><u>391,480,983</u></u>	<u><u>471,352,003</u></u>	<u><u>396,779,203</u></u>
<u>EXPENDITURES/EXPENSES</u>			
Salaries-Regular	48,017,443	51,036,100	56,868,400
Overtime	6,590,919	7,094,700	5,542,000
Extra Help	2,201,561	2,551,700	3,142,700
Benefits	28,597,006	31,390,300	34,547,800
Vehicle Charges	10,401,400	11,124,300	13,452,000
Energy	7,529,449	8,120,300	8,724,400
Communications	771,293	589,600	653,000
Professional Services	28,745,791	25,945,900	29,970,900
Repair and Maintenance	3,748,526	5,696,600	5,749,300
State Mandates	943,914	1,075,000	1,080,000
Special Events	56,233	84,500	107,500
Building and Equipment Rental	13,480	27,000	52,000
Office Supplies	528,304	663,100	667,700
Materials and Supplies	5,312,607	6,008,400	6,729,000
Travel and Meeting Expense	104,464	291,800	367,300
Training	610,268	951,900	1,072,100
Dues and Subscriptions	344,590	446,500	460,100
Administration and Overhead	21,089,709	26,574,900	26,049,700
Employee-Related ISF Charges	26,082,619	30,910,300	34,793,600
Liability Insurance Prog-ISF	2,707,150	3,919,500	4,772,700
Debt Service	14,613,365	14,466,000	14,297,000
Capital Outlays/Improvements	29,563,089	140,803,000	48,388,200
Total Expenditures/Expenses and Other Uses	<u>238,573,180</u>	<u>369,771,400</u>	<u>297,487,400</u>
Net Operating Transfers *	<u>550,000</u>	<u>150,000</u>	<u>150,000</u>
Ending Fund Balances	<u><u>153,457,803</u></u>	<u><u>101,730,603</u></u>	<u><u>99,441,803</u></u>

The numbers presented above include revenue and expenses for the City's Internal Service Funds. These funds act as cost allocation departments in that they accumulate the cost of goods and services and distribute these costs to the various other user departments. The user departments in turn record an expense/expenditure, and the Internal Service Fund records revenue. Therefore, a doubling effect occurs for those revenues and expenses/expenditures.

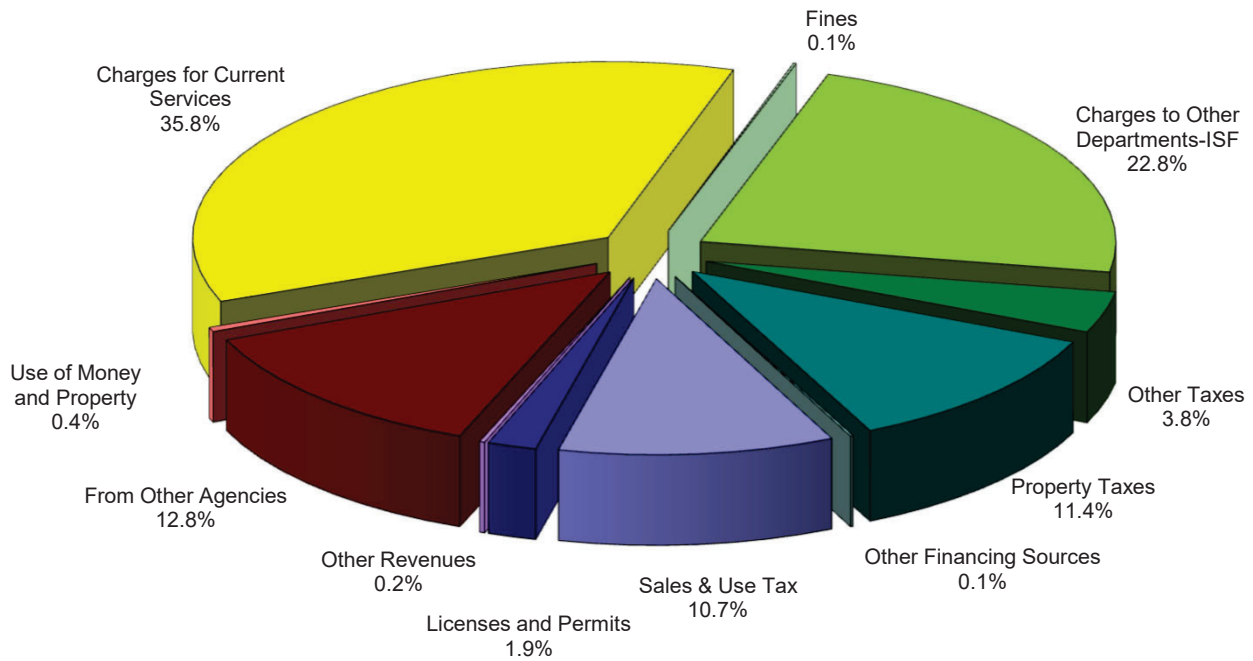
The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

* Net transfers are the result of the transfer to the Refuse Disposal Fund from the Community Sanitation Fund, an unbudgeted fund.

2021-2022 ESTIMATED REVENUES



2022-2023 BUDGET REVENUES



Expenditure charts are presented by fund later in this section and by department and function in the Operations section.

2022-2023 BUDGET SUMMARY - BY FUND

	<i>Enterprise Funds</i>					
	General	Community Sanitation	Sewer Service	Transit	Water Service	Planning & Development Services
<u>FUNDING SOURCES</u>						
Property Taxes	33,492,000					
Sales & Use Tax	31,528,000					
Other Taxes	11,105,000					
Licenses and Permits	1,542,000					4,065,000
Fines	193,000					
Use of Money & Property	106,000	61,000	325,000	53,000	334,000	60,000
From Other Agencies	5,053,000			9,245,000		197,000
Charges for Current Services	12,917,000	23,250,000	14,833,000		20,917,000	10,361,000
Other Revenues	372,000	116,000	25,000		190,000	23,000
Charges to Other Departments-ISF						
Total Sources	96,308,000	23,427,000	15,183,000	9,298,000	21,441,000	14,706,000
<u>EXPENDITURES/EXPENSES</u>						
Salaries-Regular	34,405,600	4,978,400	1,290,100	1,841,000	3,670,600	6,032,100
Overtime	4,665,500	457,500	19,300	107,400	135,600	85,000
Extra Help	1,451,100	142,700	7,700	1,322,500	27,700	115,000
Benefits	23,826,300	2,497,900	614,500	1,225,600	1,749,100	2,580,400
Vehicle Charges	5,570,500	5,223,100	347,700	1,160,400	661,700	269,500
Energy	2,679,000	26,000	1,417,500		3,360,000	
Communications	281,800	15,500	2,500	90,000	18,000	49,200
Professional Services	6,246,100	5,791,500	6,347,500	520,900	3,177,600	2,683,500
Repair and Maintenance	393,400	89,400	422,600		1,098,500	
State Mandates		1,055,000				
Liability Insurance Prog-ISF						1,000
Special Events	4,500					7,000
Building and Equipment Rental	2,000	50,000				
Office Supplies	81,700	68,000	5,500		41,000	16,000
Materials and Supplies	1,336,600	206,600	332,500	27,800	1,388,200	14,000
Travel and Meeting Expense	245,900	20,500	3,000	18,000	4,000	54,000
Training	714,400	63,500	24,200	6,500	62,500	43,000
Dues and Subscriptions	90,400	11,500	5,000	2,000	6,700	27,000
Administration and Overhead	10,673,300	3,561,700	2,786,900	1,235,100	3,347,200	2,582,800
Employee-Related ISF Charges						
Debt Service			1,240,000			
Capital Outlays/Improvements	915,300	2,345,300	3,766,000	1,165,000	2,325,500	314,000
Total Uses	93,583,400	26,604,100	18,632,500	8,722,200	21,073,900	14,873,500

2022-2023 BUDGET SUMMARY - BY FUND

AGENDA ITEM NO. 14.

	<i>Internal Service Funds</i>				<i>Capital Projects Funds</i>			
	Liability and Property Insurance	Employee Benefits	General Services	Fleet	Sewer	Park Projects	Streets	Water
<u>FUNDING SOURCES</u>								
Property Taxes								
Sales & Use Tax								
Other Taxes								
Licenses and Permits								
Fines								
Use of Money & Property		6,000	133,000		4,000			32,000
From Other Agencies			634,000			739,000	14,422,000	
Charges for Current Services			2,612,000		7,770,000	2,142,000		5,727,000
Other Revenues								
Charges to Other Departments-ISF	5,017,000	34,899,800	14,386,200	12,960,600				
Total Sources	5,017,000	34,905,800	17,765,200	12,960,600	7,774,000	2,881,000	14,422,000	5,759,000
<u>EXPENDITURES/EXPENSES</u>								
Salaries-Regular	169,500	332,600	2,546,400	1,490,100				
Overtime	1,200	1,200	54,300	15,000				
Extra Help			40,000	36,000				
Benefits	80,600	142,400	1,022,800	750,900				
Vehicle Charges	6,200	15,200	133,300	58,300				
Energy			1,241,900					
Communications			195,000	1,000				
Professional Services		10,900	385,700	106,500				
Repair and Maintenance			2,657,900	1,060,500				
State Mandates				25,000				
Liability Insurance Prog-ISF	4,771,700							
Special Events		96,000						
Building and Equipment Rental								
Office Supplies			454,000	1,500				
Materials and Supplies	8,000		114,500	3,300,800				
Travel and Meeting Expense	4,400	1,200	8,300	4,000				
Training	22,500	57,600	63,000	14,900				
Dues and Subscriptions	1,000	500	312,300	1,100				
Administration and Overhead	60,900	104,000	513,200	1,170,800				
Employee-Related ISF Charges		34,793,600						
Debt Service			3,113,000	877,000	6,043,000			3,024,000
Capital Outlays/Improvements		50,000	2,297,500	2,633,600	1,111,000	1,543,000	17,832,000	4,345,000
Total Uses	5,126,000	35,605,200	15,153,100	11,547,000	7,154,000	1,543,000	17,832,000	7,369,000

2022-2023 BUDGET SUMMARY - BY FUND

	<i>Special Revenue Funds</i>			<i>Total</i>	<i>Trust Fund</i>
	Housing & Community Development	Landscape Assessment District	Community Facilities Dist 2020-1		Successor Agency Trust Fund*
<u>FUNDING SOURCES</u>					<u>Additions</u>
Property Taxes			33,000	33,525,000	1,383,000
Sales & Use Tax				31,528,000	
Other Taxes				11,105,000	
Licenses and Permits				5,607,000	
Fines				193,000	
Use of Money & Property				1,114,000	
From Other Agencies	7,545,000			37,835,000	
Charges for Current Services		5,623,000		106,152,000	
Other Revenues				726,000	
Charges to Other Departments-ISF				67,263,600	
<i>Total Sources</i>	<u>7,545,000</u>	<u>5,623,000</u>	<u>33,000</u>	<u>295,048,600</u>	<u>1,383,000</u>
<u>EXPENDITURES/EXPENSES</u>					<u>Deductions</u>
Salaries-Regular	112,000			56,868,400	
Overtime				5,542,000	
Extra Help				3,142,700	
Benefits	57,300			34,547,800	
Vehicle Charges	6,100			13,452,000	
Energy				8,724,400	
Communications				653,000	
Professional Services	2,000	4,693,000	5,700	29,970,900	20,000
Repair and Maintenance			27,000	5,749,300	
State Mandates				1,080,000	
Liability Insurance Prog-ISF				4,772,700	
Special Events				107,500	
Building and Equipment Rental				52,000	
Office Supplies				667,700	
Materials and Supplies				6,729,000	
Travel and Meeting Expense	4,000			367,300	
Training				1,072,100	
Dues and Subscriptions	2,600			460,100	
Administration and Overhead	13,800			26,049,700	
Employee-Related ISF Charges				34,793,600	
Debt Service				14,297,000	1,347,000
Capital Outlays/Improvements	7,745,000			48,388,200	
<i>Total Uses</i>	<u>7,942,800</u>	<u>4,693,000</u>	<u>32,700</u>	<u>297,487,400</u>	<u>1,367,000</u>

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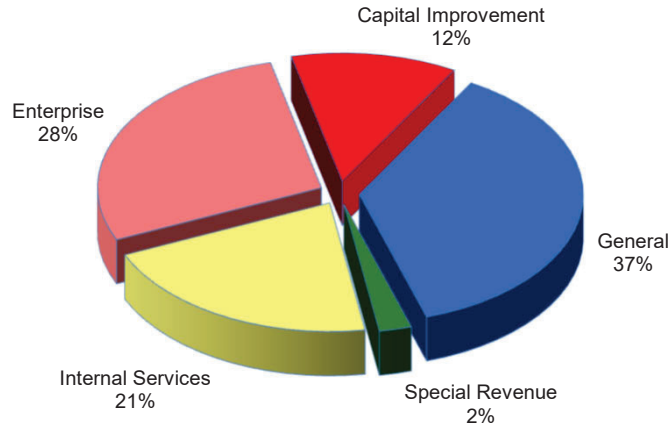
SUMMARY OF REVENUES BY FUND

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
GENERAL FUND	96,537,751	102,079,600	96,308,000
SPECIAL REVENUE FUNDS			
Housing & Community Development	1,342,925	161,100	210,000
Landscape Maintenance District	4,739,977	5,103,400	5,623,000
Community Facilities Dist 2020-1	37,783	33,000	33,000
INTERNAL SERVICES FUNDS			
Liability & Property Insurance	2,825,746	4,268,000	5,017,000
Employee Benefit	29,035,136	31,777,100	34,905,800
Fleet Maintenance	10,052,612	10,993,700	12,960,600
General Government Services	12,863,627	19,375,200	15,103,200
ENTERPRISE FUNDS			
Community Sanitation	21,952,653	21,409,100	22,427,000
Sewer Service	14,320,444	15,038,800	15,183,000
Transit	6,700,946	7,824,600	9,298,000
Water Service	18,852,629	20,429,900	21,441,000
Planning & Development Services	11,537,681	11,478,000	14,706,000
CAPITAL IMPROVEMENTS FUNDS			
Sewer Construction	7,669,170	8,151,000	7,774,000
Parks Projects	2,181,363	2,845,200	2,881,000
General Government Facilities	2,696,572	5,998,600	2,662,000
Street Construction	12,796,891	43,513,500	14,422,000
Water Construction	5,788,454	5,514,000	5,759,000
Refuse Construction	65,304	1,697,900	1,000,000
Housing & Community Development	252,565	202,500	7,335,000
TOTAL	<u>262,250,229</u>	<u>317,894,200</u>	<u>295,048,600</u>
SUCCESSOR AGENCY TRUST FUND			
Clovis Successor Agencies*	<u>1,385,891</u>	<u>1,250,000</u>	<u>1,383,000</u>

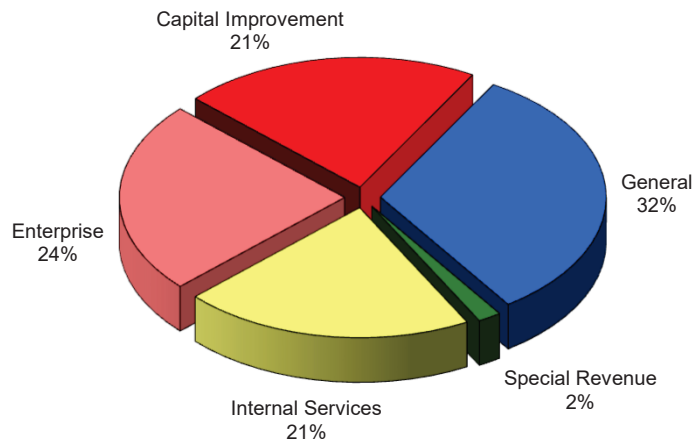
*The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

REVENUES BY FUND TYPE

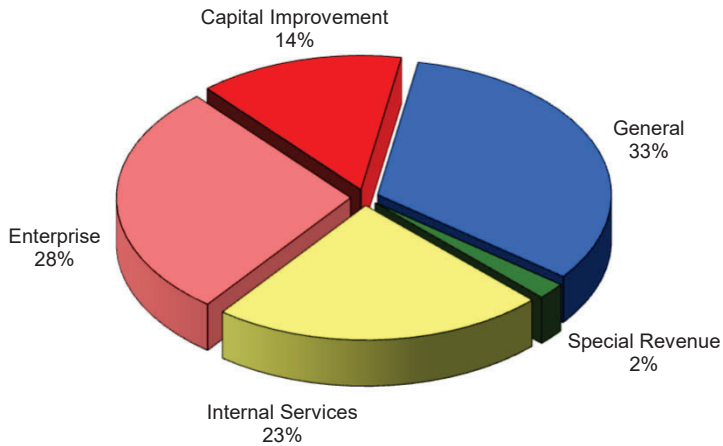
2020-2021 ACTUAL



2021-2022 ESTIMATED



2022-2023 BUDGET



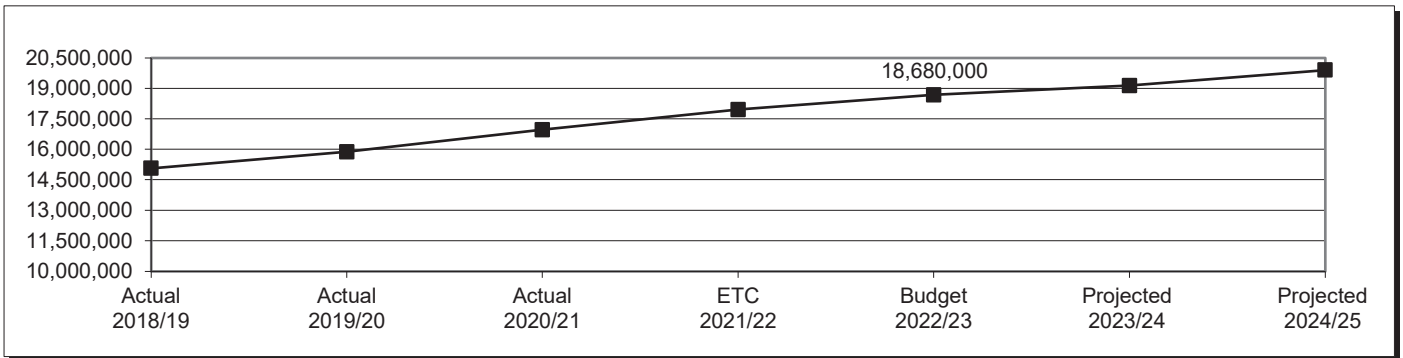
REVENUE BY SOURCE

Property Taxes-General Fund

Property tax revenues have taken on a larger role in the General Fund's revenue structure due to actions taken at the state level. Vehicle License Fees (VLF), previously a state subvention revenue source, are now replaced with a like amount of property tax revenues. This is a permanent shift and will increase in the same percentage as increases in assessed valuation in the City. (See "Property Tax in lieu of VLF-General Fund" for the chart on this revenue). The County of Fresno assesses property owners within the county and distributes the tax to the appropriate agencies based on their sharing percentage. The City's share of the county-wide 1% is 18.57% of the gross taxes before reductions. In 2022/23, the City of Clovis is expecting to receive about \$18,680,000 in property taxes on real and personal property. Growth in this revenue source is affected by several factors, such as increased assessed values due to new construction, increased base due to annexation, the statutory maximum increase in assessed value of 2% maximum per year, and changes in value related to property resale. On February 1, 2012, all redevelopment agencies in California were dissolved. Property tax revenues formerly distributed to redevelopment agencies as tax increment are now distributed to schools, counties, and cities in the project area. Property tax revenue is 18% of total General Fund revenue.

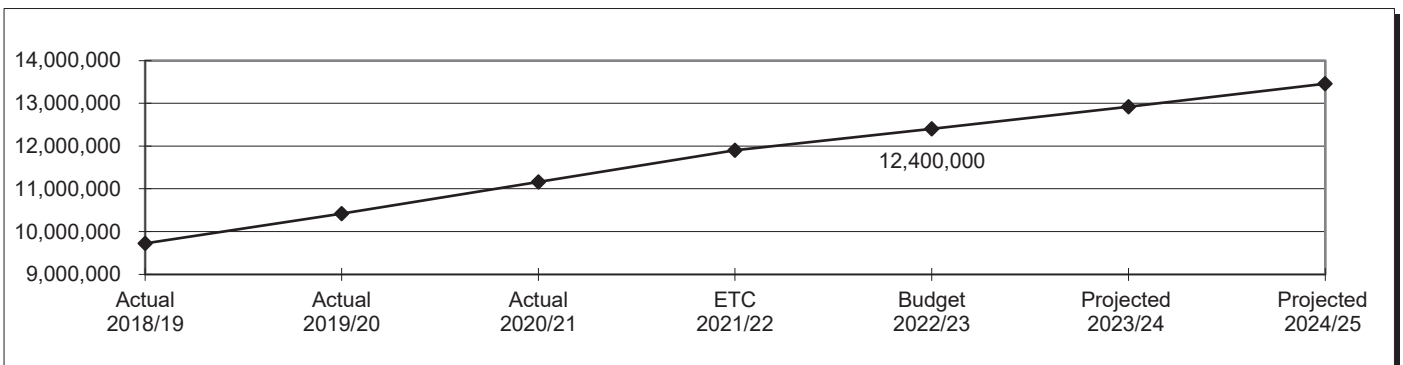
The gross assessed valuation (in millions) for Clovis is:

2017/18	\$10,255	2019/20	\$11,615	2021/22	\$12,970	2023/24	\$13,512 est.
2018/19	\$10,806	2020/21	\$12,456	2022/23	\$13,241 est.	2024/25	\$13,783 est.



Property Tax in lieu of VLF-General Fund

In 2004, the State permanently reduced the vehicle license tax rate, thus reducing the taxes allocated to counties and cities. The State's general fund backfill was also eliminated. Instead, counties and cities now receive additional transfers of property tax revenues in lieu of VLF. The property tax in lieu of VLF for the City increases annually in proportion to the growth in gross assessed valuation. This revenue represents 12% of General Fund revenue.



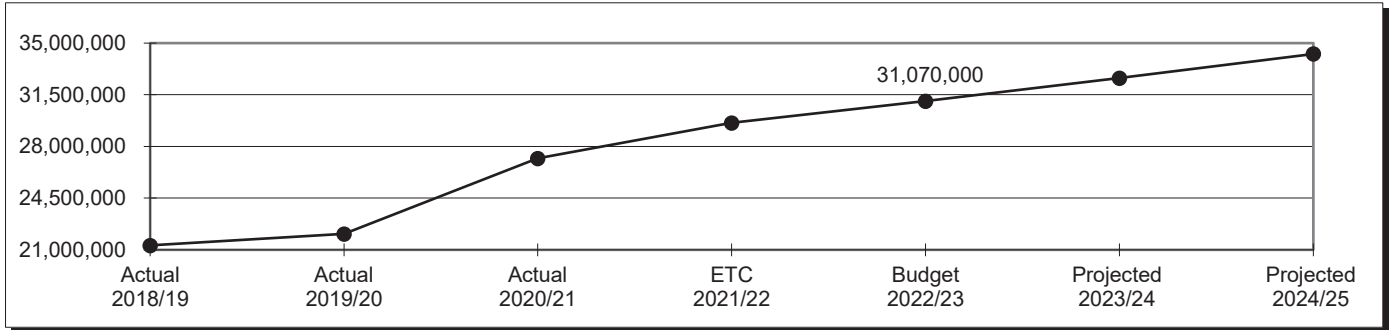
REVENUE BY SOURCE

Sales Tax-General Fund

The City of Clovis receives sales tax revenue based on 1% of the taxable sales that take place within its boundaries. The City and the County have agreed to share this 1%. The County receives 5%-8% of the City's 1%.

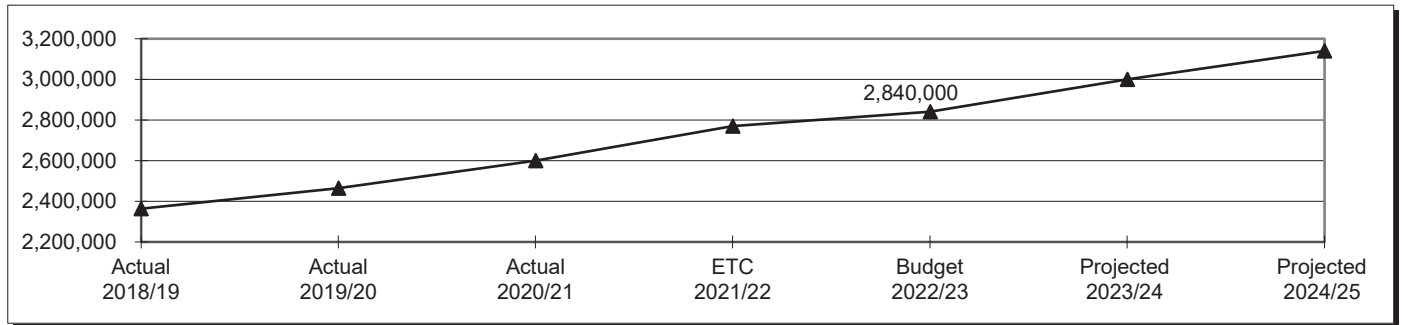
Major Segments:	General Consumer Goods	31%
	Auto Sales	19%
	State & County Pools	15%
	Building and Construction	13%
	Restaurants & Hotels	10%
	Fuel & Service Stations	6%

The top ten retailers generate 40% of the sales tax and the top 100 retailers generate 80% of the sales tax in Clovis. Sales Tax is 28% of the General Fund revenue. In 2020/21, revenues were anticipated to decrease due to the economic impact of COVID-19, but with the passage of AB-147 and its positive impact on sales tax on online sales, the City experienced better than anticipated results. The rebound from the swift and steep impacts of COVID-19 is expected to adjust to more normal growth patterns beginning in the 2022/23 budget year.



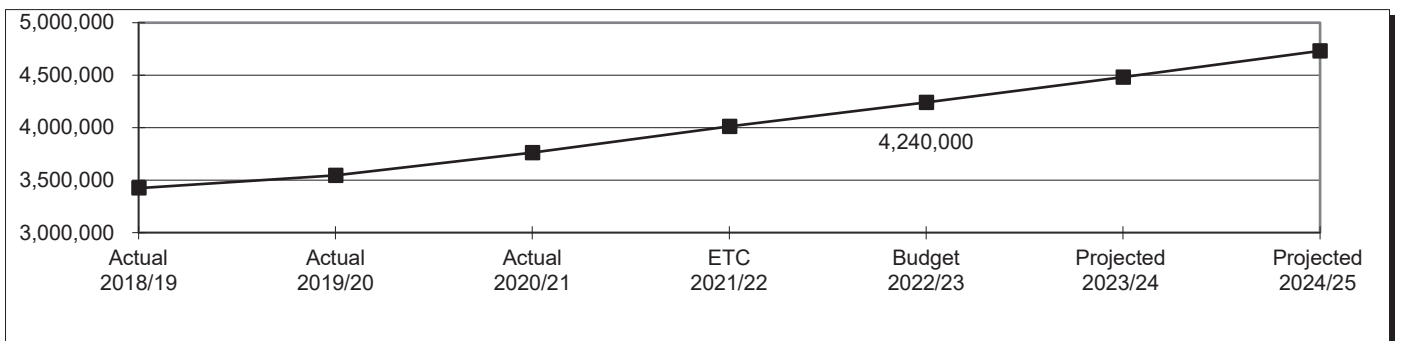
Franchise Fees-General Fund

The City receives a Franchise Fee from Pacific Gas & Electric, Comcast Cable, and AT&T based on their gross receipts in Clovis. The revenue is projected to increase only slightly as AT&T moves customers from cable to satellite service that isn't subject to franchise fees. This revenue source is approximately 3% of the General Fund revenue.



Business Licenses-General Fund

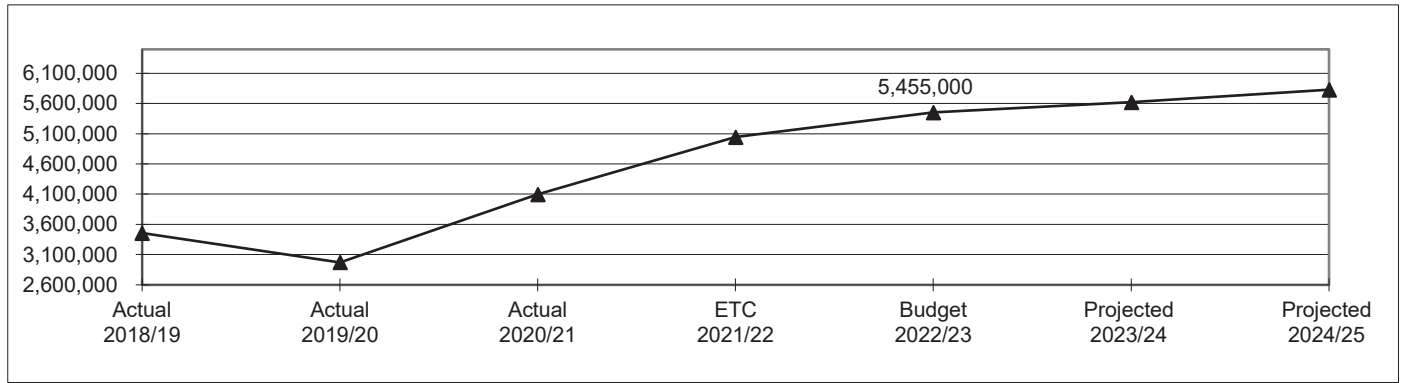
Business Licenses are required of all businesses within Clovis. Most businesses pay fees based on gross receipts. There is a minimum and a maximum business license fee, which is annually adjusted for inflation. Business license revenues are projected to remain at a normal revenue growth at the rate of inflation and adjusted for new businesses.



REVENUE BY SOURCE

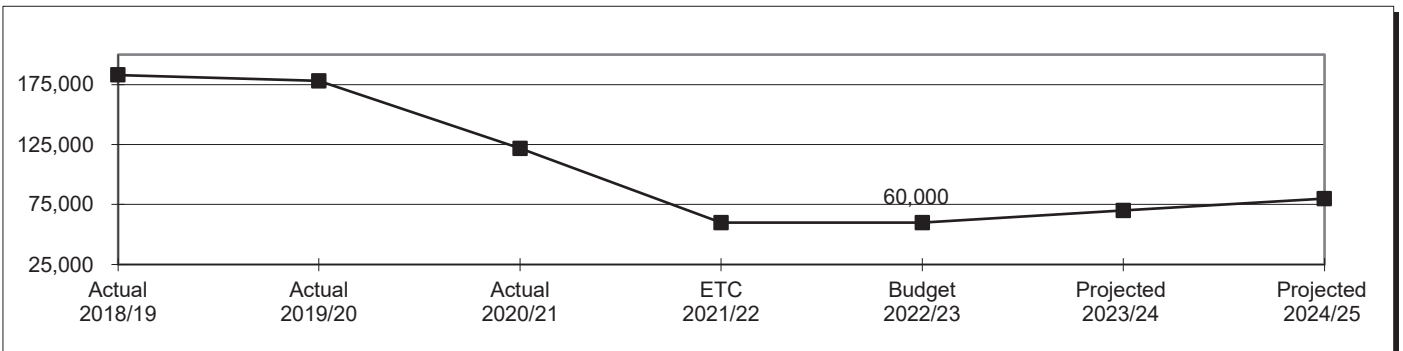
Other Taxes-General Fund

This category includes transient occupancy tax, real property transfer tax, and card room permits. Revenue from Transient Occupancy Tax as well as Cardroom Permits were impacted by COVID-19 as people adhered to shelter in place orders. As with many revenues impacted by the pandemic, consumer confidence in using hotels and entertainment is returning. Marriott's Courtyard opened in the Summer of 2021 and Residence Inn is opening in the Summer of 2022.



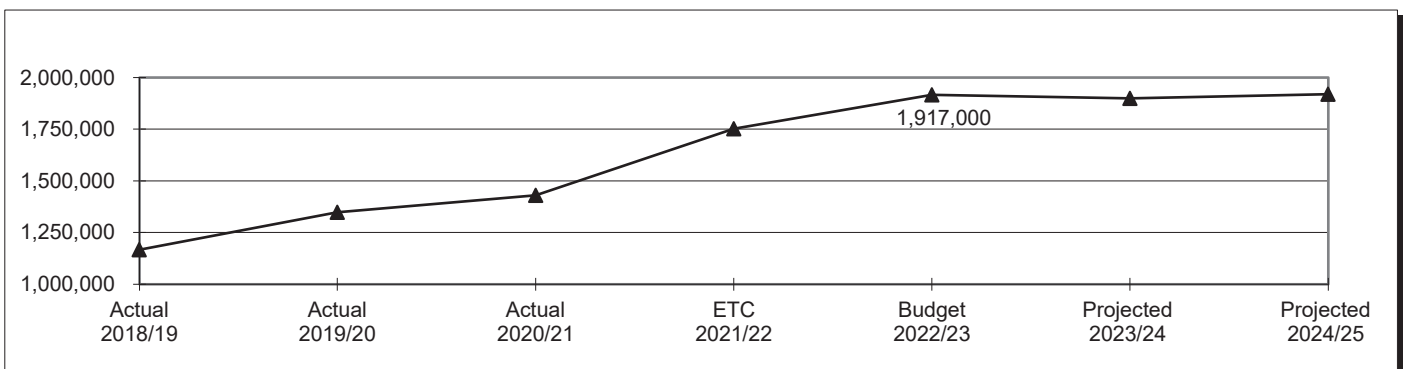
Interest Revenue-General Fund

The City pools all available cash for investment purposes. Funds are invested in accordance with an investment policy. Interest is allocated from the pool in proportion to the daily cash balance attributable to each fund. The interest varies from year to year based on available cash for investment and the rate of return. The estimated rates of return for 2021/22 and 2022/23 are 1.0% and 1.12%, respectively.



State Subventions-General Fund

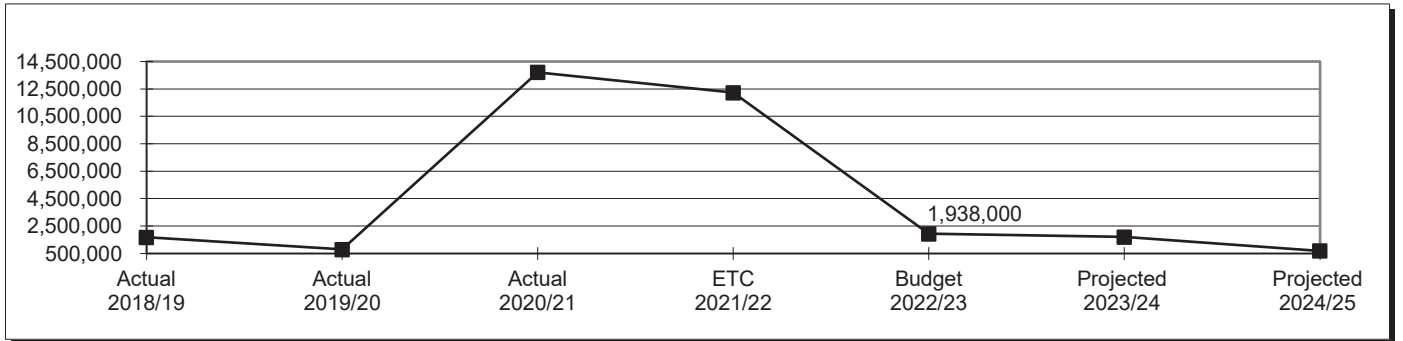
This category includes revenue collected at the state level and redistributed back to local agencies on a per-capita basis. Revenue sources mainly include gas tax. The increase in 2021/22 and 2022/23 is largely due to transferring additional gas tax funds from street capital projects to street maintenance and lighting in the General Fund.



REVENUE BY SOURCE

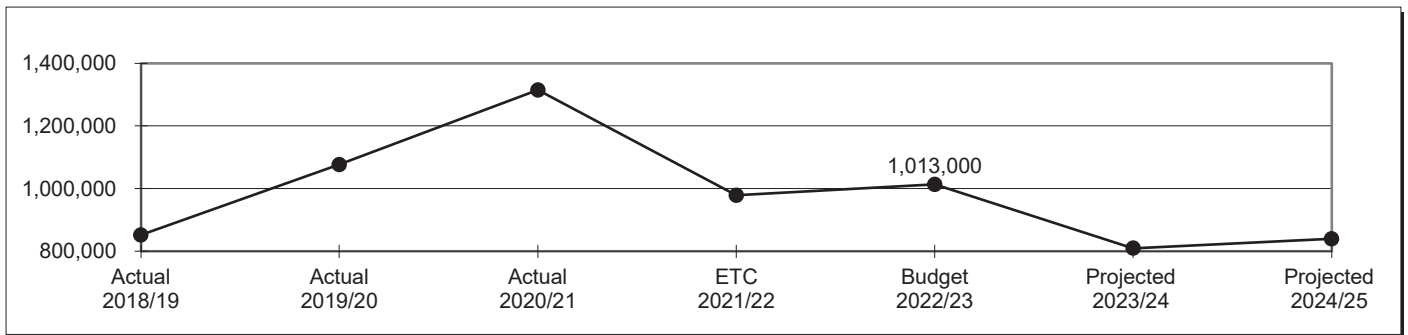
Grants-General Fund

Sources of this revenue are from the state and federal governments. Revenues from programs such as Community and Development Block Grant, Highway Safety Programs, and Older Americans Act depend on availability and approval of funds for qualified city projects. The 2020/21 and 2021/22 increases are largely from reimbursements from the CA Office of Emergency Services for state fire assistance along with one time funding from the CARES Act and ARPA. Also, included in 2020/21 - 2023/24 is the SAFER grant awarded to hire 9 additional firefighters. Grants are usually projected at a three year average of reoccurring grants.



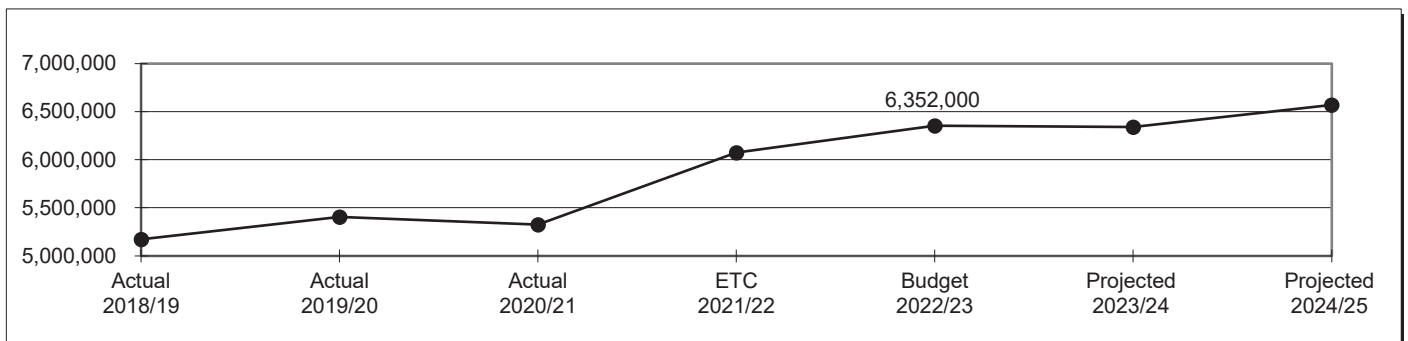
Revenue From Other Agencies-General Fund

This revenue is from other public agencies including reimbursements. The majority of increase in revenue in 2019/20 - 2020/21 is due to additional reimbursements from FEMA in response to the COVID-19 pandemic along with additional funds for mandated claims received by the State.



Revenue for Current Services-General Fund

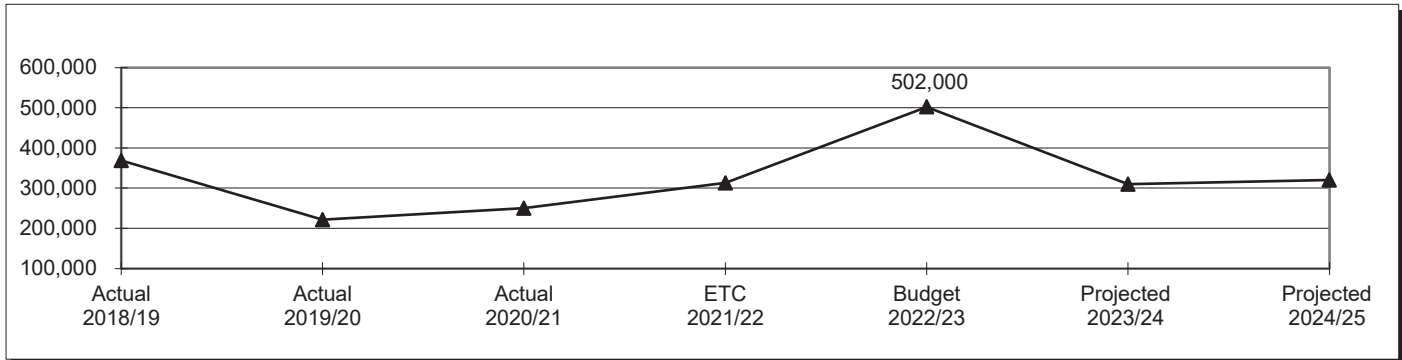
This revenue category includes revenue from fees for landscape maintenance charges, charges for use of Police Reserves, weed abatement, alarm response, Senior and Recreation Center use charges, and park reservation fees. The revenue in this category varies with service activity. 2021/22 and forward are projected to increase as the Senior and Recreation Centers along with parks reopen from closures caused by the COVID-19 pandemic.



REVENUE BY SOURCE

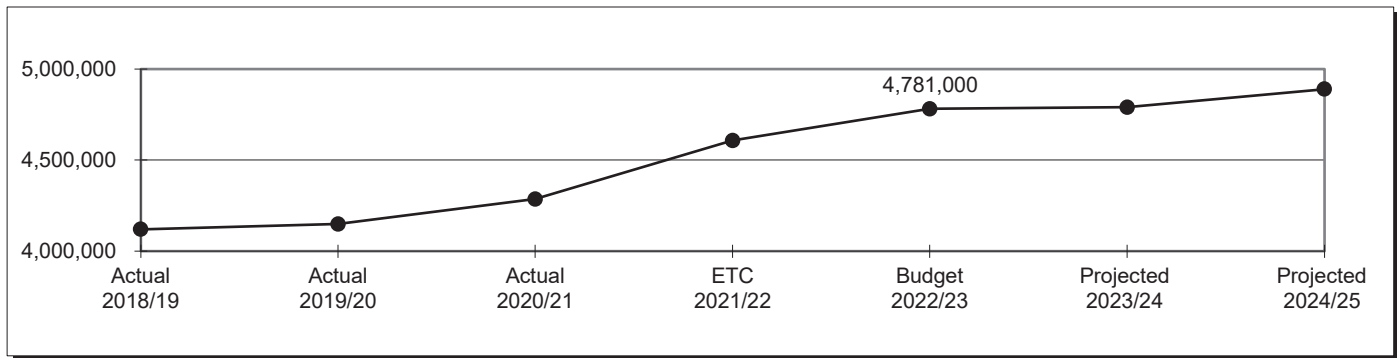
Other Revenue-General Fund

This category includes revenue from the sale of equipment, legal settlements, damage restitution, home owner property tax relief, and donations. 2022/23 reflects an anticipated donation for the new Senior Activity Center planned for opening in the summer of 2022.



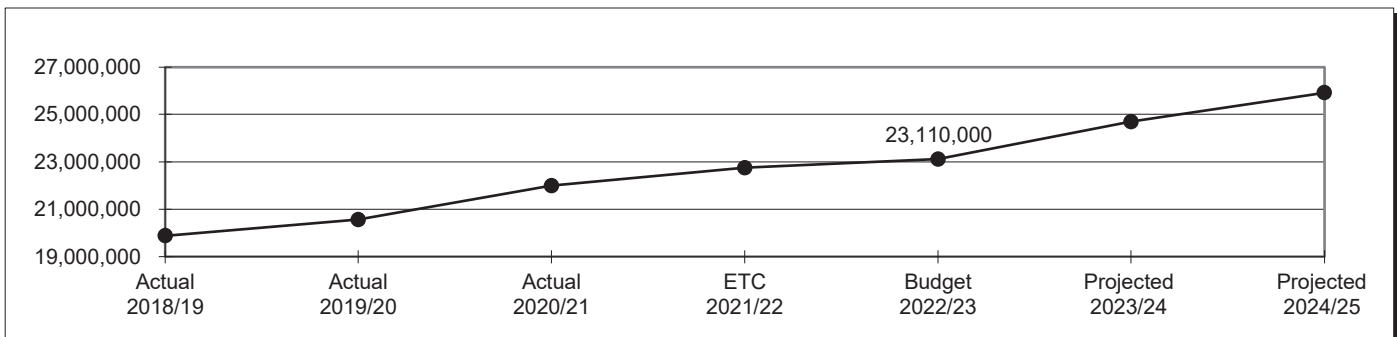
Administrative Charges-General Fund

Administrative charges result from the recovery of the cost of services provided for specific activities of the support services within the General Fund. These support activities include City Council, City Clerk, City Manager, City Attorney, Finance, and Personnel. This revenue source contributes about 4% of the General Fund revenue.



Refuse / Street Cleaning Charges-Community Sanitation Fund

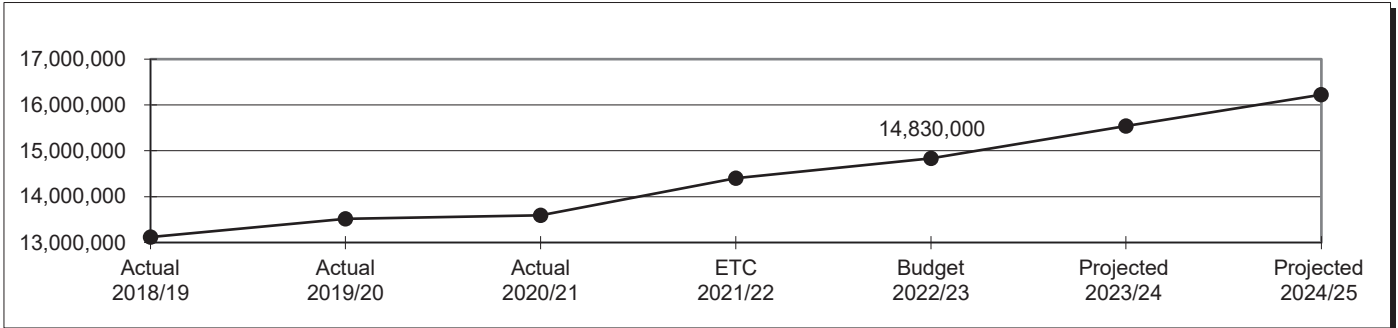
Refuse charges are collected from both residential and commercial users based on different rates depending on type of service and frequency of service. Also included in the refuse revenue are charges for the City's greenwaste and recycling programs provided by private contract. The City Council approved rate increases in refuse charges of 4% July 1, 2005 and every July 1 thereafter, if necessary. Refuse rates are projected to decrease by 1.5% in 2022/23 and increase 4% each year after. Recycling and greenwaste rates are projected to increase by 4% annually. Street Cleaning charges are increasing \$0.50 to a new rate of \$2.75 per month in 2022/23 and are anticipated to grow based on the estimated increase in residential and commercial units.



REVENUE BY SOURCE

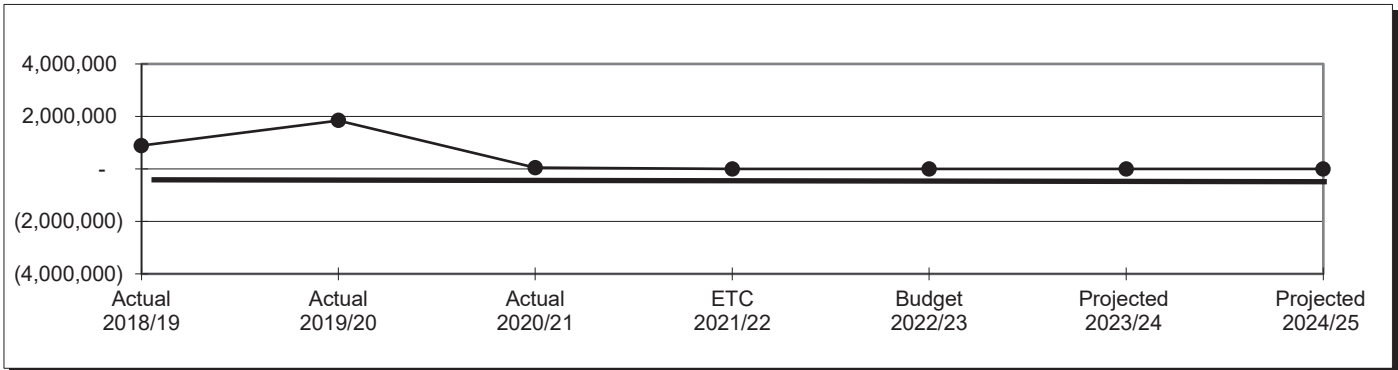
Sewer Charges-Sewer Service Fund

Users are charged for the maintenance of sewer lines, treatment of waste water, operation of the Sewer Treatment/Water Reuse Facility, and to meet bond covenants. Revenue is projected to grow proportionately to new units, along with rate increases 3% annually if deemed necessary. Increases of 3% are projected for 2022/23 through 2024/25.



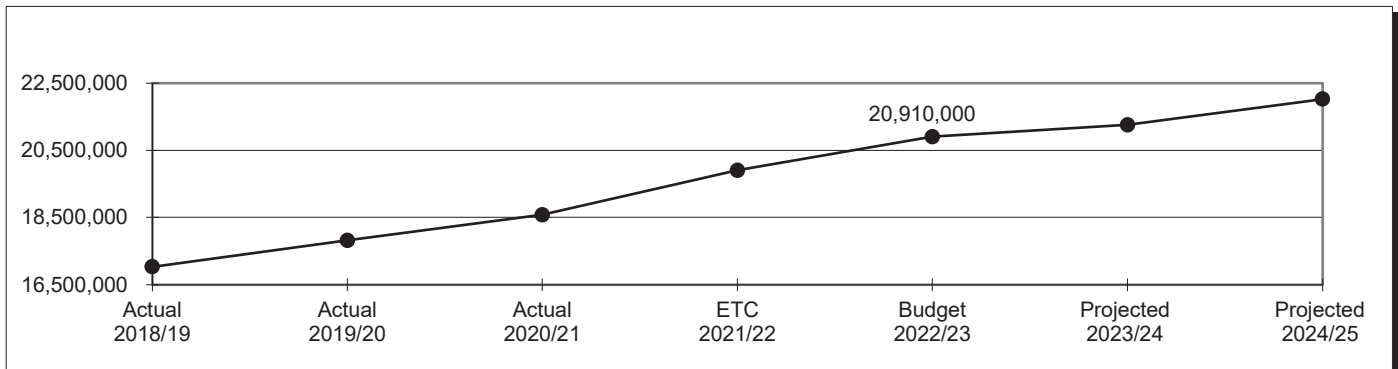
Sewer Bond Coverage Charges-Sewer Service Fund

Beginning in 2012/13, the City implemented a sewer bond coverage charge to partially cover the debt service on development related bonds. Each year the coverage charge is evaluated for any revision necessary to meet required bond coverage. Beginning July 1, 2021, no bond charge is projected through June 30, 2025.



Water Charges-Water Service Fund

Production, distribution, and treatment of water are charged to residential and commercial users based on usage. Different rates are established for different types of users and different quantities used based upon the costs of delivering services. Factors that are considered in revenue projections include new units and rate increases. Council approved rate increases annually of 3%, if deemed necessary. 3% increases are projected for 2022/23 and projection years, and is intended to cover increased costs to treat and distribute potable water, major capital improvements, and to provide debt service coverage.



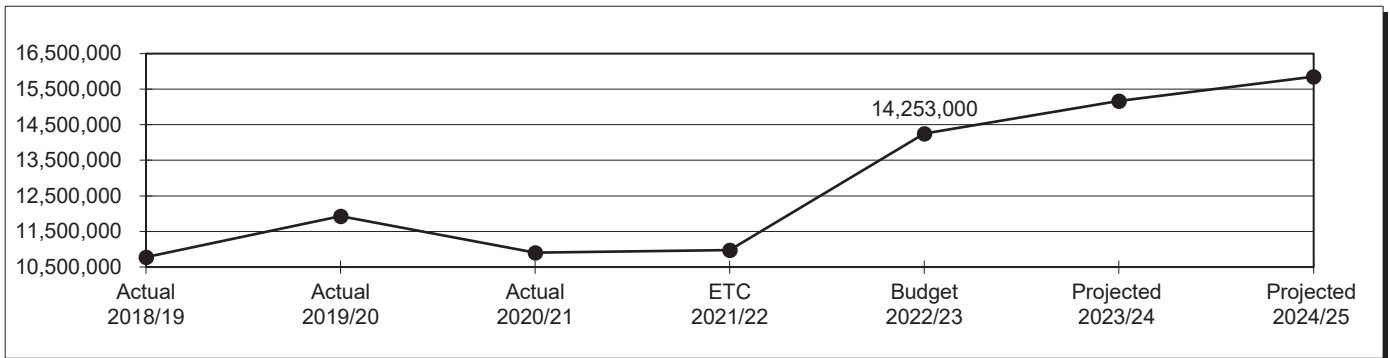
REVENUE BY SOURCE

Building Permits / Planning Fees / Engineering Fees-Planning & Development Fund

The City collects a fee for each building-related permit issued. The fees are based on the national uniform building codes. The City's building activity was significantly impacted by the housing market downturn in 2008 resulting in decreased permit revenue. Permit revenue has steadily increased since the Great Recession of 2008 until the impact of COVID-19 on permits and fee flattened this revenue. 2022/23 shows an anticipated increase due to General Plan fees recognized for expenses related to the City's General Plan updates, along with anticipated increases in Building permits and charges for the City's Capital Improvement Program.

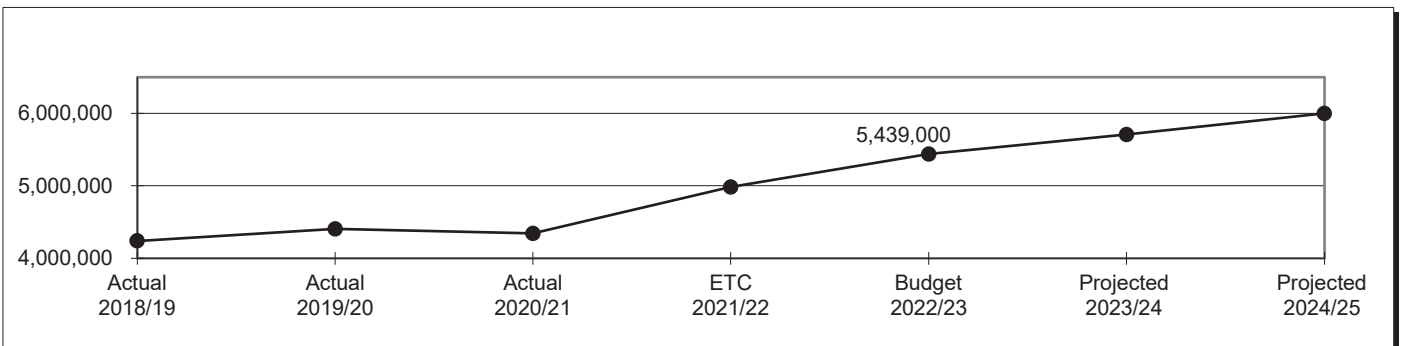
Building permit activity for dwelling units:				Total building valuation for 2021 was \$389,542,000.
<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	
1350	848	1112	1238	

Planning fees are charged for processing requests for use permits or entitlement permits. This includes conditional use permits, zone changes, subdivision maps, and General Plan changes. The amount of revenue is directly related to the amount of advance development activity. Additional revenue is generated from the implementation of a fee to pay the cost to prepare and update the City's General Plan. Engineering fees are charged for the processing of private development plans and for inspection of public improvements required of the development. Revenue varies with the amount of development activity for subdivisions and public infrastructure projects. This category also includes charges for services to the City's Capital Improvement Program.



Local Transportation Funding-Transit Funds

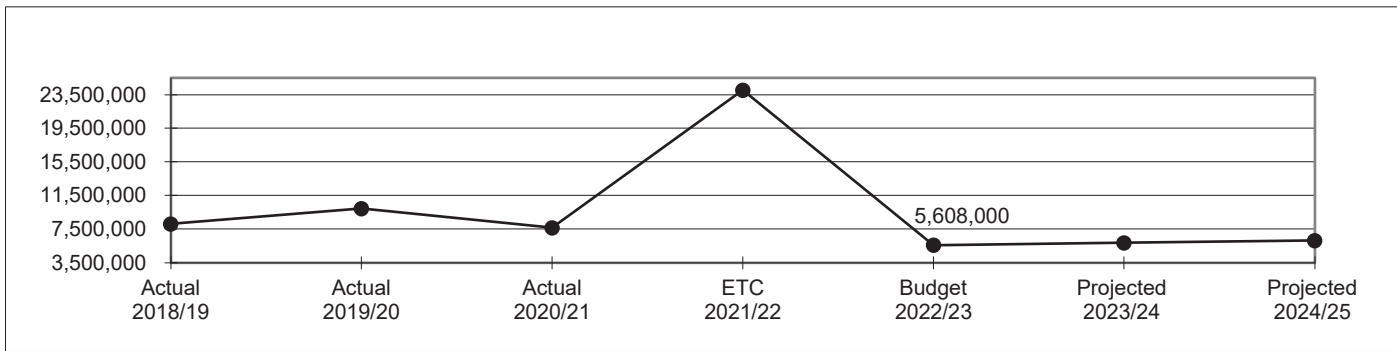
This source of revenue is generated by a 1/4 cent tax on general sales, which is collected by the state and distributed to the local agencies on a formula basis for support of local transportation services. Starting in 2014/15, all LTF funding available to the City is required to be allocated to transit for cities with populations greater than 100,000. Revenue is recognized only when eligible expenses are incurred. 2022/23 funds will be used to complete the building of a new Transit Station.



REVENUE BY SOURCE

Measure C (1/2 cent Sales Tax) - Transit Funds

This tax is a county-wide tax used to fund street improvements and transit operations. In November 2006, voters in Fresno County passed an extension to this program through 2027, generating more than \$1.7 billion over 20 years. Although the tax rate is the same, the distribution percentage changed resulting in an increase in the City of Clovis' share of this sales tax. The increase in 2021/22 represents the City's allocation of Measure C funds for Streets, Parks, and Transit. The majority of this amount is for reimbursement of funds from the Regional Transportation Program for specific street improvement projects such as widening of Herndon and traffic signal installation at Temperance and DeWolf and constructing a 6-lane divided expressway on Shaw from DeWolf to McCall with traffic signal, curb and gutter, and other major improvements.



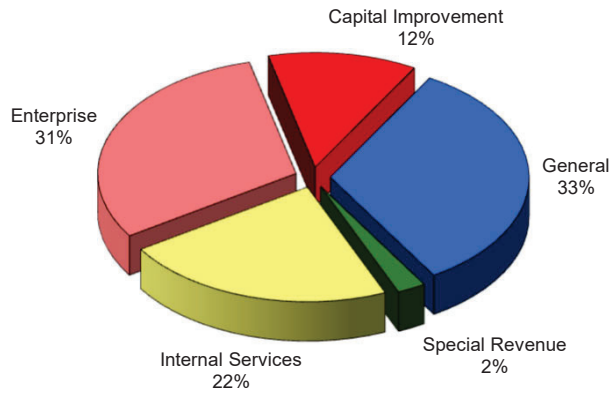
SUMMARY OF EXPENDITURES BY FUND

	2020-2021 <u>Actual</u>	2021-2022 <u>Revised Estimate</u>	2022-2023 <u>Budget</u>
GENERAL FUND	77,812,249	86,673,700	93,583,400
SPECIAL REVENUE FUNDS			
Housing Successor - Clovis			
Housing and Community Development	1,391,392	135,900	307,800
Landscape Maintenance District	4,003,130	4,270,400	4,693,000
Community Facilities Dist 2020-1	10,450	5,700	32,700
INTERNAL SERVICES FUNDS			
Liability & Property Insurance	2,975,047	4,280,300	5,126,000
Employee Benefit	26,635,727	31,586,300	35,605,200
Fleet Maintenance	11,363,722	17,028,900	11,547,000
General Government Services	12,064,673	18,222,600	14,665,100
ENTERPRISE FUNDS			
Community Sanitation	21,110,072	25,358,700	25,604,100
Sewer Service	13,151,887	16,930,300	18,632,500
Transit	6,262,863	7,215,900	8,722,200
Water Service	20,871,443	19,315,600	21,073,900
Planning & Development Services	10,793,113	11,997,200	14,873,500
CAPITAL IMPROVEMENTS FUNDS			
Sewer Construction	6,330,589	8,935,200	7,154,000
Parks Projects	518,870	11,672,000	1,543,000
General Government Facilities	7,125,308	39,437,200	488,000
Street Construction	10,172,560	47,452,100	17,832,000
Water Construction	4,682,160	17,348,200	7,369,000
Refuse Construction	65,304	1,697,900	1,000,000
Housing and Community Development	<u>1,232,621</u>	<u>207,300</u>	<u>7,635,000</u>
TOTAL	<u>238,573,180</u>	<u>369,771,400</u>	<u>297,487,400</u>
SUCCESSOR AGENCY TRUST FUND			
Clovis Successor Agencies*	<u>1,367,977</u>	<u>1,365,000</u>	<u>1,367,000</u>

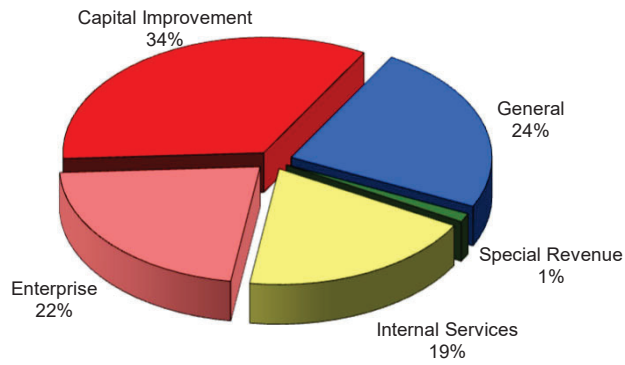
*The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

EXPENDITURES BY FUND TYPE

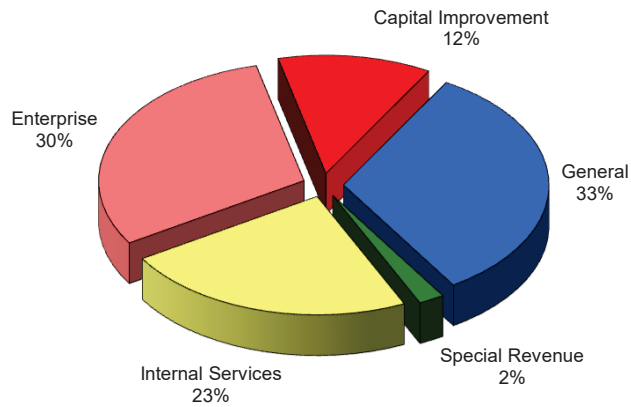
2020-2021 ACTUAL



2021-2022 ESTIMATED

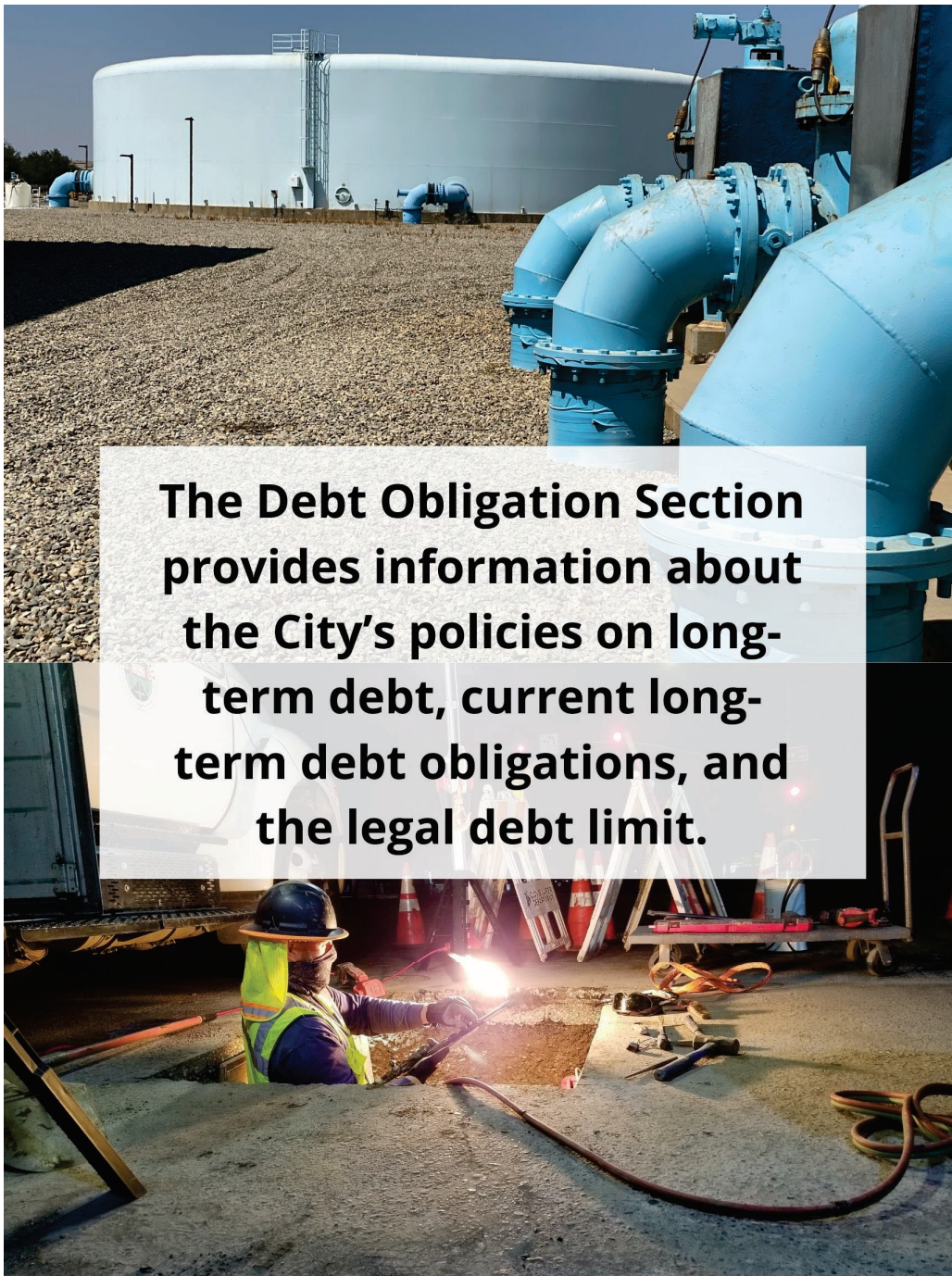


2022-2023 BUDGET



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DEBT OBLIGATIONS



The Debt Obligation Section provides information about the City's policies on long-term debt, current long-term debt obligations, and the legal debt limit.

DEBT OBLIGATIONS

The City of Clovis has several long-term debt obligations consisting of tax allocation bonds, revenue bonds, long-term loans, capital leases, and long-term contracts. At the present time there is no outstanding general obligation bond debt.

The City utilizes long-term debt to fund its capital needs. It is City policy to undertake long-term debt to fund capital assets (including infrastructure) when those assets will be a benefit over several budget years and there is a need to conserve liquid assets (cash). The City has been able to finance various projects with very attractive rates due to the City's favorable credit rating.

General obligation bonds are direct obligations of the City and are backed by the full faith and credit of the City, requiring voter approval, and may have a tax rate set to cover repayment. General obligation debt is also subject to a legal debt limitation. The legal debt limit for fiscal year 2022/23 is calculated at 15% of total assessed valuation or \$1,994,897,832. The City currently has no general obligation debt outstanding.

LEGAL DEBT LIMIT

Assessed Valuations	\$ 13,205,085,283
Add back exempt property	<u>94,233,600</u>
Total Assessed Value	<u>\$ 13,299,318,883</u>
Legal Debit Limit	
15% of Total Assessed Value	\$ 1,994,897,832

The other long-term debts are payable from revenue sources that are not an obligation of the general taxpayer and do not fall under the legal debt limitation. These debts include, tax allocation bonds (which are an obligation of the Clovis Successor Agencies); loans, revenue bonds and contracts (which are an obligation of the revenues received in the water, refuse and sewer enterprise operations); and capital leases (which are leases secured by the leased asset). Total non-general obligation debt by type as of June 30, 2022, is as follows:

Long-Term Interfund Loans	\$ 22,800,000
Long-Term Loans	2,170,422
Capital Leases	13,834,128
Revenue Bonds	102,480,000
Long-Term Contracts	<u>2,355,574</u>
Total	<u>\$143,640,124</u>
Successor Agency Tax Allocation Bonds	\$ 10,415,000

2022-2023 DEBT SUMMARY

The City of Clovis has various financing sources available to fund its capital needs. These financing sources include: tax allocation bonds, capital leases, loans, contracts and revenue bonds. The schedule below lists the amounts required to meet the principal and interest payments. The various issues have various funding sources, obligations, terms, interest rates, security, etc. Each type of debt is discussed in more detail in the following pages.

	<i>Total Amount Issued</i>	<i>Amount Outstanding 6/30/2022</i>	DEBT SERVICE REQUIREMENTS (Principal and Interest Only)		
			2020-2021	2021-2022	2022-2023
			<i>Actual</i>	<i>Revised Estimate</i>	<i>Budget</i>
<u>Long-Term Interfund Loans</u>					
* Sewer Developer Fund	15,300,000	15,300,000	0	0	0
* General Services Fund	7,500,000	7,500,000	0	0	0
<u>Long-Term Loans</u>					
2003 State of CA-R & T Infrastructure	720,000	-	51,193	-	-
California Energy Project Loan	953,239	320,307	85,533	85,600	87,000
PG&E Energy Project Loan	220,121	-	22,771	11,400	-
California Energy Project Loan	70,700	16,369	8,285	8,400	10,000
2016 PG&E Energy Project Loan #3	168,239	51,272	19,227	19,300	20,000
2018 California Energy Project Loan	1,840,035	1,524,376	125,322	125,400	126,000
2020 PG&E Energy Project Loan #5	164,401	124,670	16,440	16,500	17,000
2020 PG&E Energy Project Loan #6	207,841	133,428	30,791	30,800	31,000
<u>Capital Leases</u>					
Fire Station 31 Relocation	6,090,000	-	540,596	271,300	-
Safety Facilities Solar	2,454,100	1,400,329	194,702	194,800	195,000
Fire Truck	625,411	-	74,124	-	-
Pet Adoption Center	3,000,000	1,865,573	216,717	219,400	221,000
CAD Dispatch & Records Mgmt	531,000	-	82,772	-	-
2013 Corporation Yard	14,377,528	5,880,117	1,271,578	1,279,400	1,277,000
Fire Truck, Fire & Police Vehicles	1,795,000	152,125	77,432	77,900	79,000
2015 Network, AV & Mobile Computers	400,000	-	41,678	-	-
2015 Police/Fire Comm. Towers	1,810,000	682,041	202,636	204,200	205,000
2015 Solar Project	2,000,000	1,494,056	139,269	139,800	141,000
2016 Police/Fire Vehicles	1,460,000	188,785	262,866	49,700	50,000
2018 Police/Fire Vehicles	573,000	121,525	123,578	124,400	125,000
2019 Police/Fire Vehicles	1,125,000	356,618	243,665	245,500	246,000
2020 Police Vehicles	1,038,104	633,428	218,096	217,200	218,000
2020 Fire Truck	1,301,896	1,059,531	143,916	142,600	144,000
<u>Revenue Bonds</u>					
2013 Waste Water	12,500,000	8,415,000	1,003,998	1,018,700	1,019,000
2015 Waste Water	21,600,000	20,630,000	1,044,785	1,048,100	1,046,000
2017 Waste Water	50,710,000	44,830,000	3,803,434	3,840,500	3,836,000
2013 Water Improvement	31,810,000	15,400,000	2,974,709	3,011,200	3,014,000
2021 Landmark Square Senior Center	13,355,000	13,205,000	90,501	552,000	657,000
<u>Long-Term Contracts Payable</u>					
** 1993 WWTP Expansion/Upgrade (Payable to the City of Fresno)	17,618,748	2,355,574	1,216,478	1,231,900	1,233,000
<u>Total</u>	<u>\$213,319,363</u>	<u>\$143,640,124</u>	<u>\$14,327,092</u>	<u>\$14,166,000</u>	<u>\$13,997,000</u>
SUCCESSOR AGENCY TRUST FUND					
<u>Tax Allocation Bonds</u>					
2008 Tax Allocation Bonds	19,100,000	10,415,000	1,340,251	1,344,000	1,342,000
* Repayments of principal are budgeted as transfers. Please see transfers schedule for more information.					
** This contract was amended in September 2007. The amount shown is revised to reflect the current agreement with the City of Fresno.					

2022-2023 DESCRIPTION OF LONG-TERM DEBT

Long-Term Interfund Loans

In 2022/23 the Sewer Construction - Developer Fund has no current plans to borrow from the Sewer Enterprise Fund to meet required bond covenants. The interest rate on the loan is variable and is set at the annual rate of return earned by the City's pooled cash and will be paid annually. Repayment will begin when development fee revenue exceeds revenue bond payment requirements.

In June 2022 the General Service Fund will borrow \$7,500,000 from the Water Service Fund to finance the construction of Fire Station #6. The interest rate on the loan is variable and is set at the annual rate of return earned by the City's pooled cash. Repayment will begin in 2022/23 with annual principal payments of \$750,000 and interest at the annual rate of return earned by the California State Local Agency Investment Fund (LAIF).

Capital Leases

In December 2006 the City entered into a fifteen-year lease for \$6,090,000 for the relocation and construction of fire station #31. The interest rate on the lease is 4.00%. The last payment was made December 2021.

In June 2011 the City entered into a twenty-year lease for \$2,454,100 for a solar project located at the police/fire headquarters and fire stations #1 and #5. The interest rate on the lease is 4.95%. The last payment is scheduled for June 2031. Included in the 2022/23 budget is \$127,000 for principal and \$68,000 for interest.

In June 2011 the City entered into a ten-year lease for \$625,411 for a new fire truck. The interest rate on the lease is 3.36%. The last payment was made June 2021.

In July 2012 the City entered into a twenty-year lease for \$3,000,000 for a new pet adoption center. The interest rate on the lease is 4.00%. The last payment scheduled is for July 2032. Included in the 2022/23 budget is \$147,000 for principal and \$74,000 for interest.

In July 2013 the City entered into a seven-year lease for \$531,000 for a CAD (Computer Aided Dispatch) and RMS (Records Management System) for the Police Department. The interest rate on the lease is 2.97. The last payment was made July 2020.

In September 2013 the City entered into a fourteen-year lease for \$14,377,528. The proceeds were used to refinance the 2001 Corporation Yard Revenue Bonds which were issued to pay for the construction of a new corporation yard and are recorded in the General Government Services Fund. The interest rate on the lease is 3.10%. The last payment is scheduled for March 2027. Included in the 2022/23 budget is \$1,103,000 for principal and \$174,000 for interest.

In March 2014 the City entered into a ten-year lease for \$1,795,000 for a new fire truck (\$692,000), four fire safety command vehicles (\$299,000), and fifteen police vehicles (\$804,000). The interest rate on the lease is 1.86%. The last payment is scheduled for March 2024. Included in the 2022/23 budget is \$76,000 for principal and \$3,000 for interest.

In August 2015 the City entered into a six-year \$400,000 lease purchase for various computer equipment, including network switches, mobile data computers, and audio-video equipment. The interest rate on the lease is 1.72%. The last payment was made February 2021.

In August 2015 the City entered into an eleven-year \$1,810,000 lease purchase for communications towers and equipment, of which \$1,712,000 related to Police communications and \$98,000 related to Fire communications. The interest rate on the lease is 2.35%. The last payment is scheduled for February 2026. Included in the 2022/23 budget is \$190,000 for principal and \$15,000 for interest.

2022-2023 DESCRIPTION OF LONG-TERM DEBT

Capital Leases – Continued

In November 2015 the City entered into a twenty-one year \$2,000,000 lease purchase for solar projects at Miss Winkles Pet Adoption Center and three fire stations along with an LED lighting upgrade at the corporation yard. The interest rate on the lease is 3.48%. The last payment is scheduled for May 2036. Included in the 2022/23 budget is \$89,000 for principal and \$52,000 for interest.

In January 2016 the City entered into a ten-year \$1,460,000 lease for the purchase of Police Department vehicles (\$1,023,000) and Fire Department vehicles (\$438,000). The interest rate on the lease ranges from 3.00% to 1.00%. The last payment is scheduled for January 2026. Included in the 2022/23 budget is \$46,000 for principal and \$4,000 for interest.

In April 2018 the City entered into a five-year \$573,000 lease for the purchase of Police Department vehicles (\$501,800) and Fire Department vehicles (\$71,200). The interest rate on the lease is 3.00%. The last payment is scheduled for April 2023. Included in the 2022/23 budget is \$122,000 for principal and \$3,000 for interest.

In September 2018 the City entered into a five-year \$1,125,000 lease for the purchase of Police Department vehicles (\$313,500) and Fire Department vehicles (\$811,500). The interest rate on the lease is 3.23%. The last payment is scheduled for September 2024. Included in the 2022/23 budget is \$236,000 for principal and \$10,000 for interest.

In July 2020 the City entered into a five-year \$1,038,104 lease for the purchase of Police Department vehicles. The interest rate on the lease is 1.71%. The last payment is scheduled for June 2025. Included in the 2022/23 budget is \$208,000 for principal and \$10,000 for interest.

In June 2020 the City entered into a ten-year \$1,301,896 lease for the purchase of a fire truck. The interest rate on the lease is 1.71%. The last payment is scheduled for June 2030. Included in the 2022/23 budget is \$125,000 for principal and \$19,000 for interest.

The following is a schedule of the future lease payments for the City's capital leases:

Year Ending June 30,	Principal	Interest	Total
2023	2,469,000	432,000	2,901,000
2024	2,292,119	353,209	2,645,328
2025	2,154,728	287,846	2,442,574
2026	1,902,490	223,881	2,126,371
2027	1,811,087	164,271	1,975,358
2028 - 2032	2,642,202	357,128	2,999,330
2033 - 2036	562,502	32,872	595,374
Total	\$13,834,128	\$1,851,207	\$15,685,335

2022-2023 DESCRIPTION OF LONG-TERM DEBT

Long-Term Loans

During 2001/02, the City entered into a twenty-year \$720,000 agreement with the State of California for a loan to provide water and sewer infrastructure and street improvements for the research and technology park. The interest rate on this loan is 3.06%. The final payment was made August 2020.

During 2010/11 the City entered into a ten-year \$953,239 agreement with the California Energy Commission for a loan to provide solar project funding. The interest rate on this loan is 3.00%. The last payment is scheduled for June 2026. Included in the 2022/23 budget is \$77,000 for principal and \$10,000 for interest.

During 2011/12 the City entered into a ten-year \$220,121 agreement with the Pacific Gas & Electric for a loan to provide LED street light fixtures. The interest rate on this loan is 0.00%. The last payment was made December 2021.

During 2014/15 the City entered into a ten-year \$70,700 agreement with the California Energy Commission for a loan to provide street light LED (Light Emitting Diode) retrofits. The interest rate on this loan is 1.00%. The last payment is scheduled for June 2024. Included in the 2022/23 budget is \$9,000 for principal and \$1,000 for interest.

During 2015/16 the City entered into a nine-year \$168,239 agreement with the Pacific Gas & Electric for a loan to provide LED lighting at the Corp Yard. The interest rate on this loan is 0.00%. The last payment is scheduled for February 2025. Included in the 2022/23 budget is \$20,000 for principal and \$0 for interest.

During 2018/19 the City entered into a seventeen-year \$1,840,035 agreement with the California Energy Commission for a loan to provide LED lighting in City buildings. The interest rate on this loan is 1.00%. The last payment is scheduled for June 2035. Included in the 2022/23 budget is \$111,000 for principal and \$15,000 for interest.

During 2019/20 the City entered into a ten-year \$164,401 agreement with the Pacific Gas & Electric for a loan to provide LED project funding. The interest rate on this loan is 0.00%. The last payment is scheduled for March 2030. Included in the 2022/23 budget is \$17,000 for principal and \$0 for interest.

During 2019/20 the City entered into a seven-year \$207,841 agreement with the Pacific Gas & Electric for a loan to provide LED project funding. The interest rate on this loan is 0.00%. The last payment is scheduled for October 2027. Included in the 2022/23 budget is \$31,000 for principal and \$0 for interest.

The following is a schedule of the future payments for the City's long-term loans:

Year Ending June 30,	Principal	Interest	Total
2023	265,000	26,000	291,000
2024	264,111	19,850	283,961
2025	253,113	17,091	270,204
2026	244,193	12,547	256,740
2027	141,364	10,477	151,841
2028 - 2032	633,724	34,914	668,638
2033 - 2035	368,917	6,466	375,383
Total	\$2,170,422	\$127,345	\$2,297,767

2022-2023 DESCRIPTION OF LONG-TERM DEBT

Long-Term Contracts Payable

In 1993 the City of Fresno issued Revenue Bonds for the upgrade and expansion of the Fresno-Clovis Regional Wastewater Treatment Plant (WWTP). The City of Clovis is obligated contractually to the City of Fresno to make semi-annual payments based on Clovis's share of the project. In January 1998 Clovis's share of the project was changed from 6.08% to 8.11% of the total \$196,280,000 issued. The Revenue Bonds were issued in September 1993 at interest rates varying from 3.50% to 6.25% and payments run through September 2023. Included in the 2022/23 budget is \$1,152,000 for principal and \$81,000 for interest. Below is a schedule of the future payments to the City of Fresno for these contracts:

Year Ending June 30,	Principal	Interest	Total
2023	1,152,000	81,000	1,233,000
2024	1,203,574	26,174	1,229,748
Total	<u>\$2,355,574</u>	<u>\$107,174</u>	<u>\$2,462,748</u>

Revenue Bonds

In July 2013 the City issued the 2013 Sewer Enterprise Revenue Bonds for \$12,500,000 at interest rates varying from 2.00% to 5.00%. The proceeds were used to refinance the 1998 Sewer Enterprise Revenue Bonds for which proceeds were used to refund the 1991 Fowler Trunk Contract payable to the City of Fresno and the 1991 Armstrong Trunk Certificates of Participation. The last payment is scheduled for fiscal year 2027/28. Included in the 2022/23 budget is \$615,000 for principal and \$404,000 for interest.

In July 2013 the City issued 2013 Water Improvement Bonds for \$31,810,000 at interest rates varying from 2.00% to 5.00%. The proceeds were used to refinance the 2003 Water Improvement Bonds for which proceeds were issued to pay for a surface water treatment plant, a water banking, plant, transmission lines and canal improvements; and to refund the Certificates of Participation for major water system improvements. The final payment is scheduled for March 2028. Included in the 2022/23 budget is \$2,265,000 for principal and \$749,000 for interest.

In August 2015 the City issued the 2015 Wastewater Refunding Revenue Bonds for the purpose of refunding the \$21,600,000 of outstanding 2005 Wastewater Bonds. The Wastewater bonds were issued to pay for the initial phase of construction of a new wastewater treatment plant needed due to planned development in the City. The bond was issued to pay for a pump station, sewer trunk, and a force main. The interest rate on the 2015 bonds carry interest rates varying from 2.00% to 5.25% with a True Interest Cost of 3.50%. The final payment on the 2015 Bonds is scheduled for August 2035, the same as the Refunded 2005 bonds. Included in the 2022/23 budget is \$180,000 for principal and \$866,000 for interest.

In August 2017 the City issued the 2017 Wastewater Refunding Revenue Bonds for the purpose of refunding the \$50,710,000 of outstanding 2007 Wastewater Bonds. The Wastewater bonds were issued to pay for the initial phase of construction of a new wastewater treatment plant needed due to planned development in the City. The interest rate on the 2017 bonds carry interest rates varying from 2.00% to 5.00% with a True Interest Cost of 4.70%. The final payment on the 2017 Bonds is scheduled for August 2039, the same as the Refunded 2007 bonds. Included in the 2022/23 budget is \$1,635,000 for principal and \$2,201,000 for interest.

In April 2021 the City issued the 2021 Lease Revenue Bonds for \$13,355,000. The Lease Revenue Bonds were issued to pay for the construction of Landmark Square, which includes a senior center, transit hub and a Fresno County library. The interest rate on the 2021 bonds carry interest rates varying from 2.00% to 4.00% with a True Interest Cost of 2.48%. The final payment on the 2021 Bonds is scheduled for November 2051. Included in the 2022/23 budget is \$280,000 for principal and \$377,000 for interest.

2022-2023 DESCRIPTION OF LONG-TERM DEBT

Revenue Bonds – Continued

The following is a schedule of the debt service payments for the City's revenue bonds:

Year Ending June 30,	Principal	Interest	Total
2023	4,975,000	4,597,000	9,572,000
2024	5,225,000	4,346,290	9,571,290
2025	6,340,000	4,063,844	10,403,844
2026	7,515,000	3,726,869	11,241,869
2027	7,895,000	3,353,244	11,248,244
2028 - 2032	26,415,000	11,852,433	38,267,433
2033 - 2037	25,075,000	6,576,709	31,651,709
2038 - 2042	13,795,000	1,370,039	15,165,039
2043 - 2047	2,770,000	486,001	3,256,001
2048 - 2051	2,475,000	125,114	2,600,114
Total	<u>\$102,480,000</u>	<u>\$40,497,543</u>	<u>\$142,977,543</u>

2022-2023 DESCRIPTION OF LONG-TERM DEBT

SUCCESSOR AGENCY TRUST FUND

Tax Allocation Bonds

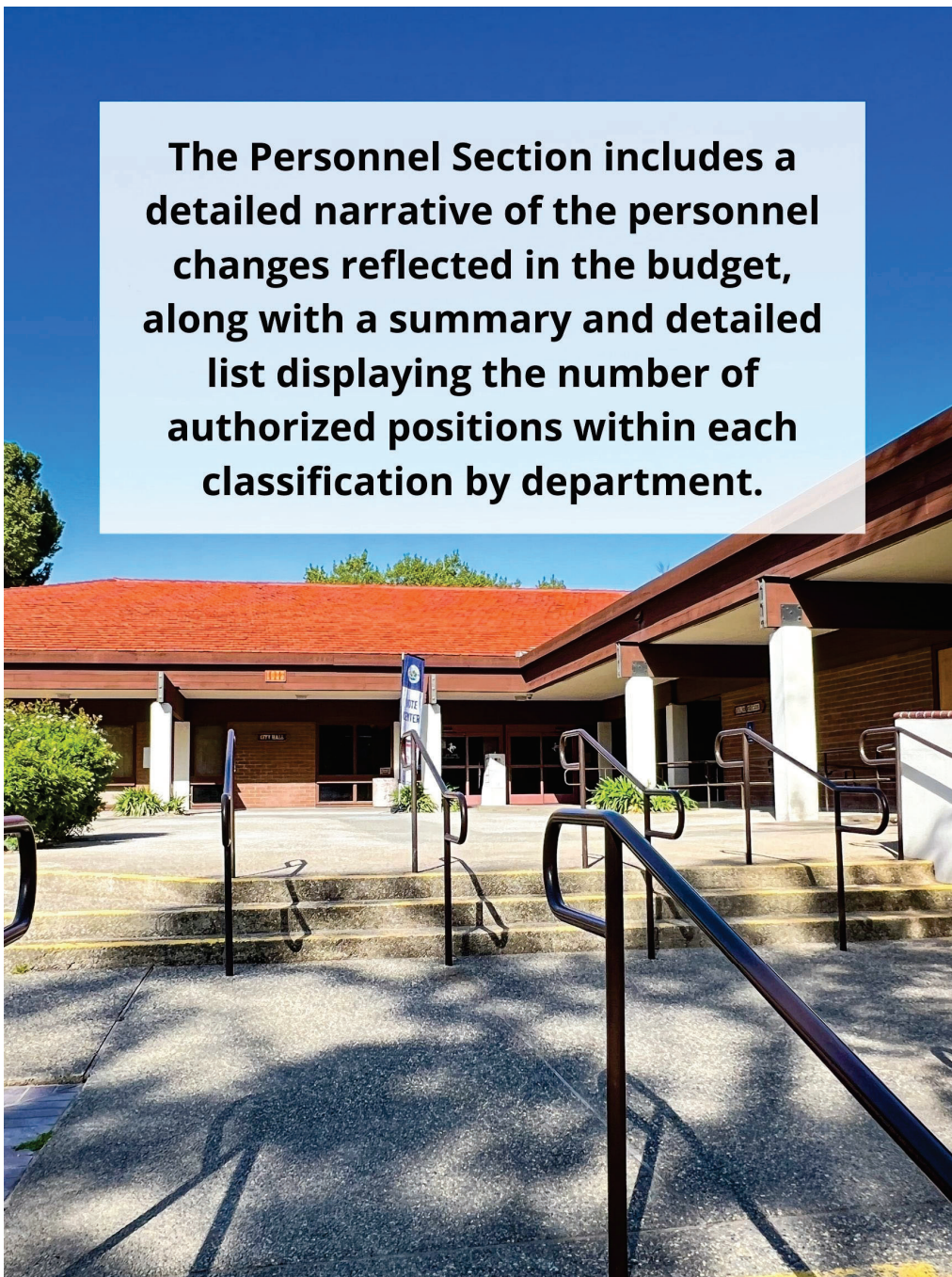
In April 2008 the former Clovis Community Development Agency issued tax allocation bonds in the amount of \$19,100,000 at interest rates varying from 3.25% to 4.75%. The proceeds are being utilized to aid in the financing of the former Clovis Community Development Agency's projects and were used for the refunding of \$7,170,000 aggregate principal amount of the Agency's outstanding 1996 tax allocation bonds. Due to the elimination of redevelopment, the City is acting as the Successor Agency. The City has completed the necessary requirements, and applied to the State Department of Finance for the "finding of completion." Upon award of the finding of completion from the Department of Finance, the remaining bond proceeds will be used for the original intended purposes. The last debt service payment is scheduled for the fiscal year 2037/38. Included in the 2022/23 budget is \$880,000 for principal and \$462,000 for interest.

The following is a schedule of debt service payments for the 2008 Tax Allocation Bonds:

Year Ending June 30,	Principal	Interest	Total
2023	880,000	462,000	1,342,000
2024	915,000	421,511	1,336,511
2025	960,000	379,181	1,339,181
2026	995,000	333,972	1,328,972
2027	1,050,000	286,681	1,336,681
2028 - 2032	3,920,000	736,532	4,656,532
2033 - 2038	1,695,000	252,107	1,947,107
Total	<u>\$10,415,000</u>	<u>\$2,871,984</u>	<u>\$13,286,984</u>

PERSONNEL *SECTION*

The Personnel Section includes a detailed narrative of the personnel changes reflected in the budget, along with a summary and detailed list displaying the number of authorized positions within each classification by department.



PERSONNEL

There are thirteen new positions being proposed for 2022-2023, as well as the reduction of one position, and the conversion of nineteen positions. The General Fund has six additions which are three Police Officers and one Communications Supervisor in the Police Department, one Maintenance Worker in the Parks Division of the Public Utilities Department, and one Business Systems Analyst in the Information Technology Division of the City Manager Department. The City Manager Department added a Senior Information Technology Analyst within the General Government Services Fund. Within the Enterprise Funds, the Planning and Development Services Department added one position while reducing one position and the Public Utilities Department added five positions. Also listed are nineteen position conversions, reorganized within the respective departments.

The following additional positions are recommended for 2022-2023:

<u>Position</u>	<u>Department</u>
Business Systems Analyst (1)	City Manager
Senior Information Technology Analyst (1)	City Manager
Senior Planner (1)	Planning and Development Services
Communications Supervisor (1)	Police
Police Officer (3)	Police
Engineering Technician (1)	Public Utilities
Equipment Mechanic (1)	Public Utilities/Fleet
Maintenance Worker (1)	Public Utilities/Community Sanitation
Maintenance Worker (1)	Public Utilities/Parks
Maintenance Worker (1)	Public Utilities/Water
Senior Sanitation Operator (1)	Public Utilities/Community Sanitation

The recommended position reductions in 2022-2023 are as follows:

<u>Position</u>	<u>Department</u>
Permit Technician (1)	Planning and Development Services

The following positions are recommended for conversion in 2022-2023:

<u>Position</u>	<u>Department</u>
Dept. Support Mgr. to Facilities Maint. & Purchasing Mgr.	General Services
Senior Building Inspector to Senior Plans Examiner	Planning and Development Services
Public Safety Dispatcher to Lead Public Safety Dispatcher	Police
Police Officers (8) to Police Corporals (8)	Police
Police Corporals (5) to Police Sergeants (5)	Police
Police Sergeant to Police Lieutenant	Police
Systems Video Tech. (2) to Senior Sys. Video Analyst (2)	Police

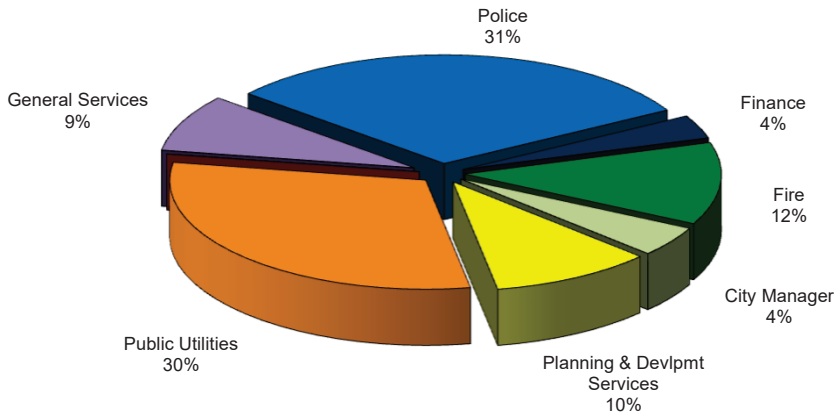
During the year changes to the personnel allocation are made through budget amendments approved by Council. There are position reallocations between sections noted by account in the **Operations Section** to better reflect current work assignments.

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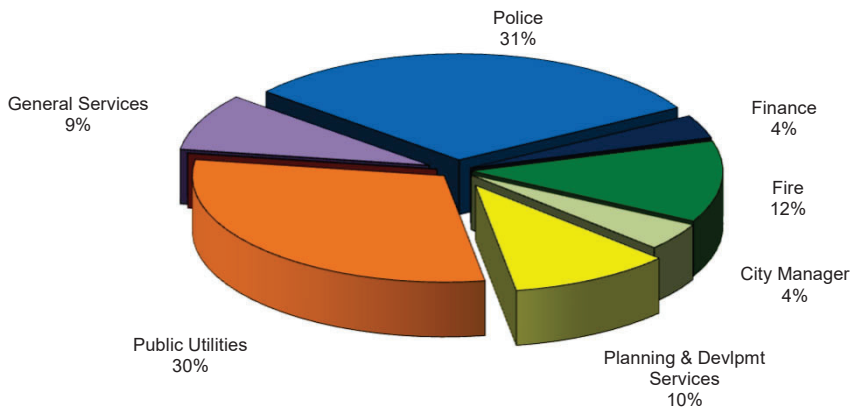
SUMMARY OF POSITIONS BY DEPARTMENT

Department	2020-2021 Prior Year	2021-2022 Current Year Approved	2022-2023 Recommended Positions	Change Increase/ (Decrease)
City Manager	23.60	24.75	26.75	2.00
General Services	51.10	51.10	51.10	-
Finance	21.00	21.00	21.00	-
Planning & Development Services	55.00	60.85	60.85	-
Fire	73.00	73.00	73.00	-
Police	180.00	180.00	184.00	4.00
Public Utilities	169.30	176.30	182.30	6.00
TOTAL	573.00	587.00	599.00	12.00

RECOMMENDED 2022-2023



CURRENT 2021-2022



DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	<u>2020-2021 Prior Year</u>	<u>2021-2022 Current Year Approved</u>	<u>2022-2023 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
CITY MANAGER				
Assistant City Manager/City Clerk	1.00	-	-	-
Assistant City Manager	-	1.00	1.00	-
Business Systems Analyst	-	-	1.00	1.00
Business Development Manager	1.00	1.00	1.00	-
City Clerk	-	1.00	1.00	-
City Manager	1.00	1.00	1.00	-
Community & Econ Development Dir	1.00	1.00	1.00	-
Deputy Director of Information Tech	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	-
Geographic Information System Analyst	0.25	0.25	0.25	-
Housing Program Coordinator	0.85	-	-	-
Information Technology Specialist	3.00	4.00	4.00	-
Information Technology Supervisor	2.00	2.00	2.00	-
Information Technology Technician	2.00	2.00	2.00	-
Management Analyst	-	1.00	1.00	-
Principal Office Assistant	1.00	1.00	1.00	-
Public Affairs & Information Manager	0.50	0.50	0.50	-
Senior Information Technology Analyst	7.00	6.00	7.00	1.00
Senior Information Technology Specialist	-	1.00	1.00	-
Staff Analyst	1.00	-	-	-
TOTAL	23.60	24.75	26.75	2.00
GENERAL SERVICES				
Administrative Assistant	3.00	2.00	2.00	-
Assistant Building Technician	3.00	3.00	3.00	-
Building Maint Worker/Leadworker	2.00	2.00	2.00	-
Bus Driver	16.00	16.00	16.00	-
Department Support Manager	1.00	1.00	-	(1.00)
Facilities Maintenance & Purchasing Mgr	-	-	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	-
General Services Director	1.00	1.00	1.00	-
General Services Manager	1.00	1.00	1.00	-
Lead Bus Driver	4.00	4.00	4.00	-
Management Analyst	4.00	4.00	4.00	-
Personnel Technician	3.00	3.00	3.00	-
Personnel/Risk Manager	1.00	1.00	1.00	-
Principal Office Assistant	2.00	3.00	3.00	-
Public Affairs & Information Manager	0.10	0.10	0.10	-
Recreation Leader	1.00	1.00	1.00	-
Recreation Specialist	2.00	2.00	2.00	-
Recreation Supervisor	1.00	1.00	1.00	-
Senior Center Nutrition Svs Worker	1.00	1.00	1.00	-
Senior Custodian	1.00	1.00	1.00	-
Transit Dispatcher	2.00	2.00	2.00	-
Transit Supervisor	1.00	1.00	1.00	-
TOTAL	51.10	51.10	51.10	-

DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	<u>2020-2021 Prior Year</u>	<u>2021-2022 Current Year Approved</u>	<u>2022-2023 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
FINANCE				
Accountant/Senior	3.00	3.00	3.00	-
Accounting Supervisor	1.00	1.00	1.00	-
Acctg Systems Tech/Senior/Principal	4.00	4.00	4.00	-
Assistant Finance Director	1.00	1.00	1.00	-
Deputy Finance Director	1.00	1.00	1.00	-
Finance Director/Treasurer	1.00	1.00	1.00	-
Principal Office Assistant	1.00	1.00	1.00	-
Senior Account Clerk/Principal	9.00	9.00	9.00	-
TOTAL	21.00	21.00	21.00	-
PLANNING & DEVELOPMENT SERVICES				
Assistant Dir of Plan & Devlp Serv	1.00	-	-	-
Assistant/Associate Planner	2.00	3.00	3.00	-
Building Inspector/Sr Bldg Inspector	5.00	5.00	4.00	(1.00)
Building Official	1.00	1.00	1.00	-
Business Workflow Analyst	-	1.00	1.00	-
Business Workflow Specialist	2.00	1.00	1.00	-
City Engineer	1.00	1.00	1.00	-
City Planner	1.00	1.00	1.00	-
City Surveyor	-	1.00	1.00	-
Construction Manager	1.00	1.00	1.00	-
Deputy Building Official/Plan Checker	1.00	1.00	1.00	-
Deputy City Planner	1.00	1.00	1.00	-
Dir of Planning & Development Serv	1.00	1.00	1.00	-
Engineer I/Engineer II/Civil Engineer	13.00	14.00	14.00	-
Engineering Inspector	5.00	6.00	6.00	-
Engineering Program Supervisor	1.00	1.00	1.00	-
Engineering Tech/Sr Eng Tech	2.00	3.00	3.00	-
Geographic Info System Analyst	0.75	0.75	0.75	-
Geographic Info System Tech	1.00	1.00	1.00	-
Housing Program Coordinator	0.15	-	-	-
Management Analyst	2.00	1.00	1.00	-
PDS Admin Services Manager	1.00	1.00	1.00	-
Permit Technician	3.00	3.00	2.00	(1.00)
Planning Technician I/II	1.00	2.00	2.00	-
Plans Examiner/Senior Plans Examiner	3.00	4.00	5.00	1.00
Principal Office Assistant	2.00	1.00	1.00	-
Public Affairs & Information Manager	0.10	0.10	0.10	-
Senior Planner	1.00	1.00	2.00	1.00
Staff Analyst	-	2.00	2.00	-
Supervising Civil Engineer	2.00	2.00	2.00	-
TOTAL	55.00	60.85	60.85	-

DETAIL OF POSITIONS BY DEPARTMENT

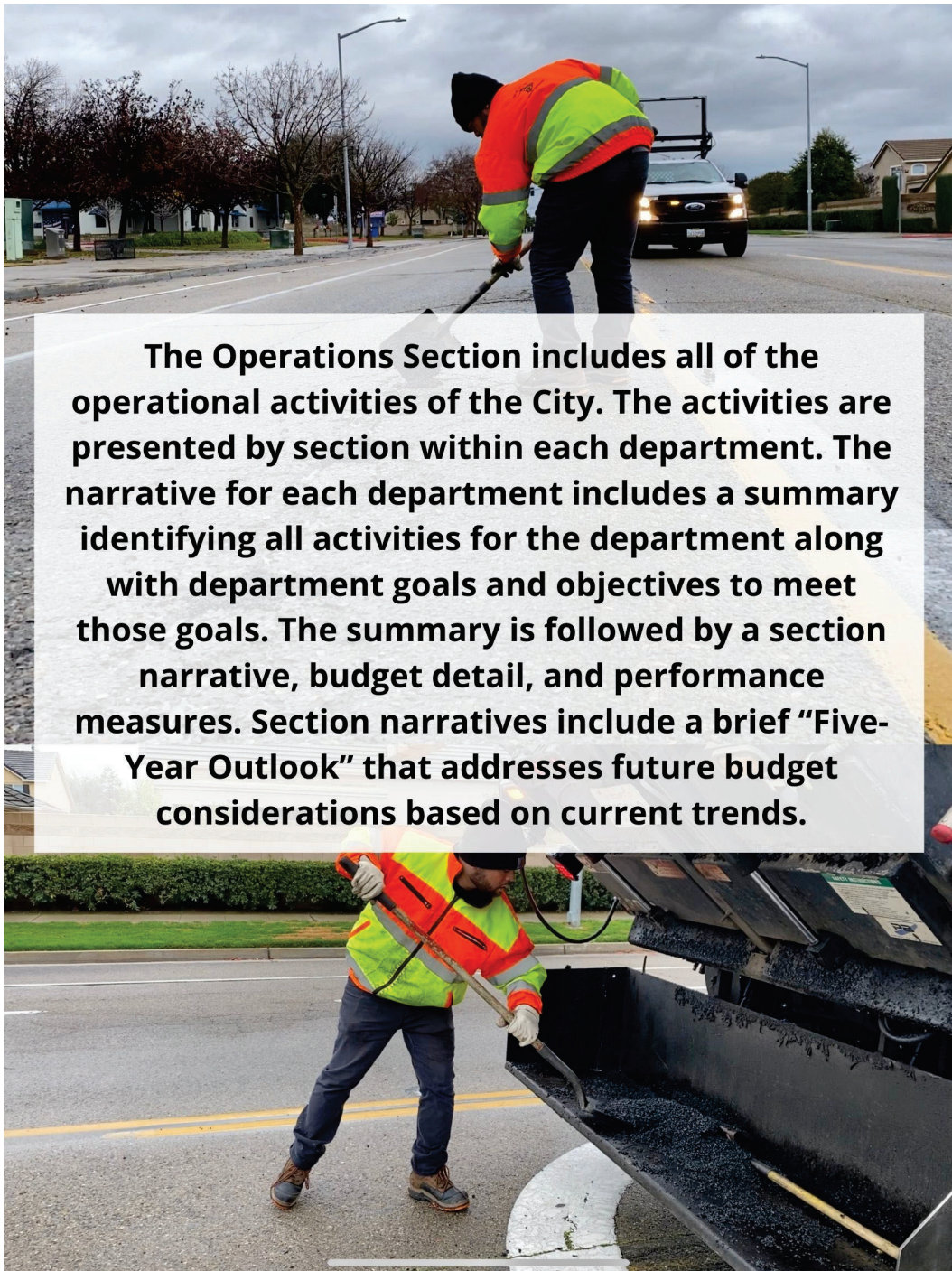
<u>Department</u>	<u>2020-2021 Prior Year</u>	<u>2021-2022 Current Year Approved</u>	<u>2022-2023 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
POLICE				
Administrative Assistant	4.00	2.00	2.00	-
Animal Control Officer	6.00	6.00	6.00	-
Animal Services Aide	-	1.00	1.00	-
Communications Supervisor	-	-	1.00	1.00
Community Service Officer	16.00	14.00	14.00	-
Crime Analysis Supervisor	1.00	1.00	1.00	-
Crime Specialist	1.00	2.00	2.00	-
Deputy Police Chief	1.00	-	-	-
Digital Forensic Analyst	1.00	1.00	1.00	-
Lead Public Safety Dispatcher	4.00	4.00	5.00	1.00
Management Analyst	2.00	2.00	2.00	-
Police Captain	5.00	3.00	3.00	-
Police Chief	1.00	1.00	1.00	-
Police Corporal	14.00	15.00	18.00	3.00
Police Lieutenant	2.00	4.00	5.00	1.00
Police Officer/Recruit	75.00	78.00	73.00	(5.00)
Police Sergeant	12.00	8.00	12.00	4.00
Police Service Manager	1.00	1.00	1.00	-
Public Safety Dispatcher/PSO	19.00	19.00	18.00	(1.00)
Principal Office Assistant	7.00	8.00	8.00	-
Property & Evidence Supervisor	1.00	1.00	1.00	-
Property & Evidence Technician	1.00	1.00	1.00	-
Records Supervisor	1.00	1.00	1.00	-
Senior Property/Evidence Technician	-	1.00	1.00	-
Senior Systems Video Analyst	-	-	2.00	2.00
Staff Analyst	1.00	2.00	2.00	-
Systems Video Technician	2.00	2.00	-	(2.00)
Supervisor of Animal Services	2.00	2.00	2.00	-
TOTAL	180.00	180.00	184.00	4.00
FIRE				
Battalion Chief	3.00	3.00	3.00	-
Deputy Fire Chief	1.00	1.00	1.00	-
Deputy Fire Marshall (Captain)	1.00	-	-	-
Fire Captain	18.00	18.00	18.00	-
Fire Chief	1.00	1.00	1.00	-
Fire & Life Safety Specialist	1.00	1.00	1.00	-
Fire Engineer	18.00	18.00	18.00	-
Fire Inspector I	1.00	1.00	1.00	-
Firefighters	24.00	24.00	24.00	-
Management Analyst	1.00	1.00	1.00	-
Principal Office Assistant	2.00	2.00	2.00	-
Spec Proj/Life Safety Enforcement Mgr	1.00	1.00	1.00	-
Training Officer (Captain)	1.00	2.00	2.00	-
TOTAL	73.00	73.00	73.00	-

DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	<u>2020-2021 Prior Year</u>	<u>2021-2022 Current Year Approved</u>	<u>2022-2023 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
PUBLIC UTILITIES				
Administrative Assistant	1.00	1.00	1.00	-
Assistant Mechanic/Service Worker	5.00	5.00	5.00	-
Assistant Public Utilities Director	2.00	3.00	3.00	-
Assistant Water Systems Technician	4.00	4.00	4.00	-
Disposal Leadworker	3.00	3.00	3.00	-
Electrician	2.00	3.00	3.00	-
Engineer I/Engineer II/Civil Engineer	4.00	6.00	6.00	-
Engineering Tech/Sr Engineering Tech	2.00	1.00	2.00	1.00
Equipment Mechanic	6.00	6.00	7.00	1.00
Equipment Operator	2.00	2.00	2.00	-
Fleet Maintenance Leadworker	2.00	2.00	2.00	-
Fleet Maintenance Service Writer	1.00	1.00	1.00	-
Fleet Manager	1.00	1.00	1.00	-
Landfill Leadworker	1.00	1.00	1.00	-
Landfill Supervisor	-	1.00	1.00	-
Maintenance Leadworker	6.00	6.00	6.00	-
Maintenance Worker/Sr Maint Worker	39.00	39.00	42.00	3.00
Management Analyst	2.00	2.00	2.00	-
Meter Reader	4.00	4.00	4.00	-
Parks Maintenance Leadworker	3.00	3.00	3.00	-
Parks Manager	1.00	1.00	1.00	-
Parts Clerk	2.00	2.00	2.00	-
Principal Office Assistant	6.00	6.00	6.00	-
Public Affairs & Information Manager	0.30	0.30	0.30	-
Public Utilities Director	1.00	1.00	1.00	-
Senior Sanitation Operator	25.00	25.00	26.00	1.00
Senior Engineering Inspector	1.00	1.00	1.00	-
Solid Waste Manager	1.00	1.00	1.00	-
Street Maintenance Manager	1.00	1.00	1.00	-
Street Sweeper Operator	6.00	6.00	6.00	-
Supervising Civil Engineer	1.00	1.00	1.00	-
Utility Manager	1.00	1.00	1.00	-
Utility Worker	28.00	30.00	30.00	-
Water Production Manager	1.00	1.00	1.00	-
Water System Supervisor	-	1.00	1.00	-
Water System Technician	1.00	1.00	1.00	-
Water Treatment Plant Operator	3.00	3.00	3.00	-
TOTAL	169.30	176.30	182.30	6.00
CITY TOTAL	573.00	587.00	599.00	12.00

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OPERATIONS SECTION



The Operations Section includes all of the operational activities of the City. The activities are presented by section within each department. The narrative for each department includes a summary identifying all activities for the department along with department goals and objectives to meet those goals. The summary is followed by a section narrative, budget detail, and performance measures. Section narratives include a brief “Five-Year Outlook” that addresses future budget considerations based on current trends.

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SUMMARY OF EXPENDITURES

BY DEPARTMENT

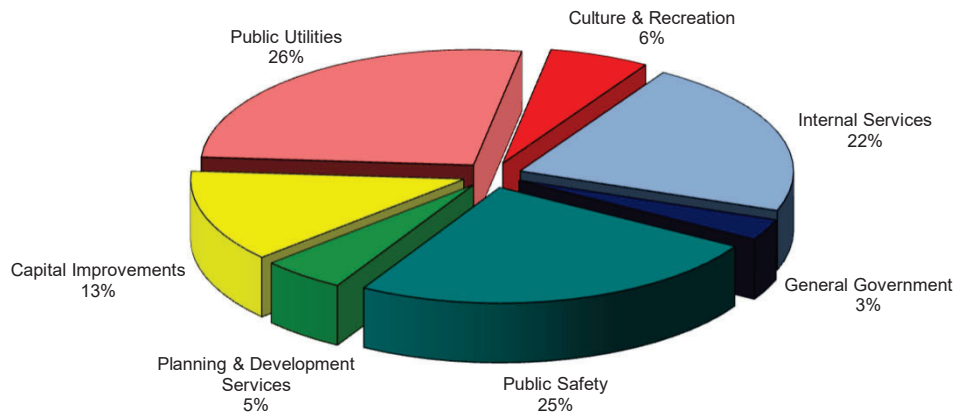
	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
City Council	334,149	350,400	394,500
City Attorney	894,489	1,101,900	1,113,000
City Manager	8,251,358	11,521,900	8,646,600
General Services	45,342,120	55,497,000	61,960,900
Finance	3,144,383	3,386,200	3,765,200
Planning & Development Services	10,793,113	11,997,200	14,873,500
Police	39,683,617	42,887,100	47,843,700
Fire	18,891,055	21,800,300	22,049,500
Public Utilities	81,111,485	94,479,500	93,819,500
Capital Improvements	30,127,411	126,749,900	43,021,000
TOTAL	<u>238,573,180</u>	<u>369,771,400</u>	<u>297,487,400</u>

BY FUNCTION

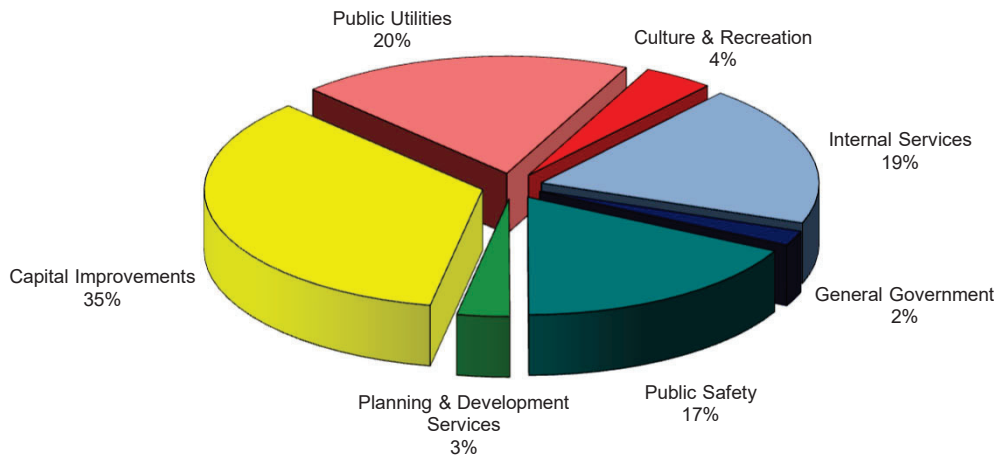
General Government	7,576,845	8,164,200	8,838,800
Public Safety	58,574,672	64,687,400	69,893,200
Planning & Development Services	10,793,113	11,997,200	14,873,500
Capital Improvements	30,127,411	126,749,900	43,021,000
Public Utilities	63,628,110	71,000,700	75,386,100
Culture & Recreation	14,833,860	16,053,900	18,531,500
Internal Services	53,039,169	71,118,100	66,943,300
TOTAL	<u>238,573,180</u>	<u>369,771,400</u>	<u>297,487,400</u>

EXPENDITURES BY FUNCTION

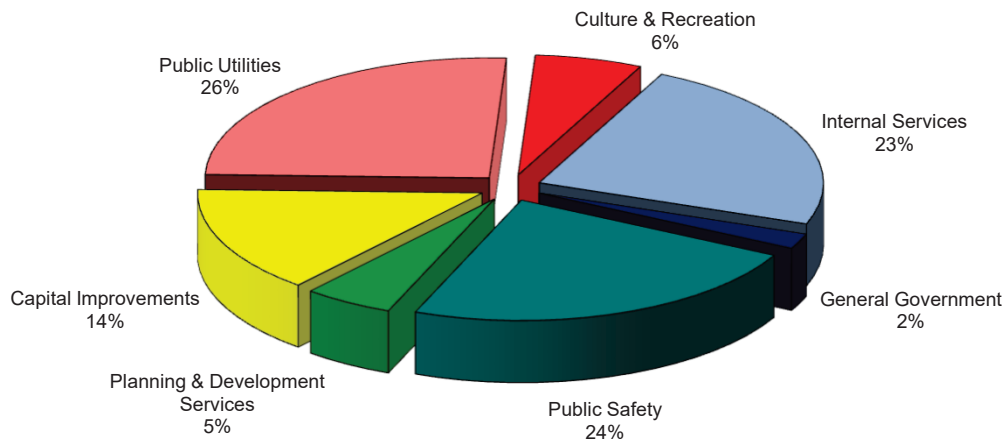
2020-2021 ACTUAL



2021-2022 ESTIMATED



2022-2023 BUDGET



CITY COUNCIL SUMMARY

The City Council is the elected legislative body of the City of Clovis and has the overall responsibility for the scope, policy direction, and financing of City services and all decisions concerning the expenditure of tax and other revenues utilized for the benefit of the citizens of Clovis. The City Council is also responsible for establishing land use policies through the City's General Plan and zoning regulations.

The Mayor and City Council represent and lead the local government in determining the overall vision for the community and its future. They also determine the mission of the local government in the conduct of its daily business of governance and service delivery. Within the structure of the Council-Manager form of government utilized by the City of Clovis, the City Council provides policy direction to the City Manager who is a professional manager responsible for administering City operations. In setting policy, the City Council works closely with citizen advisory commissions and committees, considers staff information and recommendations, and receives comments from citizens and the general public. In March 2021, the City held its last March odd year off cycle election. Elections will shift to November even years beginning in November 2022.

Department Goals 2022-2023

- Provide for orderly and planned community growth consistent with the vision adopted with the City's General Plan.
- Make Clovis the Safest City in the Valley providing quick and effective responses to high priority calls for emergency services.
- Provide for economic development strategies to grow businesses, jobs, and to enhance the revenue base of the community; position the City to compete in the global market.
- Provide for a financially sustainable City as the community grows.
- Make Clovis a great place for families to live.
- Foster regional leadership by maintaining a distinct community identity and pride.
- Encourage and promote citizen engagement and community leadership.
- Maintain Clovis as a public sector employer of choice.

Budgetary Highlights

- Provide policy guidelines to update the provisions of the Clovis General Plan to guide future growth and revitalization of the community.
- Provide policy guidelines that assure the fiscal sustainability of the City for today and into the future.
- Support efforts to attract investment and quality job creation in local business parks; strengthen partnerships with business, economic development organizations, and educational resources in the region to facilitate economic diversity and an improved jobs-housing balance.
- Review the community-wide survey and provide guidance on service enhancements and expectations identified by residents.
- Maintain active membership in regional and statewide organizations of local governments to participate in information sharing networks and provide training and legislative advocacy on matters of law and policy.
- Support training and efforts in succession planning to create the next generation of City leaders.
- Support opportunities for citizen engagement to promote better understanding of local governments and to foster the next generation of civic leaders.
- Continue to focus on core services and opportunities to partner for more efficient services.

CITY COUNCIL

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	87,300	87,400	89,900
Benefits	112,610	113,000	115,300
Professional Services	162	0	200
Travel & Meeting Expense	11,387	20,000	44,000
Dues & Subscriptions	32,990	34,000	35,000
Admin & Overhead	89,700	96,000	110,100
TOTAL CITY COUNCIL	<u>334,149</u>	<u>350,400</u>	<u>394,500</u>

SOURCES OF FUNDING

Interfund Charges	183,000	200,000	203,000
Use of Discretionary Funds	<u>151,149</u>	<u>150,400</u>	<u>191,500</u>
TOTAL	<u>334,149</u>	<u>350,400</u>	<u>394,500</u>

DETAIL OF POSITIONS

The City Council consists of five council members, who are elected at large.

CITY ATTORNEY DEPARTMENT SUMMARY

The City Attorney is an appointed office established under the laws of the State of California and the Clovis Municipal Code. Professional legal services for the City Attorney are presently obtained by contract as determined by the City Council. The City Attorney is the City's chief legal advisor and represents the City in civil actions; prosecutes violations of the Municipal Code; drafts ordinances, resolutions, contracts, leases, deeds, covenants, bonds and other financial documents, and other legal documents required by the City Council, City Manager, City Commissions, and City Departments; and pursues right-of-way acquisitions.

All departments contribute a pro rata share to fund the primary operations of the City Attorney's office. When departments require litigation or special legal services funded by sources other than the General Fund, the additional expense is charged to the receiving department. In addition, development fees reimburse a portion of the City Attorney's costs when the City must acquire a right-of-way for new projects, litigate, or otherwise intervene.

Department Goals 2022-2023

- Provide accurate and timely consultation and advice to City Council, the City Manager, and City departments.
- Emphasize “best practices” for legal issues in administrative matters and also in the prevention of litigation through workshops and briefings on municipal law and through early involvement in major issues and projects.
- Prosecute, defend, and manage litigation in a cost-effective manner.

Budgetary Highlights

- Provide ongoing legal review and consultation with the City Manager and City departments weekly.
- Present a minimum of two workshops on legal issues to City Council and City departments during the year.
- Present a comprehensive review of all litigation to City Council at least two times during the year with periodic case updates as needed.

CITY ATTORNEY DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Professional Services	876,489	1,074,000	1,074,000
Admin & Overhead	18,000	27,900	39,000
TOTAL CITY ATTORNEY	894,489	1,101,900	1,113,000

SOURCES OF FUNDING			
Intergovernmental Charges	684,000	748,000	743,000
Use of Discretionary Funds	210,489	353,900	370,000
TOTAL	894,489	1,101,900	1,113,000

DETAIL OF POSITIONS

The functions for this section are handled by contract.

CITY MANAGER DEPARTMENT SUMMARY

The City Manager is an appointed office established by the Clovis Municipal Code and under the laws of the State of California. The City Manager is appointed by the City Council to serve as the chief administrative officer. The City Manager is responsible for administering all operations, finances, activities, and projects consistent with City Council policy directives and applicable municipal, state, and federal laws. The City Manager appoints and removes all employees on the recommendation of the various department heads and appoints and/or dismisses department heads subject to confirmation of the City Council. The City Manager also serves as the Executive Director of the Public Finance Authority which issues financing instruments to fund various projects. Various functions are under the City Manager Department including Administration, Economic Development, Affordable Housing, City Clerk, and Information Technology. In previous years the City Clerk and Information Technology Division were under the City Clerk Department. This has shifted due to the reorganization of the City Clerk and Assistant City Manager roles. The City Clerk Division now reports to the City Manager and the Information Technology Division is overseen by the Assistant City Manager.

Administration

Section 25100

The City Manager's office is the administrative, cost-control center for the entire City operation and is responsible for ensuring that City Council policies are carried forward by action. Department staff also provides administrative support to the City Council, City Clerk, and oversees Information Technology.

Community & Economic Development

Section 25200

The Community & Economic Development Department is responsible for fostering a healthy business environment by facilitating business development and investment to expand the City's tax base and for seeking an improved balance of jobs and housing in the City.

Housing & Community Development

Sections 42750/49210

Housing & Community Development staff is responsible for the day-to-day operation of Clovis' allocation of federal Community Development Block Grant (CDBG) program funds. This includes oversight to ensure that all CDBG expenditures are made in accordance with the regulations of the funder, the U.S. Department of Housing and Urban Development (HUD). Staff in this section also administers all ongoing affordable housing programs. This includes Clovis' home loan rehabilitation program, home repair grant program, home paint grant program, first-time homebuyer loan program, and the mobile home replacement loan program. Staff in this section is also responsible for the assets and liabilities of Clovis' affordable housing programs. In addition, staff coordinates with county, state, and federal agencies to secure funding for ongoing and future affordable housing projects.

City Clerk

Section 15000

Pursuant to local ordinance, the City Clerk is appointed by the City Manager and confirmed by the City Council, taking on additional administrative duties as assigned and supervised by the City Manager. Primary duties include the following major categories:

- Elections - As Elections Official, the City Clerk conducts and oversees the municipal election process. Voter registration and voting is coordinated with the Fresno County Clerk's Election Division and election services are provided by the County Clerk's Election Division.
- Filing Official - The City Clerk is the local Filing Official for all State and local financial disclosure statements which includes Statements of Economic Interests for City Councilmembers, Commissioners, and designated employees in accordance with the City's Conflict of Interest Code. The City Clerk is also responsible for election campaign disclosure statements for all local candidates and campaign committees.
- Legislative Administration - The City Clerk facilitates the execution of official and legislative processes. This includes administering oaths of office, attesting to official documents and the passing of resolutions and ordinances, participating in all City Council meetings, and filing all petitions and appeals.

- Municipal Code and Information Dissemination - The City Clerk maintains and publishes Code, and prepares legal and promotional publications and notices of public hearings.
- Records Management - The City Clerk's office records official actions and legislation of the municipal government, documenting the proceedings of meetings and retaining other legal and historical records. Records are maintained while providing appropriate public access to government business. The City Clerk manages the proper maintenance and disposition of City records and information according to statute, and helps to preserve City history. The City Clerk is also responsible for an ongoing initiative to transfer all written documents to electronic images for ease of storage and retrieval.

Information Services/Communications Division

Sections 36200/36300

The Information Technology Division is responsible for the implementation, maintenance, administration and security of the City's information systems; and for coordinating technology projects and initiatives with other divisions, departments and with outside agencies. The Division has transition from reporting to the City Clerk to the Assistant City Manager. The Division's services include cyber-security preparedness, telecommunications, geographic information systems, network infrastructure including fiber-optics, server and desktop virtualization, application and systems development, and 24x7 on-call support for Public Safety and other mission critical applications.

Department Goals 2022-2023

- Implement the vision, mission, strategic goals, and target actions set forth by the City Council.
- Provide thorough and timely information about projects and proposals to the City Council to allow for informed decision making.
- Assist the City Council in developing growth management, public service, and financing policies to guide implementation of the General Plan Update, public service and facility master plans, and preservation and renewal of older neighborhoods.
- Assist the City Council in assessing new and/or changed policies and programs that will regain and expand the City's revenue and tax base and help attract jobs that will raise per capita income for residents, a leading indicator of economic vitality.
- Seek ways to reduce the cost of and/or demand for services and improve service delivery; assist the City Council in determining ways to develop and sustain funding resources for essential services.
- Develop policies that support a sustainable community.
- Provide learning opportunities for the next generation of City leaders.
- Carry out the affordable housing function by managing the housing program assets, improving existing housing and increasing the supply of affordable housing.
- Provide administrative support for special project assignments from the City Manager such as preparation for tax sharing agreements with the county and other public agencies.
- Continue the planning and implementation of a Succession/Leadership team of managers preparing newer managers for future leadership positions.

City Clerk Division

- Implement the NetFile system for FPPC filings of the Statement of Economic Interests (Form 700) and Election Campaign Statements (Forms 460/470).
- Coordinate General Municipal Election.
- Select and implement a public records request management system.

- Provide timely response to citizens and departmental requests for information and advice.
- Maintain an accurate record of City Council actions: minutes, ordinances, resolutions and agreements.
- Update the Clovis Municipal Code as ordinances become adopted.
- Improve the processing and approval of agreements through the City Council.
- Provide timely and thorough responses to special project assignments for the City Manager.

Information Technology Division

- Continue to improve the security posture of the City's information systems and protect from all vulnerabilities including unauthorized access, hacks and malware.
- Update and implement the City's Telecommunications Master Plan for all related infrastructure (including fiber optics, wireless and video communications); and coordinate with other agencies including the City of Fresno, County of Fresno, the Clovis Unified School District and other agencies in the use of the City's and regional fiber infrastructure.
- Provide technology, automation and innovation to the city and departments so staff works smarter not harder.
- Provide cyber-security awareness information, threat assessments and other training resources.
- Continue to maintain the city's network infrastructure, applications and systems and strive for 99% uptime.
- Continue to improve the security of the City's information systems from all vulnerabilities including unauthorized access, hacks and malware.

DEPARTMENT SUMMARY

Budgetary Highlights

Administration Division

- Monitor the results of budgetary performance and focus on long-term fiscal sustainability and recommend adjustments as necessary.
- Build a responsive and community service-oriented workforce.
- Provide policy analysis concerning the impact of fiscal strategies upon the City's long-range service plans; pursue future funding strategies for essential core services as directed by the City Council.
- Provide oversight of the implementation of the General Plan, Sphere of Influence, and related public service and sustainable financial strategies.
- Establish effective communication strategies that promote community activities, services, history, key projects, and citizen access to local government.
- Provide opportunities to build the organizational culture by education and information for employees; assist with skill and capacity building as part of the succession planning strategy.

Community & Economic Development Division

- Continue marketing strategy to encourage the medical industry to locate in Clovis, leveraging the investments being made by Clovis Community Hospital, California Health Sciences University, and other medical businesses.
- Encourage private sector development in the community by working with property owners, brokers and developers to make Clovis competitive in attracting new businesses.
- Aggressively implement strategies of the Business Retention, Expansion and Attraction Program (Business REAP) to help businesses manage the COVID-19 economic impacts.
- Work with the Tourism Advisory Committee and regional efforts to position Clovis as a regional and state tourist destination; support opportunities to host community special events that are aligned with community interests to aid in rebuilding the tourism economy in Clovis due to the COVID-19 economic impacts.

Housing Development Division

- Provide funds to repair/rehabilitate/construct 195 affordable housing units.
- Assist developers in creating additional affordable housing in the community.

City Clerk Division

- Coordinate 2022 General Municipal Election.
- Implement the NetFile FPPC filing system.
- Select and implement a public records request management system.
- Maximize utilization of technology to improve services.
- Complete workflow analysis of all documents that flow through Administration to the City Council and update/streamline the approval/adoption process.

Information Technology Division

- Assist the Finance Department with the selection of a Utility billing system software and Finance system.
- Install additional fiber optic connections between City facilities.
- Increase data storage capacity in its data centers.
- Upgrade the City's core network and voice communications systems software.
- Assist the Police Department in the upgrade of its Forensics Storage System.
- Replace the Uninterruptable Power Supply (UPS) System in the Public Safety Building.
- Assist the General Services Department with the network, communications and technology needs for the new Landmark Square facilities.

CITY MANAGER

DEPARTMENT PERFORMANCE MEASURES

Administration Division

- The Administration Division’s Goal is to ensure that the City Council’s policies are implemented as efficiently as possible throughout all City Departments.

Community & Economic Development Division

- The department goal is to facilitate job growth in the City of Clovis and to continually improve the jobs/housing balance ratio until it is in balance. The jobs/housing balance is measured as the ratio between jobs and residents in the labor force. Communities with a job-to-housing ratio ranging from 0.8:1 to 1.25:1 are generally considered to be in balance. The City experienced severe job losses due to the economic impact of COVID-19 but has seen a significant gain in jobs in recent months and is almost back to pre-pandemic levels. Meanwhile, housing production has continued growing, requiring additional jobs to keep the jobs/housing balance ratio on target. The focus going forward will be further gains in job creation.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
Total Jobs Increase/(Decrease)	(2,500)	2,000	700
Jobs/Housing Balance Ratio	.75:1	.79:1	.80:1

- Increase retail sales by encouraging occupancy of vacant retail space, development of new commercial retail and ensuring that existing retail businesses are offered the opportunity to expand their operations. Retail sales are volatile due to the COVID-19 pandemic but it has performed better than expected. Disruptions in supply and shifting market trends will impact this revenue stream going forward to some degree and continued growth likely won’t be sustained at the levels experienced the past few years.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
Total Retail Sales Tax	\$27,177,319	\$29,600,000	\$31,070,000
Percentage Increase/(Decrease)	23.1%	8.91%	4.97%

Housing Development Division

The goal of the Housing Division is to increase and improve the supply of affordable housing.

- Increase the supply of affordable housing: Provide funds for projects utilizing the impact-fee reduction program for affordable housing and conduct first-time homebuyer program.
- Improve the supply of affordable housing: Provide housing rehabilitation and other services to at least 195 households to improve the quality of the housing stock and the neighborhoods in which that housing is located.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
New Units Constructed/Added	0	63	135
Rehabilitated Housing	50	25	50
Down Payment Assistance Program	0	0	10
Emergency Housing Payments	238	0	0

The mission of the City Clerk Division is to protect the interests of the citizens, the Council, and other City departments of Clovis by administering applicable city and state laws and to preserve and maintain the integrity of the City’s records with efficient records management.

2020-2021 (actual) 2021-2022 (estimated) 2022-2023 (proposed)

- Conduct the General Municipal Election in accordance with state law in the most efficient and economical manner possible. Complete, but unofficial, results should be available by 10:00 p.m. on election night.

Unofficial Election Results	100%	N/A	100%
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- Implement the records management plan.

Implement the Records Imaging System	75%	80%	85%
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- Implement the NetFile system for FPPC filings of the Statement of Economic Interests (Form 700) and Election Campaign Statements (Forms 460/470).

Implement the Filing System	50%	75%	100%
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- Operate the general records management program to provide accurate information and efficient response time for information requested by citizens, the City Council, and City departments. An indicator would be the Public Records Act which provides for a ten-day response time.

Ten-Day Response Time	100%	100%	100%
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CITY MANAGER DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY ACTIVITY			
Administration	945,189	1,224,300	1,038,300
Community & Economic Development	901,643	1,016,100	1,215,600
Housing & Community Development	1,391,392	135,900	307,800
City Clerk	648,313	279,400	412,400
Information Technology	<u>4,364,821</u>	<u>8,866,200</u>	<u>5,672,500</u>
TOTAL ALL ACTIVITIES	<u><u>8,251,358</u></u>	<u><u>11,521,900</u></u>	<u><u>8,646,600</u></u>

BUDGET BY FUND			
General Fund	2,495,145	2,519,800	2,666,300
Housing & Community Dev Fund	1,391,392	135,900	307,800
General Services - Information Technology	<u>4,364,821</u>	<u>8,866,200</u>	<u>5,672,500</u>
TOTAL ALL FUNDS	<u><u>8,251,358</u></u>	<u><u>11,521,900</u></u>	<u><u>8,646,600</u></u>

2022-2023 Goals

- Assist the City Council with policy development and implementation of priority goals and target actions.
- Provide oversight for implementation of the land use planning process and of the General Plan Update.
- Implement the adopted budget in a timely manner and provide regular progress reports to the City Council to assure that financial targets and program goals are being met.
- Provide alternatives and pursue plans for sustainable funding strategies for General Fund operations as directed by the City Council.
- Continue to seek ways to improve communications between City government and the general public.
- Represent the City's interests in matters of regional and statewide significance.

Objectives to Meet the Goals

- Monitor state and federal legislation that affects municipal operations and financing through association with the League of California Cities, the Council of Fresno County Governments, state and federal delegation participation and direct contact with legislators; regularly advise the City Council on actions to support, oppose, or amend proposed legislation and ballot propositions that have a direct impact on City operations.
- Provide oversight of the implementation of the General Plan and develop growth management and financial policies to guide the implementation. Sustain City services and facilities, and renew and stabilize older neighborhoods.
- Continue to promote economic development strategies that attract and retain businesses and jobs in Clovis in the post-redevelopment era.
- Monitor department work programs and budget activities monthly to determine continued need for actions and availability of funding; conduct periodic management audits of City services and operations to meet service standards, reduce costs, reduce demand, or improve service delivery.
- Continue to pursue cost effective communication methods that describe City services, financial plans, history and community projects, and how citizens may gain access to local government; utilize online resources to feature City services and issues.
- Participate on various regional boards and committees to ensure representation of the City's interests and to gain information useful to advance the City's goals.
- Monitor local economy closely to determine any changes that need to occur to ensure the City is fiscally sustainable.

Five-Year Outlook

This year's budget is being written when the nation continues to recover from COVID-19 and is now facing further supply chain disruptions, labor shortages, and very high inflation pressure. Before the COVID-19 shelter-in-place order, the economy in Clovis was robust with record low unemployment, growth, and commercial investment. This strong foundation has allowed Clovis to experience a rapid rebound and is currently seeing unemployment rates back to pre-COVID rates but needs the labor market to grow in order to meet businesses needs. Through COVID-19 the City was able to grow the Emergency Reserve and leverage additional fiscal aid available to better the position the City for the long term. An important ongoing initiative is working on the implementation of the General Plan which is planned for an update over the next few years. This program is as much a land use plan as it is a financial plan for the future of the City. Sustainability of the character, appearance and quality of life in the community as it continues to grow in the future will be the challenge. Economic development and job generation must remain a high priority for the City. Identifying and mentoring the next generation of City leaders will continue to be one of the major goals of the department. When looking back upon in the City's history, the COVID pandemic will be an historic downturn to take note of and plan for. The resiliency of our community relies on prudent fiscal policies, wise investments in the community, to provide a high level of service, well-crafted land use policies, and a robust economic development effort.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
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BUDGET DETAIL

Salaries - Regular	534,278	688,500	510,900
Extra Help	0	0	18,900
Benefits	214,846	229,800	209,100
Vehicle Charges	18,090	19,600	18,700
Professional Services	22	76,100	77,100
Materials & Supplies	9,999	8,000	13,000
Travel & Meeting Expense	3,552	20,500	25,500
Training	7,113	8,000	0
Dues & Subscriptions	5,089	6,400	6,400
Admin & Overhead	152,200	167,400	158,700
	<u>945,189</u>	<u>1,224,300</u>	<u>1,038,300</u>
TOTAL ADMINISTRATION	<u>945,189</u>	<u>1,224,300</u>	<u>1,038,300</u>

SOURCES OF FUNDING

Interfund Charges	595,000	644,000	599,000
Miscellaneous Income	37,905	77,000	77,000
Use of Discretionary Funds	<u>312,284</u>	<u>503,300</u>	<u>362,300</u>
	<u>945,189</u>	<u>1,224,300</u>	<u>1,038,300</u>
TOTAL	<u>945,189</u>	<u>1,224,300</u>	<u>1,038,300</u>

DETAIL OF POSITIONS

Assistant City Manager/City Clerk	0.50	-	-
Assistant City Manager	-	0.50	0.50
City Manager	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Principal Office Assistant	0.20	0.20	0.20
Public Affairs & Information Manager	0.50	0.50	0.50
Staff Analyst	0.75	-	-
	<u>3.95</u>	<u>3.20</u>	<u>3.20</u>
TOTAL	<u>3.95</u>	<u>3.20</u>	<u>3.20</u>

The Community & Economic Development Department is aggressively pursuing private sector investments for job generation. The Division will focus on job retention and renewed expansion efforts as this will be key to recovering and moving forward from the COVID-19 economic impacts. The department will work toward business development and investment to expand the City’s tax base and for seeking an improved balance of jobs and housing in the City. The department is responsible for marketing the Clovis Industrial Park and the Central Valley Research & Technology Business Park. In addition, the department markets industrial and commercial properties through cooperation with real estate brokers and landowners. The department works with businesses and industries wishing to locate in the City and is responsible for working with existing businesses to retain them in Clovis and to help them expand as necessary. The department is responsible for tourism activities to attract visitors to Clovis hotels and services. All of this work is done in coordination between the City departments and local/regional business organizations such as the Business Organization of Old Town, Clovis Chamber of Commerce, Clovis Tourism Advisory Committee, Economic Development Corporation, Fresno County Workforce Investment Board, and Fresno-Clovis Convention and Visitors Bureau.

2022-2023 Goals

- Retain and expand existing Clovis businesses by assisting the business community handle the volatile economic conditions.
- Encourage new commercial and industrial development in the City.
- Facilitate growth in the number of jobs available for residents improving the jobs-housing balance.
- Implement goals and objectives of the updated City of Clovis Economic Development Strategy.
- Implement the goals and objectives of the Business Retention, Expansion and Attraction Program.

Objectives to Meet the Goals

- Develop and maintain relationships with existing Clovis businesses through business visitations.
- Develop and maintain relationships with commercial/industrial real estate brokers and assist them in marketing Clovis.
- Invest targeted resources to assist in an uptick in entrepreneurs starting businesses that come about due to COVID-19.
- Invest in assessing the retail market space Clovis offers and forecast space needs into the future to adjust land use plan accordingly.
- Continue to develop strategies to make Clovis competitive in business attraction, including digital marketing tools and targeted trade show participation with special focus on the medical industry.
- Provide project coordination for major retail and industrial projects to resolve problems and accelerate siting.
- Continue to work with the Business Organization of Old Town, Fresno EDC, Small Business Development Center, Clovis Culinary Center, and the Workforce Investment Board, to retain, expand and attract businesses.
- Continue to update inventory of available commercial and industrial property; develop reliable contacts with commercial real estate brokers.
- Communicate with the business community and potential investors highlighting the economic development activities in Clovis.
- Work with the Tourism Advisory Committee, Clovis Hotel Association and Clovis Unified School District to increase tourism opportunities and grow related tax revenues.
- Work with the Fresno County Workforce Investment Board (WIB) to provide training opportunities for businesses and residents of Clovis.

Five-Year Outlook

The Community & Economic Development Department will take the lead role in promoting and assisting commercial and industrial growth in the City of Clovis, seeking expansion of the local tax base. The department will be closely monitoring economic trends and needs in Clovis assist and guide businesses toward growth during a period of economic uncertainty. The City will promote and assist marketing strategies to position the City of Clovis in the forefront of the medical, technology and agile manufacturing business community. The department will coordinate work with other City departments to develop and implement a plan to maximize the economic development potential of industrial and commercial zoned property throughout the City.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	354,305	313,500	413,800
Overtime	1,742	500	0
Extra Help	13,395	35,000	20,000
Benefits	146,945	138,800	171,700
Vehicle Charges	12,660	11,600	16,000
Professional Services	303,253	430,000	477,000
Materials & Supplies	4,430	0	0
Travel & Meeting Expense	4,085	5,100	15,100
Training	350	8,000	0
Dues & Subscriptions	1,178	2,500	2,800
Admin & Overhead	59,300	71,100	99,200
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	901,643	1,016,100	1,215,600

SOURCES OF FUNDING			
Federal Grants	2,861	0	0
Intergovernmental Charges	60,000	60,000	60,000
Interfund Charges	10,000	10,000	10,000
Use of Discretionary Funds	828,782	946,100	1,145,600
TOTAL	901,643	1,016,100	1,215,600

DETAIL OF POSITIONS			
Assistant City Manager	-	0.50	0.50
Business Development Manager	1.00	1.00	1.00
Community & Economic Development Dir	1.00	1.00	1.00
TOTAL	2.00	2.50	2.50

2022-2023 Goals

- Administer the Community Development Block Grant (CDBG) program in accordance with federal regulations, and in a manner that improves the community by providing decent, affordable housing and a suitable living environment for low- to moderate-income residents of Clovis.
- Preserve and expand Clovis' supply of affordable housing.
- Implement the Housing Element programs as applicable.

Objectives to Meet the Goals

- Utilize current federal and state funding to preserve the affordable housing supply.
- Improve street and trail infrastructure in eligible low- to moderate-income neighborhoods.
- Provide funds for ADA improvements throughout Clovis.
- Assist with job creation for low- to moderate-income citizens of Clovis.
- Plan and execute projects for the development of additional affordable housing.
- Provide information to the public on affordable housing.
- Establish and maintain relationships with federal, state, surrounding local and non-profit housing agencies.
- Be a resource for affordable housing information for private developers, in an effort to promote private investment in affordable housing development.
- Provide funds to code enforcement in low- to moderate-income neighborhoods.
- Research funding opportunities for affordable housing and complete funding applications.

Five-Year Outlook

Projects will be identified annually to preserve and expand Clovis' supply of affordable housing. In addition, projects will be identified annually to improve infrastructure and provide needed public services in low- to moderate-income neighborhoods in accordance with adopted policies. It is anticipated that the number of units created or rehabilitated will be 195. Staff in this Division will continue to take advantage of all feasible opportunities to obtain funding for affordable housing, and will do so in accordance with the Housing Element and the General Plan. Staff will work with the private sector to encourage and incentivize the development of affordable housing.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	61,740	37,500	112,000
Benefits	20,475	19,400	57,300
Vehicle Charges	0	2,000	6,100
Professional Services	1,236,869	5,800	2,000
Materials & Supplies	0	100	0
Travel & Meeting Expense	0	2,000	4,000
Dues & Subscriptions	2,500	2,600	2,600
Admin & Overhead	11,200	16,500	13,800
CCDA Capital Improvements	<u>58,608</u>	<u>50,000</u>	<u>110,000</u>
TOTAL HOUSING & COMMUNITY DEV ADMINISTRATION	<u><u>1,391,392</u></u>	<u><u>135,900</u></u>	<u><u>307,800</u></u>

SOURCES OF FUNDING

Federal Grants	0	134,800	307,800
Project Participation	1,391,272	0	0
Miscellaneous Income	<u>120</u>	<u>1,100</u>	<u>0</u>
TOTAL	<u><u>1,391,392</u></u>	<u><u>135,900</u></u>	<u><u>307,800</u></u>

DETAIL OF POSITIONS

Housing Program Coordinator	0.85	-	-
Management Analyst	<u>-</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	<u><u>0.85</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

2022-2023 Goals

- Implement the NetFile system for FPPC filings of the Statement of Economic Interests (Form 700) and Election Campaign Statements (Forms 460/470).
- Coordinate General Municipal Election.
- Select and implement a public records request management system.
- Provide timely response to citizens and departmental requests for information and advice.
- Maintain an accurate record of City Council actions: minutes, ordinances, resolutions and agreements.
- Update the Clovis Municipal Code as ordinances become adopted.
- Improve the processing and approval of agreements through the City Council.
- Provide timely and thorough responses to special project assignments for the City Manager.

Objectives to Meet the Goals

- Complete the implementation of the NetFile electronic FPPC filing system that streamlines the management and submission process of the FPPC forms.
- Continue to implement a computerized records management system that provides for efficient records retention and retrieval.
- Continue to provide timely responses to citizens and departmental requests for information.
- Complete workflow analysis of all documents that flow through Administration to the City Council and update/streamline the approval/adoption process.
- Develop and train staff.
- Maximize utilization of technology to improve services.

Five-Year Outlook

The City Clerk's budget will vary from year to year depending on whether general City or special elections are scheduled. The next scheduled municipal election will be in November 2022, when three of the five seats on the City Council will be up for election. This will be a shift from previous years as the City election has moved from March of odd years to November of even years.

The City Clerk's division will analyze administrative workflow processes and work towards utilizing technology to improve and streamline services. Staff is working to implement the FPPC electronic filing system to improve the management and form submission process. Additionally, a records imaging system is being implemented for the storage and retrieval of City records but is supported only by part-time help and is taking several years to implement. The conversion of the records of the various departments is planned to be a multi-year project. What started in the Administrative Office with over 1,600,000 pages being scanned, including over 190,000 documents in the City Clerk's office alone, is now in Phase IV, scanning Planning & Development Services' records, which will continue for several years due to the large volume of documents.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	143,889	142,400	148,600
Overtime	1,855	500	0
Benefits	65,105	67,300	69,500
Vehicle Charges	1,980	5,000	6,100
Professional Services	404,115	30,000	130,000
Travel & Meeting Expense	1,777	4,500	4,300
Training	4,403	4,000	4,000
Dues & Subscriptions	89	800	800
Admin & Overhead	25,100	24,900	49,100
TOTAL CITY CLERK	<u>648,313</u>	<u>279,400</u>	<u>412,400</u>

SOURCES OF FUNDING			
Interfund Charges	103,000	119,000	160,000
Miscellaneous Income	20	1,000	1,000
Use of Discretionary Funds	<u>545,293</u>	<u>159,400</u>	<u>251,400</u>
TOTAL	<u>648,313</u>	<u>279,400</u>	<u>412,400</u>

DETAIL OF POSITIONS			
Assistant City Manager/City Clerk	0.30	-	-
City Clerk	-	1.00	1.00
Principal Office Assistant	0.80	0.80	0.80
Staff Analyst	0.25	-	-
TOTAL	<u>1.35</u>	<u>1.80</u>	<u>1.80</u>

2022-2023 Goals

The goals of the Information Technology Division are to provide timely and secure access to the financial systems, network and telecommunications systems, Police systems, and regional geographic information systems by all authorized personnel, train on changes to the systems, train new personnel on system use, and review and evaluate new systems for application on a City-wide basis. In 2022-2023, the Division will expand the telecommunications network and, with the installation of a significant amount of fiber optic cable throughout the City, additional maintenance will be added to the Division’s responsibilities.

- Enhanced training for key personnel on the financial, network and telecommunications systems.
- Enhanced documentation for the financial, network, and other systems.
- Maintain, monitor and secure the network resources to ensure their availability to City staff.
- Assist with the ongoing implementation of the Geographic Information System.
- Completion of the installation and implementation of the Wireless Communication System.

Objectives to Meet the Goals

- Continue to prioritize cyber security and other information technology security efforts.
- Provide key personnel with the training to allow for backup for the financial and network systems.
- Provide staff resources to maintain and enhance support levels.
- Develop the necessary backup systems to maintain access in the event of system problems.
- Implement the necessary systems security infrastructure to ensure that network resources are protected and available to City staff.
- Devote time and personnel to continue expanding the Geographic Information System.
- Maintain and enhance the City’s website and other online services.
- Maintain the telecommunications, wireless and fiber optic systems.

Five-Year Outlook

The Division will continue to maintain the City’s telecommunications and network infrastructure to ensure that secure and reliable access is available to City staff. The Division will continue to enhance and participate with the conversion of the Financial System’s operating system. The Division will continue to upgrade and support the City’s Geographic Information System which will provide departments with a new way to provide the public with needed information. The Division will also be assisting the Police Department with its ongoing and new projects in coordination with the Fresno County Sheriff’s Department. The Division will participate in county-wide E-Government projects.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	1,298,657	1,396,700	1,651,100
Overtime	40,307	45,000	46,500
Extra Help	20,418	25,000	30,000
Benefits	517,798	553,800	650,900
Vehicle Charges	31,013	38,300	39,400
Communications	230,936	186,400	187,900
Professional Services	149,353	100,200	115,000
Repairs & Maintenance	813,012	795,000	895,500
Office Supplies	34,921	57,500	40,000
Materials & Supplies	6,895	1,500	0
Travel & Meeting Expense	0	1,000	2,500
Training	10,349	36,000	55,000
Admin & Overhead	299,000	395,600	430,700
Capital Outlays - Computers	912,162	5,224,200	1,528,000
Capital Outlays - Vehicles	0	10,000	0
TOTAL INFORMATION TECHNOLOGY	<u>4,364,821</u>	<u>8,866,200</u>	<u>5,672,500</u>

SOURCES OF FUNDING			
Interfund Charges	4,352,728	8,851,800	5,658,500
Project Participation	12,000	14,400	14,000
Miscellaneous Income	93	0	0
TOTAL	<u>4,364,821</u>	<u>8,866,200</u>	<u>5,672,500</u>

DETAIL OF POSITIONS			
Assistant City Manager/City Clerk	0.20	-	-
Business Systems Analyst	-	-	1.00
Deputy Director of Information Tech	1.00	1.00	1.00
Geographic Information Systems Analyst	0.25	0.25	0.25
Information Technology Specialist	3.00	4.00	4.00
Information Technology Supervisor	2.00	2.00	2.00
Information Technology Technician	2.00	2.00	2.00
Senior Information Technology Analyst	7.00	6.00	7.00
Senior Information Technology Specialist	0.00	1.00	1.00
TOTAL	<u>15.45</u>	<u>16.25</u>	<u>18.25</u>

GENERAL SERVICES DEPARTMENT SUMMARY

The General Services Department is responsible for providing internal services to City departments and community services programs to the public. Internal services provided by the General Services Department include: maintenance of City buildings and facilities; central purchasing and procurement of goods and services; and personnel and risk management services. Community services provided by the General Services Department include senior citizen programs, public transit services, and community recreation programs.

Personnel/Risk Management Division

Sections 30000, 31000, 32000

The Personnel/Risk Management Division is responsible for administering all aspects of personnel duties for the City. These duties include: administration of the City's Personnel Ordinance and Personnel Rules, employee classification, recruitment, orientation and training, employee benefits administration, personnel records management, and labor relations. This fiscal year the Division was tasked with the changing COVID regulations and ensuring that the City was in compliance with the OSHA and the Fresno Health Department guidelines. The Division also administers the City's risk management function which includes: procurement of various insurance coverages, processing liability claims, administration of the City's workers' compensation program, and development of employee safety/loss control programs.

The Personnel/Risk Management Division is an internally funded division consisting of revenue from all City departments, both general fund and enterprise funds.

Department Support Division

Sections 33300, 33400

The Department Support Division is responsible for the purchase and acquisition of goods and services utilized for Department Support functions. Specific responsibilities of the Division include: development of bid specifications and requests for proposals, administration of the City's e-procurement system, administration of the City's Purchasing Ordinance and Procedures, and administration of various contracts for goods and services provided to the City from outside vendors. The Division is also responsible for maintaining all City buildings and related equipment. The Division establishes maintenance schedules, coordinates procurement of supplies and equipment, performs building maintenance, repairs, and new construction, and administers various facility-related maintenance contracts.

The Department Support Division is an internally funded division consisting of revenue from all City departments, both general fund and enterprise funds. The costs for operations of the Division and the regular maintenance and utilities costs for the City facilities is \$8,986,500. This does not include major projects or replacements.

Community Services Division

Sections 34200, 34400, 34700, 34800

The Community Services Division consists of three sections:

- Senior citizen programs for people age 50+ at the Clovis Senior Activity Center
- Public transit including the City's Roundup demand-response transit program, the fixed-route Stageline transit program, and the City's contract with Fresno Area Express (FAX)
- The City of Clovis Recreation programs and facilities including the Clovis Rotary Skatepark, the Clovis Batting Range and the Clovis Recreation Center.

The Clovis Senior Activity Center section is funded partially by discretionary funds, fees paid by seniors, donations, fundraising, and grants. Software at the center tracks those seniors who sign in for lunch or a scheduled class. Seniors are not counted when visiting the center to socialize without attending a class or lunch, outside activities held at the center such as tax preparation or AARP driving class, or when attending a special event that does not require a ticket. In addition, the center answers over 100 phone calls per day and provides information, assistance and referrals.

The discretionary general fund portion for the senior center for the FY 2022-2023 budget is approximately \$1,025,700, of which \$368,700 is for senior center operations and \$657,000 is to pay debt service on the new senior center building currently under construction in FY 22-23. Below is a breakdown of visitors to the senior center, discretionary fund contribution per visitor and per Clovis resident. NOTE: Due to the COVID-19 pandemic, the activity and visitor data below is an estimate using FY 2018-2019 numbers.

Clovis Unduplicated Senior Visitors	Fresno Unduplicated Senior Visitors	Total Unduplicated Senior Visitors	Annual Discretionary Contribution Per Visiting Senior
1849	1756	3605	\$298.61

Clovis Senior Activity Sign-ins	Fresno Senior Activity Sign-ins	Total Senior Activity Sign-ins	Annual Discretionary Contribution Per Activity
19,877	16,208	36,085	\$29.83

Discretionary Cost Per Resident 121,800 total	Discretionary Cost Per Clovis Resident age 50+ 35,322 total
\$8.84	\$30.48

The City of Clovis Recreation Section is funded by a combination of participant fees and discretionary general fund dollars. The discretionary portion for recreation for the FY 2022-2023 budget is approximately \$678,900. An estimated 73,000 visits to recreation programs in FY 2022-2023 will equate to \$9.30 per visit which is offset using general fund dollars.

Clovis Transit is funded through a combination of state funded Local Transportation Funds (LTF), State Transit Assistance (STA), local Measure C, and various state grants for special projects within the scope of the grant funding. Measure C funds are used to meet the farebox revenue requirements as part of the Transportation Development Act funding. No general fund dollars are used for transit services. Roundup service provides door-to-door service to disabled Clovis residents while Stageline provides fixed-route bus service to the general public on a pre-determined route.

In October 2020, the Clovis City Council approved a proposal to provide fare-free rides on Stageline and Roundup bus services. Additionally, the COVID-19 pandemic severely impacted bus ridership as work and school sites shifted to a virtual model. The combination of zero fare collection, very low ridership, and stable operational costs resulted in an increase in cost per passenger trip on Roundup and Stageline bus services.

Operational costs per passenger trip are as follows:

Stageline Cost per Passenger Trip	Roundup Cost per Passenger Trip
\$48.44	\$127.68

Department Goals 2022-2023

- Maximize efficient expenditures of City funds.
- Increase efficiency of department workforce.
- Maintain internal services provided to City departments.
- Provide transit, senior services and recreation services to the community.

Budgetary Highlights

- Complete position recruitments for all open positions.
- Continue to improve operating systems in City facilities as additional facilities are added.
- In cooperation with the City's employee bargaining units, implement strategies for containing costs related to employee benefit programs.
- Reinstate senior and recreation programs and services following the COVID-19 pandemic.
- Utilize all available Clovis Recreation Center building space to improve recreational services and expand youth programs.
- Continue strategic fundraising efforts to support construction and operation of the new senior activity center building.
- Prepare to move senior center and transit operations to the Landmark Square facilities as they are completed in FY 22-23.

GENERAL SERVICES

DEPARTMENT PERFORMANCE MEASURES

The mission of the General Services Department is to provide quality internal services to support the operational and administrative needs of City departments and to provide community programs that meet the public transportation, senior services, and recreational needs of the public.

- Employee recruitment will be conducted with the objective of recruiting, testing, and selecting the most qualified candidates for departmental hiring. As a benchmark, the Personnel/Risk Management Division will complete 95% of all recruitment within 90 days of receipt of authorized hiring request.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
90-Day Recruitment	100%	100%	95%

- Employee benefit programs will be administered in a manner that will ensure quality services and cost containment. The benchmarks will be to realize cost savings whenever possible, to continue to contain costs in the Employee Health Plan at or below the annual medical inflation rates, and maintain quality health services without reducing benefit levels. The City of Clovis Health Insurance rates are below the California industry average of 7.0%.

Health Benefit Cost Containment	Increased Costs of 4.05%	Increased Costs of 5.95%	Increased Costs Estimated at 3.25%
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- The Risk Management Section will continue to emphasize the protection of the public, City employees, and City assets through training, risk identification, risk transfer, and insurance coverage procurement. As a benchmark, the number of annual work-related employee accidents resulting in the OSHA reporting 3+ lost workdays will be 20 or less, and safety/risk management training programs will be offered to all employees.

Injuries Involving 3+ Lost Work Days	12	15	18
Safety/Risk Management Training Programs	99	100	115

- The Facility Maintenance Section will respond to service requests related to maintenance of City facilities promptly. Staff will respond to facility service requests within 24 hours, 95% of the time.

Number of Service Requests	1110	1068	1103
Response Time Within 24 Hours	95%	85%	90%

- Major facility maintenance projects (i.e., those requiring more than 5 days to complete) will be completed within budgetary parameters and within the projected period for the project. The benchmark is 95% of all major projects which will be completed on time and within budget.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
Number of Major Projects	17	19	16
Projects Completed within Established Budget and Time Frame	90%	95%	95%
Square Footage of Buildings/Facilities Maintained	391,061	391,061	391,061

GENERAL SERVICES

DEPARTMENT PERFORMANCE MEASURES

Clovis Senior Activity Center will continue to safely offer social and supportive services/programs to the community and will add more programs as needed.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
Program Participants/Contact	13,044	212,014	230,000
Nutrition Meals Served (In-Center)	*0	* 0	*0
Nutrition Meals Served (Home-Delivered)	*0	*0	*0
Number of Programs Offered	5	45	70

**FMAAA Lunch Program remains suspended through FY23

The City of Clovis Recreation will continue to safely offer recreational programs to the community and will offer additional activities as staffing and space allows.

Program Participants	35,309	90,840	100,000
Number of Programs Offered	12	65	80

The Community Services Division will provide responsive public transit to the community through the Roundup (demand response) and Stageline (fixed route) services. As a benchmark, the Roundup service will pick up 98% of its riders within 30 minutes of their request for Clovis destinations and within 45 minutes for Fresno destinations. Stageline service will maintain scheduled headways and operate on time 96% of the time.

Clovis Destinations	98%	97%	99%
Fresno Destinations	97%	97%	99%
Maintain Scheduled Fixed-Route Headways	97%	98%	97%

GENERAL SERVICES DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY ACTIVITY			
Personnel	708,679	805,900	899,800
Employee Benefits	26,635,727	31,586,300	35,605,200
Liability and Property Insurance	2,975,047	4,280,300	5,126,000
Facilities Maintenance	4,791,789	4,664,000	4,837,600
Department Support	2,908,063	4,692,400	4,155,000
Senior Services	446,973	1,193,300	1,359,700
Recreation	612,980	1,058,900	1,255,400
Transit	<u>6,262,862</u>	<u>7,215,900</u>	<u>8,722,200</u>
 TOTAL ALL ACTIVITIES	 <u>45,342,120</u>	 <u>55,497,000</u>	 <u>61,960,900</u>

BUDGET BY FUND			
General Fund	1,768,632	3,058,100	3,514,900
General Services Fund	7,699,852	9,356,400	8,992,600
Employee Benefits Fund	26,635,727	31,586,300	35,605,200
Liability and Property Insurance Fund	2,975,047	4,280,300	5,126,000
Transit Fund	<u>6,262,862</u>	<u>7,215,900</u>	<u>8,722,200</u>
 TOTAL ALL FUNDS	 <u>45,342,120</u>	 <u>55,497,000</u>	 <u>61,960,900</u>

2022-2023 Goals

The primary goal of the Personnel Section is to effectively administer the City's Personnel Ordinance and Regulations, and to provide quality personnel support services to City departments.

Specific goals include the following:

- Provide customer-oriented personnel services to all employees and City departments.
- Develop training programs to meet employee needs in a changing work environment.
- Maintain cooperative employee relations among management, employees, and employee bargaining units.
- Maximize the efficient use of City resources and technology allocated to the Personnel Section.
- Timely response to departmental requests for service.
- Compliance with COVID-19 personnel related regulations.

Objectives to Meet the Goals

- Complete recruitment for vacated and newly authorized positions in a timely manner.
- Survey and appraise employees' training needs and prepare programs to meet those needs.
- Complete classification studies for specified employee groups or classes.
- Administer bargaining unit contracts in cooperation with each employee bargaining unit to facilitate a productive, efficient, and professional work environment.
- Track COVID-19 cases and provide timely COVID-19 related information and benefits to employees.

Five-Year Outlook

Legislative obligations and the ever-changing workplace will continue to require modifications to the manner in which employee benefit programs are administered. Updated employee training programs will continue to be necessary in order to properly equip employees with the knowledge and skills to meet the requirements of the workplace.

Increasing service demands along with an increase in the number of employee retirements will require significant commitment of time and resources to meet the hiring and subsequent training needs of the various departments.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	293,513	318,700	337,800
Overtime	58	600	1,000
Extra Help	11,435	5,200	15,000
Benefits	118,582	133,500	142,900
Vehicle Charges	15,660	15,700	15,700
Professional Services	126,242	164,000	186,000
Travel & Meeting Expense	0	1,200	3,500
Training	5,340	8,000	19,000
Dues & Subscriptions	4,749	4,500	4,800
Admin & Overhead	133,100	154,200	174,100
Insurance & Claims	0	300	0
	<u>708,679</u>	<u>805,900</u>	<u>899,800</u>
TOTAL PERSONNEL	<u>708,679</u>	<u>805,900</u>	<u>899,800</u>

SOURCES OF FUNDING

Federal Grants	939	0	0
Interfund Charges	287,000	322,000	329,000
Miscellaneous Income	90	0	0
Use of Discretionary Funds	<u>420,650</u>	<u>483,900</u>	<u>570,800</u>
TOTAL	<u>708,679</u>	<u>805,900</u>	<u>899,800</u>

DETAIL OF POSITIONS

Administrative Assistant	0.300	-	-
General Services Director	0.250	0.250	0.250
Management Analyst	0.300	0.300	0.300
Personnel/Risk Manager	0.300	0.300	0.300
Personnel Technician	1.900	1.900	1.900
Principal Office Assistant	0.300	0.600	0.600
	<u>3.350</u>	<u>3.350</u>	<u>3.350</u>
TOTAL	<u>3.350</u>	<u>3.350</u>	<u>3.350</u>

2022-2023 Goals

The primary goal of the Employee Benefits Section is to provide quality personnel benefits to employees and their dependents in an efficient manner while containing the cost of providing and administering those benefits.

Specific goals include the following:

- Control the City's costs in the areas of healthcare, workers' compensation, and retirement healthcare in light of new regulations and increasing health benefit costs and exposure.
- Continue to develop and provide a quality benefit package for employees at reasonable costs in order to attract and retain well-qualified employees.

Objectives to Meet the Goals

- Continue to evaluate and implement administrative measures to contain the cost of delivering benefits to employees and their dependents.
- Work with the represented bargaining units to identify health cost containment measures.
- Provide employee training in the areas of health, safety and financial planning.

Five-Year Outlook

The City and the employee bargaining units will continue to pursue affordable, quality benefits through review of benefit plans and community resources to identify creative strategies for providing quality employee benefits at reasonable rates. The City's membership in the PRISM Insurance Authority has achieved savings in health costs through the combined purchasing power of the member agencies. Retiree healthcare continues as a significant issue as the number of employees approaching retirement age increases.

Risk identification and abatement, light duty work for injured employees, safety training, and efficient management of claims continue to be the focus of the City's efforts to contain worker's compensation costs. Access to improved safety/training modules that may be utilized interdepartmentally will continue to provide more effective employee training at reduced costs.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	286,903	312,900	332,600
Overtime	68	500	1,200
Benefits	118,710	134,300	142,400
Vehicle Charges	15,192	15,200	15,200
Professional Services	8,348	100	10,900
Special Events	44,273	74,000	96,000
Travel & Meeting Expense	0	700	1,200
Training	2,114	27,200	57,600
Dues & Subscriptions	0	300	500
Admin & Overhead	77,500	100,100	104,000
Health Insurance Program - ISF	9,696,999	10,248,200	11,217,900
Unemployment Charges - ISF	99,363	70,000	75,000
Workers Comp Program - ISF	1,853,615	3,310,000	4,007,000
Retirement Contribution - ISF	13,662,070	16,456,200	18,542,900
Deferred Compensation - ISF	770,572	825,600	920,800
Compensated Future Absences	0	0	30,000
Capital Outlays - Computers	0	11,000	50,000
	<u>26,635,727</u>	<u>31,586,300</u>	<u>35,605,200</u>
TOTAL EMPLOYEE BENEFITS			

SOURCES OF FUNDING

Employee Benefit Charges	<u>26,635,727</u>	<u>31,586,300</u>	<u>35,605,200</u>
TOTAL	<u><u>26,635,727</u></u>	<u><u>31,586,300</u></u>	<u><u>35,605,200</u></u>

DETAIL OF POSITIONS

Administrative Assistant	0.350	-	-
General Services Director	0.125	0.125	0.125
Management Analyst	1.300	1.300	1.300
Personnel/Risk Manager	0.350	0.350	0.350
Personnel Technician	0.800	0.800	0.800
Principal Office Assistant	0.350	0.700	0.700
	<u>3.275</u>	<u>3.275</u>	<u>3.275</u>
TOTAL	<u><u>3.275</u></u>	<u><u>3.275</u></u>	<u><u>3.275</u></u>

2022-2023 Goals

Risk reduction and the protection of the City’s assets, facilities, and employees from loss are the major goals of the Liability and Property Insurance Section. Services provided include automobile and general liability insurance, property insurance, employee bonds, safety training and loss control programs.

Specific goals include the following:

- Maintain safe facilities and workplace environment for employees and citizens.
- Continue to use risk transfer programs to protect City assets.
- Pursue subrogation and recovery as appropriate.
- Prevent losses before they occur via a proactive risk identification program.
- Compliance with COVID-19 related health and safety requirements.

Objectives to Meet the Goals

- Minimize risk exposures by analyzing City policies and practices and updating the policies as needed.
- Maintain and implement a comprehensive risk management program for all City departments through departmental health and safety review committees and regular safety inspections.
- Manage compliance with the City’s updated Injury and Illness Prevention Plan including COVID-19 related updates.
- Manage the City’s insurance and risk pooling programs to maximize coverages in the most cost-effective manner.
- Continue the City’s participation/leadership in pooled risk management organizations like the Central San Joaquin Valley Risk Management Authority and the Local Agency Workers’ Compensation Excess Authority.
- Continue required protocol to reduce the spread of COVID-19 at City workplaces.

Five-Year Outlook

The City’s participation and leadership in the Central San Joaquin Valley Risk Management Authority will continue to provide coverage at a reasonable cost. The program has provided a very stable environment in the sometimes volatile insurance market.

Loss reduction through risk identification/risk transfer as well as liability/safety training programs will continue to be the foundation of the City’s risk management efforts.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	142,182	160,200	169,500
Overtime	68	500	1,200
Benefits	64,815	74,600	80,600
Vehicle Charges	6,183	6,200	6,200
Supplies - Safety	3,377	5,900	8,000
Travel & Meeting Expense	824	1,700	4,400
Training	13,474	17,200	22,500
Dues & Subscriptions	677	1,000	1,000
Admin & Overhead	47,700	96,500	60,900
Liability Insurance	<u>2,695,747</u>	<u>3,916,500</u>	<u>4,771,700</u>
TOTAL LIABILITY & PROPERTY INSURANCE	<u><u>2,975,047</u></u>	<u><u>4,280,300</u></u>	<u><u>5,126,000</u></u>

SOURCES OF FUNDING

Liability and Property Charges	<u>2,975,047</u>	<u>4,280,300</u>	<u>5,126,000</u>
TOTAL	<u><u>2,975,047</u></u>	<u><u>4,280,300</u></u>	<u><u>5,126,000</u></u>

DETAIL OF POSITIONS

Administrative Assistant	0.350	-	-
Management Analyst	0.400	0.400	0.400
Personnel/Risk Manager	0.350	0.350	0.350
Personnel Technician	0.300	0.300	0.300
Principal Office Assistant	<u>0.350</u>	<u>0.700</u>	<u>0.700</u>
TOTAL	<u><u>1.750</u></u>	<u><u>1.750</u></u>	<u><u>1.750</u></u>

2022-2023 Goals

The goals of the Facilities Maintenance Section are to maintain, preserve, and repair all City-owned buildings and facilities in a professional and cost-effective manner while continuing to provide exceptional customer service.

Specific goals include the following:

- Improve the maintenance, appearance and comfort of City facilities.
- Provide safe facilities for the public and City employees.
- Provide a high level of service to all City departments.
- Assist City departments with their facility maintenance needs in a cost-efficient and prompt manner.
- Automate facility maintenance tasks through computerized maintenance schedules.
- Continue to upgrade and/or enhance existing mechanical systems with energy efficient replacements or modifications.

Objectives to Meet the Goals

- Continue staff computer training to track and schedule facility maintenance more efficiently.
- Ensure that facilities are in compliance with the Americans with Disabilities Act (ADA).
- Monitor energy use to ensure that the City's energy efficiency measures are producing the projected savings in energy consumption and costs, and explore energy saving rebate incentives provided by the local public utility.
- Continue to improve the security of City facilities.
- Reduce energy use in all areas to the extent possible without compromising safety.
- Coordinate, plan, and implement all facility related energy efficiency projects.
- Analyze long-term facility repair needs.

Five-Year Outlook

Increasing facility operational costs will necessitate additional efforts to ensure that City facilities are operating as efficiently as possible. Due to COVID-19 state/county requirements, Facilities Maintenance will continue to perform duties outside the normal realm of practice to ensure staff and community safety. The cost of energy continues to rise each year, prompting the need to explore alternative long-term energy strategies to lower facility operating costs. The need for facility security measures continues to increase as the City purchases additional computers and sophisticated electronic equipment. Modifications to existing City buildings and the addition of new facilities will add significant square footage to the facilities maintained by the City and will increase the workload of the Section. The Civic Center facilities are approaching 46 years of age and will require on-going preventative maintenance to keep them in proper condition. The need to modernize facility systems of older City buildings will result in increased building and maintenance demands.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	689,585	714,100	752,000
Overtime	3,069	7,000	7,000
Benefits	308,927	322,400	317,100
Vehicle Charges	88,276	91,700	89,800
Communications	7,139	7,100	7,100
Professional Services	154,567	169,000	198,700
Repairs & Maintenance	1,098,685	1,360,600	1,708,400
Building & Equipment Rental	1,284	0	0
Materials & Supplies	197,877	60,400	75,000
Supplies - Safety	13,899	22,000	22,000
Supplies - Shop	8,015	12,400	8,000
Travel & Meeting Expense	31	0	3,800
Training	298	500	5,000
Dues & Subscriptions	260	1,000	1,000
Admin & Overhead	54,845	78,700	97,700
Debt Service	1,961,945	1,634,600	1,356,000
Lease Purchases	135,028	140,500	147,000
Capital Outlays - Public Works	0	5,000	5,000
Capital Outlays - Miscellaneous	50,128	0	0
Capital Outlays - Government Facilities	17,931	37,000	37,000
TOTAL FACILITIES MAINTENANCE	<u><u>4,791,789</u></u>	<u><u>4,664,000</u></u>	<u><u>4,837,600</u></u>

SOURCES OF FUNDING

Rents & Concessions	47,693	46,500	49,000
Facility Reimb - County	30,223	35,000	35,000
Miscellaneous Income	211	269,000	0
General Services Charges	4,713,662	4,313,500	4,753,600
TOTAL	<u><u>4,791,789</u></u>	<u><u>4,664,000</u></u>	<u><u>4,837,600</u></u>

DETAIL OF POSITIONS

Administrative Assistant	0.500	0.500	0.500
Assistant Building Technician	3.000	3.000	3.000
Building Maintenance Leadworker	1.000	1.000	1.000
Building Maintenance Worker	1.000	1.000	1.000
Department Support Manager	0.600	0.600	-
Facilities Maintenance & Purchasing Mgr	-	-	0.600
Facilities Maintenance Supervisor	1.000	1.000	1.000
General Services Director	0.250	0.250	0.250
Senior Custodian	1.000	1.000	1.000
TOTAL	<u><u>8.350</u></u>	<u><u>8.350</u></u>	<u><u>8.350</u></u>

2022-2023 Goals

The Department Support Section is responsible for the purchase and acquisition of goods and services utilized for internal department support functions. Specific responsibilities of the Section include: development of bid specifications and request for proposals, administration of the City's Purchasing Ordinance and Procedures, and administration of various contracts for goods and services provided to the City from outside vendors.

Specific goals include the following:

- Provide goods and services to City user departments in a timely manner.
- Ensure compliance with the City's Purchasing Ordinance and Procedures.
- Provide quality goods and services for City needs.
- Ensure the highest overall value in the purchase of goods and services.

Objectives to Meet the Goals

- Continue to utilize cooperative purchasing arrangements for the acquisition of goods and services to maximize City purchasing power.
- Improve professional procurement processes through attainment of nationally recognized purchasing certification(s).
- Maintain the City's e-procurement/bid-management system and provide training to all designated staff members.
- Implement purchasing system upgrades to meet the City's future needs.

Five-Year Outlook

As the City's purchasing and procurement processes become more automated, additional staff training throughout City departments will be necessary to maintain skill levels with the attendant technology. The use of cooperative purchasing agreements and the expanded use of electronic technology as a purchasing strategy will provide opportunities to the City for reducing supply costs and improving services to City departments. Continuing education for employees assigned to the Department Support Section will be necessary to maintain skills and to accommodate changing technologies.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	129,678	135,900	143,300
Overtime	726	800	800
Overtime	0	0	10,000
Benefits	47,287	51,500	54,800
Vehicle Charges	4,074	4,100	4,100
Energy	1,041,058	1,022,800	1,241,900
Professional Services	32,975	71,000	67,000
Repairs & Maintenance	46,300	45,000	54,000
Office Supplies	357,455	390,000	414,000
Materials & Supplies	4,669	8,000	9,500
Travel & Meeting Expense	121	2,000	2,000
Training	0	2,000	3,000
Dues & Subscriptions	0	700	1,300
Admin & Overhead	237,500	273,900	294,800
Debt Service	488,700	1,117,800	1,204,000
Lease Purchases	502,456	391,400	406,000
Capital Outlays - Office Equip/Furn	15,064	325,500	119,500
Capital Outlays - Fire Equip	0	850,000	125,000
TOTAL DEPARTMENT SUPPORT	<u><u>2,908,063</u></u>	<u><u>4,692,400</u></u>	<u><u>4,155,000</u></u>

SOURCES OF FUNDING			
Interfund Charges	2,908,027	4,692,400	4,155,000
Miscellaneous Income	<u>36</u>	<u>0</u>	<u>0</u>
TOTAL	<u><u>2,908,063</u></u>	<u><u>4,692,400</u></u>	<u><u>4,155,000</u></u>

DETAIL OF POSITIONS			
Administrative Assistant	0.500	0.500	0.500
Department Support Manager	0.400	0.400	-
Facilities Maintenance & Purchasing Mgr	-	-	0.400
General Services Director	<u>0.250</u>	<u>0.250</u>	<u>0.250</u>
TOTAL	<u><u>1.150</u></u>	<u><u>1.150</u></u>	<u><u>1.150</u></u>

2022-2023 Goals

The City's Senior Services programs are designed to provide quality senior-oriented education, recreation, and social services. The Senior Services Section seeks to offer a wide variety of services and to make those services accessible to the community's older adult population. The Senior Services Section continues to evaluate funding alternatives and creative methods of delivering services to seniors at a low cost.

Specific goals include the following:

- Administer a comprehensive Older Adult program for citizens 50 and better that supports independence, improves health, and encourages involvement in the community.
- Utilize software that tracks participation and activity at the Senior Center and evaluate the data for short- and long-term program planning.
- Continue to re-build programs and activities after suspending virtually all in-person classes and services due to the COVID-19 pandemic.
- Expand existing networks with local volunteers, community service groups and merchants to provide support for Senior Activity Center programs.
- Coordinate program opportunities for disabled and home-bound seniors.

Objectives to Meet the Goals

- Continue to locate new sources of program revenues, i.e., grants, fundraisers, and cooperative sponsorship of programs between the City, other agencies, community groups and the public.
- Resume the full participation of volunteers and service groups to increase the delivery of program services.
- Evaluate new potential programs for their ability financially self-supporting and well-attended.
- Continue to promote the Clovis Senior Activity Center as a place for those 50 or better to discover opportunities for enrichment and engagement.

Five-Year Outlook

In March 2020, the Clovis Senior Activity Center was essentially shuttered due to the coronavirus pandemic and remained closed for most services. The Center reopened fully on July 1, 2021, and programs and services were resumed. Enhanced cleaning and the safety of participants and employees remain a priority while staff continues to rebuild and re-establish engagement with the 50+ community.

Concurrently, staff will be conducting program development for the new Senior Activity Center which is expected to be completed in 2023. Many programs will be offered with a new fee structure that will meet the needs of various senior ages, income levels and abilities. The new Senior Activity Center will provide opportunities for community and business partnerships in addition to strengthening its current community partnerships with the Fresno County Social and Supportive Services, the Fresno Madera Area Agency on Aging, the San Joaquin College of Law, Clovis Unified School District, St. Agnes Medical Center, local hospitals and medical schools, and the many civic and service organizations that supplement the programs offered by the City of Clovis.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
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BUDGET DETAIL

Salaries - Regular	160,468	173,400	179,500
Overtime	0	1,200	1,500
Extra Help	25,165	125,000	130,000
Benefits	86,998	123,600	121,300
Professional Services	11,046	30,500	46,600
Office Supplies	2,855	19,000	43,500
Travel & Meeting Expense	0	4,500	5,000
Training	8,251	300	300
Dues & Subscriptions	290	800	800
Admin & Overhead	151,900	715,000	831,200
TOTAL SENIOR SERVICES	<u>446,973</u>	<u>1,193,300</u>	<u>1,359,700</u>

SOURCES OF FUNDING

Rents and Concessions	0	40,000	40,000
Federal Grants	35,520	0	0
User Fees	11,235	52,000	57,000
Senior Service Charges	2,632	28,000	35,000
Miscellaneous Income	2,905	3,000	202,000
Use of Discretionary Funds	<u>394,681</u>	<u>1,070,300</u>	<u>1,025,700</u>
TOTAL	<u>446,973</u>	<u>1,193,300</u>	<u>1,359,700</u>

DETAIL OF POSITIONS

Administrative Assistant	0.800	0.800	0.800
Recreation Specialist	1.000	1.000	1.000
Senior Center Nutrition Svs Worker	1.000	1.000	1.000
TOTAL	<u>2.800</u>	<u>2.800</u>	<u>2.800</u>

2022-2023 Goals

The Recreation Section will focus on administering activities at the Clovis Recreation Center, the Clovis Rotary Skatepark, the Clovis Batting Range, and Bicentennial Park, as well as promoting volunteer development. In addition, the Section will pursue long-term funding solutions for community recreation programming.

Objectives to Meet the Goals

- Complete reestablishment of programs and activities that were suspended due to the COVID-19 pandemic.
- Offer consistent hours of operation for City recreation facilities, including the Clovis Recreation Center, Clovis Batting Range and Clovis Rotary Skatepark.
- Expand part-time clerical staffing to ensure the public is assisted during posted office hours to meet increased demand.
- Coordinate with Parks Division staff to expand outdoor programs and activities.
- Establish mobile recreation trailer program.
- Expand the use of volunteers to administer services.
- Analyze opportunities to secure stable funding for community recreation services.
- Continue to maximize all available space at the existing Recreation Center for community programs and revenue generation.

Five-Year Outlook

Recreation programs are back in full swing after a complete shut-down of the division. Staff continues to provide a wide variety of activities inside the Recreation Center, including a resumption of the popular youth and adult sports leagues. As the City grows, the demands for community recreation and leisure activities continue to increase, so outdoor programs are planned to utilize available park space. Additionally, a mobile recreation van is under development which will bring sports and activities into neighborhoods and special events. The City's ability to provide adequate community recreation and leisure services in the future will continue to require creative solutions and joint efforts between the City, the public, the business community, and other local public agencies. The City will evaluate and research additional opportunities to expand outdoor recreational facilities including the addition of much-needed sports fields.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
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BUDGET DETAIL

Salaries - Regular	208,094	226,400	242,400
Overtime	3,496	2,500	5,000
Extra Help	72,425	201,700	284,500
Benefits	115,959	162,900	173,900
Vehicle Charges	19,732	21,800	22,700
Communications	872	800	1,200
Professional Services	14,863	217,500	222,000
Repairs & Maintenance	54	1,000	1,000
Office Supplies	1,996	5,900	5,500
Travel & Meeting Expense	0	3,500	4,500
Training	0	7,000	14,000
Dues & Subscriptions	2,752	2,500	3,000
Admin & Overhead	162,700	180,900	227,200
Capital Outlays - Public Works	4,215	10,000	32,000
Capital Outlays - Miscellaneous	5,822	14,500	16,500
	<u>612,980</u>	<u>1,058,900</u>	<u>1,255,400</u>
TOTAL RECREATION	<u>612,980</u>	<u>1,058,900</u>	<u>1,255,400</u>

SOURCES OF FUNDING

Federal Grants	6,883	0	0
User Fees	68,267	385,000	390,000
Taxable Sales	459	500	1,000
Miscellaneous Income	6,758	0	0
Use of Discretionary Funds	<u>530,613</u>	<u>673,400</u>	<u>864,400</u>
TOTAL	<u>612,980</u>	<u>1,058,900</u>	<u>1,255,400</u>

DETAIL OF POSITIONS

Recreation Leader	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000
Recreation Supervisor	1.000	1.000	1.000
	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>
TOTAL	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>

2022-2023 Goals

The City’s demand-response transit system (Roundup) and fixed-route transit system (Stageline) are designed to meet the local transit needs of all community residents. These programs strive to provide dependable, safe and affordable transit services throughout the community. Specific transit goals include the following:

- Continue to provide a safe transportation environment for passengers and employees through enhanced cleaning protocols.
- Improve the quality of transit services provided by the City by reviewing Stageline and Roundup services in order to provide on-time, efficient, and safe public transit that serves the largest segment of the population as reasonably as possible while maintaining minimum productivity standards within budgetary constraints.
- Increase community awareness of the City’s transit services through advertising and outreach and continue coordination between Fresno Area Express, Fresno County Rural Transit, and Clovis Transit.
- Continue service delivery and route structure assessment through a comprehensive study that includes incorporation of electric vehicles and new technology.

Objectives to Meet the Goals

- Continue a community-wide marketing plan designed to increase awareness and ridership of the Roundup and Stageline services, including a focus on web-based information. Coordinate advertising with FAX, including printed schedules and radio advertising.
- Coordinate with the Clovis Unified School District, FAX, and other public transit agencies in order to identify/ resolve transportation issues.
- Continue to maximize features and upgrades of the Roundup dispatch software and mobile terminals to improve efficiency on Roundup service. An analysis of new software features available on the market is on-going with a focus on efficiency and enhanced customer service features.
- Advertise and promote the emergency registration system for people who would require transportation during an emergency evacuation.
- Plan for the opening of the new transit hub facility that will be located within the Landmark Square project, including routing of Clovis, FAX, and Fresno County Rural Transit Agency buses to the site.
- Continue comprehensive fixed-route service evaluation for a redesign project providing connections to the new transit hub facility and other points of interest within the City.
- Continue to evaluate data provided by the on-going pilot project of two small zero-emission battery electric shuttle buses in relation to the California Air Resources Board requirement to convert to a zero-emission bus fleet.

Five-Year Outlook

Ridership has begun to improve as many employers and educational institutions resume in-person work and classes. Projections indicate that it may take as long as ten years for public transit ridership to recover to pre-pandemic levels. Transit will continue to emphasize safe transportation for the community and employees through enhanced cleaning, security, and efficient operations. There will also be a focus on providing information about routes and bus location in an easy and accessible format utilizing technology solutions.

Clovis will continue coordination with transit providers in the Clovis-Fresno Metropolitan area to meet the demand for inter-city transportation. The addition of a centrally located Clovis Transit Center in 2023 will allow for better customer contact, easier transfers, and much-needed training and office space. The new facility will also allow adequate space for travel training to increase ridership and shift some Roundup passengers to the Stageline service.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	1,537,435	1,733,900	1,841,000
Overtime	43,039	71,400	107,400
Extra Help	940,158	1,003,000	1,322,500
Benefits	1,113,032	1,207,700	1,225,600
Vehicle Charges	885,193	1,071,000	1,160,400
Communications	54,248	80,000	90,000
Professional Services	394,804	475,500	520,900
Materials & Supplies	43,529	26,800	27,800
Travel & Meeting Expense	1,613	15,000	18,000
Training	5,434	6,000	6,500
Dues & Subscriptions	1,070	2,000	2,000
Admin & Overhead	1,020,000	1,225,600	1,235,100
Capital Outlays - Office Equip/Furn	223,307	298,000	343,000
Capital Outlays - Vehicles	0	0	822,000
TOTAL TRANSIT	6,262,862	7,215,900	8,722,200

SOURCES OF FUNDING			
Rents & Concessions	0	44,000	45,000
Taxes	1,821,219	1,689,000	1,753,000
State Grants	423,309	197,000	123,000
Local Transportation	4,018,334	5,285,900	6,801,200
TOTAL	6,262,862	7,215,900	8,722,200

DETAIL OF POSITIONS			
Administrative Assistant	0.200	0.200	0.200
Bus Driver	16.000	16.000	16.000
General Services Director	0.125	0.125	0.125
General Services Manager	1.000	1.000	1.000
Lead Bus Driver	4.000	4.000	4.000
Management Analyst	2.000	2.000	2.000
Principal Office Assistant	1.000	1.000	1.000
Public Affairs & Information Manager	0.100	0.100	0.100
Transit Dispatcher	2.000	2.000	2.000
Transit Supervisor	1.000	1.000	1.000
TOTAL	27.425	27.425	27.425

FINANCE DEPARTMENT SUMMARY

The Finance Department includes the functions of Finance Administration and Debt Service. The department is a support department that provides financial services to all City departments and the public. The responsibilities of the department include: financial system maintenance, reporting, billing, accounts payable, payroll, licensing, investments, and bond administration.

Finance

Section 35100

The Finance Administration Section is responsible for maintaining the financial accounting system, budgeting, financial reporting, utility billing and collection, business license administration, accounts payable, payroll, investments, and bond administration. The Division provides support to the operating divisions regarding finance issues. The Section is also responsible for arranging all long-term financing.

Department Goals 2022-2023

- Provide support to other operating departments.
- Enhance training for key departmental personnel.
- Obtain long-term financing as needed.
- Refund existing bonds as appropriate.
- Select and begin implementation of a new Utility Billing software for the City.
- Implement a blend of online utility billing with paper billing to move toward a paperless office.
- Continue to utilize volunteers where appropriate to have both community involvement and shared responsibility.
- Provide accurate and timely financial information to facilitate a fair and equitable wage and benefit package for employees.
- Continue succession planning for key staff positions to make sure all major sections of the Finance Department have documented processes and procedures in place.
- Cross-train staff in key Finance positions.

FINANCE DEPARTMENT SUMMARY

Budgetary Highlights

- Review and audit revenues and departmental budgets.
- Prepare the Annual Comprehensive Financial Report and the Annual Budget in conformance with established award criteria and submit for consideration of the Government Finance Officers Association (GFOA) awards.
- Prepare the Five-year Financial Forecast and present it to Council.
- Continue to implement investment strategies to take advantage of safe investments and maximize yields within cash flow constraints.
- Annually update the indirect cost allocation plan.
- Continue to have front counter staff cross-trained so that adequate coverage can be maintained when absences occur.
- Continue to implement a process to scan accounting documentation to continue progress on the Finance “Go Green” efforts.
- Obtain long-term financing for capital acquisitions as needed.
- Limit overtime in Finance with the use of more efficient work processes.
- Attract top qualified candidates to Finance positions with the Clovis culture of excellent employment opportunities.
- Implement new Governmental Accounting Standards Board (GASB) pronouncements as applicable to the City.

FINANCE

DEPARTMENT PERFORMANCE MEASURES

The mission of the Finance Department is to safeguard the assets and resources of the City through reasonable controls and to provide support services for the citizens, City Council, and other City departments.

- Investment of the City's idle cash will continue to be done in a manner consistent with the City's investment objective, with primary emphasis upon preservation of principal while obtaining a reasonable rate of return. As a benchmark, the City's rate of return should be equal to or greater than 120% of the annualized 90-day Treasury-bill rate:

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
City Rate of Return	1.26%	0.96%	0.99%
Greater than 120% of Treasury rate	1988%	1716%	1222%

- On an annual basis, complete an Annual Comprehensive Financial Report (ACFR) prepared in conformity with generally accepted accounting principles, facilitate the conducting of an audit by an independent accounting firm, and receive an unqualified opinion that indicates that the financial statements presented fairly, in all material respects, the financial position of the City.

Achieving an Unqualified Opinion	Unqualified Opinion	Unqualified Opinion	Unqualified Opinion
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- Submit for consideration an ACFR and receive a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

Receive a Certificate of Achievement for Excellence In Financial Reporting	Certificate	Certificate	Certificate
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- On an annual basis, complete an annual budget book; present it to the City Council and present it to the GFOA for a Distinguished Budget Presentation Award.

Distinguished Budget Presentation Award	Budget Award	Budget Award	Budget Award
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- All accounting-related functions such as accounts payable, payroll, business license, utility billing, and monthly financial reports are to be completed by the predetermined established deadlines. The benchmark is 98% on time.

On-time	98.8%	98.9%	98.9%
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FINANCE DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY ACTIVITY			
Administration	<u>3,144,383</u>	<u>3,386,200</u>	<u>3,765,200</u>
TOTAL ALL ACTIVITIES	<u><u>3,144,383</u></u>	<u><u>3,386,200</u></u>	<u><u>3,765,200</u></u>
BUDGET BY FUND			
General Fund	<u>3,144,383</u>	<u>3,386,200</u>	<u>3,765,200</u>
TOTAL ALL FUNDS	<u><u>3,144,383</u></u>	<u><u>3,386,200</u></u>	<u><u>3,765,200</u></u>

2022-2023 Goals

The goals of the Finance Administration Section are to provide quality financial information for the public, City Council, and the operating departments of the City and to safeguard the assets and resources of the City. These goals include:

- Providing support to departments for finance-related questions, budget analysis and internal auditing.
- Investing the City's idle cash to maximize the rate of return given the priorities of safety and liquidity.
- Developing long-range financing plans as needed.
- Providing timely billing and collection for the City's enterprise operations.
- Providing for the timely recording of new business license applications and existing business license renewals and searching relevant financial information for businesses who have not obtained business licenses.
- Providing summary financial and budgetary reports for department and general public use as needed.
- Completing upgrades to the utility billing system.

Objectives to Meet the Goals

- Analyze the department budgets quarterly for conformance with budgeted appropriations and revenue availability.
- Invest the City's cash in conformance with the adopted Investment Policy.
- Work with underwriters and other consultants to arrange the most advantageous terms for any financing and review for refinancing opportunities.
- Maintain the billing and collection of the utility charges in accordance with established guidelines.
- Maintain the business license system in accordance with existing business license policies.
- Maintain existing financial reports and continue to develop summary financial and budgetary reports on a periodic basis.
- Select and begin implementation of a new Utility Billing system for the City.
- Finalize the upgrade to the Paymentus online utility billing portal.
- Use temporary staffing and volunteers to remain current on all financial activities.

Five-Year Outlook

This 2022-2023 budget is considered a shift from previous years. The City has received one-time funds from the federal and state governments in response to the COVID-19 pandemic from the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020, and The American Rescue Plan Act (ARPA) of 2021. New building construction continues to hold in a positive direction. For the 2022-2023 year, we expect average residential and non-residential building construction. Purchases for automobiles and housing related goods continue to improve, and we expect a moderate increase in sales tax revenues. However, due to the increasingly volatile economy, it is important that the City continue to closely monitor the economic conditions locally, statewide, and nationally, and policies at state and national levels that will impact the City's financial health. Overall property tax revenues should reflect the prior year's assessed value increase along with an inflation factor not to exceed 2%. Individual properties continue to show signs of an upward trend. Revenue and expenditure monitoring continues to be a high priority, including the continuous review of financial trends in City-associated businesses. Finance activity will continue to include servicing new and existing utility accounts, business licenses, accounts payable, payroll, and investments. Finance will continue to be integrally involved in the long-term financing, as necessary, for the City's capital needs. The Finance Department will also assist in monitoring capital projects and the various assessment districts within the City. Revenue enhancements will be a top priority.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	1,761,484	1,821,300	2,000,300
Overtime	908	3,300	14,000
Extra Help	47,183	73,000	65,000
Benefits	755,598	829,800	894,500
Vehicle Charges	24,780	24,800	24,800
Professional Services	121,589	139,500	167,000
Office Supplies	670	2,000	2,800
Materials & Supplies	871	200	0
Travel & Meeting Expense	800	8,000	8,000
Training	14,181	20,000	20,000
Dues & Subscriptions	1,719	1,900	1,900
Admin & Overhead	414,600	462,400	566,900
	<u>3,144,383</u>	<u>3,386,200</u>	<u>3,765,200</u>
TOTAL FINANCE ADMINISTRATION	<u><u>3,144,383</u></u>	<u><u>3,386,200</u></u>	<u><u>3,765,200</u></u>

SOURCES OF FUNDING

Licenses	71,000	71,000	71,000
Annexation Processing Fee	45,000	45,000	30,000
Capital Development - Streets	60,000	60,000	60,000
User Fees	197,859	192,000	192,000
Interfund Charges	2,426,610	2,574,000	2,747,000
Miscellaneous Income	21,023	15,000	15,000
Use of Discretionary Funds	<u>322,891</u>	<u>429,200</u>	<u>650,200</u>
	<u>3,144,383</u>	<u>3,386,200</u>	<u>3,765,200</u>
TOTAL	<u><u>3,144,383</u></u>	<u><u>3,386,200</u></u>	<u><u>3,765,200</u></u>

DETAIL OF POSITIONS

Accountant/Senior	3.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00
Acctg Systems Tech/Senior/Principal	4.00	4.00	4.00
Assistant Finance Director	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00
Finance Director/Treasurer	1.00	1.00	1.00
Principal Office Assistant	1.00	1.00	1.00
Senior Account Clerk/Principal	9.00	9.00	9.00
	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>
TOTAL	<u><u>21.00</u></u>	<u><u>21.00</u></u>	<u><u>21.00</u></u>

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT SUMMARY

The Planning and Development Services Department is responsible for implementing the Clovis General Plan. It performs this duty by integrating the planning, engineering, and building inspection activities of City development under a single department. The department prepares and implements the Community Investment Program for all City departments. Planning and Development Services is also responsible for all land-use planning for future development and adherence to city, state, and federal codes.

In 2019, Planning and Development Services staff developed the following mission for the Department:

“The Planning and Development Services Department is loyal to preserving the Clovis Way of Life by employing excellence in cooperative planning, reliable engineering, and sustainable building controls.”

Planning Division

Section 74100

The mission of the Planning Division is to provide courteous and timely service to the citizens and clients of the City of Clovis to assure a safe and well-planned community. The Planning Division is responsible for the development and implementation of the General Plan and the analysis of development requests to ensure consistency with the General Plan, various Specific Plans, and the Development Code. The Planning staff is also responsible for preparing policies to carry out the goals and objectives of the General Plan, Specific Plans, Master Plans, and policy documents while assuring a thorough environmental analysis of each project.

Building Division

Section 74200

The Building Division was created under Title 8 of the Clovis Municipal Code with the further authority provided by the State of California building statutes and applicable federal codes. The Building Division’s mission is to provide minimum standards for the community that safeguards health, property, and public welfare by regulating the design, construction, quality of materials, use occupancy, accessibility, location, and maintenance of all buildings and structures within the City.

Engineering Division

Sections 74500-74550

The mission of the Engineering Division is to provide the City of Clovis with professional engineering services that ensure short and long-range plans are implemented efficiently and cost-effectively. The Engineering Division continually strives to provide the highest level of quality services with the least impact in all project development cycles. The focus of the Division is to provide solution-oriented services that facilitate sustainable growth in the local economy, enhance the quality of life for Clovis citizens, and that offer secure and reliable infrastructure throughout our City. Of utmost importance to the Division is the management and efficient delivery of the City’s Community Investment projects, and ensuring private development adheres to all City requirements, standards, and conditions. Through careful planning, funding, and delivery of streets, sewer, water, parks, refuse, and general government projects, as well as private development projects, this Division ensures the safety and usability of all the City’s investments.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY ACTIVITY			
Planning	2,404,261	3,292,000	4,889,900
Building	2,831,696	2,628,000	3,115,900
Engineering	<u>5,557,156</u>	<u>6,077,200</u>	<u>6,867,700</u>
TOTAL ALL ACTIVITIES	<u><u>10,793,113</u></u>	<u><u>11,997,200</u></u>	<u><u>14,873,500</u></u>
BUDGET BY FUND			
Planning & Development Services Fund	<u>10,793,113</u>	<u>11,997,200</u>	<u>14,873,500</u>
TOTAL ALL FUNDS	<u><u>10,793,113</u></u>	<u><u>11,997,200</u></u>	<u><u>14,873,500</u></u>

Planning Division Goals 2022-2023

The goals of the Planning Division are focused on implementing the Clovis General Plan and Specific Plans, managing the Planning Program activities that support the General Plan, ensuring that all public and private development is consistent with the General Plan, the Development Code, City policies and state law, and coordinating public and private projects so that they result in a high-quality, sustainable community.

Planning goals for 2022-2023 include:

- Provide accurate information to the public regarding land development.
- Implement 2014 General Plan policies and General Plan EIR mitigation measures in conjunction with development proposals.
- Complete the initial phase of a General Plan update and commence the second phase as directed by the Council.
- Implement programs related to the Housing Element.
- Work with the local stakeholders to update the Housing Element (with completion by the end of 2023).
- Implement the Central Clovis Specific Plan.
- Implement the Heritage Grove Master Plan Community Design Guidelines.
- Implement the Loma Vista Master Plan.
- Provide for the logical growth of the City through the initial processing and submittal of applications to amend the Sphere of Influence and expand the City boundaries through annexation.
- Provide timely processing of applications to the Planning Commission and City Council in a manner consistent with the Division’s current abilities and resources.
- Maintain effective communication with citizens, the business community, and interest groups on planning, building, and development-related issues.

Objectives to Meet the Goals

Manage staff resources on the following priorities:

- Implement the Development Code Update and continue to make modifications as necessary.
- As the first phase of a General Plan update, work with a consulting team to prepare an evaluation and alternatives report addressing General Plan update strategies, including scope, consultant selection, advisory committee, etc.
- Work with property owners and the development community to prepare and update Master Plans for General Plan focus areas and urban centers.
- Implement the Central Clovis Specific Plan by creating pedestrian and bike facilities, and continue creating opportunities for alley cottage homes.
- Implement the no-net-loss analysis process for development applications and rezone properties as necessary to maintain the Regional Housing Needs Allocation.
- Implement an electronic application process for planning applications.
- Provide high-quality, non-funded citizen services.
- Participate in the City’s multi-department code enforcement team.
- Evaluate existing Specific Plans and Master Plans, and retire those that are out-of-date or no longer meet the City’s goals and objectives.
- Develop and publish materials for the public to provide information and increase transparency entitlement processes and related topics.

The Planning Division is charged with the timely processing of development application requests. Application processing time includes staff review, any additions or corrections necessary, and notification of public hearings as required. The following benchmarks have been set:

- | | |
|---|----------|
| 1. Processing of applications for Planning Commission action with CEQA Exemption: | 9 weeks |
| 2. Processing of applications for Planning Commission action with negative declaration: | 15 weeks |
| 3. Processing applications for City Council action with CEQA exemption: | 13 weeks |
| 4. Processing of applications for City Council action with negative declaration: | 19 weeks |
| 5. Processing Site Plan Review applications: | 6 weeks |

Planning Division Performance Measures

The following is the expected measurement of the above-stated benchmarks:

	<u>2020-2021</u> <u>(actual)</u>	<u>2021-2022</u> <u>(estimated)</u>	<u>2022-2023</u> <u>(proposed)</u>
Applications processed to Planning Commission within target time	93%	85%	80%
Applications processed to City Council within the target time	82%	86%	80%
Site Plan Reviews processed within the target time	79%	70%	75%

Data summarizing activity within the Planning Division is provided below:

<u>Criteria</u>	<u>Estimated 2021-2022 Activity</u>
Planning Commission Meetings Conducted	11 Meetings
Applications Considered by the Planning Commission	34 Applications
City Council Meetings Where Items Were Considered	19 Meetings
Applications Considered by the City Council	44 Applications
Neighborhood/Community Meetings Attended	20 Meetings

Five-Year Outlook

New residential subdivision activity continues to be relatively slow during the current fiscal year. Three applications for tentative maps were received in FY 2019-2020, six applications were submitted in FY 2020-2021, and six have been received thus far in FY 2021-2022 through early April. Many of the newer maps that are being submitted and are making their way through the approval process are on smaller parcels and propose less than 50 new lots, which exempts these projects from detailed analysis of VMT (Vehicle Miles Traveled) impacts. The development community has cited the uncertainty created by the implementation of VMT requirements as a major factor in slowing the submittal of new maps. Some builders have also noted that the limited availability of residential land for sale is also proving to be a constraint.

While traditional subdivision activity is down, interest in large-scale development continues to be strong. Three tentative maps currently in process propose more than 500 new lots which require longer and more expensive environmental compliance processes, and in some instances require the preparation of master development plans. Significant staff time over the next year and beyond is expected to be dedicated to a handful of major projects that have been initiated (or are in the process of being initiated) by area property owners and/or developers, including the Shepherd North Sphere of Influence (Sol) Expansion; the Home Place Master Plan and Annexation Project in Loma Vista; a new Specific Plan and annexation project by the Ricchiuti family in Heritage Grove; and a Master Plan and rezoning project in the Northeast Urban Center southeast of SR 168.

In addition to the applications submitted by the development community, the Planning Division is also beginning work on City-led initiatives that will facilitate compliance with state laws and lay the groundwork for future development and growth of the City. Projects already underway include a VMT update to the General Plan and the preparation of the City's Sixth Cycle Housing Element. The VMT update is expected to be completed during the early part of FY 2022-2023 and it will amend the 2014 General Plan Circulation Element and complete a Supplemental Program EIR to address VMT requirements. The adoption of the Sixth Cycle Housing Element will occur in FY 2023-2024 and is required to achieve conformance with state Housing Law. In addition to these two projects, the Planning Division also commenced work on an overall update to the General Plan in FY 2021-2022, beginning with an initial phase which will take the form of a review and audit of the existing General Plan. Based on the results of the initial phase, staff will seek direction from the Council on initiating a full update to the General Plan, a process that generally takes 2 to 3 years or longer to complete.

Over the next several years, continued annexation and development within the Sphere of Influence should be expected, particularly in Heritage Grove and the remaining undeveloped portion of Loma Vista. The Planning Division's work program will combine developer-initiated applications with a series of long-term programs that will help the City facilitate development. Examples of such programs, in addition to those described above, include reconciling General Plan and zoning conflicts, retiring outdated Specific Plans, and updating parks Master Plans.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	941,290	989,700	1,169,800
Overtime	6,112	7,600	5,000
Extra Help	56,678	0	0
Benefits	360,945	388,500	444,700
Vehicle Charges	28,082	27,500	32,100
Communications	3,163	2,200	2,200
Professional Services	328,780	1,090,100	2,362,000
Special Events	2,740	2,000	2,000
Office Supplies	1,808	2,000	2,000
Travel & Meeting Expense	483	13,000	23,000
Training	5,272	3,000	3,000
Dues & Subscriptions	2,200	6,000	6,000
Admin & Overhead	665,000	757,400	784,100
Capital Outlays - Office Equip/Furn	0	2,000	53,000
Capital Outlays - Computers	1,708	1,000	1,000
TOTAL PLANNING	<u>2,404,261</u>	<u>3,292,000</u>	<u>4,889,900</u>

SOURCES OF FUNDING			
State Grants	242,000	224,000	170,000
User Fees	2,125,546	3,047,000	4,698,900
Interfund Charges	17,480	5,000	5,000
Miscellaneous Income	4,235	1,000	1,000
Use of Discretionary Funds	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
TOTAL	<u>2,404,261</u>	<u>3,292,000</u>	<u>4,889,900</u>

DETAIL OF POSITIONS			
Assistant/Associate Planner	2.00	3.00	3.00
Assistant Dir of Planning & Development Serv	0.40	-	-
Business Workflow Analyst	-	0.30	0.30
Business Workflow Specialist	-	0.30	0.30
City Planner	1.00	1.00	1.00
Deputy City Planner	1.00	1.00	1.00
Dir of Planning & Development Services	0.40	0.40	0.40
Geographic Information Systems Analyst	0.30	0.30	0.30
Geographic Information Systems Tech.	0.40	0.40	0.40
Housing Program Coordinator	0.15	-	-
PDS Admin Services Manager	0.40	0.40	0.40
Planning Technician I/II	1.00	2.00	2.00
Principal Office Assistant	0.80	0.40	0.40
Public Affairs & Information Manager	0.10	0.10	0.10
Senior Planner	1.00	1.00	2.00
Staff Analyst	-	0.40	0.40
TOTAL	<u>8.95</u>	<u>11.00</u>	<u>12.00</u>

Building Division Goals 2022-2023

The goals of the Building Division, interrelated with the goals of other City departments, are to serve the public by carrying out the safety checks and inspections required by the California Building Codes and Municipal Code.

Building goals for 2022-2023 include:

- Ensure compliance with all codes for the construction, use, and occupancy of buildings and all of their various components.
- Maintain effective communication with citizens, the business community, and interest groups on planning, building, and development-related issues.
- Ensure that new development and construction conform to development standards, design guidelines, and Accessibility requirements.
- Process all single-family residential plans within three weeks and all submitted commercial projects within four weeks.
- Respond to all field inspection requests within eight working hours.
- Respond to all informational requests and housing complaints from the public within 72 hours.
- Expand the use of new technology to keep pace with the increases in documentation requirements and to facilitate the retrieval of documents.
- Keep the community informed about current California Building Code requirements.

Objectives to Meet the Goals

- Provide expertise on the 2019 California Building, Electrical, Energy, Mechanical, and Plumbing Codes along with new state-mandated programs. This is a code change year and starting January 1, 2023, we will be using the 2022 California Codes.
- Continue to expand the electronic services provided to our citizens and developers by allowing plans to be submitted, reviewed, and issued through our Citizen Self Service (CSS) portal. July 2020 saw the launch of a full residential online service through our portal. We are working toward the launch of commercial applications by the end of Summer 2022. Our-comprehensive workflow management system will eventually integrate the functions of the Planning, Engineering, and Building Divisions in the processing of entitlement approvals and the issuance of all regulatory applications.

Building Division Performance Measures

- Continue training on new codes and systems to perform the regulatory enforcement role of the department. Increase training in the areas of accessibility, fire suppression, energy, and electrical systems to ensure compliance with new state and federal regulations. The benchmark for Certified Building Division personnel training is 24 hours/person/year required by state law.

	2020-2021 (actual)	2021-2022 (estimated)	2022-2023 (proposed)
Hours of Training	30 hrs./ person	32 hrs./person	32 hrs./person
Building permit plan checks processed within the target time	90%	95%	95%
Inspections Performed within the target time	90%	95%	95%

The citizenry looks to the department for enforcement of violations of the Clovis Municipal Code. With full staffing, the established goal is to resolve 95% of the violations reported within the budget year. The Division responds to a high degree of development requests and provides a focused response to code enforcement requests that pose a threat to life or safety.

Five-Year Outlook

Commercial construction has resumed to a historical volume. Since 2012, there has been an average of approximately \$45 million in commercial valuation each year. The 2021-2022 cycle is slightly less than in recent years but is still trending higher than our historical average. We expect FY 2022-2023 to resume a higher level of activity.

Residential development activity and solar system permitting are still very strong. Our historical average is approximately 750 units, comprising both single-family and multi-family units. The 2018-2019 cycle produced 848 single-family residential units, the 2019-2020 cycle produced 1,112 units, and 2020-2021 produced 1237 units. We expect the 2021-2022 and 2022-2023 will be closer to the historical average of 750.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	1,248,052	1,159,700	1,420,200
Overtime	4,203	17,400	13,000
Extra Help	108,686	75,000	55,000
Benefits	612,419	557,300	653,500
Vehicle Charges	56,667	62,300	73,700
Communications	10,661	16,000	16,000
Professional Services	349,877	232,000	267,000
Special Events	641	2,000	2,000
Office Supplies	3,915	4,000	4,000
Materials & Supplies	1,564	0	0
Supplies - Shop	299	1,000	1,000
Travel & Meeting Expense	12,927	10,000	20,000
Training	745	500	2,000
Dues & Subscriptions	7,519	7,000	7,000
Admin & Overhead	411,900	479,900	492,500
Liability Insurance Prog - ISF	0	1,000	1,000
Capital Outlays - Office Equip/Furn	459	2,000	87,000
Capital Outlay - Computers	1,162	900	1,000
TOTAL BUILDING	<u><u>2,831,696</u></u>	<u><u>2,628,000</u></u>	<u><u>3,115,900</u></u>

SOURCES OF FUNDING			
User Fees	2,804,546	2,621,000	3,108,900
Miscellaneous Income	27,150	7,000	7,000
Use of Discretionary Funds	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
TOTAL	<u><u>2,831,696</u></u>	<u><u>2,628,000</u></u>	<u><u>3,115,900</u></u>

DETAIL OF POSITIONS			
Assistant Dir of Planning & Development Serv	0.30	-	-
Building Inspector/Senior Bldg Inspector	5.00	5.00	4.00
Building Official	1.00	1.00	1.00
Business Workflow Analyst	-	0.40	0.40
Business Workflow Specialist	2.00	0.40	0.40
Deputy Building Official/Plan Checker	1.00	1.00	1.00
Dir of Planning & Development Services	0.30	0.30	0.30
Geographic Information Systems Analyst	0.20	0.20	0.20
Geographic Information Systems Tech.	0.30	0.30	0.30
PDS Admin Services Manager	0.30	0.30	0.30
Permit Technician	2.00	2.00	2.00
Plans Examiner/Senior Plans Examiner	3.00	4.00	5.00
Staff Analyst	-	0.30	0.30
Principal Office Assistant	0.60	0.30	0.30
TOTAL	<u><u>16.00</u></u>	<u><u>15.50</u></u>	<u><u>15.50</u></u>

Engineering Division Goals 2022-2023

The Engineering Division will continue to concentrate on coordinating the orderly construction of public and private projects within the Clovis community. The Division’s responsibility for review and approval of proposed development projects ensures that all development meets current City standards.

Engineering goals for 2022-2023 include:

- Delivery of all projects scheduled in the Community Investment Program utilizing the best technology and equipment for the design, review, and improvement of infrastructure.
- Achieve and maintain the highest level of customer service by actively responding to service requests from other departments and citizens.
- Ensure that private development activities meet City requirements, conditions, and standards.
- Provide quick development project plan review and processing.
- Implement and manage a fair and cost-effective impact fee program that funds necessary infrastructure to accommodate new development.
- Provide knowledgeable inspection services that assure quality construction, protecting the City’s interests.
- Maintain an active traffic management program in cooperation with the Clovis Police Department that ensures transportation safety and that supports traffic enforcement.
- Establish an updated and fiscally sound annual five-year Community Investment Program to provide for appropriate infrastructure repair and enhancements.

Objectives to Meet the Goals

- Implement efficiency and accountability standards to consistently guide project delivery.
- Implement streamlined procedures for the design and review of projects.
- Implement appropriate public safety and convenience through design review measures.
- Evaluate Division costs and update as necessary to ensure that the development processing fees charged are fair, equitable, and representative of the actual costs for the services provided.
- Employ and train professional engineers to handle a dynamic workload and fluctuating market demands.

Engineering Division Performance Measures

- Complete Capital Investment projects on schedule. The current goal is to meet the schedule on 85% of projects. The Capital Investment Program fell far short of its goal in 2020-2021. This was attributed to operating short on engineering staff due to retention and the addition of large Capital projects in the middle of the budget year.
- Complete development project reviews within benchmark turnaround times. For most projects, the goal is to achieve a 4-week turnaround on first submittals and a 2-week turnaround on subsequent submittals. For larger, more complex projects, staff will work with project proponents on an agreeable turnaround time that may be longer. Staff will also work with the industry to develop criteria for these larger projects.
- Keep traffic counting and speed studies up-to-date. The current goal is to have 100% of studies up-to-date.
- Provide pertinent training to each engineering staff member.

	2020-2021 (actual)	2021-2022 (Estimated)	2022-2023 (Proposed)
Completion of CIP projects on schedule	42%	85%	85%
Development Plan Check First submittal	67%	75%	95%
Development Plan Check subsequent submittals	69%	80%	95%
Traffic Studies Up-to-date	N/A (new measure)	100%	100%
Training (percent of staff receiving training)	N/A (new measure)	54%	100%

Five-Year Outlook

The City's Engineering Division will continue its work on community service and public facilities planning in support of the General Plan update and subsequent community Master Plans. This includes continuing work on the implementation of the Parks Master Plan and providing for advance planning of infrastructure in newly developing areas. Strategizing on how to fund growth in the new areas continues to be a major part of these efforts.

As the City grows, constant efforts are made to keep up with the preservation of our increasing inventory of aging streets. At the same time, the City is facilitating expanded connections to the City of Fresno and the County of Fresno by building out regional corridors such as Herndon and Shaw Avenues to the edges of our City's sphere ahead of development.

Staff education and training are imperative to enhance overall staff abilities and technical competence. Scarce resources and increased staff workloads require a constant search for ways to increase staff productivity. Increased knowledge and skills will lead to increases in staff efficiency and effectiveness.

Engineering will continue to work on maintaining adequate turnaround times for plan checks and project reviews, addressing public concerns, looking for ways to streamline and reduce costs for development, and delivering projects promptly. As the City continues to grow and as new federal and state laws are imposed, the complexity and number of tasks and processes necessary to complete a project and remain in compliance continue to increase. This is increasingly true for the grant-funded projects, which are administered by Caltrans. This state and federal influence affect all aspects of the engineering program. As a result, the Engineering Division must adapt and will be reevaluating the staffing needs and goals in the coming year.

The pace of development did slow in 2021-2022. This slowdown has put a strain on the budget. The development community has indicated the slowdown is partially due to the uncertainty created by the implementation of VMT under CEQA causing many developers to go into a wait-and-see mode. There remains a high demand for housing, but interest rates are on the rise and the effects of the supply chain are still being realized in all aspects of the housing project and Capital project delivery as well as the uncertainty and inflation caused by current world events. Despite this, the department has planned for a rebound in activity. If a sustained slowdown occurs, engineering staff that is currently assigned in other areas can be reassigned to Capital projects, which are well funded for the next few years.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	2,889,396	3,036,500	3,442,100
Overtime	57,848	61,000	67,000
Extra Help	20,171	20,000	60,000
Benefits	1,282,409	1,379,600	1,482,200
Vehicle Charges	140,573	141,100	163,700
Communications	24,577	30,000	31,000
Professional Services	59,983	54,600	54,500
Special Events	2,352	3,000	3,000
Office Supplies	3,252	10,000	10,000
Supplies - Safety	246	6,000	6,000
Supplies - Shop	1,704	7,000	7,000
Travel & Meeting Expense	0	11,000	11,000
Training	22,592	38,000	38,000
Dues & Subscriptions	2,039	14,000	14,000
Admin & Overhead	1,038,036	1,234,700	1,306,200
Capital Outlays - Office Equip/Furn	8,004	19,000	160,000
Capital Outlays - Computers	3,974	6,700	7,000
Capital Outlays - Public Utilities	0	5,000	5,000
TOTAL ENGINEERING	<u><u>5,557,156</u></u>	<u><u>6,077,200</u></u>	<u><u>6,867,700</u></u>

SOURCES OF FUNDING			
Taxes	10,000	10,000	10,000
State Grants	19,724	17,000	17,000
User Fees	5,235,300	5,655,200	6,540,700
Miscellaneous Income	7,132	110,000	15,000
Use of Discretionary Funds	<u><u>285,000</u></u>	<u><u>285,000</u></u>	<u><u>285,000</u></u>
TOTAL	<u><u>5,557,156</u></u>	<u><u>6,077,200</u></u>	<u><u>6,867,700</u></u>

DETAIL OF POSITIONS			
Assistant Dir of Planning & Development Serv	0.30	-	-
Business Workflow Analyst	-	0.30	0.30
Business Workflow Specialist	-	0.30	0.30
City Engineer	1.00	1.00	1.00
City Surveyor	-	1.00	1.00
Construction Manager	1.00	1.00	1.00
Dir of Planning & Development Services	0.30	0.30	0.30
Engineer I/ Engineer II/ Civil Engineer	13.00	14.00	14.00
Engineering Inspector/Senior Eng Inspector	5.00	6.00	6.00
Engineering Program Supervisor	1.00	1.00	1.00
Engineering Tech/Senior Engineering Tech	2.00	3.00	3.00
Geographic Information Systems Analyst	0.25	0.25	0.25
Geographic Information Systems Tech	0.30	0.30	0.30
Management Analyst	2.00	1.00	1.00
PDS Admin Services Manager	0.30	0.30	0.30
Permit Technician	1.00	1.00	-
Principal Office Assistant	0.60	0.30	0.30
Staff Analyst	-	1.30	1.30
Supervising Civil Engineer	2.00	2.00	2.00
TOTAL	<u><u>30.05</u></u>	<u><u>34.35</u></u>	<u><u>33.35</u></u>

POLICE DEPARTMENT SUMMARY

The responsibility of the Police Department is to provide superior protection and service in a manner that builds public confidence and improves the quality of life in our community. To those we serve, we want to be the best! The department is organized into three major divisions which are comprised of seven budgetary sections as shown below.

Patrol

Section 51000

The Patrol section is the most highly visible section of the Police Department. It is overseen by a captain and lieutenants. Each shift or team is directly supervised by a sergeant. Uniformed patrol and community service officers respond to calls for service, enforce all laws including City municipal codes, provide for safety and security of the public, and represent the Police Department in their daily contact with the citizens of Clovis. They also deal effectively and appropriately with the criminals they apprehend. The Police Chaplain Program assists our department members and the victims of crime during traumatic events or at times of grief. The Traffic Division focuses on traffic safety, education, enforcement of traffic laws and implements DUI check points and DUI saturations. The Patrol Division's effective and proactive approach toward eliminating criminal activity and protecting its citizens has helped create a safe community for the citizens of Clovis. Specialty units within the department such as SWAT, K-9 Unit, Crisis Negotiations, Bike Unit, EOD, UAV, and Jail operations fall under the Patrol Division as well.

Communications

Section 51100

The Communications section provides dispatch services for the Police Department and serves as the central location for emergency and non-emergency calls made from within the City limits and surrounding areas. Dispatchers receive calls from citizens and businesses, which are prioritized based on a series of questions. They provide the appropriate resources and dispatch a police response when appropriate. Dispatchers monitor the regular activity, provide telecommunication support, and assist with incident coordination for the field units. They serve as an information resource to police officers, CSOs, investigators, other agencies, and the public. Dispatchers provide these services while utilizing the radio, telephone, computer, internet, camera systems, and other law enforcement database programs.

Investigations

Section 52000

The Investigations section is overseen by a police captain, and is responsible for follow-up on all felony cases, cases of a sensitive nature, and preparing the cases for submittal to the District Attorney's Office. The Division is comprised of two main components: general investigations and the Special Enforcement Team (SET). The types of investigations conducted range from computer crime and identity theft cases to sexual assault and sex offender programs, homicide investigations, robberies, property crimes, domestic violence follow-up and tracking, missing persons, and crime analysis and predictive policing. The unit also takes on special details when necessary, including assistance to SET, internal investigations, and officer-involved shooting investigations. The focus of SET tends to be on mid-level and street-level drug dealers and users causing blight in our City. They also focus on cases involving gang members, narcotics trafficking, human trafficking, prostitution, and pimping. They focus their investigations on those who are actively engaged in the gang lifestyle and committing crimes in our City. These units will also partner with other local, State, and Federal agencies for larger scale investigations where more detectives are needed for a safe and successful outcome.

Youth Services

Section 53000

The Youth Services Division is committed to providing services and programs that deter juvenile crime. The foundation of our service is consistent accountability for juvenile misbehavior and education about alcohol, drugs, and tobacco. The Youth Services Division is committed to supporting parents by providing information about parenting and education about juvenile trends related to alcohol, drugs, and tobacco use. The Youth Services Division will continue to work closely with the Clovis Unified School District (CUSD) and other agencies to encourage youth to improve their ability to make good decisions at home, at school, and in the community to consistently hold juveniles accountable and to support parents. The success for this service will be determined by maintaining a low juvenile rate of recidivism.

POLICE

DEPARTMENT SUMMARY

Support Services/Records, Property and Evidence

Section 54000

This unit encompasses many diverse duties that focus on providing outstanding service to its customers and the citizens of Clovis. Functions include the department's records maintenance function, citizen and business services, fleet management, equipment and supplies, report typing, court liaison, service of subpoenas, records requests, and distribution of records and reports to allied agencies. The Property and Evidence unit processes, catalogues, and stores all of the evidence collected in various cases, holds property that has been collected by the department, and determines the proper disposition for that property and evidence. Neighborhood corporals work closely with other city departments and businesses. Together they issue alcohol and entertainment permits within the City. They also work closely with the Planning Division on new development in the City. The Community Liaison works closely with the rental management and property owners to resolve any problems within the community.

Administrative Services

Section 56000

The Administrative Services Unit is the office of the Chief of Police which provides leadership and general direction and oversight for the entire department. The Administrative Services Division is responsible for several functions, including administrative support to the Chief, special projects, research, internal audits and compliance, internal investigations, Homeland Security, grant administration, public information officer duties, hiring, employee injury, and oversight of workers' compensation issues. The office support staff also performs a variety of personnel functions regarding recruitment and hiring, and also provides support for other division commanders.

Animal Services

Section 59100

The Clovis Animal Services Division consists of the Animal Response Team, the Animal Receiving and Care Center, and the Miss Winkles Pet Adoption Center. The Animal Response Team is responsible for responding to calls for service in the community, investigating cruelty, issuing municipal code violations, and representing the City in Administrative Hearings. The Animal Receiving and Care Center is responsible for caring for approximately 3,000 animals per year. This includes pets that are released by their owners, stray dogs, injured animals, and deceased animals. The Miss Winkles Pet Adoption Center is responsible for adopting approximately 1,000 pets to citizens throughout the Central Valley. The Animal Services Division also provides public education about spaying/neutering pets, information about proper pet care, and information on both State and local animal laws.

2022-2023 Goals

- Meet response time goals for Priority 1, 2, and 3 calls.
- Meet or exceed our goal of high customer satisfaction (90% or better) ratings.
- Keep California Crime Index Rate as lowest in the valley - "Safest city in the Valley."
- Increase our efforts at combating gang and drug activity.
- Conduct effective Traffic Safety programs and reduce traffic collisions and injury rates through effective enforcement practices.
- Develop future leaders in the department through succession planning.
- Continue to engage with our community stakeholders through social media platforms.
- Staff our Drone First Responder (DFR) program to support patrol operations.
- Provide continuous and developmental training for all officers.
- Actively pursue State and Federal grants for sworn officers and technology enhancements.
- Increase community outreach through planned events in neighborhoods, parks, and schools.

Budgetary Highlights

- Increase sworn police officer positions by three.
- Restore Corporal, Sergeant, and Lieutenant positions to pre-pandemic levels.
- Improve fleet by replacing older vehicles.
- Add a Communications Supervisor position.

POLICE DEPARTMENT PERFORMANCE MEASURES

The mission of the Police Department is to provide exceptional protection and police-related services in a manner that builds public confidence and enhances the quality of life in Clovis.

- In order to protect the victims of crimes and to maintain the public’s confidence, a quick response time to emergency (Priority One) calls for service is critical. The benchmark is an average response time for emergency calls not to exceed 5 minutes.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
Priority 1 Average Response Times	3.97 Min	4.11 Min	<5 Min
Priority 2 Average Response Times	8.33 Min	8.49 Min	<10 Min
Priority 3 Average Response Times	13.12 Min	9.76 Min	<15 Min

- Public support and satisfaction with our services are essential in maintaining a safe community. As an indicator, we strive to have Citizen Survey responses show either “Above Average” or “Excellent” service ratings at least 90% of the time.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
Citizen Surveys (Above Average or Excellent)	94%	93%	90%

- The comparative crime rate is a good indicator of how well the prevention and protection efforts are in addressing the criminal challenges to the community. Rates for both Fresno County and State-wide are not available for comparison purposes.

California Crime Index (Crimes/100,000 Population)

	<u>2021 (actual)</u>	<u>2022 (estimated)</u>	<u>2023 (proposed)</u>
Clovis	628	583	<700

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POLICE DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY ACTIVITY			
Patrol	21,751,569	23,613,500	25,736,400
Communications	3,100,277	3,474,300	3,489,200
Investigations	4,611,876	5,130,400	5,888,500
Youth Services	637,492	735,100	761,700
Support Services	4,050,210	4,164,100	5,302,100
Administration	3,624,115	3,913,100	4,482,200
Animal Shelter	<u>1,908,078</u>	<u>1,856,600</u>	<u>2,183,600</u>
TOTAL ALL ACTIVITIES	<u><u>39,683,617</u></u>	<u><u>42,887,100</u></u>	<u><u>47,843,700</u></u>
BUDGET BY FUND			
General Fund	<u>39,683,617</u>	<u>42,887,100</u>	<u>47,843,700</u>
TOTAL ALL FUNDS	<u><u>39,683,617</u></u>	<u><u>42,887,100</u></u>	<u><u>47,843,700</u></u>

2022-2023 Goals

- Meet response time goals for Priority 1, 2, and 3 calls.
- Meet or exceed our goal of high customer satisfaction (90% or better) ratings.
- Keep California Crime Index Rate at one of the lowest rates in the Valley.
- Staff our Drone First Responder (DFR) program to support patrol operations.
- Address all quality-of-life issues to maintain a healthy community.
- Monitor and address gang, parole, and probation related incidents.
- Increase community outreach through planned events in neighborhoods, parks, and schools.

Objectives to Meet the Goals

- Review crime rates, response times, and officer productivity to assess deployment, shift schedules and beat alignment to provide optimum service.
- Continue to plan and staff DUI checkpoints, increase DUI saturation patrols, and improve public awareness and comprehension of the seriousness of DUI.
- Continue aggressive traffic enforcement to reduce collisions and injuries related to collisions.
- Evaluate and respond to neighborhood quality of life issues. Work with other City departments to ensure that CSO enforcement efforts have the greatest impact.
- Analyze property crime data and develop special enforcement plans, including stakeouts, forecasted crime patterns, saturation patrol, and parole/probation searches.
- Utilize patrol volunteers to handle non-emergency calls for service (i.e., house checks and Municipal Code violations) to keep patrol officers available to respond to higher priority calls for service.
- Increase enforcement on gang members and gang-related activity.
- Utilize the Beat Corporal Program to continue the monitoring of parolees living in the City.
- Strive to meet all the expectations of our department's mission and philosophy.
- Involve officers in school programs to enhance relationships between students of all ages and the Police Department.
- Continue to provide community outreach events (i.e., Clovis Night Out, Cops and Kids Camp, etc.).
- Actively engage in solving quality of life issues within the community.

Five-Year Outlook

Population growth and development remain a concern because of increased demand on law enforcement services without sufficient resources to meet those needs in a timely manner. The Patrol division has reached critical levels, limiting the ability to engage in proactive long-term solutions. Workload study recommendations are being considered for re-deployment of resources to meet these demands. Leadership development and succession training will be of key importance.

In the coming five years, we will continue to evaluate the need to develop additional patrol sectors to manage resources, meet community expectations, and prepare for growth associated with development within the proposed neighborhood communities. It will also be crucial for the Police Department to remain engaged in the development process to assist in creation of safe neighborhoods and commercial development. We will also address challenges posed in existing neighborhoods to ensure safety and well-being for all of the citizens of Clovis.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	9,959,153	10,309,100	11,323,000
Overtime	1,194,362	1,336,100	1,092,200
Extra Help	213,105	256,000	341,000
Benefits	7,311,031	7,930,600	9,144,200
Communications	129,022	95,000	125,000
Professional Services	406,803	444,200	421,000
Repairs & Maintenance	7,970	4,300	3,600
Office Supplies	108,485	129,600	108,500
Supplies - Safety	76,091	65,000	70,000
Travel & Meeting Expense	23,200	27,000	26,000
Training	70,371	162,000	154,700
Dues & Subscriptions	5,742	6,700	5,600
Admin & Overhead	2,052,700	2,547,500	2,637,700
Capital Outlays - Computers	2,733	5,000	5,000
Capital Outlays - Police Equipment	189,787	290,400	270,900
Capital Outlays - Communications	1,014	5,000	8,000
TOTAL PATROL	<u><u>21,751,569</u></u>	<u><u>23,613,500</u></u>	<u><u>25,736,400</u></u>

SOURCES OF FUNDING

Taxes	1,663,673	1,871,000	2,098,000
Other Permits	0	12,000	12,000
Fines & Fees	143,616	180,000	181,000
State Grants	324,935	305,000	314,000
Federal Grants	188,581	0	0
Program Participation	15,849	469,000	484,000
Mandated Claims	489,199	0	0
Planning & Processing Fees	12,368	12,000	12,000
User Fees	142,131	160,000	61,000
Miscellaneous Income	4,556	10,000	10,000
Use of Discretionary Funds	<u><u>18,766,661</u></u>	<u><u>20,594,500</u></u>	<u><u>22,564,400</u></u>
TOTAL	<u><u>21,751,569</u></u>	<u><u>23,613,500</u></u>	<u><u>25,736,400</u></u>

DETAIL OF POSITIONS

Community Service Officer	12.00	11.00	11.00
Deputy Police Chief	1.00	-	-
Police Captain	5.00	3.00	1.00
Police Corporal	12.00	13.00	16.00
Police Lieutenant	2.00	4.00	5.00
Police Officer/Recruit	63.00	64.00	59.00
Police Sergeant	10.00	6.00	10.00
TOTAL	<u><u>105.00</u></u>	<u><u>101.00</u></u>	<u><u>102.00</u></u>

2022-2023 Goals

- Meet response time goals for Priority 1, 2, and 3 calls.
- Meet or exceed our goal of high customer satisfaction ratings.
- Improve radio communication coverage and reliability.
- Strategize with State and local agencies to implement and refine inter-operability of radio, phone, and data systems.
- Explore options for increasing and improving the City camera system, which includes monitoring capabilities.
- Implement and maintain software and hardware consistent with State requirements for NextGen 911.
- Maintain and improve the functionality and capabilities of the backup communications center.

Objectives to Meet the Goals

- Continue to hire and train qualified communications personnel.
- Continue to add radio receiver sites to enhance coverage in the metropolitan and adjacent rural areas.
- Continue to work with the City of Clovis I.T. Division, State, County, and various product vendors to ensure the equipment utilized in the Communications Center is compatible with the most current technology available to support the City's future growth.
- Expand wireless video capabilities.
- Enhance connectivity to CUSD to allow expansion into their internal campus video system.
- Work with Cal OES, Clovis I.T. Division, product vendors, and allied agencies to successfully incorporate all aspects of NextGen 911 relative to State timelines.

Five-Year Outlook

The department will continue to upgrade equipment to meet or exceed State standards and work to keep our environment a positive and efficient workplace. As the community grows and calls for service increase, it will be necessary to expand staffing levels in the Communications Center to maintain the quality of service we provide to our citizens. During the next five years, the department will begin construction on a permanent alternate communication center site which will mirror our current communications center. The department will also work to update and upgrade our emergency operations center (EOC) dispatch location. Lastly, as the Fresno County Sheriff's Office leaves their alternate communication center behind (located inside of our current communications center), the department will expand and incorporate that space to accommodate the anticipated growth.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
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BUDGET DETAIL

Salaries - Regular	1,494,495	1,554,500	1,698,300
Overtime	330,939	317,000	273,700
Extra Help	974	1,600	200
Benefits	869,217	952,700	1,035,400
Communications	64,224	45,200	60,200
Professional Services	33,289	28,300	28,300
Repairs & Maintenance	25,834	23,500	18,500
Office Supplies	8,792	9,000	9,000
Materials & Supplies	7,479	1,500	1,000
Travel & Meeting Expense	0	2,400	2,400
Training	292	13,000	13,000
Dues & Subscriptions	142	0	1,300
Admin & Overhead	264,600	525,600	347,900
	<u>3,100,277</u>	<u>3,474,300</u>	<u>3,489,200</u>
TOTAL COMMUNICATION	<u>3,100,277</u>	<u>3,474,300</u>	<u>3,489,200</u>

SOURCES OF FUNDING

Use of Discretionary Funds	<u>3,100,277</u>	<u>3,474,300</u>	<u>3,489,200</u>
TOTAL	<u>3,100,277</u>	<u>3,474,300</u>	<u>3,489,200</u>

DETAIL OF POSITIONS

Lead Public Safety Dispatcher	4.00	4.00	5.00
Public Safety Dispatcher/PSO	18.00	18.00	17.00
	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>
TOTAL	<u>22.00</u>	<u>22.00</u>	<u>22.00</u>

2022-2023 Goals

- Continue to explore new technology to enhance the functions and goals of investigations.
- Reimplement Domestic Violence programs and prevention.
- Continue using crime analysis to find crime trends and attack those issues.
- Monitor and analyze criminals associated with AB 109.
- Explore ways to enhance communication within the department.
- Enhance knowledge and expertise within the Investigations Unit.
- Continue to ensure that drug and gang activities in the community are not tolerated.
- Continue to focus on the street level dealers within our community.
- Increase tactical expertise of the Special Enforcement Team (SET) and General Investigations.
- Enhance computer forensic equipment (Gray Key 2).
- Increase the number of investigators with high technology investigative experience.
- Utilize forensic analysts.
- Work with other agencies to attack the issues related to street gangs within our city.
- Utilize narcotics K-9s.

Objectives to Meet the Goals

- Utilize the full-time Computer Forensic Analyst position dedicated to processing computer and high technology evidence. Collaborate with other law enforcement agencies to share resources in targeting high-tech criminals.
- Gain and retain membership to online databases to increase our sources of information and intelligence.
- Continue providing advanced technology training to investigators and disseminate acquired knowledge to patrol officers to combat criminal activity.
- Continue the partnership with the District Attorney's Office, U.S. Marshal's Service, the A.T.F., the F.B.I. and allied units such as MAGEC and ACT to track, arrest, and prosecute more criminals.
- Continue to aggressively seek out opportunities to seize assets obtained from the illegal sales of narcotics.
- Train with other units to provide a cohesive base of tactical knowledge for improved officer safety.

Five-Year Outlook

The General Investigations and SET unit will need to continue to build expertise and investigative preparedness to meet the challenges of tomorrow.

The use of advanced technology by suspects to commit criminal acts is exploding. Over the next five years we can expect advanced technology will continue to be used by suspects to manufacture documents that will then be used in criminal activity. Identity theft and EDD thefts continue to be two of the fastest growing crimes and by all indications will continue over the next several years.

Drug use is the basis for many property and violent crimes within our community. There is a nexus between drug sales and gang activity as well. We will continue to investigate allegations and utilize officers from other divisions to assist in investigations and operations that are related to drug use and sales.

Gang activity has increased. Much of this has to do with AB 109, prison realignment, and overcrowding issues at the local level. The SET Unit will be focusing on preventing gangs from overtaking neighborhoods and gaining strength or influence in any specific area.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	2,182,492	2,473,900	2,803,900
Overtime	316,242	173,400	178,500
Extra Help	47,738	55,000	50,000
Benefits	1,598,893	1,857,700	2,224,100
Vehicle Charges	6,060	6,100	6,100
Communications	23,346	22,000	23,000
Professional Services	98,003	91,800	131,600
Materials & Supplies	5,247	4,000	4,500
Supplies - Police	17,613	17,000	30,000
Supplies - Safety	1,555	2,000	5,000
Travel & Meeting Expense	8,678	13,800	13,800
Training	6,158	31,000	21,000
Dues & Subscriptions	1,240	2,200	2,200
Admin & Overhead	296,500	378,200	392,800
Capital Outlays - Police Equipment	2,111	2,300	2,000
	<u>4,611,876</u>	<u>5,130,400</u>	<u>5,888,500</u>
TOTAL INVESTIGATIONS	<u>4,611,876</u>	<u>5,130,400</u>	<u>5,888,500</u>

SOURCES OF FUNDING

Federal Grants	29,978	0	0
User Fees	0	5,000	0
Use of Discretionary Funds	<u>4,581,898</u>	<u>5,125,400</u>	<u>5,888,500</u>
TOTAL	<u>4,611,876</u>	<u>5,130,400</u>	<u>5,888,500</u>

DETAIL OF POSITIONS

Community Service Officer	1.00	1.00	1.00
Crime Specialist	-	-	1.00
Digital Forensic Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Police Captain	-	-	1.00
Police Corporal	2.00	2.00	2.00
Police Officer/Recruit	12.00	14.00	14.00
Police Sergeant	2.00	2.00	2.00
Public Safety Dispatcher/PSO	1.00	1.00	1.00
	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>
TOTAL	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>

2022-2023 Goals

- Deter and prevent juvenile crime by holding youth accountable through the Juvenile Work Program.
- Maintain a fifteen percent recidivism rate for juveniles referred to the Diversion Program.
- Keep the City clean of graffiti.
- Provide opportunities for youth to get involved in positive activities.

Objectives to Meet the Goals

- Plan and coordinate juvenile proactive Police operations to identify, prevent, and intervene when juveniles engage in underage drinking and/or drug use.
- Provide youth leadership opportunities through the Police Explorer Post.
- Provide juvenile drug and alcohol education.
- Remove graffiti within 24-48 hours after the initial report.

Five-Year Outlook

Youth Services will continue to provide services that prevent crime, reduce the calls for service to our patrol unit, and encourage youth to engage in positive behavior and activities. Youth Services is focused and dedicated to the delivery of meaningful crime prevention and crime reduction services for the next five years.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	228,573	284,900	297,700
Overtime	20,230	31,600	29,500
Extra Help	92,587	80,000	100,000
Benefits	151,272	173,700	176,600
Vehicle Charges	6,060	6,100	6,100
Communications	1,603	2,000	2,000
Professional Services	10,559	14,100	11,100
Office Supplies	1,460	1,800	1,800
Materials & Supplies	3,171	3,100	3,000
Supplies - Police	2,058	2,000	2,000
Supplies - Safety	0	5,300	0
Supplies - Shop	10,508	16,000	10,000
Travel & Meeting Expense	2,512	1,700	2,700
Training	5,010	0	5,000
Dues & Subscriptions	1,100	0	1,100
Admin & Overhead	92,800	104,800	105,100
Capital Outlays - Computers	7,989	8,000	8,000
	<u>637,492</u>	<u>735,100</u>	<u>761,700</u>
TOTAL YOUTH SERVICES	<u><u>637,492</u></u>	<u><u>735,100</u></u>	<u><u>761,700</u></u>

SOURCES OF FUNDING

Use of Discretionary Funds	<u>637,492</u>	<u>735,100</u>	<u>761,700</u>
TOTAL	<u><u>637,492</u></u>	<u><u>735,100</u></u>	<u><u>761,700</u></u>

DETAIL OF POSITIONS

Community Service Officer	2.00	1.00	1.00
Police Service Manager	1.00	1.00	1.00
Staff Analyst	<u>-</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>3.00</u></u>

2022-2023 Goals

- Continue to provide a high level of both in-house and offsite training that enhances the professional skills of Police Department personnel by collaborating with supervisors to select the proper and necessary training for individuals.
- Continue to provide a high level of service to those customers who utilize our permit process and maintain local and State policies and ordinances that apply to our Clovis businesses.
- Continually look for new ways to manage the costs associated with the fleet and to provide the highest visibility of patrol presence in our community.
- Research and implement new products and services to keep the Police Department on the cutting edge of new tools and technologies to provide citizens with a greater level of service.
- Continue to work with the District Attorney to provide the best possible cases for prosecution.
- Assist officers when possible with data entry.
- Continue to improve and monitor feedback from citizens on the quality of service they receive from our employees.

Objectives to Meet the Goals

- Continue to obtain POST certification for both skills and knowledge training and perishable skills training.
- Utilize the Leads software program to create efficiencies and analyze data related to Fleet, Records, and Training goals.
- Train department personnel on new technology.
- Improve our services to the public under the requirements of the Public Records Act.
- Work with staff to update and create the department's website for access to public records.
- Continue to audit the property room to employ the best practices.
- Continue the destruction of unnecessary property and evidence.
- Utilize the on-line auctioning of unclaimed property.
- Continue to improve workflow and keep National Incident-Based Reporting System (NIBRS) timely.
- Gather the data from our new customer service survey technology to improve service levels.

Five-Year Outlook

Technology will continue to drive the majority of the Support Services Division's new initiatives as well as improvements on current systems. We must look at obtaining POST certification of many of our in-house training classes to increase training opportunities and to reduce the negative fiscal impact of non-reimbursed training for our personnel. In order to assist in crime analysis, case management, and the transfer of information both in-house and in the field, the Records Section must utilize advanced technology to create efficiencies for the Records Section and the Police Department. We will work with the New World system, adapt to new methods of reporting crimes and other incidents, and work on the storage of records and the entry of data into the system.

The Neighborhood Services Corporals will become more involved in City growth and development giving much needed input to City planners. They will also use their expertise in City event planning and assist the Patrol and Investigative Divisions with criminal investigations and neighborhood blight issues that are often products of the economy. The Community Liaison Corporal will work with beat corporals, officers, and CSOs to address blight issues and problem tenants in our community.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	877,981	922,200	1,215,600
Overtime	10,344	25,300	20,700
Extra Help	181,875	180,200	180,000
Benefits	435,790	450,700	515,500
Vehicle Charges	1,861,328	1,707,200	2,555,900
Communications	9,632	11,000	11,000
Professional Services	215,187	214,600	141,900
Repairs & Maintenance	38,848	57,600	44,200
Office Supplies	958	2,100	2,000
Materials & Supplies	7,266	5,400	8,400
Supplies - Police	95,324	91,000	96,000
Supplies - Safety	0	2,800	100
Travel & Meeting Expense	595	2,000	2,100
Training	2,592	23,000	17,000
Dues & Subscriptions	685	2,900	2,900
Admin & Overhead	235,100	308,000	330,800
Capital Outlays - Computers	76,705	158,100	158,000
	<u>4,050,210</u>	<u>4,164,100</u>	<u>5,302,100</u>
TOTAL SUPPORT SERVICES			

SOURCES OF FUNDING

Other Permits	42,546	32,000	32,000
User Fees	90,354	58,000	60,000
Miscellaneous Income	20,609	28,000	29,000
Use of Discretionary Funds	<u>3,896,701</u>	<u>4,046,100</u>	<u>5,181,100</u>
TOTAL	<u>4,050,210</u>	<u>4,164,100</u>	<u>5,302,100</u>

DETAIL OF POSITIONS

Administrative Assistant	2.00	2.00	2.00
Communications Supervisor	-	-	1.00
Crime Specialist	-	1.00	-
Principal Office Assistant	6.00	6.00	6.00
Property & Evidence Technician	1.00	1.00	1.00
Property & Evidence Supervisor	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00
Senior Property/Evidence Technician	-	1.00	1.00
Senior Systems Video Analyst	-	-	2.00
Systems Video Technician	2.00	2.00	-
	<u>13.00</u>	<u>15.00</u>	<u>15.00</u>
TOTAL			

2022-2023 Goals

- Seek ways to minimize departmental overtime use.
- Look for solutions to minimize on-duty injuries through effective fitness programs and training.
- Encourage new physical fitness activities for Police Department employees.
- Continue to work with and establish public-based relationships to deter and detect crime.
- Utilize social media and mainstream media to promote the Police Department mission to all segments of the community.
- Prepare and implement a new five-year forecast to address growth and strategies within the City.
- Encourage, support, and strive for creative ways to do Police work.
- Continue to build working relationships and partnerships with Clovis Unified School District.
- Develop leaders within the Police Department.
- Continue to build trust and working relationships with citizens and the business community.

Objectives to Meet the Goals

- Restructure staffing throughout the department.
- Establish leadership training and succession planning within the supervisor ranks.
- Promote the department through the preparation of the department's monthly and annual reports.
- Produce public service announcements, news releases, and special presentations designed to inform the community about services and programs that the Police Department offers.
- Assist other City departments with public service announcements, news releases, and other special presentations designed to inform the community about services and programs that the City of Clovis offers.
- Research new State and Federal grants available to local municipalities.
- Network with other public safety agencies regarding grant funding through the existing Department of Homeland Security collaborative group.
- Utilize data from our New World CAD/RMS system to examine and evaluate all aspects of our department's functions.

Five-Year Outlook

Administrative Services Division is essentially the Office of the Chief of Police, and all of the functions and tasks which are the responsibility of Administrative Services and are in support of the Office of the Chief of Police. This office will continue to cast a vision and set a direction for the department. The goal of this office is to encourage and support the employees of the Police Department to find and implement creative solutions to Police work and problem solving.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	550,987	575,700	848,600
Overtime	970,808	1,122,500	1,121,500
Extra Help	4,405	0	0
Benefits	489,482	615,100	880,100
Vehicle Charges	8,190	10,900	11,000
Communications	114,186	8,000	8,000
Professional Services	110,795	80,900	90,900
Materials & Supplies	25,178	38,100	7,000
Travel & Meeting Expense	6,718	14,000	16,000
Training	248,341	212,500	256,000
Dues & Subscriptions	3,657	4,700	4,500
Admin & Overhead	933,900	966,700	1,049,300
Capital Outlays - Police Equipment	157,468	261,500	189,300
Capital Outlays - Safety Equipment	0	2,500	0
	<u>3,624,115</u>	<u>3,913,100</u>	<u>4,482,200</u>
TOTAL ADMINISTRATION	<u>3,624,115</u>	<u>3,913,100</u>	<u>4,482,200</u>

SOURCES OF FUNDING

State Grants	150,452	213,400	105,000
Federal Grants	153,319	100,400	254,000
Mandated Claims	127,729	130,600	0
User Fees	87,811	221,000	166,000
Use of Discretionary Funds	<u>3,104,804</u>	<u>3,247,700</u>	<u>3,957,200</u>
	<u>3,624,115</u>	<u>3,913,100</u>	<u>4,482,200</u>
TOTAL	<u>3,624,115</u>	<u>3,913,100</u>	<u>4,482,200</u>

DETAIL OF POSITIONS

Administrative Assistant	2.00	-	-
Community Service Officer	1.00	1.00	1.00
Crime Analysis Supervisor	1.00	1.00	1.00
Crime Specialist	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Police Captain	-	-	1.00
Police Chief	1.00	1.00	1.00
Principal Office Assistant	-	1.00	1.00
	<u>7.00</u>	<u>6.00</u>	<u>7.00</u>
TOTAL	<u>7.00</u>	<u>6.00</u>	<u>7.00</u>

2022-2023 Goals

- To develop a Clovis Animal Care System that is responsive to animal calls for service from citizens and that provides excellent care to animals.
- The Animal Services Division will increase the ability to communicate with and educate citizens about animal-related issues.
- To provide public education about proper pet care.

Objectives to Meet the Goals

- Increase the number of citizens and businesses who actively support Clovis Animal Services.
- Provide information about the importance of spaying and neutering pets to help manage the over-population of domestic dogs and cats.
- Develop brochures, presentations, and social media sites to provide education, increase adoptions, and create opportunities to financially support the Miss Winkles Clovis Pet Adoption Center.
- Continue to provide volunteer opportunities for citizens.
- Develop multiple fundraising opportunities for citizens and businesses.
- Continue to provide high quality animal care and adoptions.
- Continue to educate the public about proper animal care.

Five-Year Outlook

Clovis Animal Services will work toward increasing our community's understanding about proper care for animals and to increase the number of public-private partnerships to raise money for animal care.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
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BUDGET DETAIL

Salaries - Regular	666,525	580,800	790,200
Overtime	41,009	56,800	32,400
Extra Help	111,611	120,000	120,000
Benefits	303,629	289,100	396,700
Vehicle Charges	6,060	6,100	6,100
Communications	7,862	5,000	7,000
Professional Services	149,399	144,800	144,800
Repairs & Maintenance	2,451	8,300	2,400
Materials & Supplies	17,237	17,200	15,300
Supplies - Safety	75,622	69,900	74,500
Travel & Meeting Expense	1,126	0	1,000
Training	2,032	4,000	5,000
Dues & Subscriptions	1,715	1,700	1,500
Admin & Overhead	521,800	552,900	586,700
	<u>1,908,078</u>	<u>1,856,600</u>	<u>2,183,600</u>
TOTAL ANIMAL SHELTER	<u>1,908,078</u>	<u>1,856,600</u>	<u>2,183,600</u>

SOURCES OF FUNDING

Licenses	33,550	75,000	78,000
Fines & Fees	5,560	10,000	10,000
Miscellaneous Income	2,686	3,000	3,000
Use of Discretionary Funds	<u>1,866,282</u>	<u>1,768,600</u>	<u>2,092,600</u>
TOTAL	<u>1,908,078</u>	<u>1,856,600</u>	<u>2,183,600</u>

DETAIL OF POSITIONS

Animal Control Officer	6.00	6.00	6.00
Animal Services Aide	-	1.00	1.00
Principal Office Assistant	1.00	1.00	1.00
Staff Analyst	1.00	1.00	1.00
Supervisor of Animal Services	2.00	2.00	2.00
	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>
TOTAL	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>

FIRE DEPARTMENT SUMMARY

The Fire Department is responsible for providing Fire Suppression, Technical Rescue, Hazardous Materials Spill/Release Mitigation, Emergency Medical Services (EMS), Life Safety and Enforcement Services and Emergency Preparedness for the citizens of Clovis. These responsibilities are distributed through three divisions. The department continues to promote sound planning, economic efficiency, and effective use of City resources while providing essential and valuable services.

Emergency Operations

Section 61000

The Emergency Operations Division is responsible for providing the resources needed by Fire Department personnel who respond daily to requests for emergency and non-emergency services from the citizens of Clovis. The Operations Division activities include: responding to fires, emergency medical services, mutual/automatic aid, motor vehicle accidents, wildland, and public assistance. The Training Bureau activities include training of new employees, in-service training for all department employees, certification and licensure, and coordinated use of the Fire Training Center. Support Services Bureau activities include: apparatus maintenance, facilities maintenance, and station supplies. The Communications Bureau has the responsibility for coordinating dispatch services to the Fire Department. Fire dispatch services are provided via a contract with the Fresno County Emergency Medical Services Division. Dispatch services coordinate the emergency response of all City fire resources and mutual or automatic aid resources.

Community Risk Reduction

Section 62000

The Community Risk Reduction Division is responsible for providing community risk reduction activities through two bureaus: Fire Prevention and Emergency Preparedness. The Fire Prevention Bureau supports local businesses and building development through activities such as inspections and plan review to ensure occupancies comply with fire codes, standards and local ordinances. Additional risk reduction is performed through public education where citizens learn about actions they can take to reduce their fire risk and learn emergency preparedness skills that are essential during times of crisis. Within the Division, the Investigations Team has the responsibility to investigate all fires for cause and origin.

Emergency Preparedness

Section 63000

The Emergency Preparedness Bureau has the responsibility for preparing and carrying out emergency plans to protect property and the citizens of Clovis in case of actual or threatened conditions of disaster or extreme peril. This includes having an emergency plan in place, maintaining an Emergency Operations Center (EOC), and ensuring that policies and procedures are compliant with the National Incident Management System (NIMS) guidelines and exercises are conducted to evaluate system effectiveness. Within the Emergency Preparedness section are the Hazardous Materials Team and Urban Search and Rescue Team. These teams are capable of responding throughout California to emergency incidents that require specialized tools, equipment and personnel.

Fire Administration

Section 64000

The Fire Administration Division is responsible for supporting all department operations, administering the Accreditation program, and the development and administration of the Fire Department budget. Fire Administration provides administrative analysis, report preparation, coordination of programs, incident response data management, timekeeping, and other routine duties performed daily that support the delivery of emergency and non-emergency services. Fire Administration also identifies, writes, and manages grants to supplement funding for all department programs.

FIRE DEPARTMENT SUMMARY

2022-2023 Goals

- Continue to provide an effective emergency response delivery system that provides the necessary resources to minimize the loss of life, property damage, loss of tax revenue, and damage to the environment.
- Continue to make community risk reduction efforts by enforcing fire and life safety codes.
- Continue to maintain an emergency and non-emergency response capability that maximizes public and private resources to deal with human-caused or natural-caused disasters.
- Continue to maintain and evaluate community outreach programs focused on education, hazard mitigation, and abatement that meet the varying needs of our customers.
- Maintain an accredited status through the Center for Public Safety Excellence (CPSE).
- Continue to explore all applicable grant sources and private partnerships to fund programs, services, equipment, and personnel.

Budgetary Highlights

- Complete the purchase and training for the department's new NFPA compliant Self-Contained Breathing Apparatus (SCBA), which will be in service for the next 15 years.
- Depending on the supply, purchase and outfit two emergency command vehicles.
- Complete the construction and opening of a 3,000 sq. ft. metal building to be located at the Training Center, which will serve as temporary housing for the Fire Station #2 crew for approximately one year while Fire Station #2 is demolished and rebuilt.
- Complete the bid award and rebuilding of Fire Station #2 to be reopened in fall 2023.
- Continue to review the cost recovery efforts for State Mandated fire inspections, new development, developer impact fees (DIF), weed abatement, and incidents caused by gross negligence.

FIRE

DEPARTMENT PERFORMANCE MEASURES

The **Mission** of the Clovis Fire Department is to provide for the fire and life safety of the community in the most professional, courteous and efficient manner possible.

Performance measures that are indicative of the mission of the Clovis Fire Department are as follows:

Emergency Services

- It is documented that cardiac arrest survival rates decline rapidly with every passing minute and fires grow significantly every minute. After seven (7) minutes, less than 50% of heart attack victims will survive without CPR, and a fire can reach a point of a flashover. It is documented that flashover is the point where temperatures in the area (room/building) of the fire reach 1,500 degrees, causing all combustible materials within the room to suddenly ignite, dramatically reducing a victim’s chance of survival and increasing the loss of property.

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
First Arrival, Total Response			
EMS in under 6:30	7:32	8:00	7:30
Fire in under 7:00	8:24	8:00	7:30
MVA/Rescue in under 7:00	7:08	7:43	7:15
ERF in under 10:30	10:42	11:53	10:30
Fires Contained to Room of Origin	76%	70%	80%
Total Number of Calls for Service	10,274	10,772	10,750
Total Number of EMS Calls	6,566	7,134	7,100

Life Safety and Enforcement

- Maintaining property values and protecting the community from significant destruction of property by fire provides a safe and secure and economically vibrant environment for the citizens of Clovis. Sprinkler requirements for residential and commercial occupancies, greater than 2,500 square feet, are examples of how simple requirements can have a major impact on community risk reduction. Public education has demonstrated the benefit of reducing the impacts that emergencies have on the community. Performing life safety inspections in all public buildings, has been shown to reduce fire loss, and sustains the local economy through continued employment and sales of goods.

State Mandated Fire Inspections Completed	333 of 336 – 99%	327 of 342 – 96%	330 of 342 – 95%
Number of Children Receiving Life Safety Information	6,200	6,200	6,500

Fire Department Financial Benchmarks

Percentage of Discretionary Funds	89%	89%	89%
Total Injury Claim Costs	\$111,397	\$40,351	\$150,000
Total Fire Loss	\$2,403,523	\$2,936,340	\$2,100,000

FIRE DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY ACTIVITY			
Emergency Services	17,162,564	19,809,500	20,103,400
Life Safety and Enforcement	627,887	663,600	685,300
Emergency Preparedness	104,803	193,300	142,300
Fire Administration	<u>995,801</u>	<u>1,133,900</u>	<u>1,118,500</u>
TOTAL ALL ACTIVITIES	<u><u>18,891,055</u></u>	<u><u>21,800,300</u></u>	<u><u>22,049,500</u></u>
BUDGET BY FUND			
General Fund	<u>18,891,055</u>	<u>21,800,300</u>	<u>22,049,500</u>
TOTAL ALL FUNDS	<u><u>18,891,055</u></u>	<u><u>21,800,300</u></u>	<u><u>22,049,500</u></u>

2022-2023 Goals

- Provide the first unit on the scene of an emergency medical call with a Total Response Time of six minutes and thirty seconds (6:30), 90% of the time. This includes one minute and thirty seconds of call processing, 1 minute for turnout, and four minutes for travel.
- Provide the first unit on the scene of a fire call, following dispatch, with a Total Response Time of seven minutes (7:00), 90% of the time. This includes one minute and thirty seconds of call processing, one minute and thirty seconds for turnout, and four minutes for travel.
- Provide an Effective Response Force (currently 16 to 19 firefighters) on-scene of a fire call within a Total Response Time of ten minutes and thirty seconds (10:30), 90% of the time.
- Continue to implement response time improvements in the Loma Vista area as shown by the annual data review.
- Continue to implement recommendations within the adopted Standards of Cover Plan regarding distribution, concentration, and staffing of emergency response resources.
- Provide efficient and effective 9-1-1 call processing and dispatch of the Fire Department through the contract service agreement with Fresno County EMS. Dispatch emergency units within two minutes (2:00) of receiving the 9-1-1 call, 90% of the time.
- Continue to save property and contents at a value greater than the Department's total annual budget.
- Continue to focus on attaining a 90% or higher "excellent" rating on customer service satisfaction surveys through the delivery of professional emergency and non-emergency services to the citizens of Clovis.

Objectives to Meet the Goals

- Maintain minimum staffing of emergency response resources distributed to meet community needs. Provide quality service to the community.
- Confine fires to room of origin for 80% of incidents.
- Lower demand for fire services from above average service users through code amendment processes and other enforcement strategies.
- Reduce and prioritize activities that pull fire apparatus out of their first due response districts.
- Ensure that personnel is adequately trained and prepared to respond to "all-risk" emergency situations through ongoing training.
- Maintain dispatch performance standards for the contract period through a Continuous Quality Improvement (CQI) program.

Five-Year Outlook

The challenge over the past couple of years, which will continue for the foreseeable future, is the required funding to provide industry best practice fire protection and emergency medical services to a community that has grown significantly over the last ten years. The Department's cost per capita is well below the average of comparable fire departments within the Central Valley. Developing additional funding for public safety services is needed in order to meet the current service demand. Over the last four years, the Department has failed to meet the adopted benchmark response time goals. The demand for services continues to increase each year and the Department is at a critical point of needing additional staffing to meet current and future demands.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	6,613,748	7,508,400	7,917,400
Overtime	2,817,613	2,962,400	1,660,900
Extra Help	29,754	40,000	45,000
Benefits	4,371,824	5,333,000	5,696,300
Vehicle Charges	815,231	925,500	1,792,400
Communications	17,951	24,000	25,000
Professional Services	425,854	498,500	499,000
Repairs & Maintenance	45,975	111,500	95,500
Special Events	1,804	1,000	2,000
Office Supplies	3,471	6,000	6,500
Materials & Supplies	61,738	55,100	35,500
Supplies - Safety	206,517	190,000	135,000
Supplies - Shop	446	1,500	1,500
Travel & Meeting Expense	17,968	55,000	35,000
Training	78,955	122,000	111,500
Dues & Subscriptions	2,174	3,000	3,300
Admin & Overhead	1,596,500	1,830,100	1,929,600
Capital Outlays - Fire Equipment	38,508	93,000	72,000
Capital Outlays - Communications	15,626	45,000	35,000
Capital Outlays - Vehicles	907	4,500	5,000
	<u>17,162,564</u>	<u>19,809,500</u>	<u>20,103,400</u>
TOTAL EMERGENCY SERVICES			

SOURCES OF FUNDING

Taxes	797,941	755,000	755,000
Fines & Fees	0	200	0
State Grants	2,296,542	1,850,500	300,000
Federal Grants	311,479	1,330,000	1,330,000
Project Participation	34,841	47,500	45,000
User Fees	29,241	26,000	26,000
Miscellaneous Income	1,820	4,000	2,000
Use of Discretionary Funds	<u>13,690,700</u>	<u>15,796,300</u>	<u>17,645,400</u>
	<u>17,162,564</u>	<u>19,809,500</u>	<u>20,103,400</u>
TOTAL			

DETAIL OF POSITIONS

Battalion Chief	3.00	3.00	3.00
Deputy Fire Chief	1.00	1.00	1.00
Fire Captain	18.00	18.00	18.00
Fire Engineer	18.00	18.00	18.00
Firefighters	24.00	24.00	24.00
Training Officer (Captain)	1.00	2.00	2.00
	<u>65.00</u>	<u>66.00</u>	<u>66.00</u>
TOTAL			

2022-2023 Goals

- Provide fire and life safety education classes with use of selected on-duty personnel and other community partners targeting youth, seniors, and high-risk groups.
- Inspect 90% of all non-State Mandated occupancies on a bi-annual basis.
- Complete 90% or higher of all State Mandated Inspections and continue with cost recovery for this unfunded mandate.
- Maintain metrics and data maintenance system for public education efforts and community risk reduction activities.
- Ensure all plan checks are completed within ten (10) days of submission, 90% of the time.
- Ensure new construction and tenant improvement inspections are completed within one day of the initial request, 90% of the time.
- Provide a weed abatement program to ensure that vacant lots/properties meet health, fire hazard, and appearance standards with available staff.
- Fully investigate and determine the cause and origin of all fires.
- Research and secure grant opportunities with favorable cost/benefit ratios.
- Update and review all Fire Prevention-related codes and standards to reflect changes in state, federal, and local codes.

Objectives to Meet the Goals

- Return all fire protection system plans for permit issuance within ten (10) days of submittal and provide inspections within 24 hours of the request.
- Ensure that vacant lots and properties are cleaned to City municipal code weed abatement standards.
- Continue to inspect all public occupancies at least every two years using on-duty crews and Fire Prevention staff.
- Present life safety messages through various forms of media to maintain community awareness.
- Conduct fire investigations to determine fire cause and origin and maintain skill levels of Fire Investigators.
- Use a team approach to enforce code compliance for special events or hazards.
- Implement an approved Master Fee Schedule for specific activities provided for users that place inordinate or unnecessary demand for service on the public safety system.

Five-Year Outlook

New development plan checks and inspections will continue to be a priority for the Life Safety and Enforcement Division. After analyzing annual inspection results for the past three years, our focus continues to be comprehensive evaluation of occupancies to ensure the safety of customers and response personnel. The Department will continue performing life safety inspections on all public occupancies and State Mandated occupancies. We will continue our public education program in conjunction with the Alisa Ann Ruch Burn Foundation and the Clovis Unified School District. This program will allow us to reach approximately 9,000 K-6th graders annually, which has a measurable impact on one of our most at-risk populations. Conducting thorough fire cause investigations, prosecuting for suspected arson crimes, and providing juvenile fire-setter intervention programs are additional functions to maintaining a fire-safe community.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	322,318	328,300	350,200
Overtime	29,762	33,100	44,500
Extra Help	33,028	24,000	2,500
Benefits	159,524	152,400	157,100
Vehicle Charges	6,335	6,100	6,100
Professional Services	13,517	33,100	28,000
Repairs & Maintenance	0	500	500
Office Supplies	1,078	3,000	3,000
Material & Supplies	0	2,500	1,000
Supplies - Police	0	500	500
Supplies - Safety	0	1,500	1,500
Supplies - Shop	0	500	500
Travel & Meeting Expense	155	5,500	8,000
Training	328	8,500	8,500
Dues & Subscriptions	1,363	4,500	6,000
Admin & Overhead	59,100	56,100	63,900
Capital Outlays - Vehicles	1,379	3,500	3,500
TOTAL LIFE SAFETY AND ENFORCEMENT	<u>627,887</u>	<u>663,600</u>	<u>685,300</u>

SOURCES OF FUNDING			
Other Permits	9,130	4,500	4,000
Planning & Processing Fees	111,660	120,000	120,000
User Fees	121,311	95,500	94,000
Miscellaneous Income	2,009	3,300	3,000
Use of Discretionary Funds	<u>383,777</u>	<u>440,300</u>	<u>464,300</u>
TOTAL	<u>627,887</u>	<u>663,600</u>	<u>685,300</u>

DETAIL OF POSITIONS			
Deputy Fire Marshall (Captain)	1.00	-	-
Fire & Life Safety Specialist	1.00	1.00	1.00
Fire Inspector I	1.00	1.00	1.00
Special Proj/Life Safety Enforce Mgr	1.00	1.00	1.00
TOTAL	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>

2022-2023 Goals

- Provide mitigation and response planning for large-scale natural and man-made disasters.
- Provide simulated and classroom emergency preparedness training to identified City personnel consistent with the NIMS.
- Provide leadership and training for the coordinated use of civilian volunteers in emergency and non-emergency responses.
- Ensure local hazard mitigation and emergency operations plans are effective and represent current capabilities. Mitigation and emergency operation plans will represent an all-hazard approach based on critical infrastructure, risk analysis of hazards present within the community, and functional access the population requires.
- Provide the support necessary to ensure the Clovis Emergency Response Team (CERT) continues to serve the citizens when called upon.

Objectives to Meet the Goals

- Conduct interdepartmental training sessions related to the City’s Emergency Plan, EOC Operations, Incident Command, Standardized Emergency Management System (SEMS), and NIMS guidelines.
- Provide essential training to specialty team personnel in the handling and mitigation of hazardous conditions and technical rescue emergencies. Participate in regional training exercises.
- Continue the use of CERT volunteers in supporting field operations and public events.
- Maintain minimum tools and equipment necessary for our specialized teams to respond effectively and safely to hazardous conditions, specialized rescues, building collapses, and other results of natural and man-made disasters.
- Maintain the City of Clovis Hazardous Materials Incident Response Plan, Emergency Operations Plan (EOP), and Municipal Code to reflect current SEM/NIMS mandates.
- Maintain the use of GIS/FireView data software to be utilized for community risk reduction, emergency response analysis, and planning purposes.

Five-Year Outlook

The City will maintain minimum capabilities for the EOC, as mandated by SEMS and NIMS. Alternative funding from various federal/state grants will be targeted to ensure that essential staff receives training in EOC operations. Increased volunteer development and deployment throughout the City have helped support emergency response and support activities, as appropriate. Specialty team personnel will seek grant funding and other external financial resources to secure equipment and necessary training essential to maintain current capabilities in the handling of hazardous materials and urban search and rescue emergencies. Utilize analytic and data software in measuring outputs against performance level objectives for a majority of Department responsibilities.

	2020-2021	2021-2022	2022-2023
	Actual	Revised Estimate	Budget

BUDGET DETAIL

Overtime	20,688	35,000	44,000
Benefits	300	4,000	800
Professional Services	5,700	8,500	8,500
Repairs & Maintenance	0	6,500	5,000
Materials & Supplies	166	2,800	2,500
Supplies - Safety	1,587	12,000	6,000
Travel & Meeting Expense	525	7,500	4,000
Training	3,467	31,000	26,500
Dues & Subscriptions	201	2,000	2,000
Admin & Overhead	3,300	4,000	4,500
Capital Outlays - Fire Equip	68,212	78,500	37,000
Capital Outlays - Vehicles	657	1,500	1,500
	<u>104,803</u>	<u>193,300</u>	<u>142,300</u>
TOTAL EMERGENCY PREPAREDNESS	104,803	193,300	142,300

SOURCES OF FUNDING

Federal Grants	39,708	31,000	31,000
Use of Discretionary Funds	65,095	162,300	111,300
	<u>104,803</u>	<u>193,300</u>	<u>142,300</u>
TOTAL	104,803	193,300	142,300

2022-2023 Goals

- Maintain accreditation through the CPSE for the years 2018-2023, reaccreditation process to start during this fiscal year.
- Maintain an ISO rating of Class 2.
- Maintain a cost per capita ratio of less than \$170 per year.
- Manage the Fire Department budget to maximize revenues and pursue alternative funding sources to maintain services at the highest level possible.
- Identify and implement efficiencies in the Fire Department budget, payroll, administrative support, and other program activities.
- Attain and manage grants to support all Department activities.
- Assist and monitor the Emergency Operations and Community Risk Reduction Divisions with program development and monitor performance with true data analytics.
- Provide administrative support for the Emergency Operations and Community Risk Reduction Divisions.

Objectives to Meet the Goals

- Monitor the Fire Department budget and programs monthly to determine the continued need for actions and the availability of funding.
- Continue cross-training administrative support personnel in key areas to improve coverage and workflow.
- Complete annual Accreditation Compliance Report for the CPSE to maintain accreditation status.
- Maintain the Fire Department planning documents including the Self-Assessment document, Strategic Plan, and the Standards of Coverage Life Safety Services Plan.
- Continue to aggressively investigate, document, and recover costs on incidents where cost recovery for services is allowed by law.
- Manage a comprehensive succession plan and promotional testing process for the Fire Department.

Five-Year Outlook

Meeting service demands with limited resources will be the Fire Administration Division's greatest challenge. Developing efficiencies in how the Fire Department provides service is a key factor in mitigating the challenges of increased service demands and increases in new development areas.

	2020-2021	2021-2022	2022-2023
	Actual	Revised Estimate	Budget

BUDGET DETAIL

Salaries - Regular	408,229	413,500	439,700
Overtime	10,420	16,300	17,300
Extra Help	44,655	42,000	42,000
Benefits	246,221	261,800	274,700
Vehicle Charges	166,907	151,600	170,000
Professional Services	16,160	112,500	31,500
Repairs & Maintenance	0	500	500
Special Events	4,421	2,500	2,500
Office Supplies	2,032	4,500	5,000
Materials & Supplies	48	1,500	1,500
Travel & Meeting Expense	1,384	11,500	12,000
Training	20,173	25,000	25,000
Dues & Subscriptions	2,301	2,500	2,500
Admin & Overhead	71,900	86,200	92,300
Capital Outlays - Fire Equip	950	2,000	2,000
TOTAL FIRE ADMINISTRATION	<u>995,801</u>	<u>1,133,900</u>	<u>1,118,500</u>

SOURCES OF FUNDING

Use of Discretionary Funds	<u>995,801</u>	<u>1,133,900</u>	<u>1,118,500</u>
TOTAL	<u>995,801</u>	<u>1,133,900</u>	<u>1,118,500</u>

DETAIL OF POSITIONS

Fire Chief	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Principal Office Assistant	2.00	2.00	2.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

PUBLIC UTILITIES DEPARTMENT SUMMARY

The Public Utilities Department is a service and maintenance organization with the principal duty of providing essential municipal services and maintaining the City's investment in infrastructure. These services include water supply and distribution, wastewater collection and treatment, solid waste collection and disposal, and street cleaning. The infrastructure maintained by the department includes the City's street system, traffic signals, street lighting, parks, and street landscaping. Services also include procurement and maintenance of the City's fleet of vehicles and equipment. The department plays a leading role in water and wastewater planning to ensure that these essential services are available when needed.

Organizationally, the department is divided into two divisions, with operational and budgetary responsibilities as shown below. Traffic Signals, Street Lighting, Storm Drain, Fleet, Wastewater, and Water Sections report to one Division Head, while Street Maintenance, Parks, Solid Waste, and Street Cleaning Sections report to another Division Head.

UTILITIES, SIGNALS, STREET LIGHTING, AND FLEET DIVISION

Signals and Street Lighting

Section 72000

Responsible for maintenance of traffic signals, the cost of energy/repairs/replacements for PG&E-owned streetlights within the City, energy and materials for City-owned streetlights, and maintenance of City-owned streetlights.

Storm Drain

Section 72500

Provides a funding source separate from the operations budget to pay the overtime costs for after-hours emergency response to storms. This includes providing sandbags, pumping flooded areas, monitoring stream channels, placing warning signage, and pumping temporary storm drainage basins when needed.

Fleet Maintenance

Section 75000

Responsible for maintaining the City's fleet of vehicles and equipment.

Fleet Acquisition

Section 75100

Acquires vehicles and equipment and administers the fleet depreciation account.

Wastewater

Section 76500

Responsible for operating and maintaining the City's sewer collection system consisting of sewer pipelines and lift stations, and manages a contract for maintenance and operation of the City's Water Reuse Facility. Also manages the City's 11.6% ownership and capacity rights in the Fresno-Clovis Wastewater Treatment Plant, as well as performs rate analysis and master planning.

Community Facilities District (CFD) No. 2020-1

Section 42800

Provides a funding source separate from the wastewater operations budget to pay for the operation and maintenance of temporary sewer facilities which serve new development in the Dry Creek Preserve Service Area. This includes maintenance of a temporary lift station, administration of the CFD, accumulation of funds for future permanent master planned wastewater facilities, and accumulation of funds for decommissioning of temporary facilities.

Water

Section 77000

Responsible for the production and distribution of the City's water supply via a network of water mains, wells, and a surface water treatment plant, and maintains treatment and/or disinfection facilities on all wells, thus ensuring pure and safe drinking water that meets all state and federal standards. This Section also conducts groundwater recharge programs, rate analysis, and master planning. Operation and maintenance of the recycled water system is also performed by this Section.

PUBLIC UTILITIES DEPARTMENT SUMMARY

STREET MAINTENANCE, COMMUNITY SANITATION, AND PARKS DIVISION

Street Maintenance

Section 71000

Responsible for providing preventative and corrective maintenance on City streets, sidewalks, and alleys. This section also maintains pavement markings such as lane lines, legends, crosswalks, and limit lines, as well as regulatory, warning, information, and street name signs.

Parks

Section 73000

Responsible for providing maintenance to City parks, trails, street landscaping, trees, and numerous recreational facilities, including playgrounds, picnic sites, and park restrooms. Maintains Old Town streetscape and provides grounds maintenance at City administrative facilities. Some of these areas are maintained by Parks personnel, while others are maintained through contracts administered by the Parks Section. Also provides support for civic activities such as hanging banners and decorating for Christmas, Rodeo Weekend, Big Hat Days, and Farmer's Market. The Parks Section administers the Landscape Maintenance Assessment District (LMD), which provides funding for maintenance of certain parks, trails, street landscaping, streetlights, and neighborhood architectural enhancement features for areas within the LMD.

Landscape Maintenance District

Section 73200

Provides a source of funds and an account for revenue derived from assessments through the LMD. Personnel and expenses for maintaining LMD landscaping, architectural, and recreational features are incorporated in the Parks budget.

COMMUNITY SANITATION

Refuse Collection

Section 76100

Responsible for collecting and disposing of municipal solid waste generated by residential and commercial customers located within City limits. For improved cost accounting and control, the Refuse Collection Unit is further organized into four sub-accounts identified as 76100 Administration, 76110 Residential, 76120 Commercial, and 76130 Community Cleanup.

Refuse Landfill

Section 76200

Responsible for all operations necessary to dispose of municipal waste at the City's landfill in accordance with county, state, and federal requirements.

Refuse Contracts

Section 76300

Provides an account for municipal refuse-related services to the community through contracts with private vendors. These include refuse compactor and roll-off services for larger businesses, along with residential and commercial recycling and organics collection programs.

Street Cleaning

Section 77500

Responsible for providing routine sweeping for all City streets to remove dirt and debris left on roadways and gutters and to reduce debris in local waterways. Residential streets are swept twice per month and downtown streets are swept twice per week. The street sweeping operation contributes greatly toward reducing particulate matter and improves air quality, storm water quality, and the overall quality of life for residents of Clovis.

PUBLIC UTILITIES DEPARTMENT SUMMARY

2022-2023 Goals

The major goals of the Department are to:

- Strategically plan for and manage the City of Clovis water supply in a safe and effective manner while monitoring and maintaining the local aquifer within the Kings Basin by employing operational methods of direct and indirect recharge, conjunctive use, and effective use of surface water supply in maintaining and ensuring future sustainability.
- Focus service delivery on the needs of our customers, conduct maintenance activities as effectively and efficiently as possible to provide reliable and cost-effective service to our citizens, and prolong the useful life of the City's infrastructure and fleet.
- Keep abreast of county, state, and federal regulations relating to water, recycled water, wastewater, refuse, fleet operations, and storm runoff, as well as monitor changing compliance requirements and adjust operations as needed.
- Conduct landfill operations in an effective, efficient, and safe manner to conserve landfill space and comply with federal and state regulations.
- Enhance recycling programs to maintain the City's diversion rate above the state-required minimums and employ new programs and processes to increase municipal solid waste diversion.
- Actively inventory and replace missing and expired plant material and increase the inspection rate of City landscaped areas. Maintain the current level of service in the General Fund areas and maintain City landscape at an acceptable level, balancing water usage, potential drought restrictions, and available resources.
- Expand operation of the recycled water distribution system.
- Protect the City's investment in infrastructure by maximizing the condition of the City street network through the use of the City's pavement management system (PMS). Take full advantage of any available street improvement funding sources.

Budgetary Highlights

- Maximize the use of available surface water supply at the Surface Water Treatment Plant and in the City-owned recharge facility and flood control basins for groundwater replenishment. Develop strategic plans for additional water supplies and implementation of the Sustainable Groundwater Management Act (SGMA).
- Continue contracting services for street-side and median landscaping, focusing in-house staff on maintenance of City parks, Old Town, Civic Center, tree hazard mitigation, and landscape restoration. Appropriately use LMD funds for periodic plant material replacement. Utilize available resources to meet peak seasonal maintenance demands.
- Utilize more efficient compaction methods to increase the lifespan of the landfill. Acquire and utilize additional cover material for the active phase of the landfill by continuing import of suitable soil and sorting and refining of on-site material through a contractual agreement.
- Increase the level of service provided by the Refuse Residential section to address growth in the City through the addition of one Senior Sanitation Operator position. Complete implementation of a routing software program to maximize customer service for residential, commercial, and street sweeping operations.
- Operation of granular activated carbon treatment facilities for the removal of TCP from the groundwater.

PUBLIC UTILITIES DEPARTMENT PERFORMANCE MEASURES

The mission of the Public Utilities Department is to provide for the well-being and enjoyment of the citizens and businesses of Clovis through the delivery of essential and dependable services. These services include potable and recycled water supply, wastewater and solid waste disposal, beautification of parks and other open spaces, maintenance of streets and traffic systems, and maximization of City infrastructure’s useful life through planned preventative maintenance. In addition, it is also the Department’s mission to assist all City departments in their service delivery by providing a well-maintained and reliable fleet of vehicles and equipment. It is the Department’s goal to provide these services as efficiently and effectively as possible.

UTILITIES, SIGNALS, STREET LIGHTING, AND FLEET DIVISION

Signals and Street Lighting – 72000

- Provide traffic signal maintenance to 88 traffic signals and strive to keep approximately 11,400 streetlights working. Approximately 9,850 of these streetlights are owned and maintained by PG&E, and service requests for PG&E-owned lights are routed to them. The street lighting section maintains approximately 1,550 City-owned streetlights, of which approximately 750 are decorative style lights, and the remaining 800 are standard cobra head style lights.

Storm Drain – 72500

- Provide off-hour emergency response during significant rainfall events. This is a random function and performed as needed. FMFCD ultimately designs, operates, and maintains the storm drainage system; however, City staff will respond to storm events to maintain the safety and health of Clovis residents.

Fleet Maintenance – 75000

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
• Fleet Availability	94%	95%	95%
• Preventative Maintenance (% of Scheduled Work)	60%	62%	65%

Wastewater – 76500

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
• Clean all City sewers every two years	212%	188%	180%
• Provide high level of customer satisfaction by keeping system complaints (stoppages) below 2 per 1,000 population	0.03%	0.02%	0.00%

Water Service – 77000

	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
• Meet all demands for water consumption (acre-feet delivered)	25,700	26,000	26,500
• Monitor system costs for unusual fluctuations (\$/acre-foot delivered)	\$501	\$539	\$568
• Provide high level of customer satisfaction by keeping complaints under 2 per 1,000 population	2.0	1.5	2.0

The City serves water to the City of Clovis and to Tarpey Village in the County of Fresno; therefore, the figures above include the Tarpey Village population.

PUBLIC UTILITIES DEPARTMENT PERFORMANCE MEASURES

STREET MAINTENANCE, SANITATION, AND PARKS DIVISION

<u>Street Maintenance – 71000</u>	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
• Weighted Average PCI	74	74	74
• Prepare streets for slurry/cape seal	290,000 sy	320,000 sy	320,000 sy
• Repair AC pavement as needed	347 tons	350 tons	350 tons
• Repair concrete sidewalks as needed	70 cu. yds.	65 cu. yds.	65 cu. yds.
• Repaint all lane striping as needed	100%	75%	100%
• Replace/repair/install signs	1,300 signs	2,300 signs	1,300 signs

Approximately 68% of Street Maintenance is funded by impact fees and easement rental charges, and the remaining 32% is funded by gas taxes and Measure C. Streets Maintenance does not budget for any General Fund use. This year, effort was shifted from lane striping to painting crosswalks and sign replacement. The 2022-2023 fiscal year focus will shift back to normal lane striping and sign replacement operations.

<u>Parks/Landscape Maintenance – 73000/73200</u>	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
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(Includes Landscape Maintenance District)

• Efficiently use City resources and contract services to maintain an increasing inventory and intensity of parks/landscaping:

- Total acres maintain (as of July 1)	515	523	540
- Maintenance cost/acre/year	\$11,134	\$11,885	\$12,000
- General Fund acres maintained	207	212	212
- Maintenance cost/acre/year	\$8,415	\$9,236	\$9,434
- LMD acres maintained	308	312	348
- Maintenance cost/acre/year	\$12,997	\$13,647	\$12,356

<u>Refuse Collection – 76100</u>	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
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• Perform refuse pickup (excludes CCU) – Tons collected	55,400 tons	56,400 tons	57,400 tons
• Achieved %	100%	100%	100%
• Monitor system costs for unusual fluctuations (\$/ton)	\$165	\$194	\$185

Refuse Collection includes all residential and commercial collection.

<u>Refuse Landfill – 76200</u>	<u>2020-2021 (actual)</u>	<u>2021-2022 (estimated)</u>	<u>2022-2023 (proposed)</u>
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• Landfill refuse received (including CCU) – Tons landfilled	63,600 tons	64,000 tons	64,300 tons
• Compliance %	100%	100%	100%
• Monitor system costs for unusual fluctuations (\$/ton)	\$52	\$65	\$62

Landfill performance is based on landfill operations receiving all residential, commercial, sweeping, Community Cleanup debris, and wastewater and Surface Water Treatment Plant waste.

Recycling Contracts – 76300

2020-2021 (actual)

2021-2022 (estimated)

21

• Total tons recycled through private vendor contracts for curbside recycling and organics programs (does not include all waste diverted from City’s landfill)	26,557 tons	26,000 tons	26,600 tons
• Monitor costs for unusual fluctuations (\$/ton)	\$187	\$220	\$231
• City AB 939, AB 341, & AB 1826 diversion compliance	Yes	Yes	Yes

Contracting includes all residential recycling. Roughly 45% is for the blue recycling cart and 55% is for the green organics cart.

Street Cleaning – 77500

2020-2021 (actual)

2021-2022 (estimated)

2022-2023 (proposed)

• Sweep 100% of residential streets twice monthly, major street sweeping weekly – Total miles swept	56,200 mi.	56,000 mi.	56,000 mi.
• Achieved %	100%	100%	100%
• Monitor service costs for unusual fluctuations (\$/mile)	\$22.30	\$29.70	\$25.28

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PUBLIC UTILITIES DEPARTMENT SUMMARY

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET BY CATEGORY			
Street Maintenance	2,515,005	2,738,400	2,857,300
Street Lighting	1,955,545	2,351,800	2,459,900
Storm Drain	10,578	29,800	32,700
Parks	6,119,653	6,449,900	6,886,400
Landscape Maintenance District	4,003,130	4,270,400	4,693,000
Fleet Maintenance	11,363,722	17,028,900	11,547,000
Community Sanitation	21,110,072	25,358,700	25,604,100
Wastewater	13,151,887	16,930,300	18,632,500
Community Facilities Dist 2020	10,450	5,700	32,700
Water	<u>20,871,443</u>	<u>19,315,600</u>	<u>21,073,900</u>
TOTAL ALL ACTIVITIES	<u><u>81,111,485</u></u>	<u><u>94,479,500</u></u>	<u><u>93,819,500</u></u>

BUDGET BY FUND			
General Fund	10,600,781	11,569,900	12,236,300
Landscape Maintenance District	4,003,130	4,270,400	4,693,000
Community Sanitation Fund	21,110,072	25,358,700	25,604,100
Sewer Service Fund	13,151,887	16,930,300	18,632,500
Community Facilities Dist 2020	10,450	5,700	32,700
Fleet Maintenance Fund	11,363,722	17,028,900	11,547,000
Water Service Fund	<u>20,871,443</u>	<u>19,315,600</u>	<u>21,073,900</u>
TOTAL ALL FUNDS	<u><u>81,111,485</u></u>	<u><u>94,479,500</u></u>	<u><u>93,819,500</u></u>

2022-2023 Goals

The goals of the Street Maintenance Section are to provide a well-maintained street system for the orderly, safe, and convenient travel of vehicles in and through the City, and to protect the City's infrastructure investment through the application of appropriate preventative maintenance and repair strategies.

Specifically, these goals include:

- Provide efficient maintenance of City streets, sidewalks, and alleys.
- Provide timely and efficient repairs of potholes and tripping hazards in the City's streets and sidewalks.
- Protect the safety of the public through well-maintained street striping, legends, and street signs.
- Structure the preventative maintenance and repair program to maximize the City's average Pavement Condition Index.

Objectives to Meet the Goals

- Re-stripe the entire City street system as needed.
- Provide structural repair of streets in preparation for application of slurry seal.
- Crack seal streets included in slurry seal project in addition to selected streets needing treatment.
- Apply slurry seal to streets after 10 years of service.
- Maintain the inventory of the City's signs and computerize the data to manage sign replacement.
- Provide landscape maintenance along street right-of-ways through contract services.
- Provide repairs to concrete curb, gutter, and sidewalks.
- Provide regular inspections of the City's streets and evaluate the need for maintenance using the Pavement Management System.
- Utilize new procedures to maintain and repair pavement to maximize return on investment.
- Work with Engineering Division to identify key priority areas for capital improvement projects.

Five-Year Outlook

Many streets in the City are reaching their maturity and will require significant attention over the next five years. These streets were installed in the '60s, '70s, and '80s, and while preventative maintenance has done much to prolong their life, many need more costly overlay or reconstruction. This will require focused effort by both the Street Maintenance Section and Engineering Division to ensure that all available funds are allocated where the most benefit will be derived. The City's strategy is to allocate these limited resources in a manner that maximizes the average Pavement Condition Index (PCI), rather than fixing the worst streets first. The City will continue to use preventative maintenance methods such as rubberized asphalt cape seals to keep the overall Pavement Condition Index as high as possible and to maximize the limited funds available. City staff is in the final stages of the process for upgrading the Pavement Management System and expect the new program to be fully implemented in the coming year. During this transition, the data-calculated PCI number has been incomplete as staff continues to input data into the new program. The estimated PCI number is approximately 74.

The passage of SB1 has increased funding opportunities and as a result, the Street Maintenance Section does not budget any general funds. Streets Maintenance may encumber minimal funds in a prior year, which would show as a General Fund rollover the subsequent year. At the currently projected funding level, the overall condition of the City's street system (as measured by the Pavement Condition Index) is predicted to decline slowly over the next 5 years and will continue to decline unless additional funding sources are identified. The City is exploring additional funding methods in order to maintain the existing system as well as the expansion of the system as laid out in the General Plan.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	1,005,903	1,023,700	1,072,300
Overtime	24,089	30,500	30,500
Extra Help	0	0	2,000
Benefits	547,317	556,100	537,000
Vehicle Charges	303,914	323,700	372,600
Communications	5,497	6,900	6,900
Professional Services	138,481	183,400	217,400
Repairs & Maintenance	13,330	21,500	21,500
Building & Equipment Rental	0	500	500
Office Supplies	207	300	300
Materials & Supplies	248,732	265,200	265,500
Supplies - Shop	4,117	5,000	5,000
Travel & Meeting Expense	0	3,000	3,000
Training	3,454	9,300	9,300
Dues & Subscriptions	377	500	500
Admin & Overhead	202,156	245,600	264,300
Capital Outlays - Office Equip/Furn	232	2,700	2,700
Capital Outlays - Public Utilities	11,926	14,000	12,000
Capital Outlays - Vehicles	5,273	44,000	24,000
Capital Outlays -Miscellaneous	0	2,500	10,000
	<u>2,515,005</u>	<u>2,738,400</u>	<u>2,857,300</u>
TOTAL STREET MAINTENANCE			

SOURCES OF FUNDING

Taxes	711,287	859,500	939,000
Planning & Processing Fees	2,317	3,000	3,000
Engineering Processing Fees	30,967	28,500	29,000
Interfund Charges	1,757,000	1,827,000	1,871,300
Miscellaneous Income	12,709	14,200	15,000
Use of Discretionary Funds	<u>725</u>	<u>6,200</u>	<u>0</u>
	<u>2,515,005</u>	<u>2,738,400</u>	<u>2,857,300</u>
TOTAL			

DETAIL OF POSITIONS

Administrative Assistant	0.05	0.05	0.05
Assistant Public Utilities Director	0.05	0.10	0.10
Engineer I/Engineer II/Civil Engineer	0.10	0.20	0.20
Maintenance Leadworker	2.00	2.00	2.00
Maintenance Worker/Senior Maint Worker	9.00	9.00	9.00
Management Analyst	0.14	0.14	0.14
Principal Office Assistant	0.30	0.30	0.30
Senior Engineering Inspector	0.35	0.25	0.25
Street Maintenance Manager	1.00	1.00	1.00
Supervising Civil Engineer	0.05	0.05	0.05
Utility Worker	2.00	2.00	2.00
	<u>15.04</u>	<u>15.09</u>	<u>15.09</u>
TOTAL			

2022-2023 Goals

The goal of the Signals and Street Lighting Section is to provide functional traffic signals and well-illuminated streets for the safety of motorists and pedestrians.

Specifically, these goals include:

- Maximize the public's convenience and safety.
- Aid law enforcement in crime prevention.

Objectives to Meet the Goals

- Ensure that all City-owned traffic signals are properly maintained by City staff.
- Ensure that PG&E-owned streetlights are properly maintained by PG&E. Ensure that City-owned streetlights are properly maintained by City staff.
- Pay energy costs for all PG&E and City-owned streetlights.
- Provide accurate underground service alert marking of traffic signal and City-owned street lighting facilities.

Five-Year Outlook

Costs to fund streetlight maintenance will continue to increase due to the ever-increasing number of lights that are installed with new development and City capital improvement projects, as well as increasing PG&E energy and maintenance costs. Most City-owned streetlights have been retrofitted with LED fixtures to reduce energy costs and maintenance, and all new streetlights are going in as LEDs to reduce long-term costs. Existing PG&E lights were retrofitted to LED during 2016-2017, improving the lighting in the City due to the longer life of the LED bulbs, which require less maintenance. Traffic signal maintenance costs will continue to increase with the addition of new signals as the City expands.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
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BUDGET DETAIL

Salaries - Regular	108,431	118,000	197,000
Overtime	11,053	14,900	19,300
Benefits	43,319	46,800	80,600
Vehicle Charges	36,232	38,500	58,200
Energy	1,594,441	1,675,000	1,809,000
Repairs & Maintenance	85,550	136,000	156,000
Materials & Supplies	17,150	30,500	30,500
Supplies - Safety	469	2,000	2,000
Training	0	500	1,100
Admin & Overhead	58,900	89,600	106,200
Capital Outlays - Vehicles	0	200,000	0
	<u>1,955,545</u>	<u>2,351,800</u>	<u>2,459,900</u>
TOTAL STREET LIGHTING			

SOURCES OF FUNDING

Taxes	681,448	947,000	1,033,000
User Fees	11,021	12,300	12,000
Miscellaneous Income	7,455	7,600	6,000
Use of Discretionary Funds	<u>1,255,621</u>	<u>1,384,900</u>	<u>1,408,900</u>
TOTAL	<u>1,955,545</u>	<u>2,351,800</u>	<u>2,459,900</u>

DETAIL OF POSITIONS

Assistant Public Utilities Director	0.10	0.10	0.10
Electrician	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>
TOTAL	<u>1.10</u>	<u>2.10</u>	<u>2.10</u>

2022-2023 Goals

The goal of the Storm Drain Section is to protect the health, welfare, safety, and property of Clovis residents, to protect storm water quality, and to protect property from the hazards of flooding.

Specifically, these goals include:

- Provide a well-maintained storm drain system by performing annual maintenance.
- Prevent flooding of private and public property by responding quickly to emergency situations.
- Protect storm water quality through implementation of and compliance with the National Pollutant Discharge Elimination System (NPDES) program.

Objectives to Meet the Goals

- Maintain temporary storm water basins.
- Provide sandbags and assistance to residents during flooding.
- Set up pumps in flooded areas.
- Ensure maintenance of all storm drain systems in cooperation with the Fresno Metropolitan Flood Control District (FMFCD).
- Continue to work with the FMFCD on NPDES issues.

Five-Year Outlook

The transfer of all permanent flood control facilities to the Fresno Metropolitan Flood Control District was completed in 1991-1992. Implementation of the Storm Drain Master Plan is a joint activity between Clovis and FMFCD. FMFCD is included in the preliminary review of development projects to provide advice on appropriate conditions necessary to implement the master plan and the NPDES regulations. The City is a co-permittee with FMFCD, the City of Fresno, Fresno County, and CSUF in the municipal permit for storm water discharge. The agencies currently operate under a permit related to a State Order issued in 2016. The City's role under the permit includes implementation of development design conditions, inspection during construction, annual reporting, employee training, and cooperation with FMFCD in program enforcement. Most costs in this budget activity are largely a function of the rainfall amounts received during each winter, as overtime costs are funded from this budget. Lighter rainfall years usually result in lower expenditures.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Overtime	3,340	7,500	7,500
Benefits	560	400	200
Vehicle Charges	4,307	2,800	3,000
Professional Services	745	4,700	7,200
Repairs & Maintenance	0	500	500
Office Supplies	0	100	100
Materials & Supplies	1,026	12,000	12,000
Admin & Overhead	600	800	1,200
Capital Outlays - Public Utilities	0	1,000	1,000
TOTAL STORM DRAIN	10,578	29,800	32,700

SOURCES OF FUNDING			
Use of Discretionary Funds	10,578	29,800	32,700
TOTAL	10,578	29,800	32,700

2022-2023 Goals

- The goal of the Parks Section is to maintain City recreational facilities, streetscape, parks and other landscaped open space areas, trees, and building grounds at a reasonable cost and in the best possible condition, commensurate with available funding.
- Maintain 5,23 acres consisting of:
 - 74 parks totaling 153 acres. Two of these parks include active recreational areas with lighted baseball diamonds, lighted soccer fields, snack bars, restroom buildings, and beach volleyball and basketball courts. Twelve are medium-sized parks that include picnic areas, play lots, restrooms, and open spaces. The remaining 60 parks are passive neighborhood and mini-parks, most with tot lots that are scattered throughout the community.
 - 272 acres of green belts, street gardens, and landscaped median islands.
 - 98 acres of trails and paseos.
 - Architectural neighborhood entry lighting and structural features.
 - 6 acres of building grounds at the Civic Center, Old Town Clovis, Senior Center, the Los Altos Corporation Yard, the new Police/Fire Headquarters, and miscellaneous City properties.
 - 20 acres of undeveloped park land and miscellaneous public right-of-way property.
 - Approximately 41,500 City street trees.
- Participate in landscape plan design and review, as well as landscape construction inspection services, to ensure quality landscapes at reasonable maintenance costs.
- Participate in master planning for future growth and infill areas to implement sustainable and maintainable landscape that is consistent with operational constraints and limited budgets.
- Coordinate and schedule park facility use for picnics, special park events, and sports activities.

Objectives to Meet the Goals

- Continue to implement productivity-enhancing landscape design standards.
- Continue contracting for maintenance services for street-side and median landscaping, focusing in-house staff on maintenance of City parks, Old Town, Civic Center, and tree hazard pruning.
- Continue to develop the GIS landscape layer and implement paperless cost accounting and maintenance activity documentation.
- Maintain a cost accounting system for maintenance activities that will assist with cost containment, future design of facilities and landscapes, and cost recovery.
- Implement efficient strategies and defer some periodic maintenance activities in order to maximize the level of service consistent with funding levels.
- Utilize volunteers and community service personnel to assist City forces when available.
- Improve the maintainability of currently landscaped areas through specific revisions to the planting palette and irrigation systems.
- Develop and implement new landscape designs to comply with water-efficient landscape standards.
- Develop and implement a refurbishing plan for deferred areas within the General Fund parks and grounds.

Five-Year Outlook

City parks and recreational facilities will continue to be heavily used by the public, creating a demand for additional facilities. The level of service in the LMD areas will continue to be high, consistent with the LMD funding levels. There will continue to be a noticeable difference between the level of service in the LMD areas and the General Fund areas. Cost-saving measures are no longer adequate to cover maintenance and capital replacement costs within certain benefit zones in the LMD. LMD elections will need to occur in the benefit zones that do not have an automatic escalation adjustment in order to maintain sufficient funding levels. Grant funding will continue to be sought for the conversion of older irrigation systems and playground replacement.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	1,236,902	1,318,600	1,528,500
Overtime	81,847	70,800	71,500
Extra Help	6,162	35,000	35,000
Benefits	760,518	785,500	808,800
Vehicle Charges	435,338	469,800	479,000
Energy	772,507	847,500	870,000
Communications	2,002	11,000	12,500
Professional Services	1,994,438	2,054,800	2,105,000
Repairs & Maintenance	26,786	39,100	44,200
Building & Equipment Rental	12,126	1,500	1,500
Office Supplies	113	500	500
Materials & Supplies	374,576	342,700	362,500
Supplies - Safety	16,953	15,000	15,000
Supplies - Shop	12,654	12,000	12,000
Travel & Meeting Expense	0	100	10,000
Training	4,061	2,800	3,500
Dues & Subscriptions	1,368	1,500	1,500
Admin & Overhead	364,937	426,700	505,500
Liability Insurance Program - ISF	1,834	0	0
Capital Outlays - Office Equip/Furn	317	0	0
Capital Outlays - Public Utilities	14,214	15,000	19,900
TOTAL PARKS	<u>6,119,653</u>	<u>6,449,900</u>	<u>6,886,400</u>

SOURCES OF FUNDING			
Rents & Concessions	6,556	6,800	6,000
Facility Reimbursements	89,831	82,000	88,000
Planning & Processing Fees	20,079	25,000	30,000
Engineering Processing Fees	14,728	19,000	19,000
User Fees	4,014,522	4,306,100	4,730,000
Miscellaneous Income	7,575	11,000	10,000
Use of Discretionary Funds	<u>1,966,362</u>	<u>2,000,000</u>	<u>2,003,400</u>
TOTAL	<u>6,119,653</u>	<u>6,449,900</u>	<u>6,886,400</u>

DETAIL OF POSITIONS			
Administrative Assistant	0.05	0.05	0.05
Assistant Public Utilities Director	0.10	0.30	0.30
Engineer I/Engineer II/Civil Engineer	0.10	0.15	0.15
Maintenance Worker/Senior Maint Worker	10.40	10.40	11.40
Management Analyst	0.18	0.18	0.18
Parks Maintenance Leadworker	3.00	3.00	3.00
Parks Manager	1.00	1.00	1.00
Principal Office Assistant	1.05	1.05	1.05
Utility Worker	6.00	6.00	6.00
TOTAL	<u>21.88</u>	<u>22.13</u>	<u>23.13</u>

2022-2023 Goals

The goal of the City's Landscape Maintenance District (LMD) is to keep the parks, greenbelts, streetscape, urban forest, and lighting systems located within the LMD in good condition for the enjoyment of the citizens of Clovis at reasonable costs to property owners in the LMD. Approximately 62% of the City's landscaped acreage is within the LMD.

Specific goals include:

- Provide quality, cost-effective maintenance services for LMD parks, landscape, and other facilities.
- Manage the benefit zone fees and budgets to ensure that charges are adequate to provide the required level of service along with adequate replacement reserves, while at the same time ensuring that excessive funds are not collected.
- Monitor water use on public open spaces through deployment of water-wise landscape plans, drought-tolerant plantings, and irrigation delivery technology.

Objectives to Meet the Goals

- Apply design and productivity strategies that provide aesthetically pleasing facilities and landscaping at a reasonable cost.
- Apply cost accounting measures that accurately identify costs, facilitate full cost recovery, and identify inefficiencies.
- Adjust LMD assessments annually, consistent with the covenants.
- Manage benefit zone reserves such that they are adequate to provide for replacement of enhancement features as required.
- Continue contracting for maintenance services for street-side and median landscaping, focusing in-house staff on maintenance of City parks, Old Town, Civic Center, and tree hazard pruning.

Five-Year Outlook

Outdoor recreation activity is steadily increasing. The Loma Vista area is showing growth, with new housing tracts springing up around the future planned Loma Vista City Center. Zone 1 (north of Herndon Avenue to Shepherd Avenue) is also showing significant growth. In addition, Heritage Grove is beginning development north of Shephard Avenue and west of Sunnyside Avenue. Several of the benefit zones have accumulated sufficient reserves and are adjusted annually, if needed, to coincide with maintenance costs. Some of the benefit zones still need to build reserves.

The LMD as a whole continues to have adequate reserves to carry it through 2023. Benefit zones without the capability of an automatic assessment will periodically require an assessment increase election.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Professional Services	<u>4,003,130</u>	<u>4,270,400</u>	<u>4,693,000</u>
TOTAL LANDSCAPE MAINTENANCE DISTRICT	<u><u>4,003,130</u></u>	<u><u>4,270,400</u></u>	<u><u>4,693,000</u></u>
SOURCES OF FUNDING			
Tax Assessments	<u>4,003,130</u>	<u>4,270,400</u>	<u>4,693,000</u>
TOTAL	<u><u>4,003,130</u></u>	<u><u>4,270,400</u></u>	<u><u>4,693,000</u></u>

2022-2023 Goals

The goal of the Fleet Maintenance Section is to maintain, in a cost-effective manner, the City's vehicles and related equipment at a safe and dependable level.

Objectives to Meet the Goals

- Maximize useful life of vehicles and equipment.
- Minimize callbacks.
- Provide quality and competitive services to City departments.
- Monitor and evaluate vehicle/equipment operational costs.
- Consider life-cycle costs when adding or replacing vehicles.
- Administer the capital depreciation account to ensure timely replacement of all equipment and vehicles.
- Utilize private vendors as appropriate for specific fleet servicing needs.

Five-Year Outlook

As the state and federal governments adopt more stringent pollution control regulations, especially as they relate to diesel-fueled on-road and off-road heavy equipment, the City is being tasked with installing new emission control devices or replacing vehicles with new vehicles with compliant engines. This means that vehicles are occasionally replaced earlier than normal.

In 2021, the Fleet Maintenance Section was also tasked with the maintenance of two new electric-powered transit buses as a pilot project. The California Air Resources Board adopted the Innovative Clean Transit (ICT) regulation in December 2018, requiring large transit agencies to begin purchasing zero-emission buses (ZEBs) as soon as 2023, with the goal of transitioning all transit buses in California to zero-emission technology by 2040. The City is considered a small transit agency and will be required to purchase only zero-emission transit vehicles after 2030.

The Fleet Maintenance Section will continue participation in cooperative purchasing arrangements for fleet parts and services in order to save money and to improve efficiency. The City's current joint purchasing program with the City of Fresno, Fresno County, and the Fresno and Clovis Unified School Districts continues to provide the City with quality parts at significantly reduced prices.

In 2021-2022, sufficient funds were transferred from the General Fund to the Fleet Capital Fund to add the Police and Fire Departments back into the fleet renewal program beginning in fiscal year 2022-2023. This will allow City staff to plan for the replacement of aging police and fire vehicles strategically and financially. Each department will also ultimately save money by not having to pay the increasing interest rates with lease purchase financing.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	1,316,116	1,383,100	1,490,100
Overtime	15,676	15,000	15,000
Extra Help	20,594	15,000	36,000
Benefits	731,066	754,000	750,900
Vehicle Charges	45,639	59,900	58,300
Communications	845	1,000	1,000
Professional Services	75,005	99,000	106,500
Repairs & Maintenance	916,054	815,500	1,060,500
State Mandates	13,961	25,000	25,000
Office Supplies	2,221	2,700	1,500
Materials & Supplies	2,854	3,300	3,300
Supplies - Safety	11,120	15,000	15,000
Supplies - Shop	2,357,526	3,140,500	3,282,500
Travel & Meeting Expense	0	1,100	4,000
Training	14,614	14,900	14,900
Dues and Subscriptions	1,030	1,100	1,100
Admin & Overhead	1,002,000	1,167,900	1,170,800
Liability Insurance Program - ISF	400	2,000	0
Debt Service	93,406	80,700	64,000
Lease Purchases	1,057,360	791,600	813,000
Capital Outlays - Office Equip/Furn	1,034	1,000	1,100
Capital Outlay - Computers	3,613	5,000	5,000
Capital Outlays - Public Utilities	157,595	88,600	60,000
Capital Outlays - Vehicles	3,523,993	8,546,000	2,567,500
	<u>11,363,722</u>	<u>17,028,900</u>	<u>11,547,000</u>
TOTAL FLEET MAINTENANCE			

SOURCES OF FUNDING

State Grants	0	272,400	0
Long-Term Proceeds	2,340,000	0	0
Fleet Maintenance Charges	9,002,360	16,705,300	11,547,000
Miscellaneous Income	21,362	51,200	0
	<u>11,363,722</u>	<u>17,028,900</u>	<u>11,547,000</u>
TOTAL			

DETAIL OF POSITIONS

Administrative Assistant	0.05	0.05	0.05
Assistant Mechanic/Service Worker	5.00	5.00	5.00
Assistant Public Utilities Director	0.10	0.15	0.15
Equipment Mechanic	6.00	6.00	7.00
Fleet Maintenance Leadworker	2.00	2.00	2.00
Fleet Maintenance Service Writer	1.00	1.00	1.00
Fleet Manager	1.00	1.00	1.00
Management Analyst	0.16	0.16	0.16
Parts Clerk	2.00	2.00	2.00
Principal Office Assistant	1.00	1.00	1.00
	<u>18.31</u>	<u>18.36</u>	<u>19.36</u>
TOTAL			

2022-2023 Goals

- Provide a clean and healthy environment for the community to support economic development and quality of life by efficiently collecting municipal solid waste generated by City commercial and residential customers and by routinely removing dirt and debris from all City streets, curbs, and gutters.
- Provide efficient, effective, and environmentally sound collection services to our customers.
- Collect, haul, and dispose of municipal solid waste in compliance with local, county, state, and federal regulations.
- Increase recycling and waste reduction.
- Maintain accurate records and monitor all outsourced service contracts.
- Provide resources and superior customer service and operational efficiency, including increasing public awareness for proper disposal of waste and recycling and waste reduction programs.
- Ensure compliance with local, state, and federal laws.
- Provide financial assurance for landfill closure costs, post-closure care costs, and corrective action costs.

Objectives to Meet the Goals

- Provide recycling and organics services to residential and commercial customers. Encourage and educate customers about keeping our environment clean and preserving resources, along with compliance with state recycling and organics mandates.
- Provide collection of all residential and commercial/industrial municipal waste at competitive rates by continuing to evaluate and monitor the operational processes.
- Utilize on-board technology to meet or exceed industry standards for collection services.
- Sweep all residential streets twice per month and the Downtown Central Business District twice per week.
- Conduct leaf removal from City streets during fall months.
- Continue to conduct the Community Cleanup program twice annually for Clovis residential neighborhoods.
- Continue to utilize professional consultants and contractors to assist the City with compliance to county, state, and federal regulations.
- Implement and operate programs to comply with state regulations relating to the control of groundwater, surface water degradation, and landfill gas migration.
- Provide customer service representatives to meet with new commercial customers to discuss their individual needs in an effort to provide the most economical and logical service available.
- Maintain compliance with the landfill gas regulations.
- Meet financial test requirements established by the State of California, Title 27.

Five-Year Outlook

The current landfill cell in use was completed in the spring of 2013 and is anticipated to provide disposal capacity for the City until the year 2027. Implementation of new, effective techniques in operations may extend the timeline by a few years. Current projections of the five-year funding outlook indicate that all known operational and environmental compliance issues can be managed with an adjustment in rates below the current 4% annual increase approved by a Proposition 218 election in 2004 and incorporated into the Clovis Municipal Code. Rates for 2022/23 FY were recommended to be decreased by 1.5% in November of 2021 to compensate for the street sweeping rate increase from \$2.25 to \$2.75/month. The five-year forecast shows a projected -1.5% increase for the 2022-2023 fiscal budget year and a 4% increase in rates thereafter annually for the five-year horizon that will maintain current and future operations at an acceptable level. Solid Waste operations will continue to require the services of professional consultants/vendors, as many facets of the solid waste industry require expertise and resources not available in-house. This will be particularly true for state regulation compliance and the use of specialized contract services to refine unsuitable stockpiled material to use as cover on the active phase of the landfill. Private consultants or vendors will be utilized throughout the next five years to provide needed services. Methods to extend the life of the landfill will continue to be pursued. The City continues to comply with the State's waste diversion goals, including an outreach program to notify businesses of the State's mandatory commercial recycling and organics requirements. Solid Waste revenues have not declined significantly as a result of these new regulations, but it is possible that they could decline in the future as more businesses utilize recycling and organics services and subsequently reduce their refuse service. The sweeping operation is affected by current and pending federal storm water regulations and air quality regulations. Increased street cleaning is being viewed as a good management practice to reduce pollutants entering the air and storm water runoff. Street Sweeping operations are managed under a separate budget section for accountability and control.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	4,154,985	4,484,200	4,978,400
Overtime	393,611	475,800	457,500
Extra Help	90,442	140,000	142,700
Benefits	2,357,039	2,504,100	2,497,900
Vehicle Charges	4,435,919	4,903,100	5,223,100
Energy	18,751	25,000	26,000
Communications	7,132	15,500	15,500
Professional Services	4,561,926	5,499,100	5,791,500
Repairs & Maintenance	3,518	139,400	89,400
State Mandates	929,953	1,050,000	1,055,000
Building & Equipment Rental	70	25,000	50,000
Office Supplies	211,048	281,300	274,600
Travel & Meeting Expense	32,396	71,500	84,000
Dues & Subscriptions	14,363	13,500	11,500
Admin & Overhead	3,047,700	4,063,400	3,561,700
Capital Outlays - Public Utilities	681,224	1,046,300	950,300
Capital Outlays - Vehicles	139,603	521,500	245,000
Capital Improvements	30,392	100,000	150,000
TOTAL COMMUNITY SANITATION	<u>21,110,072</u>	<u>25,358,700</u>	<u>25,604,100</u>

SOURCES OF FUNDING

User Fees	<u>21,110,072</u>	<u>25,358,700</u>	<u>25,604,100</u>
TOTAL	<u>21,110,072</u>	<u>25,358,700</u>	<u>25,604,100</u>

DETAIL OF POSITIONS

Administrative Assistant	0.30	0.30	0.30
Assistant Public Utilities Director	0.85	1.05	1.05
Disposal Leadworker	3.00	3.00	3.00
Engineer I/Engineer II/Civil Engineer	1.25	1.70	1.70
Engineering Tech/Senior Engineering Tech	-	-	0.20
Equipment Operator	2.00	2.00	2.00
Landfill Leadworker	1.00	1.00	1.00
Landfill Supervisor	-	1.00	1.00
Maintenance Worker/Senior Maint Worker	1.00	1.00	1.00
Management Analyst	0.65	0.65	0.65
Principal Office Assistant	2.05	2.05	2.05
Public Affairs & Information Manager	0.10	0.10	0.10
Public Utilities Director	0.50	0.50	0.50
Sanitation Operator/Sr Sanitation Operator	25.00	25.00	26.00
Senior Engineering Inspector	0.10	0.25	0.25
Solid Waste Manager	1.00	1.00	1.00
Street Sweeper Operator	6.00	6.00	6.00
Supervising Civil Engineer	0.35	0.35	0.35
Utility Worker	13.00	15.00	15.00
TOTAL	<u>58.15</u>	<u>61.95</u>	<u>63.15</u>

2022-2023 Goals

The goals of the Wastewater Section are to collect, treat, and dispose of all wastewater generated within the City and to ensure compliance with all appropriate local, state, and federal regulations.

Specifically, these goals include:

- Provide adequate maintenance of the City's sewer mains and lift stations, which allows for the efficient collection of wastewater.
- Provide for the treatment of wastewater generated within the City.

Objectives to Meet the Goals

- Operate, clean, and repair almost 430 miles of sanitary sewer mains and seven existing sewer lift/pump stations, including a new temporary lift station added in fiscal year 2021-2022.
- Record video of the City sewer mains to identify problems and to make recommendations for capital improvement projects.
- Provide accurate underground service alert marking of sewer facilities.
- Utilize up-to-date telemetry to monitor sewer lift station operations in the most efficient and economical manner.
- Upgrade outdated supervisory control and data acquisition (SCADA) software that is no longer supported and does not adhere to current industry security standards for industrial control systems (ICS). Modern SCADA will provide ease of use and advanced functionality for operators, developers, and system administrators.
- Operate the ST-WRF for the City's new growth areas through the City's design, build, and operate contractor (JACOBS, formerly CH2MHill).
- Monitor and report to the Regional Water Quality Control Board data from the discharges from the Water Reuse Facility to the recycled water use areas and the NPDES-permitted discharge points.
- Operate the sewer lift stations and the recycled water pump station and distribution system constructed to serve the new growth areas of the City.
- Work with consultants on the Wastewater System Master Plan and the Recycled Water Master Plan Updates to evaluate service delivery to future growth associated with the current General Plan.

Five-Year Outlook

The Fresno-Clovis Regional Wastewater Treatment Plant continues to upgrade and replace various components and facilities. The City of Clovis will continue to share in most of these costs. New growth areas that are outside the current service areas will ultimately be served by the Clovis Water Reuse Facility. This facility provides tertiary treated recycled water that is used in the City as an additional water source in lieu of potable water. The NPDES permit for the facility was adopted on April 4, 2019. It became effective on June 1, 2019, and is set to expire on May 31, 2024. Additional monitoring and studies will occur during this five-year permit term and will result in additional requirements in the next permit term. A 3% rate increase is included in the forecast period to keep up with rising operating, maintenance, and capital costs, and to maintain a sufficient fund balance for future bonding capacity. There remain sufficient funds in the bond charge fund balance collected in prior years to continue the full \$7.30 per month rebate to customers. The amount of the rebate is evaluated each year and the bond charge may be needed depending on the number of development units and the corresponding revenue.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Salaries - Regular	1,025,549	1,096,700	1,290,100
Overtime	14,567	19,300	19,300
Extra Help	0	0	7,700
Benefits	514,952	564,600	614,500
Vehicle Charges	353,410	323,000	347,700
Energy	1,209,848	1,350,000	1,417,500
Communications	1,624	2,500	2,500
Professional Services	5,331,202	6,039,000	6,347,500
Repairs & Maintenance	59,527	182,600	422,600
Office Supplies	303	4,000	5,500
Materials & Supplies	145,687	166,500	332,500
Travel & Meeting Expense	4,112	21,200	27,200
Dues and Subscriptions	5,238	5,000	5,000
Admin & Overhead	2,491,400	3,191,100	2,786,900
Debt Service	1,239,322	1,238,900	1,240,000
Capital Outlays - Office Equip/Furn	2,294	2,500	2,500
Capital Outlays - Public Utilities	37,616	73,400	213,500
Capital Impr - Sewer	715,236	2,650,000	3,550,000
TOTAL SEWER	<u><u>13,151,887</u></u>	<u><u>16,930,300</u></u>	<u><u>18,632,500</u></u>

SOURCES OF FUNDING			
User Fees	<u>13,151,887</u>	<u>16,930,300</u>	<u>18,632,500</u>
TOTAL	<u><u>13,151,887</u></u>	<u><u>16,930,300</u></u>	<u><u>18,632,500</u></u>

DETAIL OF POSITIONS			
Administrative Assistant	0.20	0.20	0.20
Assistant Public Utilities Director	0.35	0.60	0.60
Engineer I/Engineer II/Civil Engineer	0.80	1.50	1.60
Engineering Tech/Senior Engineering Tech	0.75	0.25	0.65
Maintenance Leadworker	1.00	1.00	1.00
Maintenance Worker/Senior Maint Worker	6.00	6.00	7.00
Management Analyst	0.28	0.28	0.28
Principal Office Assistant	0.35	0.35	0.35
Public Affairs & Information Manager	0.10	0.10	0.10
Public Utilities Director	0.20	0.20	0.20
Senior Engineering Inspector	0.25	0.25	0.25
Supervising Civil Engineer	0.25	0.25	0.25
Utility Manager	0.50	0.50	0.50
Utility Worker	2.25	2.00	2.00
TOTAL	<u><u>13.28</u></u>	<u><u>13.48</u></u>	<u><u>14.98</u></u>

2022-2023 Goals

The goal of Community Facilities District No. 2020-1 (Dry Creek Preserve Sewer Facilities and Services) is to collect the appropriate funds to finance all costs associated with the maintenance and operation of certain temporary public sewer facilities and the eventual replacement of those temporary facilities with permanent public sewer facilities. This includes maintenance of a temporary lift station, administration of the CFD, accumulation of funds for future permanent master planned wastewater facilities, and accumulation of funds for decommissioning of temporary facilities.

Specific goals include:

- Provide quality, cost-effective maintenance services for temporary sewer facilities.
- Manage the CFD tax assessment and budget to ensure that charges are adequate to provide the required level of service along with adequate replacement reserves, while at the same time ensuring that excessive funds are not collected.

Objectives to Meet the Goals

- Operate, clean, and repair temporary facilities to the same level of service of permanent facilities.
- Apply cost accounting measures that accurately identify costs, facilitate full cost recovery, and identify inefficiencies.
- Manage reserves such that they are adequate to provide for replacement of temporary facilities as required.

Five-Year Outlook

The formation of CFD 2020-01 was adopted via Council resolution in 2020, authorizing the levy of a special tax each fiscal year on property within the CFD. The special tax is to be levied through Fiscal Year 2119-2120 for authorized facilities or until all authorized facilities have been constructed or acquired, whichever occurs first.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
BUDGET DETAIL			
Professional Services	10,450	5,700	5,700
Repairs & Maintenance	<u>0</u>	<u>0</u>	<u>27,000</u>
TOTAL COMMUNITY FACILITIES DIST 2020-1	<u><u>10,450</u></u>	<u><u>5,700</u></u>	<u><u>32,700</u></u>
SOURCES OF FUNDING			
Tax Assessments	<u>10,450</u>	<u>5,700</u>	<u>32,700</u>
TOTAL	<u><u>10,450</u></u>	<u><u>5,700</u></u>	<u><u>32,700</u></u>

2022-2023 Goals

The goal of the Water Section is to deliver pure and safe drinking water meeting or exceeding state and federal standards. Specifically, these goals include:

- Produce and efficiently deliver enough water to serve our customers and ensure that the water delivered meets or exceeds all state and federal standards.
- Provide high-level customer satisfaction with regard to complaint response and meter reading.
- Maintain a level of system pressure for adequate fire flow and meeting peak customer demands.
- Preserve and manage our groundwater supplies to meet the future needs of our customers.
- Implement appropriate demand reduction methods to both preserve our supplies and to minimize costs for our customers.
- Increase production at the Surface Water Treatment Plant (SWTP).
- Increase groundwater recharge at the Marion Basin.

Objectives to Meet the Goals

- Continue to monitor production wells and the distribution system for constituents as required by state and federal regulations.
- Utilize up-to-date telemetry to monitor demands and program well operations in the most efficient and economical manner.
- Upgrade outdated supervisory control and data acquisition (SCADA) software that is no longer supported and does not adhere to current industry security standards for industrial control systems (ICS). Modern SCADA will provide ease of use and advanced functionality for operators, developers, and system administrators.
- Maintain and rehabilitate wells to provide a stable water supply, maintain and update the SWTP, and protect the quality of the water provided to our customers by aggressively implementing the backflow prevention program.
- Increase utilization of surface water and the SWTP to decrease reliance on groundwater; continue to expand radio read meters in the system.
- Provide treatment facilities for wells which do not meet state standards; expand delivery of recycled water from the ST-WRF to select customers for irrigation in lieu of potable water.
- Maximize use of the City's dedicated recharge facility to preserve the groundwater aquifer.
- Encourage water conservation through various programs and rate structures.
- Work with consultants on the Water System Master Plan Update to evaluate service delivery to future growth associated with the current General Plan.
- Work with other agencies in the Kings Basin as a member of the North Kings Groundwater Sustainability Agency (NKGSA) to implement the Sustainable Groundwater Management Act (SGMA).

Five-Year Outlook

New state and federal regulations continue to be reviewed and adopted. This makes it increasingly challenging and costly to furnish water that meets or exceeds quality standards established by the Safe Drinking Water Act. Monitoring for Per- and Polyfluoroalkyl Substances (PFAS) began in 2019 and is continuing. 1,2,3 TCP monitoring began in 2018 and is continuing. The results of this monitoring (and previous monitoring) will likely result in additional water quality standards that the City's sources may not meet without additional treatment, such as granular activated carbon. Due to the 2014-2015 drought conditions and court decisions related to water rates around that same time, revised rates were adopted in the 2015-2016 fiscal budget year. The rate schedules include a normal schedule and a schedule that may be utilized when drought or mandated reductions in water sales are required. These rate structures will allow the enterprise fund to better weather reduced demand conditions. The City is a member of the NKGSA and is working collectively with the agency in order to implement the Sustainable Groundwater Management Act (SGMA) passed in 2014. These imposed regulations have increased costs to the City through the purchase of additional surface water supplies and intentional recharge to meet the sustainability requirements developed in the Groundwater Sustainability Plan (GSP), which was adopted by the NKGSA Board and submitted to the state in 2020. The five-year forecast shows a projected 3% increase in rates annually.

	2020-2021	2021-2022	
	Actual	Revised Estimate	2022-2023 Budget

BUDGET DETAIL

Salaries - Regular	3,096,806	3,211,800	3,670,600
Overtime	120,819	131,600	135,600
Extra Help	8,920	0	27,700
Benefits	1,641,593	1,670,200	1,749,100
Vehicle Charges	562,312	626,000	661,700
Energy	2,892,844	3,200,000	3,360,000
Communications	11,149	18,000	18,000
Professional Services	6,570,215	1,753,600	3,177,600
Repairs & Maintenance	565,757	1,947,700	1,098,500
Office Supplies	988,866	959,000	1,429,200
Travel & Meeting Expense	24,524	44,200	73,200
Admin & Overhead	2,960,743	3,771,000	3,347,200
Liability Insurance - ISF	2,000	0	0
Capital Outlays - Office Equip/Furn	2,883	5,000	5,000
Capital Outlays - Public Utilities	1,217,333	1,445,500	1,443,500
Capital Outlays - Vehicles	178,121	382,000	727,000
Capital Improvements	26,558	150,000	150,000
TOTAL WATER	<u>20,871,443</u>	<u>19,315,600</u>	<u>21,073,900</u>

SOURCES OF FUNDING

User Fees	<u>20,871,443</u>	<u>19,315,600</u>	<u>21,073,900</u>
TOTAL	<u>20,871,443</u>	<u>19,315,600</u>	<u>21,073,900</u>

DETAIL OF POSITIONS

Administrative Assistant	0.35	0.35	0.35
Assistant Public Utilities Director	0.45	0.70	0.70
Assistant Water Systems Technician	4.00	4.00	4.00
Electrician	1.00	1.00	1.00
Engineering Tech/Senior Engineering Tech	1.25	0.75	1.15
Engineer I/Engineer II/Civil Engineer	1.75	2.45	2.35
Maintenance Leadworker	3.00	3.00	3.00
Maintenance Worker/Senior Maint Worker	12.60	12.60	13.60
Management Analyst	0.59	0.59	0.59
Meter Reader	4.00	4.00	4.00
Principal Office Assistant	1.25	1.25	1.25
Public Affairs & Information Manager	0.10	0.10	0.10
Public Utilities Director	0.30	0.30	0.30
Senior Engineering Inspector	0.30	0.25	0.25
Supervising Civil Engineer	0.35	0.35	0.35
Utility Manager	0.50	0.50	0.50
Utility Worker	4.75	5.00	5.00
Water Production Manager	1.00	1.00	1.00
Water System Supervisor	-	1.00	1.00
Water System Technician	1.00	1.00	1.00
Water Treatment Plant Operator	3.00	3.00	3.00
TOTAL	<u>41.54</u>	<u>43.19</u>	<u>44.49</u>

CLOVIS SUCCESSOR AGENCIES TRUST FUND SUMMARY

The purpose of the Clovis Successor Agencies is to wind down the activities of the former Redevelopment Agency. The Successor Agencies' activities are reported as a trust fund and are therefore not included in the City of Clovis' budget. These schedules are presented for informational purposes.

In April 2008 the former Clovis Community Development Agency issued tax allocation bonds in the amount of \$19,100,000 at interest rates varying from 3.25% to 4.75%. The proceeds are being utilized to aid in the financing of the former Clovis Community Development Agency's projects and were used for the refunding of \$7,170,000 aggregate principal amount of the Agency's outstanding 1996 tax allocation bonds. Due to the elimination of redevelopment, the City is acting as the Successor Agency. The City has completed the necessary requirements, and applied to the State Department of Finance for the "finding of completion". Upon award of the finding of completion from the Department of Finance, the remaining bond proceeds will be used for the original intended purposes. The last debt service payment is scheduled for the fiscal year 2037/38. Included in the 2022/23 budget is \$880,000 for principal and \$462,000 for interest.

The following is a schedule of debt service payments for the 2008 Tax Allocation Bonds:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
22/23	880,000	462,000	1,342,000
23/24	915,000	421,511	1,336,511
24/25	960,000	379,181	1,339,181
25/26	995,000	333,972	1,328,972
26/27	1,050,000	286,681	1,336,681
27/28	1,095,000	237,078	1,332,078
28/29	1,150,000	185,163	1,335,163
29/30	1,205,000	130,703	1,335,703
30/31	230,000	97,375	327,375
31/32	240,000	86,213	326,213
32/33	250,000	74,575	324,575
33/34	265,000	62,344	327,344
34/35	275,000	49,519	324,519
35/36	290,000	36,100	326,100
36/37	300,000	22,088	322,088
37/38	315,000	7,481	322,481
Total	<u>\$10,415,000</u>	<u>\$2,871,984</u>	<u>\$13,286,984</u>

CLOVIS SUCCESSOR AGENCIES TRUST FUND SUMMARY

Per AB 1X26, the City of Clovis became the Successor Agency for the purpose of winding down the activities of the former Redevelopment Agency. The operational activities are limited to administering the housing and urban development loans, a tax sharing agreement with Sierra Vista Mall, and the administrative costs associated with the oversight of the elimination of the former Redevelopment Agency.

	2020-2021 Actual	2021-2022 Revised Estimate	2022-2023 Budget
ADDITIONS			
Redevelopment Property Tax Trust Fund	<u>1,367,977</u>	<u>1,365,000</u>	<u>1,367,000</u>
TOTAL SUCCESSOR AGENCIES	<u>1,367,977</u>	<u>1,365,000</u>	<u>1,367,000</u>
DEDUCTIONS			
Admin & Overhead	357	0	0
Professional Services	20,000	16,000	20,000
Debt Service	<u>1,347,620</u>	<u>1,349,000</u>	<u>1,347,000</u>
TOTAL SUCCESSOR AGENCIES	<u>1,367,977</u>	<u>1,365,000</u>	<u>1,367,000</u>

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COMMUNITY *INVESTMENT PROGRAM*

The Community Investment Program is presented for each of the community investment funds. Each proposed project for the current budget year is listed.



COMMUNITY INVESTMENT PROGRAM BUDGET SUMMARY

The 2022 - 2023 Community Investment Program represents a major portion of the total recommended budget and is devoted to improvements to the physical infrastructure that supports and sustains continued community development.

Some of the more noteworthy proposed projects in the 2022 - 2023 Community Investment Program are:

- Ongoing American with Disabilities Act (ADA) improvements throughout the City of Clovis.
- Reconstruction of existing Fire Station 2.
- Design and construction of asphalt overlays and roadway rehabilitation for arterial, collector and local neighborhood streets.
- Continue securing water for current climate conditions and future development in accordance with the General Plan.
- Continued assistance in the repair and rehabilitation of affordable housing.

The projects included in the proposed 2022 - 2023 budget are summarized on the following pages. The prior and future year expenditures are shown only for those specific projects that are phased over multiple years. Prior and future year expenditures for nonspecific, recurring projects, such as miscellaneous extensions and preventative maintenance are not typically shown. The projects included in the 2022 - 2023 budget may increase or decrease the burden to the current operating budgets depending on the project. Each section summary includes an explanation of the impact to the operating budget. The Five-Year Community Investment Program follows the budget summary.

**2022 - 2023 COMMUNITY INVESTMENT PROGRAM
GENERAL GOVERNMENT FACILITIES**

The capital projects for the General Government Services Facilities Program are comprised of acquisition and development of new facilities, improvements to existing facilities, and maintenance of existing improvements required by City departments to enable them to adequately carry out their mission.

The major projects proposed for 2022 - 2023 are:

- Assessment of the capital needs for City facilities.
- Rehabilitation of existing City facilities for compliancy with ADA.
- Upgrades and repairs to Fire Station Facilities.
- Reconstruction of existing Fire Station 2 on Minnewawa Avenue south of Shaw Avenue.

The proposed government facilities projects should reduce or have a minimal effect on the cost of general services and other departmental operations.

SUMMARY
2022 - 2023 COMMUNITY INVESTMENT PROGRAM
GENERAL GOVERNMENT FACILITIES

<u>General Government Facilities:</u> <i>Section 90000</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Public Safety Services</i>			
Fire/Police Training Site	0	43,000	0
Police/Fire Headquarters Parking Lot Slurry	0	50,000	0
<i>Public Services and Utilities</i>			
Capital Assessment	0	300,000	0
<i>Public Services and Utilities</i>			
Fiber Security/Fiber Optics	<u>40,000</u>	<u>95,000</u>	<u>628,000</u>
TOTAL	<u><u>40,000</u></u>	<u><u>488,000</u></u>	<u><u>628,000</u></u>

Budget Year Revenues:

General Fund	<u>488,000</u>
TOTAL	<u><u>488,000</u></u>

**2022 - 2023 COMMUNITY INVESTMENT PROGRAM
SEWER CAPITAL PROJECTS – ENTERPRISE AND DEVELOPER**

The Sewer Capital Projects - Enterprise budget includes projects that will repair and/or replace existing sanitary sewer mains that are severely deteriorated or are not adequately sized for the flows now being experienced. These sewer mains present continual maintenance problems.

The Sewer Capital Projects - Developer budget includes the debt service payments for the 2013 Wastewater Revenue Bond, the 2015 Wastewater Revenue Bond, and the 2017 Sewer Revenue Bond which is the previous 2007 Sewer Revenue Bond for the Sewage Treatment and Water Reuse Facility (ST-WRF) and related components that has been refinanced. Also included in this budget are improvements associated with the Recycled Water System and construction of sewer projects driven by new development.

The sewer capital projects planned for 2022 - 2023 include:

- Design and reconstruction of sanitary sewer mains in various streets.
- Work on the Sewer and Recycled Water Master Plans.

The sewer main improvement projects for 2022 - 2023 are intended to repair the existing mains that have the highest maintenance or service call frequency. It is expected that repairing these mains will result in a reduction in the time spent by City maintenance personnel, thereby reducing the maintenance cost to the sewer enterprise operation.

SUMMARY

2022 - 2023 COMMUNITY INVESTMENT PROGRAM

SEWER PROJECTS

<u>Sewer Capital Project - Enterprise:</u> <i>Section 91000</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Sewer Facility Improvements</i>	582,400	140,000	560,000
Subtotal	<u>582,400</u>	<u>140,000</u>	<u>560,000</u>
 <u>Sewer Capital Projects - Developer:</u>			
<i>Extensions</i>			
Miscellaneous Extensions	50,000	50,000	200,000
<i>Master Planning</i>			
Wastewater Master Plan	50,000	500,000	100,000
<i>Sewer System Improvements</i>			
Pump Stations	388,000	385,000	0
<i>Debt Services</i>			
Bond Handling Charges	160,000	178,000	200,000
2013 Wastewater Revenue Bond	1,018,700	1,019,000	9,183,000
2015 Wastewater Revenue Bond	1,048,100	1,046,000	27,439,000
2017 Wastewater Revenue Bond	3,840,500	3,836,000	63,465,000
Subtotal	<u>6,555,300</u>	<u>7,014,000</u>	<u>100,587,000</u>
 TOTAL	 <u><u>7,137,700</u></u>	 <u><u>7,154,000</u></u>	 <u><u>101,147,000</u></u>

Budget Year Revenues:

Sewer Enterprise	140,000
Major Sewer Fees	7,004,000
Sewer Connections	<u>10,000</u>
 TOTAL	 <u><u>7,154,000</u></u>

**2022 - 2023 COMMUNITY INVESTMENT PROGRAM
PARK IMPROVEMENTS**

The Park program consists of master planning, design and construction of park improvements. Community park improvements are funded by development fees and state grants when available. Neighborhood parks are installed by development. Park development fees are paid by all new developments constructed within the City of Clovis.

Major projects planned for 2022 - 2023 include:

- Acquire property for the development of future parks and trails designated in the General Plan.
- Continued development of and/or updating Master Plans for City Parks.
- Continued preliminary Master Planning for a Regional park in the Northeast.
- Dog Park installation and improvements at Letterman and Sierra Bicentennial Park.

The addition of the proposed improvements to the Park's inventory will increase the annual maintenance and operations budget by approximately \$30,000 per year for the planned dog parks. Maintenance of acquired land for future parks and the construction of a newly paved trail will have a minimal effect initially on the annual operational costs to Parks and the General Fund account. Upon the build out of these facilities, funding should be increased to meet the additional burden placed on the maintenance and operations budget. The proposed 2022 - 2023 Parks maintenance and operational budget is balanced to meet the level of service expected by the Community.

This year's budgeted projects will continue to make major contributions to the development of park facilities throughout the City.

SUMMARY

2022 - 2023 COMMUNITY INVESTMENT PROGRAM

PARK IMPROVEMENT PROJECTS

<u>Park Improvements:</u> <i>Section 93000</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Park Improvements</i>			
Park Property Acquisition	0	1,000,000	4,000,000
Miscellaneous Park Improvements	538,500	120,000	400,000
Community Park Improvements	0	250,000	500,000
Trail System Survey	20,000	20,000	80,000
Trail Improvements	0	153,000	0
TOTAL	558,500	1,543,000	4,980,000

Budget Year Revenues:

Measure "C" Extension	336,000
Park Fees	804,000
Federal/State/Other Agency Grants	403,000
TOTAL	1,543,000

2022 - 2023 COMMUNITY INVESTMENT PROGRAM STREET IMPROVEMENTS

Street Improvement Projects are funded by state and federal gas taxes, state and local sales taxes, major street development fees, Community Development Block Grants, and reimbursements from other agencies for work completed in their jurisdictions. Funding for street projects is also provided by federal transportation grants.

Traffic signal installations are partially determined by a traffic signal priority list. The highest priority projects are based on traffic volumes, accidents, pedestrian numbers, vehicle speeds, and congestion.

Not all of the street programs that are ranked high on a priority list are placed in the current year budget. Many of these facilities are tied to funding sources or to other programs that are required to occur prior to, or concurrently with, the needed street improvement (such as underground improvement installation, new development and right of way purchase constraints).

Project priorities and street locations were determined using the Pavement Management System (PMS). Arterial, collector and local street reaches throughout the City were given a Pavement Condition Index (PCI) rating. The PMS was then used to develop a long term maintenance solution using the designated PCI values. Technical and Management teams evaluated the PMS recommendations to validate project necessity. Many of the recommended projects were shifted to later years due to funding constraints in the street improvement account.

Major projects planned for 2022 - 2023 include:

- Improvements of City owned public right of way for compliancy with the American with Disabilities Act (ADA).
- Sealing and rejuvenation programs of the various street surfaces to increase longevity and reduce deterioration.
- Continued installation of pedestrian and bicycle improvements at various locations.
- Design and construction of traffic signal improvements at various intersections.
- Design of signal interconnect and adaptive signalization for major street corridors.
- Reconstruction and street widening of various streets to improve safety and traffic flow. These streets have been identified as part of the City's Pavement Management System.

This budget provides for an aggressive schedule of street repair, overlay and reconstruction. Street overlay projects as identified in this year's budget and five-year plan have provisional estimated costs for construction. Some of the projects may not be of acceptable condition for overlaying and may be considered for street reconstruction. Estimated funding for these projects will be re-evaluated as street reconstruction is more costly than a street overlay. This may have an impact on the delivery of projects that have been identified in the Community Investment Program for street improvements.

Staff continues to investigate alternative construction methods for street rehabilitation to reduce project expenditures. The alternative construction methods will be administered through pilot projects in which a rigorous inspection program will be used to evaluate project success. The success factors include projects costs, pavement condition, pavement resilience and pavement longevity.

With the reconstruction of some of the proposed streets, new paved lanes may be added to the street maintenance inventory. However, those same projects will be designed with a minimum twenty-year life expectancy and may involve reconstructing older, lower standard streets. Overall, the impact on the street maintenance fund is expected to be nominally reduced.

SUMMARY

2022 - 2023 COMMUNITY INVESTMENT PROGRAM

STREET IMPROVEMENT PROJECTS

<u>Street Improvements:</u>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Section 95000</i>			
<i>Reimbursement</i>			
Miscellaneous Street Widening	271,000	250,000	1,000,000
<i>Preventative Maintenance</i>			
Slurry & Crack Seals	1,541,000	690,000	2,740,000
<i>Bridge and Stream Crossings</i>			
Leonard/Enterprise Canal Bridge	50,000	1,800,000	5,000
<i>Pedestrian Facilities</i>			
Bicycle, Pedestrian and Handicap Facilities	596,000	167,000	868,000
ADA Survey and Projects	150,000	250,000	1,807,000
<i>Traffic Signal/Intersection Improvements</i>			
Missing from the Summary Tab	0	185,000	1,813,000
New Traffic Signals	154,500	1,860,000	1,440,000
DeWolf/Owens Mountain Roundabout	0	175,000	1,560,000
<i>Reconstruction, Overlay and Widening Projects</i>			
Miscellaneous Repairs & Alleys	1,098,000	155,000	920,000
Armstrong Avenue Improvements	1,012,000	70,000	3,915,000
Ashlan Avenue Improvements	391,000	900,000	2,280,000
Barstow Avenue Improvements	744,500	640,000	4,185,000
Bullard Avenue Improvements	789,000	70,000	850,000
Clovis Avenue Improvements	745,000	900,000	285,000
Fowler Avenue Improvements	165,000	1,975,000	355,000
Gettysburg Avenue Improvements	50,000	1,050,000	630,000
Herndon Avenue Improvements	7,775,000	70,000	3,086,000
Minnewawa Avenue Improvements	593,000	1,900,000	1,827,000
Nees Avenue Improvements	0	70,000	2,720,000
Shaw Avenue Improvements	19,921,000	1,400,000	720,000
Sunnyside Avenue Improvements	223,000	1,940,000	3,010,000
Temperance Avenue Improvements	0	70,000	1,755,000
Willow Avenue Improvements	0	70,000	2,665,000
Local Streets and ADA Ramps	2,276,000	1,175,000	4,700,000
TOTAL	<u>38,545,000</u>	<u>17,832,000</u>	<u>45,136,000</u>

<u>Budget Year Revenues:</u>	
HUTA funding including SB1	4,309,000
Measure "C" Extension	2,914,000
Federal/State/Other Agency Grants	7,199,000
Street Improvement Fund Balance	<u>3,410,000</u>
TOTAL	<u>17,832,000</u>

**2022 - 2023 COMMUNITY INVESTMENT PROGRAM
WATER CAPITAL PROJECTS – ENTERPRISE AND DEVELOPER**

The proposed Water Capital Projects budget for 2022 - 2023 contains projects that will improve the water distribution system. Projects are also scheduled to improve water quality by the addition of treatment facilities at existing wells and increase the reliability of the water supply by the addition of auxiliary power generators.

The Water Capital Projects - Developer budget includes the debt service payments for the Water Revenue Bond. Projects include installation of well facilities, well site development and surface water treatment plant enhancements. Also included is reimbursement for developer constructed projects serving new areas of the community.

Major projects planned for 2022 - 2023 include:

- Investment for Water Development.
- Construction of new water mains, install/replace water services, and make new connections to improve the City's water distribution system at various locations throughout the City.
- Construction and improvements at various well sites.
- Continued examination and development for new well sites throughout the City of Clovis.
- Design for an additional storage tank at the Surface Water Treatment Plant.
- Acquisition of property for future water storage reservoirs in the northeast area.
- Construction of granular activated carbon treatment facilities for removal of 1,2,3-Trichloropropane (TCP) from groundwater wells.

The projects included in the proposed budget are necessary in order to maintain adequate service, accommodate continued growth, and comply with state and federal regulations. These projects further enhance the overall supply and distribution system.

The new facilities proposed in the 2022 - 2023 programs are anticipated to impact the water enterprise operation budget. The impacts consist of the increased load on human resources, energy costs, and material costs, which are anticipated to be approximately \$50,000 in the first year of operation.

SUMMARY
2022 - 2023 COMMUNITY INVESTMENT PROGRAM
WATER PROJECTS

<u>Water Capital Projects - Enterprise Fund:</u>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Section 96000</i>			
<i>Water Mains</i>			
Various Water Main Replacement	70,000	25,000	515,000
<i>Well Site Improvements</i>			
Well Replacements	700,000	755,000	143,000
Well Upgrades	216,400	90,000	3,295,000
Subtotal	<u>986,400</u>	<u>870,000</u>	<u>3,953,000</u>
 <u>Water Capital Projects - Developer:</u>			
<i>Section 97000</i>			
<i>Extensions</i>			
Miscellaneous Extensions	50,000	50,000	200,000
<i>Master Planning</i>			
Water Conveyance System	25,000	25,000	100,000
<i>Water Storage Facilities</i>			
Water Revenue Bond - Debt Service	3,031,200	3,044,000	15,100,000
Water Storage Reservoir #9	2,360,000	1,400,000	17,000,000
Water Storage Reservoir #10	1,800,000	1,500,000	28,500,000
<i>Water Well Improvements</i>			
Various Well Site Development	60,000	480,000	525,000
Subtotal	<u>7,326,200</u>	<u>6,499,000</u>	<u>61,425,000</u>
TOTAL	<u>8,312,600</u>	<u>7,369,000</u>	<u>65,378,000</u>

Budget Year Revenues:

Water Enterprise	870,000
Water Major Facilities	6,489,000
Water Connections	<u>10,000</u>
TOTAL	<u>7,369,000</u>

**2022 - 2023 COMMUNITY INVESTMENT PROGRAM
COMMUNITY SANITATION**

The capital projects for the Community Sanitation Program consist of improvements to the existing landfill site as mandated by state law, and expansion of the landfill.

The projects proposed for 2022 - 2023 are:

- Improvements to the landfill flare onsite to meet new requirements by San Joaquin Valley Air Pollution Control District.

The new projects proposed in the 2022 - 2023 programs are not anticipated to impact the Community Sanitation operation budget.

SUMMARY
2022 - 2023 COMMUNITY INVESTMENT PROGRAM
COMMUNITY SANITATION PROJECTS

<u>Community Sanitation Improvements:</u> <i>Section 99500</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Community Sanitation Improvements</i>	<u>1,706,300</u>	<u>1,000,000</u>	<u>17,755,000</u>
TOTAL	<u>1,706,300</u>	<u>1,000,000</u>	<u>17,755,000</u>

Budget Year Revenues:

Community Sanitation Enterprise Fund	<u>1,000,000</u>
TOTAL	<u>1,000,000</u>

**2022 - 2023 COMMUNITY INVESTMENT PROGRAM
HOUSING AND COMMUNITY DEVELOPMENT**

The Housing and Community Development budget consists of projects related to self-help and low to moderate income home building.

Major expenses for 2022 - 2023 include:

- Assistance in the repair and rehabilitation of affordable housing.
- Assist Low-Moderate income families with first home purchase.

The Agency continues to focus resources on owner-occupied single-family housing projects for housing rehabilitation and new construction through the Low and Moderate Income Housing Program. These projects will have no operational cost impacts.

SUMMARY

2022 - 2023 COMMUNITY INVESTMENT PROGRAM

HOUSING & COMMUNITY DEVELOPMENT

<u>Housing and Community Development:</u> <i>Section 42750/49210</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
Home Repair Loans	0	5,000,000	320,000
Home Improvement Grants	130,000	135,000	600,000
First Time Homebuyer Loans	0	1,000,000	400,000
Affordable Housing Project	<u>77,300</u>	<u>1,500,000</u>	<u>600,000</u>
 TOTAL	 <u>207,300</u>	 <u>7,635,000</u>	 <u>1,920,000</u>

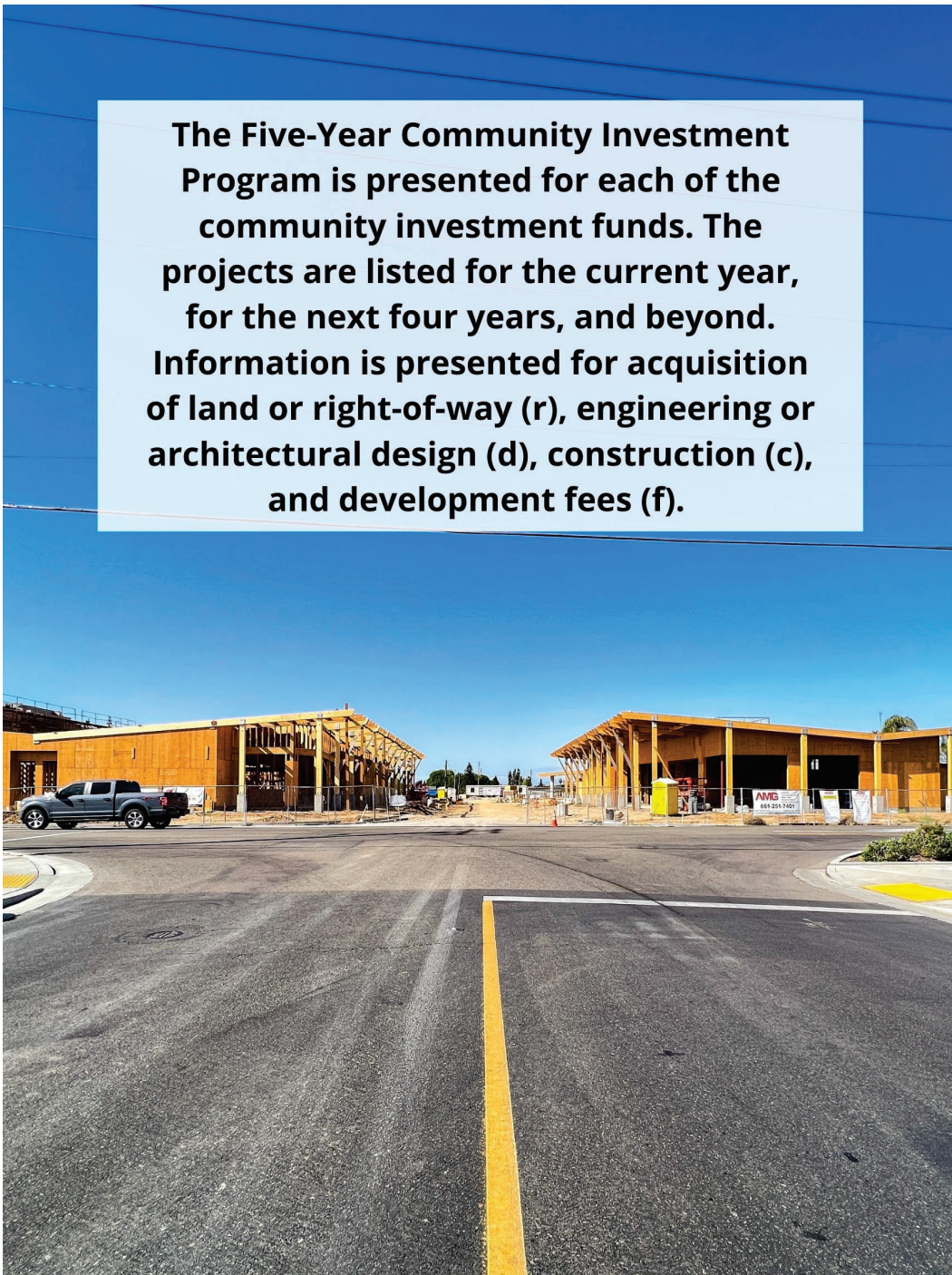
Budget Year Revenues

Federal/State/Other Agency Grants	7,335,000
Housing Successor Agency Fund Balance	<u>300,000</u>
 TOTAL	 <u>7,635,000</u>

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FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

The Five-Year Community Investment Program is presented for each of the community investment funds. The projects are listed for the current year, for the next four years, and beyond. Information is presented for acquisition of land or right-of-way (r), engineering or architectural design (d), construction (c), and development fees (f).



FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

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FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

The Five-Year Community Investment Program represents an effort to identify major capital needs and schedule projects consistent with community priorities and available funding. The Capital Program will continue to provide major investments into the community within the identified funding. Most of the funding for these projects will come from grants, development fees and tax revenues. The implementation of the parks and open space master plan is contingent on obtaining new funding sources.

Major projects include:

- Design, construction and replacement of water mains and wells to serve the current capacity and new development.
- Design and reconstruction of existing Fire Station 2 on Minnewawa Avenue south of Shaw Avenue.
- Site acquisition in the Southeast and Northwest areas for future City parks.
- Continuing design, construction and maintenance of the trail system within the Clovis area.
- Assisting the Community in the development, repair and rehabilitation of affordable housing.
- Continued improvement to the City's infrastructure including street reconstruction and sewer and water collection/distribution facilities.
- Design and construction of various traffic signals throughout the City.
- Construction of bike lanes on various streets throughout the City.

Implementation of the Five-Year Community Investment Program will require new sources of financing. Several important projects are identified in the Government Facilities, Streets and Water Programs for which there is no assured funding. Without increased participation by local, state and federal governments and agencies, accomplishment of these projects will be delayed.

A summary of revenue and expenditures for the Five-Year Program is presented on the facing page, followed by individual project sheets with greater detail on scope and financing.

**SUMMARY OF
FIVE-YEAR COMMUNITY INVESTMENT PROGRAM**

<u>Projects</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027 or Later</u>
General Services	488,000	1,670,000	4,310,000	90,000	30,303,000
Sewer	7,154,000	8,086,000	6,859,000	8,254,000	176,744,000
Parks	1,543,000	3,080,000	1,815,000	1,260,000	29,100,000
Streets	17,832,000	14,989,000	8,425,000	13,685,000	20,425,000
Water	7,369,000	21,236,000	28,996,000	7,374,000	255,295,000
Community Sanitation	1,000,000	0	75,000	300,000	17,380,000
Housing and Community Development	7,635,000	480,000	480,000	480,000	480,000
TOTAL	43,021,000	49,541,000	50,960,000	31,443,000	529,727,000

<u>Sources of Funding</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027 or Later</u>
Fund Balance	5,618,000	6,205,000	1,865,000	421,000	25,766,000
Revenue from Agencies	22,446,000	15,822,000	9,695,000	14,523,000	21,756,000
Developer Capital Fees	13,567,000	14,207,000	14,813,000	12,911,000	26,439,000
Enterprise Revenues	1,390,000	3,060,000	2,500,000	2,500,000	3,950,000
Long-Term Financing	0	0	0	0	0
Property Sale Proceeds	0	0	0	0	0
*Unfunded	0	10,247,000	22,087,000	1,088,000	451,816,000
TOTAL	43,021,000	49,541,000	50,960,000	31,443,000	529,727,000

*Unfunded projects in future years will require adjustments in rates and changes, or savings in prior year projects.

AGENDA ITEM NO. 14.

GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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PUBLIC SAFETY SERVICES

71057	Facilities Administration Master Plan					80,000	d Master plan for relocation of Fire Administration headquarters. (General Fund)
71096	Clovis Explorers/Youth Leadership Facility Improvements					5,000 75,000	d Explorers/Youth Leadership PD Building improvements for the Clovis PD Explorer/Youth Leadership facility. (General Fund)
71440	Fire Station 7 Northwest Area			600,000			a Design and construction of a new fire station in the northwest area. Adjacent to a major street. (Developer Fees)
71341	Downtown Special Event Street Bollards Phase II			40,000 600,000			d Install removable bollards at downtown intersections for public safety during downtown events. Phase II: Pollasky from Fifth to Ninth. (General Fund)
71104	Fire / Police Training Site Site Drainage around Training Props	8,000	35,000				d Site Drainage around Training Props (General Fund)
	Shade Structures		20,000				d Install three 20'x30' metal shade structures on site. (General Fund)

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees.
See glossary at the end of this section for an explanation of acronyms and abbreviations.

GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Onsite Roads		25,000 d 75,000 c				Construct 30' wide x 150' long street east of training center and 30' wide pavement north to the north. (General Fund)
	Gate on North End					15,000 d 40,000 c	Install automatic rolling gate to access easement on the north property line. (General Fund)
	Police/Fire Headquarters						
71271	Slurry Seal Parking Lot	7,000 d 43,000 c					Crack and slurry seal the fenced in parking pavement. (General Fund)
71437	Security Fencing					5,000 d 55,000 c	Install 2 feet (additional height) of wrought iron fencing to existing police and fire administration yard for security purposes. (General Fund)
71453	Public Safety Facility Flooring Repair					50,000 c	Replace flooring in miscellaneous rooms with new carpet. (General Fund)
	Police/Fire Headquarters						
71456	Gym Patio Cover					20,000 d 115,000 c	Install permanent cover over the outdoor exercise area. Approximately 30'x100'. (General Fund)
	Interview Room Remodel					20,000 d 35,000 c	Convert two existing small interview rooms into one large one. (General Fund)

AGENDA ITEM NO. 14.

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Police/Fire Headquarters Atrium Water Feature Replacement					10,000 20,000	d Replace water feature located in the atrium with a low maintenance rock wall. c (General Fund)
	Property Room Expansion					200,000 1,500,000	d Expand the current storage space within current building for property and evidence. c (General Fund)
	Police Substation Loma Vista Location		200,000				d Building near Fire Station 6 that would house an alternate dispatch site, community room, and briefing room. c (General Fund and Development Fees)
	Heritage Grove Location			1,500,000			d Building near Fire Station 7 that would house an alternate dispatch site, community room, and briefing room. c (General Fund)
71380	Shooting Range Locate Site					10,000 250,000	d Conduct a feasibility study for a shooting range and acquire land. a (General Fund)
	Site Development Phase I Phase II					175,000 1,150,000 2,900,000	d Develop site for shooting range. c Phase I: pistol range, Phase II: Civil improvements, shotgun and rifle ranges. c (General Fund)
	Animal Services Replace 908 Villa Facility					450,000 5,000,000	d Replace current facility at 908 Villa to meet the increased needs of animal control. c (General Fund)

AGENDA ITEM NO. 14.

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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Villa Yard Reorganization

Police Storage Facilities
 120,000 d Construct facilities for impounding and
 1,200,000 c storage of evidence including an area for
 the Community Service Work Program.
 (General Fund)

PUBLIC SERVICES AND UTILITIES

71464 **Capital Assessment**
 General Government Facilities 300,000 d
 Assess the Capital needs and maintenance
 required for all general government
 facilities.
 (General Fund)

71359 **Civic Center Expansion**
 Acquire State Facility 450,000 a
 Acquisition of State courthouse for office
 expansion and demolition of the building.
 (General Fund)

71361 **Civic Center Plaza**
 Landscape/Irrigation
 Replacement 100,000 c
 Phase Approach
 Develop master plan, design and install
 replacement irrigation and landscaping for
 the Civic Center including the Courthouse,
 Senior Center, PDS, City Hall and Library.
 (General Fund)

71362 **Bollard Replacement**
 Phase Approach 140,000 c
 Remove/replace all existing pedestrian light
 bollards with higher density & efficiency for
 night security.
 (General Fund)

71392 **ADA Improvements**
 Phase Approach 300,000 c
 Address ADA compliance standards in
 the Civic Center campus.
 (General Fund)

AGENDA ITEM NO. 14.

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 See glossary at the end of this section for an explanation of acronyms and abbreviations.

GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
71363	Tree Planter Rehabilitation Parking Lot					5,000 70,000	d Rehabilitate parking lot tree planters c between the library and I.S. building. (General Fund)
	Corporation Yard Parking Improvement					1,300,000 150,000	a Improvements to Public Utilities parking d facilities. (Sewer, Water, and Refuse Fund)
71417	Yard lighting, Safety and Security			70,000			c Improve the lighting for the transit bus area for safety and security purposes. (Proposition 1B funded)
71397	ADA Master Planning		20,000			20,000	Continue ADA Master Plan compliance and upgrades. (General Fund)
	Landscape Improvements Willow - Shaw to Ashlan & Ashlan - Willow to Winery			35,000 315,000			d Install landscape and irrigation in the c median island. (Contingent on CalFire Grant)
	Park Maintenance						
	Sierra Bicentennial Park Sunnyside and Sierra Accessibility Improvements				5,000 70,000		d ADA Master Plan Improvements. c (Contingent on CDBG Grant)
75031	Play Field and Lighting					30,000 750,000	d Construct a baseball/soccer field and install c sports lighting. (Contingent upon a future grant and General Fund)

AGENDA ITEM NO. 14.

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Parking Lot Lighting						15,000 d Install additional lights to improve security. 60,000 c (Contingent upon a future grant and General Fund)
	Sierra Bicentennial Park Sunnyside and Sierra						
	Upgrade Existing Sports Field Lighting		20,000 d 170,000 c				Replace the existing sports field lights with LED lights to lower maintenance costs. (General Fund)
	Stadium Lighting						15,000 d Install additional lighting to existing poles to increase visibility on the playing field. (General Fund)
	Multi-purpose Pad Replacement		25,000 d 250,000 c				Replace the basketball multi-purpose pad which is deteriorating. (General Fund)
	Volleyball Court			25,000 d 110,000 c			Install one additional sand volleyball court to facilitate tournament play. (General Fund)
	Rotary Park						
	Upgrade Existing Sports Field Lighting			55,000 d 615,000 c			Replace the existing sports field lights with LED lights to lower maintenance costs. (General Fund)
	Kiwanis Park Tenth and DeWitt						
	Irrigation and Lighting						Remove and replace irrigation system and install security lighting. (Community Donations)
75540	Temperance/Gettysburg						
	Northwest Corner-Greenbelt						15,000 d Remove and replace existing landscape lighting. 125,000 c and irrigation of greenbelt. (Contingent Upon Funding)

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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Fiber Optics/Communications

71408	Citywide Public Safety Fiber Optics System	10,000 d 75,000 c				10,000 d 100,000 c	Installation of fiber and hubs for Public Safety connection throughout the City. (General Fund)
71254	Citywide Public Safety Fiber Optics System	10,000 d 75,000 c					Installation of new fiber cable in existing conduit along Leonard from Bullard to Ashlan. (General Fund)
71450	Miscellaneous Fiber Optic Installation	10,000 c	10,000 c	10,000 c	10,000 c	10,000 c	Miscellaneous fiber optic repair and installation. (General Fund)
71401	Fiber Documentation	10,000 c	5,000 c	5,000 c	5,000 c	5,000 c	Develop and implement a fiber labeling and documentation system for new and existing fiber optic lines. (General Fund)
	Fire Station No.2 to Letterman Park Water Tower					15,000 d 86,000 c	Upgrade existing limitation of fiber system for camera's and City network. (Contingent Upon Funding)
	Shaw Avenue - Clovis to Fowler Clovis Avenue - Shaw to Fourth					19,000 d 183,000 c	Current system is limited due to all lines being used, a link is needed to Sierra Vista Mall's cameras for public safety. (Contingent Upon Funding)
TOTAL- GENERAL GOVERNMENT FACILITIES		488,000	1,670,000	4,310,000	90,000	30,303,000	

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

SEWER CAPITAL PROJECTS - ENTERPRISE FUND

91000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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SEWER FACILITY IMPROVEMENTS

72632	Sewer Main Replacement Santa Ana w/o Clovis	140,000 d	560,000 c				Replace sewer main in Santa Ana from DeWitt to Clovis Avenue.
TOTAL - SEWER CAPITAL PROJECTS - ENTERPRISE		140,000	560,000	0	0	0	

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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EXTENSIONS

72010 Miscellaneous Extensions 50,000 c 50,000 c 50,000 c 50,000 c 50,000 c c Install sewer mains and laterals at various locations.

MASTER PLANNING

Wastewater Collection System

73200 Master Plan 500,000 d 25,000 d 25,000 d 25,000 d 25,000 d d Master planning for the conveyance of wastewater and required facilities for new General Plan update.
(Development & GPA Consultant Fees)

SEWAGE TREATMENT - WATER REUSE FACILITY

Sewage Treatment - Water Reuse Facility

Phase 2 1,500,000 d 22,000,000 c (Development Fees)

Phase 3

2,500,000 d 32,500,000 c (Development Fees)

Clovis Sewage Treatment - Water Reuse Facility - Offsite Improvements

73205 Shepherd Pump Station with Force Main 1,500,000 a

Pump Station located at Willow/Shepherd.
1,500,000 d Force main in Shepherd from Willow to DeWolf. Needed to serve the Northwest.
18,250,000 c (Development Fees)

DeWolf Trunk Sewer

1,300,000 d Sewer in DeWolf from Owen's Mountain
6,800,000 c Bullard. Needed to serve the Northwest
(Development Fees)

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees
See glossary at the end of this section for an explanation of acronyms and abbreviations.

SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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RECYCLED WATER SYSTEM IMPROVEMENTS

Pump Station No. 1
Shepherd/Dry Creek

100,000 d Construct pump station to help serve the northwest area.
450,000 c (Development Fees)

73225 **Pump Station No. 3**
DeWolf/Owens Mountain

40,000 d Construct pump station at DeWolf Avenue
450,000 c and Owens Mountain Parkway.
(Development Fees)

Recycled Water Mains
Shepherd Avenue
Willow to Temperance

300,000 d Install master planned recycled water main
3,000,000 c in Shepherd Avenue to serve the northwest area. (Development Fees)

Sunnyside Avenue
Shepherd to Marion Basin

200,000 d Install master planned recycled water main
1,800,000 c in Sunnyside Avenue for basin discharge.
(Development Fees)

State Route 168
Temperance to Shepherd

300,000 d Install master planned recycled water main.
3,000,000 c (Development Fees)

SEWER SYSTEM IMPROVEMENTS

72597 **Pump Station E** 385,000 c
Pump Addition

Install additional pump to keep up with demand. (Development Fees)

Wastewater Pump Station
Herndon/Clovis

100,000 d Partial construction of pump station and
266,000 c related connection to sewer main.
(Development Fees)

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees
See glossary at the end of this section for an explanation of acronyms and abbreviations.

SEWER CAPITAL PROJECTS - DEVELOPER

ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Sewer Mains						
	Nees Avenue				50,000 d		Install 15 inch PVC sewer main per the Master Plan.
	Dry Creek to Sunnyside				500,000 c		
	Sewer Mains						
	Heritage Avenue					15,000 d	Install new 8 inch PVC sewer main and E/O Temperance
	E/O Temperance					180,000 c	(Reimbursement from property owners)
	Enterprise Avenue					15,000 d	Install new 8 inch PVC sewer main and W/O Locan
	W/O Locan					180,000 c	(Reimbursement from property owners)
	<u>DEBT SERVICES</u>						
67201	Bond Handling Charges	178,000	50,000	50,000	50,000	50,000	Handling Charges.
67898							
63390							
	<u>2013 Wastewater Revenue Bonds</u>						
67750	Principal	615,000	645,000	675,000	1,500,000	4,980,000	Debt Service Principal.
67850	Interest	404,000	373,000	340,000	287,000	383,000	Debt Service Interest.
	<u>2015 Wastewater Revenue Bonds</u>						
67757	Principal	180,000	190,000	1,060,000	495,000	18,705,000	Debt Service Principal.
67857	Interest	866,000	856,000	825,000	788,000	4,520,000	Debt Service Interest.

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees
See glossary at the end of this section for an explanation of acronyms and abbreviations.

SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
<u>2017 Wastewater Revenue Bonds</u>							
67775	Principal	1,635,000	1,720,000	1,805,000	2,590,000	37,080,000	Debt Service Principal.
67875	Interest	2,201,000	2,117,000	2,029,000	1,919,000	14,205,000	Debt Service Interest.
TOTAL - SEWER CAPITAL PROJECTS - DEVELOPER		7,014,000	7,526,000	6,859,000	8,254,000	176,744,000	

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
75600	Park Property Acquisition	1,000,000 a	1,000,000 a	1,000,000 a	1,000,000 a	1,000,000 a	Acquire property for the future development of City park sites and trails. (Development Fees)
75015	Misc. Park Improvements	120,000 c	100,000 c	100,000 c	100,000 c	100,000 c	City participation in miscellaneous projects and unforeseen expenses that are development related.
COMMUNITY PARKS							
(15 acres or greater)							
Sierra Bicentennial Park							
Sunnyside and Sierra							
Sports Field Area Modifications							
75019	Dog Park Improvements	78,000 c					Modification and improvement of existing dog park. (Park Bond Act Per Capita Grant Funded)
75039	Letterman Park Dog Park Improvements	172,000 c					Installation of a dog park on the existing park site. (Park Bond Act Per Capita Grant Funded)
Sierra and Temperance							
Security Lighting, Landscaping							
Irrigation, Hardscape, Structures							
						60,000 d	Continued site grading and installation of
						500,000 c	turf, trees, irrigation, security lighting, hardscape and structures. (Contingent upon Grant Funding and Community Contributions)

AGENDA ITEM NO. 14.

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
76071	Playlot					65,000	c Construct playlot with play equipment. (Development Fees)
	Amphitheater					40,000 300,000	d Construct cover over stage. (Contingent c upon Grant Funding and FMFCD Participation)
	Regional Park Northeast area						
75065	Master Plan					25,000	d Continue development of master plan for a City of Clovis regional park site. (Development Fees)
	Sports Complex Located within Regional Park					65,000 1,250,000 1,000,000	d Develop facilities, including lighting, for a soccer fields and baseball diamonds. c (Contingent upon Funding)
	AREA PARKS (3 to 20 acres)						
	Railroad Park						
	Peach and Alluvial Workout Station			15,000			d Install a fitness workout station. (Contingent upon Funding)
	BASIN PARKS			45,000			c
	Basin 1E						
	Ashlan and Gould Canal						
75122	Landscaping and Play Fields					40,000 450,000	d Construction of baseball and soccer c facilities, irrigation, trees, and turf. (Development Fees and FMFCD Participation)

AGENDA ITEM NO. 14.

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Basin 1E						
	Ashlan and Gould Canal						
75123	Recreation Facilities					17,000 d	Install recreation fields, parking lot ramps.
						114,000 c	(Development Fees and FMFCD Participation)
75124	Restroom				15,000 d		Construct restroom. (Contingent upon Grant Funding)
					125,000 c		
75125	Field "Sports" Lighting					25,000 d	Construct sports lighting. (Contingent upon Grant Funding)
						208,000 c	
	<u>TRAILS</u>						
75591	Trail System Survey	20,000 d	20,000 d	20,000 d	20,000 d	20,000 d	Bike and pedestrian survey and counting data for Clovis trail system. (Measure C Funded)
75592	Trail Counter Display		50,000 c				Install bike and pedestrian counting display on the Clovis trail system. (Measure C Funded)
	Clovis Old Town Trail						
71415	Restroom			40,000 d			Construct a handicap unisex restroom adjacent to Fire Station 3 for trail users to alleviate use of Station restrooms. (Contingent upon Funding)
				200,000 c			
	Dry Creek Trail						
	Willow to Old Town Trail					83,000 d	Complete unfinished portion of trail.
						455,000 a	(Contingent Upon Grant Funding)
						828,000 c	
	Dry Creek Trail Lighting						
	Minnewawa to Cottonwood Park			25,000 d			Install lighting along trail. (Contingent upon Funding)
				215,000 c			

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Dry Creek/Enterprise Canal Trail Connection W/O Fowler		25,000 d 85,000 c				Construct connection between the two existing trails west of Fowler. (Measure C Funded)
	Enterprise Canal Trail E/O Sunnyside			35,000 d 120,000 c			Complete unfinished portion of the trail on the bank of the canal. Contingent on an agreement with Fresno Irrigation District. (Contingent upon Measure C Funding)
75581	Gould Canal Trail Peach to Minnewawa	153,000 c					Grading and surface improvements to the canal bank to be used as a trail. (Contingent Upon CDBG Funding)
75580	Fowler to DeWolf					250,000 a	Purchase property for the future development of the Gould Canal Trail. (Development Fees)
	Sierra Gateway Regional Trail Shepherd to DeWolf Phase II					20,000 d 750,000 c	Install trail lighting. (Contingent upon Grant Funding)
	SR168/Enterprise Canal Pedestrian Bridge Phase II - Final Design Phase III - Construction		1,800,000 d				Construct pedestrian bridge over SR168 east of Temperance along the Enterprise Canal Trail. (Contingent upon Funding)
74980						250,000 a 21,000,000 c	
TOTAL - PARKS		1,543,000	3,080,000	1,815,000	1,260,000	29,100,000	

AGENDA ITEM NO. 14.

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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RESEARCH AND TECHNOLOGY PARK

Phase 2
Alluvial e/o Armstrong
 372,000 a Westerly extension of Phase 1
 25,000 d improvements along Alluvial Avenue,
 3,082,000 c including Armstrong Avenue.
 (Street Fee Reimbursement)

PEDESTRIAN / BICYCLE FACILITIES

74110 **Bicycle and Pedestrian Facilities** 57,000 c 57,000 c 57,000 c 57,000 c 57,000 c Construct pedestrian and bicycle facilities at various locations.
 (LTF Article 3 Funding)

74210 **Misc. Concrete Improvements** 10,000 d 10,000 d 10,000 d 10,000 d 10,000 d Curb, gutter, sidewalk improvements and 100,000 c repairs at various locations. Includes ADA compliance.
 (HUTA Funded)

74211 **ADA Survey** 50,000 d 50,000 d 50,000 d 50,000 d 50,000 d Citywide survey of City facilities located within the City's public right-of-way.
 (HUTA Funded)

74886 **Misc. Wheelchair Ramps** 100,000 c 150,000 c 150,000 c 150,000 c 150,000 c Install wheelchair accessible (ADA) ramps at various locations.
 Various Locations (CDBG & Measure C ADA Funding)

74016 **ADA Transit** 15,000 d 95,000 c Improve existing bus stop locations to meet ADA compliance.
 Various Locations (LCTOP Funded)

74201 **Sidewalk Improvements** 100,000 d 897,000 c Install sidewalk and access ramps neighborhood streets around Sierra school. (Contingent on ATP funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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PEDESTRIAN / BICYCLE FACILITIES

74023	Santa Ana Sidewalk Repair Peach to Villa	15,000 d					Replace sidewalk for ADA compliance and accessibility concerns. (Contingent on CDBG funding)
74024	Villa Avenue Sidewalk Repair Gettysburg to Santa Ana	20,000 d					Replace sidewalk for ADA compliance and accessibility concerns. (Contingent on CDBG funding)

LANDSCAPING IMPROVEMENTS

74023	LMD Landscape Improvements Sunnyside - Fwy. 168 to Alluvial Alluvial - Clovis to Sunnyside						Modify soil and re-landscape to improve the 5,000 d current median and outside travel lane 75,000 c areas. (LMD Funded)
74866	Landscape Maintenance District - Area 2 Fowler Landscaping Gettysburg to Ashlan						Evaluate existing landscaping, design and install new landscaping and irrigation. (General Government Services Fund and LMD Reserves)
74024	Shaw Avenue Improvements Willow - Clovis	25,000 d					Modify soil and re-landscape to improve the 25,000 d current median and outside travel lane 115,000 c areas. (LMD Funded)
74564	LMD - Benefit Zone 1 & 3 Clovis Center Median Sierra to Herndon	5,000 d					Remove and replace existing landscape 75,000 c and irrigation. (LMD Reserves)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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TRAFFIC SIGNAL/INTERSECTION IMPROVEMENTS

74585	Armstrong/Nees Traffic Signal	1,300,000 c					Install traffic signal. (CMAQ Grant Funded)
74584	Shepherd/Peach Traffic Signal	560,000 c					Install traffic signal. (CMAQ Grant Funded)
	Sunnyside /Nees Traffic Signal		120,000 d	50,000 a	1,270,000 c		Install traffic signal. (Contingent on CMAQ funding)
74767	DeWolf/Owens Mountain Roundabout	125,000 d 50,000 a					Install roundabout at the intersection. (Contingent on CMAQ funding)
74595	Shepherd Signal Interconnect Peach to DeWolf		1,300,000 c				Install signal interconnect in Shepherd. (CMAQ Funded)
74687	Shaw & Herndon Adaptive Signalization Willow to Clovis	65,000 d		738,000 c			Install adaptive signalization in Shaw from Willow to Clovis and Herndon from Helm to DeWitt. (Contingent on HSIP funding)
74218	Shaw Adaptive Signalization Cole to DeWolf	60,000 d		545,000 c			Install adaptive signalization in Shaw from Cole to DeWolf. (Contingent on CMAQ funding)
74185	Herndon Adaptive Signalization Clovis to Locan	60,000 d		530,000 c			Install adaptive signalization in Herndon from Clovis to Locan. (Contingent on CMAQ funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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RECONSTRUCTION AND WIDENING PROJECTS

74215	Miscellaneous Repairs	125,000 c	125,000 c	125,000 c	125,000 c	125,000 c	Perform miscellaneous repairs at various locations. (HUTA Funded)
<u>Alley Improvements</u>							
74936	Alley - Jefferson to Brookside Brookhaven/Rosebrook	30,000 d	170,000 c				Alley reconstruction at three locations. (Contingent on CDBG Funding)
	Alley - Jefferson to Brookside Brookfield/Cole		30,000 d	170,000 c			Alley reconstruction at three locations. (Contingent on CDBG Funding)
	Alley - Jefferson to Estabrook Beverly/San Jose		25,000 d	125,000 c			Alley reconstruction at three locations. (Contingent on CDBG Funding)
<u>Armstrong Avenue Improvements</u>							
	Ashlan to Gould Canal					25,000 d 150,000 c	Overlay street. (Contingent upon Funding)
74692	Bullard to Sierra	70,000 d	1,100,000 c				Reconstruct/overlay street. (SB1 Funded)
	Shaw to Gettysburg					65,000 d 565,000 c	Reconstruct/overlay street. (Contingent upon Funding)
	Shaw to Barstow						Overlay street. (Contingent upon SB1 Funding)
	Herndon to Alluvial				60,000 d	350,000 c	Reconstruct/overlay street. (Contingent upon HUTA Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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74691 Alluvial to Nees
480,000 c
Reconstruct/overlay street.
(Measure C Funded)

Ashlan Avenue Improvements

74554 Willow to Peach
125,000 d
1,365,000 c
Reconstruct/overlay street.
(Contingent upon Funding)

Temperance to Locan
70,000 d
720,000 c
Overlay street.
(Contingent upon Funding)

74569 DeWolf to Locan
900,000 c
Reconstruct/overlay street.
(SB1 Funded)

Barstow Avenue Improvements

Fowler to Armstrong
35,000 d
310,000 c
Overlay street.
(Contingent upon Funding)

74991 Villa to Minnewawa
570,000 c
Reconstruct/overlay street.
(SB1 Funded)

74301 Sunnyside to Fowler
70,000 d
1,050,000 c
Reconstruct/overlay street.
(SB1 Funded)

Clovis to Sunnyside
70,000 d
1,250,000 c
Reconstruct/overlay street.
(Contingent upon Measure C Funding)

Willow to Villa
70,000 d
1,400,000 c
Reconstruct/overlay street.
(Contingent upon SB1 Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	<u>Bullard Avenue Improvements</u>						
74071	Villa to Minnewawa	70,000 d	600,000 c				Reconstruct/overlay street. (SB1 Funded)
74151	Minnewawa to DeWitt				250,000 c		Restripe and modify the connection and transition of Bullard to Fifth Street. (Contingent upon Funding)
	<u>Clovis Avenue Improvements</u>						
74596	Shepherd to Teague	900,000 c					Overlay street. (SB1 Funded)
	<u>Sierra to Fifth</u>						
	Sierra to Fifth			35,000 d	250,000 c		Overlay street. (Contingent upon HUTA Funding)
	<u>DeWolf Avenue Improvements</u>						
	Bullard to Barstow					35,000 d	Overlay street.
	<u>Fifth Street Improvements</u>					200,000 c	(Contingent upon Funding)
	Woodworth to Clovis					25,000 d	Overlay street.
	<u>Fowler Avenue Improvements</u>					120,000 c	(Contingent upon Funding)
74997	Alluvial to Nees	1,300,000 c					Reconstruct/overlay street. (STBG Grant Funded)
74992	Ashlan to City Limits						Reconstruct/overlay street. (STBG Grant Funded)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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Alluvial to Herndon
 35,000 d Overlay street.
 320,000 c (Contingent upon Funding)

Gettysburg Avenue Improvements

Temperance to Armstrong
 60,000 d Reconstruct/overlay street.
 570,000 c (Contingent upon Funding)

74977 **Sierra Vista Pkwy to Clovis**
 1,050,000 c

Reconstruct/overlay street.
 (SB1 Funded)

Herndon Avenue Improvements

Armstrong to Temperance
 55,000 d
 490,000 c

Overlay street.
 (Contingent upon Funding)

74186 **Fowler to Armstrong**
 70,000 d
 1,750,000 c

Reconstruct/overlay street.
 (Measure C Funded)

Villa to Clovis
 65,000 d
 726,000 c

Overlay street.
 (Contingent upon SB1 Funding)

Locan Avenue Improvements

Bullard to Barstow
 30,000 d Overlay street.
 335,000 c (Contingent upon Funding)

30,000 d Overlay street.
 335,000 c (Contingent upon Funding)

Shaw to Barstow
 30,000 d Overlay street.
 320,000 c (Contingent upon Funding)

30,000 d Overlay street.
 320,000 c (Contingent upon Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Gettysburg to Ashlan			70,000 d	964,000 c		Reconstruct/overlay street. (Contingent upon SB1 Funding)
74729	Ashlan to Dakota					55,000 d 515,000 c	Reconstruct/overlay street. (Contingent upon Funding)
	<u>Pollasky Avenue Improvements</u>						
	Third to Sierra					25,000 d 210,000 c	Overlay street. (Contingent upon Funding)
	<u>Shaw Avenue Improvements</u>						
74844	Armstrong to Temperance	1,400,000 c					Reconstruct/overlay street. (STBG Grant Funded)
	<u>Temperance to Locan</u>						
	Peach to Villa					45,000 d 440,000 c	Overlay street. (Contingent upon Funding)
	<u>Sierra Avenue Improvements</u>						
74993	Willow to Peach		340,000 c				Overlay street. (Measure C Funded)
	<u>Villa to Clovis</u>						
						75,000 d 1,050,000 c	Reconstruct/overlay street. (Contingent upon Funding)
	<u>Sunnyside Avenue Improvements</u>						
	Nees to Alluvial			70,000 d	935,000 c		Reconstruct/overlay street. (Contingent upon Measure C Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
74994	Fifth to Barstow	1,300,000 c					Reconstruct street. (Measure C Funded)
74966	Third to Fifth	570,000 c					Street Widening. (Measure C Funded)
74514	Barstow to Shaw	70,000 d	1,020,000 c				Reconstruct/overlay street. (Contingent upon SB1 Funding)
<u>Teague Avenue Improvements</u>							
	Willow to Peach			70,000 d	1,078,000 c		Reconstruct/overlay street. (Contingent upon SB1 Funding)
	Minnewawa to Clovis					35,000 d 305,000 c	Overlay street. (Contingent upon Funding)
<u>Temperance Avenue Improvements</u>							
74512	Herndon to SR168	70,000 d	800,000 c				Reconstruct/overlay street. (Contingent upon STBG Funding)
	Bullard to Barstow					40,000 d 320,000 c	Overlay street. (Contingent upon Funding)
	Alluvial to Herndon					60,000 d 535,000 c	Reconstruct/overlay street. (Contingent upon Funding)
<u>Third Street Improvements</u>							
74286	Clovis to Tollhouse			70,000 d	1,200,000 c		Replace curb & gutter. Coordinate with installation of water main. (Contingent upon SB1 Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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Tollhouse Improvements

Herndon to Temperance

25,000 d Overlay street.
150,000 c (Contingent upon Funding)

Fowler to Armstrong

35,000 d Overlay street.
260,000 c (Contingent upon Funding)

Sunnyside to Fowler

35,000 d Overlay street.
375,000 c (Contingent upon Funding)

Villa Avenue Improvements

Gettysburg to Swift

25,000 d Overlay street.
170,000 c (Contingent upon Funding)

Willow Avenue Improvements

Sierra to Herndon

35,000 d Reconstruct/overlay street.
270,000 c (Contingent upon Funding)

74514 **Shaw to Barstow**

70,000 d
880,000 c
Reconstruct/overlay street.
(Contingent upon STBG Funding)

Sierra to Bullard

35,000 d
170,000 c
Overlay street.
(Contingent upon HUTA Funding)

Bullard to Barstow

35,000 d
185,000 c
Overlay street.
(Contingent upon HUTA Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	<u>Local Streets</u>						
74995	Local Street Improvements Various Streets Cape Seal Program Rehabilitation Program	50,000 d 800,000 c	50,000 d 800,000 c	50,000 d 800,000 c	50,000 d 800,000 c	50,000 d 800,000 c	Overlay various streets in local neighborhoods as programmed through the Pavement Management System (PMS) - per separate document.
74567	ADA Ramps for Local Street Improvements	25,000 d 300,000 c	25,000 d 300,000 c	25,000 d 300,000 c	25,000 d 300,000 c	25,000 d 300,000 c	Improve access ramps at the same locations as the local street Improvement project to satisfy ADA requirements.
	TOTAL - STREET IMPROVEMENTS	<u>17,832,000</u>	<u>14,989,000</u>	<u>8,425,000</u>	<u>13,685,000</u>	<u>20,425,000</u>	

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WATER CAPITAL PROJECTS - ENTERPRISE FUND

96000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
76010	Various Water Main Replacement	25,000	25,000	25,000	25,000	25,000	Replace water mains within the City that need to be upsized, relocated, or replaced.
<u>WATER MAINS</u>							
	Clovis Avenue Gettysburg to Donner			30,000 d 85,000 c			Install 12 inch main in accordance with the Water Master Plan.
76509	Sierra Avenue DeWitt to SR168					140,000 c	Replace 12 inch main in the current alignment.
	Tarpey Service Area Meter & Redundancy			30,000 d 130,000 c			Install new meter and additional water mains for redundancy.
<u>SURFACE WATER SUPPLY</u>							
	Rotary Park Pump, Motor, Electrical and Piping					25,000 d 225,000 c	Install pump, motor, electrical facilities and purple piping to provide surface water for park irrigation from Dry Creek.
76615	Railroad Park (Peach/Alluvial) Pump, Motor, Electrical and Piping					30,000 d 350,000 c	Extend purple piping from Cottonwood to Peach/Alluvial Park.
	Cottonwood Park & Dry Creek Trail Pump, Motor, Electrical and Piping					25,000 d 225,000 c	Install pump, motor, electrical facilities and purple piping to provide surface water for irrigation from Basin 7C at Alluvial and Clovis Avenues.

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WATER CAPITAL PROJECTS - ENTERPRISE FUND

96000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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SURFACE WATER TREATMENT PLANT IMPROVEMENTS

77528	SWTP Pretreatment			6,500,000			Add pretreatment to existing facilities to maximize surface water allocation during winter months.
77531	SWTP Process Addition		1,650,000				Add ozone treatment process to minimize the positive bacteria and alleviate taste and odor concerns.

WELL SITE IMPROVEMENTS

77572	Well 14 - Peach n/o Sierra GAC		45,000	550,000			Install GAC facilities. (DBCP Settlement Fund)
77516	Well Panel Upgrades Wells 8A, 23, 25		40,000	660,000			Upgrade electrical panels at well sites due to deterioration of well functionality.
77459	Well 31 - Ashlan/Leonard Treatment	45,000		1,000,000			Install facilities for Iron and Manganese treatment.
77761	Well 40 - Fowler/Gettysburg Treatment	45,000		1,000,000			Install facilities for Iron and Manganese treatment.

WELL REPLACEMENT

77650	Well 6 Replacement Willow/Barstow Avenues Drill and Develop				50,000		Acquire property, drill and develop well
					25,000		
					400,000		

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WATER CAPITAL PROJECTS - ENTERPRISE FUND

96000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	Pump and Motor				25,000 d		Install pump and motor.
	Chlorination Facilities				500,000 c		Install chlorination facilities.
					15,000 d		
					155,000 c		
	Well 35 - DeWitt/Santa Ana						
77600	Pump and Motor	600,000 c					Install pump and motor, water main and site improvements.
77600	Chlorination	155,000 c					Install chlorination facilities.
	Well 35 - DeWitt/Santa Ana						
77600	Auxiliary Power				20,000 d		Install auxiliary power.
					123,000 c		
	Well T9						
	Gettysburg/Minnewawa						
	Drill and Develop			50,000 a			
				45,000 d			Acquire property, drill and develop well.
				450,000 c			
	Pump and Motor			25,000 d			Install pump and motor.
				500,000 c			
	Chlorination Facilities			15,000 d			Install chlorination facilities.
				155,000 c			
	Various Well Replacement						
						45,000 d	Replacement of various wells within the City
						730,000 c	to maintain water production.
	TOTAL - WATER CAPITAL PROJECTS - ENTERPRISE	870,000	4,970,000	8,040,000	1,338,000	1,820,000	

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees
See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
	<u>EXTENSIONS</u>						
76010	Miscellaneous Extensions	50,000	50,000	50,000	50,000	50,000	Install water mains and services at various locations.
76184	Needs Tie-In Clovis to 500' East					50,000	c Connect existing 12 inch water main in Clovis and install fire hydrant, check valve and air release valves.
	<u>MASTER PLANNING</u>						
77091	Water Conveyance System Master Plan	25,000	25,000	25,000	25,000	25,000	d Master planning for the conveyance of potable water and required facilities for new General Plan update. (Development & GPA Consultant Fees)
	<u>WATER MAINS</u>						
	Barstow Avenue Peach to Minnewawa					8,000	d
						125,000	c Upgrade to 12 inch main including valves in accordance with the Water Master Plan.
	Villa Avenue Barstow to Ninth					7,500	d Install 12 inch main in accordance with the Water Master Plan.
						75,000	c
	Heritage Avenue E/O Temperance					15,000	d Install 8 inch water main and services.
						160,000	c (Reimbursement from property owners)
	Enterprise Avenue W/O Locan					15,000	d Install 8 inch water main and services.
						160,000	c (Reimbursement from property owners)
	Saginaw Avenue W/O DeWolf					15,000	d Install 8 inch water main and services.
						159,000	c (Reimbursement from property owners)

AGENDA ITEM NO. 14.

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WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
---------------	------------------	---------	---------	---------	---------	---------------------	-------------

Raw Water Main
Southeast SWTP to the
Northeast SWTP

700,000 d
14,300,000 c

Install 42 inch raw water main between the
treatment plants.

WATER STORAGE FACILITIES

2013 Water Revenue Bond Debt Service

67751	Principal	2,265,000	2,385,000	2,500,000	2,620,000	5,630,000	Debt Service Principal.
67201	Bond Handling Charges	30,000	10,000	10,000	10,000	10,000	Handling Charges.
67851	Interest & Handling Charges	749,000	636,000	516,000	391,000	382,000	Debt Service Interest.

Water Storage Reservoir #2

Villa n/o Barstow

25,000 d
450,000 c

Install a 500 GPM pump station to boost
water pressure during peak hour demands.
Install 18 inch water main in Villa to Bullard
Avenue per Water Master Plan.

Water Storage Reservoir #7

Northeast SWTP

1,000,000 d
20,000,000 c

Construct a 7 million gallon water storage
tank at the Northeast SWTP.

Water Storage Reservoir #8

Friant-Kern Canal

2,000,000 a
1,000,000 d
8,000,000 c

Acquire property and construct a 3 million
gallon water storage tank by the Friant-
Kern Canal.

Water Storage Reservoir #9

Near Peach & Perrin

1,400,000 d

Acquire property and construct a 7 million
gallon water storage tank in the northwest
village area.

Water Storage Reservoir #10

Near Willow/Perrin

800,000 d
10,000,000 c

Construct a 3.5 million gallon water sto
rage tank in the northwest village area.

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
77725	Water Development	1,500,000	1,500,000	1,500,000	1,500,000	24,000,000	Secure water to serve areas within the City of Clovis General Plan.
<u>WATER STORAGE FACILITIES</u>							
	Recharge Basin Northwest Area					8,000,000 500,000 4,500,000	a Acquire property and construct a 40 acre recharge basin in the Northwest area. c
	Recharge Basin California State University Fresno Property					300,000 1,200,000	d Construct a 40 acre recharge basin on existing California State University Fresno property. c
<u>SURFACE WATER TREATMENT PLANT IMPROVEMENTS</u>							
77531	Southeast-SWTP Process Addition		550,000				Add ozone treatment process to minimize the positive bacteria and alleviate taste and odor concerns.
77529	Southeast-SWTP Expansion					66,000,000	c Expand capacity of plant from 22.5 MGD to 45 MGD. Project needs to be established in the Urban Water Management Plan.
	Southeast-SWTP Pump Station					6,000,000	c Install a 42,000 gpm Pump Station at the Southeast SWTP.
77532	Water Storage Reservoir #6 Additional Reservoir at SE-SWTP					10,360,000	c Install an additional 3.5 million gallon water storage tank at the treatment plant.
77536	Northeast SWTP					2,500,000 60,000,000	d Construct a 20 MGD surface water treatment plant in the northeast area of the city sphere. Per the City Water Management Plan.

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
---------------	------------------	---------	---------	---------	---------	---------------------	-------------

Northeast SWTP Pump Station
 Install a 22,000 gpm Pump Station at the
 3,300,000 c Northeast SWTP.

WELL IMPROVEMENTS

77605 **Landscape Improvements**
 Well 29, 31, 36, 38, 42 and
 Reservoir 4
 125,000 c Install water service, backflow devices,
 irrigation valves and landscaping at
 Reservoir 4, Well 29, 31, 36, 38 and 42.

77670 **Well 36 - Nees E/O Willow**
 Auxiliary Power
 75,000 c Install auxiliary power.

77680 **Well 39 - Willow/Magill**
 Pump and Motor
 35,000 d
 450,000 c
 Install pump and motor, water main and site
 improvements.

Chlorination
 15,000 d
 155,000 c
 Install chlorination facilities.

Well 44 - Willow/Shepherd
 Drill and Develop
 200,000 a
 35,000 d
 450,000 c
 Drill and develop well.

Pump and Motor
 25,000 d
 500,000 c
 Install pump and motor, water main and site
 improvements.

Chlorination
 15,000 d
 155,000 c
 Install chlorination facilities.

Auxiliary Power
 20,000 d
 123,000 c
 Install auxiliary power.

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees.
 See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
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WELL IMPROVEMENTS

77600	Well 45 - Willow/Perrin Drill and Develop	350,000 a 35,000 d					Drill and develop well.
77600	Pump and Motor		700,000 c				Install pump and motor, water main and site improvements.
	Chlorination Facilities			15,000 d 155,000 c			Install chlorination facilities.
	Auxiliary Power				20,000 d 123,000 c		Install auxiliary power.
	Well 46 - Willow/Behymer Well & Site Development						150,000 a Complete well development including Drill, 150,000 d site development, pump & motor, 1,850,000 c chlorination facilities, & auxiliary power.
	Well 47 - Willow/International Well & Site Development						150,000 a Complete well development including Drill, 150,000 d site development, pump & motor, 1,850,000 c chlorination facilities, & auxiliary power.
	Southeast Area Well Well & Site Development						150,000 a Complete well development including Drill, 150,000 d site development, pump & motor, 1,850,000 c chlorination facilities, & auxiliary power.
	Well at Armstrong/SR 168 Well & Site Development						150,000 a Complete well development including Drill, 150,000 d site development, pump & motor, 1,850,000 c chlorination facilities, & auxiliary power.

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
77090	Various Well Site Development						
	1. Test Hole	20,000 d 40,000 c	15,000 d 35,000 c	15,000 d 35,000 c	15,000 d 35,000 c	20,000 d 45,000 c	Drill test hole.
	2. Land Banking					130,000	a Land acquisition of acceptable sites.
	3. Well Construction					20,000 d 500,000 c	Construct well.
	4. Construct Chlorination Facilities					13,500 d 60,000 c	Construct chlorination unit and building.
	5. Auxiliary Power					16,000 d 123,000 c	Install generator.
	TOTAL - WATER CAPITAL PROJECTS - DEVELOPER	6,499,000	16,266,000	20,956,000	6,036,000	253,475,000	

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

COMMUNITY SANITATION IMPROVEMENTS - ENTERPRISE FUND

99500 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
81130	Clovis Landfill Corrective Action Program					150,000	c Construction of monitoring equipment, evaluation of groundwater extraction pumps, gas extraction pumps, and water filtration system. (Refuse Enterprise Fund)
81180	Landfill Wireless Link					5,000 20,000	d Install wireless communication from City network capable of receiving/transmitting phone, fax and internet services. (Refuse Enterprise Fund)
81120	Landfill Site Acquisition					20,000	a Purchase remnant parcel to avoid private development in close proximity to vicinity of landfill. (Refuse Enterprise Fund)
	Landfill Access Road Pave Bridge Access Road			10,000 65,000			d c Pave access road with asphalt concrete from bridge approach to landfill property line. (Refuse Enterprise Fund)
81211	Landfill Solar						Install solar panels on landfill buffer area. (Refuse Enterprise Fund)
	Landfill Security System Install Chain Link Fence, Interior Lighting and Video					15,000 185,000	d c Install chain link fence, interior lighting and video to prevent unauthorized entry and protect equipment and facilities from vandalism. (Refuse Enterprise Fund)
81212	Landfill Flare	1,000,000					c Modify existing flare onsite to meet requirements by San Joaquin Valley Pollution Control District. (Refuse Enterprise Fund)

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

COMMUNITY SANITATION IMPROVEMENTS - ENTERPRISE FUND

99500 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
81205	Landfill Transfer Station Green Waste						Acquire land and build green waste transfer station. 50,000 d 250,000 c (Refuse Enterprise Fund)
81200	Villa Corporation Yard Master Plan						5,000 d 80,000 c for the ongoing use of the corporation yard and make grading and drainage improvements. (Refuse Enterprise Fund)
81147	Clovis Landfill Liner Liner System (Stage II)				300,000 d		Landfill expansion as needed for City growth. Expansion estimated to occur in 2025 - 2026. (Refuse Enterprise Funds)
	Liner System (Stage III)						100,000 d 1,000,000 c Landfill expansion as needed for City growth. Expansion estimated to occur in 2043 - 2044. (Refuse Enterprise Funds)
	Clovis Landfill Closure						300,000 d 7,200,000 c Place impermeable cover over entire landfill, complete drainage system, and install gas vents. Estimate closure to occur in 2050. (Landfill Closure/Post Closure Reserve)
	Clovis Landfill Post Closure						3,000,000 c 30-year post closure monitoring and maintenance. Estimate post closure to occur in 2050. (Landfill Closure/Post Closure Reserve)
	TOTAL - REFUSE	1,000,000	0	75,000	300,000	17,380,000	

AGENDA ITEM NO. 14.

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See glossary at the end of this section for an explanation of acronyms and abbreviations.

HOUSING & COMMUNITY DEVELOPMENT

42750/49210 ACCT	PROJECT LOCATION	2022-23	2023-24	2024-25	2025-26	2026-27 or Later	DESCRIPTION
80100	Home Repair Loans/Grants	5,000,000	80,000	80,000	80,000	80,000	Agency participation in the repair and rehabilitation of affordable housing. Replace substandard mobile homes for low income senior citizens in the mobile home parks. (CalHome)
80101	First Time Home Buyer Loans	1,000,000 c	100,000	100,000	100,000	100,000	Assist low to moderate income families with first home purchase. (HOME Grant)
80105	Home Improvement Grants	135,000 c	150,000	150,000	150,000	150,000	Home improvement and repair grants. (CDBG)
80170	Affordable Housing Project	1,500,000 c	150,000	150,000	150,000	150,000	Gap financing for development of affordable housing. (Housing Successor Funding/ PLHA Funding)
TOTAL - HOUSING AND COMMUNITY DEVELOPMENT		<u>7,635,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	<u>480,000</u>	

AGENDA ITEM NO. 14.

a = acquisition, c = construction, d = design, f = development fees.
See glossary at the end of this section for an explanation of acronyms and abbreviations.

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COMMUNITY INVESTMENT PROGRAM GLOSSARY OF TERMS, ACRONYMS, & ABBREVIATIONS

a	Property Acquisition	CHIP	Clovis Housing Improvement Program
c	Construction	CMAQ	Congestion Mitigation and Air Quality Program. A federal source of funding under "SAFETEA-LU" for projects that reduce air pollution emissions caused by transportation activities through increased efficiency of transportation systems.
d	Design		
f	Development Fees	CUSD	Clovis Unified School District
s	Construction Supervision	DBCP	Dibromochloropropane Pesticide used in the past by farmers for Nematodes. Has now been found in the groundwater.
u	Underground Service Alert		
N/O or n/o	North of	FID	Fresno Irrigation District
S/O or s/o	South of	FMFCD	Fresno Metropolitan Flood Control District
E/O or e/o	East of	GAC	Granular Activated Carbon. Large (20,000 gallon ±) vessels filled with Granular Activated Carbon for removal of DBCP.
W/O or w/o	West of		
ADA	Americans with Disabilities Act. A federal act requiring accessibility for the disabled to all facilities.	GPA	General Plan Amendment
ATP	Active Transportation Plan	GPM	Gallons per Minute
BTA	Bicycle Transportation Account		Landscaping such as patios, sidewalks, and paths.
CalFire	California Department of Forestry and Fire Protection	HSIP	Highway Safety Improvement Program
CalHome	A program to enable low and very low-income households to become or remain homeowners.	HBRR	Highway Bridge Rehabilitation and Repair. A federal funding source for repair and replacement of bridges.
CDBG	Community Development Block Grant. A source of federal funding for improvements in low income or blighted areas.	HOPE	Housing Opportunities through Education
CIP	Community Investment Program	HOME	Federal block grant to state and local governments designed to create affordable housing for low-income households.
		HUTA	Highway Users Tax Account (2010)

AGENDA ITEM NO. 14.

COMMUNITY INVESTMENT PROGRAM GLOSSARY OF TERMS, ACRONYMS, & ABBREVIATIONS, CONT.

LCTOP	Low Carbon Transit Operations Program. A state source of funding under Senate Bill 862 to provide operating and capital assistance for transit agencies.	SB1	Senate Bill 1 – The Road Repair and Accountability Act (2017)
LMD	Landscape Maintenance District	STBG	Surface Transportation Block Grant
LTF	Local Transportation Fund. A state funding source for street and transit projects- Article 3 is for bicycle and pedestrian facilities, Article 8 is for street construction.	STP	Surface Transportation Program. A federal source of funding under "SAFETEA-LU" for street construction and reconstruction activities.
Measure C	In 2007, Fresno County voters passed a half-cent sales tax extension for twenty years to improve the County's and all cities within the County's overall transportation systems.	Streetscape	The visual elements of a street that defines its character, such as building façade, landscaping, sidewalks, street furniture, signs, lighting, etc.
MGD	Million Gallons per Day	ST-WRF	Sewage Treatment and Water Reuse Facility
NFPA	National Fire Protection Association	SWTP	Surface Water Treatment Plant
PCI	Pavement Condition Index	TCP	1,2,3-Trichloropropane is an exclusively man-made chlorinated hydrocarbon commonly used as an industrial solvent, cleaner, degreaser, and in two commonly used soil fumigants used in California to manage nematodes. Contamination of TCP occurred in drinking water wells and is on the State of California's list of chemicals known to cause cancer.
PD	Police Department	TE	Transportation Enhancement Activity. A federal source of funding under "SAFETEA-LU" for enhancement of transportation facilities through beautification or restoration of historic facilities.
PDS	Planning and Development Services Department	UGOH	Underground Overhead. The undergrounding of overhead facilities such as electric, phone and cable.
PLHA	Permanent Local Housing Allocation	VCP	Vitrified Clay Pipe. A pipe material used for sewer main construction.
PMS	Pavement Management System. A computer-based pavement management and inventory system, which helps staff, identify street project priorities.		
PVC	Polyvinyl Chloride. A pipe material used for sewer and water main construction.		
RDA	Redevelopment Agency		
R&T Park	Research and Technology Park		
RSTP	Regional Surface Transportation Program		

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APPENDIX *SECTION*

The Appendix Section provides demographic information, phone numbers of City offices, listing of elected officials, miscellaneous statistics and a glossary of terms used in this document.



OFFICIALS

CLOVIS CITY COUNCIL

The City Council meets regularly on the first, second, and third Mondays of each month in the Council Chamber; City Hall, 1033 Fifth Street at 6:00 p.m. Council meetings are open to the public and citizens are encouraged to attend and participate.

Jose G. Flores, Mayor
Josef@cityofclovis.com

Lynne Ashbeck, Mayor Pro Tem
Lynnea@cityofclovis.com

Vong Mouanoutoua, Council Member
Vongm@cityofclovis.com

Bob Whalen, Council Member
Bobw@cityofclovis.com

Drew Bessinger, Council Member
Drewb@cityofclovis.com

FRESNO COUNTY BOARD OF SUPERVISORS

Nathan Magsig, Supervisor
 Room 300, Hall of Records
 2281 Tulare Street
 Fresno, CA 93721-2198
 (559) 600-5000

Steve Brandau, Supervisor
 Room 300, Hall of Records
 2281 Tulare Street
 Fresno, CA 93721-2198
 (559) 600-2000

STATE

ASSEMBLY MEMBER

Jim Patterson
 6245 N. Fresno St., Ste. 106
 Fresno, CA 93710
 (559) 446-2029

SENATOR

Andreas Borgeas
 567 W. Shaw Ave, Suite A-3
 Fresno, CA 93704
 (559) 243-8580

UNITED STATES

REPRESENTATIVE

CURRENTLY VACANT
 Formerly:
 Devin Nunes
 264 Clovis Avenue, Ste. 206
 Clovis, CA 93612
 (559) 323-5235

SENATORS

Alex Padilla
 112 Hart Senate Office Building
 Washington DC 20510
 (202) 224-3553

Dianne Feinstein
 2500 Tulare St., Ste. 4290
 Fresno, CA 93721
 (559) 485-7430

FREQUENTLY CALLED NUMBERS (Area Code 559)

Emergency	911	Personnel Job Line	324-2733
City Hall Information	324-2000	Utility Billing	324-2130
Clovis Branch Library	299-9531		

CITY OF CLOVIS DEPARTMENTS (Area Code 559)

Administration	324-2060	General Services	324-2767
Animal Control Officer	324-2450	Water/Sewer/Streets/Parks	324-2600
Building Inspection	324-2390	Personnel	324-2725
City Clerk	324-2072	Planning/Development Services	324-2340
Clovis of Clovis Recreation	324-2780	Police (Non-Emergency)	324-2400
Finance	324-2130	Senior Services	324-2750
Fire	324-2200	Solid Waste	324-2604

MISCELLANEOUS DEMOGRAPHIC INFORMATION

POPULATION	Year	City of Clovis	Fresno County	Year	City of Clovis	Fresno County
		1950	2,766	276,550	2013	99,983
	1960	5,546	365,945	2014	102,188	964,040
	1970	22,133	413,329	2015	104,339	972,297
	1980	33,021	514,621	2016	108,039	984,541
	1990	49,300	667,490	2017	110,762	995,975
	2000	70,746	805,005	2018	113,883	1,007,229
	2009	95,128	942,298	2019	117,003	1,018,241
	2010	95,480	923,373	2020	119,175	1,023,358
	2011	96,848	940,220	2021	121,834	1,033,303
	2012	98,377	938,467	2022	122,960	1,042,855

Source: City of Clovis, U.S. Bureau of the Census, State Department of Finance

CLIMATE

	2021 Average Daily Temperature (Degrees)			Precip. (Inches)
	Maximum	Minimum	Average	
January	70.0	35.0	50.4	3.40
February	73.0	38.0	54.1	0.29
March	84.0	38.0	56.3	1.33
April	95.0	47.0	65.9	0.15
May	101.0	50.0	73.4	0.00
June	111.0	53.0	82.6	0.00
July	114.0	67.0	88.7	0.00
August	107.0	62.0	85.2	0.00
September	107.0	56.0	79.6	0.00
October	93.0	45.0	65.1	1.27
November	75.0	39.0	57.2	0.30
December	73.0	29.0	46.2	0.81
YEAR	114.0	29.0	71.5	7.55

Source: <https://www.weather.gov/hnx/fatmain>

AREA (SQUARE MILES)

Year	City of Clovis	Year	City of Clovis
1950	1.05	2012	23.14
1960	2.88	2013	23.42
1970	4.22	2014	24.02
1980	9.02	2015	24.15
1990	14.34	2016	24.36
2000	17.28	2017	24.40
2008	23.14	2018	25.50
2009	23.14	2019	25.50
2010	23.14	2020	25.91
2011	23.14	2021	25.98

Source: City of Clovis, Planning and Development Services

RETAIL SALES INFORMATION

2020 RETAIL SALES (In Thousands of Dollars)	<u>Type of Business</u>	<u>City of Clovis</u>	<u>Fresno County</u>
		General Consumer Goods	563,885
	Autos and Transportation	467,116	2,477,716
	Building and Construction	225,127	1,212,398
	Restaurants and Hotels	325,352	2,091,516
	Fuel and Service Stations	89,719	973,907
	Business and Industry	132,190	2,027,260
	Food and Drugs	269,210	5,407,469
	TOTAL	2,072,599	17,078,806

Source: Ca Dept of Tax and Fee Administration

ANNUAL TAXABLE SALES (In Thousands of Dollars)	<u>Year</u>	<u>City of Clovis</u>	<u>Fresno County</u>	<u>Year</u>	<u>City of Clovis</u>	<u>Fresno County</u>
		1970	25,012	883,810	2012	1,373,070
	1980	165,377	3,131,515	2013	1,509,721	12,618,111
	1990	448,565	5,739,359	2014	1,582,858	13,277,800
	2000	930,608	8,472,055	2015	1,708,193	14,189,429
	2007	1,376,902	12,308,257	2016	1,790,890	14,184,097
	2008	1,284,915	11,729,171	2017	1,852,313	14,755,751
	2009	1,158,887	9,966,448	2018	1,936,041	15,386,256
	2010	1,201,964	10,154,265	2019	2,007,586	16,218,883
	2011	1,278,684	11,179,478	2020	2,072,599	17,078,806

Source: Board of Equalization 1970 - 2016/HdL Companies 2017; Ca Dept of Tax and Fee Administration 2018 - Current

MISCELLANEOUS BUILDING INFORMATION

**DWELLING
UNITS**

<u>Year</u>	<u>City of Clovis</u>	<u>Year</u>	<u>City of Clovis</u>
1970	4,347	2012	36,579
1980	13,357	2013	37,140
1990	19,379	2014	37,875
2000	25,494	2015	38,899
2006	33,508	2016	39,608
2007	34,226	2017	40,591
2008	34,750	2018	41,941
2009	35,197	2019	42,789
2010	35,671	2020	43,901
2011	36,101	2021	45,139

Source: City of Clovis, County of Fresno

**NEW
DWELLING
UNITS
AUTHORIZED**

<u>Year</u>	<u>City of Clovis</u>		
	<u>Single</u>	<u>Multiple</u>	<u>Total</u>
2007	688	30	718
2008	408	116	524
2009	431	16	447
2010	474	0	474
2011	370	60	430
2012	378	100	478
2013	501	60	561
2014	703	32	735
2015	815	209	1,024
2016	709	0	709
2017	925	58	983
2018	1,046	304	1,350
2019	848	0	848
2020	884	228	1,112
2021	1,148	90	1,238

Source: City of Clovis CAFR

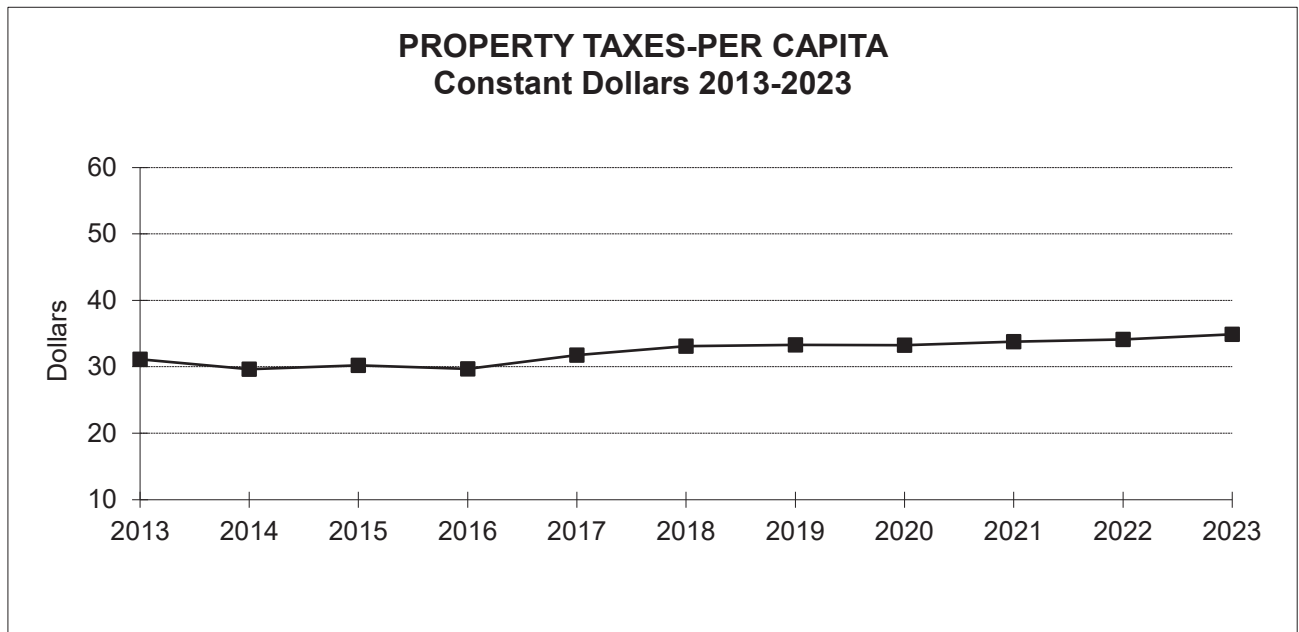
**BUILDING
PERMITS ---
VALUATIONS**

<u>Year</u>	<u>City of Clovis</u>
2007	275,057,000
2008	208,250,000
2009	190,479,000
2010	193,394,000
2011	130,706,000
2012	155,097,000
2013	196,675,000
2014	315,967,000
2015	323,641,000
2016	311,769,000
2017	320,472,000
2018	365,519,000
2019	368,131,000
2020	385,697,000
2021	389,542,000

Source: City of Clovis CAFR

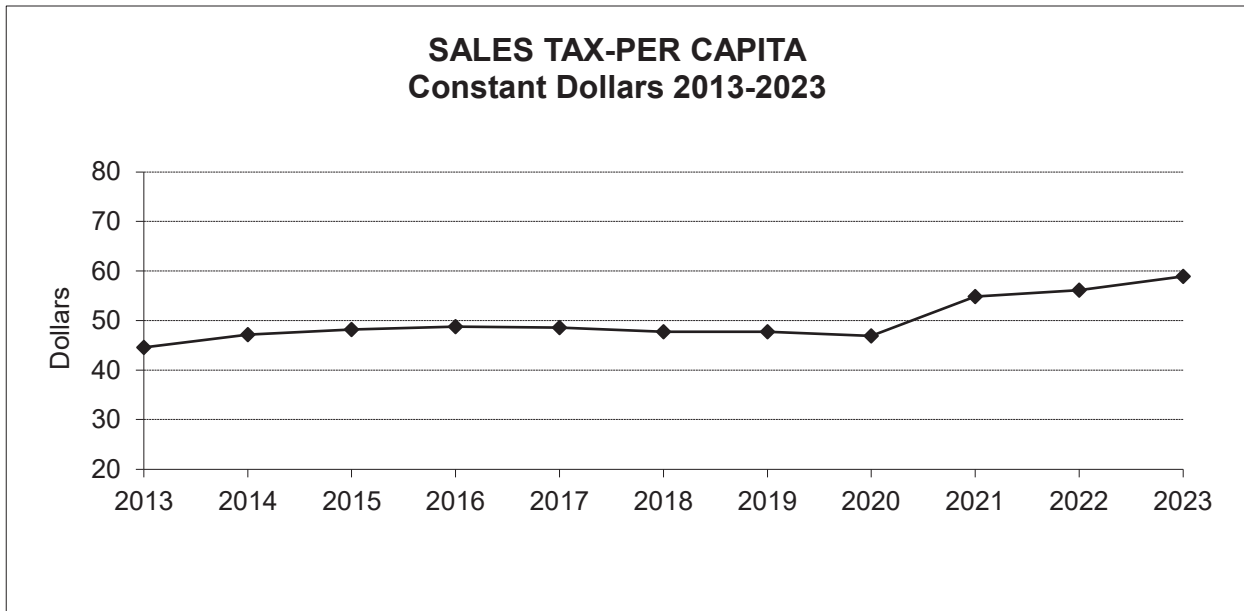
REVENUE BY CATEGORY GENERAL FUND PROPERTY TAXES

	<u>AMOUNT RECEIVED</u>	<u>% OF TOTAL REVENUE</u>	<u>PER CAPITA</u>	<u>PER CAPITA (ADJUSTED FOR INFLATION)</u>
2012-13	10,671,135	20.61%	106.73	31.12
2013-14	10,631,129	19.29%	104.04	29.64
2014-15	11,322,526	19.25%	108.52	30.23
2015-16	11,649,632	18.89%	107.83	29.70
2016-17	12,873,288	20.29%	116.22	31.76
2017-18	14,184,858	20.28%	124.56	33.13
2018-19	15,071,954	20.64%	128.82	33.29
2019-20	15,883,160	21.14%	133.28	33.24
2020-21	16,964,759	17.57%	139.24	33.80
2021-22 (EST)	17,955,000	17.59%	144.76	34.14
2022-23 (EST)	18,680,000	19.40%	147.98	34.90



REVENUE BY CATEGORY GENERAL FUND SALES TAX

	<u>AMOUNT RECEIVED</u>	<u>% OF TOTAL REVENUE</u>	<u>PER CAPITA</u>	<u>PER CAPITA (ADJUSTED FOR INFLATION)</u>
2012-13	15,284,968	29.53%	152.88	44.57
2013-14	16,916,615	30.69%	165.54	47.16
2014-15	18,037,580	30.67%	172.87	48.15
2015-16	19,119,633	31.00%	176.97	48.75
2016-17	19,675,483	31.01%	177.64	48.53
2017-18	20,425,341	29.20%	179.35	47.70
2018-19	21,597,179	29.58%	184.59	47.70
2019-20	22,393,757	29.81%	187.91	46.86
2020-21	27,526,308	28.51%	225.93	54.84
2021-22 (EST)	30,031,000	29.42%	237.90	56.11
2022-23 (EST)	31,528,000	32.74%	249.76	58.91



CITY OF CLOVIS PRINCIPAL EMPLOYERS JUNE 30, 2021

<u>Employer</u>	<u>Approximate Number of Employees</u>
Clovis Unified School District	5,084
Clovis Community Hospital	2,180
Wal-Mart	620
City of Clovis	542
Wawona Frozen Foods	540
Anlin Industries	400
Costco	354
Target	325
Savemart	234
Lowe's	200

GLOSSARY

AB 109 - Assembly Bill 109 also known as the Public Safety Realignment Act passed by California voters in 2011 shifted responsibility for supervising certain populations of offenders and parolees from state prisons to county jails.

AB 147 - Assembly Bill 147 also known as the Marketplace Facilitator Act was signed on April 25, 2019 creating new sales and use tax collection requirements for remote sellers and all retailers.

Accrual - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ACFR (Annual Comprehensive Financial Report) - The annual financial statements for the City of Clovis.

ACT - Adult Compliance Team. A multi-agency alliance with local law enforcement agencies that provides an additional layer of offender accountability and supervision as a result of AB109.

ADA - Americans with Disabilities Act. A Federal Act requiring accessibility for the disabled to all facilities.

Admin & Overhead Expenditures - Indirect departmental expenses such as administration, building operations and maintenance, office supplies, computer services, and depreciation.

Appropriation - A legal authorization granted by a legislative body to make expenditures and to incur obligations for a specific purpose.

Appropriations Limit - Passed by voters in 1979 establishing the maximum amount of tax proceeds that State or local governments may appropriate in a fiscal year.

ARPA - American Rescue Plan Act of 2021 which provides funding for state and local governments in response to the COVID-19 pandemic.

Assessed Value - The value placed on property by the County Assessor. Special assessment amounts levied against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

ATF – Alcohol, Tobacco, and Firearms.

ATP - Active Transportation Plan.

AV - Audio Video.

Balanced Budget - The financial position where available resources meet or exceed expenditures.

Benefits - Payment to which participants may be entitled under a pension plan including pension benefits, death benefits, and benefits due on termination of employment.

Benefit Zone Reserves - Zones within the City's Landscape Maintenance District that property owners pay assessment fees to maintain public landscape improvements. Reserves are maintained to address replacement of enhancement features and repair projects.

Bonds - A debt investment in which an investor loans money to an entity that borrows the funds for a defined period of time at a stated interest rate to finance a variety of projects.

Budget - A major expense control device used to monitor expenses. A governmental budget generally carries the force of law when spending limits are established in a legally adopted budget.

CAD - Computer Aided Dispatch.

CalFire - California Department of Forestry and Fire Protection.

CalHome - A program to enable low and very low-income households to become or remain homeowners.

Capital Improvements - Permanent improvements that add value to land (e.g., fences, retaining walls, sidewalks, pavements, gutters, water and sewer lines, and bridges).

Capital Outlay - Expenditures resulting in the acquisition of or additions to the government's fixed assets that typically last more than one year.

CAR - Clovis Area Recreation.

CARES Act - Coronavirus Aid, Relief and Economic Security Act. An economic stimulus bill passed by Congress and signed by President Trump on March 27, 2020.

CCDA - Clovis Community Developmental Agency. The City of Clovis' former redevelopment agency.

CCU - Community Clean-Up.

CDBG - Community Development Block Grant. A source of federal funding for improvements in low income or blighted areas.

CEA - Clovis Employees Association.

CERT - Clovis Emergency Response Team.

CEQA - Clovis Environmental Quality Act.

CFD - Community Facilities District which is a district formed in new growth areas to provide funding for public safety and/or public utility infrastructure.

CFFA - Clovis Fire Fighters Association.

CNT - Crisis Negotiation Team.

Community Investment Program (CIP) - A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long-term work program or other capital needs.

COPs (Certificates of Participation) - A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues.

COVID-19 - Coronavirus disease 2019.

CPI (Consumer Price Index) - An index measuring the change in the cost of typical wage-earner purchases of goods and services expressed as a percentage change in the cost of these same goods and services in the same base period.

CPOA - Clovis Police Officers Association.

CPSE - Center for Public Safety Excellence.

CPSEA - Clovis Public Safety Employees Association.

CPTA - Clovis Professional & Technical Association.

CPWEA - Clovis Public Works Employee Association.

CSO - Community Service Officer.

CTFP - Confidential Technical and Financial Professionals.

Current Resources - Sources of funds that are received in the current period.

CUSD - Clovis Unified School District.

DBCP - Dibromochloropropane, pesticide used in the past by farmers for Nematodes. This was found in the groundwater.

Debt Service - The interest and principal payments on long-term debt.

Depreciation - The portion of the cost of plant assets that is deducted from revenue for asset services used in the operations of the business.

Designated Fund Balance - Segregation of a portion of fund balance to indicate plans for future use.

DIF - Development Impact Fees.

Discretionary Funds - Those funds that are not specifically restricted to their uses and over which the Council has complete control.

Diversion - Intervention programs to redirect youths away from formal processing in the juvenile justice system, while still holding them accountable.

EMS - Emergency Medical Services.

Encumbrances - Commitments related to unperformed contracts for goods and services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities but represent the estimated amount of expenditures ultimately to result if contracts in process are completed.

Enterprise Fund - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EDD - Employment Development Department.

EIR - Environmental Impact Report.

EOC - Emergency Operations Center.

EOD - Explosive Ordinance Disposal.

EOP - Emergency Operations Plan.

ERP - Enterprise Resource Planning which is software designed to integrate an organization's business processes into a single system.

ETC - Estimate To Close.

Extra Help - Cost of employees who are hired on a temporary or substitute basis.

FAX - Fresno Area Express Transit System.

FBI - Federal Bureau of Investigation.

FEMA - Federal Emergency Management Agency.

Fiduciary Fund - Fiduciary funds are used to account for assets held by the government as an agent for individuals, private organizations, other governments and/or other funds.

Fiscal Year - A 12-month period to which the annual operating budget applies and for which a government determines its financial position and the results of its operations.

Five-Year Forecast - A projection of operating position for a five-year period.

Fleet Fund - The internal service fund that is for fleet purchases and maintenance.

FMFCD - Fresno Metropolitan Flood Control District.

Franchise Fees - Payments to the city from a utility company for use of the city's streets and rights of way for its services provided. The City of Clovis receives franchise fees from Pacific Gas & Electric, Comcast Cable, and AT&T/DirecTV.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and residual equities or balances and changes therein are recorded and segregated to carry out specific activities or attain certain objectives in accordance with special regulation, restrictions, or limitations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds.

GAAP - Generally Accepted Accounting Principles.

GASB - Governmental Accounting Standards Board.

General Fund - The primary fund for the City in which all assets and liabilities are recorded that are not assigned to a special purpose fund.

General Government Facilities Fund - The internal service fund that is responsible for building maintenance.

General Obligation Debt - A long-term debt that has been approved by the voters and for which a property tax rate may be assessed.

General Plan - A plan that provides the guidelines under which development can occur.

GFOA - Government Finance Officers Association.

GIS - Geographic Information System.

HCD - The Department of Housing and Community Development is California's principal housing agency. The mission is to provide leadership, policies and programs to expand and preserve safe and affordable housing opportunities and promote strong communities for all Californians.

HEAT - Help Eliminate Auto Theft.

Heritage Grove - The future housing development located between Willow and Sunnyside Avenues and Shepherd and Copper Avenues.

HQ - Headquarters.

HUTA - Highway Users Tax Account. Cities and counties receive revenue from the motor vehicle fuel taxes imposed pursuant to California's Revenue and Taxation Code Section 7360(a) and (b).

ICS - Industrial Control Systems. An information system used to control industrial processes.

Industrial Park - An area designated for industrial production and service.

ISF (Internal Service Funds) - Established to finance, administer, and account for departments of a government whose primary purpose is to provide goods or services to the government's other departments on a cost-reimbursement basis.

ISO Rating - Insurance Service Office issues ratings to Fire Departments for the effectiveness of their fire protection services and equipment. The rating is a numerical grading system used by the insurance industry to develop premium rates for residential and commercial businesses.

K9 - A dog specifically trained to assist police.

LAFCO - Local Agency Formation Commission.

Landmark Square - The future site of the new Senior Center, Transit hub and County Library to be located north of Third Street and Veterans Parkway.

LCTOP - Low Carbon Transit Operations Program.

LIS - Land Information System.

LMD - Landscape Maintenance District.

LTF (Local Transportation Funding) - Derived from $\frac{1}{4}\phi$ of the retail sales tax collected statewide and used for transportation purposes specified under the Transportation Development Act.

MAGEC - Multi-Agency Gang Enforcement Consortium.

Major Fund - The General Fund is always a major fund. Major funds have revenues, expenditures/expenses, assets, or liabilities that are at least 10% of the corresponding totals of all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental or enterprise funds for the same item.

Measure C - County wide $\frac{1}{2}\phi$ sales tax used to fund street improvements and transit operations approved by voters for a twenty-year extension on this tax in November 2006.

Modified Accrual - An accounting method commonly used by government agencies that combines accrual basis accounting with cash-basis accounting.

NIMS - National Incident Management System.

NKGSA - North Kings Groundwater Sustainability Agency.

Non-discretionary Funds - Those funds that are specifically restricted as to their use and may not be utilized for other purposes.

NPDES - National Pollutant Discharge Elimination System as authorized by the Clean Water Act permit program controls water pollution by regulation point sources that discharge pollutants into waters of the United States.

NRC - Non-Residential Construction.

Old Town - The restored business sector of downtown Clovis.

Operating Budget - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by

which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

PCI - Pavement Condition Index indicates the condition of a pavement, for prioritizing repairs and rehabilitation of the road network.

PCI - Per Capita Income.

PDS - The enterprise fund Planning and Development Services.

PERS - Public Employees' Retirement System.

PG&E - Pacific Gas & Electric.

PICHESS - A request made by the defense in California to obtain information from a police officer's confidential employment file.

PIO - Public Information Officer.

PLHA - Permanent Local Housing Allocation.

PMS - Pavement Management System.

POST - Peace Officer Standards & Training.

Preemption Devices - A system to allow public safety vehicles to activate traffic signals.

Public Hearing - A forum where citizens of a government have the opportunity to be heard, present, and listen to argument on a specific matter.

REAP - Retention, Expansion, & Attraction Program.

Reappropriation - Expenditures that were not expected to occur over more than one fiscal year but in fact do occur in the following fiscal year and were not included in the current budget.

Recommended Budget - The budget presented to the Council by the City Manager.

Regional Wastewater Treatment Facility - The sewage treatment facility owned by the cities of Clovis and Fresno.

Reserved Fund Balance - The portion of fund balance that is: (1) not available for appropriation or expenditure; and/or (2) is segregated legally for a specific future use.

Resolution - A formal expression of an opinion, will, or intent voted by the City Council.

RMS - Records Management System.

ROPS (Required Obligation Payment Schedule) - Schedule listing payments of enforceable obligations.

Roundup - Para transit services providing demand response service for disabled residents ages 6 and up.

R&T- Research and Technology.

SAFER Grant - Staffing for Adequate Fire and Emergency Response grant. A grant from FEMA to provide funding directly to Fire Departments to help increase or maintain the number of trained front line firefighters.

SB1 (Senate Bill 1) - A transportation funding package which increased several taxes, starting in November 2017, for the state's transportation network.

SCADA - Supervisory Control and Data Acquisition. A control system for gathering and analyzing real time data to monitor and control equipment.

SCBA - Self-Contained Breathing Apparatus.

SEMS - Standard Emergency Management System.

SET - Special Enforcement Team.

SGMA - Sustainable Groundwater Management Act.

South Dakota v. Wayfair - The United States Supreme Court ruling that states can mandate that businesses without a physical presence in a state with more than 200 transactions or \$100,000 in-state sales collect and remit sales taxes on transactions in the state.

Special Assessment Debt With Governmental Commitment - The face value of special assessment bonds not due within one year when the government is secondarily obligated for repayment of the bonds.

Special Assessment District Debt - The face value of special assessment bonds not due within one year when the government is primarily obligated for repayment of the bonds.

Specific Plans - Sub-areas of the City utilizing specific plans to focus on defined areas of the City for more precise guidelines on land use and development.

STA (State Transit Assistance) - Derived from sales tax collected on diesel fuel statewide and used

for transportation purposes specified under the Transportation Development Act.

Stageline - Transit buses that operate along fixed routes with regularly scheduled stops.

Streetscape - The visual elements of a street that defines its character, including building façade, landscaping, sidewalks, street furniture, signs, lighting, etc.

STWRF - Sewage Treatment and Water Reuse facility. The sewage and water reuse facility owned by the City.

Successor Agency - State Legislature passed AB1X 26 on June 29, 2011 to completely dissolve all Redevelopment Agencies in the State, effective February 1, 2012. Successor Agencies were created and charged with handling outstanding debts and the winding down of redevelopment activities, under the direction of an Oversight Board. The City of Clovis is the Successor Agency to the former Clovis Community Development Agency.

SWAT - Special Weapons and Tactics.

TCP (Trichloropropane) - a chemical compound manufactured by Shell Chemical Company and Dow Chemical Company.

TEBU - Transit Employees Bargaining Unit.

TOT - Transient Occupancy Tax. Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourist home, or other lodging facility.

Transfers - The movement of resources between funds.

UAV - Unmanned Aerial Vehicle (drone).

UCR - Uniform Crime Reporting.

Unreserved Fund Balance - Those portions of fund balance that are not appropriated for expenditure or are legally segregated for specific future use.

VMT- Vehicle Miles Traveled.

W/C - Worker's Compensation.

Working Capital - The excess of current assets over current liabilities.

WWTP - Wastewater Treatment Plant.



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Administration
 DATE: May 16, 2022
 SUBJECT: Consider Approval – To submit a letter of Support for Senate Bill 1410- Caballero, California Environmental Quality Act: Transportation Impacts.

Staff: John Holt, City Manager
Recommendation: Approve

ATTACHMENTS: 1. Proposed Legislation – SB 1410
 2. High Quality Transit Areas Map

CONFLICT OF INTEREST

None.

RECOMMENDATION

That the City Council provide policy direction to support Senate Bill 1410- Caballero, California Environmental Quality Act: Transportation Impacts.

EXECUTIVE SUMMARY

Senate Bill 1410- Caballero, California Environmental Quality Act: Transportation Impacts is being considered by the California Legislature. Staff has reviewed the bill and is recommending City Council provide policy direction to support the legislation. The bill would reduce Vehicle Miles Travelled applicability in environmental reviews. This would reduce challenges to developing housing and job-generating projects in areas planned for growth in the City of Clovis. If the recommendation is approved, staff will draft a letter to submit to the legislature for consideration.

BACKGROUND

Senate Bill 1410- Caballero, California Environmental Quality Act: Transportation Impacts is being considered by the California Legislature. Staff has reviewed the bill and is recommending City Council provide policy direction to support the legislation. The legislation passed out of its originating committee in late April and will continue through the legislative process.

The Legislation would reduce Vehicle Miles Travelled (VMT) applicability in environmental reviews by only requiring the application of the law in High Quality Transit Areas, see Attachment 2 for areas that meet this definition in Clovis. Clovis has very little, if any, areas that meet this definition. Current state law regarding VMT has been challenging to implement in Clovis. The legislation would reduce challenges to developing housing and job-generating projects in Clovis. The position of the League of Cities is stated as “watch” at this time. The California Association for Economic Development and the San Joaquin Valley Regional Planning Agencies Policy Council have submitted letters of support for the proposed legislation. If the recommendation is approved, staff will draft a letter to submit to the legislature.

FISCAL IMPACT

None at this time.

REASON FOR RECOMMENDATION

The position on this bill recommended is in the best interest of the City and encouraging the fulfillment of the City’s General Plan.

ACTIONS FOLLOWING APPROVAL

Staff will draft a letter of support for the Mayor’s signature.

Prepared by: Andrew Haussler, Assistant City Manager

Reviewed by: City Manager *AH*

AMENDED IN SENATE MARCH 31, 2022

SENATE BILL

No. 1410

Introduced by Senator Caballero
(Coauthors: Senators Borgeas and Roth)
(Coauthors: Assembly Members Arambula, Gray, Grayson, and
Patterson)

February 18, 2022

An act to amend Section 21099 of the Public Resources Code, relating to environmental quality.

LEGISLATIVE COUNSEL'S DIGEST

SB 1410, as amended, Caballero. California Environmental Quality Act: transportation impacts.

The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report on a project that the lead agency proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA establishes a procedure by which a person may seek judicial review of the decision of the lead agency made pursuant to CEQA.

CEQA requires the Office of Planning and Research to prepare and develop proposed guidelines for the implementation of CEQA by public agencies and requires the Secretary of the Natural Resources Agency

98

to certify and adopt those guidelines. CEQA requires the office to prepare, develop, and transmit to the secretary for certification and adoption proposed revisions to the guidelines establishing criteria for determining the significance of transportation impacts of projects within transit priority areas, as defined, that promote the reduction of greenhouse gas emissions, the development of multimodal transportation networks, and a diversity of land uses. Existing law requires the office to recommend potential metrics to measure transportation impacts, as specified. CEQA authorizes the office to adopt guidelines establishing alternative metrics to the metrics used for traffic levels of service for transportation impacts outside transit priority areas.

This bill instead would require the criteria for determining the significance of transportation impacts of projects within transit priority areas to only promote the reduction of greenhouse gas emissions. The bill would ~~retain the metric for traffic levels of service for projects outside transit priority areas,~~ and require the potential metrics described above to only apply to projects within transit priority areas.

Vote: majority Appropriation: no.Fiscal committee: yes.
 State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 21099 of the Public Resources Code is
- 2 amended to read:
- 3 21099. (a) For purposes of this section, the following terms
- 4 mean the following:
- 5 (1) “Employment center project” means a project located on
- 6 property zoned for commercial uses with a floor area ratio of no
- 7 less than 0.75 and that is located within a transit priority area.
- 8 (2) “Floor area ratio” means the ratio of gross building area of
- 9 the development, excluding structured parking areas, proposed for
- 10 the project divided by the net lot area.
- 11 (3) “Gross building area” means the sum of all finished areas
- 12 of all floors of a building included within the outside faces of its
- 13 exterior walls.
- 14 (4) “Infill site” means a lot located within an urban area that
- 15 has been previously developed, or on a vacant site where at least
- 16 75 percent of the perimeter of the site adjoins, or is separated only
- 17 by an improved public right-of-way from, parcels that are
- 18 developed with qualified urban uses.

1 (5) “Lot” means all parcels utilized by the project.

2 (6) “Net lot area” means the area of a lot, excluding publicly
3 dedicated land and private streets that meet local standards, and
4 other public use areas as determined by the local land use authority.

5 (7) “Transit priority area” means an area within one-half mile
6 of a major transit stop that is existing or planned, if the planned
7 stop is scheduled to be completed within the planning horizon
8 included in a Transportation Improvement Program or applicable
9 regional transportation plan.

10 (b) (1) The Office of Planning and Research shall prepare,
11 develop, and transmit to the Secretary of the Natural Resources
12 Agency for certification and adoption proposed revisions to the
13 guidelines adopted pursuant to Section 21083 establishing criteria
14 for determining the significance of transportation impacts of
15 projects within transit priority areas. Those criteria shall only
16 promote the reduction of greenhouse gas emissions. In developing
17 the criteria, the office shall recommend potential metrics to measure
18 transportation impacts that may include, but are not limited to,
19 vehicle miles traveled, vehicle miles traveled per capita, automobile
20 trip generation rates, or automobile trips generated. The office may
21 also establish criteria for models used to analyze transportation
22 impacts to ensure the models are accurate, reliable, and consistent
23 with the intent of this section.

24 (2) Upon certification of the guidelines by the Secretary of the
25 Natural Resources Agency pursuant to this section, automobile
26 delay, as described solely by level of service or similar measures
27 of vehicular capacity or traffic congestion, shall not be considered
28 a significant impact on the environment pursuant to this division,
29 except in locations specifically identified in the guidelines, if any.

30 (3) This subdivision does not relieve a public agency of the
31 requirement to analyze a project’s potentially significant
32 transportation impacts related to air quality, noise, safety, or any
33 other impact associated with transportation. The methodology
34 established by these guidelines shall not create a presumption that
35 a project will not result in significant impacts related to air quality,
36 noise, safety, or any other impact associated with transportation.
37 Notwithstanding the foregoing, the adequacy of parking for a
38 project shall not support a finding of significance pursuant to this
39 section.

1 (4) This subdivision does not preclude the application of local
2 general plan policies, zoning codes, conditions of approval,
3 thresholds, or any other planning requirements pursuant to the
4 police power or any other authority.

5 (5) On or before July 1, 2014, the Office of Planning and
6 Research shall circulate a draft revision prepared pursuant to
7 paragraph (1).

8 (c) (1) ~~Metrics for traffic levels of service shall be retained for~~
9 ~~projects outside transit priority areas.~~ The alternative metrics
10 adopted pursuant to paragraph (1) of subdivision (b) shall only be
11 applied to projects within a transit priority area.

12 (2) This subdivision shall not affect the standard of review that
13 would apply to the new guidelines adopted pursuant to this section.

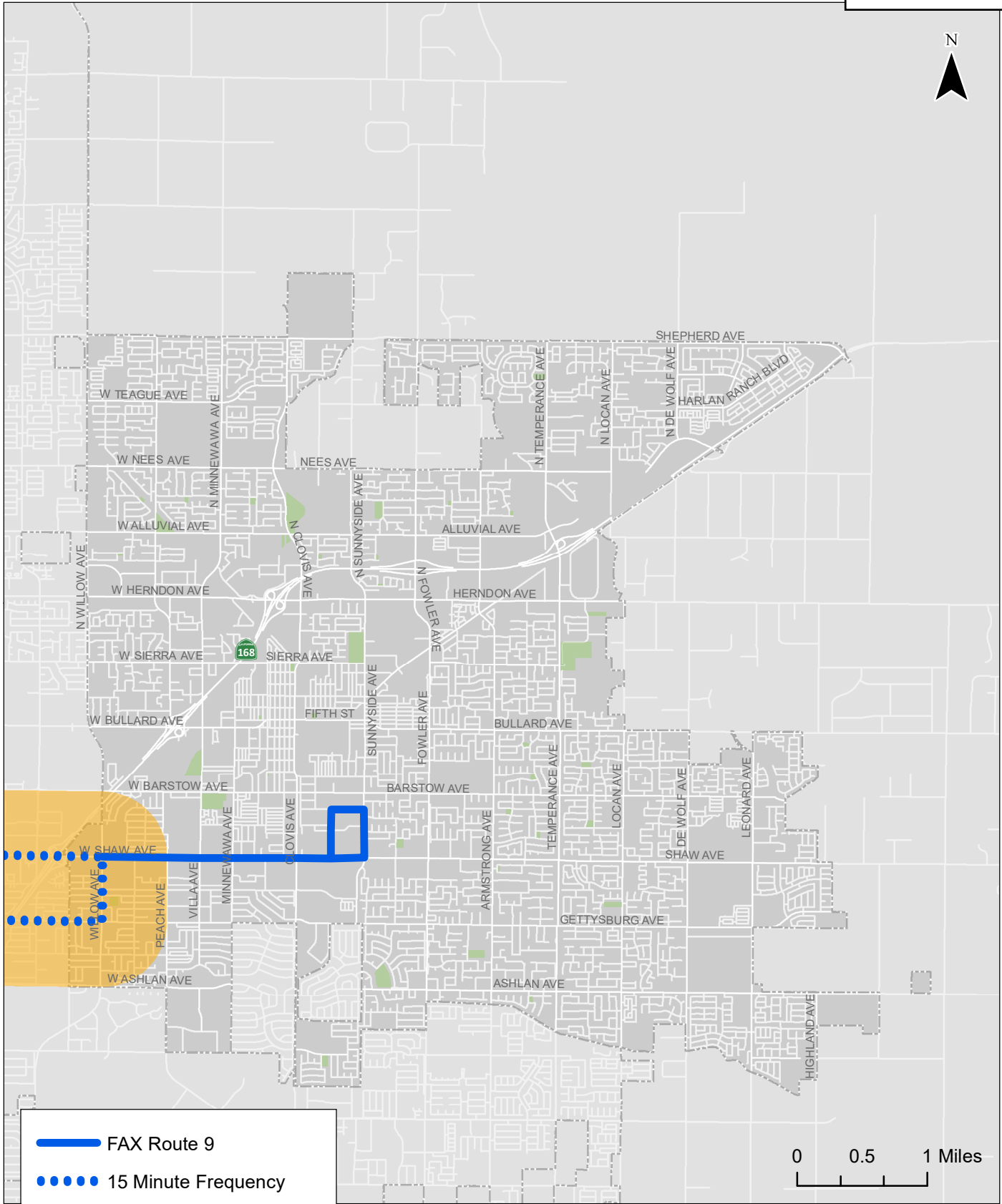
14 (d) (1) Aesthetic and parking impacts of a residential, mixed-use
15 residential, or employment center project on an infill site within
16 a transit priority area shall not be considered significant impacts
17 on the environment.





18 (2) (A) This subdivision does not affect, change, or modify the
19 authority of a lead agency to consider aesthetic impacts pursuant
20 to local design review ordinances or other discretionary powers
21 provided by other laws or policies.

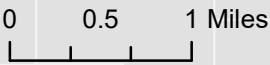
22 (B) For purposes of this subdivision, aesthetic impacts do not
23 include impacts on historical or cultural resources.

24 (e) This section does not affect the authority of a public agency
25 to establish or adopt thresholds of significance that are more
26 protective of the environment.

O



-  FAX Route 9
-  15 Minute Frequency
-  High Quality Transit Area
-  City Boundary



**Existing High Quality Transit Areas
City of Clovis VMT Implementation**

**Figure
A1**

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