



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

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

June 19, 2023

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 and mic 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 wanting to make a verbal comment via call will need to ensure that they accessed the WebEx meeting with audio and microphone transmission capabilities.

CALL TO ORDER

FLAG SALUTE - Councilmember Mouanoutoua

ROLL CALL

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

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

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.

1. Conduct a Public Hearing and Consider Approval - Res. 23-____, A Resolution Declaring the Results of the Property Owner Protest Balloting Proceedings and Approving the Engineer's Report for Assessment District 95-1 (Blackhorse Estates) Confirming the Assessments for the 2023-24 Fiscal Year.

Staff: Sean Smith, Supervising Civil Engineer
Recommendation: Approve

2. Consider Approval – Res. 23-____, 2023-24 City of Clovis Annual Budget, Five Year Capital Improvement Program, and information regarding the Clovis Successor Agency. (Continued from the May 15, 2023, and June 5, 2023, meetings)

- a) Fire Department (Chris Ekk)
- b) Public Utilities Department (Scott Redelfs)
- c) Planning and Development Services/Community Investment Program (Renee Mathis)
- d) General Services (Shonna Halterman)
- e) Economic Development, Housing, and Communications (Chad McCollum)

Staff: John Holt, City Manager
Recommendation: Approve

3. Consider Approval - Res. 23-____, Approving the City's Updated Master Administrative Fee Schedule relating to Transit and Senior Activity Center Facility Rental Fees, and Approving an Annual Non-Clovis Resident Senior Center Membership Fee.

Staff: Amy Hance, General Services Manager
Recommendation: Approve

4. Consider Introduction - Ord. 23-____, Ordinance Amendment 2023-001, A request to amend sections of Title 9 of the Clovis Municipal Code ("Development Code") as a semi-annual cleanup to address changes, deletions, and content errors as a result of the 2014 Development Code Update. City of Clovis, applicant.

Staff: George González, Senior Planner
Recommendation: Approve Introduction

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.

5. Administration - Approval - Minutes from the May 15, 2023, and June 5, 2023, Council Meetings.

- [6.](#) Administration - Adopt – Ord. 23-04, An ordinance of the City Council of the City of Clovis adding Chapter 4.14 to Title 4 of the Clovis Municipal Code prohibiting spectators at vehicle sideshows in the City of Clovis. (Vote: 5-0)
- [7.](#) Finance – Receive and File – Investment Report for the Month of March 2023.
- [8.](#) Finance – Receive and File – Treasurer’s Report for the Month of March 2023.
- [9.](#) Finance – Approval – Selection of Hinderliter de Llamas & Associates (HdL) to Provide Short-term Rental Compliance and both Transient Occupancy Tax and Tourism Business Improvement District Assessment Collection Services in the Amount of \$37,000.
- [10.](#) General Services - Approval – Res. 23-____, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Deputy Public Utilities Director Classification with a FY 2023-24 Salary Range of \$13,690 to \$16,640 per month, and Approval – Res. 23-____, Amending the City’s FY 2023-24 Position Allocation Plan.
- [11.](#) General Services – Approval – Res. 23-____, Adopting the FY 2023-2024 Consolidated Transportation Service Agency (CTSA) Operations and Program Budget for Roundup Transit Services.
- [12.](#) General Services – Approval – Bid Award for the Landmark Square Clovis Senior Activity Center Audio/Visual/Lighting System Installation and Integration in the Amount of \$146,562.11; and Authorize the City Manager to Execute the Contract on behalf of the City.
- [13.](#) General Services – Approval - Res. 23- ____ , Adopting the California Air Resources Board Innovative Clean Transit Rule Zero-Emission Bus Rollout Plan.
- [14.](#) General Services – Approval – Res. 23-____, Amending the City’s FY 2023-24 Classification and Compensation Plans by Adding a Deputy General Services Director Classification, Adding a Transit Manager Classification, and Revising the Transit Supervisor Classification within the General Services Department.
- [15.](#) General Services - Approval – Res. 23-____, Amending the City’s FY 23-24 Classification and Compensation Plans to Adopt a Senior Management Analyst Classification with a FY 2023-24 Salary Range of \$8,517 to \$10,353 per month and Authorizing Amendments to the Management Analyst Classification.
- [16.](#) General Services - Approval – Res. 23-____, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Senior Personnel Technician Classification with a Salary Range of \$7,002 to \$8,511 per month.
- [17.](#) Planning and Development Services - Approval – Res. 23-____, Final Map Tract 6413, located at the northwest area of Shaw Avenue and Highland Avenue (Bonadelle Neighborhoods, BN6123, LP, a California Limited Partnership).
- [18.](#) Planning and Development Services - Approval – Res. 23-____, Annexation of Proposed Tract 6413, located at the northwest area of Shaw Avenue and Highland Avenue to the Landscape Maintenance District No. 1 of the City of Clovis (Bonadelle Neighborhoods, BN6123, LP, a California Limited Partnership).
- [19.](#) Planning and Development Services – Approval – Bid Award for CIP 19-19, Armstrong Avenue Street Improvements; and authorize the City Manager to execute the contract on behalf of the City with Dave Christian Construction Company in the amount of \$691,478.00.
- [20.](#) Planning and Development Services – Approval – Final Acceptance for CIP 17-06 Old Town Clovis Streetscape 2021.
- [21.](#) Planning and Development Services – Approval – Final Acceptance for CIP 21-16 Ashlan Avenue Street Rehabilitation. **(Councilmember Vong Mouanoutoua has a conflict of interest on this item.)**

- [22.](#) Planning and Development Services – Approval – Consultant List from which Professional Consultants may be selected for Fiscal Year 2023-2024.
- [23.](#) Police - Approval - Purchase of Military Equipment (Force on Force Equipment) in the amount of \$7,159.96.
- [24.](#) Public Utilities – Approval – Res. 23-____, Authorizing the Submittal of a Voucher Application Under the San Joaquin Valley Air Pollution Control District (SJVAPCD) Zero-Emission Landscaping Equipment Voucher Program and Authorizing the City Manager to be the Contract Authority. **(Councilmember Drew Bessinger has a conflict of interest on this item.)**
- [25.](#) Public Utilities – Approval – First Amendment to Large Container Service Agreement with Industrial Waste and Salvage (IWS).
- [26.](#) Public Utilities – Approval – Authorize the City Manager to Execute a Consultant Services Agreement with Provost and Pritchard Consulting Group to Review and Amend the 2017 Water Master Plan, for an Amount of \$188,200.
- [27.](#) Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of 2 Community Clean-Up Refuse Trucks and 2 Residential Refuse Trucks from Affinity Truck Center Using the Sourcewell Purchasing Contract in the Total Amount of \$1,676,257.14.

COUNCIL ITEMS

- [28.](#) Consider Approval – Change of Council Meeting Schedule.

Staff: John Holt, City Manager

Recommendation: Approve

CITY MANAGER COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FUTURE MEETINGS

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

July 3, 2023 (Mon.) (To be Cancelled)

July 10, 2023 (Mon.)

July 11 (Tue.) - Aug. 6 (Mon.) Summer Recess

August 7, 2023 (Mon.)

August 14, 2023 (Mon.)

August 21, 2023 (Mon.)



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 19, 2023

SUBJECT: Conduct a Public Hearing and Consider Approval - Res. 23-____, A Resolution Declaring the Results of the Property Owner Protest Balloting Proceedings and Approving the Engineer's Report for Assessment District 95-1 (Blackhorse Estates) Confirming the Assessments for the 2023-24 Fiscal Year.

Staff: Sean Smith, Supervising Civil Engineer
Recommendation: Approve

ATTACHMENTS: 1. Res. 23-____
 2. FY 2023-24 Engineer's Report

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

1. Conduct a Public Hearing regarding the proposed assessment increase in the maximum assessment for Benefit Area I (Renaissance neighborhood) beginning with Fiscal Year (FY) 2023-24 for the City of Clovis Benefit Assessment District 95-1 (Blackhorse Estates) pursuant to Proposition 218; and
2. At the conclusion of the public testimony, request any remaining property owner ballots be delivered to the City Clerk, declare the balloting period closed, and any ballots received after that time shall be invalid and not counted; and
3. Declare the assessment ballots will be tabulated; and
4. Approve the Resolution declaring the results of the property owner protest balloting proceedings pursuant to Proposition 218 and approving the FY 2023-24 Engineer's report for Assessment District 95-1 confirming the assessments for FY 2023-24.

EXECUTIVE SUMMARY

On May 1, 1995, the City Council of the City of Clovis approved Resolution No. 95-42 forming the maintenance Assessment District (AD) 95-1 (the "District") within Tract 4299A comprised of the Blackhorse Estates development. Blackhorse Estates is divided into two areas, Area 1 has 45 homes and is known as the Renaissance neighborhood and Area 2 has 81 homes and is known as the Country View neighborhood, for a total of 126 homes. Each Area is a gated community where each home is assessed an annual amount to pay for maintenance of the street and landscaping facilities, including sidewalks, curbs and gutters, pavement, valley gutters, entrance control gates, median island landscaping, drainage inlets and streetlights benefitting the homes within the District.

On July 5, 2022, City Council approved the latest annual Engineer's Report for the District. Since that time, costs have been on the rise and the current assessments for Area 1 do not provide funding adequate to provide for routine maintenance. The assessments also do not provide funding for future capital projects or large and unexpected repairs. Therefore, it is staff's recommendation to increase rates by \$219 per year, per home in Area 1 to keep up with basic area maintenance as well as build the fund reserve for future capital maintenance projects. Any increase in assessments requires a Proposition 218 vote of the property owners. Staff is requesting authorization to conduct a property owner Proposition 218 proceeding to request an annual assessment increase for Benefit Area 1. Benefit Area 2 has a sufficient cash flow at this time and no increase is proposed for their annual assessments. In addition, staff is requesting the other actions necessary for the annual levy and collection of assessments.

Staff appeared before Council on May 1, 2023, requesting consideration to initiate a property owner vote for Area 1 following the requirements of Proposition 218. The request was approved by Council with direction to staff to provide another neighborhood meeting and attempt to answer more questions from the Area 1 property owners. Staff held a meeting the evening of May 16, 2023, and it was well attended by Area 1 owners. As a result of the meeting, staff have been working to present the financial information in a manner that more readily summarizes the budgets and actuals for the past several years. Staff also resolved a long-standing billing issue for landscape water during this time that more accurately captures the water usage for both Area 1 and Area 2. These updated costs are reflected in the Engineer's Report (Attachment 2).

BACKGROUND

The District provides maintenance services for a gated community located at the southeast corner of Alluvial and Minnewawa Avenues and was created under the provisions of the Benefit Assessment Act of 1982. The maintenance services provided include sidewalks, curbs and gutters, pavement, valley gutters, entrance control gates, median islands and landscaping, drainage inlets and streetlights within the District. The maintenance activities are managed through a contract with Regency Property Management, a real estate management firm.

The purpose of the District is to provide all the necessary street maintenance activities within the tract including gated entries and exits. The streets and gate systems are privately owned. All maintenance within the District is performed on a contractual basis, utilizing private contractors, and funded by the District assessments. All administrative coordination is performed by Regency

Property Management who is contracted by the City on behalf of the District and funded from the assessments.

History

Benefit Assessment District 1995-1 was formed in 1995 to provide a funding source for the maintenance of the private streets within the subdivision as a result of the developers, and some prospective property owners within the subdivision, desire to have security gates.

The first phase of the subdivision (Tract 4299) was originally recorded as a conventional subdivision with public streets and no gates at the entrances and exits. Subsequent to the recording of that map, the developer decided that he wanted the community to be gated and requested the City's assistance in finding a way to provide security gates at the entrances and exits. In order for any subdivision or any other development to be gated, the streets or areas behind the gates needed to be privately owned. With no HOA in place and no desire to form an HOA for the subdivision, the City provided a way to accommodate the developer's request as follows:

- Streets within the subdivision were abandoned.
- Subdivision was remapped (Tract 4299A), providing for ownership of the roads to the centerline of the streets by the individual lot owners.
- Public utility easements were retained for the City sewer and water systems.
- An irrevocable offer of dedication of the streets was provided to the City so that the City could reclaim the street area should that become necessary.
- Assessment District 95-1 was formed to cover maintenance of the streets, gates, etc.

Differences between an Assessment District and a HOA

Some of the most pertinent differences between an Assessment District and a HOA involve the management of the funds. With this District, the owners provide the assessments through their property taxes and the City manages how the funds are spent. It is important to note that public funds cannot be used for the District and that day-to-day decisions for the spending of the funds lies with the City. Any increase in the assessments is required to be put to a vote of the owners according to Prop 218. In contrast, a HOA defines these roles through their Bylaws. California Civil Code provides a HOA with the ability to increase assessments by up to 20% annually without a vote of their membership. As a comparison, the District's rates from creation to date have averaged an annual increase of approximately 5% in both Area 1 and Area 2.

Maintenance

The intent of the maintenance district is to provide all the necessary street maintenance activities in the tract. Since the streets are private, no public funds may be expended on maintenance activities and no City crews may be utilized for street maintenance activities. All maintenance within the district is to be performed on a contractual basis, utilizing private contractors, and funded by district assessments. All administrative coordination is to be performed by a private management firm contracted by the City on behalf of the district and funded from the assessments. The management firm is to be responsible for the street maintenance activities including the following:

- Repair of damaged concrete facilities such as sidewalks, curb and gutter, and valley gutters.
- Maintenance of entry gates including repair or replacement of damaged gates, repair of opening mechanisms, repair of entry communication facilities, operational maintenance (painting, lubrication, etc.).
- Periodic Street Sweeping.
- Landscape Maintenance of entry features and entry medians.
- Pavement maintenance, including pothole patching and any necessary pavement striping or stenciling.
- Pavement preventative maintenance including seal coats and overlays.
- Coordination and resolution of complaints from tract residents that deal with street conditions such as cleaning, surface drainage, etc.

Perpetual City Responsibilities

As originally envisioned, the City was responsible for the annual administration of the Benefit Assessment District, and it was anticipated that these duties would be limited to the following:

- Noticing of tract residents of the annual assessment hearing.
- Convening an annual public hearing to consider adjustment to the district assessments.
- Collecting the assessments and minimal financial overview of expenditures to assure fiduciary responsibility (general accounting to be provided by district management firm hired by the City on behalf of the district).
- Administrative review of the annual assessment report.
- Forwarding occasional service requests received by the City to the management company for resolution.

Current Status

When the original district was formed, the intent for raising revenue was to do so as needed following a City Council public hearing. However, after formation, Proposition 218 was voted into law requiring a property owner election to increase assessments. Since that time, the ability to increase revenue to the levels needed to properly take care of needed maintenance has been limited. As a result, preventative maintenance activities have been put off due to insufficient funding. With the age of the streets within both benefit areas being 25+ years with no preventative maintenance performed and the fund balances finally at levels to fund the slurry seal projects, the slurry seals were completed in 2022.

Area 1

The last increase to the Area 1 assessments was 2021. Since that time, the cost for routine maintenance has risen significantly. With these increased costs and the slurry seal project, which also cost more than anticipated, the fund has been depleted well below the desired operating reserves. The budget proposed for 2023-24 remains very trim and includes the basic routine maintenance plus the following:

- Lockbox replacement at the back gate to reduce the need for callbacks to the gate maintenance contractor resulting from being left in the open position by First Responders. The upgrade to the front gate callbox is anticipated to provide long-term

savings with the replacement of the landline with a more cost-effective cellular plan. The estimated cost is \$4,525 and will provide an estimated annual savings of \$900.

- Sidewalk repairs to address trip hazards and improve neighborhood aesthetics. The estimated cost is \$10,500.
- Street Maintenance in 10-15 years to keep the neighborhood streets in good condition, provide for safe ingress and egress, as well as maintaining neighborhood aesthetics. Accumulating funds for this project now is expected to reduce future assessment rate increases. The estimated cost in 10 years is \$44,000 based on an assumed annual increase in costs of 3%.

In order to achieve this budget, staff is recommending that a Proposition 218 proceeding be conducted this year. If the property owners vote for the annual assessment increase of \$219.00 per home per year, the annual revenues will be sufficient to continue to perform the needed maintenance and build a reserve for future maintenance activities.

If a Proposition 218 vote to increase the annual assessments for Benefit Area 1 is not successful, staff would have to work with Francisco & Associates as well as Regency Property Management to determine the best course of action to bring costs in line with revenues. In this scenario, the level of services and maintenance provided will have to be significantly reduced. Also, with no provision for future street maintenance, the current budget is not sustainable over the long term and the City should begin to consider an exit plan if raising additional revenue is improbable.

Area 2

The last increase to the Area 2 assessments was last year. This increase included provision for future street preventative maintenance, and the fund remains in good shape this year. The current level of assessments is adequate to cover the costs of routine maintenance, provide for a fund reserve, and accumulate funds for future capital projects despite the increases in costs. The budget for Area 2 will need to be monitored and reevaluated each year to ensure adequate funding levels are maintained.

FISCAL IMPACT

There is no fiscal impact to the City as long as the District remains solvent. If the District is not able to sustain and perform routine maintenance, the ultimate eventuality is that the streets would revert back to the City and the City would be responsible for the maintenance. The District would need to turn over streets that meet City standards which could result in a lien on each home for their share of the costs to bring the street improvements to current City standard. If the street system were to revert to the City, there would be perpetual maintenance responsibility thereafter. Should the Proposition 218 proceeding pass, assessment rates will increase by \$219.00 per home per year in Benefit Area 1 (Renaissance neighborhood).

For Benefit Area 2, the current level of assessments is adequate to cover the costs of routine maintenance, provide for a fund reserve, and accumulate funds for future capital projects despite the increases in costs. The budget for Area 2 will need to be monitored and reevaluated each year to ensure adequate funding levels are maintained.

REASON FOR RECOMMENDATION

The fund balance for Benefit Area 1 is depleted and will not have a sustainable budget without an increase in assessments to provide the cash flow necessary for sustained routine maintenance or for future capital projects. Benefit Area 2 will have a positive cash flow for the upcoming fiscal year.

ACTIONS FOLLOWING APPROVAL

If the assessment rate increase passes for Area I, the City will work with the District consultant to get the attached Engineer's Report signed and recorded with the County Tax Auditor to levy the increased AD 95-1 assessments for FY 2023-24.

If the assessment rate increase does not pass in Area I, the City will work with the District consultant to update the attached Engineer's Report with the proper assessment rates before getting it signed and recorded with the County Tax Auditor to levy the AD 95-1 assessments for FY 2023-24.

Prepared by: Sean Smith, Supervising Civil Engineer

Reviewed by: City Manager *AA*

RESOLUTION 23-__

**RESOLUTION OF THE COUNCIL OF THE CITY OF CLOVIS, CALIFORNIA,
DECLARING THE RESULTS OF THE PROPERTY OWNER PROTEST BALLOTING
PROCEEDINGS AND APPROVING THE ENGINEER'S REPORT FOR BENEFIT
ASSESSMENT DISTRICT 95-1 (BLACKHORSE ESTATES) CONFIRMING THE
ASSESSMENTS FOR FISCAL YEAR 2023-2024**

WHEREAS, on May 1, 1995, the City Council approved Resolution 95-42 creating Assessment District 95-1 in Tract 4299A; and

WHEREAS, an Engineer's Report, a copy of which is on file with the City Clerk, has been prepared evaluating the costs of maintenance in Assessment District 95-1 for the 2022-2023 fiscal year; and

WHEREAS, Benefit Area I of Assessment District 95-1 consists of the Renaissance neighborhood which accesses Minnewawa Avenue as shown on the attached **Attachment A**; and

WHEREAS, Benefit Area II of Assessment District 95-1 consists of the Country View neighborhood which accesses Alluvial Avenue as shown on the attached **Attachment A**; and

WHEREAS, the Engineer's Report sets forth the proposed 2023-2024 fiscal year assessments for each benefit area within Assessment District 95-1; and

WHEREAS, City staff is proposing increases to the assessment for Benefit Area I and no change to the assessments for Benefit Area II commencing with FY 2023-24; and

WHEREAS, City staff has reviewed and concurs with the Engineer's Report; and

WHEREAS, a notice of the proposed assessment increases, including an assessment ballot was provided to the record owners in Benefit Area I of Assessment District 95-1 as required by Government Code section 53753; and

WHEREAS, the Clovis City Council conducted a public hearing on June 19, 2023 in accordance with law and the notice provided the property owners in Assessment District 95-1, and all objections or protests, if any, and all written and oral testimony submitted by interested persons, if any, to the proposed assessment having been duly considered; and

WHEREAS, the City Clerk has tabulated all assessment ballots submitted in favor of and in opposition to the proposed assessment increases for Benefit Area I within Assessment

District 95-1, and certified the following results: ___ in favor and ___ opposed to the proposed assessment increase in Benefit Area I.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLOVIS HEREBY FINDS AND RESOLVES AS FOLLOWS:

1. The recitals above are true and made a substantive part of this resolution; and
2. The Engineer's Report, in the form on file with the City Clerk or as amended per the results of the property owner protest balloting proceedings, is hereby accepted, and approved; and
3. City staff is hereby directed to provide the County Auditor with the assessments to be collected on behalf of Assessment District 95-1 for FY 2023-24.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: June 19, 2023

Mayor

City Clerk





City of Clovis

Benefit Assessment District No. 95-1

Fiscal Year 2023-24

Final Engineer's Report

June 19, 2023

Prepared by



Where Innovative Strategies
Fund Tomorrow's Communities

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CITY OF CLOVIS
AGENCY DIRECTORY

FISCAL YEAR 2023-24

City Council Members

Lynne Ashbeck
Mayor

Vong Mouanoutoua
Mayor Pro-Tem

Matt Basgall
Councilmember

Drew Bessinger
Councilmember

Diane Pearce
Councilmember

City Staff Members

John Holt
City Manager

Scott Cross
City Attorney

Karey Cha
City Clerk

Jay Schengel
Finance Director


Thad Avery
City Engineer

Sean Smith
Supervising Civil Engineer

Francisco & Associates
Assessment Engineer

ENGINEER'S REPORT
CITY OF CLOVIS
ENGINEER'S REPORT FOR THE CITY'S
BENEFIT ASSESSMENT DISTRICT NO. 95-1
Fiscal Year 2023-24

The undersigned, acting on behalf of Francisco & Associates, respectfully submits the enclosed Engineer's Report as directed by the Clovis City Council pursuant to the provisions of the Benefit Assessment Act of 1982, Article XIIC and XIID of the California Constitution and pursuant to the Charter and Municipal Code of the City of Clovis. The undersigned certifies that he is a Professional Engineer, registered in the State of California.

Dated: June 9, 2023 By: 
Eduardo Espinoza, P.E.
RCE # 40688

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram, thereto attached, was filed with me on the _____ day of _____, 2023.

Karey Cha, City Clerk
City of Clovis
Fresno County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram, thereto attached, was approved and confirmed by the Council of the City of Clovis, Fresno County, California, on the _____ day of _____, 2023, by adoption of Resolution No. _____.

Karey Cha, City Clerk
City of Clovis
Fresno County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment Roll and Assessment Diagram, thereto attached, was filed in my office in the County of Fresno, on the _____ day of _____, 2023.

Oscar J. Garcia, CPA, Auditor
Fresno County, California

By: _____

SECTION I

**INTRODUCTION
ENGINEER'S REPORT**

**CITY OF CLOVIS
ENGINEER'S REPORT FOR THE CITY'S
BENEFIT ASSESSMENT DISTRICT NO. 95-1**

Fiscal Year 2023-24

Background Information

To ensure the proper flow of funds for the ongoing operation, maintenance and servicing of specific improvements benefitting properties within the boundaries of the Benefit Assessment District No. 95-1 ("District"), the City Council, through the Benefit Assessment Act of 1982 ("1982 Act"), previously approved the formation of the District which includes two (2) benefit areas as described in this Engineer's Report ("Report"). Benefit Area I is comprised of the Renaissance development and Benefit Area II is comprised of the Country View development. Street and landscaping Street and landscaping improvements, which may be constructed, operated, maintained and serviced by the District, include, but are not limited to:

Sidewalks, curb and gutters, drainage inlets, paved sections, valley gutters, four entrance control gates and landscaping located at the Birch Avenue, Chennault Avenue, Oxford Avenue and Dartmouth Avenue entrances, and streetlights located within the boundaries of the District.

Generally, Developers as part of their development conditions, are required to construct improvements which benefit their development. However, the ongoing operation, maintenance, servicing and capital replacement of these improvements are financed through the levy of assessments on parcels within the District. As new developments occur, benefit areas may be created within the District to ensure the operation, maintenance, servicing and capital replacement of the improvements are specifically paid for by those property owners who directly benefit from those improvements.

Current Annual Administration

This Report includes the following for the ensuing fiscal year: (1) a general description of the improvements to be constructed, operated, maintained and serviced by the District, (2) an estimated budget to construct, operate, maintain and service the improvements, (3) the method used to distribute the costs to the benefiting property owners within the District, (4) a diagram of the District and associated benefit areas, and (5) listing of the proposed Fiscal Year 2023-24 assessments to be levied upon each assessable lot or parcel within the District.

For FY 2023-24, the City Council proposes to increase the maximum annual assessment rate for parcels located within Benefit Area I (Renaissance). The purpose

of the proposed assessment rate increase is to keep up with significant increases in maintenance costs and accumulate funds to complete future sidewalk repairs and collect funds to perform future street maintenance projects.

The proposed increase in the assessment rate requires the City to conduct Proposition 218 property owner proceedings. The City mailed notices and ballots to the property owners within Benefit Area I (Renaissance) a minimum of 45 days prior to the Public Hearing set for June 19, 2023. At the Public Hearing, the City provided an opportunity for any interested person to provide testimony. After the conclusion of the Public Hearing input portion, the City Council asked if there are any remaining ballots to be turned in or if anyone wants to change their vote. The ballots were then tabulated. A majority of the ballots returned were in support of the proposed assessment increase. The result of the ballot tabulation was presented to City Council on June 19, 2023, and the City Council subsequently adopted a resolution confirming the Fiscal Year 2023-24 levy and collection of assessments for all benefit areas as proposed.

Payment of these annual assessments for each parcel will be made in the same manner and at the same time as payments are made for their annual property taxes. All funds collected through the assessments must be placed in a special fund and can only be used for the purposes stated within this Report.

SECTION II

**ENGINEER'S REPORT PREPARED PURSUANT TO THE PROVISIONS OF THE
BENEFIT ASSESSMENT ACT OF 1982
SECTION 54703 THROUGH 54720
OF THE CALIFORNIA GOVERNMENT CODE**

Pursuant to the Benefit Assessment Act of 1982 (Part 1 of Division 2 of Title 5 of the Government Code of the State of California), and in accordance with Resolution No. 23-29 initiating proceedings for the levy and collection of assessments, ordering the preparation of the annual Engineer's approving the Preliminary Engineer's Report, and declaring the intention for levy and collection of assessments, adopted by the City Council of the City of Clovis, on May 1, 2023, and in connection with the proceedings for:

**CITY OF CLOVIS
BENEFIT ASSESSMENT DISTRICT NO. 95-1**

Herein after referred to as the "District", I, Eduardo Espinoza, the duly appointed ENGINEER OF WORK, submit herewith the "Report" consisting of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS

This part describes the improvements to be financed by the District. Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Clerk of the City of Clovis and are incorporated herein by reference.

PART B: ESTIMATE OF COST

This part contains an estimate of the cost of the proposed improvements, including incidental costs and expenses in connection therewith.

PART C: ASSESSMENT DISTRICT DIAGRAM

This part incorporates by reference a diagram of the District showing the boundaries of any benefit areas within the District and the lines and dimensions of each lot or parcel of land within the District. The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Fresno County Assessor for the year when this Report was prepared. The Assessor's maps and records are incorporated by reference and made part of this Report.

PART D: METHOD OF APPORTIONMENT OF ASSESSMENT

This part contains the method of apportionment of assessments, based upon parcel classification of land within the District, in proportion to the estimated benefits to be received.

PART E: PROPERTY LIST AND ASSESSMENT ROLL

This part contains a list of the Fresno County Assessor's parcel numbers, and the amount to be assessed upon the benefited lands within the District. The Assessment Roll is filed in the Office of the Clovis City Clerk and is incorporated in this Report by reference. The list is keyed to the records of the Fresno County Assessor, which are incorporated herein by reference.

PART A

PLANS AND SPECIFICATIONS

The improvements, which have been constructed, and those which may be subsequently constructed, to be operated, maintained, and serviced under the District are generally described as follows:

Street and landscaping improvements consisting of, but not limited to, sidewalks, curb and gutters, drainage inlets, paved sections, valley gutters, four entrance control gates and landscaping located at the Birch Avenue, Chennault Avenue, Oxford Avenue and Dartmouth Avenue entrances, and streetlights located within the boundaries of the District.

PART B

ESTIMATE OF COST

The 1982 Act requires that a special fund be set up for the collection of revenues and expenditures for the District. The 1982 Act provides that the total cost for the construction, operation, maintenance, and servicing of the street and landscaping improvements can be recovered by the District. Incidental expenses including administration of the District, engineering fees, legal fees and all other costs associated with the District can also be included.

Revenues collected from the assessments within each benefit area shall be used only for the expenditures associated with each benefit area as authorized under the 1982 Act. Any balance remaining at the end of the fiscal year must be carried over to the next fiscal year.

Tables 1 and 2 below provide a summary of the total Fiscal Year 2023-24 estimated revenues and expenditures for each benefit area.

For a detailed breakdown on the revenues and expenditures for each benefit area within the District please refer to Appendix "A" and Appendix "B" in this report.

TABLE NO. 1: BUDGET FOR FY 2023-24	
BENEFIT AREA I (RENAISSANCE) - PROPOSED \$219/YEAR INCREASE	
Projected Beginning Balance as of July 1, 2023:	(\$1,585)
Revenue	
Annual Assessments (\$866 per Home)	\$38,970
Total Estimated Revenue for FY 2023-24:	\$37,385
Annual Expenditures⁽¹⁾	
Administrative Expenses (Office Supplies, Postage, etc.)	(\$600)
Electronic Gate Maintenance/Repair	(\$1,500)
Telephone Cost	(\$1,500)
Street Sweeping	(\$650)
Landscape Maintenance & Irrigation Repairs	(\$7,800)
Electrical Power for Gate and Streetlights	(\$2,200)
Water Service	(\$500)
City Administration Costs	(\$2,000)
County Collection Fees	(\$8)
District Administrator	(\$9,840)
Assessment Engineering	(\$1,518)
Insurance	(\$950)
Annual Expenditures Subtotal:	(\$29,066)
Capital Improvement Projects	
Gate Callbox and Firebox Replacement	(\$4,525)
Capital Improvement Projects Subtotal:	(\$4,525)
Total Estimated Expenses for FY 2023-24:	(\$33,591)
Estimated FY 2023-24 Reserve Collection:	\$5,379
Projected Ending Balance as of June 30, 2024:	\$3,794
Reserve Detail as of June 30, 2024	
Recommended Operating Reserves ⁽²⁾	\$14,533
Available Operating Reserves	\$3,794
Available Capital Reserves ⁽³⁾	\$0
Assessment Rate (45 Parcels)	\$866.00
Notes:	
(1) See Appendix "A" for a detailed description of expenses.	
(2) Operating reserves are needed because the City does not receive the assessment revenue from the County until halfway through the fiscal year. Therefore, it is recommended the City have an operating reserve to fund 6 months of the estimated annual expenditures anticipated to be incurred from July 1 through December 31 of each fiscal year.	
(3) Capital reserve funds will be used for Capital Improvement Projects or to replace existing improvements once they have reached the end of their useful life.	

TABLE NO. 2: BUDGET FOR FY 2023-24	
BENEFIT AREA II (COUNTRY VIEW)	
Projected Beginning Balance as of July 1, 2023:	\$32,283
Revenue	
Annual Assessments	\$47,790
Total Estimated Revenue for FY 2023-24:	\$80,073
Annual Expenditures⁽¹⁾	
Administrative Expenses (Office Supplies, Postage, etc.)	(\$600)
Electronic Gate Maintenance/Repair	(\$1,500)
Telephone Cost	(\$1,500)
Street Sweeping	(\$2,100)
Landscape Maintenance & Irrigation Repairs	(\$9,000)
Electrical Power for Gate and Streetlights	(\$2,800)
Water Service	(\$3,500)
City Administration Costs	(\$3,200)
County Collection Fees	(\$14)
District Administrator	(\$16,560)
Assessment Engineering	(\$2,732)
Insurance	(\$1,700)
Annual Expenditures Subtotal:	(\$45,206)
Capital Improvement Projects	
Gate Callbox Replacement	(\$1,775)
Sidewalk Repairs	(\$10,373)
Capital Improvement Projects Subtotal:	(\$12,148)
Total Estimated Expenses for FY 2023-24:	(\$57,354)
Estimated FY 2023-24 Reserve Collection:	(\$9,564)
Projected Ending Balance as of June 30, 2024:	\$22,719
Reserve Detail as of June 30, 2024	
Recommended Operating Reserves ⁽²⁾	\$22,603
Available Operating Reserves	\$22,603
Available Capital Reserves ⁽³⁾	\$116
Assessment Rate (81 Parcels)	\$590.00
Notes:	
(1) See Appendix "B" for a detailed description of expenses.	
(2) Operating reserves are needed because the City does not receive the assessment revenue from the County until halfway through the fiscal year. Therefore, it is recommended the City have an operating reserve to fund 6 months of the estimated annual expenditures anticipated to be incurred from July 1 through December 31 of each fiscal year.	
(3) Capital reserve funds will be used for Capital Improvement Projects or to replace existing improvements once they have reached the end of their useful life.	

PART C

ASSESSMENT DISTRICT DIAGRAM

The boundary of the District is completely within the boundaries of the City of Clovis. The Assessment Diagram for the two benefit areas is on file in the Office of the City Clerk of the City of Clovis and is shown on the following page of this Report. The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Fresno County Assessor, for the year when this Report was prepared, and are incorporated by reference herein and made part of this Report.

City of Clovis Benefit Assessment District No. 95-1 Maintenance Improvement Diagram

Alluvial Ave

Minnewawa Ave

Oak Ave

Minarets Ave

BENEFIT AREA II

Dartmouth Ave

Harvard Ave

Oxford Ave

Chennault Ave

BENEFIT AREA I

Birch Ave

N Minnewawa Ave

Park Creek Dr

Legend

- Street Lights
- Electronic Gates
- ▣ Benefit Assessment District Boundary
- ▨ Landscape Maintenance Areas
- ▭ Street Maintenance Areas
- ▭ Parcel Lines



PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

This section explains the benefits to property from the street and landscaping improvements and the methodology used to apportion the costs to the benefitting properties within the District.

Discussion of Special Benefit

Part 1 of Division 2 of Title 5 of the Government Code, the Benefit Assessment Act of 1982, permits the establishment of assessment districts by local agencies for the purpose of providing certain public improvements and services which include the construction, operation, maintenance, and servicing of street and landscaping improvements.

Section 54711 of the Benefit Assessment Act of 1982 requires that assessments must be levied according to benefit rather than according to property value. This Section states:

“The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service.”

In addition, the 1982 Act permits the designation of zones or areas of benefit within any individual assessment district.

Article XIID, Section 4(a) of the California Constitution (also known as Proposition 218) limits the amount of any assessment to the proportional special benefit conferred on the property.

“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways, and that portion of public property that is not developed and used for business purposes similar to private residential, commercial, industrial and institutional activities.

Special versus General Benefit

In the absence of an annual assessment, the street and landscaping maintenance activities within each benefit area of the District would not be provided. All the assessment proceeds received from each benefit area will be utilized to fund the cost of

providing a level of tangible “special benefits” in the form of property related services which benefit the individual properties with the District. The assessments are also structured to provide specific improvements within each benefit area that are of specific and special benefit to property within each benefit area.

The street and landscaping improvements in each benefit area of the District were specifically designed and constructed to provide vehicular access to properties within the respective benefit areas, and not the public at large. The boundaries of the benefit areas have been delineated to include only those parcels that receive a direct benefit from the street and landscaping improvements. Properties located outside the District benefit areas and the public at large do not benefit from the District street and landscaping improvements.

It is therefore concluded that all street and landscaping maintenance activities funded by the District are of special benefit to the benefiting properties located within the respective benefit areas of the District, and the value of the special benefits to property reasonably exceeds the assessment for every assessed parcel in the District. In other words, as required by Proposition 218: the reasonable cost of the proportional special benefit conferred on each parcel does not exceed the amount of the assessments.

Assessment Methodology

Proposition 218 requires that assessments must be based on the benefit the subject properties receive from the improvements being maintained. The improvements maintained by the District provide vehicular access and enhanced aesthetics to the properties within the District.

Each year, the City shall evaluate the conditions of the improvements to be maintained by the District and estimate the required maintenance and incidental costs to spread to the benefitting properties. A portion of the assessments collected may be set aside for significant capital improvement items, such as seal coats and street surface overlays.

The single-family residential parcel has been selected as the basic unit for the calculation of assessments since it represents all the assessable parcels within the District. All single-family residential parcels have been determined to experience equal vehicular access and enhanced aesthetics from the District street and landscaping improvements. There are 45 single-family residential parcels in Benefit Area I (Renaissance) and 81 single-family residential parcels in Benefit Area II (Country View) that will be assessed for the maintenance of the improvements. Therefore, the maintenance and incidental costs for Benefit Area I (Renaissance) will be equally spread to each of the single-family residential parcels within Benefit Area I (Renaissance) and the maintenance and incidental costs for Benefit Area II (Country View) will be equally spread to each of the single-family residential parcels within Benefit Area II (Country View).

Below is a description of each of the benefit areas, their corresponding number and type of parcels within each benefit area, and the method of apportioning the costs of the District street and landscaping improvements to the benefiting parcels.

Benefit Area I (Renaissance)

Benefit Area I (Renaissance) is comprised of 45 single-family residential parcels. In Fiscal Year 2023-24, there are 45 assessable parcels, and the total assessment revenue needed to operate and maintain the improvements benefitting Benefit Area I (Renaissance) is \$38,970. This results in the following proposed assessment that will be levied within Benefit Area I (Renaissance):

Fiscal Year 2023-24 Rate: \$866.00/parcel

Benefit Area II (Country View)

Benefit Area II (Country View) is comprised of 81 single-family residential parcels. In Fiscal Year 2023-24, there are 81 assessable parcels, and the total assessment revenue needed to operate and maintain the improvements benefitting Benefit Area II (Country View) is \$47,790. This results in the following proposed assessment that will be levied within Benefit Area II (Country View):

Fiscal Year 2023-24 Rate: \$590.00/parcel

PART E

PROPERTY LIST AND ASSESSMENT ROLL

A list of the addresses of all parcels, and the description of each lot or parcel within the District is shown on the last equalized property tax roll of the Fresno County Assessor, which by reference is hereby made a part of this Report.

This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll, which includes the assessments apportioned to each lot or parcel. The Assessment Roll is on file in the Office of the City Clerk of the City of Clovis and is shown in this Report as Appendix "C".

APPENDIX A

**DETAILED STATEMENT OF COSTS FOR
BENEFIT AREA I (RENAISSANCE)**

BENEFIT AREA I (RENAISSANCE)

DETAILED STATEMENT OF COSTS

The detailed description of costs for each of the improvements to be operated, maintained, and serviced in Benefit Area I (Renaissance), and those which may be subsequently operated, maintained, and serviced are generally described as follows:

Administrative Expenses

This item encompasses office expenses, postage, and printing that arises during the fiscal year described as follows:

- Office Expenses related to providing information for City Council meetings, quarterly financial reports to the City of Clovis, etc.
- Postage for mailings of bills/invoices, checks to vendors, and community notices.
- Printing of invoices, notices, announcements, reports, etc.

Based on historical data, the above-mentioned expenses are estimated to be \$600 for Fiscal Year 2023-24.

Electronic Gate Maintenance

There are two electronic gates that will be maintained by Benefit Area I (Renaissance). The estimated cost for electronic gate maintenance for Fiscal Year 2023-24 is \$1,500 and funds costs related to drive-thru and pedestrian gate repairs and monthly maintenance.

Telephone Costs

Telephone costs correspond to monthly landline charges for the callbox located at the entrance gate which will be used by people at the gate to communicate with residents of Benefit Area I (Renaissance).

There are two gates. One gate is an "Enter Only" gate and the other is an "Exit Only" gate. There is only one telephone to be maintained at the "Enter Only" gate.

The telephone system is a private system and the cost for repair and replacement of the telephone equipment, when needed, will be paid from the capital reserve fund. The estimated cost to fund minor telephone repairs and AT&T billing is \$1,500 for Fiscal Year 2023-24.

Street Sweeping

The streets will be swept once every two months within Benefit Area I (Renaissance) for an estimated cost of \$650 for Fiscal Year 2023-24.

Landscape Maintenance and Irrigation Repairs

The landscape services provided include monthly routine maintenance, fertilization, rye seeding, minor irrigation and sprinkler repairs, seasonal flowers at the gate entrance area, tree trimming as needed, and landscaping supplies.

The landscape maintenance areas for Benefit Area I (Renaissance) are located at the entrance gates off of Minnewawa Avenue and include maintenance of the following:

- median island planters along Chennault Avenue;
- landscape strips between sidewalk and curb along Chennault Avenue;
- entrance area north and south of Chennault Avenue expanding from the sound walls between the gates and Minnewawa Avenue; and
- landscape area located at the intersection of Minnewawa Avenue and Birch Avenue.

The total area of landscaping to be maintained is approximately 3,700 square feet and is shown on the Assessment District Diagram included in Part C of Part C of this Report.

The total cost of landscape maintenance and minor irrigation and sprinkler repairs for Fiscal Year 2023-24 is estimated by the District Administrator to be \$7,800.

Electrical Power for Gate and Streetlights

The total estimated cost for electrical power charges for gate operations and streetlights for Fiscal Year 2023-24 is \$2,200.

Water Service

The estimated cost to provide water service for common areas associated with Benefit Area I (Renaissance) for Fiscal Year 2023-24 is \$500.

City Administration Costs

The City of Clovis will have many responsibilities for the administration of the District. Included in these costs are:

- a. City Council Costs related to notices, hearings, etc.
- b. Attorney fees for the City Attorney to prepare the legal documents as are required for the operation of the District.

- c. Staff time for the preparation of documents necessary for the on-going operation of the District.
- d. Staff time for the review of documents prepared by District Consultants as necessary for the on-going operations of the District.
- e. Staff time related to the timely application of necessary maintenance and repairs as required.

Historically, the City of Clovis has assessed minimal charges to the District for their services. The estimated cost for Benefit Area I (Renaissance) City Administration for Fiscal Year 2023-24 is \$2,000.

County Collection Fees

The costs from the County of Fresno related to the collection of assessments and transfer of funds to the City are \$0.17 per parcel.

The total estimated cost for the County of Fresno collection fees for Fiscal Year 2023-24 is \$8 (45 parcels x \$0.17/parcel).

District Administrator

The District Administrator will provide administrative, financial, and operational services to manage the maintenance of improvements for Benefit Area I (Renaissance). The estimated cost for Benefit Area I (Renaissance) Administration is \$9,840 for Fiscal Year 2023-24.

Assessment Engineering

The District Assessment Engineer is Francisco & Associates. They have a contract with the District to perform Benefit Area I (Renaissance) assessment engineering services for a lump sum of \$1,518 for Fiscal Year 2023-24.

Insurance Costs

The District will carry property damage insurance for damage to the gates caused by an accident or vandalism and Comprehensive General Liability Insurance with Excess Coverage.

The property insurance is issued by State Farm Insurance Company. It provides for a maximum of \$80,000 per occurrence for damage to the electronic gates with a \$1,000 deductible.

The Comprehensive Liability Insurance is issued by State Farm Insurance Company, which has the following coverage:

\$3,000,000	General Aggregate
\$3,000,000	Each Occurrence
\$3,000,000	Personal Injury
\$50,000	Fire Damage Legal Liability

The total estimated insurance cost or all insurance coverage as required for private gated communities including property and liability insurance for Fiscal Year 2023-24 is \$950.

Capital Reserve

On the recommendation of the District Administrator and the City of Clovis Finance Department, the Capital Reserve was established to provide funding for future expenses that do not occur on an annual basis.

Included in the Capital Reserve are funds set aside for items including, but not limited to, roadway slurry seal maintenance, sidewalk repairs, gate repairs, and landscape upgrades.

The City of Clovis has recently completed or intends on completing the capital improvement projects shown below.

Capital Improvement Projects

Upon evaluation of current improvements and their remaining useful life, the City of Clovis and District Administrator assessed a need to utilize Capital Reserve to fund capital improvement projects.

In FY 2022-23, the following capital improvement projects were performed:

- a. Roadway Slurry Seal

In FY 2022-23, the following capital improvement projects were performed:

- b. Roadway Slurry Seal

In FY 2023-24, assuming property owners approve the proposed assessment increase, the City of Clovis and District Administrator anticipate the following capital improvement projects:

- a. Gate Call Box and Firebox Replacement with an estimated cost of \$4,525.

In FY 2024-25, assuming property owners approve the proposed assessment increase, the City of Clovis and District Administrator anticipate the following capital improvement projects:

- a. Sidewalk Repairs with an estimated cost of \$10,400.

APPENDIX B

**DETAILED STATEMENT OF COSTS FOR
BENEFIT AREA II (COUNTRY VIEW)**

BENEFIT AREA II (COUNTRY VIEW)

DETAILED STATEMENT OF COSTS

The detailed description of costs for each of the improvements to be operated, maintained, and serviced in Benefit Area II (Country View), and those which may be subsequently operated, maintained, and serviced are generally described as follows:

Administrative Expenses

This item encompasses office expenses, postage, and printing that arises during the fiscal year described as follows:

- Office Expenses related to providing information for City Council meetings, quarterly financial reports to the City of Clovis, etc.
- Postage for mailings of bills/invoices, checks to vendors, and community notices.
- Printing of invoices, notices, announcements, reports, etc.

Based on historical data, the above-mentioned expenses are estimated to be \$600 for Fiscal Year 2023-24.

Electronic Gate Maintenance

There are two electronic gates that will be maintained by Benefit Area II (Country View). The estimated cost for electronic gate maintenance for Fiscal Year 2023-24 is \$1,500 and funds costs related to drive-thru and pedestrian gate repairs and monthly maintenance.

Telephone Costs

Telephone costs correspond to monthly landline charges for the callbox located at the entrance gate which will be used by people at the gate to communicate with residents of the Benefit Area II (Country View).

There are two gates. One gate is an "Enter Only" gate and the other is an "Exit Only" gate. There is only one telephone to be maintained at the "Enter Only" gate.

The telephone system is a private system and the cost for repair and replacement of the telephone equipment, when needed, will be paid from the capital reserve fund. The estimated cost to fund telephone equipment repairs and AT&T billing is \$1,500 for Fiscal Year 2023-24.

Street Sweeping

The streets will be swept once every month within Benefit Area II (Country View) for an estimated cost of \$2,100 for Fiscal Year 2023-24.

Landscape Maintenance and Irrigation Repairs

The landscape services provided include monthly routine maintenance, fertilization, rye seeding, minor irrigation and sprinkler repairs, seasonal flowers at the gate entrance area, tree trimming as needed, and landscaping supplies.

The landscape maintenance areas of Benefit Area II (Country View) are located at the entrance gates off of Alluvial Avenue and of the back gate on Dartmouth Avenue. The maintenance areas include the following:

- median island planters located at the entrance gates on Alluvial Avenue;
- landscape strips between sidewalk and curb at the entrance gates on Alluvial Avenue;
- the entrance area north and south of Oxford Avenue expanding from the sound walls between the gates and Alluvial Avenue;
- turf area on the west side of Dartmouth Avenue between Oak Avenue and the gate; and
- entrance area on Alluvial Avenue, expanding between Dartmouth Avenue and the sound wall bordering Benefit Area II.

The total area of landscaping to be maintained is approximately 5,000 square feet and is shown on the Assessment District Diagram included in Part C of this Report.

The total cost of landscape maintenance and minor irrigation and sprinkler repairs for Fiscal Year 2023-24 is estimated by the District Administrator to be \$9,000.

Electrical Power for Gate and Streetlights

The total estimated cost for electrical power charges for gate operations and streetlights for Fiscal Year 2023-24 is \$2,800.

Water Service

The estimated cost to provide water service for common areas associated with Benefit Area II (Country View) for Fiscal Year 2023-24 is \$3,500.

City Administration Costs

The City of Clovis will have many responsibilities for the administration of the District. Included in these costs are:

- a. City Council Costs related to notices, hearings, etc.
- b. Attorney fees for the City Attorney to prepare the legal documents as are required for the operation of the District.
- c. Staff time for the preparation of documents necessary for the on-going operation of the District.
- d. Staff time for the review of documents prepared by District Consultants as necessary for the on-going operations of the District.
- e. Staff time related to the timely application of necessary maintenance and repairs as required.

Historically, the City of Clovis has assessed minimal charges to the District for their services. The estimated cost for Benefit Area II (Country View) City Administration for Fiscal Year 2023-24 is \$3,200.

County Collection Fees

The costs from the County of Fresno related to the collection of assessments and transfer of funds to the City is \$0.17 per parcel.

The total estimated cost for the County of Fresno collection fees for Fiscal Year 2023-24 is \$14 (81 parcels x \$0.17/parcel).

District Administrator

The District Administrator will provide administrative, financial, and operational services to manage the maintenance of improvements for Benefit Area II (Country View). The estimated cost for Benefit Area II (Country View) Administration is \$16,560 for Fiscal Year 2023-24.

Assessment Engineering

The District Assessment Engineer is Francisco & Associates. They have a contract with the District to perform Benefit Area II (Country View) assessment engineering services for a lump sum of \$2,732 for Fiscal Year 2023-24.

Insurance Costs

The District will carry property damage insurance for damage to the gates caused by an accident or vandalism and Comprehensive General Liability Insurance with Excess Coverage.

The property insurance is issued by State Farm Insurance Company. It provides for a maximum of \$80,000 per occurrence for damage to the electronic gates with a \$1,000 deductible.

The Comprehensive Liability Insurance is issued by State Farm Insurance Company, which has the following coverage:

\$3,000,000	General Aggregate
\$3,000,000	Each Occurrence
\$3,000,000	Personal Injury
\$50,000	Fire Damage Legal Liability

The total estimated insurance cost or all insurance coverage as required for private gated communities including property and liability insurance for Fiscal Year 2023-24 is \$1,700.

Capital Reserve

On the recommendation of the District Administrator and the City of Clovis Finance Department, the Capital Reserve was established to provide funding for future expenses that do not occur on an annual basis.

Included in the Capital Reserve are funds set aside for items including, but not limited to, roadway slurry seal maintenance, sidewalk repairs, gate repairs, and landscape upgrades.

The City of Clovis has recently completed or intends on completing the capital improvement projects shown below.

Capital Improvement Projects

Upon evaluation of current improvements and their remaining useful life, the City of Clovis and District Administrator assessed a need to utilize Capital Reserve to fund capital improvement projects.

In FY 2022-23, the following capital improvement projects were performed:

- a. Roadway Slurry Seal

In FY 2023-24, the City of Clovis and District Administrator anticipate the following capital improvement projects:

- b. Gate Callbox Replacement with an estimated cost of \$1,775.
- c. Sidewalk Repairs with an estimated cost of \$10,373.

APPENDIX C
ASSESSMENT ROLL

CITY OF CLOVIS
ASSESSMENT DISTRICT NO. 1995-1
(Blackhorse Estates)
Assessment Roll
Fiscal Year 2023-24
Benefit Area 1

AGENDA ITEM NO. 1.

Assessor's	Parcel	Benefit	Assessment	Property	Property	Tract
	Number	Area	Amount	Owner	Address	and Lot
	562-151-08	1	\$866.00	NISHIMURA GAREY	25 CHENNAULT AVE	TR 4299 Lot 1
	562-151-09	1	\$866.00	REED SAMUEL H	45 CHENNAULT AVE	TR 4299 Lot 2
	562-151-10	1	\$866.00	ANTARAMIAN PETER	65 CHENNAULT AVE	TR 4299 Lot 3
	562-151-11	1	\$866.00	TWEDT BRIAN D & VICKIE L	85 CHENNAULT AVE	TR 4299 Lot 4
	562-151-12	1	\$866.00	SYVERTSEN WILLIAM & CHERYLE L FAM TRUST	105 CHENNAULT AVE	TR 4299 Lot 5
	562-151-13	1	\$866.00	HSIAO PAUL SHIHYEN & HSIN-CHING LIN	125 CHENNAULT AVE	TR 4299 Lot 6
	562-152-04	1	\$866.00	NIMERI ABDELRAHMAN & SHAIMA	650 N CHERRY LN	TR 4299 Lot 41
	562-152-05	1	\$866.00	SRA FAMILY	640 N CHERRY LN	TR 4299 Lot 40
	562-152-06	1	\$866.00	DUNMORE JAMES L JR & TRACEE L	42 CHENNAULT AVE	TR 4299 Lot 43
	562-152-07	1	\$866.00	HSIAO PAUL S	62 CHENNAULT AVE	TR 4299 Lot 42
	562-153-03	1	\$866.00	TAKEDA VICTOR K & ANNE M TRUSTEES	665 N CHERRY LN	TR 4299 Lot 18
	562-153-04	1	\$866.00	SIRIMARCO JAMES V III & DONNA M	655 N CHERRY LN	TR 4299 Lot 19
	562-153-05	1	\$866.00	ROBERTSON STEPHEN W JR	635 N CHERRY LN	TR 4299 Lot 20
	562-153-06	1	\$866.00	STAFFORD FRANKLIN H	611 N CHERRY LN	TR 4299 Lot 21
	562-153-07	1	\$866.00	BIGLIERI JULIE M TRS	601 N CHERRY LN	TR 4299 Lot 22
	562-153-13	1	\$866.00	KALMES BEAU AARON & BRITTANY STOKER	624 N OXFORD AVE	TR 4299 Lot 12
	562-153-14	1	\$866.00	CHAVEZ MANUEL A & ROSSANNE C TRS	634 N OXFORD AVE	TR 4299 Lot 13
	562-153-15	1	\$866.00	BURRI CHRISTINE ISKENDERIAN	644 N OXFORD AVE	TR 4299 Lot 14
	562-153-16	1	\$866.00	SHIDIYWAH SAIF & HUDA	664 N OXFORD AVE	TR 4299 Lot 15
	562-153-17	1	\$866.00	STAWARSKI DOUGLAS P & KAKELLY	684 N OXFORD AVE	TR 4299 Lot 16
	562-153-18	1	\$866.00	LEE JOSEPH & MIN HEE	102 CHENNAULT AVE	TR 4299 Lot 17
	562-153-19	1	\$866.00	CLARK JASON	614 N OXFORD AVE	TR 4299 Lot 11
	562-153-20	1	\$866.00	JENSEN LAUREN	651 N OXFORD AVE	TR 4299 Lot 10
	562-153-21	1	\$866.00	TILLEY SHARRON F TRUSTEE	671 N OXFORD AVE	TR 4299 Lot 9
	562-153-22	1	\$866.00	SHARMA VISHAL & SHILPA	691 N OXFORD AVE	TR 4299 Lot 8
	562-153-23	1	\$866.00	BROBST JAMES H & M ARLENE TRUSTEES	711 N OXFORD AVE	TR 4299 Lot 7
	562-153-24	1	\$866.00	GILL SHERAZ	731 N OXFORD AVE	Por of Lot 6 Clovis
	562-161-01	1	\$866.00	GANDY ANN TRUSTEE	610 N CHERRY LN	TR 4299 Lot 37
	562-161-02	1	\$866.00	HEMMAN RONALD D & STEPHANIE J	620 N CHERRY LN	TR 4299 Lot 38
	562-161-03	1	\$866.00	IBRAHIMI HARIS & MALALAI ZOLTANI	630 N CHERRY LN	TR 4299 Lot 39
	562-161-04	1	\$866.00	GATES GINGER G	57 BIRCH AVE	TR 4299 Lot 36
	562-161-05	1	\$866.00	O HARA MICHAEL & CYNTHIA	55 BIRCH AVE	TR 4299 Lot 35
	562-161-06	1	\$866.00	DER HAROUTUNIAN VASKEN & LINA TRS	51 BIRCH AVE	TR 4299 Lot 34
	562-161-07	1	\$866.00	YANG YIA	47 BIRCH AVE	TR 4299 Lot 33
	562-161-08	1	\$866.00	HAMILTON BRENDA S	37 BIRCH AVE	TR 4299 Lot 32
	562-162-01	1	\$866.00	TSAO DEREK & MONICA DU	94 BIRCH AVE	TR 4299 Lot 23
	562-162-02	1	\$866.00	KHAN SAMIA	84 BIRCH AVE	TR 4299 Lot 24
	562-162-03	1	\$866.00	CARUSO HILDA M	74 BIRCH AVE	TR 4299 Lot 25

CITY OF CLOVIS
ASSESSMENT DISTRICT NO. 1995-1
(Blackhorse Estates)
Assessment Roll
Fiscal Year 2023-24
Benefit Area 1

AGENDA ITEM NO. 1.

Assessor's						
Parcel	Benefit	Assessment	Property	Property	Tract	
Number	Area	Amount	Owner	Address	and Lot	
562-162-04	1	\$866.00	BRONSON JAMES C & MICHELLE L	64 BIRCH AVE	TR 4299 Lot 26	
562-162-05	1	\$866.00	HARDIN TAYLOR J & TETYANA S	54 BIRCH AVE	TR 4299 Lot 27	
562-162-06	1	\$866.00	WEBER DAVID & MICHELLE	44 BIRCH AVE	TR 4299 Lot 28	
562-162-07	1	\$866.00	THACKER BARBARA J TRUSTEE	34 BIRCH AVE	TR 4299 Lot 29	
562-162-08	1	\$866.00	DOUGHERTY STEPHEN P & MONICA	24 BIRCH AVE	TR 4299 Lot 30	
562-162-09	1	\$866.00	ROSENTHAL STEVE ANDREW	14 BIRCH AVE	TR 4299 Lot 31	
562-180-45	1	\$866.00	GOTTLIEB DAVID ANDREW & VIRGINIA TRS	741 N OXFORD AVE	TR 4668 Lot 18	
<hr/>						
TOTAL:	45	\$38,970.00				

CITY OF CLOVIS
ASSESSMENT DISTRICT NO. 1995-1
(Blackhorse Estates)
Assessment Roll
Fiscal Year 2023-24
Benefit Area 2

AGENDA ITEM NO. 1.

Assessor's Parcel Number	Benefit Area	Assessment Amount	Property Owner	Property Address	Tract and Lot
562-153-25	2	\$590.00	KUHL MICHAEL B	732 N HARVARD AVE	TR 4661 Lot 28
562-153-26	2	\$590.00	KEMP TIMOTHY F & SAUNDRA D	722 N HARVARD AVE	TR 4661 Lot 27
562-153-27	2	\$590.00	KONSTANZER KEVIN C & PAMELA S TRUSTEES	712 N HARVARD AVE	TR 4661 Lot 26
562-153-28	2	\$590.00	WEAVER JAMES & LISA TRUSTEES	692 N HARVARD AVE	TR 4661 Lot 25
562-153-29	2	\$590.00	PORTFOLIO MANAGEMENT SERVICES LLC	672 N HARVARD AVE	TR 4661 Lot 24
562-153-30	2	\$590.00	MAKEL JOHN T & RAQUEL	204 BIRCH AVE	TR 4661 Lot 23
562-153-31	2	\$590.00	HIRATA RYEN J & ERICA R JOHNSON TRS	214 BIRCH AVE	TR 4661 Lot 22
562-153-32	2	\$590.00	TURNBULL BRENT L & PATRICIA K TRS	234 BIRCH AVE	TR 4661 Lot 21
562-153-33	2	\$590.00	TRIFFON GARRETT	264 BIRCH AVE	TR 4661 Lot 20
562-153-34	2	\$590.00	AYDINYAN ARA	284 BIRCH AVE	TR 4661 Lot 19
562-153-35	2	\$590.00	ORTIZ KIRA	647 N DARTMOUTH AVE	TR 4661 Lot 18
562-153-36	2	\$590.00	L RODRIGUEZ R & T	667 N DARTMOUTH AVE	TR 4661 Lot 17
562-153-37	2	\$590.00	BICKEL BRUCE D TRUSTEE	687 N DARTMOUTH AVE	TR 4661 Lot 16
562-153-38	2	\$590.00	HOLGUIN GIL & KIM A	707 N DARTMOUTH AVE	TR 4661 Lot 15
562-153-39	2	\$590.00	MARTIN DARRELL B TRUSTEE	717 N DARTMOUTH AVE	TR 4661 Lot 14
562-153-40	2	\$590.00	ANALLA BRYAN G & MOLLY BLISS	727 N DARTMOUTH AVE	TR 4661 Lot 13
562-153-41	2	\$590.00	GUISTO NANCY A	737 N DARTMOUTH AVE	TR 4661 Lot 12
562-155-01	2	\$590.00	GATTIE BRADLEY H & KIRSTEN ANN TRS	673 N HARVARD AVE	TR 4661 Lot 29
562-155-02	2	\$590.00	GRAY LAURIE J & RANDALL M	676 N DARTMOUTH AVE	TR 4661 Lot 30
562-155-03	2	\$590.00	BREWER ADRIANNE M PETRUTIS & SCOTT M	696 N DARTMOUTH AVE	TR 4661 Lot 31
562-155-04	2	\$590.00	SLICK LEON H & SANDRA K	716 N DARTMOUTH AVE	TR 4661 Lot 32
562-155-05	2	\$590.00	HUDSON KIMBERLY SUE	726 N DARTMOUTH AVE	TR 4661 Lot 33
562-155-06	2	\$590.00	LEACH RONALD P & TRACY A	736 N DARTMOUTH AVE	TR 4661 Lot 34
562-180-01	2	\$590.00	KAHAL AMANDEEP	149 OAK AVE	TR 4668 Lot 1
562-180-02	2	\$590.00	MAINOCK RALPH H TRS	129 OAK AVE	TR 4668 Lot 2
562-180-03	2	\$590.00	ALCONCHER RONALD B & ANNA C TRS	99 OAK AVE	TR 4668 Lot 3
562-180-04	2	\$590.00	LOYD WILLIAM D & CYNTHIA L	89 OAK AVE	TR 4668 Lot 4
562-180-05	2	\$590.00	WALTER LOGAN PATRICK	69 OAK AVE	TR 4668 Lot 5
562-180-06	2	\$590.00	NOEL MIKE & TIFFANY	49 OAK AVE	TR 4668 Lot 6
562-180-07	2	\$590.00	DINATA VERONICA M & ANTONIUS J TRS	790 N CHERRY LN	TR 4668 Lot 7
562-180-08	2	\$590.00	THOMPSON CRAIG	780 N CHERRY LN	TR 4668 Lot 8
562-180-09	2	\$590.00	RATZLAFF CHRISTOPHER	770 N CHERRY LN	TR 4668 Lot 9
562-180-10	2	\$590.00	SILVA ANNA	760 N CHERRY LN	TR 4668 Lot 10
562-180-11	2	\$590.00	KATEIAN JANICE L TRS	750 N CHERRY LN	TR 4668 Lot 11
562-180-12	2	\$590.00	WESSON SANDRA C TRUSTEE	26 MINARETS AVE	TR 4668 Lot 12
562-180-13	2	\$590.00	LALLY GREGORY W & GRACE K TRUSTEES	46 MINARETS AVE	TR 4668 Lot 13
562-180-14	2	\$590.00	KEITH DIANA	66 MINARETS AVE	TR 4668 Lot 14
562-180-15	2	\$590.00	STONECIPHER KAREN TRUSTEE	86 MINARETS AVE	TR 4668 Lot 15

CITY OF CLOVIS
ASSESSMENT DISTRICT NO. 1995-1
(Blackhorse Estates)
Assessment Roll
Fiscal Year 2023-24
Benefit Area 2

AGENDA ITEM NO. 1.

Assessor's	Parcel	Benefit	Assessment	Property	Property	Tract
	Number	Area	Amount	Owner	Address	and Lot
	562-180-19	2	\$590.00	HOLTERMANN DARRIN PAUL & JENNIFER LEE	742 N HARVARD AVE	TR 4668 Lot 19
	562-180-20	2	\$590.00	KARST DENNIS S & KATHERINE TRUSTEES	693 N HARVARD AVE	TR 4668 Lot 20
	562-180-21	2	\$590.00	REY STEVEN F & JULIE L TRUSTEES	713 N HARVARD AVE	TR 4668 Lot 21
	562-180-22	2	\$590.00	RAMOS STEPHEN A & JACQUELINE R	723 N HARVARD AVE	TR 4668 Lot 22
	562-180-23	2	\$590.00	CAMPOS LILIA & ALEJANDRO	733 N HARVARD AVE	TR 4668 Lot 23
	562-180-24	2	\$590.00	DU BOIS DIANE D	743 N HARVARD AVE	TR 4668 Lot 24
	562-180-25	2	\$590.00	MORRIS ROGER GARY & ZENAIDA MAPANAO	753 N HARVARD AVE	TR 4668 Lot 25
	562-180-26	2	\$590.00	KERN ANDREW C & NATALIE A TRS	197 MINARETS AVE	TR 4668 Lot 26
	562-180-27	2	\$590.00	MORROW JOELENE ANN	187 MINARETS AVE	TR 4668 Lot 27
	562-180-28	2	\$590.00	STANLEY MATTHEW	177 MINARETS AVE	TR 4668 Lot 28
	562-180-29	2	\$590.00	CINO JOHN C	157 MINARETS AVE	TR 4668 Lot 29
	562-180-30	2	\$590.00	DELCAMPO JANELLE MARIE	137 MINARETS AVE	TR 4668 Lot 30
	562-180-31	2	\$590.00	OPIE SARA JOAN TRUSTEE	117 MINARETS AVE	TR 4668 Lot 31
	562-180-32	2	\$590.00	RALEY EVELYN	97 MINARETS AVE	TR 4668 Lot 32
	562-180-33	2	\$590.00	SCHARF DONALD R & DOROTHY D SPENCER	77 MINARETS AVE	TR 4668 Lot 33
	562-180-34	2	\$590.00	BESTON LAURENCE O & MARYBETH TRS	57 MINARETS AVE	TR 4668 Lot 34
	562-180-35	2	\$590.00	DUCAR FRANK LEROY & GINNIE ILENE TRS	58 OAK AVE	TR 4668 Lot 35
	562-180-36	2	\$590.00	HOFER FERDINAND & ANTJE TRUSTEES	78 OAK AVE	TR 4668 Lot 36
	562-180-37	2	\$590.00	JACKSON LEANNE RAE TRUSTEE	98 OAK AVE	TR 4668 Lot 37
	562-180-38	2	\$590.00	BELLOW CHERYL	118 OAK AVE	TR 4668 Lot 38
	562-180-39	2	\$590.00	DANSBY PAUL	138 OAK AVE	TR 4668 Lot 39
	562-180-40	2	\$590.00	CENTRAL PACIFIC INVESTMENT CORPORATION	158 OAK AVE	TR 4668 Lot 40
	562-180-41	2	\$590.00	KRUEGER TIMOTHY K	178 OAK AVE	TR 4668 Lot 41
	562-180-42	2	\$590.00	HULL HARLAN & ROBIN	188 OAK AVE	TR 4668 Lot 42
	562-180-43	2	\$590.00	DEWEY CARL C	198 OAK AVE	TR 4668 Lot 43
	562-180-44	2	\$590.00	HAMES KENT L TRUSTEE	106 MINARETS AVE	TR 4668 Lots 16 & 17
	562-180-46	2	\$590.00	MANALANSAN EDUARDO L & ROSEMARIE M	179 OAK AVE	TR 4661 Lot 1
	562-180-47	2	\$590.00	AULT PHILIP H & COLLEEN K	189 OAK AVE	TR 4661 Lot 2
	562-180-48	2	\$590.00	HAUS SPENCER N & CATHLEEN J	219 OAK AVE	TR 4661 Lot 3
	562-180-49	2	\$590.00	BREWER RANDALL C & CHERI L TRUSTEES	249 OAK AVE	TR 4661 Lot 4
	562-180-50	2	\$590.00	ENG MICHAEL S & PEARL K MA TRUSTEES	269 OAK AVE	TR 4661 Lot 5
	562-180-51	2	\$590.00	KUYPER JASON J	797 N DARTMOUTH AVE	TR 4661 Lot 6
	562-180-52	2	\$590.00	LOPEZ EMILIO & CRISTINA	787 N DARTMOUTH AVE	TR 4661 Lot 7
	562-180-53	2	\$590.00	BESECKER RICHARD A & MARCIE E TRS	777 N DARTMOUTH AVE	TR 4661 Lot 8
	562-180-54	2	\$590.00	WILLIAMS RICHARD E & LOLA T TRS	767 N DARTMOUTH AVE	TR 4661 Lot 9
	562-180-55	2	\$590.00	STUEBNER KRIS & PRISCILLA	757 N DARTMOUTH AVE	TR 4661 Lot 10
	562-180-56	2	\$590.00	CRUZ RAMIRO	747 N DARTMOUTH AVE	TR 4661 Lot 11
	562-180-57	2	\$590.00	HOODE SUMANGALI	746 N DARTMOUTH AVE	TR 4661 Lot 12

CITY OF CLOVIS
ASSESSMENT DISTRICT NO. 1995-1
(Blackhorse Estates)
Assessment Roll
Fiscal Year 2023-24
Benefit Area 2

AGENDA ITEM NO. 1.

Assessor's						
Parcel	Benefit	Assessment	Property	Property	Tract	
Number	Area	Amount	Owner	Address	and Lot	
562-180-58	2	\$590.00	SIRMAN JAMES A	756 N DARTMOUTH AVE	TR 4661 Lot 36	
562-180-59	2	\$590.00	VAN PROYEN DARYL	766 N DARTMOUTH AVE	TR 4661 Lot 37	
562-180-60	2	\$590.00	BYRD JAMES L & DOROTHY J TRUSTEES	268 OAK AVE	TR 4661 Lot 38	
562-180-61	2	\$590.00	GIZZO EVELYN E	248 OAK AVE	TR 4661 Lot 39	
562-180-62	2	\$590.00	JOHNSON KIM & BENJAMIN M	228 OAK AVE	TR 4661 Lot 40	
<hr/>						
TOTAL:	81	\$47,790.00				



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 19, 2023

SUBJECT: Consider Approval – Res. 23-____, 2023-24 City of Clovis Annual Budget, Five Year Capital Improvement Program, and information regarding the Clovis Successor Agency. (Continued from the May 15, 2023, and June 5, 2023, meetings)

- a) Fire Department (Chris Ekk)
- b) Public Utilities Department (Scott Redelfs)
- c) Planning and Development Services/Community Investment Program (Renee Mathis)
- d) General Services (Shonna Halterman)
- e) Economic Development, Housing, and Communications (Chad McCollum)

Staff: John Holt, City Manager

Recommendation: Approve

ATTACHMENTS: 1. Res. 23-____

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

Consider approval of the City of Clovis Annual Budget, Five Year Capital Improvement Program, and information regarding the Clovis Successor Agency. This item was introduced on May 15, 2023, and continued to the meetings of June 5, 2023, and June 19, 2023. Staff is recommending the Council continue the public hearing and adopt the budget resolution.

EXECUTIVE SUMMARY

The 2023-2024 Annual Budget for general operations and capital improvement programs for the City of Clovis in the amount of \$330.8 million is balanced using current revenues, anticipated rate increases and capital reserves and is hereby submitted, in accordance with the Clovis Municipal Code.

The 2023-2024 Annual Budget was developed to grow the City's operations to address growth and provide targeted investments in the City to improve the quality of life for its residents. While economic uncertainty still exists and the General Fund is still constrained, the City is in a solid fiscal position. The proposed budget further solidifies the City's financial position in maintaining 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. The major challenge in the current budget, and years to come, is focused on the \$105.3 million General Fund budget. Sales and property taxes make up 85% of the total General Fund discretionary revenues. Staff is estimating an ending General Fund emergency reserve balance for June 30, 2024, of \$22.7 million, or 22% of the General Fund expenditures.

BACKGROUND

The 2023-2024 Annual Budget projects sales tax revenues to be \$32.0 million, which represents a 1% increase from the 2022-2023 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. The City does not anticipate this rate of growth to continue and is projecting a moderate increase after experiencing robust growth in the prior two fiscal years. Sales tax is expected to flatten or grow modestly due to inflationary pressures on households shifting dollars away from discretionary spending as larger portions of income go to essentials such as food, transportation, and housing costs. Sales tax comprises 39% of the projected discretionary revenue for fiscal year 2023-2024.

Property tax revenues are expected to continue to rise, although new housing development is not anticipated to continue at historical levels in the near term. 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 projected to be \$37.4 million in fiscal year 2023-2024, which represents a 11% increase from previous fiscal year. These property taxes comprise 46% of the projected discretionary revenue for fiscal year 2023-2024.

One of the keys for the long-term fiscal health of a growing community like Clovis is to accumulate savings sufficient to fund an emergency reserve that would adequately protect the City against an unexpected catastrophic event and protect City services until other options could be implemented during a rapid economic downturn. The emergency reserve is being maintained with 22%, or \$22.7 million.

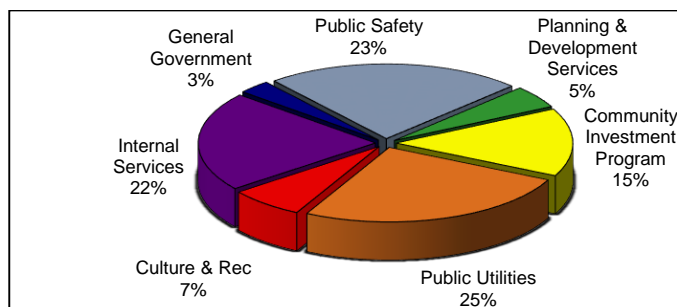
Enterprise operations and other funds need to be self-balancing with sufficient reserves to meet service obligations and debt coverage. All enterprise operations and other funds are balanced. In addition, Sewer and Water operations have an authorized 3% rate escalator and Community

Sanitation operations have an authorized 4% rate escalator. Sewer will implement the rate increase in this year’s budget and the full \$7.30 bond surcharge will be rebated. Water 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 implement the 4% increase for recycling and green waste services, refuse service, and street sweeping service. Each year, staff evaluates all Enterprise Funds to determine if any rate adjustments are necessary.

The Transit Enterprise remains fully funded and, with the City’s population exceeding 100,000, Transit will receive the entire allocation of Local Transportation Funding.

The 2023-2024 Annual Budget for all funds totals \$330.8 million and is balanced using current revenues, anticipated rate increases, and capital reserves. This budget represents a 14% decrease compared to estimated expenditures for 2022-2023, 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	\$ 9,602,900
Public Safety	78,564,600
Planning & Development Services	15,348,900
Community Investment Program	49,006,000
Public Utilities	82,712,800
Culture & Rec.	21,690,900
Internal Services	73,827,700
TOTAL	\$ 330,753,800



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 7% above estimated expenditures for 2022-2023. 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 \$105.2 million and expenditures of \$105.3 million are being proposed.

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 and includes a five-year capital investment plan for the community.

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, 2023. 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 15, 2023, the 2023-2024 City of Clovis Annual Budget was presented and recommended opening the public hearing for departmental review and comment, continue the public hearings to June 5, 2023, and June 19, 2023, and adopt the budget resolution no later than June 30, 2023. The recommended Annual Budget has been available for review by the public since May 15, 2023 on the City's website found at www.cityofclovis.com.

Prepared by: Gina Daniels, Assistant Finance Director

Reviewed by: City Manager *AA*

RESOLUTION 23-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2023-2024, ORDERING TRANSFERS, AND ADOPTING THE SUMMARY OF APPROPRIATIONS BY FUND AND DEPARTMENT AND OTHER NECESSARY ACTIONS RELATED TO APPROVING THE 2023-2024 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 2023-2024 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 2023-2024 Budget.

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

1. The 2023-2024 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 2023-2024 Budget Book.
3. The "Summary of Expenditures/Expenses 2023-2024 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 2023-2024 Budget book is approved for \$404,728,778.
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 \$22,700,000 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 Clovis Redevelopment Successor Agency's information is included in the City budget and accounting systems for administrative purposes and is shown on **Exhibit A**.
- 10. The updated Monthly Salary Schedules by bargaining group are attached as **Exhibit B**.
- 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 refuse, residential recycling and greenwaste and street sweeping 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 2023-2024.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: June 19, 2023

Mayor

City Clerk

City of Clovis
Summary of Expenditures/Expenses 2023-2024
By Department within Fund-Legal Level of Budgetary Control

FUND	DEPARTMENT										City 2023-2024 Total	Clovis Successor Agency
	City Council	City Attorney	City Manager	General Services	Finance	Planning & Dev Serv	Police	Fire	Public Utilities	Capital Improvements		
GENERAL												
General Fund	\$ 560,700	\$ 1,123,200	\$ 2,873,100	\$ 4,467,400	\$ 3,982,100		\$ 54,524,000	\$ 24,040,600	\$ 13,768,100		\$ 105,339,200	
SPECIAL REVENUE FUNDS												
Housing & Community Development			348,900								348,900	
Landscape Assessment District								5,298,000			5,298,000	
Community Facilities Dist 2020-1								32,700			32,700	
Total Special Revenue			348,900					5,330,700			5,679,600	
INTERNAL SERVICE FUNDS												
Liability & Property Insurance				6,791,600							6,791,600	
Employee Benefits				39,311,900							39,311,900	
Fleet Maintenance								12,084,100			12,084,100	
General Government Services			6,295,000	9,345,100							15,640,100	
Total Internal Service			6,295,000	55,448,600				12,084,100			73,827,700	
ENTERPRISE FUNDS												
Community Sanitation								27,625,000			27,625,000	
Wastewater								19,499,400			19,499,400	
Water								24,140,800			24,140,800	
Transit				10,287,200							10,287,200	
Planning & Development Services						15,348,900					15,348,900	
Total Enterprise				10,287,200		15,348,900		71,265,200			96,901,300	
CAPITAL IMPROVEMENT FUNDS												
Sewer Construction												
Capital-Enterprise									560,000		560,000	
Capital-Developer									7,047,000		7,047,000	
Park Projects									1,240,000		1,240,000	
Street Construction									24,865,000		24,865,000	
Water Construction												
Capital-Enterprise									1,780,000		1,780,000	
Capital-Developer									5,246,000		5,246,000	
Housing & Community Development									7,060,000		7,060,000	
Community Sanitation Construction									1,000,000		1,000,000	
General Government Facilities									208,000		208,000	
Total Capital Improvement									49,006,000		49,006,000	
Citywide Grand Totals	\$ 560,700	\$ 1,123,200	\$ 9,517,000	\$ 70,203,200	\$ 3,982,100	\$ 15,348,900	\$ 54,524,000	\$ 24,040,600	\$ 102,448,100	\$ 49,006,000	\$ 330,753,800	

Clovis Successor Agency Grand Total

\$ 1,362,000

EXHIBIT A

CITY OF CLOVIS

CFFA Monthly Salary Schedule - Effective July 1, 2023

Revised 04/27/23

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
2125	Firefighter (Base)	100	7,097	7,452	7,825	8,216	8,627
2150	Firefighter (2.5%) Ed Incent		7,274	7,638	8,021	8,421	8,843
MOU 30.2	AA or AS Degree	CDH 1120	177.00	186.00	196.00	205.00	216.00
		PP	88.50	93.00	98.00	102.50	108.00
2175	Firefighter (5.0%) Ed Incent		7,456	7,829	8,222	8,632	9,064
MOU 30.2	AA or AS Degree AND	CDH 1121	359.00	377.00	397.00	416.00	437.00
	BS or BA Degree	PP	179.50	188.50	198.50	208.00	218.50
2225	Fire Engineer (Base)	200	7,860	8,253	8,666	9,099	9,554
2250	Fire Engineer (2.5%) Ed In		8,057	8,459	8,883	9,326	9,793
MOU 30.2	AA or AS Degree	CDH 1120	197.00	206.00	217.00	227.00	239.00
		PP	98.50	103.00	108.50	113.50	119.50
2275	Fire Engineer (5.0%) Educ Inc		8,258	8,670	9,105	9,559	10,038
MOU 30.2	AA or AS Degree AND	CDH 1121	398.00	417.00	439.00	460.00	484.00
	BS or BA Degree	PP	199.00	208.50	219.50	230.00	242.00
2325	Fire Captain (Base)	300	9,175	9,634	10,116	10,622	11,153
2350	Fire Captain (2.5%) Educ Inc		9,404	9,875	10,369	10,888	11,432
MOU 30.2	AA or AS Degree	CDH 1120	229.00	241.00	253.00	266.00	279.00
		PP	114.50	120.50	126.50	133.00	139.50
2375	Fire Captain (5.0%) Ed Inc		9,639	10,122	10,628	11,160	11,718
MOU 30.2	AA or AS Degree AND	CDH 1121	464.00	488.00	512.00	538.00	565.00
	BS or BA Degree	PP	232.00	244.00	256.00	269.00	282.50
2200	Prevention Captain (Base)	350	9,864	10,357	10,875	11,419	11,990
2210	Prevention Captain 2.5% Ed In		10,111	10,616	11,147	11,704	12,290
MOU 30.2	AA or AS Degree	CDH 1120	247.00	259.00	272.00	285.00	300.00
		PP	123.50	129.50	136.00	142.50	150.00
2220	Prevention Captain 5.0% Educ		10,364	10,881	11,426	11,997	12,597
MOU 30.2	AA or AS Degree AND	CDH 1121	500.00	524.00	551.00	578.00	607.00
	BS or BA Degree	PP	250.00	262.00	275.50	289.00	303.50
2800	Training Captain (Base)	350	9,864	10,357	10,875	11,419	11,990
2810	Training Captain (2.5%)		10,111	10,616	11,147	11,704	12,290
MOU 30.2	AA or AS Degree	CDH 1120	247.00	259.00	272.00	285.00	300.00
		PP	123.50	129.50	136.00	142.50	150.00
2820	Training Captain (5.0%)		10,364	10,881	11,426	11,997	12,597
MOU 30.2	AA or AS Degree AND	CDH 1121	500.00	524.00	551.00	578.00	607.00
	BS or BA Degree	PP	250.00	262.00	275.50	289.00	303.50

Prevention Captain and Training Captain positions are filled by Fire Captains

CITY OF CLOVIS

CPOA - Monthly Salary Schedule - Effective July 1, 2023

Revised 04/26/23

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
4025	Police Officer (Trainee)	100	4,411	4,632	4,864	5,107	5,362
4050	Police Officer (Recruit)	250	6,686	7,020	7,371	7,740	8,127
4125	Police Officer (Base)	300	8,027	8,428	8,849	9,291	9,756
4175	Police Officer (5.0%) Ed Inc		8,428	8,849	9,291	9,756	10,244
	AP or AA-AS&IP or BA-BS	*CDH 1121	401.00	421.00	442.00	465.00	488.00
		**PP	200.50	210.50	221.00	232.50	244.00
4180	Police Officer (9.0%) Ed Inc		8,749	9,187	9,645	10,127	10,634
	BA/BS&AP	*CDH 1122	722.00	759.00	796.00	836.00	878.00
		**PP	361.00	379.50	398.00	418.00	439.00
4225	Police Corporal (Base)	350	9,015	9,466	9,939	10,436	10,958
4275	Police Corporal (5.0%) Ed Inc		9,466	9,939	10,436	10,958	11,506
	AP or AA-AS&IP or BA-BS	*CDH 1121	451.00	473.00	497.00	522.00	548.00
		**PP	225.50	236.50	248.50	261.00	274.00
4280	Police Corporal (9.0%) Ed Inc		9,826	10,318	10,834	11,375	11,944
	BA/BS&AP	*CDH 1122	811.00	852.00	895.00	939.00	986.00
		**PP	405.50	426.00	447.50	469.50	493.00
4325	Police Sergeant (Base)	400	10,112	10,618	11,149	11,706	12,291
4375	Police Sergeant (5.0%) Ed Inc		10,618	11,149	11,706	12,291	12,906
	AP or AA-AS&IP or BA-BS	*CDH 1121	506.00	531.00	557.00	585.00	615.00
		**PP	253.00	265.50	278.50	292.50	307.50
4380	Police Sergeant (9.0%) Ed Inc		11,022	11,574	12,152	12,760	13,397
	BA/BS&AP	*CDH 1122	910.00	956.00	1,003.00	1,054.00	1,106.00
		**PP	455.00	478.00	501.50	527.00	553.00

* These Codes are for internal use only

** This line shows the per period amount of the incentive

CITY OF CLOVIS
CPWEA - Monthly Salary Schedule - Effective July 1, 2023

Revised 05/09/23

3% Wage Increase (Includes Pending Resolution for Parts Runner)

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1040	Assistant Building Technician	600	5,803	6,093	6,398	6,718	7,054
1080	Asst Water Systems Technician	670	5,920	6,216	6,527	6,853	7,196
1130	Building Maintenance Leadworker	800	6,507	6,832	7,174	7,533	7,910
1140	Building Maintenance Worker	300	4,880	5,124	5,380	5,649	5,931
1160	Disposal Leadworker	800	6,507	6,832	7,174	7,533	7,910
1175	Electrician	900	6,955	7,303	7,668	8,051	8,454
1200	Equipment Mechanic	650	5,901	6,196	6,506	6,831	7,173
1240	Equipment Mechanic Assistant	450	5,491	5,766	6,054	6,357	6,675
1280	Equipment Operator	700	6,092	6,397	6,717	7,053	7,406
1320	Equipment Service Worker	300	4,880	5,124	5,380	5,649	5,931
1360	Fleet Maintenance Leadworker	800	6,507	6,832	7,174	7,533	7,910
1370	Fleet Maintenance Service Writer	350	5,140	5,397	5,667	5,950	6,248
1400	Landfill Leadworker	800	6,507	6,832	7,174	7,533	7,910
1440	Maintenance Leadworker	800	6,507	6,832	7,174	7,533	7,910
1480	Maintenance Worker	150	4,335	4,552	4,780	5,019	5,270
1520	Meter Reader	200	4,900	5,145	5,402	5,672	5,956
1560	Parks Maintenance Leadworker	800	6,507	6,832	7,174	7,533	7,910
1600	Parks Sr. Maintenance Worker	400	5,480	5,754	6,042	6,344	6,661
1640	Parts Clerk	350	5,140	5,397	5,667	5,950	6,248
1650	* Parts Runner	100	3,628	3,809	3,999	4,199	4,409
1680	Sanitation Operator	250	4,833	5,075	5,329	5,595	5,875
1720	Senior Maintenance Worker	400	5,480	5,754	6,042	6,344	6,661
1760	Senior Sanitation Operator	550	5,637	5,919	6,215	6,526	6,852
1800	Street Sweeper Operator	500	5,581	5,860	6,153	6,461	6,784
1820	Utility Worker	100	3,628	3,809	3,999	4,199	4,409
1840	Water Systems Technician	850	7,091	7,446	7,818	8,209	8,619
1860	Water Treatment Plant Operator	850	7,091	7,446	7,818	8,209	8,619

* New Position

CITY OF CLOVIS

CEA - Monthly Salary Schedule - Effective July 1, 2023

Revised 04/25/23

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5060	Administrative Assistant	490	5,595	5,875	6,169	6,477	6,801
5375	Custodian	090	3,775	3,964	4,162	4,370	4,589
5795	Principal Account Clerk	340	4,650	4,883	5,127	5,383	5,652
5805	Principal Office Assistant	340	4,650	4,883	5,127	5,383	5,652
5826	Recreation Leader	180	3,847	4,039	4,241	4,453	4,676
5830	Recreation Specialist	310	4,556	4,784	5,023	5,274	5,538
5840	Sr Center Nutrition Services Worker	180	3,847	4,039	4,241	4,453	4,676
5930	Senior Custodian	110	4,253	4,466	4,689	4,923	5,169
5860	Staff Analyst	200	5,315	5,581	5,860	6,153	6,461

CITY OF CLOVIS

CPSEA - Monthly Salary Schedule - Effective July 1, 2023

Revised 04/26/23

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5076	Animal Control Officer	460	5,346	5,613	5,894	6,189	6,498
5081	Animal Services Aide	090	3,663	3,846	4,038	4,240	4,452
5301	Community Service Officer	460	5,346	5,613	5,894	6,189	6,498
5356	Crime Specialist	600	6,639	6,971	7,320	7,686	8,070
5481	Digital Forensic Analyst	760	7,777	8,166	8,574	9,003	9,453
5554	Fire & Life Safety Specialist	760	7,777	8,166	8,574	9,003	9,453
5635	Fire Inspector I	550	6,053	6,356	6,674	7,008	7,358
5636	Fire Inspector II	560	6,511	6,837	7,179	7,538	7,915
5664	Lead Public Safety Dispatcher	565	6,289	6,603	6,933	7,280	7,644
5786	Police Service Officer	450	5,612	5,893	6,188	6,497	6,822
5809	Property and Evidence Technician	350	5,161	5,419	5,690	5,975	6,274
5820	Public Safety Dispatcher	450	5,612	5,893	6,188	6,497	6,822
5875	Senior Animal Control Officer	430	5,459	5,732	6,019	6,320	6,636
5976	Senior Property/Evidence Technician	440	5,651	5,934	6,231	6,543	6,870
5979	Senior Systems Video Analyst	600	6,639	6,971	7,320	7,686	8,070
5981	Systems Video Technician	390	4,859	5,102	5,357	5,625	5,906

CITY OF CLOVIS

CPTA - Monthly Salary Schedule - Effective July 1, 2023

Revised 05/09/23

3% Wage Increase (Includes Pending Resolution for Traffic Signal Operations Specialist)

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5126	Assistant Planner	570	6,471	6,795	7,135	7,492	7,867
5151	Associate Planner	650	7,309	7,674	8,058	8,461	8,884
5176	Building Inspector	610	6,533	6,860	7,203	7,563	7,941
5161	Business Workflow Analyst	760	7,777	8,166	8,574	9,003	9,453
5162	Business Workflow Specialist	555	5,904	6,199	6,509	6,834	7,176
5228	City Surveyor	620	9,350	9,818	10,309	10,824	11,365
5230	Civil Engineer	660	9,607	10,087	10,591	11,121	11,677
5627	Engineer I	640	7,384	7,753	8,141	8,548	8,975
5105	Engineer II	750	8,141	8,548	8,975	9,424	9,895
5526	Engineering Inspector	590	6,509	6,834	7,176	7,535	7,912
5551	Engineering Technician	450	5,328	5,594	5,874	6,168	6,476
5561	Geographic Info Sys Analyst	630	7,078	7,432	7,804	8,194	8,604
5564	Geographic Info Sys Specialist	555	5,904	6,199	6,509	6,834	7,176
5566	Geographic Info Sys Technician	390	4,859	5,102	5,357	5,625	5,906
5576	Housing Program Coordinator	780	7,981	8,380	8,799	9,239	9,701
5681	Permit Technician	355	5,181	5,440	5,712	5,998	6,298
5726	Planning Technician I	370	4,857	5,100	5,355	5,623	5,904
5751	Planning Technician II	530	5,535	5,812	6,103	6,408	6,728
5776	Plans Examiner	590	6,509	6,834	7,176	7,535	7,912
5901	Senior Building Inspector	690	7,522	7,898	8,293	8,708	9,143
5936	Senior Engineering Inspector	670	7,375	7,744	8,131	8,538	8,965
5951	Senior Engineering Technician	560	6,021	6,322	6,638	6,970	7,319
5955	* Traffic Signal Operations Specialist	610	6,533	6,860	7,203	7,563	7,941

* New Position

CITY OF CLOVIS

CTFP - Monthly Salary Schedule - Effective July 1, 2023

Revised 04/25/23

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5027	Accountant	710	7,421	7,792	8,182	8,591	9,021
5580	Finance Business Systems Analyst	760	8,769	9,207	9,667	10,150	10,658
5592	Information Technology Analyst	630	7,070	7,424	7,795	8,185	8,594
5593	Info Technology Cybersecurity Analyst	760	8,769	9,207	9,667	10,150	10,658
5594	Information Technology Specialist	555	5,904	6,199	6,509	6,834	7,176
5597	Information Technology Technician	390	5,049	5,301	5,566	5,844	6,136
5847	Senior Accountant	770	7,792	8,182	8,591	9,021	9,472
5857	Senior Accounting Systems Technician	560	6,021	6,322	6,638	6,970	7,319
5962	Senior Information Technology Analyst	760	8,769	9,207	9,667	10,150	10,658
5963	Senior Information Technology Specialist	720	6,519	6,845	7,187	7,546	7,923

CITY OF CLOVIS

TEBU - Monthly Salary Schedule - Effective July 1, 2023

Revised 04/26/23

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5201	Bus Driver	150	4,290	4,505	4,730	4,967	5,215
5661	Lead Bus Driver	190	5,149	5,406	5,676	5,960	6,258
5986	Transit Dispatcher	250	4,712	4,948	5,195	5,455	5,728

CITY OF CLOVIS

MANAGEMENT (MSC) - Monthly Salary Schedule - Effective July 1, 2023

Revised 05/09/23

3% Wage Increase (Includes Adding Finance Manager AND Pending Resolutions for Deputy City Engineer, Deputy General Services Director, Fire Administrator, Housing Supervisor and Transit Manager)

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
6010	Accounting Supervisor	220	8,517	8,943	9,390	9,860	10,353
6020	= Assistant City Manager	820	15,784	16,573	17,402	18,272	19,186
6100	Assist. Dir. Of Planning and Develop.	670	12,757	13,395	14,065	14,768	15,506
6050	Assistant Finance Director	640	12,389	13,008	13,658	14,341	15,058
6670	Assistant Public Utilities Director	670	12,757	13,395	14,065	14,768	15,506
6365	Battalion Chief	610	12,065	12,668	13,301	13,966	14,664
6150	Building Official	520	11,358	11,926	12,522	13,148	13,805
6220	Business Development Manager	290	9,907	10,402	10,922	11,468	12,041
6025	City Clerk	200	8,443	8,865	9,308	9,773	10,262
6120	City Engineer	670	12,757	13,395	14,065	14,768	15,506
6160	= City Manager	899	20,719	21,755	22,843	23,985	25,184
6780	City Planner	520	11,358	11,926	12,522	13,148	13,805
6170	Communications and Marketing Analyst	195	7,942	8,339	8,756	9,194	9,654
6180	Communications Supervisor	220	8,517	8,943	9,390	9,860	10,353
6225	Construction Manager	250	9,286	9,750	10,238	10,750	11,288
6228	Crime Analysis Supervisor	220	8,517	8,943	9,390	9,860	10,353
6145	Deputy Building Official/Plan Checker	385	9,815	10,306	10,821	11,362	11,930
6125	* Deputy City Engineer	620	12,149	12,756	13,394	14,064	14,767
6430	Deputy City Manager	850	12,146	12,753	13,391	14,061	14,764
6230	Deputy City Planner	400	10,152	10,660	11,193	11,753	12,341
6434	Deputy Director of Info Technology	470	11,184	11,743	12,330	12,947	13,594
6238	* Deputy General Services Director	580	11,851	12,444	13,066	13,719	14,405
6240	Deputy Finance Director	580	11,851	12,444	13,066	13,719	14,405
6368	Deputy Fire Chief	680	13,276	13,940	14,637	15,369	16,137
6580	Deputy Police Chief	650	14,123	14,829	15,570	16,349	17,166
6540	= Director of Planning & Development Serv	720	14,804	15,544	16,321	17,137	17,994
6270	= Economic Develop, Housing & Commun	700	14,100	14,805	15,545	16,322	17,138
6255	Engineering Program Supervisor	220	8,517	8,943	9,390	9,860	10,353
6251	Executive Assistant	110	6,157	6,465	6,788	7,127	7,483
6235	Facilities Maint & Purchasing Manager	385	9,815	10,306	10,821	11,362	11,930
6280	Facilities Maintenance Supervisor	220	8,517	8,943	9,390	9,860	10,353
6330	= Finance Director	720	14,804	15,544	16,321	17,137	17,994
6340	* Finance Manager	460	10,954	11,502	12,077	12,681	13,315
6350	* Fire Administrator	220	8,517	8,943	9,390	9,860	10,353
6385	= Fire Chief	730	15,554	16,332	17,149	18,006	18,906
6395	Fleet Manager	250	9,286	9,750	10,238	10,750	11,288
6410	= General Services Director	720	14,804	15,544	16,321	17,137	17,994
6411	General Services Manager	460	10,954	11,502	12,077	12,681	13,315
6414	* Housing Supervisor	220	8,517	8,943	9,390	9,860	10,353
6438	Information Technology Supervisor	230	9,898	10,393	10,913	11,459	12,032
6442	Landfill Supervisor	220	8,517	8,943	9,390	9,860	10,353
6420	Management Analyst	190	7,709	8,094	8,499	8,924	9,370
6445	Parks Manager	250	9,286	9,750	10,238	10,750	11,288
6470	Personnel/Risk Manager	550	11,395	11,965	12,563	13,191	13,851
6480	Personnel Technician	100	6,036	6,338	6,655	6,988	7,337
6520	Plan/Develop Administrative Manager	270	9,379	9,848	10,340	10,857	11,400
6570	Police Captain	690	13,818	14,509	15,234	15,996	16,796
6600	= Police Chief	830	16,283	17,097	17,952	18,850	19,793
6630	Police Lieutenant	625	12,491	13,116	13,772	14,461	15,184
6645	Police Services Manager	480	11,077	11,631	12,213	12,824	13,465
6643	Principal Utilities Engineer	620	12,149	12,756	13,394	14,064	14,767

* New Position / = Executive Management

CITY OF CLOVIS

MANAGEMENT (MSC) - Monthly Salary Schedule - Effective July 1, 2023

Revised 05/09/23

3% Wage Increase (Includes Adding Finance Manager AND Pending Resolutions for Deputy City Engineer, Deputy General Services Director, Fire Administrator, Housing Supervisor and Transit Manager)

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
6650	Property & Evidence Supervisor	220	8,517	8,943	9,390	9,860	10,353
6675	Public Information Officer	195	7,942	8,339	8,756	9,194	9,654
6680	= Public Utilities Director	790	15,784	16,573	17,402	18,272	19,186
6720	Records Supervisor	220	8,517	8,943	9,390	9,860	10,353
6730	Recreation Coordinator	130	6,406	6,726	7,062	7,415	7,786
6743	Recreation Supervisor	220	8,517	8,943	9,390	9,860	10,353
6790	Senior Planner	280	9,381	9,850	10,343	10,860	11,403
6835	Solid Waste Manager	275	9,994	10,494	11,019	11,570	12,149
6825	Special Projects and Life Safety Mgr	420	11,001	11,551	12,129	12,735	13,372
6845	Street Maintenance Manager	250	9,286	9,750	10,238	10,750	11,288
6095	Supervising Civil Engineer	370	10,726	11,262	11,825	12,416	13,037
6850	Supervisor of Animal Services	220	8,517	8,943	9,390	9,860	10,353
6875	* Transit Manager	275	9,994	10,494	11,019	11,570	12,149
6885	Transit Supervisor	220	8,517	8,943	9,390	9,860	10,353
6895	Utilities Manager	265	10,684	11,218	11,779	12,368	12,986
6950	Water Production Manager	260	10,002	10,502	11,027	11,578	12,157

* New Position / = Executive Management

EXHIBIT C

Clovis Sewer Monthly Charges

Residential Rates	7/1/2023
SFR per unit	\$23.46
MFR & Mobile Home per unit	\$18.22
Pretreatment per residential unit	\$0.06
Sewer Bond Charge per residential unit	\$7.30
Rebate per residential unit	(\$7.30)
School Rates	
Elementary school per student	\$8.74
Middle school per student	\$12.88
High school per student	\$17.21
College per student	\$4.01
Pretreatment per school connection	\$3.95
Commercial Rates	
Low per 1,000 gallons	\$3.03
Medium per 1,000 gallons	\$3.42
High (markets, convenience, mortuaries)	\$7.26
High (bakeries, ice cream, restaurant, hotels)	\$7.21
Industrial Rates	
Low - per 1,000 gallons	\$3.03
High - per 1,000 gallons	\$2.439
High – per lb BOD	\$0.347
High - per lb SS	\$0.374
Minimum commercial or industrial flow charge per account	\$18.22
Pretreatment charge per commercial or industrial unit	
Category I	\$27.54
Category II	\$4.05
Category III	\$1.29
Sewer Bond Charge per school, commercial or industrial connection	\$7.30
Rebate per school, commercial or industrial connection	(\$7.30)

Exhibit D

July 1, 2023

Residential Curbside Refuse Rates:

Basic Service (96-gallon)	\$26.44
Basic Service (48-gallon)	\$25.12
Additional Service (96-gallon)	\$13.22

Residential Recycling Rates:

Basic Service (96-gallon)	\$4.61
Additional Service (96-gallon)	\$4.61

Residential Curbside Organics Rates:

Basic Service (96-gallon)	\$6.76
Additional Service (96-gallon)	\$6.76

Commercial/Residential Street Sweeping: \$2.86

Commercial Refuse Rates:

1-yard commercial bin service:

No. of bins:	Once a week	Twice a week	Three times a week	Four times a week	Five times a week	Six times a week
1	\$74.46	\$148.92	\$223.38	\$297.84	\$372.30	\$446.76
2	\$148.92	\$297.84	\$446.76	\$595.68	\$744.60	\$893.52
3	\$223.38	\$446.76	\$670.14	\$893.52	\$1,116.90	\$1,340.28
4	\$297.84	\$595.68	\$893.52	\$1,191.36	\$1,489.20	\$1,787.04
5	\$372.30	\$744.60	\$1,116.90	\$1,489.20	\$1,861.50	\$2,233.80

2-yard commercial bin service:

No. of bins:	Once a week	Twice a week	Three times a week	Four times a week	Five times a week	Six times a week
1	\$130.38	\$260.76	\$391.14	\$521.52	\$651.90	\$782.28
2	\$260.76	\$521.52	\$782.28	\$1,043.04	\$1,303.80	\$1,564.56
3	\$391.14	\$782.28	\$1,173.42	\$1,564.56	\$1,955.70	\$2,346.84
4	\$521.52	\$1,043.04	\$1,564.56	\$2,086.08	\$2,607.60	\$3,129.12
5	\$651.90	\$1,303.80	\$1,955.70	\$2,607.60	\$3,259.50	\$3,911.40

3-yard commercial bin service:

No. of bins:	Once a week	Twice a week	Three times a week	Four times a week	Five times a week	Six times a week
1	\$193.49	\$386.98	\$580.47	\$773.96	\$967.45	\$1,160.94
2	\$386.98	\$773.96	\$1,160.94	\$1,547.92	\$1,934.90	\$2,321.88
3	\$580.47	\$1,160.94	\$1,741.41	\$2,321.88	\$2,902.35	\$3,482.82
4	\$773.96	\$1,547.92	\$2,321.88	\$3,095.84	\$3,869.80	\$4,643.76
5	\$967.45	\$1,934.90	\$2,902.35	\$3,869.80	\$4,837.25	\$5,804.70

Additional Service (extra bin): \$37.90

Commercial Can Service: \$37.19

EXHIBIT E

Clovis Water Rates Bi-Monthly		
	7/1/2023	7/1/2023
	Non-drought	Drought
Residential		
Dwelling Unit Charge	\$26.12	\$26.12
Water Use		
Tier 1 (0-23) (\$/kgal)	\$1.07	\$1.27
Tier 2 (23-40) (\$/kgal)	\$1.78	\$2.58
Tier 3 (40+) (\$/kgal)	\$2.19	\$3.27
Tarpey Unmetered (65kgal)-(63kgal)		
Tarpey Large Lot	\$6.29	\$6.29
Tarpey Excess Use Charges (\$/kgal)	\$2.19	\$3.06
Commercial		
1" or smaller	\$21.02	\$21.02
1 1/2"	\$27.96	\$27.96
2"	\$38.62	\$38.62
3"	\$76.48	\$76.48
4"	\$192.37	\$192.37
6"	\$767.32	\$767.32
8"	\$1,360.19	\$1,360.19
10"	\$2,130.93	\$2,130.93
Commercial Water Use		
Tier 1 (0-23) (\$/kgal)	\$1.07	\$1.27
Tier 2 (23+) (\$/kgal)	\$1.45	\$1.72
Recycled Water		
2"	\$38.62	\$38.62
3"	\$76.48	\$76.48
4"	\$192.37	\$192.37
6"	\$767.32	\$767.32
8"	\$1,360.19	\$1,360.19
10"	\$2,130.93	\$2,130.93
Recycled Water Use (\$/kgal)	\$0.67	\$0.70
Construction Water	\$131.07	\$163.20



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: Consider Approval - Res. 23-____, Approving the City's Updated Master Administrative Fee Schedule relating to Transit and Senior Activity Center Facility Rental Fees, and Approving an Annual Non-Clovis Resident Senior Center Membership Fee.

Staff: Amy Hance, General Services Manager

Recommendation: Approve

ATTACHMENTS: 1. Resolution 23-____

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution amending the City's Master Administrative Fee Schedule to allow for the addition of room rental rates for the new Landmark Square facilities and the addition of a non-Clovis resident annual membership fee for the Clovis Senior Activity Center.

EXECUTIVE SUMMARY

The current administrative fee schedule was last updated in November 2022. As construction progresses on the Landmark Square buildings, a change in administrative fees is necessary to accurately reflect the size, number, and cost of renting rooms to the public for meetings and events. Additionally, staff is recommending a non-Clovis resident membership fee for the Clovis Senior Activity Center.

BACKGROUND

The current administrative fee schedule for senior center room rental rates was last updated in 2017. Rooms in the new Landmark Square buildings will be opening to the public in late 2023 and an updated fee schedule is necessary to accurately reflect the number, size, and cost of rooms that will be available to the public to rent. The new senior center and transit administration buildings both have rooms that are suitable for community use, and staff has established updated rental rates that will recover the cost of staff, supplies, power, and wear and tear.

Staff is also recommending the implementation of a modest annual membership fee for senior center participants who reside outside of the Clovis city limits. The senior center is primarily supported by the General Fund with a small portion of operating costs offset by class fees, special event revenue, and donations. Sales and property taxes make up 85% of the total General Fund discretionary revenues. This means that while the senior center is open to anyone over the age of 50 years, participants living in Clovis are supporting the center's operation through property taxes while participants residing outside of the city limits do not. Approximately 62% of seniors currently registered with the senior center reside outside of the city limits.

Staff has determined that based on census data, the population of Clovis aged 50 years or better is approximately 27%, and in 2022, was about 33,600 residents. That same year, General Fund support of the senior center was \$1,084,000.00, which means that each Clovis resident over the age of 50 years contributed approximately \$32.00 in property tax to the operation of the senior center. It is reasonable to require non-resident senior center participants to also contribute to the operational costs of the facility, so staff is recommending an annual membership fee of \$25.00. An informal survey of senior community centers similar in size with similar programming revealed that a membership fee is commonly in place for both residents and non-residents, with the average non-resident membership fee of \$33.40. One important exception to a membership fee is seniors aged 60 and over who are visiting solely to participate in the federally funded senior lunch program, and are not required to pay any fees per federal grant requirements. However, access to other programs and services offered would require a membership fee for non-Clovis residents.

FISCAL IMPACT

Adjusting the fees charged for room use will help recover the costs associated with providing meeting and event space to the community. Adding a non-Clovis resident membership fee will also help recover costs associated with the operation of the senior center.

REASON FOR RECOMMENDATION

The fees in the updated master fee schedule must accurately reflect the estimated cost to the City of providing room and meeting space to the community, and adoption of the updated Fee Schedule will provide for more accurate cost recovery for the expanded square footage and number of rooms in the Landmark Square buildings. The senior center non-Clovis resident fee ensures that all senior center participants are contributing a similar amount in support of the operation of the facility.

ACTIONS FOLLOWING APPROVAL

If approved, staff will revise the Master Administrative Fee Schedule and will advise potential renters of the adopted changes with implementation to be in effect as the Landmark Square buildings open to the public. Staff will also begin the administrative process to collect a non-Clovis resident fee for senior center participants beginning on September 1, 2023.

Prepared by: Amy Hance, General Services Manager
 Reviewed by: City Manager *AH*

RESOLUTION 23-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AMENDMENTS TO THE MASTER ADMINISTRATIVE FEE SCHEDULE**

WHEREAS, on June 19, 2023, the City Council conducted a duly noticed public hearing to consider amendments to the City’s Master Administrative Fee Schedule; and

WHEREAS, it is necessary to establish a fee schedule for rental of various rooms within the Landmark Square senior center and transit facility in order to cover the costs of facility use, cleaning, and administration; and

WHEREAS, the City recognizes the property tax contributions of Clovis residents used to fund the Clovis Senior Activity Center and is adopting an equitable membership fee for non-Clovis residents who use senior center services; and

WHEREAS, the fees set forth in the Master Administrative Fee Schedule attached hereto in Attachment A, reflect the fees to be charged to help recover and offset costs associated with providing the facilities, services or activities; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis approves and adopts the amended Master Administrative Fee Schedule attached hereto, and all fees set forth in said Fee Schedule, effective September 1, 2023.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

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

DATED:

Mayor

City Clerk

MASTER ADMINISTRATIVE FEE SCHEDULE

Effective Date: ~~January 1, 2023~~ September 1, 2023

Description	Fee									
Standard Photocopying for Black and White (per page – standard 8 ½ x 11)	\$.10									
Standard Photocopying for Color (per page– standard 8 ½ x 11)	\$.15									
Large Format Map	\$90.00									
Standard Specifications (per set)	\$20.00									
Research Fee (1/2 hr. minimum)	\$45.00/hr									
Facility Use Permit	(minimum) \$100.00									
Lobbyist Registration (annual)	\$25.00									
Amendment to Lobbyist Registration	\$10.00									
Annual Financial Report	\$20.00									
Annual Budget	\$20.00									
Copy of Clovis Municipal Code (full copy)	\$125.00									
Copy of Clovis Municipal Code Supplements	\$20.00									
Video Tape Copy	\$25.00									
Reproduction of Photographs	\$40.00									
Administrative Charge pertaining to Administrative Citations	\$50.00									
Park Facility Reservation Fees										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Half day rate</th> <th style="width: 20%; text-align: center;">Full day rate</th> </tr> </thead> <tbody> <tr> <td>Picnic sites with 4 or fewer tables</td> <td style="text-align: center;">\$41.00</td> <td style="text-align: center;">\$82.00</td> </tr> <tr> <td>Picnic sites with 5 or more tables</td> <td style="text-align: center;">\$53.00</td> <td style="text-align: center;">\$106.00</td> </tr> </tbody> </table>		Half day rate	Full day rate	Picnic sites with 4 or fewer tables	\$41.00	\$82.00	Picnic sites with 5 or more tables	\$53.00	\$106.00
	Half day rate	Full day rate								
Picnic sites with 4 or fewer tables	\$41.00	\$82.00								
Picnic sites with 5 or more tables	\$53.00	\$106.00								
Hydrant Water Metered										
Monthly Rental (subject to rate increase per CMC 6.5.103)	\$37.12									
Per 1,000 gallons up to 11,500 (subject to rate increase per CMC 6.5.103)	\$1.03									
Per 1,000 gallons over 11,500 gallons (subject to rate increase per CMC 6.5.103)	\$1.40									
Late Return Charge - Per day	\$15.00									
Lost or stolen meter	\$850.00									
General Services Department										
Community Services Division										
Transit Section										
Stageline Service										
General Public (age 6-64) (per one-way trip)	Free									
Seniors age 65 and over with I.D. (per one-way trip)	Free									
Persons with disability with proof of disability (per one-way trip)	Free									
Attendant to assist a person with a disability (one attendant per disabled person)	Free									
Children under age 6 with fare paying adult (up to 4 children)	Free									
Roundup Service (Disabled residents of Clovis)										
Disabled Passenger Trip	Free									
Trolley Fee Schedule										
Non-Holiday Hourly Rate (minimum of two hours)	\$125.00									
Holiday Hourly Rate (all holidays recognized by the City of Clovis, minimum of two hours)	\$140.00									
Reduced hourly rate after four hours at full rate	\$75.00									
Wait time (vehicle not in motion) after two hours at full rate	\$50.00									
Clean-up of any bodily fluid spills on a per incident basis	\$100.00									
Transit Center Meeting Room (785 3rd Street)	\$125.00 per hour									

MASTER ADMINISTRATIVE FEE SCHEDULE

Effective Date: **January 1, 2023** September 1, 2023

Senior Services Section	
Banquet Hall Rental (850 Fourth St.)	\$900.00 for first 5 hours; \$100.00 each additional hour
Banquet Hall Rental (non-profit rate, 850 Fourth St.)	\$100.00 per hour
Classroom Rental (850 Fourth St.)	\$375.00 for first 5 hours; \$50.00 each additional hour
Classroom Rental (non-profit rate, 850 Fourth St.)	\$50.00 per hour
Main Hall Rental (735 Third St.)	\$1500.00 for first 5 hours; \$150.00 each additional hour
Main Hall Rental (non-profit rate, 735 Third St.)	\$150.00 per hour
Yoga/Classrooms A and B (735 Third St.)	\$625.00 for first five hours; \$100.00 each additional hour
Yoga/Classrooms A and B (non-profit rate, 735 Third St.)	\$100.00 per hour
Classrooms A and B (735 Third St.)	\$400.00 for first five hours; \$75.00 each additional hour
Classrooms A and B (non-profit rate, 735 Third St.)	\$75.00 per hour
Billiards Room (735 Third St.)	\$400.00 for first five hours; \$75.00 each additional hour
Billiards Room (non-profit rate, 735 Third St.)	\$75.00 per hour
Yoga Room (735 Third St.)	\$375.00 for first five hours; \$75.00 each additional hour
Yoga Room (non-profit rate, 735 Third St.)	\$75.00 per hour
Art Room (735 Third St.)	\$350.00 for first five hours; \$75.00 each additional hour
Art Room (non-profit rate, 735 Third St.)	\$75.00 per hour
Classroom A or B (735 Third St.)	\$200.00 for first five hours; \$50.00 each additional hour
Classroom A or B (non-profit rate, 735 Third St.)	\$50.00 per hour
Meeting Room A or B (735 Third St.)	\$25.00 per hour, no five-hour minimum, no non-profit rate
Non-Clovis Resident Senior Center Membership Fee	\$25.00 annually
Senior Center Classes	\$1.00 - \$50.00 per day per activity
Senior Center Class Registration	Free - \$65.00 per 8-week session
Ceramic Firing Fee (one class)	\$15.00 per month
Ceramic Firing Fee (two or more classes)	\$20.00 per month
Senior Trips and Tours	\$5.00 administrative fee plus actual activity cost
Notary Public Service	\$5.00
Event Table Sponsorship	\$75.00 to \$150.00
Recreation Section	
Batting Range Fees	\$2.00 - \$5.00 for 25 pitches, exclusive of special promotions
Youth Program Fees	Fee Range: Free to \$90.00 per program
Youth Leagues and Tournaments...	Fee Range: \$85.00 to \$150.00
Adult Program Fees	Fee Range: \$5.00 to \$150.00 per program
Adult Leagues and Tournaments	Fee Range: \$50.00 to \$500.00
Special Events and Camps...	Fee Range: Free to \$250.00 per event/camp
Recreation Facility Reservations (north portion of building)	Fee Range: \$50.00 to \$100.00
Recreation Facility Reservations (south portion of building)	Fee Range: \$50.00 to \$100.00
Sponsorship Banners...	\$150.00 to \$2,000.00
Softball/baseball/soccer field at Bicentennial Park: Clovis Resident	\$25.00 per hour per field
Softball/baseball/soccer field at Bicentennial Park: Non-Clovis Resident	\$35.00 per hour per field
Field lighting	\$15.00 per hour
Snack bar rental (in conjunction with other park facility rental)	\$100.00
Police Department Fees	
Entertainment Permit Fees	
Application Fee (first time only)	\$700.00

MASTER ADMINISTRATIVE FEE SCHEDULE

Effective Date: ~~January 1, 2023~~ September 1, 2023

Annual Permits	
Heavy Use	\$1,400.00 per year
Medium Use	\$700.00 per year
Light Use	\$350.00 per year
Single Event Permit	\$350.00
Appeal Fees	
Heavy Use (per appeal)	\$350.00
Medium Use (per appeal)	\$175.00
Light Use (per appeal)	\$85.00
Other Fees	
Copy of Police Report/C-CAD Calls	\$7.00
Fingerprinting (Clovis residents or works in Clovis only), per card	\$15.00
ABC License Review.	\$280.00
ABC Permit - Special Event Alcohol Permit: Profit	\$50.00
ABC Permit - Special Event Alcohol Permit: Profit > 1 Day	\$50.00
ABC Permit - Special Event Alcohol Permit: Non-Profit	No Charge
Local Background Check	\$55.00
Audio/Video Dispatch Recording (with case # and time of call)	\$55.00
Audio/ Video Dispatch Recording (with name only) single camera view and time increment	\$95.00
Audio / Video Dispatch Recording (involving staff time up to 1.5 hrs)	\$350.00
Audio / Video Dispatch Recording (involving staff time of 1.5 hrs+)	\$600.00
Card Room Permit (includes fingerprinting)	\$360.00
Card Room Permit Renewal (includes fingerprinting)	\$320.00
Production of Records - Video Tapes , CD's, DVD's	\$75.00
Reproduction of Photographs (Digital)	\$55.00
Reproduction of Photographs (35 mm)	\$200.00
Report - Discovery (Reports or Audio or Video)	\$240.00
Second-Hand Dealer License	\$60.00
Vehicle Impound Release	\$280.00
Per Tow Administration Fee	\$60.00
Gun Storage - Clovis Resident	\$80.00 First Gun \$40.00 Each Additional Gun
Gun Storage - Non-Clovis Resident \$55.00	\$100.00 First Gun \$40.00 Each Additional Gun
Massage Therapist Permit Application Fee	\$350.00
Shopping Cart Pick Up Fee	\$35.00
Shopping Cart Daily Storage Fee	\$7.00
Block Party Permit	No Charge
Local Citation Sign-Off	No Charge
Sex Offender, Narcotic, Gang & Arson Registration	No Charge
False Alarms	
False Alarms, first 2 alarms	No Charge
False Alarms, 3 – 5 alarms	\$250.00 each
False Alarms, 6 or more	\$500.00 each
Animal Services Fees	
Dog License (Unaltered)	
One year	\$35.00
2years	\$70.00

MASTER ADMINISTRATIVE FEE SCHEDULE

Effective Date: ~~January 1, 2023~~ September 1, 2023

3 years	\$105.00
Replacement Tag	\$2.00
Dog and Vietnamese pot bellied pig License (Spayed or neutered or owned by Senior Citizen)	
One year	\$5.00
2 years	\$10.00
3 years	\$15.00

Additional Animal Fees

Impound Fees			
Type	1st Time	2nd Time	3rd & Subsequent
Altered dog with license	Free*	\$50.00*	\$90.00*
Unaltered dog with license	\$50.00* & \$35 State	\$70.00* & \$50 State	\$140.00* & \$100 State
Altered dog – no license	\$50.00*	\$85.00*	\$120.00*
Unaltered dog – no license	\$50.00* & \$35 State	\$85.00* & \$50 State	\$140.00* & \$100 State
Altered Cat	Free *	\$40.00*	\$60.00*
Unaltered Cat	\$50.00* & \$35 State	\$70.00* & \$50 State	\$140.00* & \$100 State
Other animals	Free*	\$30.00*	\$55.00*
Animal returned to owner by Field Officer	\$90.00*	\$90.00*	\$90.00*
<i>*plus \$20.00 per day for boarding</i>			
Other Animal Shelter Fees			
Cat trap	\$80.00 deposit + \$25.00 Fee		
Skunk trap	\$100.00 deposit + \$25.00 Fee		
Large Animal Trap Deposit	\$300.00 deposit + \$25.00 Fee		
Owner surrendered altered dog	\$30.00		
Owner surrendered unaltered dog	\$40.00		
Owner surrendered altered cat	\$15.00		
Owner surrendered unaltered cat	\$20.00		
Owner surrendered litter	\$35.00		
Owner surrendered Pocket Pets (hamster, mice guinea pig, etc)	\$7.00		
Dog/cat euthanasia	\$140.00		
Dead animal disposal (under 10 pounds)	\$15.00		
Dead animal disposal (over 10 pounds)	\$30.00		
Pick-up fee (surrender fee separate)	\$90.00		
Dog Adoption	\$200.00		
Transfer Dog License	\$7.00		
Dog License Late Fee	\$15.00		

MASTER ADMINISTRATIVE FEE SCHEDULE

Effective Date: ~~January 1, 2023~~ September 1, 2023

Cat Adoption	\$100.00
Daily Boarding Fee During Impoundment	\$20.00
Quarantined Animals – Daily board at shelter	\$35.00
After Hour Service	\$70.00
Microchip Implant	\$25.00
Dangerous and Vicious Animal Registration	\$150.00
Spay and Neuter Deposit	\$100.00
Obedience Training Deposit	\$100.00

Fire Department Fees

Front Counter Fees	Rate
Fire Investigation Report and Photos (62000-46310)	\$190
Construction Permits (62000-46001)	
	Rate
Underground – Per Connection to Main	\$571
Overhead (Up to 20 heads)	\$190
Overhead (21 – 50 heads)	\$380
Overhead (each additional 50 heads after 51+)	\$380
Fire Pump	\$571
Fire Standpipes (per standpipe)	\$475
Fire Alarm (Base Fee for 25 devise)	\$380
Fire Alarm (Per Device over 25)	\$2
Fire Sprinkler System Alarms	\$190
5yr Sprinkler System Certification (Compliant)	\$0
5yr Sprinkler System Certification (non-Compliant)	\$475
Fire Suppression Hood System/Clean Agent System	\$475
LP Gas	\$285
Above Ground Tank Installation	\$380
Electronic Gate	\$380
Plan Review Re-submittal (Ea. Additional 1 hour)	\$95
Re- Inspection Fee (Ea. Additional 1 hour)	\$95
Expedited Plan Review (per hour)	\$190
Penalty Fee for Work Started Without a Permit	\$761
Operational Permits	
	Rate
<i>Fireworks, Special Events, Tents & Canopies, Beer Gardens, Pumpkin Patches, and Christmas Tree Lots.</i>	
Fireworks Booth (62000-42602)	\$380
Fireworks Shoot/Display (Permit, 1 Prevention Unit; 3-hour minimum) (62000-42602)	\$699
Events, Tents & Canopies, Seasonal Permit (Permit, 1 hour of plan review, 1 inspection)	\$190

MASTER ADMINISTRATIVE FEE SCHEDULE
Effective Date: ~~January 1, 2023~~ September 1, 2023

(62000-42604)	
Annual Occupancy Fire and Life Safety Inspections (3rd Visit Non-Compliant)	
Rate	
<i>Annual Inspection - (Occupancy type: B, F, M, S) Factory/Industrial, Retail, Business/Office, except for combustibile dust producing operations and repair garages. (62000-46040)</i>	
Up to 5,000 sq. ft.	\$583
5,001 - 40,000 sq. ft.	\$629
40,001 sq. ft. and above	\$1,126
Annual Occupancy Fire and Life Safety Inspections (3rd Visit Non-Compliant)	
Rate	
<i>Annual Inspection - (Occupancy type: A, E) Assembly (Theatre, Churches, Auditorium, Restaurant), Excessive Hazardous Material - Welding, Open - flame, High Hazard Storage. (62000-46040)</i>	
Up to 5,000 sq. ft.	\$433
5,001 - 20,000 sq. ft.	\$855
20,001 sq. ft. and above	\$1,399

Annual Occupancy Fire and Life Safety Inspections (Schools 1st Visit)	
Rate	
<i>Annual Inspection - (Occupancy type: E) Education (Schools). (62000-46040)</i>	
20,000 sq. ft. or less	\$235
20,001 - 70,000 sq. ft.	\$443
70,001 – 180,000 sq. ft.	\$855
180,001 sq. ft. and above	\$1,399
Annual Occupancy Fire and Life Safety Inspection (3rd Visit Non-Compliant)	
Rate	
<i>Annual Inspection - (Occupancy type: H) Excessive Hazardous Material - Welding, Open - flame, High Hazard Storage. (62000-46040)</i>	
Up to 5,000 sq. ft.	\$349
5,001+.	\$816
Annual Occupancy Fire and Life Safety Inspections (1st Visit)	
Rate	
<i>Annual Inspection - (Occupancy type: I) Hospitals, nursing homes with medical care, prisons and mental facilities. (62000-46040)</i>	
Hospitals	\$4,701
R2.1 Occupancies	\$506
Fire Clearances, 850, Licensed Facilities	\$272
Annual Occupancy Fire and Life Safety Inspections (1st Visit)	
Rate	
<i>Annual Inspection / each per year - Occupancy type R-1 (Hotels/Motels) (62000-46040)</i>	
3 – 19 units	\$349
20 – 49 units	\$506
50 + units	\$661
Annual Occupancy Fire and Life Safety Inspections (1st Visit)	
Rate	
<i>Annual Inspection / each per year - Occupancy type R-2 (Apartments) (62000-46041)</i>	
3 - 7 units or less	\$143
8 –19 units	\$190

MASTER ADMINISTRATIVE FEE SCHEDULE
Effective Date: ~~January 1, 2023~~ September 1, 2023

20 - 29 units	\$238
30+ units	\$380
Residential Care Facilities Pre-Inspection (62000-46041)	
	Rate
6 or less clients	\$475
7 - 8 clients	\$761
Large Family Day Care Facilities Pre-Inspection (62000-46041)	
	Rate
9-14 clients	\$475
Fire Suppression Hood System – Existing (3rd Visit of Non-Compliance) (62000-46040)	
	Rate
Non-Compliant	\$285
False Alarm Response	
	Rate
<i>Each address point is allotted 3 false alarm calls in a 6-month period, any call over 3 will be charged to the property owner. (62000-46339)</i>	
Prevention (1 Unit) – Per Call	\$190
Suppression (1 unit – Engine, Truck or BC) – Per Call	\$372
Emergency Response Fees	
	Rate
Engine (Per hour on-scene (1 Firefighter, 1 Engineer, 1 Captain) (62000-46339)	\$257
Battalion Chief – Per hour (62000-46339)	\$78
Administrative Fee – Each Emergency Response (62000-46339)	\$95
Firefighter Standby Fee (62000-46337)	\$586



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 19, 2023

SUBJECT: Consider Introduction - Ord. 23-____, Ordinance Amendment 2023-001, A request to amend sections of Title 9 of the Clovis Municipal Code (“Development Code”) as a semi-annual cleanup to address changes, deletions, and content errors as a result of the 2014 Development Code Update. City of Clovis, applicant.

Staff: George González, Senior Planner
Recommendation: Approve Introduction

ATTACHMENTS: 1. Ordinance 23-____, Ordinance Amendment 2023-001
 2. Summary of Modifications

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

Planning Commission and staff recommend that the City Council approve Ordinance Amendment 2023-001, amending the Clovis Development Code per **Attachment 1A** and finding that the Project is not subject to further environmental review pursuant to CEQA Guidelines section 15162.

EXECUTIVE SUMMARY

The City of Clovis is processing an ordinance amendment to address modifications, deletions, and content errors to the Clovis Development Code. The attached proposed modifications also include changes to comply with State law related to large child and/or adult day care homes, allowance procedures for vehicle charging stations, and development standards for accessory dwelling units (“ADUs”).

BACKGROUND

City's adopted 2014 Development Code included a new format and amendments to the text. During adoption, staff informed the City Council that periodic updates would be necessary to address anticipated corrections as a result of the conversion from the old Code to the new format. Additionally, the periodic updates would also allow for modifications to the Code to accommodate new land use development requirements.

In February 2015, staff presented the first ordinance amendment to the Planning Commission to address changes to the *Group Housing* section of the Development Code and text corrections. The corrections included mislabeled footnotes and inclusion of incorrect setbacks within specific zoning districts. Subsequently, in March 2015, the City Council approved the recommended cleanup modifications identified under the first ordinance amendment titled Ordinance Amendment OA2016-01.

In January 2017, staff presented the second ordinance amendment to the Planning Commission to address additional modifications, including changes to the *Services and Residential* sections of the Development Code and text modifications. An important correction included re-establishing the land use of "*Body Art*" as an allowed use with an approved conditional use permit in the C-M Zone District. In March 2017, the City Council approved the recommended cleanup modifications identified under the second ordinance amendment titled Ordinance Amendment OA2017-01.

In June 2018, staff presented the third ordinance amendment to the Planning Commission to address additional corrections, additions, modifications, and deletions to the 2014 Development Code. The modifications included changes to allowable uses in specific *Residential and Non-Residential* zone districts. An important update under this amendment included the addition of a new chapter, titled Reasonable Accommodation for individuals with disabilities seeking equal access to housing under Federal and State law. In July 2018, the City Council approved the recommended modifications identified under the third ordinance amendment titled Ordinance Amendment OA2018-01.

In February 2019, staff presented the fourth ordinance amendment to the Planning Commission to address additional modifications to the Cottage Home Program and the State Mandated Density Bonus requirements. The modifications also included changes to Section 9.40.020, Accessory Residential Dwelling Units, to ensure consistency with State law requirements. In April 2019, the City Council approved the recommended modifications identified under the fourth ordinance amendment titled Ordinance Amendment OA2019-01.

In November 2020, staff presented the fifth ordinance amendment to the Planning Commission to address additional corrections, additions, modifications, and deletions to the 2014 Development Code. The modifications also included the addition of a new chapter to address timely public comments for Planning Commission and City Council hearings. In December 2020, the City Council approved the recommended modifications identified under the fifth ordinance amendment titled Ordinance Amendment OA2020-002.

PROPOSAL AND ANALYSIS

This sixth ordinance amendment, titled Ordinance Amendment 2023-001, recommends additional modifications, deletions, and content error corrections to the 2014 Development Code. **Attachment 2** identifies the specific code sections affected by the proposed modifications and **Attachment 1A** shows the detailed modifications to the Development Code and are summarized as follows:

Summary of Modifications

Section 9.08.010, Zoning districts established

- Add/revise text to bring General Plan designations and Zoning Districts into conformance.

Section 9.10.010, Purpose of chapter, applicability

- Add Low Density Residential as an allowed density range within the R-1-PRD Zone District.

Section 9.10.020, Residential district land uses and permit requirements

- Revise text regarding Large Family Day Care Homes to comply with SB 234.
- Move various uses to proper alphabetical order.
- Correct code section reference for “Tiny Houses.”

Section 9.10.030, Residential district general development standards

- Revise footnote section to properly number and order footnote #26.
- Remove “Whichever Is Less” notation from inapplicable Accessory Structure – Maximum Height rows.
- Remove 15% notation from R-1 development standards pertaining to setback requirements.

Section 9.12.020, Commercial district land uses and permit requirements

- Move uses to proper alphabetical order and/or section.
- Remove various duplications.
- Add Drive-In, Drive-Through Uses in the C-P Zone District subject to a CUP.
- Remove incorrect section reference for Outdoor Activities.
- Add Outdoor Dining and Seating (Not Including Alcohol Sales) use as permitted by right.
- Add Outdoor Dining and Seating (Including Alcohol Sales) use subject to an AUP.
- Add Restaurants Serving Hard Liquor as an allowed use subject to a CUP in the C-P and C-1 Zone Districts.
- Amend permit requirements for Tropical Fish Sales to be in line with Pet Store requirements.
- Add text to address alcohol sales in conjunction with Hotel/Motel uses.
- Remove Medical Services – Extended Care contradictory duplication.
- Add relevant code section reference for Mini-Storage Facilities use.

Section 9.12.050, Commercial design standards

- Remove inapplicable code section reference for Accessory Structures.
- Remove minimum parcel size requirement for properties within the U-C and P-C-C Zone Districts.
- Modify footnote #6 to correct applicable zone district designation.

Section 9.14.010, Purpose of chapter, applicability

- Correct specific plan name.

Section 9.14.020, Industrial district land uses and permit requirements

- Modify code language to align with current department policy.
- Add “Day Care Centers and Nursery Schools” in the M-P and R-T Zone Districts subject to a CUP.
- Move various uses to proper alphabetical order and/or section.
- Remove inapplicable code section reference for Accessory Uses (Manufacturing and Assembly section).
- Correct code section reference for “Accessory Retail Uses – Only Ancillary to an Industrial Use.”
- Add “Firearm Retail Sales” in the C-M Zone District as a permitted use by right.
- Remove duplications.
- Correct code section reference for Public Utility Facilities use.
- Add “Day Care Centers” in the M-1 and M-2 Zone Districts subject to a CUP.
- Modify footnote #4 to clarify Site Plan Review entitlement requirements.
- Remove footnote #6, reference to M-U Area #36.

Section 9.14.030, Industrial district general development standards

- Remove inapplicable code section reference for Accessory Structures.

Section 9.18.020, Purpose of overlay/combining zoning districts

- Modify language to include master plans.

Section 9.22.080, Noise

- Correct “Exterior” to “Interior” under table title.

Section 9.24.60, Fences, walls and hedges

- Add “Vinyl” fencing subject to the review and approval of the Director.
- Add text regarding electrified security fencing requirements.

Section 9.24.100, Setback regulations and exceptions

- Modify setback language requirement for clarity and to be in conformance with department policy.

Section 9.32.040, Number of parking spaces required

- Revise text regarding Vehicle Charging Stations to comply with AB 1236.

Section 9.34.050, Comprehensive sign program

- Correct applicable zone district designation.

Section 9.34.060, Exempt signs

- Revise text to allow flagpole height to match the maximum height allowances of the underlying zone district without Planning Commission consideration and approval.

Section 9.34.070, Prohibited signs

- Modify language to clarify full prohibition of stabber signs.

Section 9.34.110, Sign variances, minor adjustments, and revocation

- Add pre-2014 code language to fully encompass Minor Adjustment purpose.

Section 9.34.130, Nonresidential sign standards

- Add text clarifying location of allowed sign area for freeway freestanding signs.
- Add text clarifying the nature and limits of second optional sign program.
- Add text allowing signage on street frontages without public entrances for Office uses and revise section numbering.
- Add text allowing signage on street frontages without public entrances for Industrial uses.

Section 9.40.020, Accessory residential dwelling units

- Modify and add text regarding ADUs to comply with SB 897.

Section 9.40.030, Accessory uses and structures

- Add text clarifying accessory structure height limitation.
- Add "Height" to section title to clarify requirements.
- Modify text to clarify setback applications and move footnote reference to proper location.

Section 9.50.070, Application fees

- Add language providing timelines for refunds.

Section 9.58.030, Application filing, processing, and review.

- Add "storage" to list of uses/activities prohibited for exempt home occupations.

Section 9.58.040, Allowed home occupations.

- Add authorized cottage food operations as an allowed use and revise item numbers appropriately.

Section 9.58.060, Home occupation operating standards

- Modify advertising language for home occupations.
- Add language to be consistent with Section 9-58.060 (B)(6)(a).

Section 9.68.030, Applicability

- Add language to exclude PDP locations from use of Minor Deviations for lot coverage increases.

Section 9.68.120, Post decision procedures

- Modify language to be consistent with current code section numbers and titles.

Section 9.72.030, Applicability

- Modify specific plan requirements for areas designated as urban centers.

Section 9.74.010, Purpose of chapter

- Modify language to include master plans.

Planning Commission Comments

The Planning Commission considered this Project on Thursday, May 25, 2023. The Commission recommended approval of the Project by a vote of 3-0-1-1, with Commissioner Hinkle absent and Commissioner Bedsted abstaining due to his late arrival at the meeting. The Commission had no questions or concerns and supported staff's proposed modifications to the Development Code. Additionally, no one from the public commented on this Project.

California Environmental Quality Act (CEQA)

The City has determined that the project is in substantial conformance with the environmental analysis performed for the 2014 General Plan Update and 2014 Development Code Update. Ordinance Amendment 2023-001 does not involve substantial changes to the original 2014 Development Code Update and will not involve new significant environmental effects or a substantial increase in the severity of previously identified significant effects. No major revisions will be required with the adopted Environmental Impact Report to accommodate the proposed project. Therefore, subject to CEQA Section 15162, no further environmental review is required for this project.

The City published notice of this public hearing in *The Business Journal* on Friday, June 2, 2023.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

The recommended modifications to the 2014 Development Code will address necessary modifications, corrections, and deletions to address updated development standards and changes to State law requirements. Planning Commission and staff, therefore, recommend that the City Council approve Ordinance Amendment 2023-001, per the modifications outlined in **Attachment 1A** and summarized in **Attachment 2** and finding that the Project is not subject to further environmental review pursuant to CEQA Guidelines section 15162.

The findings to consider when making a decision on an ordinance amendment include:

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

The proposed modifications to the Development Code are consistent with the goals, policies, and actions of the General Plan. Ordinance Amendment 2023-001 is not proposing changes to land use designations or modifications to specific policies that would negatively impact the overarching goals of the General Plan.

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

The proposed ordinance amendment is not proposing any development projects. Therefore, the proposed modifications will not be detrimental to the public interest, health, safety, or general welfare of the City.

3. The proposed amendment is internally consistent with other applicable provisions of this Development Code.
4. The City Council does approve Ordinance Amendment 2023-001, per the attached proposed modifications included in **Attachment 1A**.

ACTIONS FOLLOWING APPROVAL

The second reading of the Ordinance Amendment will be heard by the City Council at its next regular meeting and if approved, will go into effect 30 days from its passage and adoption.

Prepared by: George González, Senior Planner

Reviewed by: City Manager *AH*

ORDINANCE 23-__**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS AMENDING THE CLOVIS DEVELOPMENT CODE, TITLE 9 OF THE CLOVIS MUNICIPAL CODE AND FINDING THAT THE PROJECT IS NOT SUBJECT TO FURTHER ENVIRONMENTAL REVIEW PURSUANT TO CEQA GUIDELINES SECTION 15162**

WHEREAS, the City's current Development Code (Title 9 of the Clovis Municipal Code) was adopted by the City Council on October 8, 2014; and

WHEREAS, the Clovis Development Code has been in use for eight (8) years and several modifications and errors have been identified; and

WHEREAS, the Planning Commission held a noticed Public Hearing on May 25, 2023, to consider modifications to the Development Code, at which time interested persons were given opportunity to comment on the project; and

WHEREAS, the Planning Commission voted and recommended that the City Council approve Ordinance Amendment 2023-001; and

WHEREAS, the Planning Commission's recommendations were forwarded to the City Council for consideration; and

WHEREAS, the City published a Notice of the City Council Public Hearing for June 19, 2023, to consider Ordinance Amendment 2023-001, in the Fresno Business Journal on June 2, 2023, more than ten (10) days prior to the City Council hearing, and otherwise posted notice of the Public Hearing according to applicable law; and

WHEREAS, the City Council held a noticed public hearing on June 19, 2023, to consider the approval of Ordinance Amendment 2023-001; and

WHEREAS, the City Council considered the CEQA analysis outlined in the staff report and elsewhere in the Administrative Record which determined the Project is in substantial conformance with the environmental analysis performed for the 2014 General Plan Update and 2014 Development Code Update and no further environmental review is required, pursuant to CEQA Guidelines Section 15162; and

WHEREAS, on June 19, 2023, 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 and related attachments, the written materials submitted with the request, verbal and written testimony, and other evidence presented during the public hearing, which are incorporated herein by this reference.

WHEREAS, the amendment to the Development Code amends the following sections:

- 9.08.010, Table 2-1
- 9.10.010, (B)(6)
- 9.10.020, Table 2-2
- 9.10.030, Table 2-3
- 9.12.020, Table 2-4
- 9.12.050, Table 2-5
- 9.14.010, (B)(5)
- 9.14.020, (C)
- 9.14.020, Table 2-6
- 9.14.030, Table 2-7
- 9.18.020, (A)(1)
- 9.22.080, Table 3-2
- 9.24.060, (H)
- 9.24.060, (I)
- 9.24.100, (B)(4)
- 9.32.040, (I)
- 9.34.050, (A)(3)
- 9.34.050, (E)(3)
- 9.34.060, (H)
- 9.34.070, (D)(9)
- 9.34.110, (C)(1)
- 9.34.130, (A)(3)(I)(1)
- 9.34.130, (A)(4)(a&c)
- 9.34.130, (A)(5)
- 9.34.130, (B)(3)
- 9.40.020, (D)(4)
- 9.40.030, (D)(2)
- 9.40.030, (E)
- 9.40.030, Table 4-1
- 9.50.070, (B)
- 9.58.030, (A)(1)
- 9.58.040, (B)
- 9.58.060, (B)(7)
- 9.58.060, (B)(9)(c)
- 9.68.030, (A)(5)
- 9.68.120
- 9.72.030, (B)
- 9.74.010, (A)

WHEREAS, the proposed amendment is consistent with the goals, policies, and actions of the General Plan and any applicable specific plans; and

WHEREAS, the proposed amendment would not be detrimental to the public interest, health, safety, convenience, or general welfare of the City; and

WHEREAS, the proposed amendment is internally consistent with other applicable provisions of this Development Code.

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

Section 1

1. The Ordinance Amendment is in substantial conformance with the environmental analysis performed for the 2014 General Plan Update and 2014 Development Code Update. Ordinance Amendment 2023-001 does not involve substantial changes to the original 2014 Development Code Update and will not involve new significant environmental effects or a substantial increase in the severity of previously identified significant effects. No major revisions will be required with the adopted Environmental Impact Report to accommodate the proposed project. Therefore, subject to CEQA Guidelines Section 15162, no further environmental review is required for this project.
2. The City Council approves the amendment to the Development Code as set forth in **Attachment A** of this Ordinance and the accompanying staff report.
3. Directs that the record of proceedings be contained in the Department of Planning and Development Services located at 1033 5th Street, Clovis, CA 93612, and that the custodian of the record be the City Planner, Dave Merchen, or other person designated by the Director of Planning and Development Services.

Section 2 The provisions of this Ordinance are hereby declared to be severable. If any provision, clause, word, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance.

Section 3 This Ordinance shall go into effect and be in full force from and after thirty (30) days after its final passage and adoption.

APPROVED: June 19, 2023

Mayor

City Clerk

* * * * *

The foregoing Ordinance was introduced and read at a regular meeting of the City Council held on June 19, 2023, and was adopted at a regular meeting of said Council held on July 10, 2023, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: July 10, 2023

City Clerk

TEXT MODIFICATIONS

(Text modifications and additions are in **Bold** and **Highlighted**)
 (Text removals are in *Italic*, ~~Strikethrough~~ and **Highlighted**)
 (As approved by the Planning Commission – May 25, 2023)

9.08.010 Zoning districts established.

The City of Clovis shall be divided into appropriate zoning districts, which directly correspond to the land use designations outlined in the Land Use Element of the General Plan. The following zoning districts are established:

**TABLE 2-1
ZONING DISTRICTS**

Zone Map Symbol	Zoning District Name	General Plan Land Use Designation Implemented by Zoning District
Residential		
A	Agricultural	Agricultural (1 DU/20 acres*)
R-R	Rural Residential	Rural Residential (0 – 0.5 DU/acre)
R-A, R-1-A, R-1-AH, R-1-MH	Single-Family Residential, Mobile Home, Single-Family	Very Low (0.6 – 2.0 DU/acre)
R-1, R-1-B, R-1-C, R-1-MH	Single-Family Residential, Mobile Home, Single-Family	Low Density Residential (2.1 – 4.0 DU/acre)
R-1, R-1-MD, R-1-PRD, R-1-MH	Single-Family Residential, Single-Family Medium Density, Single-Family Planned Residential Development, Mobile Home, Single-Family	Medium Density Residential (4.1 – 7.0 DU/acre) Urban Center
R-2, R-2-A, R-1-PRD, MHP	Medium Density Multifamily, Single-Family Planned Residential Development, Mobile Home Park, Multifamily	Medium-High Density Residential (7.1 – 15 DU/acre) Urban Center
R-3, R-3-A, R-4	Multifamily High Density	High Density Residential (15.1 – 25 DU/acre) Urban Center
R-4	Very High Density Multifamily	Mixed Use Overlay (25 DU/acre or up to 43 DU/acre when specified by GP/SP)
Commercial		
C-P	Administrative/Professional Office	Office
C-1	Neighborhood Commercial	Neighborhood Commercial
C-2	Community Commercial	Commercial

TABLE 2-1
ZONING DISTRICTS

Zone Map Symbol	Zoning District Name	General Plan Land Use Designation Implemented by Zoning District
C-3	Downtown Commercial	Commercial, Mixed Use
U-C	Urban Center	Commercial, Office, Mixed Use, Very Low Density Residential (0.6 – 2.0 DU/acre), Low Density Residential (2.1 – 4.0 DU/acre), Medium Density Residential (4.1 – 7.0 DU/acre), Medium-High Density Residential (7.1 – 15.0 DU/acre), High Density Residential (15.1 – 25 DU/acre), Very High Density Residential (25.1 – 43.0 DU/acre), Parks
Commercial (Continued)		
P-C-C	Planned Commercial Center	Commercial – PCC, Urban Center
C-R	Commercial Recreation	Public Facilities/Quasi-Public Facilities
Industrial		
C-M	Commercial and Light Manufacturing	Industrial
M-1	Light Manufacturing Industrial	Industrial
M-2	Heavy Manufacturing Industrial	Industrial
M-P	Industrial Park	Industrial
R-T	Research and Technology Business Park	Industrial, Mixed Use/Business Campus
Special Purpose Zoning Districts		
O	Open Space Conservation	Parks, Open Space
P-F	Public Facilities	Beltway, Agricultural, Rural Residential, Very Low Density Residential (0.6 – 2.0 DU/acre), Low Density Residential (2.1 – 4.0 DU/acre), Medium Density Residential (4.1 – 7.0 DU/acre), Medium High Density Residential (7.1 – 15.0 DU/acre), High Density Residential (15.1 – 25.0 DU/acre), Very High Density Residential (25.1 – 43.0 DU/acre), Mixed Use Village, Mixed Use/Business Campus, Office, Industrial, Neighborhood Commercial, General Commercial, Open Space, Public/Quasi Public Facilities, Park, Schools, Transit Center, Water Basin
Overlay/Combining Districts		
M-P-C	Master Planned Community	Area Designated by the General Plan or a Specific Plan
M-U	Mixed Use	Mixed Use

* For the purpose of Table 2-1, DU/acre means dwelling units per acre.
(§ 2, Ord. 14-13, eff. October 8, 2014)

9.10.010 Purpose of chapter, applicability.

A. Residential zoning districts. This chapter provides regulations applicable to development and new land uses in the residential zoning districts established by Section [9.08.010](#) (Zoning Districts Established). The purpose of this chapter is to achieve the following:

1. Ensure the conservation and management of productive agricultural land, the orderly conversion of agricultural lands to urban uses, and provide a consistent and compatible land use pattern;
2. Ensure the establishment of a network of Urban Villages with centers that serve a network of neighborhoods within the City;
3. Preserve and enhance the high quality residential setting of the City, while promoting new neighborhoods that provide a balanced mix of land uses and development types that support a small town community character;
4. Ensure adequate light, air, privacy, and open space for each dwelling;
5. Minimize traffic congestion and avoid the overloading of public services and utilities; and
6. Facilitate the provision of public improvements commensurate with anticipated increase in population, dwelling unit densities, and service requirements.

B. Individual zoning districts. The general development standards for the districts are set forth in Table 2-3. The purposes of the individual residential zoning districts and the manner in which they are applied are as follows:

1. A (Agricultural) District. The A District identifies areas appropriate for the conservation of productive agricultural lands that can be sustained at an operational level and retain agricultural land in economically viable parcel sizes. The maximum allowable density is one dwelling unit per twenty (20) acres. The A District is consistent with the Agricultural land use designation of the General Plan;
2. R-R (Rural Residential) District. The R-R District identifies areas appropriate for large lot single-family uses, within a semi-rural environment. The allowable maximum density is one dwelling unit per two (2) acres, with a density range of zero (0) to 0.5 dwelling units per acre. The R-R District is intended to provide for lower density development and small scale agricultural operations. The R-R District is consistent with the Rural Residential land use designation of the General Plan;
3. R-A, R-1-A, R-1-AH (Single-Family Residential Very Low Density) Districts. The R-A, R-1-A and R-1-AH Districts identify areas appropriate for large lot single-family uses. The allowable maximum density is one dwelling unit per eighteen thousand (18,000) square feet in the R-1-A and R-1-AH Districts and one dwelling unit per twenty-four thousand (24,000) square feet in the R-A District, with a density range of 0.6 to 2.0 dwelling units per acre. The R-A, R-1-A, and R-1-AH Districts are consistent with the Very Low Density Residential land use designation of the General Plan;
4. R-1, R-1-B, R-1-C (Single-Family Residential Low Density) Zones. The R-1, R-1-B, and R-1-C Districts identify areas appropriate for conventional single-family uses. The allowable density range

is 2.1 to 4.0 units per acre, with not more than one dwelling unit per parcel. The R-1, R-1-B, and R-1-C Districts are consistent with the Low Density Residential land use designation of the General Plan when developed within the above density range;

5. R-1, R-1-MD (Single-Family Residential and Single-Family Residential Medium Density) District. The R-1 and R-1-MD Districts identify areas appropriate for single-family uses, including attached and detached single-family structures. The allowable density range is 4.1 to 7.0 units per acre, with the level of density determined by compliance with performance standards. The R-1 District is consistent with the Low and Medium Density Residential land use designations of the General Plan. The R-1-MD District is consistent with the Medium Density Residential land use designation of the General Plan;

6. R-1-PRD (Single-Family Planned Residential Development) District. The R-1-PRD District identifies areas appropriate for single-family small lot uses, including attached and detached single-family structures on small lots. The allowable density range is ~~2.14-1~~ to 15.0 units per acre, with the level of density determined by compliance with performance standards. The R-1-PRD District requires a planned development permit. The R-1-PRD District is consistent with the **Low**, Medium and Medium-High Density Residential land use designations of the General Plan;

7. R-1-MH (Mobile Home, Single-Family) District. The R-1-MH District is appropriate for residential mobile homes and manufactured housing on individual lots. The R-1-MH District is intended as a single-family planned unit development with individually owned parcels. The allowable density range is dependent on the underlying single-family zoning for each parcel (R-1-18,000 sq. ft., R-1-9,500 sq. ft., R-1-7,500 sq. ft., R-1-6,000 sq. ft.). The R-1-MH District is consistent with the Very Low, Low or Medium land use designations of the General Plan based upon the specific allowed minimum lot size;

8. R-2, R-2-A (Multifamily Medium-High Density) Districts. The R-2 and R-2-A Districts identify areas appropriate for moderately dense residential uses, including multifamily apartments, duplexes, townhouses, and small parcel, attached and detached single-family uses. The allowable density range is 7.1 to 15.0 dwelling units per acre. The R-2 and R-2-A Districts are consistent with the Medium-High Density Residential land use designation of the General Plan;

9. R-3, R-3-A (Multifamily High Density) Districts. The R-3 and R-3-A Districts identify areas appropriate for high density residential uses, including attached and detached single-family residential, multifamily apartments and condominiums. The allowable density range is from 15.1 to 25.0 units per acre. The R-3 and R-3-A Districts are consistent with the High Density Residential land use designation of the General Plan;

10. R-4 (Multifamily Very High Density) District. The R-4 District identifies areas appropriate for high and very high density residential uses, particularly in association with mixed use development. The allowable density range is from 25.1 to 43.0 units per acre, and up to forty-three (43) dwelling units per acre in association with mixed use or transit oriented development. The R-4 District is consistent with the High Density Residential, Mixed Use, and Transit Center land use designations of the General Plan. Very high density developments greater than twenty-five (25) DU/acre up to forty-three (43) DU/acre shall be allowed when specifically called out in the General Plan or in a specific plan; and

11. MHP (Mobile Home Park, Multifamily) Districts. The MHP District identifies areas appropriate for the accommodation of residential mobile homes and manufactured housing in a mobile home park. The MHP District is intended for multifamily development. The allowable density range is 7.1 to 15.0 dwelling units per acre. The MHP District is consistent with the Medium-High land use designation of the General Plan. (§ 2, Ord. 14-13, eff. October 8, 2014; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.10.20 Residential district land uses and permit requirements.

- A. Allowed land uses. Table 2-2 identifies the uses of land allowed by this Development Code in each residential zoning district, and the land use permit required to establish each use, in compliance with Division 5 of this title (Land Use/Development Review Procedures).
- B. Prohibited land uses. Any table cell left blank shall mean that the listed land use is prohibited in that specific zoning district.
- C. Site plan review required. Any change of use and all construction activities (e.g., additions, alterations, new construction, reconstruction, or remodeling) shall be subject to site plan review approval as set forth in Chapter 56 of this title (Site Plan Review).
- D. Applicable sections. Where the last column in the tables (“See Section”) includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Development Code may also apply.
- E. Special review required. A conditional use permit (Chapter 64 of this title, Conditional Use Permits) shall be required for all R-1-PD applications.
- F. Annexation agreement. The uses in Table 2-2 can be modified as set forth in Section [2.1.35](#) using an annexation agreement approved by the City Council.

**TABLE 2-2
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL ZONING DISTRICTS**

Land Use (1)	Permit Requirement by District								
	A	R-R	R-A	R-1 (2)	R-2	R-3	R-4	MHP (4)	See Section
Residential									
Accessory Residential Dwelling Units	P	P	P	P					9.40.020
Accessory Uses and Structures	P	P	P	P	P	P	P	P	9.40.030
Alcohol and Drug Treatment, 6 or Fewer	P	P	P	P	P	P	P	P	9.40.100
Alcohol and Drug Treatment, 7 or More						C			9.40.100
Bed and Breakfast Inns	C	C	C	C	C	C	C		9.40.050
Boarding Home						C			
Caretaker Housing	P	A	A					A	
Community Apartments and Condominiums					C	C	C		9.106.030
Convents and Rectories Connected to Religious Institutions/ Facilities	C	C	C	C	C	C	C		
Day Care Home, Large Child and/or Adult		PA	PA	PA	PA	PA	PA		9.40.080
Residential (Continued)									
Day Care Home, Small Child and/or Adult	P	P	P	P	P	P	P	P	9.40.080
Density Bonuses	P	P	P	P	P	P	P		9.26.090
Domestic Violence Shelter, Small	A	A	A	A	A	A	A	A	9.40.100

TABLE 2-2
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL ZONING DISTRICTS

Land Use (1)	Permit Requirement by District								
	A	R-R	R-A	R-1 (2)	R-2	R-3	R-4	MHP (4)	See Section
Domestic Violence Shelter, Large	C	C	C	C	C	C	C	C	9.40.100
Emergency Electrical Generators	P	P	P	P	P	P	P	P	9.22.080
Employee Housing, 6 or Fewer	P	P	P	P	P				
Farmworker Housing, Up to 12 Units or 36 Beds	P	P	P						
Group Care Home, 6 or Fewer	P	P	P	P	P	P	P	P	9.40.100
Group Care Home, 7 or More						C			9.40.100
Home Occupations	P	P	P	P	P	P	P	P	9.58, 9.40.100
Homeless Emergency Shelter, 7 or More						C			9.40.100
Household Pets	P	P	P	P	P	P	P	P	
Kennels, Private	C	C	C						
Manufactured Housing	P	P	P	P	P	P	P	P	
Mobile Housing								P	
Residential (Continued)									
Mobile Home Parks								P	
Modular Housing								P	
Multifamily Housing					P	P	P		Dev. Stds.
Parolee/Probationer Home						C			9.40.100
Senior Assisted Living Facility	C	C	C	C	C	C	C	C	
Single-Family Housing	P	P	P	P	P				
Single-Room Occupancy							C		
Sober Living Homes, 6 or Fewer	P	P	P	P	P	P	P	P	9.40.100
Sober Living Homes, 7 to 16						P			9.40.100
Sober Living Homes, Greater Than 16						C			9.40.100
Supportive Housing	P	P	P	P	P	P	P	P	9.40.100
Temporary Uses	TUP	TUP	TUP	TUP	TUP	TUP	TUP	TUP	9.60.020
Tiny Homes								P	9.40.100 9.26
Transitional Housing	P	P	P	P	P	P	P	P	9.40.100
Single-Family Housing	P	P	P	P	P				
Single-Room Occupancy							C		
Temporary Uses	TUP	TUP	TUP	TUP	TUP	TUP	TUP	TUP	9.60.020

**TABLE 2-2
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL ZONING DISTRICTS**

Land Use (1)	Permit Requirement by District								See Section
	A	R-R	R-A	R-1 (2)	R-2	R-3	R-4	MHP (4)	
Nonresidential									
Airports and Aircraft Landing Facilities	C	C							
Nonresidential (Continued)									
Broadcasting Studios		C	C						
Cemeteries	C	C	C	C	C	C	C	C	
Medical Services – Hospitals	C	C	C	C	C	C	C	C	
Medical Services – Extended Care	C	C	C	C	C	C	C	C	
Mini-Storage Facilities	C	C	C	C	C	C	C	C	9.40.120
Natural Gas and Electric Facilities	C	C	C	C	C	C	C	C	
Public Utility Facilities	C	C	C	C	C	C	C	C	
Solar and Wind Generation Facilities	C	C	C	C	C	C	C	C	
Swimming Schools			C						
Agricultural and Open Space Resources									
Agricultural Uses	P	P	P						
Agricultural Products, Sale of When Grown on Site	A								
Animal Keeping (Farm) Including Apiaries	P	A	A						9.40.040
Community Gardens	P	P	A	A	A	A	A	A	
Open Space	P	P	P	P	P	P	P	P	
Agricultural and Open Space Resources (Continued)									
Plant Nurseries	A	A	A						
Rifle, Pistol or Archery Ranges	C	C	C						
Stables, Commercial	C	C							
Stables, Private	P	P	P	P (2)					9.40.040(C)
Education, Public Assembly, and Recreation									
Assembly/Meeting Facilities	C	C	C	C	C	C	C	C	
Churches	C	C	C	C	C	C	C	C	
Golf Courses, Country Clubs	C	C	C	C	C	C	C	C	
Libraries, Public				C	C	C	C		
Parks and Public Playgrounds	P	P	P	P	P	P	P	P	
Schools, Private		C	C	C	C	C	C	C	

**TABLE 2-2
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR RESIDENTIAL ZONING DISTRICTS**

Land Use (1)	Permit Requirement by District								See Section
	A	R-R	R-A	R-1 (2)	R-2	R-3	R-4	MHP (4)	
Schools, Public	P	P	P	P	P	P	P	P	
Stadia	C	C	C	C	C	C	C		
Trails	P	P	P	P	P	P	P	P	
Communication Facilities									
Satellite Dish Antennas	A	A	A	A	A	A	A	A	9.42
Radio and TV Antennas and Transmission	C	C	C	C	C	C	C	C	9.42
Wireless Telecommunication Facilities	A	A	A	A	A	A	A	A	9.42

Key to Permit Requirements

Symbol	Applicable Process	See Chapter
P	Permitted use (3) (5)	9.56
A	Administrative use permit required (5)	9.62
C	Conditional use – Conditional use permit required (5)	9.64
<i>Blank</i>	Use not allowed	

Notes:

- (1) See Division 8 of this title for definitions of the land uses listed. See Section [9.08.030](#) (Allowable land uses and permit requirements).
 - (2) This column combines all R-1 sub-zones because the allowable land uses are identical, except for the allowance for horses to be maintained in the R-1-AH District on parcels of eighteen thousand (18,000) square feet or larger.
 - (3) A Director-approved site plan review shall be required. See Chapter 56 of this title.
 - (4) For purposes of Table 2-2, the MHP District also includes the R-1-MHP District when installed in compliance with State law (Government Code Section [65852.3](#)).
 - (5) If there is a conflict between Table 2-2 and any written description setting forth allowable uses and permit requirements elsewhere in this title, the written description shall supersede unless it is clearly evident from the record that the contrary was intended. Disputes shall be resolved pursuant to Chapter 2 of this title.
- (§ 2, Ord. 14-13, eff. October 8, 2014; § 1 (Atts. 1, 2), Ord. 16-07, eff. May 4, 2016; § 1 (Att. 4), Ord. 17-03, eff. April 19, 2017; § 1 (Att. 3), Ord. 18-19, eff. September 5, 2018; § 2 (Att. C), Ord. 19-05, eff. May 8, 2019; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.10.030 Residential district general development standards.

A. Compliance with Table 2-3 required. New land uses and structures, and alterations to existing land uses and structures, shall be designated, constructed, and/or established in compliance with the requirements in Table 2-3, in addition to the general development standards (e.g., landscaping, parking and loading, etc.) in Division 3 of this title (Development and Operational Standards).

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT**

Development Feature	A	R-R	R-A
Minimum Parcel Size	20 acres	2 acres	24,000 sq. ft.
Minimum Parcel Width	250 ft.	110 ft.	110 ft.
Minimum Corner Parcel Width	250 ft.	110 ft.	110 ft.
Minimum Reverse Corner Parcel Width	250 ft.	110 ft.	110 ft.
Minimum Parcel Depth	500 ft.	130 ft.	130 ft.
Maximum (Gross) Density	1 DU/20 acres	1 DU/2 acres	1 DU/24,000 sq. ft. (1.82 DU/1 acre)
Setbacks Required from the Property Line or Adopted Plan Line (1)			
Front	35 ft.	35 ft.	35 ft.
Side (Each)	10 ft.		
Street Side	25 ft.		
Reversed Corner (Street Side)	25 ft. (26)		
Rear	20 ft.		
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)		
Maximum Parcel Coverage	30%		
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2-1/2 stories		
Accessory Structure – Maximum Height (Whichever Is Less)	See Section 9.40.030 (Accessory uses and structures)		
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)		
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)		
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)		
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)		

Notes:

- (1) No main structure shall be erected within fifty feet (50') of a railroad or freeway right-of-way. A garage or carport shall be located not less than twenty feet (20') from any street frontage where the garage door or carport opening faces the street.

(25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').

(26) A reverse corner lot may process an administrative use permit (AUP) to construct side yard fencing at five feet (5') from property line. There shall be a ten-foot (10') corner cut off for sight distance visibility.

~~(25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').~~

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-1-A, R-1-AH	R-1-B
Minimum Parcel Size	18,000 sq. ft.	12,000 sq. ft.
Minimum Parcel Width	110 ft. (25)	80 ft. (2)
Minimum Corner Parcel Width	110 ft.	90 ft.
Minimum Reverse Corner Parcel Width	110 ft.	95 ft.
Minimum Parcel Depth	130 ft.	110 ft. (4)
Setbacks Required (1)		
Front	35 ft. (5)	35 ft. (5)
Side (Each)	10 ft.	5 ft. (with an aggregate side setback of 20 ft. minimum) (6)
Street Side	25 ft.	20 ft.
Reversed Corner (Street Side)	25 ft. (26)	25 ft. (26)
Rear	20 ft.	20 ft.
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage (8)	30%	35%
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2-1/2 stories	
Accessory Structure – Maximum Height (Whichever Is Less)	See Section 9.40.030 (Accessory uses and structures)	
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)	
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (1) No main structure shall be erected within fifty feet (50') of a railroad or freeway right-of-way. A garage or carport shall be located not less than twenty feet (20') from any street frontage where the garage door or carport opening faces the street.
- (2) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel shall have a minimum street frontage width of sixty feet (60').
- (3) A parcel with a rear property line abutting a freeway right-of-way shall have a minimum parcel depth of one hundred fifty feet (150').
- (4) A parcel abutting a major or secondary highway shall have a minimum parcel depth of one hundred twenty feet (120').
- (5) A cul-de-sac parcel shall have a minimum front setback of twenty-five feet (25').
- (6) A parcel developed with a side setback of less than seven feet (7'), additions may be made at a side setback no less than five feet (5').
- (7) A corner parcel shall have a minimum street side setback of twenty feet (20'), and reverse corner parcel shall have a minimum street side setback of twenty-five feet (25').
- (8) In single-family residential districts, the Director, through a single-family residential site plan review application, may grant a bonus parcel coverage provision of up to forty-five percent (45%) in compliance with subsection B of this section (Bonus parcel coverage). A particular model home, existing home or subdivision may be granted bonus parcel coverage based upon the provision of amenities identified in subsection B of this section. In single-family residential districts where a cottage home is proposed through the City's cottage home program, maximum parcel coverage shall be fifty percent (50%) per Planning Area 7 (PA7) development standards.
- (25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').
- (26) A reverse corner lot may process an administrative use permit (AUP) to construct side yard fencing at five feet (5') from property line. There shall be a ten-foot (10') corner cut off for sight distance visibility.

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-1-C	R-1 (13)
Minimum Parcel Size	9,000 sq. ft.	6,000 sq. ft.
Minimum Parcel Width	70 ft. (10)	60 ft. (2)
Minimum Corner Parcel Width	80 ft.	65 ft.
Minimum Reverse Corner Parcel Width	85 ft.	70 ft.
Minimum Parcel Depth	110 ft. (11)	100 ft. (4)

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-1-C	R-1 (13)
Setbacks Required (1)		
Front	25 ft. 20 ft. (reverse corner parcels)	20 ft.
Side (Each)	5 ft. (with an aggregate side setback of 14 ft. minimum) (6)	15% of the lot with total combined setback, 5 ft. each side
Street Side	15 ft. (7)(12)	10 ft. (12)
Reversed Corner (Street Side)	20 ft. (12) (26)	15 ft. (12) (26)
Rear	20 ft.	
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage (8)	40%	40%
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2-1/2 stories	
Accessory Structure – Maximum Height (Whichever Is Less)	See Section 9.40.030 (Accessory uses and structures)	
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)	
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (1) No main structure shall be erected within fifty feet (50') of a railroad or freeway right-of-way. A garage or carport shall be located not less than twenty feet (20') from any street frontage where the garage door or carport opening faces the street.
- (2) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel shall have a minimum street frontage width of fifty feet (50').
- (3) A parcel with a rear property line abutting a freeway right-of-way shall have a minimum parcel depth of one hundred fifty feet (150').
- (4) A parcel abutting a major or secondary highway shall have a minimum parcel depth of one hundred twenty feet (120').
- (5) A cul-de-sac parcel shall have a minimum front setback of twenty-five feet (25').
- (6) A parcel developed with a side setback of less than seven feet (7'), additions may be made at a side setback no less than five feet (5').
- (7) A corner parcel shall have a minimum street side setback of twenty feet (20'), and reverse corner parcel garages shall have a minimum street side setback of twenty-five feet (25').

- (8) In single-family residential districts, the Director, through a single-family residential site plan review application, may grant a bonus parcel coverage provision of up to forty-five percent (45%) in compliance with subsection B of this section (Bonus parcel coverage). A particular model home, existing home or subdivision may be granted bonus parcel coverage based upon the provision of amenities identified in subsection B of this section. In single-family residential districts where a cottage home is proposed through the City's cottage home program, the maximum parcel coverage shall be fifty percent (50%) per Planning Area 7 (PA7) development standards.
- (10) A parcel siding a freeway right-of-way shall have a minimum width of ninety feet (90'). A cul-de-sac parcel shall have a minimum street frontage width of sixty feet (60').
- (11) A parcel abutting a major or secondary highway shall have a minimum parcel depth of one hundred twenty feet (120'). A parcel with a rear property line abutting a freeway right-of-way shall have a minimum parcel depth of one hundred thirty feet (130').
- (12) Private garages located in the side yard area and facing the street shall be set back at least twenty feet (20') from the property line on the side street and not less than five feet (5') from the rear property line of a reversed corner lot.
- (13) The minimum parcel area shall be designated on the Zone Map for each R-1 parcel, as follows: R-1-24,000 sq. ft.; R-1-18,000 sq. ft.; R-1-9,500 sq. ft.; R-1-7,500 sq. ft.; R-1-6,000 sq. ft.
- (25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').
- (26) A reverse corner lot may process an administrative use permit (AUP) to construct side yard fencing at five feet (5') from property line. There shall be a ten-foot (10') corner cut off for sight distance visibility.

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-1-MH	R-1-MD
Minimum Parcel Size	Determined by sub-zone classification	4,500 sq. ft.
Minimum Parcel Width	60 ft. (14)	50 ft.
Minimum Corner Parcel Width	65 ft.	50 ft.
Minimum Reverse Corner Parcel Width	70 ft.	50 ft.
Minimum Parcel Depth	100 ft.	90 ft.
Setbacks Required (1)		
Front	20 ft.	15 ft. (20 ft. to face of garage door)
Side (Each)	5 ft.	5 ft.
Street Side	10 ft.	10 ft.
Reversed Corner (Street Side)	15 ft. (12)(26)	15 ft. (12)(26)

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-1-MH	R-1-MD
Rear	20 ft.	15 ft.
Accessory structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	40% (8)	45%
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2-1/2 stories	
Accessory Structure – Maximum Height (Whichever Is Less)	See Section 9.40.030 (Accessory uses and structures)	
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)	
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (1) No main structure shall be erected within fifty feet (50') of a railroad or freeway right-of-way. A garage or carport shall be located not less than twenty feet (20') from any street frontage where the garage door or carport opening faces the street.
- (8) In single-family residential districts, the Director, through a single-family residential site plan review application, may grant a bonus parcel coverage provision of up to forty-five percent (45%) in compliance with subsection B of this section (Bonus parcel coverage). A particular model home, existing home or subdivision may be granted bonus parcel coverage based upon the provision of amenities identified in subsection B of this section. In single-family residential districts where a cottage home is proposed through the City's cottage home program, the maximum parcel coverage shall be fifty percent (50%) per Planning Area 7 (PA7) development standards.
- (12) Private garages located in the side yard area shall be set back at least twenty feet (20') from the property line on the side street and not less than five feet (5') from the rear property line of a reversed corner lot.
- (14) A parcel siding a freeway right-of-way shall have a minimum width of eighty feet (80').
- (25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').
- (26) A reverse corner lot may process an administrative use permit (AUP) to construct side yard fencing at five feet (5') from property line. There shall be a ten-foot (10') corner cut off for sight distance visibility.

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-1-PRD (15)	MHP
Minimum Parcel Size	Determined during PD approval	3 acres
Minimum Parcel Width	Determined during PD approval	110 ft.
Minimum Corner Parcel Width	Determined during PD approval	110 ft.
Minimum Reverse Corner Parcel Width	Determined during PD approval	110 ft.
Minimum Parcel Depth	Determined during PD approval	130 ft.
Maximum Density	15 DU/acre	15 DU/acre
Setbacks Required		
Front	Determined during PD approval	15 ft.
Side (Each)	Determined during PD approval	5 ft.
Street Side	Determined during PD approval	10 ft.
Reversed Corner (Street Side)	Determined during PD approval	15 ft.
Rear	Determined during PD approval	10 ft.
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	Determined during PD approval	45%
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2-1/2 stories	35 ft./2-1/2 stories
Accessory Structure – Maximum Height (Whichever Is Less)	See Section 9.40.030 (Accessory uses and structures) or determined during PD approval	
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)	
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (15) An R-1 planned residential development shall require the processing and approval of a planned development permit. See Chapter 66 of this title (Planned Development Permits).
- (25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-2, R-2-A	R-3, R-3-A
Minimum Parcel Size	7,200 sq. ft.	8,500 sq. ft.
Minimum Parcel Width	60 ft. (16)	60 ft. (17)
Minimum Corner Parcel Width	65 ft.	65 ft.
Minimum Reverse Corner Width	70 ft.	70 ft.
Minimum Parcel Depth	120 ft. (3)	120 ft. (3)
Maximum (Gross) Density	14.52 DU/acre (1 DU/3,000 sq. ft.)	21.78 DU/acre (1 DU/2,000 sq. ft.)
Setbacks Required		
Front	20 ft.	15 ft.
Side (Each)	5 ft.	5 ft.
Street Side	15 ft. (18) 15 ft. (reverse corner parcel)	10 ft. (18) 15 ft. (reverse corner parcel)
Rear	20 ft.	15 ft.
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	45%	
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2 stories (19)(20)	
Accessory Structure – Maximum Height (Whichever Is Less)	12 ft./1 story	
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)	
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (3) A parcel with a rear property line abutting a freeway right-of-way shall have a minimum parcel depth of one hundred fifty feet (150').
- (16) A parcel siding a freeway right-of-way shall have a minimum width of eighty feet (80'). A cul-de-sac parcel shall have a minimum street frontage width of forty feet (40').
- (17) A parcel siding a freeway right-of-way shall have a minimum width of one hundred ten feet (110'). A cul-de-sac parcel shall have a minimum street frontage width of forty-five feet (45').

- (18) A reverse corner parcel shall have a minimum street side setback of fifteen feet (15'), with a minimum of twenty feet (20') to the face of the garage door.
- (19) In the R-2-A and R-3-A Districts, no main structure erected shall exceed one story or twenty feet (20') in height.
- (20) In the R-2 and R-3 Districts, greater main structure height may be granted under a conditional use permit, not to exceed three (3) stories or fifty feet (50') in the R-2 District or sixty feet (60') in the R-3 District.
- (25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').

**TABLE 2-3
RESIDENTIAL ZONES GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-4
Minimum Parcel Size	10,000 sq. ft.
Minimum Parcel Width	65 ft. (110 ft. if siding a freeway)
Minimum Corner Parcel Width	75 ft.
Minimum Reverse Corner Parcel Width	80 ft.
Minimum Parcel Depth	110 ft. (3)(4)
Maximum (Gross) Density	25 DU/acre except where the General Plan allows higher – then 43.00 DU/acre (1 DU/1,000 sq. ft.) (23)
Setbacks Required	
Front	15 ft.
Side (Each)	5 ft.
Street Side	15 ft. (21)
Rear	15 ft. (21)
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)
Maximum Parcel Coverage	60%
Main Structure – Maximum Height (Whichever Is Less)	50 ft./4 stories (22)(23)
Accessory Structure – Maximum Height (Whichever Is Less)	12 ft./1 story
Antennas, Vertical	See Chapter 42 of this title (Wireless Telecommunication Facilities)
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)

Notes:

- (3) A parcel with a rear property line abutting a freeway right-of-way shall have a minimum parcel depth of one hundred fifty feet (150').
- (4) A parcel abutting a major or secondary highway shall have a minimum parcel depth of one hundred twenty feet (120').
- (21) For a structure exceeding thirty-five feet (35') or two and one-half (2-1/2) stories, the required side and rear setbacks, and distances between structures, shall be increased at the rate of three inches (3") for each foot of height increase.
- (22) Additional height/stories may be allowed, in compliance with Chapter 64 of this title (Conditional Use Permits).
- (23) Where specifically allowed by the Mixed Use Table in the General Plan or by a specific plan, the maximum density shall be as specified in those documents.
- (25) A parcel siding a freeway right-of-way shall have a minimum width of one hundred feet (100'). A cul-de-sac parcel in the R-1-B District shall have a minimum street frontage width of sixty feet (60'). A cul-de-sac parcel in the R-1-AH District shall have a minimum street frontage width of eighty feet (80'). A cul-de-sac parcel in the R-1-A District shall have a minimum street frontage width of fifty feet (50').

B. Bonus parcel coverage. In Single-Family Residential Districts the Director, through a single-family residential site plan review application in compliance with Chapter 56 of this title, may grant a bonus parcel coverage provision of up to an additional forty-five percent (45%). A particular model home, existing home, or subdivision may be granted the following parcel coverage maximum based upon the provision of the following amenities, not to exceed a maximum of forty-five percent (45%) in compliance with Table 2-3A (Maximum Parcel Coverage Bonus).

**TABLE 2-3A
MAXIMUM PARCEL COVERAGE BONUS**

Maximum Percent of Bonus Allowed	Additional Amenities
1	Recessing the garage from the front yard setback by at least five feet
1	Constructing a screen enclosure for refuse containers and recycling bins
1	Creation of a unique tree or neighborhood landscape pattern (privately maintained)
1	Creation of significant curvilinear streets throughout the subdivision
2	Enhanced architectural treatment (e.g., greater depth and articulation of front facing architectural elements)
2	Architectural treatment (e.g., embellishment) of all elevations of the proposed home
2	Additional and acceptable privately maintained neighborhood amenities (e.g., sport courts, etc.)
5	Recessing the placement of the garage to the rear of the parcel or the provision of a swing garage where the garage door(s) does not face the street
5	Provision of front, interior, or side yard courtyards/porches of at least 100 square feet
To be Determined by the Director	Other amenities as approved by the Director which provide a significant additional amenity

(§ 2, Ord. 14-13, eff. October 8, 2014; § 1 (Att. 1), Ord. 16-07, eff. May 4, 2016; § 1 (Att. 4), Ord. 17-03, eff. April 19, 2017; § 1 (Att. 3), Ord. 18-19, eff. September 5, 2018; § 2 (Att. C), Ord. 19-05, eff. May 8, 2019)

9.12.020 Commercial district land uses and permit requirements.

- A. Allowed land uses. Table 2-4 identifies the uses of land allowed by this Development Code in each commercial zoning district, and the land use permit required to establish each use, in compliance with Division 5 of this title (Land Use/Development Review Procedures).
- B. Prohibited land uses. Any table cell left blank in Table 2-4 means that the listed land use is prohibited in that specific zoning district.
- C. Site plan review required. Any change of use and all construction activities (e.g., additions, alterations, construction, reconstruction, or remodeling) shall be subject to site plan review approval in compliance with Chapter 56 of this title (Site Plan Review).
- D. U-C and P-C-C Districts. The specific uses of land allowed or conditionally allowed within the U-C and P-C-C Districts shall be limited to those uses identified during the applicable Zoning Map amendment process in compliance with Chapter 86 of this title. Applications shall be processed in accordance with Chapter 74 of this title (Urban Center) or Chapter 76 of this title (Planned Commercial Center).
- E. Applicable sections. Where the last column in the tables (“See Section”) includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Development Code may also apply.
- F. Determination of use. Any use not listed in the table for a zone district may be reviewed by the Director for a determination that the use is similar in characteristics to a listed use. Unless otherwise determined to be similar, a use which is not listed shall be prohibited.

**TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Land Use (1)(2)(4)	Permit Requirement by District					
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	See Section
Education, Public Assembly, and Recreation						
Assembly/Meeting Facilities	C	C	C	C	C	
Auditoriums and Meeting Halls	C	C	C	C	C	
Billiard Parlors			C	C		
Bowling Alleys			P	C		
Card Rooms, Subject to Chapter 6 of Title 5			P	P		
Community/Cultural Centers		C	C	C	C	
Fairgrounds					A	
Golf Course and Driving Ranges	C	C	C		C	
Golf Courses, Miniature			P			
Fairgrounds					A	

**TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Land Use (1)(2)(4)	Permit Requirement by District					
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	See Section
Health/Fitness Facilities (Over 5,000 Square Feet of Gross Floor Area)	C	C	C	C		
Health Studios	P	P	P	P		
Indoor Amusement/Arcade/ Entertainment Centers			C	C		
Libraries and Museums	A	A	A	P	P	
Membership Organization Facilities	C	C	C	P		
Nightclubs, with or without Food Service			C	C		
Outdoor Recreation, Commercial			C		C	
Reading Rooms	P	P	P	P		
Rodeo Grounds					P	
Schools, Private	A	A	A	C		
Schools, Specialized Education and Training	A		A	C		
Sports Arenas/Stadia			C		C	
Education, Public Assembly, and Recreation (Continued)						
Studios – Art, Dance, Martial Arts, Music, Photography , etc.	A	A	A	A		
Swap Meet					C	
Theaters, Live, Non-Motion-Picture			C	C		
Theaters, Family Type Motion Picture, Not to Exceed 500 Seats			C	C		
Manufacturing and Processing						
Recycling Facilities – Small Collection Facility		A	A			9.40.160
Recycling Facilities – Reverse Vending Machines		A	A	A	A	9.40.160
Motor Vehicle Retail Trade and Services						
Motor Vehicle Muffler Shops			C	C		
Motor Vehicle Parts, Service and Sales		A	A	A		
Motor Vehicle – Batteries, Tires, and Accessory Parts			C	C		
Vehicle Body and Paint Shops						
Motor Vehicle Renting and Leasing			C			
Motor Vehicle Repair and Maintenance, within an Enclosed Structure			C	C		
Motor Vehicle Sales			C			
Motor Vehicle Service Stations		C	C	C		

TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS

Land Use (1)(2)(4)	Permit Requirement by District					See Section
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	
Motor Vehicle Wash, All		C	C	C		
Truck Repairing and Overhauling, within Completely Enclosed Structure						
Unlicensed Motorized Recreational Vehicles (Snowmobiles/Jet Skis) Enclosed, Incidental Service, Rental, and Repair			C			
Unlicensed Motorized Recreational Vehicles (Snowmobiles/Jet Skis) Sales Only			C			
Retail Trade						
24-Hour Retail Uses	C	C	C	C		
Accessory Retail Uses	P	P	P	P	P	9.120.020
Appliance Stores			P	P		
Art, Antiques, Collectibles, and Gifts		P	P	P		
Bakeries, Retail	A	P	P	P		
Bars and Alcoholic Beverage Drinking Places, On-Site Consumption	C	C	P	C		
Beauty, Barber Shops	P	P	P	P		
Bicycle Shops		P	P	P		
Body Massage	P	P	P	P		
Bookstores		P	P	P		
Bicycle Shops		P	P	P		
Cafeterias	C	P	P	P		
Carpet Sales, Retail Only	C	P	P	P		
Cleaning and Dyeing Shops (Retail Only, Dry Cleaning Clothes in Enclosed Machines, Using Nonflammable Cleaning Compounds)		P	P	P		
Clothing Stores		P	P	P		
Coffee – Specialty Sales	A	P	P	P		
Confectionery Stores		P	P	P		
Convenience Stores		C	C	C		
Dairy Products		P	P	P		
Delicatessens		P	P	P		
Department Stores			P	P		
Drive-In, Drive-Through Uses	C	C	C	C		9.40.090

**TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Land Use (1)(2)(4)	Permit Requirement by District					See Section
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	
Drugstores		P	P	P		
Drugstores, Super		P	P			
Retail Trade (Continued)						
Dry Goods		P	P	P		
Eating Establishment	A	P	P	P		
Electronic Order Fulfillment Facilities			C			
Feed and Fuel Stores			P	A		
Firearm Retail Sales		P	P	P		
Fish Markets		P	P	P		
Florist Shops		P	P	P		
Fruit and Vegetable Stores		P	P	P		
Furniture Stores		P	P	P		
Furniture Upholstery Shops			A	P		
Garden Supply Stores		P	P	P		
Garden Supply Stores, with Ancillary Equipment Sales, without Service			P	P		
Garden Supply Stores, with Ancillary Equipment Sales, with Service			A	A		
Glass and Chinaware, Retail Only			P	P		
Grocery Stores		P	P	P		
Hardware Stores		P	P	P		
Health Food Stores		P	P	P		
Hobby Shops		P	P	P		
Home Furnishings			P	P		
Ice Cream Sales		P	P	P		
Leather Goods and Luggage Stores			P	P		
Liquor Stores, Off-Site Consumption		C	C	C		
Mattress Stores			P	P		
Meat Markets		P	P	P		
Retail Trade (Continued)						
Millinery Stores			P	P		
Music Stores		P	P	P		

TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS

Land Use (1)(2)(4)	Permit Requirement by District					See Section
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	
Neighborhood Food Markets		C	C	C		
Outdoor Activities	A	A	A (5)	A	A	9.40.130
Outdoor Dining and Seating (Not Including Alcohol Sales)	P	P	P	P		9.40.130
Outdoor Dining and Seating (Including Alcohol Sales)	A	A	A	A		9.40.130
Outdoor Retail Sales (Permanent)		A	A	A		9.40.140
Pet Stores		P	P	P		
Photographic Studios	P	P	P	P		
Plant Nurseries		P	P	P		
Pottery Sales		P	P	P		
Print Shops		P	P	P		
Radio and Television Sales and Service			P	P		
Restaurants Including Beer and Wine with Meals	C	P	P	P		
Restaurants Serving Hard Liquor	C	C	P	C		
Retail Stores, General Merchandise		P	P	P		
Secondhand Stores, within Completely Enclosed Structure			P	P		
Shoe Stores		P	P	P		
Shopping Centers		P	P			
Slot Car Racing		A	A			
Soft Drink Fountains		P	P	P		
Unlicensed Motorized Recreational Vehicles (Snowmobiles/Jet Skis) Sales Only			C			
Sporting Goods Stores		P	P	P		
Retail Trade (Continued)						
Stamp and Coin Brokers		P	P	P		
Supermarkets		P	P			
Swimming Pool Sales			A			
Tasting Rooms				A		
Taxidermists				P		
Temporary Uses	TUP	TUP	TUP	TUP	TUP	
Tobacco Shops		P	P	P		
Tropical Fish Sales		PA	PA	PA		

**TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Land Use (1)(2)(4)	Permit Requirement by District					See Section
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	
Variety and Notion Shops		P	P	P		
Vending Machines, Food and Dairy Products, Ice (Walk-In, Reach-In), On-Premises Sales (Located Outside of a Structure)	A	A	A		A	
Warehouse Retail Stores			P			
24 Hour Retail Uses	€	€	€	€		
Services						
24-Hour Service Uses	C	C	C	C		
Animal Hospital/Veterinary Clinics within a Completely Enclosed Building			C			
Automated Teller Machines	P	P	P	P	P	
Banks and Financial Services	P	P	P	P		
Beauty Colleges			A	A		
Bed and Breakfast Inns	C	C	C	C		
Boarding Home	€		€			9.40.100
Body Art			€			
Business Support Services	P	P	P	P		
Services (Continued)						
Catering Services			A	A		
Cemeteries	C	C	C	C	C	
Day Care Centers – Child and/or Adult	€	€	€	€		
Churches	C	C	C	C	C	
Copy Services	A	A	P	A		
Day Care Centers – Child and/or Adult	C	C	C	C		
Drive-In, Drive-Through Uses	C	C	C	C		9.40.090
Employee Credit Unions	P	P	P	P		
Fortune-Telling			C			
Hotels/Motels (with/without ancillary restaurant and/or alcohol sales)	C		C	C		
Laboratories	C		P	C		
Laundry and Dry Cleaning, Drop-Off/Pick-Up Only		P	P	P		
Laundries and Dry Cleaning				C		
Medical Services – Extended Care	€		€			

**TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Land Use (1)(2)(4)	Permit Requirement by District					
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	See Section
24-Hour Service Uses	C	C	C	C		
Medical Services – Ambulance Service	C		C	C		
Medical Services – Clinics and Laboratories	A	A	P	A		
Medical Services – Extended Care	C		C	C		
Medical Services – Hospitals	C		C	C		
Medical Services – Surgery Centers	C		C	C		
Mini-Storage Facilities	C	C	C	C	C	9.40.120
Mortuaries and Funeral Parlors			C	C		
Offices	P	P	P	P		
Services (Continued)						
Personal Services (No Adult Businesses)		P	P	P		
Pet Grooming		A	A	A		
Pharmacies, Prescription	A	P	P	P		
Post Office	A	P	P	P		
Repair and Maintenance, Consumer Products		A	P	P		
Shoe Repair Shops		P	P	P		
Unlicensed Motorized Recreational Vehicles (Snowmobiles/Jet Skis) Enclosed, Incidental Service, Rental, and Repair			C			
Supply Rentals, Party, Sickroom and Health		P	P	P		
Tattoo Parlors (Body Art)			C			
Transportation and Telecommunication Facilities						
Airports and Aircraft Landing Facilities	C	C	C	C	C	
Alternative Fuels and Recharging Facilities	A	A	A	A		
Broadcast and Recording Studios and/or Film Studios	C		P	A		
Parking Lots/Garages	C		C	C	C	
Public Utility Facilities	C	C	C	C	C	9.40.160
Satellite Dishes/Antennas	C	C	C	C	C	9.42
Telephone Booths, Permanent or Temporary	A	A	A	A	A	
Transportation and Telecommunication Facilities (Continued)						
Transit Stations and Terminals			C	C		
Wireless Telecommunications Facilities	A	A	A	A	C	9.42

**TABLE 2-4
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR COMMERCIAL ZONING DISTRICTS**

Land Use (1)(2)(4)	Permit Requirement by District					See Section
	C-P	C-1 (6)	C-2 (5, 6)	C-3 (6)	C-R	
Residential						
Alcohol and Drug Treatment, 7 or More			C			9.40.100
Boarding Home	C		C			9.40.100
Caretaker Housing	A	A	A	A	A	
Convents and Rectories Connected to Religious Institutions/Facilities	C	C	C	C		
Group Care Homes, 7 or More			C			9.40.100
Home Occupations	P		P	P		9.58
Homeless Emergency Shelters			P			
Live/Work Units				C		
Mixed Use				C		
Senior Assisted Living Facility	C	C	C	C	C	
Sober Living Homes, Greater Than 6 and Less Than 17				P		9.40.100
Sober Living Homes, Greater Than 16			C	C		
Supportive Housing, 16 or Less				P		9.40.100
Supportive Housing, 17 or More			C	C		
Residential, Second Story and Above				C		
Transitional Housing, 16 or Less				P		9.40.100
Transitional Housing, More Than 16			C	C		

Key to Permit Requirements

Symbol	Applicable Process	See Chapter
P	Permitted use (3)	9.56
A	Administrative use permit required	9.62
C	Conditional use – Conditional use permit required	9.64
Blank	Use not allowed	

Notes:

- (1) See Section [9.08.030](#) (Allowable land uses and permit requirements).
 - (2) See Division 8 of this title for definitions of the land uses listed.
 - (3) A Director-approved site plan review permit shall be required. See Chapter 56 of this title.
 - (4) In existing conforming structures, land uses allowed with a site plan review permit may be considered a permitted (P) use.
 - (5) Any use allowed in the C-2 District not conducted entirely within an enclosed structure shall require a Director-approved administrative use permit or a conditional use permit where listed.
 - (6) A conversion of a residential structure to an allowed nonresidential use involving any exterior change to the structure shall require the approval of an administrative use permit in compliance with Chapter 62 of this title.
 - (7) If there is a conflict between Table 2-4 and any written description setting forth allowable uses and permit requirements elsewhere in this title, the written description shall supersede unless it is clearly evident from the record that the contrary was intended. Disputes shall be resolved pursuant to Chapter 2 of this title.
- (§ 2, Ord. 14-13, eff. October 8, 2014; § 2, Ord. 15-06, eff. March 4, 2015; § 1 (Att. 1), Ord. 16-07, eff. May 4, 2016; § 1 (Att. 4), Ord. 17-03, eff. April 19, 2017; § 1 (Att. 3), Ord. 18-19, eff. September 5, 2018; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.12.050 Commercial design standards.

The City Council and the Director may adopt design standards applicable to commercial development within the City. Standards adopted by the City Council shall be by resolution. Standards adopted by the Director shall be by written policy.

**TABLE 2-5
COMMERCIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT**

Development Feature	C-P	C-1
Minimum Parcel Size	10,000 sq. ft.	15,000 sq. ft.
Minimum Parcel Width	65 ft.	100 ft.
Minimum Corner Parcel Width	65 ft.	100 ft.
Minimum Reverse Corner Parcel Width	65 ft.	100 ft.
Minimum Parcel Depth	110 ft.	150 ft.
Setbacks Required (6)		
Front	10 ft. (1)	20 ft. (5)
Side (Each)	None (2)	None (2)
Street Side	10 ft.	20 ft.
Rear	None (3)	None (3)

**TABLE 2-5
COMMERCIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT**

Development Feature	C-P	C-1
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	None	33%
Main Structure – Maximum Height (Whichever Is Less)	40 ft./3 stories (4)(7)	20 ft./1 story
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (1) No main structure shall be erected within fifty feet (50') of railroad or freeway right-of-way, or flood control channel.
- (2) Where the commercial district abuts a residential district, the minimum side yard shall be ten feet (10').
- (3) Where the commercial district abuts a residential district, the minimum rear yard shall be ten feet (10').
- (4) Additional height/stories may be allowed, in compliance with Chapter 64 of this title (Conditional Use Permits).
- (5) Where the front yard of a parcel in the commercial district abuts, or is across the street from, a residential district, the front yard required for that residential district shall apply. Where the front yard of the parcel abuts, or is across the street from, more than one residential district, the front yard requirements of the most restrictive district shall apply.
- (6) No setback shall be required between structures within a commercial center where the structures comply with the California Building Code.
- (7) Hotels in the C-P zone district are allowed a maximum height not to exceed fifty-five feet (55') in height by right. Additional height may be allowed, in compliance with Chapter 64 of this title (Conditional Use Permits).

**TABLE 2-5
COMMERCIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	C-2 and C-R	C-3
Minimum Parcel Size	C-2 – 15,000 sq. ft. C-R – 4 acres	None
Minimum Parcel Width	100 ft.	None
Minimum Corner Parcel Width	100 ft.	None
Minimum Reverse Corner Parcel Width	100 ft.	None
Minimum Parcel Depth	150 ft.	None
Setbacks Required (6)		
Front	30 ft. (structures), 20 ft. (parking)	None (5)
Side (Each)	None (structures) (2), 5 ft. (parking)	None (2)
Street Side	30 ft. (structures), 20 ft. (parking)	None
Rear	None (3)	None (3)
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	33%	None
Main Structure – Maximum Height (Whichever Is Less)	35 ft./2 stories (4)(7)	50 ft./4 stories (4)(7)
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (1) No main structure shall be erected within fifty feet (50') of railroad or freeway right-of-way.
- (2) Where the commercial district abuts a residential district, the minimum side yard shall be ten feet (10').
- (3) Where the commercial district abuts a residential district, the minimum rear yard shall be ten feet (10').
- (4) Additional height/stories may be allowed, in compliance with Chapter 64 of this title (Conditional Use Permits).
- (5) Where the front yard of a parcel in the commercial district abuts, or is across the street from, a residential district, the front yard required for that residential district shall apply. Where the front yard of the parcel abuts, or is across the street from, more than one residential district, the front yard requirements of the most restrictive district shall apply.

- (6) No setback shall be required between structures within a commercial center where the structures comply with the California Building Code.
- (7) Hotels in the C-2 and C-3 zone districts are allowed a maximum height not to exceed fifty-five feet (55') in height by right. Additional height may be allowed, in compliance with Chapter 64 of this title (Conditional Use Permits).

**TABLE 2-5
COMMERCIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	U-C and P-C-C
Minimum Parcel Size	5 acres (7) Determined during Zoning Map amendment (6)
Minimum Parcel Width	Determined during Zoning Map amendment (6)
Minimum Corner Parcel Width	Determined during Zoning Map amendment (6)
Minimum Reverse Corner Parcel Width	Determined during Zoning Map amendment (6)
Minimum Parcel Depth	Determined during Zoning Map amendment (6)
Maximum (Gross) Density	25 – 43 DU/acre (compliance with the General Plan or a specific plan)
Setbacks Required	
Front	Determined during Zoning Map amendment (6)
Side (Each)	Determined during Zoning Map amendment (6)
Street Side	Determined during Zoning Map amendment (6)
Rear	Determined during Zoning Map amendment (6)
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)
Maximum Parcel Coverage	Determined during Zoning Map amendment (6)
Main Structure – Maximum Height	Determined during Zoning Map amendment and specific plan adoption (6)
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls and hedges)
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)

Notes:

- (2) Where the commercial district abuts a residential district, the minimum side yard shall be ten feet (10').
- (3) Where the commercial district abuts a residential district, the minimum rear yard shall be ten feet (10').
- (4) Additional height/stories may be allowed, in compliance with Chapter 64 of this title (Conditional Use Permits).

- (5) Where the front yard of a parcel in the commercial district abuts, or is across the street from, a residential district, the front yard required for that residential district shall apply. Where the front yard of the parcel abuts, or is across the street from, more than one residential district, the front yard requirements of the most restrictive district shall apply.
- (6) The specific development standards for parcels located within the **C**-U-C and P-C-C Districts shall be established during the applicable Zoning Map amendment process in compliance with Chapter 86 of this title (Amendments (Development Code, General Plan, and Zone Map)). Processing shall comply with Chapter 74 of this title (Urban Center) or Chapter 76 of this title (Planned Commercial Center).
- (7) The minimum site area can include internal public street area.

(§ 2, Ord. 14-13, eff. October 8, 2014; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.14.010 Purpose of chapter, applicability.

A. Industrial districts. This chapter provides regulations applicable to development and new land uses in the industrial zoning districts established by Section [9.08.010](#) (Zoning districts established). The purpose of this chapter is to achieve the following:

1. Provide for the development of nonpolluting, clean industrial land uses to broaden the economic/employment base of the City, while ensuring compatible integration with nonindustrial uses, in a manner consistent with the General Plan;
2. Provide for the development of industrial land uses that complement the establishment of an Urban Village network, with emphasis on proximity to transit corridor or business core access;
3. Provide adequate space to meet the needs of industrial development, including off-street parking and loading, and ensure compatibility between industrial land uses, high traffic corridors and nearby residential neighborhoods;
4. Minimize traffic congestion and avoid the overloading of utilities;
5. Minimize excessive noise, illumination, unsightliness, odor, smoke, and other objectionable influences; and
6. Promote high standards of site planning, architectural and landscape design for industrial developments within the City.

B. Individual zoning districts. The purpose of the individual industrial zoning districts are as follows:

1. C-M (Commercial and Light Manufacturing) District. The C-M District is applied to areas appropriate for retail and wholesale sales, light manufacturing, warehousing, distributing, and storage operations, in addition to providing for a close relationship between warehousing, distribution, and retail sales. The C-M District is consistent with the Industrial land use designation of the General Plan;
2. M-P (Industrial Park) District. The M-P District is applied exclusively to areas appropriate for the integrated development of modern, large scale specialized manufacturing uses, administrative, and research organizations, in addition to providing an aesthetically attractive working environment with park setting, attractive structures, ample employee parking, and other amenities appropriate to employee oriented industrial activities. The M-P District is consistent with the Industrial land use designation of the General Plan;

3. M-1 (Light Industrial) District. The M-1 District is applied to areas appropriate for business parks and industrial uses within enclosed structures with limited screened outdoor storage, including warehousing and distribution facilities, mini-warehouse storage, and a variety of light manufacturing uses. The M-1 District is consistent with the Industrial land use designation of the General Plan;
4. M-2 (Heavy Industrial) District. The M-2 District is applied to areas appropriate for heavy industrial uses engaged in the mechanical or chemical processing of materials or substances into new products, the assembling of component parts, or the blending of materials, including food processing, automobile assembly or recycling, machine shops, and a variety of heavy manufacturing uses, which may require appropriate buffering from adjacent commercial and residential uses. The M-2 District is consistent with the Industrial land use designation of the General Plan; and
5. R-T (Research and Technology/Business Park) District. The R-T District is applied to areas appropriate for research- and technology-based land uses, within a business campus setting, that will ensure positive future growth in employment within the City; generate revenue to the City and higher than average wages or payroll; and ensure compatibility with local infrastructure, adjacent land uses, and natural resources. The R-T District is consistent with the Industrial and Mixed Use/Business Campus land use designations of the General Plan and the Business Campus designation of ~~Loma Vista (Southeast Urban Area)~~ **Herndon Shepherd** Specific Plan. (§ 2, Ord. 14-13, eff. October 8, 2014; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.14.020 Industrial district land uses and permit requirements.

- A. Allowed land uses. Table 2-6 identifies the uses of land allowed by this Development Code in each industrial zoning district, and the land use permit required to establish each use, in compliance with Division 5 of this title (Land Use/Development Review Procedures).
- B. Prohibited land uses. Any table cell left blank means that the listed land use is prohibited in that specific zoning district.
- C. Site plan review required. Any change of **occupancy type use** and all construction activities (e.g., additions, alterations, construction, reconstruction, or remodeling) shall be subject to site plan review approval in compliance with Chapter 56 of this title (Site Plan Review).
- D. Applicable sections. Where the last column in the tables (“See Section”) includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Development Code may also apply.

**TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS**

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Education, Public Assembly, and Recreation						
Assembly/Meeting Facilities	C	C	C	C	C	
Adult Businesses			P	P		5.19
Auction Houses	A					
Community/Cultural Centers	C		C	C	C	

TABLE 2-6
 ALLOWABLE USES AND PERMIT REQUIREMENTS
 FOR INDUSTRIAL ZONING DISTRICTS

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Churches	C		C			
Day Care Centers and Nursery Schools	C	C	C	C	C	9.40.080
Golf Courses and Driving Ranges	C	C	C	C		
Health/Fitness Facilities	C	C	A	A	C	
Health Studios	P					
Membership Organization Facilities	C	C	C	C	C	
Nursery Schools	C		C	C		
Education, Public Assembly, and Recreation (Continued)						
Rifle and Pistol Ranges, Skeet Fields, Archery and Other Similar Places	C	C	C	C		
Schools, Specialized Education and Training	A	A	A	A	A	
Sports and Recreational Facilities	A	A	A	A	A	
Rifle and Pistol Ranges, Skeet Fields, Archery and Other Similar Places	C	C	C	C		
Stadia	C	C	C	C		
Manufacturing and Assembly						
Accessory Uses	P	P	P	P	P	9.40.030
Agricultural Technology	P	P	P	P	P	
Bio-Technology	P	P	P		P	
Biomedical Technology	P	P	P	P	P	
Boat Building and Repairing			P	P		
Computer Integrated System Design	P	P	P	P	P	
Data Processing and Preparations	P	P	P	P	P	
Dental Equipment and Supply Manufacturing	P	P	P	P	P	
Electrical Equipment Manufacturing	P	P	P	P	P	
Electronic Component Manufacturing	P	P	P	P	P	
Engine Rebuilding/Reconditioning	A		P	P		
Health and Beauty Product Research and Development	P	P	P	P	P	
Jewelry Manufacturing	P		P	P		
Leather Products			P	P		
Marking Device Manufacturing	P	P	P	P	P	
Motor Vehicle Manufacturing			P	P		

**TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS**

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Paint Manufacturing	P		P	P		
Manufacturing and Assembly (Continued)						
Research and Development (R&D)	P	P	P	P	P	
Software Manufacturing	P	P	P	P	P	
Surgical Appliance and Supply Manufacturing	P	P	P	P	P	
Surgical and Medical Instrument Manufacturing	P	P	P	P	P	
Telecommunication Component Manufacturing	P	P	P	P	P	
Textile Products			P	P		
Tire Recapping, Retreading, and Rebuilding			C	C		
Warehousing (Only as an Accessory Use to Main R-T Use)					P	
Warehousing and Wholesaling	P		P	P		
Welding	A		P	P		
Manufacturing and Processing						
Beverage Production	P		P	P		
Blacksmiths			P	P		
Chemical Products Manufacturing			C	C		
Clothing Products	P		P	P		
Concrete and Cement Products			C	C		
Cosmetic Products	P		P	P		
Dry Cleaning Plants	A		A	A		
Electronic Motor Rebuilding			P	P		
Fabric Product Manufacturing	P		P	P		
Food and Beverage Manufacturing	P		P	P		
Manufacturing and Processing (Continued)						
Furniture/Fixture/Cabinet Shops	A		P	P		
Glass Products	P		P	P		
Grain Elevators			A	A		
Laundries	P		P	P		
Lumber and Wood Products	P		P	P		
Lumber and Wood Products, Including Planing Mill			P	P		
Machinery Manufacturing, No Punch Presses or Drop Hammers Over 20 Tons	P		P			

**TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS**

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Machinery Manufacturing, with Punch Presses or Drop Hammers Over 20 Tons			C	C		
Manufacturing, Heavy				C		
Meat Packing and Processing, No On-Site Animal Slaughtering			C	P		
Meat Packing and Processing, with On-Site Animal Slaughtering				C		
Metal Products Fabrication			P	P		
Monument and Tombstone Works	P		P	P		
Paper Products Manufacturing			P	P		
Petroleum Bulk Plants			C	C		
Pharmaceutical Manufacturing	P		P	P		
Plastics and Rubber Products	C		P	P		
Printing and Publishing	P		P	P		
Recycling Facilities – Small Collection Facility	A	A	A	A	A	9.40.160
Manufacturing and Processing (Continued)						
Recycling Facilities – Large Collection Facility			C	C		9.40.160
Recycling Facilities – Processing Facility, Light			C	C		9.40.160
Recycling Facilities – Processing Facility, Heavy				C		9.40.160
Recycling Facilities – Reverse Vending Machines	A	A	A	A	A	9.40.160
Structural Clay and Pottery Products	P		P	P		
Motor Vehicle Retail Trade and Services						
Truck Repairing and Overhauling, within Completely Enclosed Structure			P	P		
Vehicle Muffler Shops	C		P	P		
Vehicle Parts and Sales	C					
Vehicle – Batteries, Tires, and Accessory Parts	C		C	C		
Vehicle Body and Paint Shops	P		P	P		
Vehicle Renting and Leasing	C		C	C		
Vehicle Repair and Maintenance, within an Enclosed Structure	P		P	P		
Vehicle Sales (On Site)	A		P	P		
Vehicle Service Stations	C	C	C	C	C	9.40.180
Vehicle Wash, All	C	C	C	C	C	

TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Truck Repairing and Overhauling, within Completely Enclosed Structure			P	P		
Retail Trade						
24-Hour Retail Uses	C	C	C			
Accessory Retail Uses – Only Ancillary to an Industrial Use	P	P	P	P		9.40.030 9.120.020
Retail Trade (Continued)						
Bars and Alcohol Drinking	C		C	C		
Beauty, Barber Shops	P					
Body Massage	P					
Building Material Stores	P		P	P		
Cleaning and Dyeing Shops (Retail Only, Dry Cleaning Clothes in Enclosed Machines, Using Nonflammable Cleaning Compounds)	P		P	P		
Coffee – Specialty Sales	C	P	C	C	P	
Commercial Blood Banks	C					
Convenience Stores	C	C	C	C	C	
Drive-In, Drive-Through Uses	C	C	C	C	C	9.40.090
Eating Establishment	P		C			
Electric Supply Houses	P		P	P		
Equipment Rental/Sales Establishment (No Outside Sales/Storage)	P		P	P		
Equipment Rental/Sales with Outside Storage	A		P	P		
Farm Equipment and Supply Sales, with Incidental Repairs	P					
Firearm Retail Sales	P					
Frozen Food Lockers	P		P	P		
Glass Products, Retail Only	P					
Ice Storage	P		P	P		
Monument and Tombstone, Sales	P					
Office Supply Stores	P	P			P	
Pawn Shop	P					
Plant Nurseries	P		P	P		
Retail Trade (Continued)						

**TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS**

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Plumbing Supplies, within a Completely Enclosed Structure or Sound Wall	P		P	P		
Eating Establishment	P		C			
Restaurants	C	C	C		C	
Restaurants, with On-Site Consumption of Alcohol		C			C	
Retail Stores, General Merchandise (under 5,000 Square Feet)					P (6)	
Secondhand Stores, within Completely Enclosed Structure	P					
Sporting Goods					P (6)	
Taxidermists	P					
Temporary Uses	TUP	TUP	TUP	TUP	TUP	9.60
Vending Machines, Food and Dairy Products (Walk-In, Reach-In), On-Premises Sales (Located Inside of a Structure)	P		P	P	P	
Vending Machines, Food and Dairy Products (Walk-In, Reach-In), On-Premises Sales (Located Outside of a Structure)	A		A	A		
Services						
Animal Hospitals/Veterinary Clinics	C		C	C		
Auction Houses	A					
Automated Teller Machines (ATMs), Drive-Up	C	C	C	C	C	
Services (Continued)						
Automated Teller Machines (ATMs), Walk-Up	P	P	P	P	P	
Banks and Financial Services	P	P			P	
Body Art	C					
Business Support Services	P	P	P	P	P	
Cemeteries	C	C	C	C		
Copy Services	P	P			P	
Day Care Centers	C	C	C	C	C	9.40.080
Copy Services	P	P			P	
Farm Equipment Services	P		P	P		
Golf Courses and Driving Ranges	C	C	C	C		
Government Facilities	C	C	C	C	C	
Hotels/Motels					C	
Kennels	C		C	C		
Laboratories	P	P	P	P	P	

**TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS**

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Laundry and Dry Cleaning, Drop-Off/Pick-Up Only	P	P			P	
Medical Services – Clinics and Laboratories	P	P			P	
Medical Services – Ambulance Services	C	C	C	C		
Medical Services – Extended Care	C		C			
Medical Services – Hospitals	C	C	C		C	
Mini-Storage Facilities	C	C	C	C	C	9.40.120
Mortuaries and Funeral Parlors	C					
Offices, Business	P	P	P		P	
Offices, Corporate	P	P			P	
Services (Continued)						
Offices, Incidental to Industrial Use			P	P		
Offices, Professional	P	C	P		P	
Personal Services (No Adult Businesses)	P	P			P	
Pet Crematorium			P	P		
Sign Painting	P		P	P		
Storage Yards	P		P	P		
Unlicensed Motorized Recreational Vehicles (Snowmobiles, Quad Runners and Jet Skis) Enclosed, Incidental Service and Repair	P					
Storage Yards	P		P	P		
Vehicle and Freight Terminals			P	P		
Transportation and Telecommunication Facilities						
Airports and Aircraft Landing Facilities	C	C	C	C	C	
Alternative Fuels and Recharging Facilities	A	A	A	A	A	
Broadcast, Recording and/or Film Studios	P	P	P	P	P	
Parking Lots/Garages	P	A	P	P	A	
Pipeline, Pumping Facilities and Tank Farms	C		C	C		
Public Utility Facilities	A	C	A	A	C	9.40.150
Satellite Dishes/Antennas, Ground or Surface Mounted	P	P	P	P	P	9.42
Satellite Dishes/Antennas, Mast or Tower Mounted	A	A	A	A	A	9.42
Transportation and Telecommunication Facilities (Continued)						
Telephone Booths, Permanent or Temporary	A	A	A	A	A	

**TABLE 2-6
ALLOWABLE USES AND PERMIT REQUIREMENTS
FOR INDUSTRIAL ZONING DISTRICTS**

Land Use (1)(2)(3)(4)	Permit Requirement by District					
	C-M	M-P	M-1	M-2	R-T	See Section
Transit Stations and Terminals		C			C	
Wireless Telecommunications Facilities, Ground or Surface Mounted	P	P	P	P	P	9.42
Wireless Telecommunications Facilities, Mast or Tower Mounted	A	A	A	A	A	9.42
Residential						
Caretaker Housing	C		C	C		
Convents and Rectories When Connected with Other Religious Institutions	C		C			
Senior Assisted Living Facility	C	C	C	C		

Key to Permit Requirements

Symbol	Applicable Process	See Chapter
P	Permitted use (4)	9.56
A	Administrative use permit required	9.62
C	Conditional use – Conditional use permit required	9.64
Blank	Use not allowed	

Notes:

- (1) See Section [9.08.030](#) (Allowable land uses and permit requirements).
- (2) See Division 8 of this title for definitions of the land uses listed.
- (3) See Section [9.02.020](#) regarding land uses not listed.
- (4) A Director-approved site plan review shall be required **when site modifications are proposed**. See Chapter 56 of this title.
- (5) When an AUP or a CUP is required for the primary use then the accessory use shall require the same level of review.

~~(6) Permitted only in M-U Area 36 of the General Plan.~~

(§ 2, Ord. 14-13, eff. October 8, 2014; § 1 (Att. 1), Ord. 16-07, eff. May 4, 2016; § 1 (Att. 4), Ord. 17-03, eff. April 19, 2017; § 1 (Att. 3), Ord. 18-19, eff. September 5, 2018; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.14.030 Industrial district general development standards.

New land uses and structures, and alterations to existing uses or structures, shall be designed, constructed and/or established in compliance with the requirements in Table 2-7, in addition to the general development standards (e.g., landscaping, parking and loading, etc.) in Division 3 of this title (Development and Operational Standards).

**TABLE 2-7
INDUSTRIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT**

Development Feature	C-M
Minimum Parcel Size	9,000 sq. ft.
Minimum Parcel Width	75 ft.
Minimum Corner Parcel Width	75 ft.
Minimum Reverse Corner Parcel Width	75 ft.
Minimum Parcel Depth	120 ft.
Setbacks Required	
Front	10 ft. (1)
Side (Each)	None (1)
Street Side	10 ft.
Rear	None (2)(3)
Accessory Structures	See Section 9.14.030 (Accessory uses and structures)
Maximum Parcel Coverage	None
Minimum Distance Between Structures on the Same Parcel	3 ft. (without fire wall) (4)
Main Structure – Maximum Height	75 ft.
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)

Notes:

- (1) On any street or highway which is a boundary between an industrial district and any residential district, the minimum setback shall be that of the adjacent residential district.
- (2) On any street or highway which is a boundary between an industrial district and any residential district, the minimum rear yard shall be fifteen feet (15').
- (3) When the rear lot line of a parcel in an industrial district abuts any residential district, the minimum rear yard shall be fifteen feet (15').
- (4) Building separations must comply with building and fire codes.

**TABLE 2-7
INDUSTRIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	M-1	M-2
Minimum Parcel Size	9,000 sq. ft.	9,000 sq. ft.
Minimum Parcel Width	75 ft.	75 ft.
Minimum Corner Parcel Width	75 ft.	75 ft.
Minimum Reverse Corner Parcel Width	75 ft.	75 ft.
Minimum Parcel Depth	120 ft.	120 ft.
Setbacks Required		
Front	10 ft. (1)	10 ft. (1)
Side (Each)	None (4)	
Street Side	10 ft. (5)(6)	10 ft. (5)(6)
Rear	None (2)(3)	
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	None	
Minimum Distance Between Structures on the Same Parcel	None (7)	None (7)
Main Structure – Maximum Height	75 ft.	None
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (1) On any street or highway which is a boundary between an industrial district and any residential district, the minimum front yard setback shall be that of the adjacent residential district. Such front yard setback shall not be used for parking, loading or storage.
- (2) On any street or highway which is a boundary between an industrial district and any residential district, the minimum rear yard setback shall be fifteen feet (15'). Such rear yard setback shall not be used for parking, loading or storage.
- (3) When the rear lot line of a parcel in an industrial district abuts any residential districts, the minimum rear yard setback shall be fifteen feet (15'). Such rear yard setback shall not be used for parking, loading or storage.
- (4) When the side lot line of a parcel in an industrial district abuts any residential districts, the minimum side yard setback shall be five feet (5'). Such side yard setback shall not be used for parking, loading or storage.

- (5) When the rear lot line of a corner lot in an industrial district adjoins any residential districts, the minimum street side setback shall be ten feet (10'). Such side yard setback shall not be used for parking, loading or storage.
- (6) When the rear lot line of a reversed corner lot in an industrial district adjoins any residential districts, the minimum street side setback shall be fifteen feet (15'). Such side yard setback shall not be used for parking, loading or storage.
- (7) Building separations must comply with building and fire codes.

**TABLE 2-7
INDUSTRIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	M-P	R-T (11) (Industrial Component)
Minimum Parcel Size	40,000 sq. ft.	3 acres (8)(15)
Minimum Parcel Width	100 ft.	100 ft.
Minimum Corner Parcel Width	100 ft.	100 ft.
Minimum Reverse Corner Parcel Width	100 ft.	100 ft.
Minimum Parcel Depth	150 ft.	150 ft.
Minimum Structure Size (Gross Floor Area)	None	20,000 sq. ft. (9)(14)
Setbacks Required		
Front	25 ft.	40 ft. Structures, 30 ft. Parking (10)
Side (Each)	10 ft.	10 ft.
Street Side	25 ft.	40 ft. Structures, 30 ft. Parking (10)
Rear	15 ft.	15 ft.
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)	
Maximum Parcel Coverage	50%	None
Minimum Distance Between Structures on the Same Parcel	None	None (4)
Main Structure – Maximum Height	50 ft. (12)	35 ft. (13)
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls, and hedges)	
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)	
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)	

Notes:

- (4) Building separations must comply with building and fire codes.
- (8) Parcel size means a parcel or group of parcels, which are considered a unit for purposes of development.
- (9) Allows multi-tenants within a single structure. The minimum building size can be met by structures under a common roof or having architectural elements which visually connect individual buildings into a “building group.”
- (10) The setback shall be measured at right angles from the nearest face of the curb adjoining the street to the nearest point of the wall of the structure, in compliance with Section [9.24.100\(C\)](#).
- (11) Specific development standards may be established with the adoption of the R-T District for a site. Refer to the specific zoning for the site.
- (12) A maximum height of thirty-five feet (35') when located within one hundred feet (100') of a residentially zoned parcel.
- (13) Greater heights may be allowed with a conditional use permit, in compliance with Chapter 64 of this title, only with an additional finding that the increased heights would not adversely affect nearby residences or other business park tenants.
- (14) Structures may be a minimum of ten thousand (10,000) square feet when approved through a master site plan review within a business campus planned development.
- (15) The minimum parcel size within Mixed-Use Focus Area No. 6 of the General Plan shall be eighty thousand (80,000) square feet.

**TABLE 2-7
INDUSTRIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-T (11) (Commercial Component)
Minimum Parcel Size	6,000 sq. ft.
Minimum Parcel Width	60 ft. (minimum average)
Minimum Corner Parcel Width	100 ft. (minimum average)
Minimum Reverse Corner Parcel Width	100 ft. (minimum average)
Minimum Parcel Depth	100 ft. (minimum average)
Minimum Structure Size (Gross Floor Area)	None
Setbacks Required	
Front	40 ft. Structures 30 ft. Parking (10)
Side (Each)	10 ft.
Street Side	40 ft. Structures 30 ft. Parking (10)
Rear	15 ft.
Accessory Structures	See Section 9.40.030 (Accessory uses and structures)

**TABLE 2-7
INDUSTRIAL ZONING DISTRICTS
GENERAL DEVELOPMENT STANDARDS
REQUIREMENTS BY INDIVIDUAL ZONING DISTRICT (Continued)**

Development Feature	R-T (11) (Commercial Component)
Maximum Parcel Coverage	33%
Minimum Distance Between Structures on the Same Parcel	None
Main Structure – Maximum Height	35 ft. (12)(13)
Fences/Walls/Hedges	See Section 9.24.060 (Fences, walls and hedges)
Off-Street Parking	See Chapter 32 of this title (Parking and Loading Standards)
Satellite Antennas	See Chapter 42 of this title (Wireless Telecommunication Facilities)

Notes:

- (10) The setback shall be measured at right angles from the nearest face of the curb adjoining the street to the nearest point of the wall of the structure.
 - (11) Specific development standards may be established with the adoption of the R-T District for a site. Refer to the specific zoning for the site.
 - (12) Greater heights may be allowed with a conditional use permit, in compliance with Chapter 64 of this title, only with an additional finding that the increased heights would not adversely affect nearby residences or other business park tenants.
 - (13) No variance/minor deviation (Chapter 68 of this title) shall be granted to allow a height greater than sixty-five feet (65') or five (5) stories, whichever is greater.
- (§ 2, Ord. 14-13, eff. October 8, 2014; § 2 (Exh. A), Ord. 15-01, eff. February 19, 2015; § 1 (Att. 3), Ord. 18-19, eff. September 5, 2018; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.18.020 Purpose of overlay/combining zoning districts.

The purposes of the individual overlay/combining zoning districts and the manner in which they are applied are as follows:

A. M-P-C (Master Plan Community) Overlay District. The M-P-C Overlay District is intended to:

- 1. Implement the Master Planned Community land use designation in applicable specific plans **and/or master plans** by addressing larger scale mixed use developments through a variety of flexible development standards to achieve a higher degree of community design;
- 2. Permit the development of comprehensively planned communities with a minimum of one hundred (100) contiguous gross acres of land, to ensure orderly planning of large areas of land and to create efficient, desirable, and stable developments offering a combination of planned land uses and to provide for flexibility in the zoning of large master planned communities. All uses allowable in the particular base zoning district with which the M-P-C Overlay District is

combined shall be in compliance with Section [9.18.030](#) (M-P-C (Master Planned Community) District standards); and

3. Be consistent with the Master Planned Community land use designation of the General Plan and any applicable specific plan.
- B. M-U (Mixed Use) Overlay District. The M-U Overlay District provides for the development and/or redevelopment and enhancement of existing developed areas appropriate for the creative mix of retail, professional office, industrial, business park, medical facilities, and residential uses located on the same parcel or within the same project area. Mixed use development projects may either be freestanding within a project area, or combined within a single structure, and ensure compatible design standards, shared internal circulation, and related considerations. All uses allowable in the particular base zoning district with which the M-U Overlay District is combined shall be in compliance with Section [9.18.040](#) (M-U (Mixed Use) Overlay District standards). The M-U Overlay District is consistent with the Mixed Use land use designation of the General Plan. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.22.080 Noise.

- A. Purpose of section. The purpose of this section is to establish standards to protect the public comfort, health, safety, and welfare of those living and working in the City and to implement goals and policies of the Noise Element of the General Plan.
- B. Declaration of Council policy. Excessive noise levels are detrimental to the health and safety of individuals. Excessive noise is considered a public nuisance and the City discourages annoying, excessive, or unnecessary noises from all sources. Causing, creating, maintaining, or allowing to cause, create, or maintain any noise in a manner prohibited by the provisions of this section, elsewhere in the Municipal Code, or the Noise Element, is a public nuisance and shall be punished in compliance with Chapter 92 of this title (Enforcement).
- C. Definitions. The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
 1. A-weighted sound level. The sound level in decibels as measured on a sound level meter using the A-weighting network. The level so read is designated dB(A) or dBA.
 2. Ambient noise. The composite of all noise from sources near and far, excluding the alleged intrusive noise source. In this context, ambient noise shall constitute the normal or existing level of environmental noise at a given location.
 3. Community noise equivalent level (CNEL). A twenty-four (24) hour energy equivalent level derived from a variety of single-noise events, with weighting factors of five (5) and ten (10) dBA applied to the evening (7:00 p.m. to 10:00 p.m.) and nighttime (10:00 p.m. to 7:00 a.m.) periods, respectively, to allow for the greater sensitivity to noise during these hours.
 4. dB (decibel). A unit used to express the relative intensity of a sound as it is heard by the human ear.
 5. dBA. The “A-weighted” scale for measuring sound in decibels; weighs or reduces the effects of low and high frequencies in order to simulate human hearing. Every increase of ten (10) dBA doubles the perceived loudness though the noise is actually ten (10) times more intense.

6. Emergency alarm, machinery, or vehicle. Any alarm, machinery, or vehicle employed, operated, performed, or used in an effort to protect, provide, or restore safe conditions in the community, or work by private or public utilities when restoring utility service.
 7. Emergency work. Work performed for the purpose of preventing or alleviating the physical trauma or property damage threatened or caused by an emergency.
 8. Impulsive noise. A sound of short duration, usually less than one second and of high intensity, with an abrupt onset and rapid decay.
 9. Intrusive noise. The alleged offensive noise that intrudes over and above the existing ambient noise at the receiving property.
 10. Ldn (day-night average sound level). The A-weighted average sound level for a given area (measured in decibels) during a twenty-four (24) hour period with a ten (10) dB weighting applied to nighttime sound levels. The Ldn is approximately numerically equal to the CNEL for most environmental settings.
 11. Leq. The energy equivalent level, defined as the average sound level on the basis of sound energy (or sound pressure squared), typically measured over a shorter time period than CNEL (e.g., fifteen (15) minutes, thirty (30) minutes, or one hour). The Leq is a “dosage” type measure that is the basis for the descriptors used in current standards (e.g., the twenty-four (24) hour CNEL California).
 12. Noise disturbance. An alleged noise that violates an applicable noise standard of this section, elsewhere in the Municipal Code, or the General Plan.
 13. Noise level (LN). The noise level expressed in decibels that exceeds the identified (LN) value a percentage of total time measured. For example, an L25 noise level means that noise level that is exceeded twenty-five percent (25%) of the time measured.
 14. Sound level meter. An instrument (e.g., amplifier, microphone, output meter, and frequency weighting network), for the measurement of sound levels, that satisfies the requirements pertinent for Type S2A meters in American National Standards Institute specifications for sound level meters.
- D. Noise standards. The following noise standards, unless otherwise specifically indicated, shall apply to all property with a designated noise zone:

**TABLE 3-1
MAXIMUM EXTERIOR NOISE STANDARDS**

Noise Zone	Type of Land Use	Allowable Exterior Noise Level (15-Minute Leq)	
		7 a.m. to 10 p.m.	10 p.m. to 7 a.m.
I	Single-, two- or multiple-family residential	55 dBA	50 dBA
II	Commercial	65 dBA	60 dBA
III	Residential portions of mixed use properties	60 dBA	50 dBA
IV	Industrial or manufacturing	70 dBA	70 dBA

**TABLE 3-2
MAXIMUM INTERIOR NOISE STANDARDS**

Noise Zone	Type of Land Use	Allowable Exterior Interior Noise Level (15-Minute Leq)	
		7 a.m. to 10 p.m.	10 p.m. to 7 a.m.
I	Residential	45 dBA	40 dBA
II	Administrative/professional office	50 dBA	—
III	Residential portions of mixed use properties	45 dBA	40 dBA

9.24.060 Fences, wall, and hedges.

- A. Purpose. The purpose of this section is to establish requirements for fences, walls, and hedges to ensure that these elements:
 - 1. Minimize screening of scenic views and sunlight;
 - 2. Provide adequate buffering between different land uses;
 - 3. Provide suitable screening of allowable outdoor equipment and activities;
 - 4. Prevent visual obstructions at street and highway intersections; and
 - 5. Are designed to provide aesthetic enhancement of commercial and industrial land uses.

- B. Applicability.
 - 1. All fences, walls, and hedges. The provisions of this section shall apply to all fences, walls, and hedges unless otherwise stated.
 - 2. Site plan review. Fences and walls for multifamily, commercial, and industrial development projects are subject to site plan review in compliance with Chapter 56 of this title.
 - 3. Exemptions. These regulations do not apply to fences or walls required by regulations of a State or Federal agency, or by the City for reasons of public safety, or to retaining walls which are regulated by Section [9.24.100](#) (Setback regulations and exceptions).

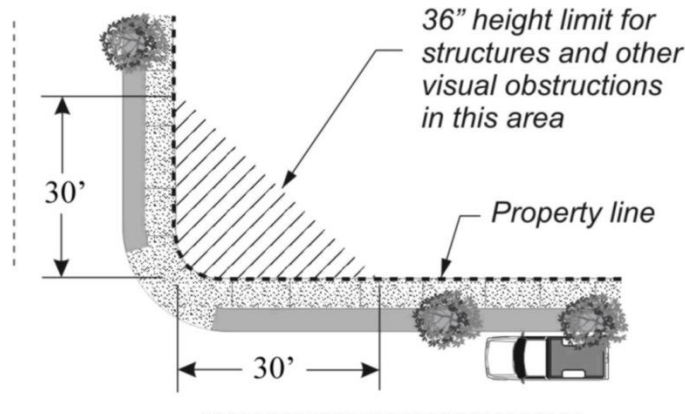
C. General height limitations. Fences, walls, and hedges may be erected and properly maintained to the heights identified in Table 3-3, and measured from the highest adjoining finish grade.

**TABLE 3-3
MAXIMUM HEIGHT OF FENCES, WALLS, AND HEDGES**

Location	Maximum Height Allowed*	
	Material limiting 50% or more of visibility	Material providing 50% or more of visibility
Front and street side yards**	3 ft. max.	7 ft. max.
Rear and interior side yards	7 ft. max.	7 ft. max.
On arterial or collector streets***	7 ft. max.	7 ft. max.
At intersections of alleys, streets, and driveways**	3 ft. max.	4 ft. max.

Notes:

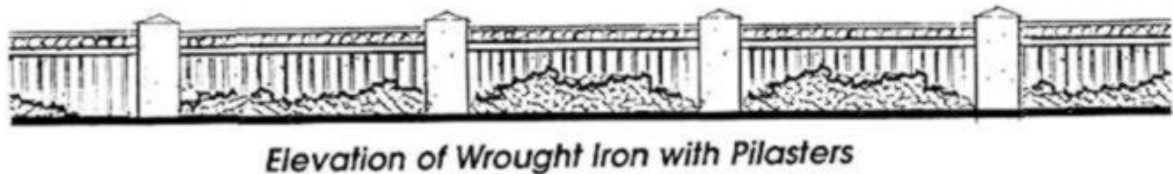
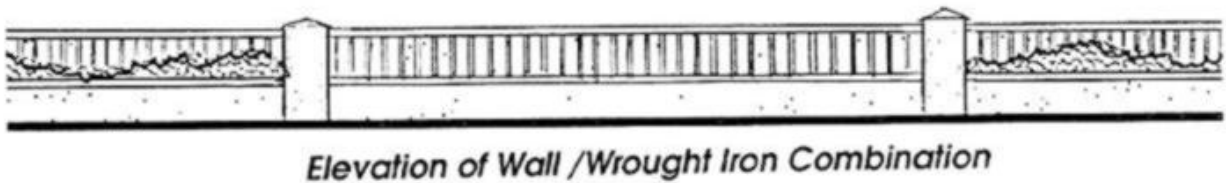
- * In granting the site plan review (See Chapter 56 of this title), the Director may approve additional height to enclose or screen specific areas or uses.
- ** The maximum height of the fence located within a thirty-foot (30') street corner cutoff shall not exceed three feet (3') as illustrated in Figure 3-1. Also see Section [9.24.060\(K\)](#) (corner cutoff areas).
- *** Greater heights may be granted, as part of a subdivision approval.



**FIGURE 3-1
TRAFFIC SAFETY VISIBILITY AREA
(CORNER CUTOFF)
(Also see Figure 3-3)**

- D. Measurement of fence or wall height. Where there is a difference in the ground level (e.g., finish grade) between two (2) adjoining parcels, the height of a fence or wall constructed along the common property line shall be determined by using the highest finish grade.
- E. Walls along arterial and collector streets. If a wall is required, or if the developer of a site located along either an arterial or collector street chooses to install (or is required to install) a wall, the wall shall be installed and maintained in compliance with the following requirements:
 1. Arterial and collector streets. A combination of a landscaped berm and wall equal to a minimum of six feet (6') and a maximum of eight feet (8') in height.

2. Wall height. The wall should be a minimum of six feet (6') in height as measured from the highest grade side. The wall(s) shall be masonry block or an equivalent material.



**FIGURE 3-2
APPROPRIATE WALL TREATMENTS**

- F. Walls required between different zoning districts. Walls shall be provided and maintained between different zoning districts in the following manner:
 1. Nonresidential.
 - a. Where a nonresidential zoning district adjoins property in a residential zoning district (other than a public right-of-way), a solid masonry wall, a minimum of six feet (6') in height, shall be constructed on the zone boundary line, subject to site plan review in compliance with Chapter 56 of this title;
 - b. The wall(s) may be constructed higher than seven feet (7') if the viewshed is not impacted, subject to site plan review in compliance with Chapter 56 of this title;
 - c. This requirement for a solid masonry wall in a nonresidential zoning district may be waived, subject to site plan review (Chapter 56 of this title); provided, the adjacent parcel within the residential zoning district is designated for nonresidential use by the General Plan;
 2. Design and construction. The walls shall be of solid masonry construction and shall be of a decorative design when in view of public rights-of-way subject to the review and approval of the Director; and
 3. Modification of requirements. In granting site plan review (See Chapter 56 of this title), the Director may waive or modify requirements for walls between different zoning districts where a solid masonry wall already exists on the adjoining property if the following findings can be made in a positive manner:
 - a. The existing wall meets, or would be modified to conform to, the intent of this subsection;
 - b. Suitable landscaping would be installed adjacent to the existing wall to supplement and enhance the desired physical separation;

- c. The existing wall would be protected to prevent vehicle damage, if necessary; and
 - d. Concurrence of the adjoining property owner(s) would be obtained, to modify the existing wall to meet the requirements of this subsection.
- G. Allowable fence materials. All fences, except for security fencing installed in compliance with subsection I of this section, constructed or installed within the City shall be limited to the following materials, or combination of materials:
- 1. Chain link;
 - 2. Concrete/block;
 - 3. Latticework fencing;
 - 4. Wood; and
 - 5. Wrought iron.
- H. Special fence and wall requirements.
- 1. Outdoor equipment, storage, and work areas. Screening of allowable outdoor equipment and activities shall be provided in compliance with Section [9.24.090](#) (Screening and buffering).
 - 2. Temporary fencing. Temporary fencing may be necessary to protect archaeological or historic resources and/or trees during site preparation and construction. Temporary fencing for these purposes shall be subject to the review and approval of the Director.
 - 3. Pasture fences. In districts allowing the keeping of animals, pasture fences are permitted. These shall not exceed four feet (4') in height, with a maximum of four (4) strands. These shall be electrified only on the inside of the fence, with appropriate signage attached. This will exclude razor wire, concertina fencing, and coiled barbed wire.
 - 4. Corrugated metal fencing. Corrugated metal fencing shall be subject to the review and approval of the Director.
 - 5. **Vinyl fencing. Vinyl fencing shall be subject to the review and approval of the Director.**
- I. Security fencing. This subsection provides standards for the installation and maintenance of security fencing which shall be subject to the following criteria and standards:
- 1. Definitions. The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
 - a. Barbed wire. A strand of twisted wire armed with barbs or sharp points.
 - b. Chain link. Heavy steel wire woven in a diamond pattern mesh.
 - c. Coiled barbed wire. A strand of barbed wire that is used in a coil looping form.
 - d. Concertina fencing. A type of razor wire or barbed wire in which pairs of loops are clipped together in a coil configuration.
 - e. Razor wire. A continuous coil of stainless steel ribbon with razor type barbs or sharp points.

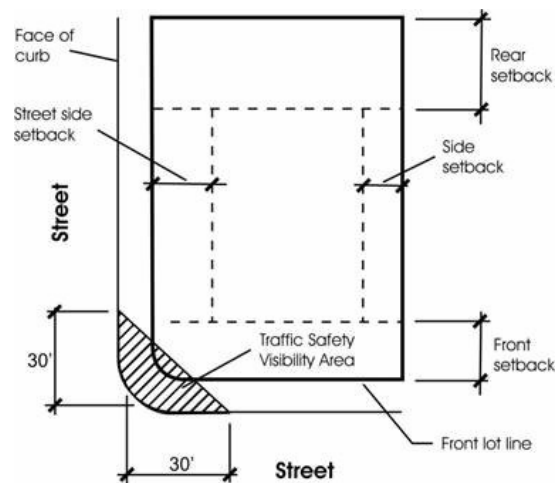
- f. Security fencing. Barbed wire, coiled barbed wire, concertina wire, razor wire, or other similar products, but excluding electrified security fencing defined herein and subject to additional standards.
 - g. Electrified security fencing. Fencing that complies with the installation and operation requirements set forth in California Civil Code section 835, as that section may be amended from time to time, and the standards described in this section.
2. General standards.
- a. **Security Fencing:**
 - (1) A warning sign shall be posted when security fencing is used. Warning signs, at least eight and one-half inches (8-1/2") by eleven inches (11") in size, shall be posted no more than ten feet (10') apart on the outside of the fence that does not abut an interior property line. The signs shall have letters at least one inch in height and shall give sufficient warning that the fence incorporates security fencing materials.
 - (2) Security fencing shall be properly maintained at all times by the property owner to ensure the public comfort, health, safety, and welfare of the community. The property owner shall be responsible for repairing the security fencing within twenty-four (24) hours from the time the City issues the property owner a notice of correction.
 - (3) **Angle of installation. The security fencing shall be installed and maintained at a forty-five (45) degree or a ninety (90) degree angle into the property it is securing, measured from the vertical axis representing the fence. The security fencing shall not extend over adjoining public or private property.**
 - b. **Electrified security fencing:**
 - (1) **Civil Code section 835 compliance. The electrified security fence and perimeter fence must meet all requirements described in Civil Code section 835 as that section may be amended from time to time.**
 - (2) **Where the electrified security fence is powered by an electrical energizer with both of the following output characteristics: an impulse repetition rate not exceeding one (1) hertz (hz), and an impulse duration not exceeding ten (10) milliseconds or 10/10000 of a second.**
 - (3) **The electrified security fence meets at least the 2006 international standards and specifications of the International Electrotechnical Commission for electric fence energizers in "International Standard IEC 60335, Part 2-76," or any later approved standards and specifications.**
 - (4) **OSHA / NRTL Approval. The electrical components/configuration of the electrified security fence shall be approved by an Occupational Safety and Health Act (OSHA) Nationally Recognized Testing Laboratory (NRTL), and written confirmation of such approval must be provided to the City with the site plan submittal.**
 - (5) **The electrified security fence is identified by prominently placed warning signs that are legible from both sides of the fence. At a minimum, the warning signs shall meet all of the following criteria:**
 - (a) **The warning signs are placed at each gate and access point, and at intervals along the fence not exceeding thirty (30') feet apart.**

- (b) The warning signs are adjacent to any other signs relating to chemical, radiological, or biological hazards.
 - (c) The warning signs are marked with a written warning or a commonly recognized symbol for shock, a written warning or a commonly recognized symbol to warn people with pacemakers, and a written warning or commonly recognized symbol about the danger of touching the fence in wet conditions.
- (6) The height of the electrified security fence does not exceed ten (10') feet or more than two (2') feet higher than an existing perimeter fence, whichever is greater. The electrified security fence shall be located behind a perimeter fence that is not less than five (5') feet in height. The amount of separation between the perimeter fence and the electrified security fence shall be in accordance with the 2006 international standards and specifications of the International Electrotechnical Commission for electric fence energizers in "International Standard IEC 60335, Part 2-76," or any later approved standards and specifications.
- (7) Hours of Activation. No electrified security fence may be energized during hours when the property protected by such fencing is open to the public, except when personnel is available onsite to deactivate the electrified security fence.
- (8) Emergency Access:
- (a) A knox box, key box, or other similar approved device shall be provided as a means to disconnect the electrified security fence. This device shall be located outside the primary entrance of the property and shall not be obscured in any manner from the street/driveway access.
 - (b) In the event that access by the City of Clovis Police and/or Fire Department is required due to an emergency or urgent circumstance, and the knox box or similarly approved device is absent or nonfunctioning, Police and/or Fire Department personnel shall be authorized to gain entry to the property in order to disable the electrified security fence. As a condition of permit issuance, the applicant and property owner shall agree in writing to waive any and all claims for damages relating to such entry to disable the electrified security fence against the City of Clovis or its personnel under such circumstances.
- (9) Fire Department Registration. The applicant or owner of the property upon which the electrified security fence will be installed shall submit a completed registration form for the fence to the Clovis Fire Department.
- (10) Electrified security fencing shall be properly maintained at all times by the property owner to ensure the public comfort, health, safety, and welfare of the community. The property owner shall be responsible for repairing the security fencing within twenty-four (24) hours from the time the City issues the property owner a notice of correction.
- (11) Indemnification. All applicants issued a permit to install or use an electrified security fence as provided in this section shall agree in writing, in a form approved by the City Attorney, as a condition of permit issuance, to indemnify, defend, and hold harmless, the City of Clovis and its officers, officials, employees, agents, and volunteers from any and all claims, actions, proceedings, costs, expenses, losses, damages, obligations, and liabilities related to the electrified security fence, including but not limited to those arising out of any personal injury, including death, or property damage caused by the electrified security fence.

3. Security fencing **and electrified security fencing** is permitted only in industrial zoning districts, subject to ~~Director's approval~~ **Site Plan Review under Chapter 9.56**.
 - a. Concertina wire, razor wire, and/or similar products shall be prohibited in conjunction with a residential and commercial land use activity.
 - b. Plans for the use of security fencing **and electrified security fencing** shall be approved by the Director, and a building permit shall be obtained before installation of the security fencing.
 - c. All security fencing, **including electrified security fencing**, shall be appropriately screened from public view, to the satisfaction of the Director, to ensure that the fencing would not be visible from any residential area/neighborhood or public street rights-of-way.
 - d. Fences or walls shall be a minimum of six feet (6') in height before the installation of barbed wire or coiled barbed wire, and shall not exceed eight feet (8') in height, including the barbed wire or coiled barbed wire.
 - e. Concertina wire, razor wire, or similar products shall only be allowed when the fence or wall has a minimum height of eight feet (8'), before the installation of the wire, and shall not exceed ten feet (10') in height, including the concertina wire or razor wire.
 - f. **The installation and use of electrified fencing not meeting the definition of electrified security fencing in Civil Code section 835 and not meeting the standards and requirements applicable to electrified security fencing in this section is prohibited in the City.**
 4. Authority to waive or modify requirements. The Director may waive or modify the requirements of this subsection in compliance with Chapter 62 of this title (Administrative Use Permits).
- J. Swimming pool enclosure required.
1. Swimming pools shall be entirely enclosed by structures or fences or walls not less than five feet (5') in height.
 2. All fencing shall be in place and approved by the Building Inspector before water is run into the pool.
 3. All lighting of pool areas shall be shielded in compliance with Section [9.22.050](#) (Exterior lighting and glare) to ensure that the light does not shine toward abutting parcels.
- K. Traffic safety visibility areas (corner cutoff). The following regulations shall apply to all intersections of streets, alleys, and private driveways in order to provide adequate visibility for vehicular traffic. There shall be no visual obstructions that exceed a height of thirty-six inches (36") within the corner cutoff areas (see Figure 3-3).
1. Intersecting a street or highway. There shall be a corner cutoff area at all intersecting and intercepting streets or highways. The cutoff line shall be in a horizontal plane, making an angle of forty-five (45) degrees with the front, side, or rear property line. It shall pass through the points located on both the front and side (or rear) property lines at a distance of thirty feet (30') from the intersection of the lines at the corner of an alley, highway, or street (see Figure 3-3).
 2. Private driveway intersecting an alley or street. There shall be a corner cutoff area on each side of a private driveway intersecting an alley or street. The cutoff lines shall be in a horizontal plane, making an angle of forty-five (45) degrees with the front, side, or rear property line. They shall

pass through a point not less than six feet (6') from the edges of the driveway where it intersects the alley or street right-of-way.

3. Alley intersecting an alley or street. There shall be a corner cutoff area on each side of an alley intersecting an alley or street. The cutoff lines shall be in a horizontal plane, making an angle of forty-five (45) degrees with the front, side, or rear property line. They shall pass through a point not less than ten feet (10') from the edges of the alley where it intersects the alley or street right-of-way.
4. Irregular shaped parcel. Where, due to an irregular shaped parcel, a line at a forty-five (45) degree angle does not provide for proper intersection visibility, a corner cutoff shall be defined by a line drawn from a point on the front (or rear) property line that is not less than thirty feet (30') from the intersection of the front and side (or rear) property lines and through a point on the side property line that is not less than thirty feet (30') from the intersection of the front and side (or rear) property lines.
5. Downtown Commercial District (C-3) exemption. The corner cutoff requirement is waived in the Downtown Commercial District unless the Director finds that doing so would create an undue safety hazard at a specific location. Extra width sidewalks, slower traffic speeds and the general expectation by the public of urban street visibility mitigate the general need for corner cutoffs in this district.



**FIGURE 3-3
SAFETY VISIBILITY AREA**

- L. Allowed fences, walls, and hedges.
 1. Seven feet (7') high. Fences, walls, and hedges, not greater than seven feet (7') in height, shall be allowed on or within all rear and side property lines on interior parcels, corner parcels, and on or to the rear of all front setback lines.
 2. On reverse corner parcels. No solid fence, wall, or hedge over three feet (3') in height shall be allowed in any required front or street side setback of a reverse corner parcel. The only exception to this provision shall be for chain-link or wrought iron fencing with a minimum of a fifty percent (50%) see-through construction or for modifications granted through an administrative use permit.
 3. Tennis courts or other outdoor game areas. Fences or structures over seven feet (7') in height, to enclose tennis courts or other outdoor game areas located within the rear half of the parcel,

shall be composed of wire mesh capable of admitting at least ninety percent (90%) of light as measured on a reputable light meter. A fence shall be allowed in the required side or rear setback subject to the Director's review and approval, granted in compliance with Chapter 56 of this title (Site Plan Review). (§ 2, Ord. 14-13, eff. October 8, 2014; § 1 (Att. 1), Ord. 16-07, eff. May 4, 2016; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.24.100 Setback regulations and exceptions.

This section establishes standards to ensure the provision of open areas around structures for: visibility and traffic safety; access to and around structures; access to natural light, ventilation, and direct sunlight; separation of incompatible land uses, and space for privacy and landscaping.

A. Setback requirements.

1. All structures shall conform to the setback requirements identified for each zoning district by Division 2 of this title (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards), and with any special setbacks established for specific uses by this Development Code and applicable specific plan. Portions of a structure, including eaves or roof overhangs, shall not extend beyond a property line or into an access easement or street right-of-way.
2. Each setback shall be open and unobstructed from the ground upward, except as provided in this section.

B. Exemptions from setback requirements. The minimum setback requirements of this Development Code shall apply to all structures, except for the following:

1. Fences or walls constructed within the height limitations of this Development Code.
2. Decks, steps, terraces, and other site design elements that are placed directly upon the finish grade and do not exceed a height of eighteen inches (18") above the surrounding finish grade at any point.
3. Retaining walls less than four feet (4') in height above finish grade.
4. Structures allowed under an approved rear yard encroachment.
 - a. An accessory building may be located ~~on the rear property line~~ **within the rear yard setback** when such building ~~is not abutting an existing alley and~~ is not located on an easement.
 - b. An accessory building having an opening on an alley **for vehicular access and parking** shall be located not less than twenty-~~six~~**five** feet (~~26~~**25**) from the opposite side of the alley or not less than five feet (5') from the property line.
 - c. Any accessory building permitted **within the rear yard setback** ~~on a rear property line~~ shall have provisions for all roof drainage to be taken care of on the subject lot.
 - d. Where any building or structure, except swimming or wading pools, occupies space in a required rear yard, the amount of space so occupied shall be provided elsewhere on the lot, exclusive of required yard areas. Such substitute space shall have minimum ~~dimensions of four feet (4') by four feet (4')~~ **area of sixteen (16) square feet.**
5. Pool/HVAC equipment in the rear and side yards shall be placed in accordance with Fire Department standards.

9.32.040 Number of parking spaces required.

Each land use shall provide at least the minimum number of off-street parking spaces required by this chapter, except where a greater number of spaces is required through land use entitlement approval or where an exception has been granted through approval of a discretionary permit.

- A. Parking requirements by land use. Each land use shall be provided the number of parking spaces required by Table 3-12. Additional spaces may be required through discretionary entitlement approval. All sites shall provide adequate off-street parking for the subject use in compliance with this chapter.
- B. Expansion of structure, change in use. When a structure is enlarged or increased in capacity or intensity, or when a change in use requires more off-street parking, additional parking spaces shall be provided in compliance with this section. Also see Section [9.32.030\(E\)](#) (Nonconforming status).
- C. Multi-tenant sites. A site with multiple tenants shall provide the aggregate number of parking spaces required for each separate use; except where the site was developed comprehensively as an integrated center, the parking ratio shall be that required for the center as determined through land use entitlement approval.
- D. Parking required by entitlements and/or development agreements. Parking requirements established by conditional use permits, development agreements, or similar entitlements supersede the provisions of this chapter.
- E. Uses not listed. Land uses not specifically listed by subsection A of this section (Parking requirements by land use) shall provide parking as required by the Director. The Director shall use the requirements of Table 3-12 as a guide in determining the minimum number of parking spaces to be provided.
- F. Rounding of quantities. When calculating the number of parking spaces required, fractional spaces 0.5 or greater shall be rounded up to the nearest whole number.
- G. Company-owned vehicles. The number of parking spaces required by this section does not generally include spaces needed for the parking of company-owned vehicles. Parking spaces for company-owned vehicles shall be provided in addition to the requirements for a particular land use.
- H. Bicycle storage requirements. All nonresidential land uses shall provide bicycle parking/storage facilities in compliance with Section [9.32.090](#) (Bicycle storage requirements).
- I. Vehicle charging stations. Vehicle charging stations shall be **administratively** allowed in commercial and industrial land uses through ~~the site plan review (SPR) process~~ **the issuance of a building permit**. Charging stations (stalls) shall not be counted against the required parking spaces for a commercial or industrial use. Advertising signage shall be limited to one square foot per parking space. ~~The location of vehicle charging stations shall be approved by the City Planner.~~ **Review of the application to install an electric vehicle charging station shall be limited to the building official's review of whether it meets all health and safety requirements of local, state, and federal law. However, if the building official of the City makes a finding, based on substantial evidence, that the electric vehicle charging station could have a specific, adverse impact upon the public health or safety, the City may require the applicant to apply for an administrative use permit.**

9.34.050 Comprehensive sign program.

A. Purpose.

1. The purpose of a comprehensive sign program is to integrate a project's signs with the design of the structures to achieve a unified architectural statement.
2. A comprehensive sign program provides a means for the flexible application of sign regulations for multi-tenant projects and projects with more than five (5) permanent signs in order to encourage creativity and provide incentive and latitude in the provision of multiple signs and to achieve, not circumvent, the intent of this chapter.
3. A comprehensive sign program is required for a Zoning Map amendment to the C-U-C and P-C-C Districts in compliance with Chapter 86 of this title (Amendments).

B. Application requirements. The following information is required for the submittal of a rezone and/or a conditional use permit application for a comprehensive sign program:

1. Plans. Plans, to scale, to include the following:
 - a. Sign details indicating sign area, colors, dimensions, letter height, letter style, materials, and method of illumination for all signs;
 - b. Site plan indicating the location of all proposed signs with sign area dimensions;
 - c. Structure elevation(s) with sign locations depicted and with dimensions; and
 - d. A summary table showing the complete sign program and total square footage of all on-site signs.
2. Replacement of signs. A statement explaining how revisions/modifications/replacement of tenant signs will be carried out to limit the possibility of holes being left in the structure's exterior by mounting brackets, electrical connections, or similar items;
3. Temporary signs. A statement of how the use of temporary banners, signs, and similar advertising devices will be monitored by the applicant to ensure compliance with the requirements of this chapter; and
4. Other. Supplemental information required by the Director.

C. Lessees to be informed of comprehensive sign program. Lessees within developments subject to the requirements of an approved comprehensive sign program shall be made aware of the program in their lease and their responsibility to follow the approved comprehensive sign program.

D. Findings. In approving an application for a rezone or a conditional use permit authorizing a comprehensive sign program, the applicable review authority shall make the following findings, in addition to those required for a rezone or a conditional use permit in compliance with Chapter 64 of this title:

1. The comprehensive sign program satisfies the purpose and intent of this chapter;

2. The signs enhance the overall development, are in harmony with, and are visually related to other signs included in the comprehensive sign program and to the structure and/or uses they identify, and to surrounding development;
3. The comprehensive sign program accommodates future revisions which may be required due to changes in uses or tenants; and
4. The comprehensive sign program complies with the standards of this chapter, except that flexibility is allowed with regard to sign area, height, location, and/or number to the extent that the comprehensive sign program will enhance the overall development and will more fully accomplish the purpose of this chapter.

E. Revisions to comprehensive sign programs.

1. Revisions to a comprehensive sign program may be approved by the Director if it is determined that the revision is minor and that the intent of the original approval, and any conditions attached thereto, are not affected.
2. For revisions that would substantially deviate from the original approval, the Director may require a modification to the original conditional use permit approval to be considered by the applicable review authority.
3. Revisions to a comprehensive sign program originally approved as part of a Zoning Map amendment to the C-U-C and P-C-C Districts in compliance with Chapter 86 of this title (Amendments) shall require an amendment to the C-U-C or P-C-C as well. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.34.060 Exempt signs.

The following signs are exempt from the permit requirements of this chapter, provided they conform with the applicable standards identified in this chapter, but shall be limited by Section [9.34.070](#) (Prohibited signs).

A. Addresses.

1. Street number and/or name signs not exceeding one square foot per sign for single-family or duplex structures and four (4) square feet per sign for all other uses.
2. One sign per street frontage shall be allowed.
3. This shall include signs which identify the location of the office of the manager of the property;

B. Commemorative plaques. Memorial signs and tablets approved under site plan review, structure names and/or erection dates when cut into a permanent surface or constructed on noncombustible materials, and religious symbols and similar emblems when submitted with the design of the structure and approved in compliance with this Development Code;

C. Community activity signs.

1. Signs associated with a charitable, civic, cultural, educational, or religious organization not exceeding thirty-two (32) square feet in size.

2. Signs shall be temporary and nonilluminated, located on private property only, and shall not create a site visibility hazard;
- D. Construction announcement signs. Signs placed on real property upon which construction is to take place, which signs contain information regarding the individuals and firms directly connected with the construction project, including the name of the contractor, the subcontractors, the provider of financing, the real estate licensee, and future tenants.
1. Signs for sites less than two (2) acres shall be limited to a maximum size of thirty-two (32) square feet (four feet (4') by eight feet (8')) in aggregate sign area.
 2. Signs for sites of two (2) acres or greater shall not exceed one hundred twenty-eight (128) square feet (eight feet (8') by sixteen feet (16')) in aggregate sign area.
 3. Signs shall not be displayed more than twelve (12) months before the construction of the project.
 4. Time extensions may be approved by the Director.
 5. Construction announcement signs shall be removed within thirty (30) days after the issuance of the certificate of occupancy for a majority of the development;
- E. Credit cards, trading stamps, and association membership. Credit cards accepted, trading stamps or other like promotional incentives given, and association membership signs when not exceeding one-half (1/2) square foot per window sign and one and one-half (1-1/2) square feet per hanging sign, and a maximum total of four in number;
- F. Directional signs. Signs bearing no advertising message or company logo, limited to directional arrows, "Exit," "Enter," or "Drive-Thru," and located on the site may be erected when necessary to facilitate circulation within the site or facilitate egress and ingress.
1. Signs shall not be counted against the site's maximum allowed sign area.
 2. No sign shall exceed two (2) square feet in area.
 3. The number, placement, and size of informational signs may be limited by the Director. Directional signs shall not be located at site driveways;
- G. Directory signs. Directory signs not exceeding twelve (12) square feet in area, located within a project and not visible from the street, may be erected when necessary to facilitate business locations within larger multi-tenant sites. Freestanding signs shall not have an overall height exceeding five feet (5'). These signs shall not count against the site's maximum allowed sign area;
- H. Flags. Flags of any nation, political subdivision, or fraternal or religious organization and those flags determined by the Commission to be of a noncommercial, nonprofit civic character; provided, the pole height does not exceed ~~twenty-four feet (24')~~ **the maximum height of the underlying zone district** and the height of the flag is not more than one-fourth (1/4) the height of the pole.
1. A sign application may be submitted to the Commission for a flagpole higher than ~~twenty-four feet (24')~~ **the maximum height of the underlying zone district** or a flag which exceeds one-fourth (1/4) the height of the pole where the applicant can demonstrate that the proposed flag and/or pole is consistent with the intent and purpose of this chapter.
 2. This subsection is not intended to allow the clustering or display of flags for the purpose of commercial attraction as determined by the Commission;

- I. Informational signs for the safety and convenience of the public. Signs including “danger,” “impaired clearance,” “no smoking,” “restrooms,” “telephone,” and other signs of a similar nature (“drive-in window,” “parking in rear,” and parking facility signs) may be allowed up to five (5) square feet in area under this subsection;
- J. Interior signs.
1. Signs located in the interior of any structure or within an enclosed court or lobby of any structure or group of structures, and which are not visible from any public right-of-way, shall not be subject to the size and location criteria within this chapter.
 2. Signs which require electrical connections or engineered supports shall be required to obtain all required permits;
- K. Nonprofit, cultural, and promotion posters. Temporary display posters in connection with nonprofit civic and cultural events and with noncommercial health, safety, and welfare campaigns (e.g., Heart Fund, Red Cross, United Crusade, and performing arts). Posters shall be removed within fourteen (14) days after the termination of the event;
- L. Official signs. Official signs posted in the discharge of any governmental function by public officials in the performance of their duties (including traffic and street name signs, as well as emblems, notices, or other forms of identification and signs required by law);
- M. Political signs. Signs associated with a candidate for an elected office, political party, or ballot measure, or which make a political statement, not exceeding thirty-two (32) square feet in area per candidate or issue per site, subject to the following:
1. The sign shall be erected not earlier than the closing date of the filing for candidacy and shall be removed within fourteen (14) days after the election. However, those candidates remaining after the primary election may continue to display their signs until fourteen (14) days after the next general election.
 2. No campaign or political sign shall be attached to fence posts, trees, or utility poles, except on private property where signs may be attached to fence posts and/or trees with the permission of the property owner.
 3. No campaign or political sign shall be attached and erected on public property or within the public right-of-way.
 4. Campaign or political signs placed upon private property shall not be erected in a manner which, in whole or in part, would create a hazardous condition to pedestrian or traffic alike, either by obstructing the free use of exits, structure or site, or by creating visual distraction, whether by color, glare, or representing a traffic control device.
 5. In cases where campaign or political signs are not removed within the specific time period, the Director shall have the remaining signs removed at the candidate’s expense;
- N. Real estate signs. Real estate signs subject to the following:
1. For sale or lease. On-site or structure signs not exceeding four (4) square feet for single-family or duplexes and sixteen (16) square feet for multifamily, business, and industrial sites of up to two (2) acres in area, thirty-two (32) square feet total sign area for multifamily, business, and industrial sites of two (2) acres or larger, and one in number per street frontage;
 2. Open house: On site. On-site or structure signs, between the hours of 10:00 a.m. and 7:00 p.m. daily, not exceeding four (4) square feet per sign and one in number per site or structure; and

3. Open house: Off-site residential. Open house signs for single-family, including duplexes, between the hours of 10:00 a.m. and 7:00 p.m. daily, not exceeding four (4) square feet per sign and one in number in the neighborhood of sales; not to be located in any center median of a public road or in a sidewalk right-of-way; and directional arrows with addresses not exceeding four (4) in number in the neighborhood of sales. In adopting this exemption for off-site residential open house signs, the Council finds as follows:
 - a. The City has a compelling interest to exempt certain signs to further the purpose and objectives of this chapter and to allow for the use of signs with minimal aesthetic impact because of their size and temporary nature.
 - b. The single-family residential real estate industry is distinct from other industries in that there are generally no storefronts available for advertising and most homes are not located adjacent to heavily traveled streets. This makes off-site signs that advertise available homes necessary for potential buyers to find them.
 - c. Real estate signs do not advertise goods or services, but actual locations. Directing potential buyers to an available home is necessary to facilitate real estate transactions as potential buyers must be able to find and view the available homes.
 - d. Single-family real estate sales are temporary and infrequent as opposed to sales from commercial businesses. Exempting single-family open house real estate signs will not lead to a proliferation of unsightly signs because they will be used only during very limited times when there is an open house, will be removed at the end of each day of use, and once a home is sold will no longer be used.
 - e. Exempting off-site open house real estate signs is necessary to allow homeowners to efficiently advertise and sell their properties as quickly as possible and to assist potential buyers in finding available homes;

O. Replacing sign copy.

1. The removing and replacing of only the sign copy without increasing or decreasing the area in conforming signs is allowed.
2. The sign container, including the structural and electrical connections, shall remain unchanged.
3. Any change to the sign container shall be reviewed and approved in compliance with this chapter.
4. This subsection is not intended to allow changeable copy signs;

P. Residential nameplates.

1. A nameplate not exceeding two (2) square feet in area and one in number and displaying only (a) the name of the premises upon which it is displayed; and (b) the name of the owner or lessee of the premises; and (c) the address of the premises.
2. The nameplates shall be affixed flush to the structure in which any home occupation is located and shall not be illuminated;

Q. Seasonal decorations. Holiday greetings, decorations, and displays (e.g., Christmas, Fourth of July, and Thanksgiving) excluding advertising signs disguised as seasonal decorations;

R. Signs required by law. Signs displayed by private individuals when required by law or regulations of any governmental agency; and

- S. Window signs. Temporary window signs (non-internally-illuminated) announcing a change in management, individual product and/or price signs, special sales, or similar information and designed to be viewed from adjacent parking lots within a business center, public rights-of-way, sidewalks, or streets. This subsection is not intended to allow additional permanent signs. Window signs are not to exceed twenty-five percent (25%) of the window's area. Temporary window signs shall have a maximum display time of thirty (30) days. The temporary window sign area shall not exceed the permanent sign area allowed for the elevation (also see Section [9.34.100\(E\)](#)). (§ 2, Ord. 14-13, eff. October 8, 2014)

9.34.070 Prohibited signs.

In addition to any sign not specifically in compliance with this chapter, the following signs shall be prohibited:

- A. Signs having one or a combination of the following characteristics:
1. Changeable copy signs. Signs designed to have changeable copy as a part or all of their copy, except as specifically provided by this chapter;
 2. Fluorescent colors. Any permanent signs containing florescent colors as all or part of their copy;
 3. Imitative of official signs. Signs (other than when used for traffic direction) which contain or are an imitation of an official traffic sign or signal, or contain the words go, caution, danger, slow, stop, warning, or similar words, or signs which imitate or may be construed as other public notices (e.g., zoning violations, building permits, business licenses, etc.);
 4. Natural despoliation. Signs which are burned, cut, limed, painted, or otherwise marked on a field, rock, tree, or other natural item;
 5. Obscene or offensive to morals. Containing pictures, statements, or words of an indecent, immoral, or obscene character which, taken as a whole, appeal to the prurient interest in sex, and which signs are patently offensive and, when taken as a whole, do not have serious artistic, literary, political, or scientific value;
 6. Privilege signs. Any sign containing the manufacturer's name and/or emblem which exceeds one-fourth (1/4) of the face of the sign;
 7. Inconsistent signs. Signs which are inconsistent with the intent of this chapter such as placement of signs on tower elements of a building which would conflict with the intent of this chapter to preclude signs on or above the roof or in excess of the height allowed for freestanding signs. Such sign shall not be permitted except by a variance action; and
 8. Human signs. Human signs shall be prohibited. Human signs are defined as persons wearing, carrying and/or moving a sign, or functioning as a sign to attract the attention of motorists or pedestrians to a business, product or event. Human signs include sign spinners and costumed humans. In adopting this prohibition on human signs, the Council finds as follows:
 - a. The problems associated with sign spinners and human signs remain the same as identified when the Council first approved a ban on human signs, and include: eliminating unnecessary distractions which may jeopardize pedestrian or vehicular traffic safety, avoiding sidewalk congestion, enhancing the character and natural beauty of the community and its various neighborhoods and districts, protecting commercial districts from sign clutter and visual blight, general aesthetics, and implementation of the community design objectives expressed in the General Plan.

- b. Without a complete ban on sign spinners and human signs, they could proliferate on every street corner and in front of every business. The Council finds that sign spinners and human signs are more distracting and more hazardous to traffic, pedestrians, and the individual sign holders than other forms of advertisement. They are aesthetically displeasing, distracting, and when on or near sidewalks and street corners, interfere with pedestrian crossings and driver sight distances. Further, because of the proximity between sign spinners and drivers of vehicles, sign spinners are at an increased safety risk from distracted drivers as well as drivers who may violate traffic safety rules.
 - c. The City has received numerous complaints about sign spinners from citizens in the community about their appearance, distraction, and near miss accidents with them. The City has also received complaints from competing businesses that see illegal sign spinners as having an unfair competitive advantage. For the reasons noted above, allowing sign spinners and human signs would open the door to a proliferation of these types of signs, in violation of community aesthetic goals and substantially increasing the potential for vehicle and pedestrian conflicts and the safety hazards associated with them. Therefore, a complete ban is essential to meet the City's goals and objectives.
- B. Moving signs having one or a combination of the following characteristics:
- 1. Animated signs. Animation (e.g., mechanical movement of parts of the sign, projections on or within the sign, or changes on the shape or content of the sign face), except that this is not intended to exclude "time and temperature" devices approved in compliance with this chapter. This shall include, but is not limited to, blinking, flashing, flickering, moving, moving textual messages, rotating signs, and frames which appear to rotate, except as allowed in this chapter;
 - 2. Banners. Banners, except as allowed in this chapter;
 - 3. Flashing signs. Flashing of lights or changing of color intensity, except as allowed in this chapter;
 - 4. Smoke or sounds. Where there is any production of smoke, sound, or other substances; and
 - 5. Windblown devices. Windblown and wind-aided devices and inflated signs whose movement is designed to attract attention (e.g., balloons, flags, pennants, or other inflated objects, or reflective attachments to sign faces), except as allowed in this chapter.
- C. Signs which are portable. A-frame and I-frame signs, except as allowed in this chapter.
- D. Obstructive to use or visibility, hazardous locations. No sign shall be erected in any manner which, in whole or in part, would create a hazardous condition to pedestrians or traffic alike, either by obstructing the free use of exits, structure or site, or by creating visual distraction, being color, glare, or sound, or representing a traffic control device, including signs in one of more of the following locations:
- 1. Bench signs. Signs located on benches or on other similar structures provided for the use of passengers along the route of a bus shall be prohibited;
 - 2. In storage. Signs may not be located on a premises so as to be visible from beyond the property line after removal, before erection, or while in storage;
 - 3. Mansard roof signs. Signs located on the upper one-third (1/3) of a mansard roof shall be prohibited. Signs located on the lower two-thirds (2/3) of a mansard roof shall be counted as wall signs. Mansard roofs shall be designed to provide for sign placement in an architecturally integrated fashion, except as allowed in this chapter;
 - 4. Miscellaneous temporary signs and posters. The posting, tacking, or otherwise affixing of signs of a miscellaneous character, visible from a public way, located on the walls of structures, barns,

or sheds or on fences, poles, posts, trees, or other structures shall be prohibited, unless specifically allowed by this chapter;

5. Projecting. Signs projecting more than twelve inches (12") from the face of a structure shall not be allowed;
 6. Roof signs, except mansard roof signs. Roof signs, except mansard roof signs, and those allowed by this chapter;
 7. Signs on humans or animals. Signs carried or supported in any form by a human or animal shall be prohibited;
 8. Signs on vehicles. No vehicle may be used as a platform or substitute for a billboard, freestanding sign, or movable sign, whether parked on private property or the public right-of-way. This is specifically intended to include the use of vehicles as a freestanding or off-premises sign;
 9. Stabber signs. Stabber signs may not be installed **and maintained on a permanent basis**;
 10. Utility pole or post signs. Signs may not be mounted or affixed onto either a public or private utility pole or post; and
 11. Within public places. Within any public parking lot, public street, right-of-way, or sidewalk, unless they maintain a minimum clearance of fourteen feet (14') above the adjoining grade level and after acquiring an encroachment permit from the Department, except marquee signs as defined by this chapter, unless specifically provided for in this chapter.
- E. Permanent signs that advertise continuous sales. Permanent signs that advertise continuous sales, special prices, etc. shall not be allowed. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.34.110 Sign variances, minor adjustments, and revocation.

- A. Purpose. The Director may grant minor adjustments in order to prevent unnecessary hardships which would result from a strict and literal interpretation and enforcement of certain regulations required by this chapter. A practical difficulty or unnecessary hardship may result from the size, shape, or dimensions of a site or the location of existing structures on the site, from geographic, topographic, or other physical conditions on the site, or in the immediate vicinity, or from street locations or traffic conditions in the immediate vicinity which would affect the placement of signs on the site or structure.
 - B. Exception purposes. The Director may grant a minor adjustment if it can be demonstrated that an exception is necessary to facilitate an improved aesthetic relationship between the signs and the structures upon which they are mounted, or to overcome an unusual site condition.
 - C. Procedure. All minor adjustments for signs shall be referred to the Director where the applicant desires one or more adjustments from the requirements of this chapter (deviations from those regulations identified in Section [9.34.070](#) (Prohibited signs) shall only be processed as variance requests); provided, the total amount of adjustments is limited to twenty-five percent (25%) of the allowed sign area. The Director may allow adjustments within the limits listed in this section. Appropriate findings, consistent with this chapter, shall be made a part of the granting of the adjustment.
1. Transfer **and/or increase** of sign area.
 - a. To overcome a disadvantage because of an exceptional setback between the street and the sign or orientation of the sign location;

- b. To achieve an effect which is essentially architectural, graphic art, or sculptural and which, in the opinion of the Director, enhances the sign and site's development;
 - c. To permit more sign area in a single sign than is allowed, but less than the total allowed for the entire site, where a more orderly and concise pattern of signs will result;
 - d. To allow a sign compatible with other conforming signs in the vicinity;
 - e. To establish the allowable amount and location of signs when no street frontage exists or when, because of an unusual parcel shape (e.g., a flag lot), the street frontage is excessively narrow in proportion to the average width of the parcel; and
 - f. To allow sign area to be transferred to a street building frontage when the main entrance does not face the street.
2. Alternative sign locations.
- a. On site. To transfer allowed signage from a structure wall to an allowed freestanding sign based upon the finding that the alternative location is necessary to overcome a disadvantage caused by an unfavorable orientation of the front wall to the street or parking lot or an exceptional setback;
 - b. Parcels not fronting on any street. Under sign review, approval may be given for the placement of a sign on an access easement to a parcel not having street frontage, at a point where viewable from the adjoining public street; and
 - c. Other. Alternative locations may be granted in order to further the intent and purpose of this chapter or where normal placement would conflict with the architectural design of a structure, including transfer of sign area on the same building.
3. Alternative types of signs. To facilitate compatibility with the architecture of structures on the site and improve the overall appearance of the site.
- D. Fees. A minor adjustment fee, in compliance with the City's Fee Schedule, shall be collected when the application for a minor adjustment is submitted to the Department.
- E. Notices of minor adjustments. When the Director approves a minor adjustment, the Director shall have the discretion to provide notice (e.g., providing written notice to adjacent properties). If notices are provided by the Director, property owners and business operators existing at the time, located adjacent to the affected property within three hundred feet (300') from the location of the sign, shall be notified of the decision in compliance with Chapter 88 of this title (Public Hearings). The notice shall identify the proposed adjustment and the available appeal process. The decision shall not take effect until the appeal period ends in compliance with Chapter 90 of this title (Appeals).
- F. Appeals. Appeals for minor adjustments shall be processed in compliance with Chapter 90 of this title (Appeals).
- G. Revocation of sign review permit. Following due notice to the applicant, any approved sign review permit may be revoked or modified if the Director determines that the sign or sign program for which the permit was granted:
- 1. Advertises the availability or sale of goods, property, or services no longer available; or
 - 2. Is not constructed, installed, or properly maintained in compliance with the approved sign review permit. To be properly maintained, all signs, together with all anchors, braces, guys, and

supports, shall be kept in presentable condition and repair, including periodic repainting and cleaning, as well as the replacement of worn or defective parts. (§ 2, Ord. 14-13, eff. October 8, 2014; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021)

9.34.130 Nonresidential sign standards.

- A. Commercial signs. This subsection shall apply to all districts designated as commercial or professional office and shall specifically apply to the following zoning districts: C-1, C-2, C-3, C-P, C-R, U-C, and R-T. In mixed use developments, the predominant use of the site shall be the basis for determining sign area standards.
 - 1. Residential uses. Signs for residential uses shall be allowed in compliance with Section [9.34.120](#) (Residential sign standards).
 - 2. Commercial uses: Freestanding signs.
 - a. Size and height. The sign area of each face and the sign height shall not exceed those areas and heights identified in Table 3-14, 3-15, or 3-16, as applicable to the type of sign.

**TABLE 3-14
INDIVIDUAL BUSINESS SIGNS**

Street Frontage (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 50	6	20
51 – 100	8	36
101 – 150	10	40
151 – 200	12	50
201 – 400	14	60
401 – Plus	20	100

**TABLE 3-15
MULTI-BUSINESS SIGNS**

Street Frontage of Development (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 50	6	30
51 – 100	8	40
101 – 150	10	50
151 – 200	12	60
201 – 400	14	70
401 – Plus	20	100

**TABLE 3-16
SHOPPING CENTER SIGNS***

Street Frontage of Center (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 200	14	50
201 – 400	16	70
401 – 500	20	80
501 – Plus	20	100

Note:

* In addition to the freestanding sign allowance, shopping centers with a street frontage of seven hundred (700) lineal feet or greater shall be allowed secondary tenant freestanding identification signs. The number of secondary signs shall not exceed one for each main drive approach for a maximum of two (2) signs. Sign area shall not exceed thirty (30) square feet for each sign, with individual panels of no more than ten (10) square feet. Identification signs shall not exceed a maximum height of ten feet (10'). The signs shall be granted for minor tenants within the center, located more than one hundred fifty feet (150') from the street the business intends to serve.

3. Commercial developments: On-building “frontage” identification signs.

- a. Area allowed for frontages with public entrances. Each business frontage having a public entrance shall be allowed on-building identification signs with the allowable area computed in compliance with Table 3-17. Only one public entrance shall be utilized for calculating allowable primary sign area.

**TABLE 3-17
AREA ALLOWED FOR LEASE FRONTAGES WITH PUBLIC ENTRANCES**

Structure Entrance Setback (from street frontage property line)	Allowable Sign Area Formula	Minor Tenants Maximum Allowable Sign Area	Major Tenants Maximum Allowable Sign Area*
150 feet or less to the intended service street property line.	One sq. ft. per each linear foot of lease space.	50 sq. ft.	100 sq. ft.
More than 150 feet to the intended service street property line.	One and one-half sq. ft. per each linear foot of lease space.	75 sq. ft.	150 sq. ft.

Note:

* Major tenants having one hundred thousand (100,000) square feet or more gross leasable area shall be eligible for additional on-building sign area under special approval by the Director. In these cases, the Director may increase the maximum allowable areas for major tenants identified in Table 3-17 from one hundred (100) to two hundred (200) square feet where the building entrance setback is located less than or equal to one hundred fifty (150') feet from the nearest street property line; or from one hundred fifty (150) to three hundred (300) square feet where the building entrance setback is located more than one hundred fifty feet (150') from the nearest street property line; whichever applies. Without further increasing the allowed on-building sign area, the Director may allow major tenants to transfer, in whole or in part, the on-building sign area allowance from a side street frontage without a public entrance to a frontage with a public entrance. The Director may approve an increase in the building sign by transferring up to seventy-five percent (75%) of the allowable freestanding sign area.

- b. Area allowed for street frontages without public entrances. Each business occupying the end of a structure, having a street frontage without a public entrance, shall be allowed one-half (1/2) square foot of sign area for each one foot of leased building frontage. The maximum area shall be limited to twenty-five (25) square feet for buildings up to one hundred thousand (100,000) square feet and fifty (50) square feet for buildings over one hundred thousand (100,000) square feet.
- c. Minimum sign area. Each commercial use which has direct pedestrian access through an exterior building wall which is visible from a public right-of-way shall be allowed twenty-five (25) square feet of building sign area, regardless of structure occupancy frontage. Commercial uses having a sole access from the interior of any structure or from an enclosed court or lobby shall not be allowed the minimum building wall sign area referred to in this subsection.
- d. Privilege signs. Where a number of commodities with different brand names or symbols are sold on the premises, up to one-fourth (1/4) of the area of a business sign, or twenty-five (25) square feet of the sign area, whichever is the lesser, may be devoted to the advertising of one or more of the commodities by brand name or symbol as an accessory function of the business sign; provided, the advertising is integrated with and a part of the remainder of the business sign.
- e. Under canopy signs. Under canopy signs shall be allowed in commercial centers; provided, each shall not exceed six (6) square feet in sign area, nor shall the sign extend lower than seven feet (7') above the area over which it is suspended, and shall be mounted

perpendicular to the building face. The signs shall identify only a business name within a business center. Only one sign shall be displayed per frontage with a public entrance.

- f. Transfer of sign area. When approved by the Director, the sign area may be transferred in part or in whole from a frontage with a public entrance to one without a public entrance; provided, the signs on a given frontage do not exceed the allowable area, as computed in compliance with Table 3-17.
- g. Location. The location of the signs shall not be less than one foot inside the property line and shall not interfere with the safety of vehicular traffic entering into or exiting from the commercial development or with vehicular street traffic or pedestrians. On corner parcels, it is the intent of this subsection that signs not be placed at the corner of one street frontage to be viewed from another street frontage. Generally, multiple freestanding signs for independent businesses and commercial developments shall be centered on the street frontage on which they are placed.
- h. Number. Only one freestanding sign shall be allowed for and upon each street frontage. Without increasing the total freestanding sign allowance for corner parcels, the Director may allow the linear footage of two (2) or more connecting street frontages to be combined for corner parcels in order to obtain a greater face area for a freestanding sign along a particular frontage than would otherwise normally be allowed, subject to the following restrictions:
 - (1) The height of the freestanding sign does not exceed that normally allowed for the street frontage on which the sign is placed, based on values identified for the linear footage on that street; and
 - (2) The combined face area of the freestanding sign does not exceed that normally allowed for the street frontage on which the sign is placed by more than twenty-five percent (25%).
- i. Shopping center: Minor tenant directional signs. In addition to the freestanding sign allowance identified in Table 3-16 (Shopping Center Signs), shopping centers shall be allowed on-site directional signs for minor tenant identification in compliance with the following standards:
 - 1. The number of directional signs shall not exceed one for each main driveway.
 - 2. Signs shall not exceed ten (10) square feet of sign area for each sign, with individual panels of no more than three (3) square feet.
 - 3. Minor tenant directional signs shall have a maximum height of six feet (6') and shall be architecturally integrated with the shopping center site.
 - 4. Signs shall be located a minimum of forty feet (40') from the nearest street property line, and the location shall be subject to the review and approval of the Director.
 - 5. It is not the intent of this subsection to create additional signs to be viewed from a public right-of-way.
- j. Shopping center: Tenant identification signs. In addition to the freestanding sign allowance identified in Table 3-16 (Shopping Center Signs), shopping centers with a street frontage of seven hundred (700) lineal feet or greater shall be allowed secondary tenant freestanding identification signs in compliance with the following standards:
 - 1. The number of secondary signs shall not exceed one for each main drive approach for a maximum of two (2) signs.

2. Sign area shall not exceed thirty (30) square feet for each sign, with individual panels of no more than ten (10) square feet.
 3. The identification signs shall not exceed a maximum height of ten feet (10').
 4. The identification signs shall be granted for minor tenants within the center, located more than one hundred fifty feet (150') from the street the business intends to serve.
- k. Drive-in and drive-through facility signs. In addition to the sign area allowed under the commercial zoning district regulations, drive-in and drive-through restaurants shall be allowed the following boards/signs in compliance with the following standards:
1. One menu board, to be located at the ordering device in association with the drive-through window use, for each drive-through lane, not to exceed twenty (20) square feet in area or six feet (6') in height.
 2. Changeable copy is limited to the menu board.
 3. Each drive-through lane shall be allowed a maximum of one preview board in addition to the menu board. The preview board shall be no more than twenty (20) square feet in area and not exceed six feet (6') in height.
 4. The minimum distance from the center of the menu board to the center of any proposed preview board shall be no less than twenty-five feet (25').
 5. All menu boards and preview boards shall utilize low intensity illumination.
 6. All corporate advertising shall be eliminated from the menu and preview boards.
 7. Menu and preview boards shall not be visible from the street. Additional landscape areas or shrub plantings may be required to provide appropriate screening.
 8. Approval of all menu and preview board signs shall be in compliance with Chapter 64 of this title (Conditional Use Permits) and a formal sign permit shall be submitted for review and approval in compliance with Section [9.34.040](#) (Sign permit review) before installation of any signs at the site.
 9. Any proposed carhop and walk-up menu boards shall not exceed six (6) square feet in area and shall be located in areas approved in compliance with the conditional use permit process.
 10. Directional signs: see Section [9.34.060](#)(F), Directional signs.
- l. Freeway oriented signs. In addition to signs allowed by Section [9.34.120](#) (Residential sign standards), sites five (5) acres or more in size and located in the C-2 District or an accredited college or university use on sites five (5) acres or more in size and located in the R-T District and directly adjacent to State Route 168 are allowed one on-site freeway freestanding identification sign and on-building freeway identification sign, subject to the following standards:
1. The maximum height for freeway freestanding identification signs is twenty feet (20'), to be measured from the finish grade of the property (at the base of the sign) to the top of the sign. **Allowed sign area shall be calculated per standards outlined in Table 3-30 Special Uses.**

2. The Director may grant a greater height, up to a maximum height of thirty-five feet (35'), through the administrative use permit process, in compliance with Chapter 62 of this title.
3. A request to exceed the twenty-foot (20') height maximum shall be subject to a flag test to be performed by the applicant, with a member of City staff in attendance.
4. On-building freeway identification signs are allowed with sign area to be calculated at a ratio of one square foot of sign applicable review authority for each lineal foot of lease space for a major tenant (e.g., seven thousand (7,000) square feet or greater) having freeway frontage with a maximum on-building sign area not to exceed two hundred (200) square feet.
5. For an accredited college or university located in the R-T District, a video and changeable copy light emitting diode (LED) display is allowable identifying campus activities and events, recruitment, graduation and similar ceremonies, on-site conferences, campus housing and staff and faculty announcements only requiring an administrative use permit. This display shall be of a video or fixed image, conform to light intensity requirements of the Clovis Municipal Code and require review and approval by the State of California Department of Transportation.

The Director may grant a greater height, up to a maximum height of fifty feet (50'), through the administrative use permit process, in compliance with Chapter 62 of this title.

4. Office uses: Freestanding signs.
 - a. Maximum size and height. Professional office developments within the C-P District may use one of two (2) optional freestanding sign programs: a single freestanding sign listing the name and address of the office center or the business in the case of a single business development, **or multiple low-profile freestanding signs in the case of multiple tenants**. The sign area and the sign height shall not exceed those listed in Table 3-18.

**TABLE 3-18
PROFESSIONAL OFFICE DEVELOPMENT SIGNS**

Street Frontage of Development (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 50	4	8
51 – 100	6	32
101 – 200	8	50
201 – 400	10*	75
401 – Plus	12*	100

Note:

* An increase in the height may be granted by the Director where the Director feels a taller sign structure shall enhance the design of the development.

- b. Location. The location of the signs shall not be less than one foot inside the property line and shall not interfere with the safety of vehicular traffic entering into or exiting from a professional office complex or with vehicular street traffic or pedestrians.

- c. Number. The allowable number of freestanding signs shall be as follows:
- (1) Single tenant. The total face area may be utilized in one sign or be divided among two (2) signs per street frontage, with a maximum height of eight feet (8'); provided, a minimum distance of one-half (1/2) of the width of the parcel is maintained between each sign and the street corner of the parcel. This provision shall be for frontages having two hundred one feet (201') or greater of the total street frontage and shall be reviewed and approved by the Director.
 - (2) Multiple tenants. When a professional office structure **development** has more than one tenant, individual low-profile freestanding signs for each **multi-tenant building** may be allowed in lieu of a single freestanding sign for the site, as allowed by subsection (A)(4)(c)(1) of this section. **Developments with multiple buildings shall consolidate these signs as much as possible, limiting the number to no more than one per each two buildings.** The low-profile signs shall be uniform in construction (except for copy) and shall not exceed four feet (4') in height, eight feet (8') in length, and two feet (2') in width per business. The total face area shall be limited to two (2) times the face area allowed in Table 3-18. The low-profile signs shall be limited to copy on one side and placed parallel to the street.
- d. Directory signs. For directory signs located within the interior of a professional office complex, there shall be no quantity limits (see Section 9.34.060(F)). For directory signs located at a professional office complex street entrance, only one sign, located at least forty feet (40') from the street entrance property line, shall be allowed when the Director determines the design, location, and shape of the center, or other special circumstances exist and warrant special consideration. All directory signs shall be limited to twelve (12) square feet in area and freestanding directory signs shall have a height limit not to exceed five feet (5').
5. Office uses: On-building identification signs.
- a. Size. Each business frontage having a public entrance shall be allowed on-structure identification signs having an area of one-half (1/2) square foot per front foot of structure, up to a maximum of fifty (50) square feet of sign area. Structures set back one hundred fifty feet (150') or more from the facing street shall be allowed one square foot of sign area per front foot of structure, up to maximum of seventy-five (75) square feet. Only one public entrance may be utilized for calculating the allowable primary sign area.
 - b. **Area allowed for street frontages without public entrances. Each business occupying the end of a structure, having a street frontage without the public entrance, shall be allowed one-half (1/2) square foot of sign area for each one foot of leased building frontage. The maximum area shall be limited to twenty-five (25) square feet.**
 - ~~c.~~ Location. When approved by the Director, the sign area may be transferred from a frontage with a public entrance to one without a public entrance; provided, the ratio of signs per lineal foot is not exceeded on any one elevation.
6. R-T industrial developments. This subsection shall apply to all R-T industrial developments.
- a. R-T industrial developments: Freestanding monument signs.
 - (1) Size and height. The sign area of each face and sign height shall not exceed the areas and heights identified in Table 3-19.

**TABLE 3-19
R-T INDUSTRIAL DEVELOPMENT SIGNS**

Street Frontage of Each R-T Use (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 75	6	25
76 – 100	6	50
101 – 150	6	60
151 – 200	8	75
201 – Plus	8	100

- (2) Location. The location of the signs shall not be less than one foot inside the property line and shall not interfere with the safety of vehicular traffic entering into or exiting from an R-T development or with vehicular traffic or pedestrians.
- (3) Number. The total face area may be utilized in one sign or, where specifically approved by the Director, the sign area may be divided among one sign per street frontage, with a maximum height in compliance with Table 3-19; provided, a minimum distance of one-half (1/2) of the width of the parcel is maintained between each sign and the street frontage of the parcel.

b. R-T industrial developments: On-building identification signs.

- (1) Size and height. The sign area of each face shall not exceed those areas identified in Table 3-20.

**TABLE 3-20
R-T INDUSTRIAL DEVELOPMENT SIGNS
AREA ALLOWED FOR LEASE FRONTAGES WITH PUBLIC ENTRANCES**

Structure Entrance Setback (from street frontage property line)	Allowable Sign Area Formula	Minor Tenants Maximum Allowable Sign Area	Major Tenants Maximum Allowable Sign Area
150 feet or less to the intended service street property line.	One sq. ft. per each linear foot of lease space.	50 sq. ft.	100 sq. ft.
More than 150 feet to the intended service street property line.	One and one-half sq. ft. per each linear foot of lease space.	75 sq. ft.	150 sq. ft.

- (2) Number allowed. The sign area of each business frontage may be utilized in one or more signs; provided, the total sign area of all signs on a given frontage does not exceed the maximum allowable area.

7. R-T commercial developments: Freestanding monument signs. This subsection shall apply to all R-T commercial developments.

- a. Size and height. Commercial developments may use one of two (2) optional freestanding sign programs: a single freestanding sign listing the name and address of the center or the business in the case of a single business development. The sign area and the sign height shall not exceed those identified in Table 3-21.

**TABLE 3-21
R-T COMMERCIAL DEVELOPMENT MONUMENT SIGNS**

Street Frontage (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 50	6	8
51 – 100	6	32
101 – 200	6	50
201 – 400	8	75
401 – Plus	8	100

An increase in the height may be granted by the Director where the Director feels a taller sign structure shall enhance the design of the development.

- b. Location. The location of signs shall not be less than one foot inside the property line and shall not interfere with the safety of vehicular traffic entering into or exiting from a commercial development or with vehicular street traffic or pedestrians.
 - c. Number. The allowable number of freestanding signs shall be as follows:
 - (1) The total face area may be utilized in one sign or be divided among the street frontage, with a maximum height in compliance with Table 3-21; provided, a minimum distance of one-half (1/2) of the width of the parcel is maintained between each sign and the street corner of the parcel. This provision shall be for frontages having two hundred one feet (201') or greater of the total street frontage and shall be reviewed and approved by the Director.
 - (2) When a commercial development has more than one tenant, individual low-profile freestanding signs for each tenant may be allowed in lieu of a single freestanding sign for the site, as allowed by subsection (A)(7)(a) of this section. The low-profile signs shall be uniform in construction (except for copy) and shall not exceed four feet (4') in height, eight feet (8') in length, and two feet (2') in width per business. The total face area shall be limited to two (2) times the face area allowed in Table 3-21. Low-profile signs shall be limited to copy on one side and placed parallel to the street.
 - d. Directory signs. For directory signs located within the interior of a commercial development, there shall be no quantity limits. For directory signs located along the exterior street frontages of a commercial development, only one sign shall be allowed for each approach entrance, or as determined by the Director when the design, location, and shape of the center or other special circumstances exist and warrant special consideration.
8. R-T commercial developments: Freestanding signs. This subsection shall apply to all R-T commercial developments.
- a. Size and height. The sign area of each face and the sign height shall not exceed those areas and heights identified in Table 3-22, 3-23, or 3-24, as applicable to the type of sign.

**TABLE 3-22
R-T INDIVIDUAL BUSINESS SIGNS**

Street Frontage (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 50	6	20
51 – 100	8	36
101 – 150	10	40
151 – 200	12	50
201 – 400	14	60
401 – Plus	20	100

**TABLE 3-23
R-T MULTI-BUSINESS SIGNS**

Street Frontage of Development (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 50	6	30
51 – 100	8	40
101 – 150	10	50
151 – 200	12	60
201 – 400	14	70
401 – Plus	20	100

**TABLE 3-24
R-T SHOPPING CENTER SIGNS***

Street Frontage of Center (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 200	14	50
201 – 400	16	70
401 – 500	20	80
501 – Plus	20	100

Note:

* In addition to the freestanding sign allowance, shopping centers with a street frontage of seven hundred (700) lineal feet or greater shall be allowed secondary tenant freestanding identification signs. The number of secondary signs shall not exceed one for each main drive approach for a maximum of two (2) signs. Sign area shall not exceed thirty (30) square feet for each sign, with individual panels of no more than ten (10) square feet. Identification signs shall not exceed a maximum height of ten feet (10'). The signs shall be granted for minor tenants within the center, located more than one hundred fifty feet (150') from the street the business intends to serve.

b. Location. The location of the signs shall not be less than one foot inside the property line and shall not interfere with the safety of vehicular traffic entering into or exiting from the commercial development or with vehicular street traffic or pedestrians. On corner parcels it is the intent of this subsection that signs not be placed at the corner of one street frontage to be viewed from another street frontage. Generally, multiple freestanding signs for independent businesses and commercial developments shall be centered on the street frontage on which they are placed.

c. Number. Only one freestanding sign shall be allowed for and upon each street frontage. Without increasing the total freestanding sign allowance for corner parcels, the Director may allow the linear footage of two (2) or more connecting street frontages to be combined for corner parcels in order to obtain a greater face area for a freestanding sign along a particular frontage than would otherwise normally be allowed, subject to the following restrictions:

- (1) The height of the freestanding sign does not exceed that normally allowed for the street frontage on which the sign is placed, based on values identified for the linear footage on that street; and
- (2) The combined face area of the freestanding sign does not exceed that normally allowed for the street frontage on which the sign is placed by more than twenty-five percent (25%).

9. R-T commercial developments: On-building “frontage” identification signs. This subsection shall apply to all R-T commercial developments.

a. Area allowed for frontages with public entrances. Each business frontage having a public entrance shall be allowed on-building identification signs with the allowable area computed in compliance with Table 3-25. Only one public entrance shall be utilized for calculating allowable primary sign area.

**TABLE 3-25
AREA ALLOWED FOR FRONTAGES WITH PUBLIC ENTRANCES**

Structure Entrance Setback (from street frontage property line)	Allowable Sign Area Formula	Minor Tenants Maximum Allowable Sign Area	Major Tenants Maximum Allowable Sign Area*
150 feet or less to the intended service street property line.	One sq. ft. per each linear foot of lease space.	50 sq. ft.	100 sq. ft.
More than 150 feet to the intended service street property line.	One and one-half sq. ft. per each linear foot of lease space.	75 sq. ft.	150 sq. ft.

Note:

- * Major tenants having one hundred thousand (100,000) square feet or more gross leasable area shall be eligible for additional on-building sign area under special approval by the Director. In these cases, the Director may increase the maximum allowable areas for major tenants identified in Table 3-25 from one hundred (100) to two hundred (200) square feet where the building entrance setback is located less than or equal to one hundred fifty (150) square feet from the nearest street property line; or from one hundred fifty (150) to three hundred (300) square feet where the building entrance setback is located more than one hundred fifty feet (150') from the nearest street property line, whichever applies. Without further increasing the allowed on-building sign area, the Director may allow major tenants to transfer, in whole or in part, the on-building sign area allowance from a side street frontage without a public entrance to a frontage with a public entrance.
- b. Area allowed for street frontages without public entrances. Each business occupying the end of a structure, having a street frontage without a public entrance, shall be allowed one-half (1/2) square foot of sign area for each one foot of leased building frontage. The maximum area shall be limited to twenty-five (25) square feet.
 - c. Minimum sign area. Each commercial use which has direct pedestrian access through an exterior building wall which is visible from a public right-of-way shall be allowed twenty-five (25) square feet of building sign area, regardless of structure occupancy frontage. Commercial uses having a sole access from the interior of any structure or from an enclosed court or lobby shall not be allowed the minimum building wall sign area referred to in this subsection.
 - d. Privilege signs. Where a number of commodities with different brand names or symbols are sold on the premises, up to one-fourth (1/4) of the area of a business sign, or twenty-five (25) square feet of the sign area, whichever is the lesser, may be devoted to the advertising of one or more of the commodities by brand name or symbol as an accessory function of the business sign; provided, the advertising is integrated with and a part of the remainder of the business sign.
 - e. Under canopy signs. Under canopy signs shall be allowed in commercial centers; provided, each shall not exceed six (6) square feet in sign area, nor shall the sign extend lower than seven feet (7') above the area over which it is suspended, and shall be mounted perpendicular to the building face. The signs shall identify only a business name within a business center. Only one sign shall be displayed per frontage with a public entrance.
 - f. Transfer of sign area. When approved by the Director, the sign area may be transferred in part or in whole from a frontage with a public entrance to one without a public entrance; provided, the signs on a given frontage do not exceed the allowable area, as computed in compliance with Table 3-25.
10. Temporary promotional signs.
- a. Holiday promotional signs. Within the eight (8) identified holiday periods identified below, temporary promotional signs, as allowed by this subsection, may be displayed within a commercial, office, or industrial area without a sign permit or prior review and approval by the Director. The allowed holidays and promotional display periods, totaling not more than fifty-seven (57) days, are as follows:
 - (1) Valentine's Day and the preceding six (6) days;
 - (2) Easter and the preceding four (4) days;
 - (3) Last day of the Clovis Rodeo and the preceding four (4) days;

- (4) Memorial Day and the preceding four (4) days;
- (5) July 4th and the preceding four (4) days;
- (6) Halloween and the preceding four (4) days;
- (7) Thanksgiving and the preceding nine (9) days;
- (8) Christmas/New Year's (December 16th to December 31st).

b. Special promotional signs. Special promotional signs may only be displayed in compliance with the following provisions:

- (1) To display special promotional temporary signs, a business shall submit a letter to the Director, indicating the proposed time period and type of display.
- (2) Temporary signs may be used in conjunction with an event or sale, and may be displayed by one of the following methods:
 - (a) One such display per calendar year for a maximum single consecutive thirty (30) day period; or
 - (b) One such display up to three (3) separate times per calendar year, for a maximum of fourteen (14) consecutive days during each display period, and with a minimum of seven (7) days separating each display period.

The method selected must be chosen by the business with the first display period for the year and contained in the letter to the Director. A failure to use all of the allowable time during a permissible display period may not be carried over to another display period, except that if during the first display period fourteen (14) days or less are used, the business may convert an initial election from thirty (30) consecutive days to up to three (3) fourteen (14) day periods. The business owner shall notify the Director of any change.

- (3) A promotional display shall not list individual product prices and shall require written notification to the Director.
- (4) Special promotional periods may be used in place of a holiday promotional period (identified in subsection (A)(10)(a) of this section), as long as they do not extend the maximum time periods.
- (5) A promotional display may not be used within a residential district.

11. Grand opening signs. A-frame signs, I-frame signs, and portable changeable copy signs shall be limited to only one grand opening and a maximum display time of thirty (30) days per business, with written notification of their display given to the Director.

B. Industrial signs.

- 1. Application. This section shall apply to all districts designated by this Development Code as industrial. This section shall specifically apply to the following zoning districts: CM, M-P, M-1, and M-2. (See subsections (A)(6), (7), (8), and (9) of this section for the R-T Business Park sign standards.)
- 2. Industrial uses: Freestanding signs.

- a. Size and height. The sign area of each face and sign height shall not exceed the areas and height identified in Table 3-26.

**TABLE 3-26
INDUSTRIAL SIGNS**

Street Frontage (Each) (in feet)	Maximum Height (in feet)	Maximum Face Area (in square feet)
0 – 75	10	25
76 – 100	14	50
101 – 150	16	60
151 – 200	18	75
201 – Plus	20	100

- b. Location. The location of signs shall not be less than one foot inside the property line and shall not interfere with the safety of vehicular traffic entering into or exiting from an industrial business center or with vehicular traffic or pedestrians.
 - c. Number allowed. The total face area may be utilized in one sign for each street frontage.
3. Industrial uses: On-building identification signs. Each industrial business frontage shall be allowed one square foot of sign area for each linear foot of structure frontage up to a maximum of three hundred (300) square feet. (§ 2, Ord. 14-13, eff. October 8, 2014; § 1 (Att. 1), Ord. 18-11, eff. June 20, 2018; § 2 (Att. A), Ord. 20-07, eff. May 6, 2020)

a. Area allowed for street frontages without public entrances. Each business occupying the end of a structure, having a street frontage without a public entrance, shall be allowed one-half (1/2) square foot of sign area for each one foot of leased building frontage. The maximum area shall be limited to twenty-five (25) square feet.

9.40.020 Accessory residential dwelling units.

- A. Purpose and intent. This section is intended to meet the requirements of State law in providing for accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”) as required by and in compliance with Government Code Sections [65852.2](#) and [65852.22](#), as either may be amended from time to time. The standards established by this section shall be interpreted and applied consistent with the standards set forth in Government Code Sections [65852.2](#) and [65852.22](#). To the extent there is a conflict between the provisions of this section and the provisions of either Government Code Section [65852.2](#) or [65852.22](#), including as either may be amended, the applicable provision(s) of Government Code Sections [65852.2](#) and [65852.22](#) shall apply. The requirements and exceptions specified in Government Code Sections [65852.2](#) and [65852.22](#) shall apply to the construction of ADUs and JADUs pursuant to this section.

This section is not intended to regulate multigenerational dwelling units, which are dwelling units that do not include a kitchen, contained entirely within the walls of a proposed or existing single-family residence where access is not restricted between areas of the residence.

- B. Determinations. ADUs and JADUs are residential uses. ADUs and JADUs that comply with this section are considered accessory uses and accessory buildings and therefore do not exceed the allowable density for the lots upon which ADUs and JADUs are located. ADUs and JADUs that comply with this section are considered to be consistent with the general plan and zoning designations for the lot.

ADUs and JADUs, and the availability to construct ADUs and JADUs, will be counted for purposes of identifying adequate sites for housing in the City’s housing element, as provided in Government Code Section [65583.1\(a\)](#), and to reduce the City’s share of the regional housing need, as provided in Government Code Section [65583.1\(d\)](#).

- C. Designated areas. ADUs and JADUs are allowed in all residential zoning districts, including mixed-use zones where residential uses are permitted. ADUs and JADUs are not permitted in nonresidential zoning districts where residential uses are not allowed.
- D. Development standards. ADUs may be constructed on single-family and multifamily lots with a proposed or existing dwelling. ADUs may be attached, detached, or located within existing primary residences, or accessory structures. JADUs shall only be allowed on lots zoned for single-family residential use, and which are contained within a proposed or existing single-family dwelling.

ADUs and JADUs are subject to the normal requirements of the zoning district where the ADU and/or JADU will be constructed. Unless otherwise stated in this section, the requirements and standards of the Development Code that apply to the lot and the primary dwelling shall apply to any ADU and/or JADU, including lot coverage, parking, height, setback, floor area ratio, open space, landscape, and architectural review, all Fire and Building Code requirements and standards of the Development Code, and the requirements and standards that apply to detached dwellings and accessory structures generally. (See Section [9.40.030\(D\)](#).)

1. Number of units. One ADU and one JADU are allowed per single-family residential lot. Lots with existing multifamily dwellings may construct up to two (2) detached ADUs, or ADUs up to twenty-five percent (25%) of the number of existing multifamily dwelling units in nonlivable space (e.g., storage rooms, boiler rooms, passageways, attics, basements, or garages).
2. Unit size. Detached ADUs may have a total floor area of one thousand two hundred (1,200) square feet or less. ADUs attached to an existing primary dwelling may have a total floor area of fifty percent (50%) or less of the area of the existing primary dwelling or one thousand two hundred (1,200) square feet, whichever is greater. ADUs and JADUs shall be at least two hundred twenty (220) square feet. JADUs may not be more than five hundred (500) square feet in size.
3. Setbacks. A setback of four (4) feet from the side and rear lot lines is required for an ADU, unless the ADU is constructed within an existing primary dwelling or permitted accessory structure, or in the same location and to the same dimensions as an existing permitted accessory structure.
4. Building standards.
 - a. ADUs and JADUs shall not exceed a single story ~~and sixteen feet (16') in height~~, unless constructed above an attached or detached garage, in which case the ADU/JADU shall not exceed the height limit of the applicable zoning district. **Detached ADUs on a lot with an existing or proposed single family or multifamily dwelling unit shall not exceed sixteen feet (16') in height, unless it is within one-half mile walking distance of a major transit stop or a high-quality transit corridor, in which case it shall not exceed eighteen feet (18') in height. Detached ADUs on lots with an existing or proposed multifamily, multistory dwelling shall not exceed eighteen feet (18') in height. Attached ADUs shall not exceed twenty-five feet (25') in height.**
 - b. ADUs and JADUs must be architecturally compatible with the primary dwelling, having similar materials, colors, and style of construction. The design and size of ADUs and JADUs shall conform to all applicable standards of the building, health, and other codes adopted by the City. (Refer to Table 2-3 in Division 2 of this title for residential lot coverage requirements.)

- c. Attached ADUs and JADUs shall be compatible with and made structurally a part of the primary dwelling (e.g., share a common wall with the primary dwelling, rely partially on the primary dwelling for structural support, or be attached to the primary dwelling).
 - d. Adequate provisions shall be made for the water and sewer service and drainage generated by the occupancy of the accessory dwelling unit as determined by the City Engineer. The ADU/JADU can either have shared or separate services for electric, gas, sewer, and water. Approval by the local health officer is required where a private water well and/or private sewage disposal system is being used, and the applicant must demonstrate that there is sufficient capacity on any private water well and/or private sewage disposal system to adequately serve proposed ADUs/JADUs. New private water wells, new private sewage disposal systems, or expansion of existing private water wells and/or private sewage disposal systems shall not be allowed in order to accommodate ADUs/JADUs.
 - e. There shall be at least one parking space per ADU, except as allowed by Government Code Section [65852.2](#). Additional parking is not required for JADUs.
 - f. The floor area of the ADU together with the floor area of the primary dwelling unit shall not cause the parcel coverage for the subject site to exceed the maximum allowable lot coverage for the applicable zoning district.
 - g. Fire sprinklers are required for ADUs/JADUs if fire sprinklers are required for the primary residence.
5. Exception. All of the standards provided in this section may be relaxed or waived in order to allow construction of an attached or detached ADU that is at least eight hundred (800) square feet and sixteen feet (16') in height with four-foot (4') side and rear yard setbacks; provided, that the ADU is constructed in compliance with all Fire and Building Code requirements and applicable standards of the Development Code necessary to protect the public health and safety.
- E. Cottage home program standards. This section provides locational and general standards for the cottage home program which is allowed in the applicable residential areas, subject to the following criteria and standards. This subsection does not supplant the remainder of this section for ADU and JADU construction.
- 1. Cottage home. A cottage home is a type of ADU made available by the City and constructed in compliance with this subsection. A cottage home shall count towards the limit on the number of ADUs permitted on a single lot.
 - 2. Zone districts. A cottage home is allowed in single-family residential zoning district areas in which an alley is located. A cottage home unit shall not be allowed in nonresidential zoning districts where residential uses are not allowed.
 - 3. Application procedures. Applications for the cottage home program shall be filed with the Department. The cottage home program has designated plans that are available to parcels that have access to an alley within the Clovis City limits.
 - 4. Developmental standards. A cottage home shall be constructed in compliance with the following developmental standards:
 - a. The cottage home unit shall have access through an alleyway.
 - b. Only one cottage home unit shall be created on a single-family parcel.
 - c. The cottage home shall be built using plans provided by the City.

- d. One off-street (covered or uncovered) parking space shall be provided for the cottage home unit with the dimensions of ten by twenty feet (10' by 20'), except where exempted by State law.
- e. Adequate provisions shall be made for the water and sewer service and drainage generated by the occupancy of the cottage home unit as determined by the City Engineer. The cottage home can have either shared or separate services for electric, gas, sewer, and water.
- f. Single-family lots with an alley-facing detached unit shall receive the same address as the main house with a letter "B" as the address unit portion of the unique address designator.

F. Connection, impact, and other fees.

- 1. Except as provided in Government Code Sections [65852.2](#) and [65852.22](#), ADUs and JADUs are subject to all fees and assessments required by the Clovis Municipal Code for new residential construction, including connection fees, capacity charges, and impact fees.
- 2. An inspection fee shall be assessed for any inspection to determine if an ADU or JADU complies with applicable building standards.

G. Occupancy and ownership.

- 1. A certificate of occupancy must be issued for the primary dwelling unit before a certificate of occupancy is issued for an ADU or JADU on the lot.
- 2. An ADU or JADU may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence. Rentals of ADUs and/or JADUs for less than thirty (30) days must comply with the requirements for short-term rentals pursuant to Section [9.58.065](#).
- 3. Owner-occupancy is not required for ADUs. Owner-occupancy is required for a single-family residence with a JADU. The owner may reside in either the single-family residence or the newly created JADU. Owner-occupancy is not required if the owner is a governmental agency, land trust, or housing organization.
- 4. A JADU may not be sold separate from the sale of the single-family residence. A deed restriction prohibiting the sale and restricting the size and attributes of the JADU, as provided by Government Code Section [65852.22](#), is also required.

H. Permit approval. A permit must be obtained for the construction or installation of an ADU or JADU. An application, together with the required fee in compliance with the City's fee schedule, shall be filed with the Department and accompanied by detailed and fully dimensioned plans, architectural drawings/sketches, elevations, floor plans, landscape plans, and/or any other data/materials identified in the Department handout for ADU/JADU applications. Following receipt of a completed application, the Director shall make an investigation of the facts bearing on the case to determine compliance with this section and ministerially approve a compliant application.

If the permit application to create an ADU or a JADU is submitted with a permit application to create a new single-family dwelling on the lot, the City may delay acting on the permit application for the ADU or the JADU until the City acts on the permit application to create the new single-family dwelling. The applicant may request a delay in the time available for the City to act on the application, as provided by State law.

I. Definitions.

1. “Accessory dwelling unit” or “ADU” means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons with permanent provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling unit may be an efficiency unit, as defined in Health and Safety Code Section [17958.1](#), and a manufactured home, as defined in Health and Safety Code Section [18007](#).
 2. “Floor area” or “total floor area” means the entire ground-level square footage of the structure, including the living area, as defined, and any nonhabitable area within the structure, such as a garage or storage space.
 3. “Junior accessory dwelling unit” or “JADU” means a dwelling unit that is no more than five hundred (500) square feet in size and contained entirely within a single-family residence that includes a separate entrance from the main entrance to the single-family residence, separate sanitation facilities, and an efficiency kitchen consisting of a cooking facility with appliances, a food preparation counter, and storage cabinets of reasonable size in relation to the size of the unit.
 4. “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
- J. Noncompliant applications. An applicant may submit an application for an administrative use permit pursuant to Chapter 62 of this title for ADUs or JADUs that do not satisfy the requirements of this section. The Director may approve an administrative use permit in whole or in part, and may impose specific development requirements and/or conditions of approval that relate to both on- and off-site improvements that are necessary to accommodate property development, mitigate project related adverse effects, and to carry out the purpose and requirements of the subject zoning district. Approval of an administrative use permit shall be discretionary and in accordance with the requirements of Chapter 62 of this title.
- K. Severability. The City Council hereby declares that it would have adopted this section and adopted each article, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more articles, subsections, sentences, clauses or phrases are declared invalid or unconstitutional. If any article, subsection, sentence, clause or phrase of this section is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this section. The Director shall apply this section as though any invalid or unconstitutional article, subsection, sentence, clause or phrase were not included in this section. (§ 2, Ord. 14-13, eff. October 8, 2014; § 2 (Att. C), Ord. 19-05, eff. May 8, 2019; § 2 (Att. B), Ord. 21-06, eff. December 1, 2021)

9.40.030 Accessory uses and structures.

This section provides standards for accessory uses and structures allowed in the applicable residential zoning districts (see Section [9.10.020](#) (Residential district land uses and permit requirements)), subject to the following criteria and standards:

- A. Definition. Accessory residential uses and structures include any that are:
1. Customarily related to a residence, including garages, greenhouses, storage sheds, studios, above ground swimming pools/spas, and workshops;
 2. Not counted as or containing a living area; and
 3. A minimum of sixty-four (64) square feet in gross floor area.

- B. Relationship of accessory use to the main use. Accessory uses and structures shall be incidental to and not alter the residential character of the subject site.
- C. Attached structures. An attached accessory structure shall:
1. Be compatible with and made structurally a part of the main structure (e.g., share a common wall with the main structure, rely partially on the main structure for structural support, or be attached to the main structure);
 2. Comply with the requirements of this Development Code applicable to the main structure, including coverage, height, and setbacks; and
 3. Be compatible with the materials and colors of the main structure.
- D. Detached structures.
1. Detached accessory structures shall require a rear yard encroachment permit if located in the rear setback area. The accessory structure cannot exceed the allowable site coverage for the zone district. A building permit is required for any structure over one hundred twenty (120) square feet in size.
 2. Detached accessory structures shall:
 - a. Not exceed a height of twelve feet (12') **when located in rear yard setback**; with additional height subject to approval of an administrative use permit in compliance with Chapter 62 of this title, not to exceed the height limit of the applicable zoning district;
 - b. Where an accessory building, either attached to or detached from the main building, is less than six feet (6') from such main building, such accessory building shall be deemed a main building for the purposes of applying the property development standards. The required setbacks and maximum height of the main structure shall apply to an accessory structure located less than six feet (6') from such main building.
 - c. Be compatible with the materials and colors of the main structure; and
 - d. Shall comply with building and fire code separation standards.
- E. Setback **and height** requirements. Setbacks shall be in compliance with Table 4-1 (Required Setbacks – Accessory Residential Uses and Structures).
1. Maximum height shall be as per the following and Figure 4-1:
 - a. Within allowable building area: same height as permitted for the main structure.
 - b. Within rear yard setback area: twelve-foot (12') overall height. With an approved administrative use permit, accessory buildings in excess of twelve feet (12') in height with a plate height no greater than twelve feet (12'). Freestanding fireplace units shall be a maximum of twelve feet (12') to the top of the flue.

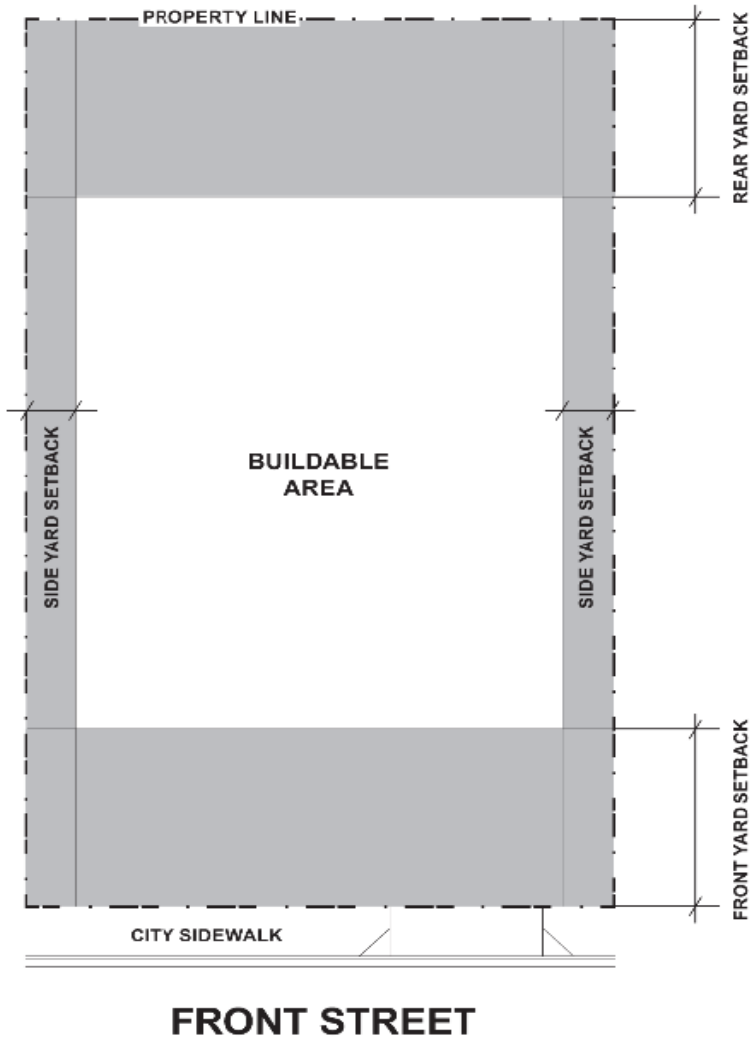


FIGURE 4-1
SETBACKS

TABLE 4-1
REQUIRED SETBACKS
ACCESSORY RESIDENTIAL USES AND STRUCTURES

ACCESSORY STRUCTURE	TYPE OF SETBACK (1)	REQUIRED SETBACK
SINGLE-FAMILY DETACHED HOMES		
Garage, gazebo, greenhouse, lightweight frame structure, patio cover, storage shed, workshop (2)	Front, sides, and rear	As required for the main structure, 5-foot minimum for structure greater than 120 sq. ft. No requirement for structures of 120 sq. ft. or less in side and rear setbacks.
	Sides, Street side, Reverse corner side yard	As required for the main structure for structures greater than 120 sq. ft. No requirement for structures of 120 sq. ft. or less in side setbacks. (5)
	Rear	As required for the main structure, or 5-foot minimum with an approved rear yard

**TABLE 4-1
REQUIRED SETBACKS
ACCESSORY RESIDENTIAL USES AND STRUCTURES**

ACCESSORY STRUCTURE	TYPE OF SETBACK (1)	REQUIRED SETBACK
	Between detached structures	encroachment for structure greater than 120 sq. ft. No requirement for structures of 120 sq. ft. or less in rear setback. As required for the main structure, 5-foot minimum (5)
Fish pond, waterfalls, outdoor play equipment, spa, pool slides, swimming pool	Front Sides Street side Rear Reverse corner side yard	20 feet 5 feet 10 feet 5 feet 15 feet
Stationary barbecue, outdoor fire pit/fireplaces	Front Sides Street side Rear	10 feet 3 feet 10 feet (3) 3 feet
Small cargo containers (aka pods and seatrains)	Front Sides Street side Rear	10 feet (4) 3 feet 10 feet (3) 3 feet
Air conditioning equipment, diving board, emergency generator, pool and spa equipment	Front Sides Street side Rear	20 feet 3 feet 10 feet 3 feet
MULTIFAMILY, ATTACHED/DETACHED		
Garage, gazebo, greenhouse, lightweight frame structure, patio cover, storage shed, workshop	Sides, street side Rear	As required for main structure As required for main structure
Small cargo containers (aka pods and seatrains)	Front, sides, street side, and rear	As required for main structure (4)

**TABLE 4-1
REQUIRED SETBACKS
ACCESSORY RESIDENTIAL USES AND STRUCTURES**

ACCESSORY STRUCTURE	TYPE OF SETBACK (1)	REQUIRED SETBACK
Air conditioning equipment, fish pond, outdoor play equipment, pool and spa equipment, spa, swimming pool	Front, sides, street side, and rear	As required for main structure
MULTIFAMILY, ATTACHED/DETACHED (Continued)		
Stationary barbecue, fire pit	Front	10 feet
	Side	3 feet
	Street side	10 feet
	Rear	3 feet

Notes:

- (1) Where a parcel is situated so that the front, side, or rear property lines are not readily determinable, required setbacks shall be established by the Director.
- (2) Garages on corner or reverse corner lots shall not be built closer than twenty feet (20') to any street side property line.
- (3) Reverse corner lots shall maintain a minimum street (e.g., front or street side) setback of fifteen feet (15'), or as required by the subject zoning district.
- (4) Shall comply with Section [9.40.060](#).
- (5) Accessory structures over one hundred twenty (120) square feet may be located within three feet (3') of a side yard when the front face is more than eighty-five feet (85') from the front property line.

9.50.070 Application fees.

A. Filing fees required.

1. The Council shall, by resolution, establish a schedule of fees for amendments, permits and approvals, and other matters pertaining to this Development Code, referred to in this Development Code as the City's master administrative fee schedule, to cover the City's costs for processing an application.
2. The schedule of fees may be changed only by resolution of the Council.
3. The City's processing fees are cumulative. For example, if an application for a parcel map also requires a minor deviation, both fees shall be charged.
4. Processing shall not commence on an application until all required fees/deposits have been paid.
5. The application shall not be considered filed without the application fee.

6. The City is not required to continue processing any application unless all fees are paid in full.
7. The applicant shall be subject to any City policy regarding the payment of project processing costs.

B. Refunds and withdrawals.

1. Recognizing that filing fees are utilized to cover City costs of public hearings, mailing, posting, transcripts, and staff time involved in processing applications, no refunds for disapproved projects are allowed.
2. In the case of a withdrawal **of an application before approval or disapproval, the applicant may submit a written request for a refund of any filing fees within thirty (30) days of the application withdrawal. Failure to submit a timely refund request shall be deemed a waiver and filing fees shall be deemed fully utilized for processing the application up to the time of withdrawal.**
3. **If a refund request is timely submitted,** the Director may authorize a complete or partial refund based upon the prorated costs to date and determination of the status of the application at the time of withdrawal. **The City may charge an administrative fee equal to one (1) hour of staff time to process any requested refund, which shall be deducted from the application fees paid before issuing any refund. Any refund request shall be processed, and any refund paid per application to applicant, within sixty (60) days of the applicant's refund request.**

9.58.030 Application filing, processing, and review.

- A. Filing. An application for a home occupation permit shall be filed with the Department in compliance with Chapter 50 of this title (Application Filing, Processing, and Fees) except for the following exempt home occupations which shall be permitted by right in residential zone districts with the issuance of a valid Clovis business license:
 1. Exempt home occupations. Business involving the use of phone, computer, printer copier, fax, and/or Internet where no persons come to the site, where there is no manufacturing, **storage,** or shipping other than letters and where there is no on-site signage. These uses are for all practical purposes invisible to the adjacent properties.
- B. Contents. The application shall be accompanied by detailed and fully dimensioned floor plans and/or any other data/materials identified in the Department handout for home occupation permit applications.
- C. Project review procedures. Following receipt of a completed application, the Director shall make an investigation of the facts bearing on the case to provide the information necessary for action consistent with the purpose of this chapter.
- D. Public notice not required. A public notice shall not be required for the Director's decision on a home occupation permit.
- E. Director's decision. The Director shall, within ten (10) days, make a determination to approve or deny a home occupation permit that would be operated in compliance with Section [9.58.060](#) (Operating standards).
- F. Appeals.
 1. Upon denial by the Director, any appeal to the Commission to grant the home occupation permit must be submitted by the applicant within fifteen (15) days of the Director's decision.

2. The appeal shall be in writing setting forth reasons for the appeal and shall be filed with the Planning Division, subject to a fee in compliance with the City's Fee Schedule.
 3. The decision on the appeal by the Commission shall be final with no further appeals.
 4. The home occupation permit shall become effective after the Director has signed the permit, or in cases involving review by the Commission, once the Commission has rendered a final decision.
- G. Fees. A home occupation permit fee, in compliance with the City's Fee Schedule, shall be collected when the application for a home occupation permit is submitted to the Department. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.58.040 Allowed home occupations.

- A. Where allowed. Home occupations are allowed in all residential zoning districts.
- B. Allowed home occupations. Certain business activities are deemed appropriate when conducted by the resident(s) of a dwelling in a manner subordinate to and compatible with the residential characteristics of the surrounding neighborhood. The following list presents examples of commercial uses that are generally considered to be subordinate to and compatible with residential activities:
1. Barber and beauty services. A barber or beauty operator as sole proprietor;
 2. Computer repair and service. On-site repair and service;
 3. Consulting services. Consulting services whose function is one of rendering a service and does not involve the dispensation of goods or products;
 4. **Cottage food operations authorized under State law;**
 - ~~5.4.~~ Drafting and architectural services. Drafting, designing, architectural, and similar services, using only normal drafting and graphic equipment;
 - ~~6.5.~~ Internet business. Internet-based sales and services conducting all functions via the Internet;
 - ~~7.6.~~ Instructional lessons. The giving of health and fitness, music, self-defense, swimming, and similar lessons, on an individual (i.e., one-on-one) person basis;
 - ~~8.7.~~ Salespersons. The home office of a salesperson when all sales are made by written order with no commodities or displays on the premises;
 - ~~9.8.~~ Secondary business offices. Secondary business offices where the business has its principal office, staff, and equipment located elsewhere;
 - ~~10.9.~~ Television, radio, and appliance repair. Off-site repair and service with parts available off site; and
 - ~~11.10.~~ Short-term rentals. (§ 2, Ord. 14-13, eff. October 8, 2014; § 1, Ord. 17-30, eff. February 7, 2018)

9.58.060 Home occupation operating standards.

A. Locational and operational standards.

1. This section provides locational, developmental, and operational standards for the conduct of home enterprises which are subordinate to and compatible with surrounding residential activities.
2. A home occupation permit shall be applied for and granted in compliance with Chapter 58 of this title before the initiation and operation of a home enterprise.

B. Operating standards for all home occupations. Home occupations shall comply with all of the following locational, developmental, and operational standards:

1. Incidental and subordinate uses. The home occupation shall be subordinate to and compatible with surrounding residential uses;
2. No outside employees. Only the occupant(s) of the dwelling may be engaged in the home occupation, except for permissible group housing and/or cottage food industry consistent with State law;
3. Not alter appearance of dwelling. The home occupation shall not alter the appearance of the dwelling, nor shall the conduct of the home occupation be recognized as serving a nonresidential use (either by color, construction, lighting, materials, signs, sounds or noises, vibrations, etc.), excepting one wall-mounted sign referenced within this subsection;
4. Business tax certificate required.
 - a. A home occupation shall not be initiated until a current business tax certificate is obtained in compliance with Section [3.1.101](#) (Business registration and tax certificate).
 - b. Immediately following the effective date of an approved home occupation permit, the applicant shall obtain a business tax certificate;
5. No display or storage. Except as allowed by these standards there shall be no display, distribution, or storage of merchandise, materials, or supplies on the premises;
6. No sale of products.
 - a. There shall be no sales of products or services from the site which are not produced on the premises (other than ancillary products needed for on-site service and repair).
 - b. Sales or service involving the Internet is allowed when all of the business functions are conducted via the Internet;
7. Only one sign allowed. Only one wall-mounted sign, not exceeding two (2) square feet in area, and only indicating the **address** **contact information** and name of the ~~resident or the~~ home occupation shall be allowed;
8. No advertising. There shall be no commercial advertising which identifies the home occupation by street address except for "Large Home Occupation – Group Homes," consistent with State law;
9. Location of home occupation.

- a. The home occupation shall be confined completely to one room located within the main dwelling, except permissible group housing and/or cottage food industry consistent with State law;
 - b. Shall not occupy more than the equivalent of twenty-five percent (25%) of the gross area of the ground level floor, except for permissible group housing and/or cottage food industry consistent with State law;
 - c. Garages or other enclosed accessory structures shall not be used for home occupation purposes other than parking, except for the storage of incidental office supplies **or products produced on the premises**, where two (2) parking spaces are maintained;
 - d. Horticulture or other agricultural activities may be conducted outdoors, but only within the rear one-third (1/3) of the subject parcel;
10. Patron limit.
- a. The transaction of business at the dwelling shall be limited to eight (8) patrons or customers for any calendar day.
 - b. This provision shall not be construed to limit the business transacted by the operator of the home occupation solely by means of telephone or mail, or similar means of communications, or while away from the site of the home occupation;
11. One-ton truck.
- a. Only one vehicle, owned by the operator of the home occupation, which is no larger than a one-ton truck may be used by the occupant(s) directly or indirectly in connection with a home occupation.
 - b. The vehicle shall be stored within an entirely enclosed garage or in the side or rear yard, behind a five-foot (5') to six-foot (6') high solid fence or wall;
12. Use of commercial vehicles. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except for FedEx, UPS, or USPS-type home deliveries/pickups;
13. Use of commercial/residential trailers. Trailers used in conjunction with the home occupation shall be stored within an entirely enclosed garage or in the side or rear yard, behind a five-foot (5') to six-foot (6') high solid fence or wall;
14. No encroachment. The home occupation shall not encroach into any required parking, setback, or open space areas;
15. No mechanical equipment. There shall be no use or storage of material or mechanical equipment not recognized as being part of a normal household or hobby use;
16. No utilities or community facilities. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential or agricultural purposes;
17. No hazards or nuisances. The use shall not create or cause dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, or vibration that can or may be considered a hazard or nuisance;
18. No negative impacts. Negative impacts that may be felt, heard, or otherwise sensed on adjoining parcels or public rights-of-way shall not be allowed;

19. Fire safety. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises;
20. Pedestrian or vehicular traffic. Generation of pedestrian or vehicular traffic or parking demand in excess of that customarily associated with the residential zoning district in which it is located shall not be allowed;
21. Permit nontransferable. A home occupation permit shall not be transferable;
22. Only one home occupation. Only one home occupation may be allowed in any dwelling;
23. Property owner's authorization required. For rental property, the property owner or property management's written authorization for the proposed use shall be obtained and submitted with the application for a home occupation permit;
24. Preexisting home occupations. All preexisting home occupations shall conform with all applicable Development Code requirements before or upon renewal of the annual business tax certificate; and
25. Visitation. Visitation and deliveries incidental to the home occupation shall be limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday, 8:00 a.m. to 6:00 p.m. on Saturdays, and there shall be no business activity allowed on Sundays, except for permissible group homes which are consistent with State law. (§ 2, Ord. 14-13, eff. October 8, 2014; § 1(2) (Atts. 1, 2), Ord. 20-18, eff. February 3, 2021. Formerly 9.40.110)

9.68.030 Applicability.

- A. Minor deviations. The Director may grant a minor deviation, up to a maximum of ten percent (10%) of the standards being modified, for only the following:
 1. Allowable height of a fence, hedge, or wall;
 2. Waiver of wall or fence requirements in commercial and industrial zoning districts; provided, adjacent residentially zoned parcels are proposed for nonresidential use, in compliance with the General Plan and any applicable specific plan;
 3. Waiver of residential district equivalent setback requirements in the commercial and industrial zoning districts;
 4. Distance between structures;
 5. Parcel coverage **(with the exception of land/properties within approved Planned Development Permit (PDP) projects);**
 6. Parcel dimensions and area (size);
 7. Reconstruction or remodeling of a nonconforming structure if, in the Director's judgment, it will bring the structure and subsequent use into greater conformity with the use allowed in the subject zoning district; and
 8. Setbacks.
- B. Variances. The Commission may grant an adjustment from any of the requirements of this Development Code. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.68.120 Post decision procedures.

The procedures relating to appeals, ~~changes, expiration, performance guarantees, and revocation~~ that are identified in ~~Chapter~~ ~~Division~~ **906** of this title (~~Appeals~~ ~~Development Code Administration~~) and those identified in Chapter **82** of this title (Permit Implementation, Time Limits, and Extensions) shall apply following the decision on a variance or minor deviation application. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.72.030 Applicability.

A. Flexibility and innovation. A specific plan is designed to provide for flexibility, innovative use of land resources and development, a variety of housing and other development types, and an effective and safe method of pedestrian and vehicular circulation.

B. ~~Specific plan required~~ **Urban centers. A comprehensive design document, which may include a** specific plan, ~~in compliance with this chapter,~~ shall be required for areas designated as urban centers (Northwest, Northeast, and Southeast) **prior to authorizing new development in those areas. in the** ~~General Plan.~~ **Any of these** specific plans **prepared to satisfy this requirement shall be in compliance with this chapter and** may be included in a comprehensive General Plan update.

C. Commission and Council review. An application for a specific plan shall be considered by the Commission and Council. (§ 2, Ord. 14-13, eff. October 8, 2014)

9.74.010 Purpose of chapter.

- A. The U-C Planned Urban Center District is intended to encourage the effective and timely development of land for urban center purposes in accordance with the objectives of the General Plan, ~~and/or~~ specific plan **and/or master plan.**
- B. It is the intent of this district to provide for urban center commercial, service and residential facilities in a planned center which encourages innovative design solutions and which will result in an environment superior to that possible under conventional commercial zoning.
- C. In the U-C District, any and all uses customarily associated with urban centers shall be permitted provided they are shown on the development plan approved by the Council. Additionally, special uses may be approved where the Council makes the finding that the use is in keeping with other uses within the U-C District. The categories of use shown on the development plan shall include, but not be limited to, the following: amusements, entertainment, recreation, grocery stores, food stores, personal or business services, hotels or motels, auto services or repair, professional offices, restaurants, general retail, durable goods retail, and financial institutions, governmental uses, religious or service organizations, and residential uses. Such use categories are taken from the Clovis Business License Classification Manual adopted by the Council as part of the business license ordinance.
- D. It is not the intent of this section to require the specific listing of a business or other uses beyond the general category of use, i.e., commercial, office, service, residential. The differentiation of categories is intended to separate uses which have significantly different parking requirements or require special design consideration.
- E. A conditional use permit shall be required for any change in use category from that approved by the Council under the development plan. Conditional use permit applications shall be processed in accordance with Chapter **64** of this title (Conditional Use Permits) (§ 2, Ord. 14-13, eff. October 8, 2014)

Ordinance Amendment 2023-001
June 19, 2023

SUMMARY OF MODIFICATIONS

9.08.010	Table 2-1	Add/revise text to bring General Plan designations and Zoning Districts into conformance
9.10.010	-(B)(6)-	Add Low Density Residential as an allowed density range within the R-1-PRD Zone District
9.10.020	Table 2-2	Revise text regarding Large Family Day Care Homes to comply with SB 234
9.10.020	Table 2-2	Move various uses to proper alphabetical order
9.10.020	Table 2-2	Correct code section reference for "Tiny Houses"
9.10.030	Table 2-3	Revise footnote section to properly number and order footnote #26, add to applicable rows
9.10.030	Table 2-3	Remove "Whichever Is Less" notation from inapplicable Accessory Structure –Maximum Height rows
9.10.030	Table 2-3	Remove 15% notation from R-1 development standards pertaining to setback requirements
9.12.020	Table 2-4	Move uses to proper alphabetical order and/or section
9.12.020	Table 2-4	Remove various duplications
9.12.020	Table 2-4	Add Drive-In, Drive-Through Uses in the C-P Zone District subject to a CUP
9.12.020	Table 2-4	Remove incorrect section reference for Outdoor Activities
9.12.020	Table 2-4	Add Outdoor Dining and Seating (Not Including Alcohol Sales) use as permitted by right
9.12.020	Table 2-4	Add Outdoor Dining and Seating (Including Alcohol Sales) use subject to an AUP
9.12.020	Table 2-4	Add Restaurants Serving Hard Liquor as an allowed use subject to a CUP in the C-P and C-1 Zone Districts
9.12.020	Table 2-4	Amend permit requirements for Tropical Fish Sales to be in line with Pet Store requirements
9.12.020	Table 2-4	Add text to address alcohol sales in conjunction with Hotels/Motels use
9.12.020	Table 2-4	Remove Medical Services – Extended Care contradictory duplication
9.12.020	Table 2-4	Add relevant code section reference for Mini-Storage Facilities use
9.12.050	Table 2-5	Remove inapplicable code section reference for Accessory Structures
9.12.050	Table 2-5	Remove minimum parcel size requirement for properties within the U-C and P-C-C Zone Districts
9.12.050	Table 2-5	Modify footnote #6 to correct applicable zone district designation
9.14.010	-(B)(5)-	Correct specific plan name
9.14.020	-(C)-	Modify language to align with current department policy
9.14.020	Table 2-6	Add "Day Care Centers and Nursery Schools" in the M-P and R-T Zone Districts subject to a CUP
9.14.020	Table 2-6	Move various uses to proper alphabetical order and/or section
9.14.020	Table 2-6	Remove inapplicable code section reference for Accessory Uses (Manufacturing and Assembly section)
9.14.020	Table 2-6	Correct code section reference for "Accessory Retail Uses – Only Ancillary to an Industrial Use"
9.14.020	Table 2-6	Add "Firearm Retail Sales" in the C-M Zone District as a permitted use by right
9.14.020	Table 2-6	Remove duplications
9.14.020	Table 2-6	Correct code section reference for Public Utility Facilities use
9.14.020	Table 2-6	Add "Day Care Centers" in the M-1 and M-2 Zone Districts subject to a CUP
9.14.020	Table 2-6	Modify footnote #4 to clarify Site Plan Review entitlement requirements
9.14.020	Table 2-6	Remove footnote #6, reference to M-U Area #36
9.14.030	Table 2-7	Remove inapplicable code section reference for Accessory Structures
9.18.020	-(A)(1)-	Modify language to include master plans
9.22.080	Table 3-2	Correct "Exterior" to "Interior" under table title
9.24.060	-(H)-	Add "Vinyl" fencing subject to the review and approval of the Director

Ordinance Amendment 2023-001
June 19, 2023

9.24.060	-(I)-	Add text regarding electrified security fencing requirements
9.24.100	-(B)(4)-	Modify setback language requirement for clarity and to be in conformance with department policy
9.32.040	-(I)-	Revise text regarding Vehicle Charging Stations to comply with AB 1236
9.34.050	-(A)(3)-	Correct applicable zone district designation
9.34.050	-(E)(3)-	Correct applicable zone district designation
9.34.060	-(H)-	Revise text to allow flagpole height to match the maximum height allowances of the underlying zone district without Planning Commission consideration and approval
9.34.070	-(D)(9)-	Modify language to clarify full prohibition of stabber signs
9.34.110	-(C)(1)-	Add pre-2014 code language to fully encompass Minor Adjustment purpose
9.34.130	-(A)(3)(I)(1)-	Add text clarifying location of allowed sign area for freeway freestanding signs
9.34.130	-(A)(4)(a&c)-	Add text clarifying the nature and limits of second optional sign program
9.34.130	-(A)(5)-	Add text allowing signage on street frontages without public entrances for Office uses, revise section numbering
9.34.130	-(B)(3)-	Add text allowing signage on street frontages without public entrances for Industrial uses
9.40.020	-(D)(4)-	Modify and add text regarding ADUs to comply with SB 897
9.40.030	-(D)(2)-	Add text clarifying accessory structure height limitation
9.40.030	-(E)-	Add "Height" to section title to clarify requirements
9.40.030	Table 4-1	Modify text to clarify setback applications, move footnote reference to proper location
9.50.070	-(B)-	Add language providing timelines for refunds
9.58.030	-(A)(1)-	Add "storage" to list of uses/activities prohibited for exempt home occupations
9.58.040	-(B)-	Add authorized cottage food operations as an allowed use, revise item numbers appropriately
9.58.060	-(B)(7)-	Modify advertising language for home occupations
9.58.060	-(B)(9)(c)-	Add language to be consistent with Section 9-58.060 (B)(6)(a)
9.68.030	-(A)(5)-	Add language to exclude PDP locations from use of Minor Deviations for lot coverage increases
9.68.120		Modify language to be consistent with current code section numbers and titles
9.72.030	-(B)-	Modify specific plan requirements for areas designated as urban centers
9.74.010	-(A)-	Modify language to include master plans

CLOVIS CITY COUNCIL MEETING

May 15, 2023

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Ashbeck
Flag Salute led by Councilmember Basgall

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

PRESENTATION – 6:02

6:02 – ITEM 1 - PRESENTATION OF PROCLAMATION DESIGNATING MAY 21 - 27, 2023, AS NATIONAL PUBLIC WORKS WEEK.

PUBLIC COMMENTS – 6:12

Mike Cunningham, Resident, shared concerns regarding the length of public comments addressing issues not on the agenda.

Molly Anala, Resident, spoke in support of a Council-approved flag policy.

Eric Rollens, Resident, spoke in support of a Council-approved flag policy.

Don Watnick, Resident, spoke in support of a Council-approved flag policy.

Brent Berdine, Resident, spoke in support of a Council-approved flag policy.

Dina C., Resident, spoke in support of a Council-approved flag policy.

Resident, spoke in support of a Council-approved flag policy.

Hannah Cunnings, Resident, spoke in support of a Council-approved flag policy.

Tammy Gold, Resident, spoke in support of a Council-approved flag policy.

Ricardo, Resident, spoke in support of a Council-approved flag policy.

Marlo Jenkins, Resident, spoke in support of a Council-approved flag policy.

CONSENT CALENDAR – 6:42

Motion by Councilmember Bessinger, seconded by Councilmember Mouanoutoua, that the items on the Consent Calendar be approved, including the waiver of the reading of the ordinance. Motion carried by unanimous vote.

2. Administration - Approved - Minutes from the May 1, 2023, Council Meeting.
3. Administration - Adopted - **Ord. 23-01**, R2022-001, A request to rezone the subject property from the R-1-7500 (Single-family Residential, 7,500 sf) Zone District to the R-2 (Multifamily Medium-High Density Residential) Zone District, located north of Alluvial Avenue, between Sunnyside and Fordham Avenues. (Vote: 5-0)
4. Administration - Adopted - **Ord. 23-02**, A request to approve an ordinance of the City Council of the City of Clovis amending Section 8.1.01.1 of Chapter 8.1 of Title 8 relating to amendments to uniform administrative code to add Photovoltaic and Energy Storage Systems fee Table S-1. (Vote: 5-0)
5. Finance – Received and Filed – Investment Report for the Month of December 2022.
6. Finance – Received and Filed – Treasurer’s Report for the Month of December 2022.
7. Finance – Received and Filed – Investment Report for the Month of January 2023.
8. Finance – Received and Filed – Treasurer’s Report for the Month of January 2023.
9. General Services – Approved – **Res. 23-38**, Authorizing Amendments to the City’s Classification Plan by Revising the Public Safety Dispatcher Classification in the Police Department.
10. General Services - Approved – **Res. 23-39**, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Parts Runner Classification with a Salary Range of \$3,522 to \$4,281 per month, and Approved – **Res. 23-40**, Amending the City’s FY 22-23 Position Allocation Plan.
11. Planning and Development Services – Approved – **Res. 23-41**, Adopt a list of projects funded by SB1: The Road Repair and Accountability Act.

PUBLIC HEARINGS – 6:43

6:43 ITEM 12 – APPROVED – **RES. 23-42**, A RESOLUTION CONFIRMING THE DIAGRAM AND ASSESSMENTS FOR THE ANNUAL LEVY, 2023-2024 LANDSCAPE MAINTENANCE DISTRICT NO. 1.

Marlo Jenkins, Resident, shared concerns regarding the landscaping near Armstrong and Herndon Avenues requested for the City Council to consider building a new park in the area.

Brent Berdine, Resident, shared concerns regarding public noticing.

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

7:04 ITEM 13 - CONSIDER ITEMS ASSOCIATED WITH APPROXIMATELY 500 ACRES OF LAND LOCATED WITHIN THE AREA GENERALLY BOUND BY SHEPHERD AVENUE ON THE SOUTH, WILLOW AVENUE ON THE WEST, THE ENTERPRISE CANAL ON

THE NORTH AND THE PEACH AVENUE ALIGNMENT ON THE EAST. CITY OF CLOVIS, APPLICANT.

Bill Smittcamp, spoke in support to including the Clovis Hills Church in the annexation.

Shawn Beaty, Clovis Hills Church Representative, spoke in support to including the Clovis Hills Church in the annexation.

Manny Penn, spoke in support to including the Clovis Hills Church in the annexation.

Anna K., Resident, spoke in support to including the Clovis Hills Church in the annexation.

Arakel Arisian, shared that some property owners within the area intend to continue using the land for agricultural purposes.

13A. APPROVED INTRODUCTION – **ORD. 23-03**, R2023-003, A REQUEST TO ESTABLISH PREZONING CLASSIFICATIONS FOR APPROXIMATELY 333 ACRES OF PROPERTY AND TO MODIFY PREZONING CLASSIFICATIONS ON APPROXIMATELY 35 ACRES WITHIN THE OVERALL 500 ACRE PROJECT AREA. CITY OF CLOVIS, APPLICANT.

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

13B. APPROVED - RES. **23-43**, RO309, A RESOLUTION OF APPLICATION FOR THE ANNEXATION OF APPROXIMATELY 500 ACRES INTO THE CLOVIS CITY LIMITS.

Motion to approve the resolution of application for the annexation of approximately 500 acres into the Clovis city limits, and to include three additional parcels (APNs: 580-071-26; 580-071-20; and 580-050-60 (Clovis Hills Church property)) with the condition that should Clovis Hills Church further develop their property where there is an increase of water usage from the water allocation that the City is already providing to the property (approximately 33 acre ft.), a service agreement between Clovis Hills Church and the City of Clovis will be required in order for the City to source and provide more water to the Clovis Hills Church property. Prior to annexation, Clovis Hills Church shall fulfill the applicable terms of the existing Extra-Territorial Agreement, including the payment of a water supply fee as described in the Agreement.

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

9:05 ITEM 14 – CONTINUED – CONSIDER REVIEW AND INTRODUCTION – **RES. 23-XX**, 2023-24 CITY OF CLOVIS ANNUAL BUDGET, FIVE YEAR CAPITAL IMPROVEMENT PROGRAM, AND INFORMATION REGARDING THE CLOVIS SUCCESSOR AGENCY.

A) FINANCE DEPARTMENT (JAY SCHENGEL)

- B) CITY COUNCIL/CITY ATTORNEY/CITY MANAGER/CITY CLERK (JOHN HOLT/JESSE VELEZ)
- C) POLICE DEPARTMENT (CURT FLEMING)
- D) FIRE DEPARTMENT (JOHN BINASKI)
- E) PUBLIC UTILITIES DEPARTMENT (SCOTT REDELFS)
- F) PLANNING AND DEVELOPMENT SERVICES/COMMUNITY INVESTMENT PROGRAM (RENEE MATHIS)
- G) GENERAL SERVICES (SHONNA HALTERMAN)
- H) ECONOMIC DEVELOPMENT, HOUSING, AND COMMUNICATIONS (CHAD MCCOLLUM)

Item continued to the June 5, 2023, City Council Meeting.

CITY MANAGER COMMENTS – 9:53

COUNCIL COMMENTS – 9:54

CLOSED SESSION – 9:55

ITEM 15 - GOVERNMENT CODE SECTION 54956.9(D)(1) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION CASE NAME: DESIREE MARTINEZ V. CITY OF CLOVIS, ET AL., CASE NO. F082914

No action was taken by the City Council during the closed session.

Mayor Ashbeck adjourned the meeting of the Council to June 5, 2023

Meeting adjourned: 10:00 p.m.

Mayor

City Clerk

CLOVIS CITY COUNCIL MEETING

June 5, 2023

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Ashbeck
Flag Salute led by Councilmember Bessinger

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

PRESENTATION – 6:03

6:03 – ITEM 1 - PRESENTATION OF PROCLAMATION HONORING FIRE CHIEF JOHN BINASKI UPON HIS RETIREMENT AND COMMENDING HIM FOR HIS OVERALL 32 YEARS OF FIRE SERVICE AND 10 YEARS OF SERVICE TO THE CLOVIS COMMUNITY.

6:29 – ITEM 2 - PRESENTATION OF PROCLAMATION HONORING CITY ENGINEER MIKE HARRISON UPON HIS RETIREMENT AND COMMENDING HIM FOR 39 YEARS OF SERVICE TO THE CLOVIS COMMUNITY.

PUBLIC COMMENTS – 6:56

Robert, Resident, shared complaints regarding an ongoing issue with the smoke detectors in his apartment complex and affordable housing.

CONSENT CALENDAR – 7:05

Councilmember Basgall abstained from voting on item 11 indicating that he has been involved with the incident as a witness. He also abstained from voting on item 14 as he is a member of the Marjaree Mason Center Board.

Motion by Councilmember Bessinger, seconded by Councilmember Mouanoutoua, that the items on the Consent Calendar with the exception of items 11 and 14, be approved. Motion carried by unanimous vote.

3. Administration - Approved - Minutes from the May 8, 2023, Council Meeting.
4. Administration - Adopted - **Ord. 23-03**, R2023-003, A request to establish rezoning classifications for approximately 333 acres of property and to modify rezoning classifications on approximately 35 acres within the overall 500-acre project area, located within the area generally bound by Shepherd Avenue on the south, Willow Avenue on the west, the Enterprise Canal on the north and the Peach Avenue alignment on the east. City of Clovis, applicant. (Vote: 5-0)
5. Administration - Received and Filed – Economic Development Corporation Serving Fresno County Quarterly Report, January - March 2023.

6. Administration - Received and Filed – Business Organization of Old Town (BOOT) Third Quarter Report, January through March 2023.
7. Administration - Approved – Authorize the City Manager to enter into an agreement with Pro Ag Management, Inc. on the lease of 1625 Shaw Ave., Suite 101, for \$116,000 per year.
8. Administration – Approved – Waive Formal Bidding Requirements and Authorize a Service Contract with The Lew Edwards Group to Conduct Polling and Feasibility Analysis of Revenue Options for \$49,400.
9. Finance – Received and Filed – Investment Report for the Month of February 2023.
10. Finance – Received and Filed – Treasurer’s Report for the Month of February 2023.
12. Planning and Development Services – Approved – Final Acceptance for Final Map for Tract 6367, located at southeast area of Armstrong Avenue and Nees Avenue (Gleneagles Homes, a California Corp DBA Gary McDonald Homes, a California corporation).
13. Planning and Development Services – Approved – Bid Award for CIP 19-11 Bullard Avenue Rehabilitation; and authorize the City Manager to execute the contract on behalf of the City with Dave Christian Construction Company in the amount of \$761,162.25.
15. Public Utilities – Approved – Award Non-Exclusive Franchise Agreements for Hauling of Construction and Demolition Debris, and Update the City’s Approved Hauler List.

7:06 ITEM 11 - GENERAL SERVICES – APPROVED - CLAIM REJECTION OF THE GENERAL LIABILITY CLAIM ON BEHALF OF PHORUM SHETH.

Motion for approval by Councilmember Bessinger, seconded by Councilmember Pearce. Motion carried 4-0-0-1 with Councilmember Basgall abstaining.

7:06 ITEM 14 - POLICE - APPROVED – RES. 23-44, AUTHORIZING THE POLICE CHIEF AND THE POLICE DEPARTMENT TO EXECUTE AN MOU AND GRANT COOPERATIVE AGREEMENT BETWEEN MARJAREE MASON CENTER, INC., A CALIFORNIA NONPROFIT CORPORATION (MMC), AND APPROVED - RES. 23-45, AMENDING THE POLICE DEPARTMENT BUDGET TO REFLECT THE AWARD OF \$25,000.

Motion for approval by Councilmember Bessinger, seconded by Councilmember Pearce. Motion carried 4-0-0-1 with Councilmember Basgall abstaining.

PUBLIC HEARINGS – 7:07

7:07 ITEM 16 - APPROVED INTRODUCTION – ORD. 23-04, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADDING CHAPTER 4.14 TO TITLE 4 OF THE CLOVIS MUNICIPAL CODE PROHIBITING SPECTATORS AT VEHICLE SIDESHOWS IN THE CITY OF CLOVIS.

Lewis, Resident, shared concerns regarding street racing and people running traffic lights.

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

7:25 ITEM 17 - APPROVED – **RES. 23-46**, A RESOLUTION REVISING THE MASTER DEVELOPMENT FEE SCHEDULE AND PROVIDING A DESCRIPTION OF FEES TO BE REQUESTED FOR COUNTY ADOPTION. (CONTINUED FROM THE MAY 8, 2023, MEETING.)

Mike Prandini, BIA Representative, requested for the Council to defer the decision due to inconsistencies in the fee calculation for the street fees.

Darius Assemi, Granville Homes Representative, spoke in support of Council holding a workshop with stakeholders to discuss potential financing options for development.

Motion for approval by Councilmember Mouanoutoua, seconded by Councilmember Bessinger, for the Council to approve a resolution revising the master development fee schedule and directing staff to continue working with stakeholders and return with a workshop or workshops to explore other means of calculating and collecting development impact fees. Motion carried by unanimous vote.

8:41 ITEM 18 - CONTINUED - **RES. 23-47**, 2023-2024 CITY OF CLOVIS ANNUAL BUDGET, FIVE YEAR CAPITAL IMPROVEMENT PROGRAM, AND INFORMATION REGARDING THE CLOVIS SUCCESSOR AGENCY. (CONTINUED FROM THE MAY 15, 2023, MEETING.)

Item continued to the June 19, 2023, City Council meeting.

COUNCIL ITEMS – 9:44

9:44 ITEM 19 - APPROVED – CHANGE OF COUNCIL MEETING SCHEDULE.

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

CITY MANAGER COMMENTS – 9:45

COUNCIL COMMENTS – 9:45

CLOSED SESSION – 9:53

20. GOVERNMENT CODE SECTION 54956.9(D)(4) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION DECIDING WHETHER TO INITIATE LITIGATION ONE POTENTIAL CASE

21. GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE EVALUATION
TITLE: CITY MANAGER

No action was taken by the City Council during the closed session.

Mayor Ashbeck adjourned the meeting of the Council to June 19, 2023

Meeting adjourned: 10:45 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 19, 2023

SUBJECT: Administration - Adopt – Ord. 23-04, An ordinance of the City Council of the City of Clovis adding Chapter 4.14 to Title 4 of the Clovis Municipal Code prohibiting spectators at vehicle sideshows in the City of Clovis. (Vote: 5-0)

ATTACHMENTS: None

This item was approved for introduction on June 5, 2023, 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: Finance Department
 DATE: June 19, 2023
 SUBJECT: Finance – Receive and File – Investment Report for the Month of March 2023.

ATTACHMENTS: 1. Distribution of Investments
 2. Monthly Investment Transactions
 3. Certificates of Deposit
 4. Municipal Securities
 5. Graph of March 31, 2023 Treasury Rates

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

EXECUTIVE SUMMARY

Attached is the Investment Report for the month of March 2023. Shown in Attachment 1 is the distribution of investments which lists all the individual securities owned by the City with the book and market values. Book value is the actual price paid for the investment. Market value is the amount that the investment is worth if sold in the open market. The market value (which fluctuates daily) that is used in the report is as of the last working day of the month. Attachment 2 reflects the monthly investment transactions for the month of March 2023. Attachment 3 lists the certificates of deposit. Attachment 4 lists the municipal securities. Attachment 5 is a graph of Treasury rates on March 31, 2023.

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

1. Assets are invested in adherence with the safeguards and diversity of a prudent investor.
2. The portfolio is invested in a manner consistent with the primary emphasis on preservation of the principal, while attaining a high rate of return consistent with this guideline. Trading of securities for the sole purpose of realizing trading profits is prohibited.

3. Sufficient liquidity is maintained to provide a source for anticipated financial obligations as they become due.

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

The Finance Department invests the City's assets with an expectation of achieving a total rate of return at a level that exceeds the annualized rate of return on short-term government guaranteed or insured obligations (90-day Treasury bills) and to assure that the principal is preserved with minimal risk of depreciation or loss. In periods of rising interest rates, the City of Clovis portfolio return may be less than that of the annualized 90-day Treasury bill. In periods of decreasing interest rates, the City of Clovis portfolio return may be greater than the annualized 90-day Treasury bill. The current 90-day Treasury bill rate (annualized) is 2.94%. The rate of return for the City of Clovis portfolio is 2.64%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 90% of the Treasury bill rate.

In accordance with the Investment Policy, the investment period on each investment does not exceed three years and can be extended to five years with the City Manager's approval. As of March 2023, the average investment life of the City's investment portfolio is 1.80 years.

Current Investment Environment and Philosophy

During the month of March 2023, the federal funds rate increased to 4.75%-5.00%. On March 31, 2023, the Treasury yield curve increased from 3-month to 6-month notes, then decreased to 10-year notes.

Certificates of Deposit (CD's)

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

Purchases and Maturities

- 4 government securities totaling \$10,000,000 were purchased.
- 1 government security totaling \$18,000,000 matured.
- 13 certificates of deposit totaling \$3,250,000 were purchased.
- 5 certificates of deposit totaling \$1,250,000 matured.
- 2 municipal securities totaling \$1,435,000 were purchased.

Market Environment

- During March the federal funds rate increased to 4.75%-5.00%.
- On March 31, the yield curve increased from 3-month to 6-month notes, then decreased to 10-year notes. See Attachment 5, Graph of Treasury Rates on March 31, 2023.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AB*

**City of Clovis
Distribution of Investments
As of March 31, 2023**

AGENDA ITEM NO. 7.

	<u>COST</u>	<u>NET BOOK VALUE</u>	<u>MARKET VALUE *</u>	<u>YIELD TO MATURITY</u>	<u>STATED INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>DAYS TO MATURITY FROM 3/31/2023</u>
<u>GOV'T SECURITIES</u>								
FFCB	5,000,000	5,000,000	4,795,150	0.250%	0.250%	03/01/21	03/01/24	336
FHLB	4,998,000	4,999,204	4,929,250	3.276%	3.250%	08/17/22	03/08/24	343
FHLB	1,994,000	1,997,796	1,979,960	3.835%	3.625%	09/14/22	03/08/24	343
FFCB	1,999,000	1,999,488	1,915,520	0.317%	0.300%	03/24/21	03/18/24	353
FHLB	5,000,000	5,000,000	4,750,200	0.350%	0.350%	06/07/21	06/07/24	434
FHLB	941,770	966,754	952,480	4.500%	0.700%	11/17/22	06/24/24	451
FHLB	4,969,000	4,982,724	4,739,700	1.274%	1.050%	01/20/22	11/15/24	595
FHLB	1,595,506	1,640,684	1,624,984	4.515%	0.500%	11/16/22	12/30/24	640
FNMA	1,857,400	1,885,100	1,860,800	4.415%	0.500%	03/23/23	02/24/25	696
FNMA	930,300	943,820	930,690	4.338%	0.520%	03/23/23	02/25/25	697
FHLB	932,200	945,314	932,440	4.328%	0.625%	03/23/23	02/27/25	699
FHLB	3,980,000	3,988,320	3,809,720	1.922%	1.750%	02/28/22	02/28/25	700
FHLB	4,000,000	4,000,000	3,883,600	2.750%	2.750%	04/25/22	04/25/25	756
FAMCMTN	3,947,600	3,966,614	3,710,840	1.121%	0.750%	12/16/21	07/28/25	850
FHLB	5,000,000	5,000,000	4,925,850	3.600%	3.600%	08/30/22	08/28/25	881
FAMCMTN	4,948,500	4,965,811	4,609,050	0.869%	0.600%	10/14/21	09/08/25	892
FHLB	4,963,000	4,974,486	4,527,200	0.750%	0.580%	09/08/21	02/11/26	1,048
FHLB	3,922,000	3,946,404	3,636,480	1.229%	0.750%	12/16/21	02/24/26	1,061
FFCB	4,967,500	4,976,099	4,497,450	1.075%	0.940%	10/14/21	09/28/26	1,277
FHLB	3,649,200	3,704,858	3,617,040	3.342%	1.150%	06/29/22	10/28/26	1,307
FHLB	5,988,000	5,991,149	5,421,540	1.291%	1.250%	11/24/21	11/24/26	1,334
FHLB	5,127,757	5,095,138	4,697,950	1.580%	2.125%	01/20/22	12/11/26	1,351
FHLB	4,043,250	4,043,250	3,953,503	3.397%	1.020%	06/29/22	02/24/27	1,426
FHLB	4,550,000	4,643,227	4,540,162	3.173%	1.020%	08/17/22	02/24/27	1,426
FHLB	3,695,200	3,772,718	3,742,769	2.564%	0.900%	03/31/22	02/26/27	1,428
FHLB	6,072,400	6,138,777	6,090,045	3.737%	0.900%	01/19/23	02/26/27	1,428
FHLB	5,247,000	5,156,931	5,115,994	4.329%	0.900%	02/16/23	02/26/27	1,428
FHLB	5,050,770	5,317,002	5,091,639	3.971%	1.000%	12/14/22	02/26/27	1,428
FHLB	4,000,000	4,000,000	3,754,120	2.375%	2.375%	03/08/22	03/08/27	1,438
FFCB	5,160,000	5,223,923	5,171,640	3.996%	0.830%	03/23/23	02/22/28	1,789
SECURITIES TOTAL	<u>\$ 118,529,353</u>	<u>\$ 119,265,591</u>	<u>\$114,207,766</u>					
LAIF		<u>\$ 75,000,000</u>	<u>\$ 75,000,000</u>					
Municipal Issuance		<u>\$ 56,870,000</u>	<u>\$ 52,675,462</u>					
Sweep Account (Union Bank)		<u>\$ 30,827,750</u>	<u>\$ 30,827,750</u>					
TOTAL CD'S		<u>\$ 23,495,000</u>	<u>\$ 22,921,197</u>					
TOTAL INVESTMENTS		<u>\$ 305,458,341</u>	<u>\$ 295,632,175</u>					

* Market values for securities obtained from US Bank.

**City of Clovis
Monthly Investment Transactions
As of March 31, 2023**

AGENDA ITEM NO. 7.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FNMA	Gov. Sec.	Purchase	2,000,000	1,857,400	0.500%	03/23/23	02/24/25
FNMA	Gov. Sec.	Purchase	1,000,000	930,300	0.520%	03/23/23	02/25/25
FFCB	Gov. Sec.	Purchase	6,000,000	5,160,000	0.830%	03/23/23	02/22/28
FHLB	Gov. Sec.	Purchase	1,000,000	932,200	0.625%	03/23/23	02/27/25
Foothill De Anza Ref Bond	Mun Iss.	Purchase	835,000	835,000	0.906%	03/24/23	08/01/25
El Monte Ca Ref Bond	Mun Iss.	Purchase	600,000	600,000	1.326%	03/24/23	06/01/27
Alaska Fed Cr	CD	Purchase	250,000	250,000	4.650%	03/05/23	03/09/26
Blue Ridge Bk	CD	Purchase	250,000	250,000	4.500%	03/16/23	03/16/26
Carroll Cnty	CD	Purchase	250,000	250,000	4.650%	03/30/23	03/30/28
Cibc Bk	CD	Purchase	250,000	250,000	4.650%	03/24/23	03/24/26
First Cmnty Bk	CD	Purchase	250,000	250,000	4.500%	03/22/23	03/23/26
Flagstar Bk	CD	Purchase	250,000	250,000	4.650%	03/30/23	04/24/26
Mid Carolina Cr	CD	Purchase	250,000	250,000	4.600%	03/13/23	03/13/26
Northwest Bk	CD	Purchase	250,000	250,000	4.600%	03/17/23	03/17/26
People Bk Co	CD	Purchase	250,000	250,000	4.650%	03/30/23	03/30/27
Signature Bk	CD	Purchase	250,000	250,000	4.500%	03/24/23	03/24/26
Technology Cr Un	CD	Purchase	250,000	250,000	4.650%	03/23/23	03/23/26
Tradition Cap Bk	CD	Purchase	250,000	250,000	4.600%	03/03/23	03/03/26
Valleystar Cr Un	CD	Purchase	250,000	250,000	4.600%	03/20/23	03/20/26
FHLB	Gov. Sec.	Maturity	18,000,000	18,250,894	2.125%	03/10/23	03/10/23
Axos Bank	CD	Maturity	250,000	250,000	1.550%	03/27/23	03/27/23
Bank Leumi	CD	Maturity	250,000	250,000	1.450%	03/31/23	03/31/23
Celtic Bank	CD	Maturity	250,000	250,000	1.550%	03/13/23	03/13/23
Centerstate Bank	CD	Maturity	250,000	250,000	0.900%	03/30/23	03/30/23
Nicolet Natl Bank	CD	Maturity	250,000	250,000	0.900%	03/27/23	03/27/23

PORTFOLIO DATA

Current Month (03/23)

	Book	Market
CD'S	\$ 23,495,000	\$ 22,921,197
Gov't Securities*	119,265,591	114,207,766
Municipal Securities	56,870,000	52,675,462
LAIF	75,000,000	75,000,000
Sweep Account (Union Bank)	30,827,750	30,827,750
TOTAL	\$ 305,458,341	\$ 295,632,175

Prior Month (02/23)

	Book	Market
CD'S	\$ 21,495,000	\$ 20,891,156
Gov't Securities*	128,172,290	121,101,534
Municipal Securities	55,435,000	50,692,253
LAIF	75,000,000	75,000,000
Sweep Account (Union Bank)	23,626,633	23,626,633
TOTAL	\$ 303,728,923	\$ 291,311,576

Three Months Previous (12/22)

	Book	Market
CD'S	\$ 19,995,000	\$ 19,489,847
Gov't Securities*	125,365,607	118,704,819
Municipal Securities	52,935,000	48,186,516
LAIF	74,905,243	74,905,243
Sweep Account (Union Bank)	21,537,434	21,537,434
TOTAL	\$ 294,738,284	\$ 282,823,859

Six Months Previous (09/22)

	Book	Market
CD'S	\$ 16,245,000	\$ 15,738,360
Gov't Securities*	138,724,630	131,664,480
Municipal Securities	40,070,000	36,705,918
LAIF	74,651,233	74,651,233
Sweep Account (Union Bank)	31,983,745	31,983,745
TOTAL	\$ 301,674,608	\$ 290,743,736

One Year Previous (03/22)

	Book	Market
CD'S	\$ 10,995,000	\$ 10,863,747
Gov't Securities*	131,597,608	128,547,760
Municipal Securities	9,465,000	9,118,120
LAIF	74,453,060	74,453,060
Sweep Account (Union Bank)	53,645,114	53,645,114
TOTAL	\$ 280,155,782	\$ 276,627,801

*Adjusted Quarterly for Premium/Discount Amortization

**City of Clovis
Certificates of Deposit
As of March 31, 2023**

AGENDA ITEM NO. 7.

Negotiable CDs	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 03/31/23	INTEREST FREQUENCY
Discover Bank	250,000	249,930.00	1.350%	04/02/20	04/03/23	3	MONTHLY
Berkshire Bank	250,000	249,850.00	1.300%	04/08/20	04/06/23	6	MONTHLY
American Express	250,000	249,445.00	1.100%	04/21/20	04/21/23	21	MONTHLY
New York Cmnty Bank	250,000	241,885.00	0.350%	12/11/20	12/11/23	255	QUARTERLY
Transportation Alliance Bk	250,000	238,740.00	0.250%	03/12/21	03/12/24	347	QUARTERLY
Preferred Bank	250,000	238,335.00	0.250%	03/25/21	03/25/24	360	QUARTERLY
Bankunited Natl Assn	245,000	233,867.20	0.450%	03/31/21	04/01/24	367	QUARTERLY
Greenstate Credit Union	250,000	236,415.00	0.450%	06/16/21	06/17/24	444	QUARTERLY
Eaglemark Savings Bank	250,000	235,997.50	0.400%	06/30/21	06/28/24	455	QUARTERLY
Texas Exchange Bk	250,000	235,937.50	0.500%	07/09/21	07/09/24	466	QUARTERLY
BMW Bk North Amer	250,000	235,617.50	0.550%	07/30/21	07/30/24	487	QUARTERLY
Toyota Finl Svgs	250,000	234,840.00	0.650%	09/09/21	09/09/24	528	QUARTERLY
State Bk India	250,000	234,627.50	0.650%	09/17/21	09/17/24	536	QUARTERLY
Ubs Bank Usa	250,000	233,337.50	0.750%	11/17/21	11/18/24	598	QUARTERLY
Webbank Salt Lake City	250,000	233,222.50	0.750%	11/29/21	11/29/24	609	QUARTERLY
Medallion Bank Salt Lake City	250,000	233,142.50	0.900%	12/20/21	12/20/24	630	QUARTERLY
Beal Bank	250,000	232,790.00	0.950%	01/19/22	01/15/25	656	QUARTERLY
Mountain Amer Fed	250,000	243,112.50	3.450%	08/31/22	02/28/25	700	QUARTERLY
Barclays Bk	250,000	235,007.50	1.700%	03/09/22	03/10/25	710	QUARTERLY
Goldman Sachs Bk	250,000	234,777.50	1.650%	03/09/22	03/10/25	710	QUARTERLY
Safra National Bk	250,000	236,165.00	2.000%	03/23/22	03/24/25	724	QUARTERLY
Pentagon Federal Cr Un	250,000	236,015.00	2.000%	03/28/22	03/28/25	728	QUARTERLY
Beal Bank	250,000	236,992.50	2.200%	04/06/22	04/02/25	733	QUARTERLY
JP Morgan Chase	250,000	238,362.50	2.500%	04/08/22	04/08/25	739	QUARTERLY
First Natl Bank	250,000	243,105.00	2.200%	04/12/22	04/11/25	742	QUARTERLY
One Community Bank	250,000	238,920.00	2.700%	04/29/22	04/29/25	760	QUARTERLY
Americu Credit Union	250,000	239,375.00	2.800%	05/02/22	05/02/25	763	QUARTERLY
Synchrony Bank Retail	250,000	240,745.00	3.100%	05/20/22	05/20/25	781	QUARTERLY
Connexus Credit Union	250,000	240,080.00	3.000%	05/26/22	05/27/25	788	QUARTERLY
Bmo Harris Bank	250,000	240,642.50	3.150%	06/17/22	06/17/25	809	QUARTERLY
Saco Biddeford	250,000	239,067.50	2.850%	06/17/22	06/17/25	809	QUARTERLY
Baxter Credit Union	250,000	250,000.00	3.400%	06/28/22	06/30/25	822	QUARTERLY
Capital One Bank	250,000	241,622.50	3.350%	06/29/22	06/30/25	822	QUARTERLY
American First Cr Un	250,000	240,887.50	3.250%	07/15/22	07/15/25	837	QUARTERLY
Trustone Financial Cr Un	250,000	240,847.50	3.250%	07/19/22	07/21/25	843	QUARTERLY
American Natl Bank	250,000	239,937.50	3.100%	07/27/22	07/28/25	850	QUARTERLY
TCM Bank	250,000	241,322.50	3.350%	07/28/22	07/28/25	850	QUARTERLY
Generations Bank	250,000	241,552.50	3.400%	08/03/22	08/04/25	857	QUARTERLY
Direct Fed Credit	250,000	241,130.00	3.500%	08/17/22	08/18/25	871	QUARTERLY
Resource One Credit	250,000	240,850.00	3.300%	08/17/22	08/18/25	871	QUARTERLY
Connext Credit	250,000	241,882.50	3.500%	08/31/22	08/29/25	882	QUARTERLY
Skyone Fed Credit	250,000	242,430.00	3.600%	08/30/22	09/02/25	886	QUARTERLY
Credit Union of Texas	250,000	242,377.50	3.600%	09/14/22	09/15/25	899	QUARTERLY
Forbright Bank	250,000	241,747.50	3.500%	09/16/22	09/16/25	900	QUARTERLY
Ally Bank Sandy Utah	250,000	244,920.00	4.050%	09/29/22	09/19/25	903	QUARTERLY
Alabama Credit Union	250,000	242,282.50	3.600%	09/20/22	09/22/25	906	QUARTERLY
Kemba Finl Credit Union	250,000	244,610.00	4.000%	09/21/22	09/22/25	906	QUARTERLY
Farmers Merchants	250,000	243,110.00	3.750%	09/28/22	09/29/25	913	QUARTERLY
Jefferson Finl FCU	250,000	245,460.00	4.150%	09/29/22	09/29/25	913	QUARTERLY
Dort Finl Credit Union	250,000	244,580.00	4.000%	09/30/22	09/30/25	914	QUARTERLY
First National Bank	250,000	236,745.00	3.625%	09/30/22	09/30/25	914	QUARTERLY
Numerica Credit Union	250,000	246,332.50	4.200%	09/30/22	09/30/25	914	QUARTERLY
Vystar Credit Union	250,000	246,625.00	4.350%	09/30/22	09/30/25	914	QUARTERLY
Bell Bank Fargo	250,000	245,397.50	4.150%	10/13/22	10/14/25	928	QUARTERLY
Pacific Alliance	250,000	245,695.00	4.200%	10/14/22	10/14/25	928	QUARTERLY
First Financial Bank	250,000	245,397.50	4.150%	10/13/22	10/17/25	931	QUARTERLY
Great Southern Bank	250,000	247,497.50	4.500%	10/20/22	10/20/25	934	QUARTERLY
American Bank	250,000	246,595.00	4.350%	10/21/22	10/21/25	935	QUARTERLY
Queensborough Natl Bank	250,000	245,967.50	4.100%	10/21/22	10/21/25	935	QUARTERLY
Public Alliance Cr Un	250,000	247,457.50	4.500%	10/25/22	10/27/25	941	QUARTERLY

**City of Clovis
Certificates of Deposit
As of March 31, 2023**

AGENDA ITEM NO. 7.

<u>Negotiable CDs</u>	<u>COST</u>	<u>MARKET PRICE</u>	<u>INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>MATURITY FROM 03/31/23</u>	<u>INTEREST FREQUENCY</u>
First Citizens Bank	250,000	248,667.50	4.700%	10/28/22	10/28/25	942	QUARTERLY
LCA Bank Corp	250,000	246,872.50	4.400%	10/28/22	10/28/25	942	QUARTERLY
Sharonview Fed Cr Un	250,000	250,042.50	4.850%	10/31/22	10/31/25	945	QUARTERLY
United Heritage Cr Un	250,000	248,967.50	4.700%	11/04/22	11/04/25	949	QUARTERLY
Capital One Natl Assn	250,000	249,875.00	4.900%	11/16/22	11/17/25	962	QUARTERLY
Morgan Stanley Bank	250,000	250,065.00	5.000%	11/18/22	11/18/25	963	QUARTERLY
Spokane Teachers Cr Un	250,000	250,512.50	5.000%	11/23/22	11/23/25	968	QUARTERLY
Morgan Stanley Private	250,000	248,977.50	4.750%	12/09/22	12/09/25	984	QUARTERLY
Community Bank Topeka	250,000	246,112.50	4.300%	12/14/22	12/15/25	990	QUARTERLY
Austin Telco Fed	250,000	250,225.00	4.950%	12/16/22	12/16/25	991	QUARTERLY
Rogue Credit Union	250,000	250,012.50	5.100%	12/23/22	12/23/25	998	QUARTERLY
Alliant Credit Union	250,000	251,205.00	5.100%	12/30/22	12/30/25	1,005	QUARTERLY
Liberty First Cr Un	250,000	247,650.00	4.550%	01/17/23	01/19/26	1,025	QUARTERLY
Capital Educators Fed Cr	250,000	247,650.00	4.550%	01/19/23	01/20/26	1,026	QUARTERLY
Manufacturers Traders	250,000	245,670.00	4.250%	01/31/23	01/23/26	1,029	QUARTERLY
City Natl Bank	250,000	246,342.50	4.350%	01/25/23	01/26/26	1,032	QUARTERLY
Coastlife Cr Un	250,000	248,287.50	4.650%	02/13/23	02/13/26	1,050	QUARTERLY
Achieve Finl Cr Un	250,000	248,285.00	4.650%	02/17/23	02/17/26	1,054	QUARTERLY
California Cr Un Glendale	250,000	247,280.00	4.500%	02/23/23	02/23/26	1,060	QUARTERLY
Truiliant Fed Cr Un	250,000	247,940.00	4.600%	02/28/23	02/27/26	1,064	QUARTERLY
Pioneer Fed Cr Un Mtn Home	250,000	247,940.00	4.600%	02/28/23	03/02/26	1,067	QUARTERLY
Tradition Cap Bank	250,000	247,595.00	4.600%	03/03/23	03/03/26	1,068	MONTHLY
Alaska Fed Cr	250,000	248,955.00	4.650%	03/05/23	03/09/26	1,074	MONTHLY
Mid Carolina Credit	250,000	250,602.50	4.600%	03/13/23	03/13/26	1,078	MONTHLY
Blue Ridge Bank	250,000	250,662.50	4.500%	03/16/23	03/16/26	1,081	MONTHLY
Northwest Bank	250,000	250,675.00	4.600%	03/17/23	03/17/26	1,082	MONTHLY
Valleystar Credit Union	250,000	250,680.00	4.600%	03/20/23	03/20/26	1,085	MONTHLY
First Community Bank	250,000	250,332.50	4.500%	03/22/23	03/23/26	1,088	MONTHLY
Technology Credit Union	250,000	250,682.50	4.650%	03/23/23	03/23/26	1,088	MONTHLY
Cibc Bank	250,000	250,332.50	4.650%	03/24/23	03/24/26	1,089	MONTHLY
Signature Bank	250,000	250,685.00	4.500%	03/24/23	03/24/26	1,089	MONTHLY
Flagstar Bank	250,000	250,702.50	4.650%	03/30/23	04/24/26	1,120	MONTHLY
People Bank Co	250,000	248,940.00	4.650%	03/30/23	03/30/27	1,460	MONTHLY
Carroll County	250,000	246,165.00	4.650%	03/30/23	03/30/28	1,826	MONTHLY
Negotiable CD TOTAL	<u>\$ 23,495,000</u>	<u>\$ 22,921,197</u>					
CD TOTAL	<u>\$ 23,495,000</u>	<u>\$ 22,921,197</u>					

**City of Clovis
Municipal Securities
As of March 31, 2023**

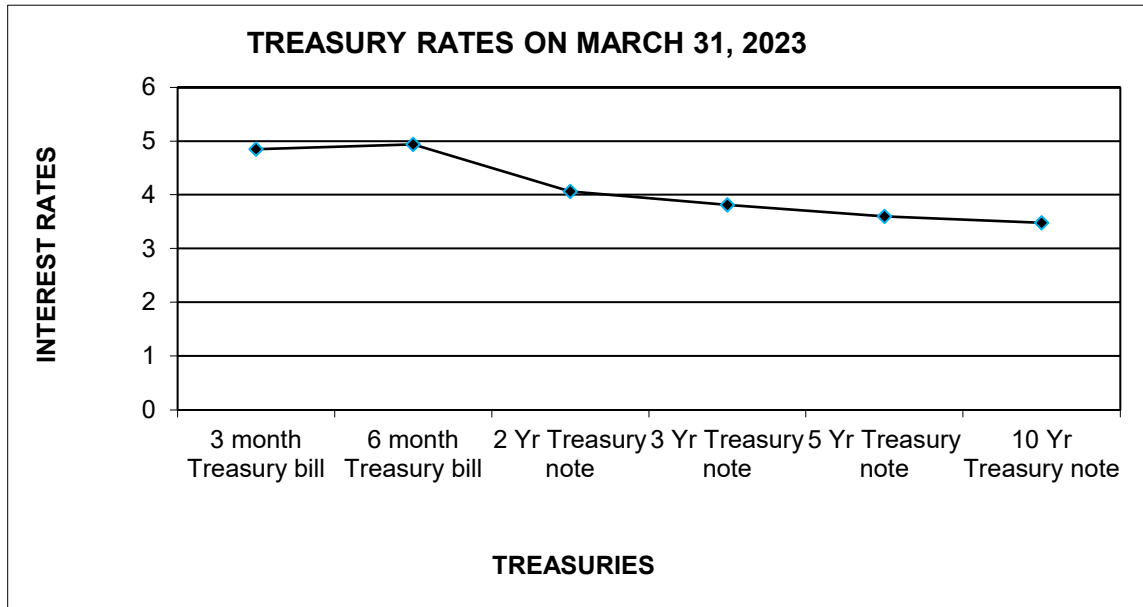
AGENDA ITEM NO. 7.

Municipal Securities	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 03/31/23	INTEREST FREQUENCY
Huntington Beach Pension Bond	1,000,000	990,650	0.381%	04/01/21	06/15/23	76	QUARTERLY
Fresno Unified Taxable Go Ref Bond	500,000	492,685	0.462%	09/30/20	08/01/23	123	QUARTERLY
Pomona Cali Uni Sch Dist Go Bond	815,000	803,264	0.534%	10/20/20	08/01/23	123	QUARTERLY
San Jose CA USD Ref Bond	775,000	763,437	0.221%	01/20/21	08/01/23	123	QUARTERLY
Vista CA USD Ref Bond	750,000	739,433	0.221%	01/20/21	08/01/23	123	QUARTERLY
William Hart Cali HS Go Bond	1,000,000	985,380	0.366%	12/23/20	08/01/23	123	QUARTERLY
Jefferson Cali Elem Sch Dist Go Bond	710,000	697,717	0.399%	10/27/20	09/01/23	154	QUARTERLY
Santa Rosa Calif Watr Ref Bond	350,000	344,029	0.578%	12/01/20	09/01/23	154	QUARTERLY
California St Univ Ref Bond	3,455,000	3,367,554	0.475%	04/01/22	11/01/23	215	QUARTERLY
San Diego CA Convention Ref Bond	1,450,000	1,398,482	1.527%	08/18/22	04/15/24	381	QUARTERLY
Santa Ana College Ref Bond	440,000	416,684	0.644%	12/17/21	08/01/24	489	QUARTERLY
University CA Rev Bond	1,000,000	975,250	4.350%	09/15/22	05/15/25	776	QUARTERLY
Antelope Valley CA Ref Bond	750,000	706,140	1.767%	05/12/22	08/01/25	854	QUARTERLY
Chabot Las Positas Cmnty Clg Bond	1,490,000	1,362,143	0.880%	04/29/22	08/01/25	854	QUARTERLY
Foothill De Anza Bond	835,000	770,738	0.906%	03/24/23	08/01/25	854	QUARTERLY
San Dieguito High School Ref Bond	1,000,000	942,580	1.661%	10/13/22	08/01/25	854	QUARTERLY
Santa Ana CCD Ref Bond	250,000	228,580	0.744%	05/12/22	08/01/25	854	QUARTERLY
Orange County Water Dist Ref Bond	900,000	852,552	2.095%	10/13/22	08/15/25	868	QUARTERLY
San Jose CA Txble Ser B	2,355,000	2,248,672	2.450%	10/13/22	09/01/25	885	QUARTERLY
Los Angeles CA USD Ref Bond	1,000,000	906,130	1.455%	11/15/21	07/01/26	1,188	QUARTERLY
Chabot Las Positas Cmnty Clg CA	3,505,000	3,118,469	1.080%	07/27/22	08/01/26	1,219	QUARTERLY
Chaffey CA High School Ref Bond	1,565,000	1,467,125	2.475%	06/30/22	08/01/26	1,219	QUARTERLY
Huntington Beach HS Dist Ref Bond	3,305,000	2,988,513	1.208%	04/29/22	08/01/26	1,219	QUARTERLY
Placentia Yorba USD Ref Bond	1,110,000	996,136	1.070%	05/31/22	08/01/26	1,219	QUARTERLY
San Diego CA Cmnty Ref Bond	470,000	440,982	2.299%	04/29/22	08/01/26	1,219	QUARTERLY
San Ramon Valley CA USD Ref Bond	2,125,000	1,925,526	1.147%	11/03/21	08/01/26	1,219	QUARTERLY
Sonoma Cnty Jr College Ref Bond	2,000,000	1,877,320	2.447%	06/30/22	08/01/26	1,219	QUARTERLY
San Diego CA Pub Facs Ref Bond	1,625,000	1,476,963	1.812%	08/18/22	10/15/26	1,294	QUARTERLY
CA ST Univ Rev Ref Bond	2,500,000	2,239,775	1.142%	02/17/23	11/01/26	1,311	QUARTERLY
El Dorado CA Irr Dist Ref Bond	1,175,000	1,055,091	1.687%	08/18/22	03/01/27	1,431	QUARTERLY
University Gen Rev Bond	2,385,000	2,122,626	1.316%	10/13/22	05/15/27	1,506	QUARTERLY
El Monte Ca Ref Bond	600,000	527,112	1.326%	03/24/23	06/01/27	1,523	QUARTERLY
Colton CA Jt Uni Sch	1,060,000	947,470	1.603%	11/17/22	08/01/27	1,584	QUARTERLY
Contra Costa Ref Bond	880,000	805,174	2.163%	09/15/22	08/01/27	1,584	QUARTERLY
Foothill De Anza CCD	540,000	480,919	1.473%	12/15/22	08/01/27	1,584	QUARTERLY
Fremont CA Uni Sch Dist	1,100,000	962,027	1.113%	11/17/22	08/01/27	1,584	QUARTERLY
Fremont CA USD Ref Bond	1,140,000	1,036,499	2.000%	05/31/22	08/01/27	1,584	QUARTERLY
Marin CA Cmnty Clg Dist	335,000	324,166	3.330%	11/17/22	08/01/27	1,584	QUARTERLY
Mount San Antonio Cmnty Clg	285,000	249,540	1.139%	11/17/22	08/01/27	1,584	QUARTERLY
Mount San Antonio Ref Bond	405,000	373,434	2.329%	10/13/22	08/01/27	1,584	QUARTERLY
Saddleback VY Uni Ref Bond	3,000,000	2,763,750	2.400%	08/10/22	08/01/27	1,584	QUARTERLY
San Diego CA Com CD	590,000	547,355	2.407%	12/15/22	08/01/27	1,584	QUARTERLY
San Ramon Valley Ref Bond	1,435,000	1,277,007	3.415%	09/15/22	08/01/27	1,584	QUARTERLY
Santa Monica Cmnty Clg Ref Bond	1,000,000	966,380	3.050%	09/15/22	08/01/27	1,584	QUARTERLY
Sierra CA Cmnty Clg Dist	465,000	404,345	1.129%	11/17/22	08/01/27	1,584	QUARTERLY
William Hart CA Un High	200,000	172,802	1.174%	11/17/22	08/01/27	1,584	QUARTERLY
Rancho Santiago Cmnty Clg	335,000	289,728	1.106%	11/17/22	09/01/27	1,615	QUARTERLY
San Jose CA Txble Ser B	910,000	847,128	2.600%	10/13/22	09/01/27	1,615	QUARTERLY
Mun. Securities TOTAL	\$ 56,870,000	\$ 52,675,462					
Municipal Securities TOTAL	\$ 56,870,000	\$ 52,675,462					

**CITY OF CLOVIS
FINANCE DEPARTMENT
MARCH 31, 2023 TREASURY RATES**

Treasury Rates as of March 31, 2023

3 month Treasury bill	4.85
6 month Treasury bill	4.94
2 Yr Treasury note	4.06
3 Yr Treasury note	3.81
5 Yr Treasury note	3.60
10 Yr Treasury note	3.48



As indicated in the above graph, treasuries increase from 3-month to 6-month notes, then decrease to 10-year notes.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Finance Department
 DATE: June 19, 2023
 SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of March 2023.

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

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

EXECUTIVE SUMMARY

Attached for the Council’s information is the Treasurer’s Report for the month ended March 31, 2023.

Pursuant to Section 41004 of the Government Code of the State of California, the City Treasurer is required to submit a monthly report of all receipts, disbursements, and fund balances. Attachment 1 provides a summary of the beginning balance, total receipts, total disbursements, ending balance for all funds, and a listing, by fund, of all month end fund balances. Attachment 2 summarizes the investment activity for the month and distribution, by type of investment, held by the City. Attachment 3 lists all investments with original maturities exceeding one year as of the month ended March 31, 2023.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AA*

City of Clovis
Statement of Cash Balances
As of March 31, 2023

Previous Balance	\$	5,017,894.58
Deposits		48,652,291.67
Disbursements		(47,801,655.03)
		(47,801,655.03)
Current Balance	\$	5,868,531.22

FUNDS	BALANCE
100 General Fund	\$ 17,461,137.46
201 Local Transportation	14,555,179.71
202 Parking and Business Improvements	226,687.40
203 Off Highway Use	72,619.60
204 Community Facilities District 2020-1	145,360.88
205 Senior Citizen Memorial Trust	56,400.48
207 Landscape Assessment District	6,636,137.64
208 Blackhorse III (95-1) Assessment District	104,094.90
301 Park & Recreation Acquisition	12,154,053.70
305 Refuse Equipment Reserve	2,327,131.68
310 Special Street Deposit Fund	44,728,604.36
313 Successor Agency	627.38
314 Housing Successor Agency	1,079,794.45
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	419,335.48
501 Community Sanitation Fund	16,000,722.31
502 Sewer Service Fund	37,858,603.31
504 Sewer Capital Projects-Users	461,009.01
506 Sewer Capital Projects-Developer	6,528,366.82
507 Water Service Fund	42,407,298.75
508 Water Capital Projects-Users	7,341,173.90
509 Water Capital Projects-Developer	11,119,141.65
515 Transit Fund	6,408,011.04
540 Planning & Development Services	15,606,177.61
601 Property & Liability Insurance	612,048.95
602 Fleet Maintenance	22,497,199.47
603 Employee Benefit Fund	12,070,874.38
604 General Government Services	20,641,635.99
605 Facilities Maintenance	3,911,877.78
606 Information Technology	6,468,285.25
701 Curb & Gutter Fund	165,713.93
703 Payroll Tax & Withholding Fund	781,205.02
712 Temperance/Barstow Assmt Dist (98-1)	78,188.07
713 Shepherd/Temperance Assmt Dist (2000-1)	5,847.93
715 Supp Law Enforcement Serv	316,889.59
716 Asset Forfeiture	251,342.70
720 Measure A-Public Safety Facility Tax	1,729.23
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(201,670.84)
747 Housing Successor Trust Fund	1,137.98
SUBTOTALS	\$ 311,326,871.58
999 Invested Funds	(305,458,340.36)
TOTAL	\$ 5,868,531.22

**City of Clovis
Summary of Investment Activity
For the month of March 31, 2023**

<hr/> <hr/>	
<u>Balance of Investments Previous Month End</u>	<u>\$ 303,728,922.01</u>
 <u>Time Certificates of Deposit Transactions</u>	
Investments	3,250,000.00
Withdrawals	<u>(1,250,000.00)</u>
Total CD Changes	2,000,000.00
 <u>Other Changes</u>	
Government Securities	(8,906,699.00)
Local Agency Investment Fund	0.00
Municipal Securities	1,435,000.00
Sweep Account	<u>7,201,117.35</u>
Total Other Changes	<u>(270,581.65)</u>
Balance of Investments Current Month End	<u>\$ 305,458,340.36</u>

**City of Clovis
Distribution of Investments
As of March 31, 2023**

<hr/> <hr/>	
Insured CD's	23,495,000.00
Government Securities	119,265,589.85
US Treasury Notes	0.00
Local Agency Investment Fund	75,000,000.00
Municipal Securities	56,870,000.00
Sweep Account	<u>30,827,750.51</u>
Investment Total	<u>\$ 305,458,340.36</u>

**City of Clovis
Original Maturities Exceeding One Year
As of March 31, 2023**

<u>Institution</u>	<u>Face Value</u>	<u>Investment Balance At Amortized Cost</u>	<u>Maturity</u>	<u>Stated Rate</u>
FFCB	5,000,000.00	5,000,000	3/1/2024	0.250%
FHLB	5,000,000.00	4,999,204	3/8/2024	3.250%
FFCB	2,000,000.00	1,997,796	3/8/2024	3.625%
FHLB	2,000,000.00	1,999,488	3/18/2024	0.300%
FHLB	5,000,000.00	5,000,000	6/7/2024	0.350%
FHLB	1,000,000.00	966,754	6/24/2024	0.700%
FHLB	5,000,000.00	4,982,724	11/15/2024	1.050%
FHLB	1,735,000.00	1,640,684	12/30/2024	0.500%
FNMA	2,000,000.00	1,885,100	2/24/2025	0.500%
FNMA	1,000,000.00	943,820	2/25/2025	0.520%
FHLB	1,000,000.00	945,314	2/27/2025	0.625%
FHLB	4,000,000.00	3,988,320	2/28/2025	1.750%
FAMCMTN	4,000,000.00	4,000,000	4/25/2025	2.750%
FAMCMTN	4,000,000.00	3,966,614	7/28/2025	0.750%
FHLB	5,000,000.00	5,000,000	8/28/2025	3.600%
FHLB	5,000,000.00	4,965,811	9/8/2025	0.600%
FFCB	5,000,000.00	4,974,486	2/11/2026	0.580%
FHLB	4,000,000.00	3,946,404	2/24/2026	0.750%
FHLB	5,000,000.00	4,976,099	9/28/2026	0.940%
FHLB	4,000,000.00	3,704,858	10/28/2026	1.150%
FHLB	6,000,000.00	5,991,149	11/24/2026	1.250%
FHLB	5,000,000.00	5,095,138	12/11/2026	2.125%
FHLB	4,500,000.00	4,043,250	2/24/2027	1.020%
FHLB	5,000,000.00	4,643,227	2/24/2027	1.020%
FHLB	4,000,000.00	3,772,718	2/26/2027	0.900%
FHLB	6,800,000.00	6,138,777	2/26/2027	0.900%
FHLB	5,700,000.00	5,156,931	2/26/2027	0.900%
FHLB	6,000,000.00	5,317,002	2/26/2027	1.000%
FHLB	4,000,000.00	4,000,000	3/8/2027	2.375%
FHLB	6,000,000.00	5,223,923	2/22/2028	0.830%



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: June 19, 2023

SUBJECT: Finance – Approval – Selection of Hinderliter de Llamas & Associates (HdL) to Provide Short-term Rental Compliance and both Transient Occupancy Tax and Tourism Business Improvement District Assessment Collection Services in the Amount of \$37,000.

ATTACHMENTS: 1. Draft Agreement

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to authorize the City Manager to enter into an agreement with Hinderliter de Llamas & Associates (HdL) for the provision of short-term rental compliance services, as well as transient occupancy tax (TOT) and tourism business improvement district assessment (TBID) collection services.

EXECUTIVE SUMMARY

As a result of the growth in short-term rental properties in the City, City staff identified the need to contract for services to both bring these properties into compliance as well as collect TOT and TBID. Staff reviewed three quotes; as a result of the review, HdL was selected as the firm with the best combination of experience, services, and pricing to fit the City's needs, both currently and into the future. It is recommended that a contract be signed with HdL to provide short-term rental compliance services as well as TOT and TBID collection services.

BACKGROUND

As the City has grown, more properties have been utilized for the purposes of short-term rentals. The City requires that all properties that are operating as short-term rentals obtain a business license, as well as a home occupation permit, among other conditions stipulated in the Clovis Municipal Code. In addition, these properties are required to charge, collect, and remit TOT and TBID on a quarterly basis, as is required of hoteliers. City staff identified the need to obtain

services necessary to identify those short-term rental properties that are not currently licensed, permitted, and remitting the required taxes.

City staff reached out and received quotes from three providers of services related to short-term rental compliance. One of the respondents provided tools to potentially identify the short-term rental properties but didn't provide the full suite of services desired by the City. Of the other two, HdL provided the greatest offering of both services and price. HdL also provides the synergy between short-term rental compliance, TOT and TBID collection services, and its current provision of business license software services to the City. As part of this agreement, HdL will also manage the remittance of TOT and TBID from hoteliers and will perform routine audits of TOT filings as requested by the City.

Staff are confident that these services will be integral in bringing short-term rental properties into compliance on a citywide basis, as well as in generating additional revenue from TOT that was previously uncollected.

FISCAL IMPACT

Costs for the first year of these services (\$37,000) along with the associated revenue offsets have been included in the Finance department budget for the fiscal year 2023-2024. Annual costs related to these services (approximately \$27,000 per year plus 3% or CPI escalators) will be included in future Finance Department budgets.

REASON FOR RECOMMENDATION

Staff have identified the need for services to identify short-term rental properties in order to bring them into compliance, as well as services that help facilitate quarterly remittance of both TOT and TBID. HdL was identified as a firm that has provided these services for numerous municipalities in California and has been a business partner of the City for over a decade.

ACTIONS FOLLOWING APPROVAL

After approval by the Council, the City Manager will execute an agreement with HdL, after which City staff will begin work with HdL on outreach to short-term rental properties and hoteliers in Clovis.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AA*

MASTER SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT (this “Agreement”) is entered into as of _____, 2023 (the “Agreement Date”) by and between Hinderliter De Llamas & Associates (HdL) (“Consultant”), and City of Clovis (“Client”), which is located within the state of California (the “State”).

WITNESSETH:

WHEREAS, Consultant is engaged in the business of providing consulting, software and other services that help public agencies understand and maximize their collection of sales, use and transactions taxes, business license taxes, property and lodging taxes, and other revenues, as well as their delivery of other public services (collectively, “Consultant’s Business”); and

WHEREAS, Client desires to contract with Consultant to obtain one or more of the services included within Consultant’s Business (as provided for in Section 1) upon the terms and conditions contained in this Agreement;

WHEREAS, Consultant desires to contract with Client to render such services upon the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the covenants and promises contained herein, Client and Consultant mutually agree as follows:

1. Services.

1.1 Consultant will perform those services included within Consultant’s Business that are described in any and all schedule(s) referencing this Agreement and signed by Client and Consultant as of the Agreement Date or hereafter (individually and collectively, the “Schedule(s)”), upon the terms and conditions contained in this Agreement (including the Schedules) (such services are, collectively, the “Services”)

1.2 **Consultant warrants that it will perform the Services in a professional manner in accordance with professional standards.** In performing the Services, Consultant is acting as an independent contractor (and not as an agent or employee of Client).

1.3 Client acknowledges and agrees that any other public agency (including, without limitation, any participating government agency) located within or outside of the State (e.g., city, municipality, county, district, public authority or other political subdivision) may procure services for fees and other terms and conditions that are substantially similar to any of the Services, Fees and other terms and conditions set forth in this Agreement, provided that such other public agency executes a separate agreement with Consultant wherein the services rendered to such other public agency, the fees payable by such other public agency, and the other terms and conditions of such separate agreement are the responsibility of Consultant and such other public agency and not Client.

1.4 This Agreement does not limit the right of Consultant to enter into additional contracts with Client or to contract with other persons or entities (that are not Client) to provide them with merchandise or services of any kind whatsoever, including, but not limited to, services similar to the Services.

2. **Fees.** As compensation for performing the Services, Client will pay Consultant the fees, costs and expenses as described in the Schedules (individually and collectively these fees and costs are, the “Fees”). Consultant may perform the Services using professionals from its staff or Consultant’s affiliated entities, and such Services will be billed to Client under the same billing terms applicable to Consultant’s staff. Consultant may increase the Fees from time to time (including, without limitation, annually as described in the Schedules). Other than a Fee increase as described in the Schedules, Client may notify Consultant of a request that such Fee increase be modified or revoked and, if Consultant fails to do so to Client’s satisfaction within thirty (30) days after the receipt of such request, Client may terminate this Agreement without cause pursuant to Section 7.3.

3. **Invoices; Payment.**

3.1 Consultant will invoice Client for the Fees earned and/or incurred by Consultant pursuant to this Agreement.

3.2 Invoices are due and payable upon receipt. Interest will begin to accrue on the thirtieth (30th) day following the invoice date on all unpaid balances at a rate of one and one-half percent (1½%) per month, or the maximum rate permitted by law, whichever is less. Payments will first be credited to interest and then to principal. In the event that Client disputes or contests an invoice, only that portion so disputed or contested in good faith will be withheld from payment, and the undisputed portion must be timely paid. Interest will accrue on any contested portion of the invoice not timely paid and will be payable immediately if the contested invoice is resolved in favor of Consultant.

3.3 If Client fails to fully pay an invoice within 30 days after the invoice date, Consultant may, after giving five (5) days’ notice to Client, suspend the rendering of Services under this Agreement until said invoice is paid in full, together with all interest that has accrued thereon. In the event of such a suspension of Services, Consultant will have no liability to Client for any delays or damages arising therefrom.

4. **Insurance.** Throughout the term of this Agreement, Consultant will maintain the following insurance in not less than the referenced amounts: (a) workers compensation and employers liability insurance as may be required by the State; (b) property damage liability of \$1,000,000 per incident; (c) bodily injury liability of \$1,000,000 per incident; and (d) professional liability for any errors or omissions of \$1,000,000.

5. **Client Support.**

5.1 Client will promptly provide in writing to Consultant all data and other information relating to or which may be necessary for Consultant’s performance of the Services. Without limiting the foregoing, Client will keep Consultant informed on a timely basis in writing as to the existence and amendments of the laws, ordinances and/or regulations under which Consultant is performing the Services (including any adopted by Client). Consultant will be permitted to rely on the accuracy, timeliness and completeness of the information provided by Client, and in no event will Consultant be liable to Client or others as a result of such reliance.

5.2 Client will examine all of Consultant’s reports, specifications, notices, proposals and other documents. In the event that a decision is required of Client in order for Consultant to perform the Services, Client will render such decision in writing in a timely manner.

5.3 Client will assist Consultant in obtaining such licenses, permits and approvals as may be required by law for performing the Services, and Client will pay all fees, assessments and taxes related to the application, issuance and maintenance thereof.

5.4 The Services do not include services that Consultant may be required or requested to provide to support, prepare, document, bring, defend or assist in litigation undertaken or defended by Client (“Litigation Services”). If Consultant agrees with Client or is required to perform Litigation Services, Client will promptly pay Consultant for all of Consultant’s costs and expenses related to Litigation Services at Consultant’s actual cost, plus ten percent (10%) thereof (all of which are deemed to be additional Fees).

6. Confidentiality; Software Use and Warranty; Records.

6.1 Consultant will comply with the requirements of the applicable laws, ordinances and/or regulations of which it has been informed by Client pursuant to Section 5.1 concerning the confidentiality of tax records.

6.2 As used herein, the term “proprietary information” means all information, techniques, processes, services or material that has or could have commercial value or other utility in Consultant’s Business, including without limitation: Consultant’s (i) software, computer or data processing programs; (ii) data processing applications, routines, subroutines, techniques or systems; (iii) desktop or web-based software; (iv) audit, tax or fee collection/administration or business processes, methods or routines; (v) marketing plans, analyses and strategies; and (vi) materials, techniques and intellectual property used. Except as otherwise required by law, Client must hold in confidence and may not use (except as expressly authorized by this Agreement) or disclose to any other party any proprietary information provided, learned of or obtained by Client in connection with this Agreement. The terms of this Section 6.2 do not apply to any information that is public information.

6.3 If access to any software which Consultant owns is provided to Client as part of this Agreement (including, without limitation, if Client chooses to subscribe to such software and reports option as part of the Services) (such Consultant-owned software is, collectively, the “Software”), Consultant hereby provides a limited, non-exclusive, non-transferable license to Client for the use by such of Client’s staff as may be designated from time to time by Client and approved by Consultant in writing to use the Software pursuant to and during the Term of this Agreement. The Software must only be used by such authorized Client staff, and Client must not sublicense, sublet, duplicate, modify, decompile, reverse engineer, disassemble, or attempt to derive the source code of the Software. The license granted hereunder does not imply ownership by Client or any of Client’s staff of the Software nor any rights of Client or any of Client’s staff to sublicense, transfer or sell the Software, or rights to use the Software for the benefit of others. Client may not create (or allow the creation of) any derivative work or product based on or derived from the Software or documentation, nor modify (or allow the modification of) the Software or documentation without the prior written consent of Consultant. In the event of a breach of this provision (and without limiting Consultant’s remedies), such modification, derivative work or product based on the Software or documentation is hereby deemed assigned to Consultant. Upon termination of this Agreement or this Software license, this

Software license will be deemed to have expired and Client must immediately deactivate, cease using and remove, delete and destroy all the Software (including, without limitation, from Client's computers and network). **Consultant warrants that the Software will perform in accordance with the Software's documentation.**

6.4 All documents, preliminary drafts, communications and any and all other work product related to the Services and provided by Consultant to Client either in hard copy or electronically are the property of Client. This does not include any software, programs, methodologies or systems used in the creation of such work product, nor does it include any drafts, notes or internal communications prepared by Consultant in the course of performing the Services that were not otherwise provided to Client in either hardcopy or electronic form, all of which may be protected by Consultant or others' copyrights or other intellectual property. It is possible that any documents, drafts, communications or other work product provided to Client may be considered public records under applicable law and/or may be discoverable through litigation. Consultant may publicly state that it performs the Services for Client.

6.5 Subject to applicable law, Consultant is responsible for retaining all final documents and other final work product related to the Services for a period of not less than three (3) years from the date provided to Client. Retention of any other documents, preliminary drafts, communications and any and all other work product provided to Client by Consultant is the responsibility of Client. Consultant has no responsibility to retain any drafts, notes, communications, emails or other writings created or received by Client in the course of performing the Services (other than the final documents and other final work product related to the Services and provided to Client for the term of years referenced above).

7. Term and Termination.

7.1 The initial term of this Agreement commences as of the Agreement Date and, unless terminated earlier pursuant to any of this Agreement's express provisions, will continue in effect until twelve (12) months from such date (the "Initial Term"). This Agreement will automatically renew for successive twelve (12) month terms unless earlier terminated as set forth in Section 7.2 or 7.3 or either party gives the other party written notice of non-renewal at least one hundred twenty (120) days prior to the expiration of the then-current term (each a "Renewal Term" and, collectively, together with the Initial Term, the "Term").

7.2 This Agreement may be terminated by either party for cause upon not less than forty-five (45) days' written notice given to and received by the other party, if the other party has materially breached this Agreement through no fault of the notifying party and fails to (i) commence correction of such material breach within thirty (30) days of receipt of the above-referenced written notice and (ii) diligently complete the correction thereafter.

7.3 In addition, either party may terminate this Agreement without cause upon not less than one hundred twenty (120) days' written notice to the other party.

7.4 On termination, Client will pay Consultant for all Fees and other compensation (including for Litigation Services) earned and/or incurred through the termination date and will thereafter timely pay Consultant for all other Fees and compensation to which Consultant may be entitled pursuant to this Agreement (including the Schedules hereto).

8. Indemnification.

8.1 Consultant agrees to fully and promptly indemnify and hold harmless (but not defend) Client and each of its officers, employees and agents (collectively, “Client Group”) from and against any and all third-party liabilities, judgments, awards, losses, claims, damages, expenses, and costs (including, without limitation, for reasonable third-party attorneys’ fees and costs awarded in connection therewith) (each, a “Third-Party Liability”, and collectively, “Third-Party Liabilities”) directly or indirectly related to this Agreement and arising out of any negligent act or negligent omission, or reckless or willful misconduct, of Consultant or any of its directors, officers, employees, agents, direct and indirect equity holders, or affiliates (collectively, “Consultant Group”) under this Agreement; provided, that such obligations to indemnify and hold harmless are only to the extent Consultant admits in writing, or any of Consultant Group is found by a court of competent jurisdiction in a judgment which has become final and that is no longer subject to appeal or review, to have caused the above-described Third-Party Liability(ies). In no event shall Consultant be obligated to defend any of Client Group or pay for any Client Group attorneys’ fees or other costs of defending against any such Third-Party Liabilities (“defense costs”), with exception of if Consultant is obligated to indemnify and hold harmless Client Group as described above in this Section 8.1 then Consultant shall also be responsible for the defense costs incurred by Client Group for the related matter. Consultant’s duty to indemnify and hold harmless Client shall not apply to claims for liability which arise from the issuance or non-issuance of any registration, license, permit, or exemption.

8.2 Client agrees to fully and promptly indemnify and hold harmless (but not defend) each of Consultant Group from and against any and all Third-Party Liabilities directly or indirectly related to this Agreement and arising out of any negligent act or negligent omission, or reckless or willful misconduct, of any of Client Group under this Agreement; provided, that such obligations to indemnify and hold harmless are only to the extent Client admits in writing, or any of Client Group is found by a court of competent jurisdiction in a judgment which has become final and that is no longer subject to appeal or review, to have caused the above-described Third-Party Liability(ies). In no event shall Client be obligated to defend any of Consultant Group or pay for any Consultant Group attorneys’ fees or other costs of defending against any such Third-Party Liabilities (“defense costs”), with exception of if Client is obligated to indemnify and hold harmless Consultant Group as described above in this Section 8.2 then Client shall also be responsible for the defense costs incurred by Consultant Group for the related matter.

9. Liability Limitations; Governing Law; Dispute Resolution.

9.1 To the maximum extent permitted by law and notwithstanding anything to the contrary in this Agreement:

9.1.1 Except as may otherwise be expressly set forth in this Agreement, Consultant makes no warranty of any kind with respect to the Services or the Software, express or implied. Consultant hereby disclaims all other warranties, express or implied, including the implied warranties of merchantability, fitness for a particular purpose, title and non infringement. Consultant disclaims all warranties and responsibility for third party software.

9.1.2 In no event will any of Consultant Group be liable for any Client monies not collected by Consultant Group, or any special, incidental, or consequential damages of any nature

whatsoever, even if such restrictions deprive one or more remedies of their essential purpose. This damage exclusion is independent of any remedies provided for herein.

9.1.3 Without limitation on any statute of limitations that expire in less than three years, no claim may be brought by Client against any one or more of Consultant Group arising out of this Agreement (including, without limitation, in connection with the Services or the Software) more than three years after the date upon which Client has actual knowledge of the first occurrence of the action or inaction giving rise to such claim (whether relating to the Services, the Software or otherwise).

9.1.4 Client acknowledges this Agreement is with Consultant in its capacity as a corporation or a limited liability company, and Client agrees that in no event will it seek to hold any of the Consultant Group (other than Consultant) responsible for any obligations under this Agreement.

9.2 The law of the State will govern the validity of this Agreement, its interpretation and performance, and any other claims related to it, without regard to the State's conflict of laws rules. Venue for any legal action arising out of this Agreement will be proper only in the State courts or the federal court in Fresno County. The parties hereby submit to the exclusive jurisdiction of such courts and waive any other venue to which either party might be entitled by domicile or otherwise. Both parties waive the right to a jury trial in an action to enforce, interpret or construe this Agreement.

9.3 If either party is required to bring legal action to enforce its rights under this Agreement or as the result of a breach of this Agreement, the costs and expenses of the prevailing party, including reasonable attorneys' fees, will be paid by the non-prevailing party.

9.4 A breach of this Agreement by either party may cause the other party hereto irreparable harm, the amount of which may be difficult to ascertain, and therefore such other party will have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining any further breach and for such other relief as such other party may deem appropriate. Such right is in addition to the remedies otherwise available to such other party at law or in equity. The parties hereto expressly waive the defense that a remedy in damages will be adequate and any requirement in an action for specific performance or injunction hereunder for the posting of a bond.

10. General Legal Provisions.

10.1 Authorization to Proceed. Each Schedule must be signed by both Client and Consultant before such Schedule will be binding on the parties hereto.

10.2 Force Majeure. Consultant and Client is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of Consultant.

10.3 Amendment; Waiver. Any provisions of this Agreement (including, without limitation, any Schedules or provisions within any Schedules) may be amended or terminated if in writing and signed by both Client and Consultant. No waiver by any party of any default, misrepresentation or breach of warranty or covenant hereunder, whether intentional or not, will be deemed to be valid unless acknowledged by such party in writing, and such waiver will not extend to

any prior or subsequent default, misrepresentation or breach of warranty or covenant hereunder or affect in any way any rights arising by virtue of any prior or subsequent such occurrence.

10.4 Severability and Survival. If any provision in this Agreement is held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired thereby. Notwithstanding any other provisions of this Agreement (including, without limitation, Section 7), Sections 3, 5.5, 6, 7, 8, 9 and 10 will survive the termination of this Agreement.

10.5 No Third-Party Beneficiaries; Services Limited to Agreement. Except as set forth in Section 8, this Agreement gives no rights or benefits to anyone other than Client and Consultant and has no third-party beneficiaries. The Services to be performed for Client by Consultant are defined solely by this Agreement (including the Schedules), and not by any other contract or agreement that may be associated with performing the Services.

10.6 Assignment. This is a bilateral personal services agreement. Neither party will have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the written consent of the other party. Any unauthorized assignment is void and unenforceable. This Agreement is binding on the successors and assigns of the parties hereto.

10.7 Notices. All notices under this Agreement must be in writing and will be deemed to have been given when such notice is received (i) from United States Postal Service First Class Certified Mail, Return Receipt Requested, (ii) by courier service, or (iii) by email; provided, however, that notices received on a weekend or holiday or on a business day after 4:00 p.m. local time will be deemed to have been received on the next business day. Notices will, unless another address is specified in writing, be sent to the addresses indicated below (each of which must include a street address and an email address): Consultant: Hinderliter De Llamas & Associates (HdL), Attn: George Bonnin, Email: gbonnin@hdlcompanies.com; and Client: [REDACTED], Attn: [REDACTED], Email: [REDACTED].

10.8 Entire Agreement; Conflict. This Agreement (including any Schedules dated as of the Agreement Date or hereafter) constitutes the entire agreement between the parties and supersedes any prior understandings, agreements, or representations by or between the parties, written or oral, to the extent they have related in any way to the subject matter hereof. Should there ever be a conflict between the terms and conditions of the Schedule(s) and the remainder of this Agreement, the terms and conditions of the remainder of this Agreement will prevail and be controlling.

10.9 Counterparts; Electronic Signatures; Authority. This Agreement may be signed in any number of counterparts, each of which will constitute an original and all of which, when taken together, will constitute one agreement. Any signed signature pages of this Agreement transmitted by email or other electronic means in a portable document format (PDF) or other clear and visible electronic format will have the same legal effect as an original. Each of the persons signing on behalf of a party hereto represents that he or she has the authority to sign this Agreement on such party's behalf.

10.10 No Adverse Construction. Both parties acknowledge having had the opportunity to participate in the drafting of this Agreement. This Agreement will not be construed against either

party based upon authorship. The section headings contained in this Agreement are inserted for convenience only and will not affect in any way the meaning or interpretation of this Agreement.

[Signatures are on the next page]

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement through their duly authorized representatives as of the Agreement Date.

CONSULTANT:

Hinderliter De Llamas & Associates (HdL)

CLIENT:

City of Clovis, CA

By: _____
Its: _____

By: _____
Its: _____

SCHEDULE E

Tax and Fee Administration Services and Fees Transient Occupancy Tax – Operations Management Services

SCHEDULE E – This Schedule E provides the scope of Services and Fees for tax and fee administration related to transient occupancy tax pursuant to the Master Services Agreement dated _____, 2023 (“MSA”).

The MSA includes the main body of the MSA, this Schedule, and all other Schedules to the MSA. Terms not otherwise defined herein have the definitions given to them within the main body of the MSA.

SCOPE OF SERVICES

Consultant will provide the following Services relative to Client’s transient occupancy tax administration.

1. Operations Management Services

- 1.1. Establish and maintain database of Client lodging providers.
- 1.2. Receive and process registrations, tax returns and payments in a timely fashion.
- 1.3. Provide lodging providers multiple options for submitting registrations, tax returns, payments, or support requests (including via website, email, mail, phone, and fax. Consultant tax specialists will be available for live interactions Monday through Friday, 8:00am to 5:00pm Pacific).
- 1.4. Remit revenue to Client no less than quarterly.
- 1.5. Provide Client staff access to website portal offering lodging provider registry inquiry and reporting capabilities.
- 1.6. Endeavor to ensure accurate filings of returns by consistently monitoring returns, providing compliance audits, and educating lodging providers as mutually agreed to by Client and Consultant.
- 1.7. Provide analysis reports monthly and annually provide revenue trends and key insights on Client lodging providers.

2. Online Payment Processing – Consultant’s services include PCI compliant payment processing services powered by FIS Global, which supports both credit card and eCheck transactions.

2.1. Client Responsibilities

- 2.1.1. As a condition to its receipt of the Service, Client shall execute and deliver any and all applications, agreements, certifications or other documents required by FIS Global, Networks or other third parties whose consent or approval is necessary for the processing of Transactions by FIS Global. “Network” is an entity or association that operates, under a common service mark, a system which permits participants to authorize, route, and settle Transactions among themselves, including, for example, networks operated by VISA USA and Mastercard, Inc., NYCE Corporation, American Express, and Discover.
- 2.1.2. Client hereby grants Consultant the full right, power and authority to request, receive and review any Data or records reflected in a Transaction report. Client represents and warrants that it has the full right and authority to grant these rights.

FEES

3. Operations Management Services

- 3.1. Fees for performing operations transient occupancy tax management Services (hoteliers), shall be \$850.00 per property, per year for each quarterly filing property plus a one-time implementation fee of \$5,000.00.
- 3.2. Fees will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-

- U), West Region, as reported by the U.S. Bureau of Labor Statistics (the “CPI Change”). Each annual increase in the Fees will be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of eight percent (8%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 8%.
- 3.3. Fees related to travel and lodging expenses are billed at cost and apply to all meetings (including implementation, training, operations and support).
 - 3.4. Fees will be invoiced monthly to Client for Services performed during the prior month. Fees will be netted out of Client’s monthly revenue disbursement. Client will submit payment for any balance due to Consultant within 30 days of receiving the invoice.
4. **Payment Processing** – Consultant will configure payment processing services to utilize either a taxpayer funded model (convenience fee) or Client funded model, as directed by Client. Client may switch between these models upon written request to Consultant. Fees for each of these payment processing models are detailed here.
- 4.1. Taxpayer funded model – Client authorizes Consultant to collect each convenience fee from the taxpayer at time of payment.
 - 4.1.1. Credit and debit card processing – 2.9% of transaction amount, minimum of \$2.00
 - 4.1.2. ACH/eCheck processing - \$1.25 per transaction
 - 4.2. Client funded
 - 4.2.1. Credit and debit card processing – 2.9% of transaction amount
 - 4.2.2. ACH/eCheck processing - \$0.50 per transaction
 - 4.3. Returned payments/NSF fee – Each occurrence of a card chargeback, returned payment or insufficient funds will incur a fee of \$25.00, to be applied to the taxpayers account.
 - 4.4. Consultant reserves the right to review and adjust pricing related to payment processing services on an annual basis. Consultant will communicate any such adjustment to Client in writing, with 60 days advance notice. Items that will be considered in the review of fees may include, but are not limited to: regulatory changes, card association rate adjustments, card association category changes, bank/processor dues and assessments, average consumer payment amounts, card type utilization, and costs of service.

4.5. **IN WITNESS WHEREOF**, the parties hereto have entered into this Schedule E to the MSA through their duly authorized representatives as of _____, 2023.

CONSULTANT:

CLIENT:

Hinderliter De Llamas & Associates (HdL)

City of Clovis, CA

By: _____
Its: _____

By: _____
Its: _____

SCHEDULE G

Tax and Fee Administration Services and Fees Transient Occupancy Tax – Short-Term Rentals

SCHEDULE G – This Schedule G provides the scope of Services and Fees for tax and fee administration–related to transient occupancy tax short-term rentals pursuant to the Master Services Agreement dated _____, 2023 (“MSA”).

The MSA includes the main body of the MSA, this Schedule, and all other Schedules to the MSA. Terms not otherwise defined herein have the definitions given to them within the main body of the MSA.

SCOPE OF SERVICES

Consultant will provide the following Services relative to Client’s short-term rentals transient occupancy tax administration.

5. Identification and Monitoring

- 5.1. Monitor short-term rental sites to identify new listings and closures.
- 5.2. Match listings to specific parcels using GIS and property tax assessor data.
- 5.3. Identify properties which are already registered and paying taxes.
- 5.4. Provide a visual map of listing locations in Client’s jurisdiction.
- 5.5. Record listing details (including start date, sites linked to, and other information necessary for documenting evidence of short-term rental activity).

6. Education, Registration, and Compliance

- 6.1. Notify non-compliant lodging providers of their status and any actions necessary to become compliant.
- 6.2. Provide short-term rentals website with links to FAQs, education packets, and support for registering, filing returns, and making payments.
- 6.3. Follow-up with non-compliant entities and assist as needed to obtain compliance.
- 6.4. Work with Client to identify additional requirements and ensure collection of data necessary for enforcement procedures.

7. Online Payment Processing – Consultant’s services include PCI compliant payment processing services powered by FIS Global, which supports both credit card and eCheck transactions.

7.1. Client Responsibilities

- 7.1.1. As a condition to its receipt of the Service, Client shall execute and deliver any and all applications, agreements, certifications or other documents required by FIS Global, Networks or other third parties whose consent or approval is necessary for the processing of Transactions by FIS Global. “Network” is an entity or association that operates, under a common service mark, a system which permits participants to authorize, route, and settle Transactions among themselves, including, for example, networks operated by VISA USA and Mastercard, Inc., NYCE Corporation, American Express, and Discover.
- 7.1.2. Client hereby grants Consultant the full right, power and authority to request, receive and review any Data or records reflected in a Transaction report. Client represents and warrants that it has the full right and authority to grant these rights.

FEES

8. Compliance and Monitoring Services

- 8.1. Fees for performing Short-Term Rental Compliance and Monitoring shall be as follows: \$19,500.00 year one (1), \$15,000.00 year two (2) and beyond + CPI.
- 8.2. Fee for TBID Administration shall be \$2,400/year + CPI.

- 8.2.1. Fees will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the “CPI Change”). Each annual increase in the Fees will be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 10%.
- 8.3. Travel and lodging expenses are billed at cost and apply to all meetings (including implementation, training, operations and support). Travel expenses only apply to out-of-scope travel and must therefore be pre-approved by Client.
- 8.4. Fees will be invoiced monthly to Client for Services performed during the prior month. Fees will be netted out of Client’s monthly revenue disbursement. Client will submit payment for any balance due to Consultant within 30 days of receiving the invoice.
9. **Payment Processing** – Consultant will configure payment processing services to utilize either a taxpayer funded model (convenience fee) or Client funded model, as directed by Client. Client may switch between these models upon written request to Consultant. Fees for each of these payment processing models are detailed here.
- 9.1. Taxpayer funded model – Client authorizes Consultant to collect each convenience fee from the taxpayer at time of payment.
- 9.1.1. Credit and debit card processing – 2.9% of transaction amount, minimum of \$2.00
- 9.1.2. ACH/eCheck processing - \$1.25 per transaction
- 9.2. Client funded
- 9.2.1. Credit and debit card processing – 2.9% of transaction amount
- 9.2.2. ACH/eCheck processing - \$0.50 per transaction
- 9.3. Returned payments/NSF fee – Each occurrence of a card chargeback, returned payment or insufficient funds will incur a fee of \$25.00, to be applied to the taxpayers account.
- 9.4. Consultant reserves the right to review and adjust pricing related to payment processing services on an annual basis. Consultant will communicate any such adjustment to Client in writing, with 60 days advance notice. Items that will be considered in the review of fees may include, but are not limited to: regulatory changes, card association rate adjustments, card association category changes, bank/processor dues and assessments, average consumer payment amounts, card type utilization, and costs of service.

IN WITNESS WHEREOF, the parties hereto have entered into this Schedule G to the MSA through their duly authorized representatives as of _____, 2023.

CONSULTANT:

CLIENT:

Hinderliter De Llamas & Associates (HdL)

City of Clovis, CA

By: _____
Its: _____

By: _____
Its: _____

By: _____
Its: _____

By: _____
Its: _____



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: General Services - Approval – Res. 23-____, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Deputy Public Utilities Director Classification with a FY 2023-24 Salary Range of \$13,690 to \$16,640 per month, and Approval – Res. 23-____, Amending the City’s FY 2023-24 Position Allocation Plan.

ATTACHMENTS: 1. Res. 23-____ Classification and Compensation Plan
2. Res. 23-____ Position Allocation Plan

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For City Council to approve a resolution authorizing amendments to the City’s Classification and Compensation Plans by adopting the Deputy Public Utilities Director classification with an FY 2023-24 salary range of \$13,690 to \$16,640 per month and approve a resolution amending the City’s FY 2023-24 Position Allocation Plan by deleting one (1) Assistant Public Utilities Director position and adding one (1) Deputy Public Utilities Director in the Public Utilities Department.

EXECUTIVE SUMMARY

The Public Utilities Department has a need to reclassify a vacant Assistant Public Utilities Director position to the position of Deputy Public Utilities Director. The proposed classification will be responsible for assisting the Public Utilities Director with oversight of the Public Utilities Department and will be the second in command when the Public Utilities Director is not available. This position will be unique in the department and separates itself from the Assistant Public Utilities Director classifications by the level and complexity of assignments received, the expectation to understand all operational aspects of the department, the significant level of responsibility placed on the position, the capacity to provide direct support for City Administration when appropriate, and it establishes an order for department succession planning. Adequate funds were included in the adopted FY 23-24 Public Utilities budget for the Assistant Public Utilities Director position and additional costs associated with reclassification to the new position

will be minimal. Modification of the City's Classification, Compensation, and Position Allocation Plans require City Council's approval.

BACKGROUND

The Public Utilities Department has a need to add the Deputy Public Utilities Director classification in place of a vacant Assistant Public Utilities Director position. The Deputy Public Utilities Director will plan, organize, and direct the work of assigned divisions and operations in the City's field services and utilities activities, serve as second in command to assist the City's Public Utilities Director in operational management of the Public Utilities Department, and advise the Public Utilities Director regarding public utility matters.

The FY 23-24 position allocation plan will be updated to reflect the new position by the deletion of one (1) Assistant Public Utilities Director position and the addition of one (1) Deputy Public Utilities Director position, as noted in Attachment A of Attachment 2.

It is recommended the salary range for the Deputy Public Utilities Director be placed at a percentage difference with the Deputy Police Chief as the same percentage difference between the Public Utilities Director and Police Chief on the City of Clovis management salary schedule. The recommended salary range would be \$13,690 to \$16,640 per month. The Deputy Public Utilities Director will be assigned to the management group. The new classification and salary range reflect the current needs of the City.

FISCAL IMPACT

The fiscal impact of salary and benefits for converting the Assistant Public Utilities Director position to a Deputy Public Utilities Director position for FY 23-24 is approximately an additional \$19,500. There are adequate funds in the Public Utilities Department budget to cover the costs of this position for the FY 23-24 fiscal year.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

The position allocation for the Public Utilities Department will be modified as noted in Attachment 2. Personnel staff will update the City's classification and compensation plans with the addition of the Deputy Public Utilities Director.

Prepared by: Lori Shively, Personnel/Risk Manager

Reviewed by: City Manager *AK*

RESOLUTION 23-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY ADOPTING A DEPUTY PUBLIC UTILITIES DIRECTOR CLASSIFICATION IN THE PUBLIC UTILITIES DEPARTMENT

WHEREAS, it has been determined that the City has a need for a Deputy Public Utilities Director classification to provide the necessary support to the Public Utilities Department; and

WHEREAS, it has been determined that the appropriate salary range for the Deputy Public Utilities Director classification is \$13,690 to \$16,640 per month; and

WHEREAS, it has been determined that it is appropriate to assign the Deputy Public Utilities Director classification to the Management Group.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans to include the Deputy Public Utilities Director classification (Attachment A) with a monthly salary range of \$13,690 to \$16,640 per month.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote to wit:

- AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: June 19, 2023

Mayor

City Clerk

City of Clovis
DEPUTY PUBLIC UTILITIES DIRECTOR
\$13,690 - \$16,640 Monthly Salary

DEFINITION

Under direction, to plan, organize and direct the work of assigned divisions and operations in the City's field services and utilities activities; to serve as a second in command to assist the City's Public Utilities Director in operational management of the Public Utilities Department; to advise the Public Utilities Director regarding public utility matters; and to perform related work as required.

CLASS CHARACTERISTICS

This classification performs operational management of public utilities functions. The incumbent may act as Public Utilities Director as designated by the Public Utilities Director, and is responsible to the Public Utilities Director for advice and consultation on engineering, long range planning, operational and regulatory matters, water supply, water production and distribution, water meter reading and infrastructure, groundwater recharge, fleet maintenance and renewal, wastewater collection and treatment, reclaimed water, storm drain maintenance, parks and landscape maintenance, traffic signals and street lighting maintenance, solid waste, landfill operation, street sweeping, street maintenance, energy programs and projects, regulatory compliance and utility infrastructure. Coordinates with the Public Utilities Director on long term strategic planning and sustainability for City services and operations. The Deputy Public Utilities Director exercises supervision over other managerial employees, making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing performance evaluations, processing employee grievances, recommending employment, and for taking and recommending disciplinary action. Positions in this class act with a high degree of independence of action in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent, referring to the Director only those problems which involve the establishment of new procedures or which involve solutions that are inconsistent with department procedures and policies. Most work is not reviewed directly by a supervisor and when work is reviewed, the review is directed toward final outcomes and results.

EXAMPLES OF DUTIES

Plan, organize and supervise assignments of the division heads and managerial subordinates in the utilities maintenance and operations divisions, including water supply, reclaimed water, wastewater maintenance, street maintenance, storm drainage, park maintenance, solid waste collection and disposal, street sweeping, fleet, traffic signals and street lighting; evaluate the need for and develop plans and schedules for long-range utilities programs; as delegated, may perform as the Engineer of Record for the Public Utilities Department and may inspect and approve City Public Utilities improvements; organize available resources for the maintenance, improvement and repair of facilities; compile estimates, contract provisions and specifications; confer with the City Manager and various public groups on proposed projects and improvements; confer with subordinates on the construction, repair and maintenance of utilities facilities and infrastructure; may approve

plans and specifications for Public Utilities; interact with other departments on problems of design, materials and processes proposed in connection with new construction or major repairs; prepare ordinances for Council consideration; recommend levels of service for utilities, street sweeping, park maintenance, refuse collection, traffic signals, street lighting and storm drains; participate in the selection of new employees; represent the City in relations with other governmental agencies; participate in direction of the solid waste disposal program; confer with private engineering firms and developers; conduct field inspections; formulate program definition and policy; develop and administer budget; conduct performance evaluations; explain policies, procedures and objectives of the department to staff by written directive and by oral communications; conduct staff meetings; and perform related work as required.

TYPICAL QUALIFICATIONS:

LICENSE REQUIRED

- Possession of a valid California Driver's License and a good driving record;
- Possession of a current and valid Civil Engineer license from the State of California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologists.

EDUCATION AND EXPERIENCE

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering or a closely related field.

Education Desirable:

- A Master's Degree in Civil Engineering or closely related field.

And

Experience:

- Five (5) years of increasingly responsible professional engineering and administrative experience, with at least two (2) years in a supervisory or administrative capacity in municipal or county government.

QUALIFICATIONS

Knowledge of:

- Technical, legal, financial and public relations problems involved in the conduct of municipal public works programs;
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal utilities and proposed facilities;
- Federal, state and local laws and regulations relating to municipal public works and utilities;
- Engineering principles and practices as applied to the field of municipal utilities;
- Principles and methods of supervision, employee training and motivation;
- Effective leadership and management principles and practices;
- Budget administration and principles;
- Project management principles and methods;
- Appropriate safety precautions and procedures.

Ability to:

- Prepare comprehensive and complex technical reports;
- Provide leadership and a clear focus on mission to establish and maintain effective working relationships with subordinates, public groups and organizations, City officials and private and governmental agencies;
- Develop and implement goals, objectives, policies and priorities;
- Understand pertinent procedures and functions quickly;
- Read, understand and apply highly complex materials;
- Formulate and administer budgets;
- Communicate clearly and concisely, orally and in writing;
- Establish and maintain effective relationships with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Incumbent is required to attend frequent evening meetings.
- Incumbent is required to travel within and outside of City to attend meetings.
- Positions in this classification are designated as confidential under the Meyers-Millais Brown Act and are exempt employees under the Fair Labor Standards Act.
- Work is primarily sedentary.

RESOLUTION 23-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AMENDMENTS TO THE CITY'S FY 23-24 POSITION
ALLOCATION PLAN**

WHEREAS, the FY 23-24 Position Allocation Plan in the Public Utilities Department was approved as part of the FY 23-24 City Budget adoption process; and

WHEREAS, a review of the staffing needs for the Public Utilities Department indicates that the addition of one (1) Deputy Public Utilities Director position is necessary in order to provide the support necessary for the Public Utilities Department; and

WHEREAS, amending the City's adopted FY 23-24 Position Allocation Plan requires City Council authorization.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis shall amend the City's FY 23-24 Position Allocation Plan as noted in Attachment A.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

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

DATED: June 19, 2023

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 23-24

DEPARTMENT	NUMBER OF POSITIONS
Public Utilities Department	
Delete: Assistant Public Utilities Director	1.0
Add: Deputy Public Utilities Director	1.0



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: General Services – Approval – Res. 23-____, Adopting the FY 2023-2024 Consolidated Transportation Service Agency (CTSA) Operations and Program Budget for Roundup Transit Services.

ATTACHMENTS: 1. Resolution 23-____
2. CTSA OPB FY 2023-2024

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution adopting the FY 2023-2024 Consolidated Transportation Service Agency (CTSA) Operations and Program Budget for Roundup Transit.

EXECUTIVE SUMMARY

The CTSA Operations and Program Budget (OPB) is a planning document required to maintain compliance with Public Utilities Code regulations to secure Transportation Development Act (TDA) funds for designated Consolidated Transportation Service Agencies. The document is revised annually as required.

BACKGROUND

The CTSA Operations and Program Budget (OPB) for the Clovis Urban Area, Fresno Metropolitan Area, Rural Fresno County, and the City of Clovis has been developed in cooperation with the Fresno Council of Governments (FCOG).

The OPB is intended to serve the following purposes:

1. Provide a program of operations, including an implementation schedule for new or modified services, and a program budget for the Clovis CTSA coordinated and consolidated social service transportation services for the program year beginning July 1, 2023, through June 30, 2024.

2. Serve as a resource document for local elected officials, social service agencies, and citizens.
3. Demonstrate the CTSA's compliance with Section 99275.5 of the Public Utilities Code concerning Transportation Development Act (TDA) Local Transportation Fund (LTF) Article 4.5 claim evaluation criteria and required findings, and with the Fresno Council of Governments Assembly Bill 120 Action Plan.
4. Document efforts to improve coordination and consolidation of social services transportation services in order to meet state regulations.

Transportation Development Act (TDA) regulations require the Council to adopt the document by Resolution. The CTSA budget has been prepared in accordance with the City's proposed FY 2023-2024 budget. The Clovis section of the CTSA document is written to be a stand-alone document for specialized transportation for the elderly and disabled citizens of Clovis and is consistent with the Americans with Disabilities Act (ADA) Paratransit Implementation Plan, 1196 and 1197 Updated Plan.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

As a designated CTSA, the City of Clovis is required to prepare the OPB annually to comply with Section 99275.5 of the Public Utilities Code concerning the Transportation Development Act (TDA) Local Transportation Funds (LTF) Article 4.5 claim criteria and required productivity findings.

ACTIONS FOLLOWING APPROVAL

Attach Resolution in the Clovis section of the CTSA document and file finalized document with the Fresno Council of Governments (FCOG).

Prepared by: Susanna Herrera, Management Analyst

Reviewed by: City Manager *AH*

RESOLUTION 23-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE ADOPTION OF THE CTSA’S OPERATIONS AND PROGRAM
BUDGET FOR CLOVIS TRANSIT ROUNDUP SERVICES

WHEREAS, the Fresno Council of Governments (FCOG) has separately designated the Clovis Transit Roundup Service as a Consolidated Transportation Services Agency (CTSA); and

WHEREAS, the document has been prepared in cooperation with Fresno Area Express, Clovis Transit, and the Fresno County Rural Transit Agency (FCRTA); and

WHEREAS, Clovis Transit has prepared, under contract, the FY 2023-2024 “Operations Program and Budget for the Clovis CTSA”; and

WHEREAS, the document has been prepared in conjunction with the annual performance evaluation process, the Short Range Transit Plans and Public Transit Budgets; and

WHEREAS, said document has been reviewed during the past forty-five (45) days.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis does hereby adopt the “Operations and Program Budget for the Clovis CTSA 2023-2024” as the basis for its continued responsibility as the designated CTSA for the City of Clovis.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

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

DATED: June 19, 2023

Mayor

City Clerk

**CONSOLIDATED TRANSPORTATION SERVICE AGENCY
OPERATIONS PROGRAM AND BUDGET
FOR FISCAL YEAR 2023 - 24
CLOVIS URBAN AREA**

Date: May 2023

SUBMITTED TO
THE FRESNO COUNCIL OF GOVERNMENTS

PREPARED BY
CITY OF CLOVIS
THE CLOVIS CONSOLIDATED TRANSPORTATION SERVICE AGENCY

155 N. Sunnyside Ave
Clovis, CA 93611
Phone: 559-324-2760

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OPERATIONS AND PROGRAM BUDGET OF THE CLOVIS URBAN CONSOLIDATED TRANSPORTATION SERVICE AGENCY

INTRODUCTION

The City of Clovis operates two types of public transit service. Clovis Stageline provides general public, fixed-route service within the City limits and into the northeast area of Fresno including CSUF. Clovis Roundup operates specialized demand-responsive service for disabled residents with scheduled trips within Clovis/ Fresno metropolitan area. The City of Clovis has designated Roundup services as the Consolidated Transportation Service Agency (CTSA) for the Clovis Transit service area.

INTRODUCTION

The Consolidated Transportation Service Agency (CTSA) Operations Program and Budget (OPB) for the Clovis Urban Area has been developed in cooperation with the Fresno Council of Governments (Fresno COG). The OPB is intended to:

1. Provide a program of operations, including an implementation schedule for new or modified services, and a program budget for CTSA coordinated and consolidated social service transportation services for the program year, July 1, 2023 through June 30, 2024.
2. Serve as a resource document for local elected officials, social service agencies, and citizens.
3. Demonstrate the CTSA's compliance with Section 99275.5 of the Public Utilities Code concerning Article 4.5 claim evaluation criteria and required findings, and with the Fresno COG Assembly Bill 120 Action Plan (adopted February 1982).
4. Document efforts to improve coordination and consolidation of social service transportation services in order to:
 - a. Demonstrate compliance with Chapter 1120 of the 1979 California Statutes by addressing and substantiating which of the coordination benefits specifically listing in the legislation should be pursued by the CTSA.
 - b. Create additional opportunities to utilize supplemental grant funding available from federal and state assistance programs to support social service transportation services by demonstrating that "coordination criteria" have been met.

Operational concerns for FY24 include:

- Continue close monitoring of operations following unprecedented shift in ridership due to coronavirus pandemic;
- Continue enhanced cleaning and safety initiatives to maintain sanitary environment inside vehicle for employees and passengers;
- Monitor demand for service to newly-expanded city areas to the northeast and southeast, including Harlan Ranch, Loma Vista, and Heritage Grove;
- Continue to monitor impacts of VMT and maximize any potential mitigation resulting from route changes;
- Continue to assess commercial driver shortage and make necessary adjustments to continue to meet service levels;
- Construction of transit hub at Landmark Square;
- Continue zero-emission pilot project;
- Conclude feasibility electrification study in collaboration with CalStart Inc. for ICT Compliance and begin planning for fleet conversion;
- Monitor legislative relief in response to coronavirus pandemic and plan for changes in efficiency metrics and potential impacts on funding;
- Continue coordination efforts with other transit agencies in the region including Fresno Area Express, Fresno County Rural Transit Agency, and Fresno Council of Governments;
- Continue the process of becoming a federal funding recipient while monitoring and the short and long-term impacts on operations and services to the community.

GOALS, OBJECTIVES, AND POLICIES FOR CONSOLIDATED TRANSPORTATION SERVICE AGENCIES (STATE AND REGIONAL MANDATES)

In 1985 the Clovis City Council adopted the following goals, objectives, and standards for Clovis Transit as part of the transit planning process. Annually the Council reviews and amends these standards as needed.

Chapter 1120 of the 1979 California Statutes and the Assembly Bill 120 Action Plan declare goals, objectives and policies which apply "generally" to CTSA services. These are as follows:

GOAL

Improve transportation service required by social service fund recipients by promoting the improved coordination and consolidation of transportation services.

Objectives Which May Apply

1. Centralized administration for the elimination of duplicated administrative requirements.
2. Identification and consolidation of all sources of funding for the provision of more effective and cost-efficient services.
3. Centralized dispatching for more efficient vehicle use.
4. Centralized maintenance for adequate, regular, and more cost-effective vehicle maintenance.
5. Adequate driver training programs for safer vehicle operation and lower insurance costs.
6. Combined purchasing for more effective cost savings.

Policies

1. Any centralized administration shall utilize, to the maximum extent possible, existing public and private administrative capabilities and expertise to achieve the system goals.
2. Existing sources of funding utilized prior to the Social Service Transportation Improvement Act (Assembly Bill 120) shall, to the maximum extent possible, be continued.
3. The consolidation of services shall, to the maximum extent possible, utilize existing agency operating and maintenance personnel and expertise.
4. The Fresno COG shall utilize its regulatory roll over Transportation Development Act (TDA) moneys by monitoring and evaluating the performance of the CTSA's through the TDA claim process, an annual financial audit, and annual productivity evaluation, a triennial performance audit, and the CTSA's compliance with the Action Plan.
5. The Fresno COG, as part of its ongoing transportation planning process, which includes review by various technical committees, shall review CTSA designates compliance with the Action Plan at least annually.
6. The Fresno COG shall review, through the Executive Order 12372 review process, the transportation services offered by social service agencies and their consistency with the Action Plan, and make appropriate comments and findings encouraging their participation with the CTSA, as part of the final Clearinghouse commentary.
7. The Fresno COG shall encourage members to evaluate their financial commitments to local social service projects (which either in full or part provide transportation services) and make appropriate recommendations for proper coordination with the CTSA in order to maximize the effective use of local transportation dollars.
8. Transportation Development Act/Local Transportation Fund (TDA/LTF) Article 4.5 moneys shall not be expended without a minimum dollar for dollar match with other available funds to the CTSA.

9. The CTSA shall be required to maintain, at a minimum, an overall farebox revenue to operating cost ratio of 10% for all CTSA transportation services. The 10% farebox recovery may also be provided for by CTSA contractual arrangements or donations. The funding formula would then be 45% TDA/LTF Article 4.5 moneys and 55% local match. *(This specific efficiency requirement was suspended by the California Legislature for FY19/20 – FY25/26 due to impacts of the coronavirus pandemic on public transit.)*

GOALS, OBJECTIVES, AND STANDARDS FOR THE CLOVIS CONSOLIDATED TRANSPORTATION SERVICE AGENCY (LOCAL MANDATES)

In 1985, the Clovis City Council adopted the following goals, objectives, and standards for Clovis Transit as part of the transit planning process. Annually the Council reviews and amends these standards as needed.

GOAL 1. SERVICE LEVELS: CLOVIS TRANSIT WILL PROVIDE PUBLIC TRANSPORTATION SERVICE TO A MAXIMUM NUMBER OF PEOPLE IN THE CLOVIS AREA.

Objective A.: To provide a transit system that meets the public transportation needs of the service area.

Standard 1: Clovis Transit's demand responsive service (Roundup) will operate seven (7) days a week excluding City observed holidays. Operational hours for demand responsive service in Clovis are 6:15 A.M. to 7:15 P.M. Monday through Friday. Saturday & Sunday hours are 7:00 A.M. to 3:30 P.M.

Standard 2: Clovis Transit's CTSA Roundup services shall implement "real time dispatching" for demand responsive service to improve overall operations and increase ridership.

Objective B: To provide CTSA Roundup transit services that adequately serves elderly and disabled residents.

Standard 1: Clovis Transit should maintain base fare levels for elderly and disabled riders, those qualifying for ADA paratransit service.

Standard 2: As per The Americans with Disabilities Act of 1990 (ADA) all new vehicles purchased must have ADA lifts. All vehicles met those regulations as of March 16, 1997.

Objective C: To secure a stable and sufficient local funding mechanism.

Standard 1: Clovis Transit should identify and coordinate funding mechanisms that will address all transportation funding needs in the Clovis area.

Standard 2: Clovis Transit should identify short and long range needs and maximize revenue resources, utilizing all funding mechanisms including federal grants, State enabling legislation, and farebox revenue.

GOAL 2. SERVICE QUALITY: CLOVIS TRANSIT WILL PROVIDE A QUALITY SERVICE.

Objective A: To provide reliable and convenient public transit service.

Standard 1: Clovis Transit's CTSA Roundup Services should operate its demand response service within five (5) minutes before the scheduled pick up time and no more than fifteen (15) minutes after the scheduled pick up time. Drivers shall not wait for patrons for more than five (5) minutes after arrival at the designated pick up time. Passengers must be ready for their pickup as directed by transit staff or through information provided by the ride application. Passengers returning to Clovis from Fresno may wait up to one hour for a ride back.

Objective B: To provide safe, clean, attractive and comfortable vehicles and facilities.

Standard 1: All CTSA Roundup vehicles returning to the yard after revenue service should be swept and dusted before being assigned for service the following day.

Standard 2: The exteriors of Clovis Transit vehicles should be cleaned at least once a week.

Standard 3: In winter, the heaters on Clovis Transit vehicles should work 100% of the time.

Standard 4: In summer, at least 95% of all vehicles on the street should have operable air-conditioners.

Objective C: To provide a safe system.

Standard 1: Clovis Transit vehicles should operate in excess of 150,000 miles between preventable accidents, and bus operators should be formally recognized for their safe driving.

Standard 2: Buses should be checked daily for proper operation and condition of lights, mirrors, radios, and fluids; detailed mechanical inspections should be completed every 3,000 miles/45 days. Operations, maintenance, and other employees will be provided safety training at the beginning of their employment and such training will be updated on a regularly scheduled basis.

Objective D: To record and respond to all public comments.

Standard 1: Clovis Transit should continue to track and evaluate all compliments, complaints, and inquiries from the public.

GOAL 3: SERVICE PRODUCTIVITY: CLOVIS TRANSIT WILL OPERATE AN EFFICIENT AND EFFECTIVE BUS SYSTEM.

Objective A: To establish and maintain system-wide productivity indicators.

Standard 1: Clovis Transit should achieve a 10% farebox recovery ratio for demand responsive (CTSA Roundup Service) and 20% for fixed route (Stageline Services). *(As of October 2020, the Clovis City Council made permanent an earlier fare suspension that was put into place under an Emergency Order by the City Manager. All productivity indicators will be continued to be measured to ensure efficient and adequate service.)*

Standard 2: Clovis Transit should record and report, at least monthly with quarterly reports, the following performance indicators.

- Total Monthly Ridership
- Total Monthly Revenue
- Total Monthly Expense
- Total Revenue Hours
- Passengers Per Revenue Mile
- Total Revenue Miles
- Total Non-Revenue Miles
- Average Weekday Ridership
- Farebox Ratio
- Total Road Calls
- Total Operating Expense Per Passenger
- Total Operating Expense Per Revenue Hour
- Total Operating Expense Per Revenue Mile
- Total Revenue Per Revenue Hour
- Total Revenue Per Revenue Mile
- Passengers Per Revenue Hour
- Equivalent Full Time Employees

GOAL 4 SYSTEM IMAGE: CLOVIS TRANSIT WILL STRIVE TO PROMOTE ITS SERVICE AND IMPROVE ITS IMAGE.

Objective A: To provide clear and consistent system information to transit passengers.

Standard 1: Current bus schedules and system information should be available to the public at all major public facilities and on the internet.

Standard 2: Telephone service information should be available to the public at all times during hours of operation.

Objective B: To provide for community involvement in transit system affairs.

Standard 1: Clovis Transit should become involved in and work with citizen groups, civic groups, and other area associations to communicate the services and benefits of Clovis Transit.

Standard 2: Clovis Transit should maintain a positive presence on the city's social media channels, disseminating useful information to passengers and the community on a regular schedule.

OVERVIEW

The "Assembly Bill 120 Action Plan for Fresno County" (February 1982) developed by the Fresno COG designated the City of Clovis as the CTSA for the Clovis Urbanized Area. The Clovis CTSA is coordinated by the Transit Supervisor and General Services Manager.

Clovis Roundup provides demand-responsive, curbside-to-curbside and door-to-door transportation service for disabled residents within the City's existing Sphere of Influence. Service is available Monday through Friday and limited weekend service within the Clovis area, and Monday through Friday to Fresno with limited service in accordance with the ADA ¾ mile rule on Saturday.

The program was originally funded with an Older Americans Act Grant but now is funded by City and TDA/Local Transportation Funds. The most significant social service provider in Clovis is the Clovis Senior Activity Center. Most social services in the area are provided by or through the Senior Center. Clovis Transit also works closely with Central Valley Regional Center, Clovis Unified School District, and various County departments. In FY 88, the Clovis City Council designated its Roundup service solely as a Consolidated Transportation Service Agency (CTSA) function. Local Measure "C" dollars are used to provide the necessary match of TDA/LTF Article 4.5 funds.

Roundup service operates within Clovis Monday through Friday, 6:15 A.M. to 7:15 P.M. and weekends from 7:30 A.M. to 3:00 P.M. Service to Fresno is available Monday through Friday, 7:00 A.M. to 5:00 P.M. and in a limited capacity on Saturday in accordance with the ADA ¾ mile rule. Reservations can be made for the same day or up to fourteen (14) days in advance based on vehicle availability. Current software technology allows passengers to submit a request for same-day service and the request may be scheduled based on vehicle availability.

In April of 2020, under an Emergency Order issued by the Clovis City Manager, the Clovis City Council approved the temporary suspension of fares during the COVID19 pandemic. The action was one of many intended to provide a safer environment on the buses by eliminating the need for cash or passes to be passed from person to person. Effective October, 2020, the city council approved a permanent zero-fare model for all Clovis Transit bus services. In fall of 2019, Clovis Transit had provided free rides for all passengers using grant funds to underwrite fares. This resulted in a 35% increase in ridership, and once the health crisis subsides, ridership levels are expected to rise again due to the free-fare model.

Marketing efforts in FY 22-23 included social media, bus advertising, bus shelters, real-time software with trip scheduling, and community events. Clovis Transit uses Google Transit for passenger route-planning and is integrated with Fresno Area Express. Route information is listed in the City of Fresno FAX guide. Fresno Area Express adopted temporarily a fare-free

model; however, has reinstated fares at a discounted rate. FAX continues to explore the possibility of free fares. Passes and other rider programs have been eliminated by Clovis Transit. A website for Clovis Transit has been launched independent of the City's website. The site provides easy access to route and rider information and other alerts about the system.

During FY 22-23, utilizing California Emergency Management Agency Proposition 1B Transit Safety and Security Grants, cameras and security systems were purchased. Clovis Transit's allocation of these funds have now been completely expended. The project included:

- Purchase of security systems and cameras for the Transit building located in Landmark Square. The cameras will be installed inside the new building and on the exterior of the 7-acre project site, providing an enhanced level of safety for visitors and employees. Additionally, a building security system will provide a secure work site for employees assigned to the Transit building. The interior of the building will be accessible by authorized persons only. Several monitoring stations were also purchased to facilitate monitoring of traffic and pedestrians inside and outside the building along with the activity at the large bus shelter north of the transit building. Installation of security systems will occur once the building has been completed which is expected in Fall 2023.

Other completed projects included:

- Construction of the DSS bus stop that will serve the new Fresno County Department of Social Services Clovis Campus offices. The 250' bus stop has three 20' bus stops and benches and has been designed to accommodate Clovis Transit, FAX, and FCRTA buses that will be stopping frequently at the service center.
- Replacement of camera systems at the City of Clovis' Operation and Maintenance Yard. The new cameras will provide enhanced security for employees and the bus fleet that is housed at the Yard.

Additionally, Low Carbon Transit Operations Program (LCTOP) funds, Public Transportation Modernization, Improvement, and Enhancement Account (PTMISEA), and SB1 State of Good Repair funds were received and will be used for multi-year projects which include:

- Construction of a transit center and administrative offices. Funds have been expended and completion of center is expected Fall 2023.
- Purchase of Automated Passenger Counters and Automated Location Announcer systems has been processed. Systems are expected to be installed by Spring 2024.
- Rolling multiple year allocation of funds to purchase replacement vehicles.
- The first phase of the route re-design project has begun which included the design and distribution of a community needs survey. This project was delayed due to the pandemic but as health conditions have improved, work has begun again. The survey was administered and available in early fall of 2021. The survey targeted the underrepresented and disadvantaged community members, as well as the community at large. Results from the survey have been combined with comments received through the Fresno Council of Government's Unmet Needs Process, the City's ATP Results, and all results have been evaluated and incorporated into the re-design and/or service change of the current routes. Phase two of this project has been initiated to include the evaluation of new re-design of existing routes. Staff will be utilizing community and stakeholder feedback to make additional modification and finalize the new routes.
- Rolling multiple year allocation of funds toward the purchase of a zero-emission bus.

A Measure C New Technology Grant was awarded in FY18-19 for a three-year zero-emission battery electric bus pilot project. This pilot project will help determine the costs required for infrastructure, charging, and operation of electric buses by a public transit agency. The 2018 mandate from the California Air Resources Board requiring the conversion to zero-emission transit buses for public transit operators by 2030 has made this project necessary to develop a plan to meet that requirement. The infrastructure phase is complete and the buses have been incorporated into service. Grant documentation was submitted for the closure of the grant; however, Clovis Transit continues to gather data from the vehicles and is sharing information about the project across the U.S.

In addition, as an effort to meet the California Air Resource Board requirement of all transit buses converting to zero-emission by 2030, the City of Clovis and CalStart Inc. partnered to conduct a feasibility study and generate an electrification master plan for Clovis Transit. This project is possible through Caltrans' Sustainable Communities Grant FY 20-21. The study by CalStart gathered background information on Clovis Transit's operational data and the probable zero emission technologies available. Electric and hydrogen conversions were reviewed and analyzed to determine which conversion would be most beneficial for Clovis Transit. The feasibility study has concluded, and the electrification master plan has been generated. In February 2023, the master plan was presented to the City Council. The required rollout plan will be submitted to CARB by July 2023.

In March, 2020, the novel coronavirus (COVID-19) spread throughout the globe causing a pandemic and a state of emergency in California and Clovis. A shelter-in-place order along with shuttering of all non-essential businesses resulted in a drastic reduction in ridership on fixed-route services and paratransit services in Clovis. A year after the initial stay-at-home order, schools and businesses opened with capacity restrictions. Ridership continued to struggle to recover riders. As more of the general public became vaccinated, the case rates were predicted to drop and conditions to improve. However, a COVID-19 variant created a surge, increasing positive rates, and resulting in the reinstatement of a mask mandate in all public settings regardless of vaccination status. As of March 1, 2022, two years after the initial spread of the pandemic, the state government has removed the mask mandate for most public settings including most recently, public transit. Masks are not required to ride any Clovis Transit vehicle but will remain available free of charge to anyone needing one during their trip. As of February 28, 2023, the State of California terminated the COVID-19 state of emergency. Although, all restrictions have been lifted, ridership has not yet fully recovered. The City of Clovis continues a steady rise towards pre-pandemic levels.

Roundup, paratransit service, is expected to exceed its pre-pandemic ridership in FY 22-23. Ridership for Stageline, fixed-route service, has not returned to the service levels prior to the pandemic but is improving each month. In the first days of the shut-down in March, 2020, Clovis Transit made a commitment to the community by ensuring all services would be available to those essential workers within Clovis and Fresno. For the last three years, Clovis Transit drivers have performed in an exceptional manner by maintaining a safe environment for passengers. Clovis Transit has great employees, however; we are short staffed. Driver shortage has been an issue in the past but was greatly exacerbated by the pandemic. The City as well as other public transit agencies have a challenging time recruiting commercial drivers. During FY 2021-22, Clovis Transit decided to purchase two ProMaster Minibuses which do not require a commercial license to operate. This has provided some staffing relief in the short-term and a greater degree of flexibility. These minibuses seat 7 passengers and 3 mobility devices and will be used for the paratransit service. An additional eight ProMaster Minibuses have been ordered and will be received during FY2023-24.

DESCRIPTION OF EXISTING PARATRANSIT SERVICES

A. CITY OF CLOVIS - ROUNDUP

1. Background

Roundup is a demand-responsive service providing door-to-door service. Service is available to qualified riders requesting transportation within the service area and provides essential service to many ambulatory and non-ambulatory passengers. Service is currently provided by radio dispatched, lift-equipped buses as well as wheelchair accessible minivans.

2. Service Area

Roundup, operated by the City of Clovis, provides door-to-door service on a demand-responsive basis to disabled residents within its existing boundaries, primarily along Shepherd Avenue to the north, Dakota Avenue to the south, Locan/DeWolf/Leonard Avenues to the east, and west to the City limits. Service for the residents of the Fresno County Island, Tarpey Village, is also provided with reimbursement from the County of Fresno. Zonal service is also operated within the City of Fresno as far north as Shepherd Avenue, south to Kings Canyon, west to West Avenue and south to Downtown Fresno.

3. Days and Hours of Operation

Currently, Roundup operates within Clovis' Sphere of Influence Monday through Friday from 6:15 A.M. to 7:15 P.M. and Saturday & Sunday service from 7:30 A.M. to 3:00 P.M. as demand requires. Service to Fresno operates Monday through Friday 7:00 A.M. to 5:00 P.M., and on Saturdays in accordance with the ADA $\frac{3}{4}$ mile rule.

4. Response Time

Service is provided on both an advance-reservation basis and a real-time, space-available basis. Passengers may make reservations up to fourteen (14) days in advance or a same-day request. Service is offered on a first-called/first-served basis. Roundup policy requires the passenger to be ready at least one (1) hour before a scheduled Fresno appointment and 45 minutes for a Clovis appointment with pick-up within 5 minutes of designated time and no longer than 15 minutes after designated time for pick-up.

5. Eligibility/Accommodations

Service is available to those persons who have been ADA certified. To become certified, the applicant must complete an ADA application, have it signed by a medical professional and return it to the administrative offices located at 155 N. Sunnyside Ave. Applications are reviewed by the Transit Supervisor and any applications needing further review will be sent to the General Services Manager and/or Fresno Area Express for evaluation and determination using their qualified medical staff person.

In order to comply with ADA requirements for destination to origin service, the driver will provide assistance to passengers who require help to/from the door of their origin or destination. However, for safety purposes, drivers are required to stay in sight of the vehicle at all times and

may travel no farther than 100 feet to provide assistance. Drivers will enter a foyer/lobby area to collect a passenger but will not enter a private residence or individual room inside a building. Drivers will assist passengers using a wheelchair over one curb or step only. Case-by-case situations may require additional modifications to ensure that the origin-to-destination requirement is met.

6. Fares

All rides on Clovis Transit are free for the passenger. A passenger may be accompanied by one caregiver/attendant, and up to 3 guests.

7. Restriction on Trip Purpose and Capacity Constraints

Roundup does not restrict trips based on trip purpose. Dispatchers schedule as many trips as can be accommodated beyond pre-scheduled subscription trips (less than 50%) on a space-available basis.

Roundup policies do not restrict the number of trips provided to an individual nor is a waiting list maintained. Roundup's operational practices do not allow for substantial numbers of untimely pick-ups, trip denials, missed trips, or excessively long trips that would limit availability of service. In order to improve efficiency, a No-Show Policy is enforced. The No Show Policy states that any passengers who miss four or more trips in a month will be assessed and those passengers who no-show at least 3% of their monthly trips will receive a warning letter. Additional no-shows may lead to suspension from the Roundup service. See the policy for more details.

8. Automated Dispatching

Clovis Transit completed a successful implementation of new transit dispatching software in August 2022. The system automates all dispatching, routing, and scheduling functions as well as creates reports regarding ridership, fares, and operating costs. Drivers use a tablet for their manifest and trip reporting. The software has also allowed for the ability to revise the no-show policy to be a percentage of the planned trips instead of a quantity of trips per month. Additionally, trips can be booked through the city's web-based app, Clovis Transit.

9. Vehicle Fleet

Roundup operates with sixteen (16) lift-equipped mid-size buses, nine (9) wheelchair accessible mini-vans, and two (2) Promaster minibuses.

Vehicle Profile -- Roundup Fleet

Year	Model	Number	Lift/Ramp Equipped
2007	Glaval Cutaway	1	Yes
2007	Dodge Caravan	1	Yes
2008	Glaval Cutaway	6	Yes
2011	Braun Activan	1	Yes
2012	Arboc Low-Floor	6	Yes
2013	Braun Activan	2	Yes
2018	Dodge Caravan	2	Yes
2019	Champion Low-Floor	3	Yes
2019	Dodge Caravan	3	Yes
2021	Dodge Promaster	2	Yes
Total		27	

10. Roundup Ridership

Year	Inter-city Trips to Fresno	Trips within Clovis	Total
FY 18-19	21,961	30,991	52,952
FY 19-20	20,222	30,162	50,384
FY 20-21	11,540	21,861	33,401
FY 21-22	14,762	30,790	45,552
Estimated FY 22-23	28,000	42,000	70,000
Projected FY23-24	30,000	45,000	75,000

CLOVIS ROUNDUP ANNUAL PRODUCTIVITY TRENDS FY2020-2024

Fiscal Year

Percentage Change

INDICATOR	2019-2020	2020-2021	2021-2022	ESTIMATED 2022-2023	PROJECTED 2023-2024	2019- 20/ 2020- 21	2020-21/ 2021-22	2021-22/ 2022-23	2022-23/ 2023-24
Total Passengers	50,384	33,489	45,552	70,000	75,000	-33.5	36.0	53.7	7.1
Vehicle Hours	28,448	22,166	26,503	34,000	37,400	-22.1	19.6	28.3	10.0
Vehicle Miles	346,021	229,783	298,061	465,800	512,380	-33.6	29.7	56.3	10.0
Operating Costs	\$3,316,107	\$3,229,665	\$3,580,265	\$5,310,600	5,386,300	-2.6	10.9	48.3	1.4
Fares*	\$76,485	\$0	\$0	\$0	\$0	-100.0	0.0	0.0	0.0
Employees	19	19	21	21	21	0.0	10.5	0.0	0.0
Passengers/Hour	1.77	1.51	1.72	2.06	2.01	-14.7	13.9	19.8	-2.4
Passengers/Mile	0.15	0.15	0.15	0.15	0.15	0.0	0.0	0.0	0.0
Cost/Vehicle Hour	\$116.57	\$145.70	\$135.09	\$156.19	\$144.02	25.0	-7.3	15.6	-7.8
Cost/Vehicle Mile	\$9.58	\$14.06	\$12.01	\$11.40	\$10.51	46.8	-14.60	-5.1	-7.8
Vehicle Hours/Employee	1,497	1,166	1,262	1,619	1,780	-22.1	8.2	28.3	9.9
Operation Subsidy/Passenger	\$64.30	\$96.44	\$78.60	\$75.87	\$71.82	33.3	-18.50	-3.5	-5.3
Farebox Ratio**	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Farebox Ratio w/out Measure C	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*FY19 fares include \$256,607 in Measure C funds

*FY20 fares were suspended in April, 2020 under an EO issued by Clovis City Manager; fare box ratio was suspended by thru end of FY21/22

*FY21 fares were permanently eliminated in October, 2020 by the Clovis City Council

*FY21 Farebox Ratio to be waived until FY 2026 - AB149

ROUNDUP TRANSIT ESTIMATED CTSA BUDGET FISCAL YEAR 2022-2023

	FARES/MISC.	TDA ARTICLE 4	TDA ARTICLE 4.5	STA FUNDS	MEASURE C	TOTAL EXPENDITURES
OPERATING EXPENSES - PERSONNEL						
Personnel (Salaries and Overtime)		389,500	318,100	421,000		1,128,600
Extra Help		970,800				970,800
Benefit Package		764,600				764,600
OPERATING EXPENSES - SERVICES, MATERIALS, & SUPPLIES						
Vehicle Charges		134,200			520,000	654,200
Admin/Misc./COVID19 Supplies		69,000				69,000
Communications		130,000				130,000
Marketing and Promotion		17,000				17,000
General Services/Admin Charges		566,200				566,200
Training and Membership Dues		4,600				4,600
Travel and Meeting Expenses		9,000				9,000
Insurance		108,600				108,600
CAPITAL EXPENSES/GRANTS						
STA Purchase of 6 Vans				888,000		888,000
TOTALS	0	3,163,500	318,100	1,309,000	520,000	5,310,600

ROUNDUP TRANSIT PROJECTED CTSA BUDGET FISCAL YEAR 2023-2024

	FARES/MISC.	TDA ARTICLE 4	TDA ARTICLE 4.5	STA FUNDS	MEASURE C	TOTAL EXPENDITURES
OPERATING EXPENSES - PERSONNEL						
Personnel (Salaries and Overtime)		520,100	259,000	500,000		1,279,100
Extra Help				1,000,000		1,000,000
Benefit Package		876,600				876,600
OPERATING EXPENSES - SERVICES, MATERIALS, & SUPPLIES						
Vehicle Charges		177,700			546,000	723,700
Admin/Misc./COVID19 Supplies		85,000				85,000
Communications		100,000				100,000
Marketing and Promotion		17,000				17,000
General Services/Admin Charges		653,200				653,200
Training and Membership Dues		4,700				4,700
Travel and Meeting Expenses		9,000				9,000
Insurance		138,000				138,000
CAPITAL EXPENSES/GRANTS						
STA Purchase of 3 Buses				500,000		500,000
TOTALS	0	2,581,300	259,000	*2,000,000	546,000	5,386,300

*NOTE: THESE FUNDS WERE ROLLED OVER FROM A PRIOR YEAR.

FOLLOW-UP ACTIONS ON THE TRIENNIAL PERFORMANCE AUDIT FISCAL YEARS FY 2018/19 – FY 2020/21

The latest Triennial Performance Audit of the City of Clovis Transit System was completed by Moore and Associates in November 2021. With two exceptions, Moore & Associates, Inc. finds the City of Clovis to be in compliance with the requirements of the Transportation Development Act. In addition, the entity generally functions in an efficient, effective, and economical manner.

FUNCTIONAL REVIEW, FINDINGS AND RECOMMENDATIONS

Triennial Functional Review

1. General Management and Organization

The City's transit program is operated in-house. The General Services Manager monitors on-time performance regularly and prepares a monthly report inclusive of collisions/road calls, no-shows, complaint calls, and ridership. The program is structured and staffed appropriately with respect to management but could use more staff. The internal organization structure is appropriate, effective, and efficient.

2. Service Planning

The only service change occurring during the audit period was the transition to Zero Fares, which was made permanent in October 2020. The most recent Short Range Transit Plan (SRTP) for the Fresno-Clovis Metropolitan Area was adopted in June 2021. The SRTP provided a post-COVID plan for transit development in the region.

3. Scheduling, Dispatch, and Operations

Full-time drivers and dispatchers are represented by the Clovis Transit Employees Bargaining Unit (TEBU) through the Operating Engineers Local 3, which represents public utilities. All drivers are cross-utilized between Stageline and Round Up. There are sixteen (16) full-time drivers, four (4) full-time lead drivers, and two (2) full-time dispatchers. The City maintains an extra "floater" driver assignment each day. Higher-capacity buses are assigned to the higher-demand routes. On weekends, the City attempts to balance miles by using vehicles used the least during the week.

4. Personnel Management and Training

Recruitment is ongoing. The City employs four full-time in-house trainers who cover the entire training process. New recruits must have a year of driving experience. Regardless of experience, all drivers receive the same training curriculum following initial hire. Driver turnover tends to occur within part-time positions. There is little to no turnover among full-time drivers.

5. Administration

The General Services Manager is responsible for annual budgeting. The transit budget goes to City Council for approval and is wrapped into the overall city budget. The General Services Manager also oversees grants. In addition to TDA claims, the City receives state and local PTMISEA, LCTOP, and Measure C funds.

6. Marketing and Public Information

Marketing is handled in-house. The City hired a public affairs manager to coordinate all of the City's social media and communications. Recent bus shelter purchases reflect a decision to obtain shelters with poster kiosks to support display advertising. The City promoted its free-fare program as well as did extensive marketing during the peak of the COVID pandemic. The City also conducted a rider survey regarding route re-design.

7. Fleet Maintenance

All maintenance is conducted in-house. While staffing is a concern it has not affected pullout. Body damage is likely to be sent out; the City does not have its own paint shop. Anything beyond basic fabrication is sent out, as is some transmission work. The number of bays and lifts is sufficient to support the current transit fleet. Much of the work on the buses is done during the nightshift. A schedule is in place for vehicle replacement.

Triennial Audit Findings

Based on discussions with City of Clovis staff, analysis of program performance, and an audit of program compliance and function, the audit team presents two compliance findings:

1. In FY 2018/19, FY 2019/20, and FY 2020/21, TDA fiscal audits were not submitted within the extended timeframe.
2. The City did not demonstrate use of the TDA definition for reporting full-time equivalent (FTE) employees.

The audit team has identified no functional findings.

Triennial Audit Recommendations

1. **In FY 2018/19, FY 2019/20, and FY 2020/21, TDA fiscal audits were not submitted within the extended timeframe.**

Recommendation: Work with TDA auditors to ensure the TDA fiscal audit can be completed no later than March 31 following the end of the fiscal year.

Recommended Action: If completion of the City's audited financials is impacting the TDA auditor's ability to prepare the TDA audit, work with the City auditors to ensure they are aware of the transit-specific TDA audit deadline. If the issue is with the TDA auditors, work with them and Fresno COG to ensure appropriate deadlines have been built into the auditor's contract.

Timeline: Ongoing.

2. The City did not demonstrate use of the TDA definition for reporting full-time equivalent (FTE) employees.

Recommendation: Ensure the TDA definition of full-time equivalent (FTE) employees is used for reporting to the State Controller.

Recommended Action: Document all actual hours worked related to transit. For administrative staff dedicated to transit, hours may be estimated, but still need to be factored into the calculation (e.g., a position that is 0.5 FTE would equal 1,040 hours). Hours should be allocated between fixed route (general operations) and demand-response (specialized services) based on either actual work performed or a formula based on vehicle service hours by mode. Ensure the individual(s) completing the reports are aware of how to calculate this data using the TDA definition.

Timeline: FY 2021/22.

**CLOVIS STAGELINE/ROUNDUP:
2022 PRODUCTIVITY EVALUATION COMMITTEE RECOMMENDATIONS**

A. Comply, where feasible, with the FY 2019 through FY 2021 Triennial Performance Audit Recommendations.

This is ongoing.

B. Continue to monitor effectiveness of Stageline service, optimize routing, and seek ways to increase ridership to maintain the State-mandated 20% farebox ratio without continued reliance on Measure C farebox subsidy. (The farebox ratio has been suspended through FY 2026/2027 due to COVID-19 impacts on ridership)

Although the farebox ratio was not achieved directly from ridership contributions, the Clovis City Council allocated Measure "C" funds be utilized on the Local Transportation Fund Claim to meet the State mandated 20% ratio. Clovis Transit adopted a zero-fare model in October 2020, and will continue to use Measure C to meet farebox ratios when reinstated.

C. Continue to improve CTSA potential through increased coordination and consolidation with local social service transportation providers to reduce its reliance on Measure C farebox subsidy.

Currently, Clovis Transit is working with CVRC by transporting clients and providing assistance in the transitional training of special needs riders who are able to travel on either demand responsive or fixed-route service. This on-going coordination with local social service agencies to improve independent living skills of special riders will continue. Additional coordination occurs with Clovis Unified School District to assist special needs classes in travel training and education regarding transportation available to the disabled.

D. Continue to coordinate with FAX to consolidate services for maximum efficiency and effectiveness.

This is ongoing. Coordination occurs for Clovis Transit to accommodate transfers from Handy Ride to Round Up. Clovis Transit and FAX have continued work on a route planning and development of shared bus stops throughout Clovis.

E. Implement responsibilities under the Americans with Disabilities Act of 1990.

Full compliance has been obtained.

F. Address responsibilities under the Clean Air Act of 1990, the San Joaquin Valley Unified Air Pollution Control District Clean Air Plan, the Council of Fresno County Governments Transportation Control Measures Plan and Congestion Management Plan (CMP).

This is ongoing. When operationally feasible, Clovis Transit will continue to purchase low emission vehicles to help reduce greenhouse gas and particulate emissions.

G. Coordinate with the Fresno County Department of Social Services to plan and implement transportation strategies focused on addressing the State mandates Welfare to Work - CalWorks Program.

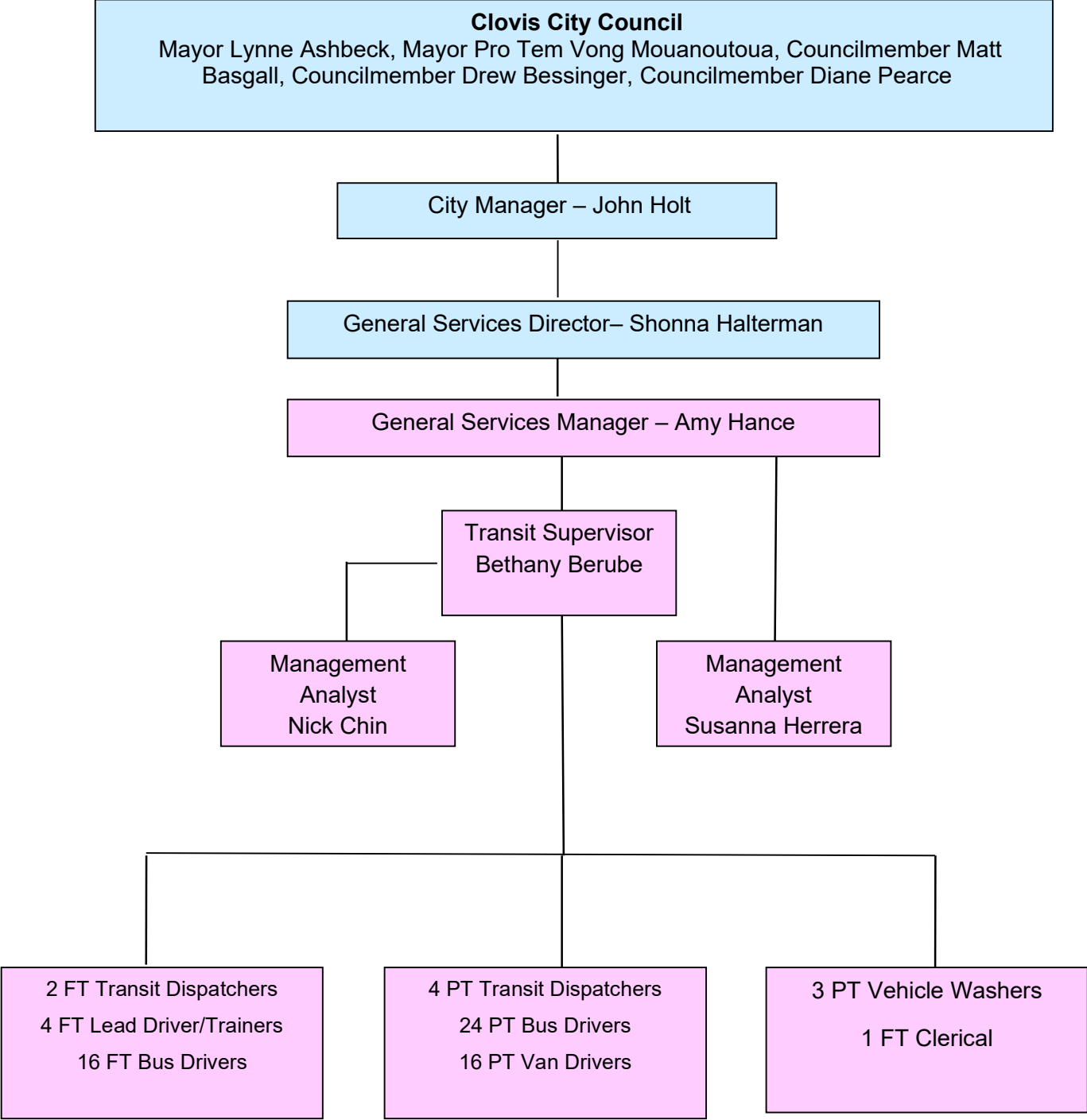
Coordination with Human Services is ongoing including coordinating with bus pass purchases. A number of students in the program attend the Clovis Adult School, Institute of Technology, and Clovis Community College – Herndon Campus, which are served every 30 minutes.

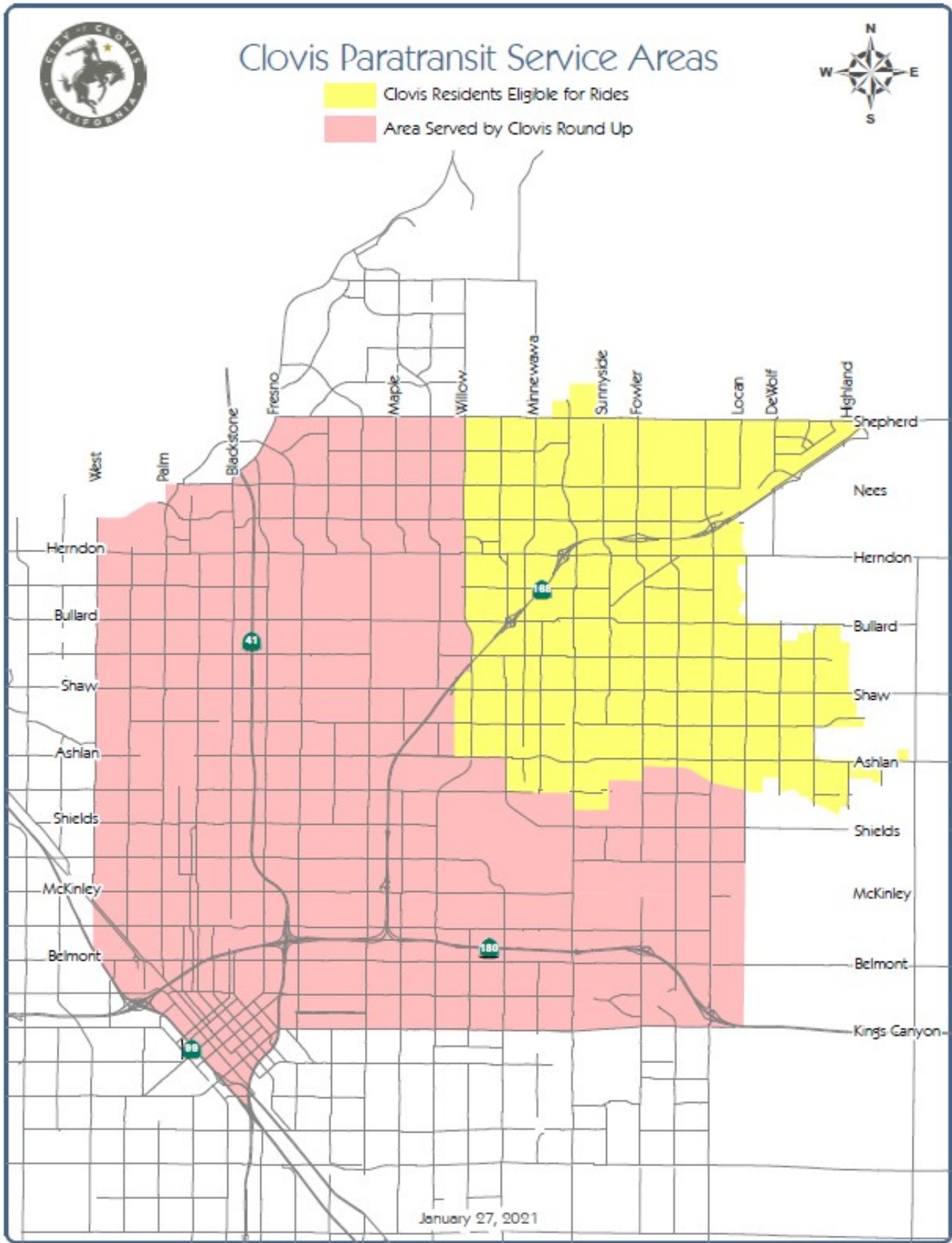
H. Prepare and adopt updated Short Range Transit Plans/Operation Program and Budget to reflect the inclusion of Measure C funded programs.

With the passage of Measure C in November 2006, Clovis Transit has implemented some of the services listed in the Measure C Expenditure Plan that was presented to the voters.

**AMERICANS WITH DISABILITIES ACT OF 1990
ADA PARATRANSIT PLAN**

As of 1996, the City of Clovis has been in full compliance with the ADA. Clovis Transit's entire fleet is lift-equipped. ADA reports have been completed until 1996 and letters of compliance completed for each year thereafter.





RESOLUTION 23-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE ADOPTION OF THE CTSA’S OPERATIONS AND PROGRAM
BUDGET FOR CLOVIS TRANSIT ROUNDUP SERVICES**

WHEREAS, the Fresno Council of Governments (FCOG) has separately designated the Clovis Transit Roundup Service as a Consolidated Transportation Services Agency (CTSA); and

WHEREAS, the document has been prepared in cooperation with Fresno Area Express, Clovis Transit, and the Fresno County Rural Transit Agency (FCRTA); and

WHEREAS, Clovis Transit has prepared, under contract, the FY 2023-2024 “Operations Program and Budget for the Clovis CTSA”; and

WHEREAS, the document has been prepared in conjunction with the annual performance evaluation process, the Short Range Transit Plans and Public Transit Budgets; and

WHEREAS, said document has been reviewed during the past forty-five (45) days.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis does hereby adopt the “Operations and Program Budget for the Clovis CTSA 2023-2024” as the basis for its continued responsibility as the designated CTSA for the City of Clovis.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

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

DATED: June 19, 2023

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: General Services – Approval – Bid Award for the Landmark Square Clovis Senior Activity Center Audio/Visual/Lighting System Installation and Integration in the Amount of \$146,562.11; and Authorize the City Manager to Execute the Contract on behalf of the City.

ATTACHMENTS: 1. Proposal
2. Scope of Work

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

1. For the city Council to award a contract for the installation and integration of an audio/visual/lighting system in the new Clovis Senior Activity Center at Landmark Square to Key Code Media in the amount of \$146,562.11; and
2. For the city Council to authorize the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract to Key Code Media, who was the lowest responsible bidder from a bid opening that took place on May 12, 2023.

The Clovis Senior Activity Center: A Smittcamp Family Legacy is a new City facility located in the Old Town area of Clovis. The Main Hall is approximately 5,000 square feet and includes a stage, two green rooms, and an audio/visual/lighting control room. The space will be used for multiple activities including classes, presentations and lectures, vocal performances, and community meetings.

The project scope includes procurement, installation, and integration of a turn-key audio/visual/lighting system in the Main Hall. The project also includes staff training and a system operation manual.

BACKGROUND

The following is a summary of the bids received on May 12, 2023:

BIDDERS	BID
Key Code Media	\$146,562.11
EIDIM AV Technology	\$245,331.00

Each bid was examined, and the bidder’s submittals were found to be in order. Key Code Media is the lowest responsible bidder. Staff has validated the lowers bidder’s contractor’s license status and completeness of paperwork.

FISCAL IMPACT

This project will be funded through donations received by the Friends of the Clovis Senior Activity Center, a 501(c)(3) non-profit organization.

REASON FOR RECOMMENDATION

Key Code Media is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

ACTIONS FOLLOWING APPROVAL

1. The contract will be prepared and executed.
2. The project will begin approximately two (2) weeks after the contract is executed and will be completed in thirty (30) working days thereafter. Component availability may impact the estimated timeline.

Prepared by: Amy Hance, General Services Manager

Reviewed by: City Manager *AH*



CITY *of* CLOVIS

Audiovisual and Lighting System Procurement and Installation

Prepared for:

Amy Hance

phone: 559-324-2769

amyh@cityofclovis.com

Prepared by: Key Code Media

COVER LETTER

Thank you for the opportunity to present our proposal for the City of Clovis Audiovisual and Lighting System Procurement and Installation. Key Code Media is a full-service consulting, design, sales, integration, service and support provider for the digital media market. This includes complete broadcast, production, distribution, and post-production facilities.

Established in 2001, Key Code Media has grown and expanded to become a formidable national System Integrator, with successful projects in excess of \$10M, including entire campuses with multiple buildings. Whether you are adding or replacing equipment, doing a renovation, or embarking on entirely new construction, we can support you from conceptual design through go-live services and ongoing support contracts.

We expect the following RFP response will demonstrate our competence and enthusiasm to work with the City of Clovis team to deploy an on-time, on-budget renovation to your existing facility. We have reviewed every detail in the RFP and our responses will show that we have noted and accounted for all the unique aspects associated with this project.

We will bring to bear the best executive management, project management, engineers, drafters, installers and administrative resources in the industry to ensure we exceed every expectation you have. We maintain a deep pool of skilled, certified specialists to back every integration project. Just as importantly, our company culture, starting with the Owner, Mike Cavanagh, prioritizes our clients. Our initial response to any situation is to immediately do what is your best interest.

We further differentiate ourselves from every other integrator through the breadth of services we provide. We have a licensed Education division providing the industry training necessary to build and grow technical and creative minds which are so valuable to all of us. We maintain a robust Demo facility to showcase the latest production and post-production technologies. Through the age of Covid we have converted our Demo areas into remote production control rooms and hosted the computers and storage in our equipment rooms to support remote editing. We also offer Key Code Total Care contracts that provide annual support and managed services to our clients.

We look forward to being selected for this project!

Best Regards,

Brian Vlerebome

Brian Vlerebome

bvlerebome@keycodemedia.com

Government & Municipalities Projects

Key Code Media is the preferred resource for audiovisual equipment, installation, and aftermarket support for government and municipalities across the country. Most installations include upgrades to city council chambers, master control rooms, video walls, and conference rooms and multi-purpose use audio-visual spaces.

- | | | |
|---|--|--|
| 1. City of Los Angeles
(\$18,196,745.67) | 24. Los Angeles County Fire
Department
(\$183,769.4) | 47. Spokane Valley Fire
Department
(\$79,989.36) |
| 2. City of Costa Mesa
(\$6,402,057.56) | 25. City Of Lafayette
(\$172,886.98) | 48. City of Bellingham
(\$76,444.48) |
| 3. City of Burbank
(\$2,661,542.7) | 26. City of West Bend -
WBCTV (\$166,002.02) | 49. City Edit (\$73,343) |
| 4. City of Vancouver
(\$2,191,205.9) | 27. City of Algoma
(\$163,662) | 50. Missouri Department of
Elementary Education
(\$67,357) |
| 5. Studio City
(\$2,018,847.78) | 28. City of Pasco
(\$162,472.74) | 51. Cook County Admin.
Offices (\$66,111.73) |
| 6. CityTV of Santa Monica
(\$1,164,011.39) | 29. City Of Laguna Woods
(\$150,072.71) | 52. City of Ann Arbor
(\$65,795) |
| 7. Pasadena City College
(\$1,033,579.08) | 30. City of Los Angeles ITA
(\$142,445.96) | 53. Ventura County
Community (\$62,107) |
| 8. KVIE Public Television
(\$959,120.68) | 31. City of DeKalb
(\$140,518.43) | 54. City of Stoughton
(\$61,201) |
| 9. City of Hawthorne
(\$885,127.43) | 32. City of Irving (\$140,496) | 55. City of Lacey Public
Affairs (\$59,881.37) |
| 10. Pierce County TV
(\$762,310.56) | 33. City And County Of
Denver (\$132,560) | 56. King County Civic TV
(\$59,516.85) |
| 11. Los Angeles County DPSS
Media Services
(\$759,168.48) | 34. City of Aurora
(\$131,477.99) | 57. Ventura County Comm
College (\$58,448.93) |
| 12. Bernalillo County
(\$756,455) | 35. City of Glendale
(\$127,708.2) | 58. City of Kent
(\$57,473.01) |
| 13. City Of Tacoma
(\$729,004.29) | 36. City of West Allis
(\$117,532.6) | 59. Department of
Rehabilitation
(\$55,539.09) |
| 14. LA CityView Channel 35
(\$589,341.91) | 37. SLO County Office of
Education (\$112,093.5) | 60. City of Burbank - Water
and Power (\$54,341.98) |
| 15. City Of Thousand Oaks
(\$526,562.5) | 38. City of Rochester Hills
(\$111,550) | 61. City Of Mesa Channel
11 (\$51,522) |
| 16. City of Denver, Denver
Media Services
(\$427,386.25) | 39. Boundary County
(\$94,665.92) | 62. City of Livonia
(\$50,440.16) |
| 17. Studio City Digital
(\$380,476.47) | 40. City of Lawndale
(\$94,008.79) | 63. Tacoma Public Schools
(\$50,341.23) |
| 18. Detroit Public Schools
(\$371,067.62) | 41. City of SeaTac
(\$92,739.02) | 64. City of Sierra Madre
(\$46,980) |
| 19. City of West Covina
(\$271,513.37) | 42. City of Highland Park
(\$91,896.5) | 65. LA County Social Services
(\$46,534.9) |
| 20. City of Perris
(\$254,119.2) | 43. Village of Hoffman
Estates (\$90,018.04) | 66. City Of Fontana
(\$46,198.89) |
| 21. City of Canon City
(\$234,829.5) | 44. City of Spokane
(\$86,604.4) | 67. National City Finance
(\$44,151.95) |
| 22. Bay City TV/ Channel 6
(\$224,189.55) | 45. City of Lakewood
(\$86,322.3) | 68. Orange County Dept of
Education (\$42,735) |
| 23. Los Angeles Fire
Department (\$220,352) | 46. City of San Bernardino
(\$83,435) | |

- | | |
|---|--|
| <p>69. City of Glendale -
Media Center
(\$42,401.98)</p> <p>70. Clark County School
District (\$40,586.07)</p> <p>71. Idaho Public TV
(\$39,841.26)</p> <p>72. Marion County School
District (\$39,613.93)</p> <p>73. LA City View Channel 35
(\$38,412.53)</p> <p>74. City of Belvidere
(\$38,061)</p> <p>75. City of Medford
(\$37,879.9)</p> <p>76. City of Vacaville
(\$34,581.98)</p> <p>77. City of Santa Monica
(\$34,013.4)</p> <p>78. Los Angeles County
Internal Services Dep
(\$33,600)</p> <p>79. City of Rio Rancho
(\$33,432)</p> <p>80. Novato Public Access TV
(\$33,400)</p> <p>81. City Hall Annex
(\$33,050)</p> <p>82. King County Office of
Cultural (\$32,484)</p> <p>83. Orange County Sheriff
Dept. (\$30,405.38)</p> <p>84. City of Des Moines
(\$29,360.4)</p> <p>85. City of Torrance
(\$29,154.14)</p> <p>86. North Orange County
(\$28,583.96)</p> <p>87. City of Redmond
(\$27,479)</p> <p>88. San Luis Obispo County
Office of Education
(\$27,237.93)</p> <p>89. City of Happy Valley
(\$27,055)</p> <p>90. City of Cupertino
(\$26,778.45)</p> <p>91. City Of Dallas (\$25,600)</p> <p>92. City of West Hollywood
(\$25,520)</p> <p>93. City of Sherwood
(\$25,518)</p> <p>94. City of Elmhurst
(\$24,745)</p> | <p>95. City of Spokane Valley
(\$23,861.07)</p> <p>96. City of Racine (\$23,530)</p> <p>97. Bay City TV/Fox Channel
6 (\$23,137.37)</p> <p>98. CityTV of Santa Monica
(\$21,971.08)</p> <p>99. Cox Media, Orange
County (\$21,820.38)</p> <p>100. Idaho Public
Television (\$21,697)</p> <p>101. City of
Woodinville (\$21,494)</p> <p>102. City of Everett
(\$20,776)</p> <p>103. City of
Wilsonville (\$19,919)</p> <p>104. City of Rancho
Palos Verdes
(\$19,777.86)</p> <p>105. Village of La
Grange (\$19,146.21)</p> <p>106. Village of Villa
Park (\$18,604.66)</p> |
|---|--|

REFERENCES

City of Costa Mesa

City Council Chamber Audio Visual and Broadcast Upgrade

77 Fair Dr.

Costa Mesa, CA

Dane Bora, Public Affair Manager with the City of Costa Mesa.

DANE.BORA@costamesaca.gov (714) 754-5098

City Council Chamber Audio Visual and Broadcast Upgrade – June 2019

The City of Costa Mesa sent out a call for Proposals to revitalize all the broadcast and A/V technology in not only their Council Chambers, but also Master Control, Machine room and their Conference / Community rooms. Key Code Media was awarded this RFP, as the City felt they were the best Qualified to meet their needs. Key Code jumped in and helped the City finalize the Design, and to Provide Alternative Solutions to Keep them Ahead of Technology.

The project consisted of 3 Parts-

1. Council Chambers. The new HD Panasonic PTZ Cameras showcase all new furniture, LED Lighting and Digital Signage in the while Sennheiser and Shure Microphones and audio reinforcement run through a custom cabling, giving each council position has it's own Crestron Interface for control of the environment. 4 Racks of equipment later, the Master Control update included a full turnkey Ross Video Carbonite and Xpression Graphics system, showing on a custom multi-viewer, with full Crestron touchscreen system to choose any audio or video input, to send it to any room on the network, or simply adjust levels. The room feeds Transmission facilities in the basement to go live on Cable Television, and via the City's YouTube Live channel.

2. Conference Room. Provided and installed a new AV system including projection screen, retrofitted table, Credenza with racks for all AV equipment. This system comprises Projector, QSC Speakers, Ceiling tile Microphones utilizing Biamp DSP- all through a Crestron controller and Crestron touch screen to control all the room's technology.

3. Community Room. Key Code Media provided and Installed a new complete AV Community room including the Projector, motorized touch screen, custom furniture, Displays, Ceiling tile microphones, QSC Speakers, through Biamp DSP's and a Crestron Control system.

The Creston system allows full interaction between the Council Chambers, and the Conference and Community Spaces- allowing them to not only be used for overflow, but interact fully with the Meeting in the chamber, and the Broadcast to live streaming.

These 3 parts are tied via a custom fibre infrastructure to the City's IT department- and then all users of the systems, including the City Council were trained on how to utilize the systems. 3 "Mock" meetings, and 4 Actual meetings were run by Key Code to ensure that any and all possible challenges from the new integration and systems were up to Par for the City team.



City of Los Angeles Emergency Operations Center

500 E. Temple St.

Los Angeles, CA 90012

Rob Freeman, Assistant General Manager Emergency Management

rob.freeman@lacity.org 213-484-4804

Emergency Operations Center Design Build April 2008 – Current

This was a \$5 million project for the design and installation of the Emergency Operations Center (EOC), which houses the Emergency Management Division (EMD), LAPD, and LAFD, as well as the 911 emergency response center. The EOC is a two-story building with two large 4x7 video walls utilizing 28 NEC 55" monitors each. They incorporate Jupiter PixelNet video wall processors as well as Crestron control equipment. This building required redundancy in all aspects of the design because of the critical nature of the building which is open 24/7, 365 days per year.

City of Burbank

275 East Olive Avenue Burbank, CA 91502

Nareg Garabedian - Administrative Analyst

NGarabedian@burbankca.gov (818)-238-5840

Council Chamber Upgrade – December 2017

The City of Burbank brought the need of a full scale video installation for their city Council Chambers down the street to Key Code Media's Door- and the Burbank Local team delivered! A Ross Graphite and Ross Lightning Control System handling feeds from Panasonic PTZ Cameras going to AJA Ki-Pro Digital Recorders, and Live Streaming to the public.



Santa Monica College

1900 Pico Blvd, Santa Monica, CA 90405

Brant Looney, IT Director

LOONEY_BRANT@smc.edu 310-261-7635

Campus Wide AV and Radio Station Build – June 2017 - Current

Santa Monica College came to Key Code Media with a challenge, to move their 35 year old out of their basement.

As part of a \$4.4 million project, KCRW, the premiere NPR radio outlet in Southern California was moved up from the basement into newly built facilities. The scope of the several year project included full turn key design, engineering and integration services of A large Production Studio and Television Control room, an Audio Control Room, an ADR Studio, Two Radio Control rooms, Three Production Booths, Four Voice over Booths, Seven Edit Suites, Twenty-Eight Classrooms, Three Conference rooms, and a Hundred Eighty seat Auditorium. Integration services include cabling, installation, commissioning, training and an on-going support agreement. This multi-discipline installation has included a wide range of equipment in Live, Post, Automation and Audio.

City of Santa Monica

165 Main St #3025, Santa Monica, CA 90401

Amber Rachane, City Project Manager

amber.rachane@smgov.net (310) 434-2624

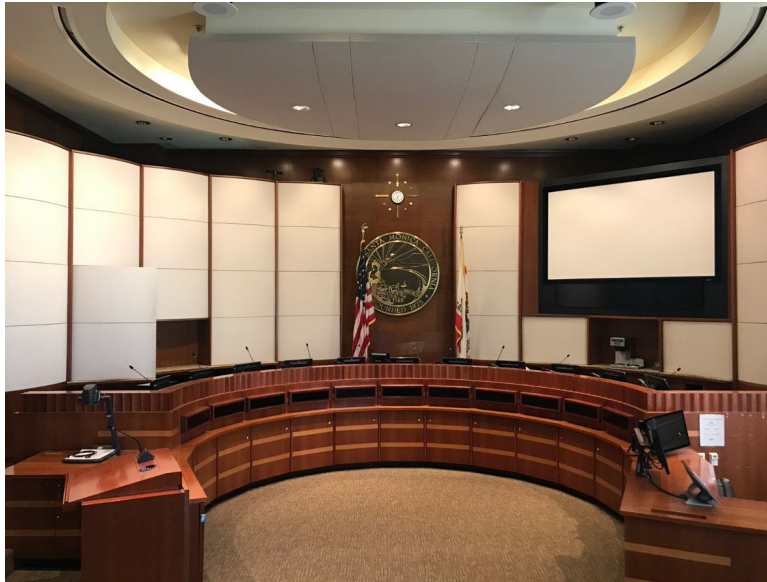
City Council Chamber Audio Visual and Broadcast Upgrade – June 2020

This was a \$500k design build project for the city council chamber's audio visual and broadcast upgrades including; presentation system, new (2) 65" displays in the council chamber room and (2) in the lobby area, a new projector, projector screen, some furniture remodel, and new mics and control system.

Key Code also built complete new rack machine rooms connected to a full production Ross System. Includes existing Panasonic cameras, Ross Carbonite and Ross Expression and add new Ross LCS System, a new complete Crestron switcher, Captioning Board Display and equipment, electronic nameplates plus a completely new audio system.

New Voting system with agenda management was also added to their new system.

Added (2) New Kiosks for Public Speakers Registration before entering council meeting which feeds directly to the meeting management system.



Additional Case Studies can be found at the following link:
<https://www.keycodemedia.com/category/featured-work/>

STATE OF CALIFORNIA



CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code and the Rules and Regulations of the Contractors State License Board, the Registrar of Contractors does hereby issue this license to:

KEY CODE MEDIA INC

License Number 1010561

to engage in the business or act in the capacity of a contractor in the following classifications:

**C-7 - LOW VOLTAGE SYSTEMS
C10 - ELECTRICAL**

Witness my hand and seal this day,

January 15, 2019

Issued January 26, 2016

Marlo Richardson, Board Chair

David R. Fogt, Registrar of Contractors

This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.



This is to certify that

Andrew Vargas

has completed

**QSC Quantum Level 1 Training
(Online)**

effective on April 14, 2022

And is deemed qualified and entitled by QSC, LLC
to all of the rights and benefits of such certification.

This certification is valid through April 14, 2024

A handwritten signature in blue ink that reads 'Joseph Pham'.

Joseph Pham
President and
Chief Executive Officer

A handwritten signature in blue ink that reads 'Patrick Heyn'.

Patrick Heyn
Director of Marketing & Training
QSC Systems Business Unit



This is to certify that

Marlo Afuang

has completed

Q-SYS Control 101 Training

effective on January 11, 2022

And is deemed qualified and entitled by QSC, LLC
to all of the rights and benefits of such certification.

This certification is valid through January 11, 2025



Joseph Pham
President and
Chief Executive Officer



Patrick Heyn
Director of Marketing & Training
QSC Systems Business Unit



CERTIFICATE OF TRAINING

This certificate is presented to

Andrew Vargas

for successful completion of

Integrated Systems Certification Level 1

ISSUED ON 02/18/2023

EXPIRES ON 02/18/2025



CERTIFICATE OF TRAINING

This certificate is presented to

Andrew Vargas

for successful completion of

Pro Audio Level 3: Application Training

ISSUED ON 02/16/2023

EXPIRES ON 02/16/2025



CERTIFIED TECHNOLOGY SPECIALIST

Design

Marlo Afuang

has been examined and has demonstrated competence in all technical aspects of a Certified Technology Specialist™-Design, has met the requirements of the AVIXA independent Certification Committee necessary for professional competency, is in good standing in the Directory of Certified Technology Specialists, has agreed to abide by the CTS Code of Ethics and Conduct, and is therefore entitled to use the name Certified Technology Specialist-Design and the CTS®-D designation.

Effective Date
October 29, 2022
Date of Expiration
October 29, 2025
Certification Number
405488

Rebecca Sullins
Rebecca Sullins, CTS-D, CTS-I
Chair, AVIXA independent
Certification Committee



The AVIXA Certified Technology Specialist certification is accredited by the American National Standards Institute (ANSI) under the International Standard ISO/IEC 17024:2012 Standard General Requirements for Bodies Operating Certification Schemes of Persons program.

Key Code Media, Inc. - California

270 S. Flower Street
Burbank, CA 91502
818-303-3900
www.keycodemedia.com

AGENDA ITEM NO. 12.



Audiovisual and Lighting System Procurement and Installation

Quote # 226197 Version 1

Prepared for:
City of Clovis

Prepared by:
Brian Vlerebome

ATTACHMENT 2

276

Scope of Work

Installation labor = 4 technicians for 7 days

2 standard installers, 1 senior installer, 1 site lead

Engineering labor = 2 engineers for 4 days

Commissioning, tuning, lights focus, documentation

CAD labor = 1 day of CAD engineer

As built drawings and reviewing existings + red lines

Project manager = 1 day

To organize the project install, travel, etc.

Lighting

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
Equipment change notes:						
4267K1030 replaced by 4268K1003						
7060A1008-A replaced by 7412A1008-A						
1	7225A1000-US	ETC	ColorSource 20 Lighting Control Console w/ 20 faders, 80 channels or Devices, Multit-Touch screen, (1) 5-pin DMX/RDM Port, USB port, 120V power supply	1	\$1,727.21	\$1,727.21
2	7225A4020	ETC	Dust Cover, CS20 & 20AV	1	\$48.46	\$48.46
3	ECPB-DMXIN	ETC	One-Gang DMX Input Plug In Station Wall Plate	2	\$130.77	\$261.54
4	ECPB-DMXOUT	ETC	One-Gang DMX Output Plug In Station Wall Plate	6	\$130.77	\$784.62
5	4267A1034	ETC	Response Opto Splitter - 12 Port, terminal, 1 Input/ 1 Thru, 12 Output, 100-230VAC, 1U Rack Mount (LOCATE IN AV RACK)	1	\$1,326.92	\$1,326.92
6	4268K1003	ETC	4-Port 3-Position IDC Termination Kit - 4 connectors (for CAT5e Wire)	2	\$30.77	\$61.54
7	7413A1001-A	ETC	ColorSource RGB+L Spot LED Light Engine/Fixture Body w/ shutter barrel, clamp, no lens tube, black & 6' Edison to PowerCon cable	6	\$1,493.80	\$8,962.80

Lighting

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
8	7060A2048	ETC	36 degree EDLT Lens Tube Assembly w/ color frame	6	\$282.29	\$1,693.74
9	7412A1008-A	ETC	ColorSource PAR - Deep Blue/RGB+Lime LED Flood Lighting Fixture, black w/ 6' Edison to PowerCon cable	8	\$800.00	\$6,400.00
10	7060A2009	ETC	C-Clamp	8	\$20.77	\$166.16
11	7410K1013	ETC	Oval Diffusor Kit / "WIDE" for ColorSource PAR	8	\$35.38	\$283.04
12	SAF1/8x30B	TMB	Safety Cable, 1/8"x30", black	14	\$3.85	\$53.90
13	ZDP45NS5	TMB	DataPlex DMX Cable, 5'	14	\$35.03	\$490.42
14	ZDP45NS10	TMB	DataPlex DMX Cable, 10'	14	\$38.33	\$536.62
15	7186A1008-5	ETC	Echo Inspire Wall Station - 8-button (-1=cream, -3=grey, -4=black, -5=white)	2	\$176.92	\$353.84
16	7186A1114-5	ETC	EchoAccess - Bluetooth Controlled via Mobile APP, (-1=cream, -4=black, -5=white)	1	\$252.75	\$252.75
17	4267A1015	ETC	DIN Rail Rack Mount Kit	1	\$269.23	\$269.23
18	7186A1212	ETC	Echo DIN Rail Power Supply and Aux Power	1	\$223.08	\$223.08
19	7186A1111-1	ETC	Echo DMX Scene Controller, DMX Input for 'snapshot' capture of lighting scenes, supports 32 presets	1	\$307.69	\$307.69
20	CABLE		Low Voltage Cables for: Control DMX/CAT5e, TMB PCLP1PTP & PCLP2PTP for arch control (ESTIMATE)	1	\$800.00	\$800.00
21	Contingency		Contingency +/- 10% of subtotal	1	\$2,500.36	\$2,500.36

Subtotal: \$27,503.92

Audio

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
22	E 115	QSC	Full-Range Loudspeaker; 15" Two-Way Passive, 55Hz - 20kHz, 500-2000W capacity, 130dB maximum output, 8 ohm, trapezoidal plywood enclosure (SIDES)	2	\$799.46	\$1,598.92

Audio

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
23	E 112	QSC	Full Range Loudspeaker; 12" Two-Way Passive, 64Hz - 20kHz, 400-1600W capacity, 128dB maximum output, 8 ohm, trapezoidal plywood enclosure (CENTER)	1	\$618.13	\$618.13
24	E 110	QSC	Full Range Loudspeaker; 10" Two-Way Passive, 64Hz - 20kHz, 400-1600W capacity, 128dB maximum output, 8 ohm, trapezoidal plywood enclosure (STAGE CEILING)	2	\$510.99	\$1,021.98
25	GXD4	QSC	GXD Series Amplifier; Class D, maximum 1600W, on-board processing, 120VAC (E112 center / E110 ceiling monitor)	1	\$558.00	\$558.00
26	GXD8	QSC	GXD Series Amplifier; Class D, maximum 4500W, on-board processing, 120VAC (E115 left & right)	1	\$852.25	\$852.25
27	CP8	QSC	Compact Active Loudspeaker; 8" Two-Way Active w/ 90 degree coverage, 56Hz-20kHz, 800W Class D Amplifier, 100-240VAC (FLOOR MONITOR)	2	\$412.09	\$824.18
28	AT35	Atlas Sound	Volume Attenuator, 35W, Single Gang	5	\$27.96	\$139.80
29	FAP63T-W	Atlas Sound	6.5" Coaxial In-Ceiling Speaker w/ 32watt 70V/100V transformer (GREEN ROOMS, TECH ROOM, KITCHEN)	6	\$124.27	\$745.62
30	CMS 403ICTE	Tannoy	4" Full Range Directional Dual-Concentric Ceiling Speaker w/ 40watt 70V/100V transformer (SOUTH ENTRY) Sold in pairs only	3	\$160.66	\$481.98
31	DPA1202	Atlas Sound	Multi-channel, Onboard DSP Power Amplifier, 1200 watt, 70V/100V, 4 & 8 ohm & optional Dante Network Audio	1	\$1,412.52	\$1,412.52
32	ZED-6	Allen & Heath	ZED Series Compact 6 Input Analog Mixer; 2 XLR inputs, 2 stereo inputs, 2 guitar DI high impedance inputs, XLR outputs (FOR GUESTS WITH NO ACCESS TO CONTROL ROOM)	1	\$168.13	\$168.13
33	AH-QU-16C	Allen & Heath	Qu16 Series Digital Audio Mixing Console, 16 mono + 3 stereo inputs, 4 mono & 3 stereo outputs, dSnake remote audio port	1	\$2,178.45	\$2,178.45
34	AH-AP9262	Allen & Heath	Dust Cover for QU-16	1	\$63.34	\$63.34
35	AH-LEDLAMP-X	Allen & Heath	Console Light	1	\$119.29	\$119.29
36	AH-AB168	Allen & Heath	Stage Box; 16 XLR Inputs / 8 XLR Outputs, dSnake Input	1	\$1,326.40	\$1,326.40
37	AH-AB168-RK19	Allen & Heath	Rack Kit for AB168	1	\$89.56	\$89.56

Audio

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
38	DN-300ZB	Denon	Music Player: CD, SD card, USB, Bluetooth Device & AM/FM Receiver w/ balanced outputs	1	\$380.77	\$380.77
39	ERK 4028	Middle Atlantic	Equipment Rack; 40 space, 28" wide, rear door	1	\$778.55	\$778.55
40	EB1	Middle Atlantic	1 Space Econo Blank Panel	10	\$9.68	\$96.80
41	D2	Middle Atlantic	Drawer, 2U rack mount	4	\$155.71	\$622.84
42	CBS-ERK-28R	Middle Atlantic	Caster Kit for ERK Rack	1	\$222.29	\$222.29
43	PDS-615R	Middle Atlantic	Rackmount Power Sequencer 6-Outlet 15A (Black)	1	\$422.26	\$422.26
44	KCM-INT-MAT	Middle Atlantic	Misc. Hardware: Rack Screws, Lacing Rails, etc	1	\$80.00	\$80.00
45	QLXD124/85-G50	SHURE	QLXD Series Wireless Microphone System: (1) QLXD receiver, (1) QLXD Handheld wireless transmitter w/ SM58 microphone, (1) QLXD Bodypack transmitter & WL85 lavalier microphone	2	\$1,349.45	\$2,698.90
46	UA844+SWB	SHURE	Five-way active antenna splitter and power distribution system for QLX-DÃ,Ã, ULXÃ,Ã, ULX-DÃ,Ã, SLXÃ,Ã, and BLXÃ,Ã (BLX4R only) receivers. (470-952 MHz)	1	\$472.53	\$472.53
47	E6OW6-AX	Countryman	Countryman Omni-directional Earset microphone (It-tan)	2	\$331.40	\$662.80
48	UA864	SHURE	Wall/Ceiling Mountable Wideband Antenna	2	\$372.53	\$745.06
49	UA825	SHURE	Antenna Cable, BNC/BNC, 25'	2	\$46.15	\$92.30
50	SM58-LC	SHURE	Shure Cardioid Dynamic	4	\$87.91	\$351.64
51	SM57-LC	SHURE	Shure SM57-LC Microphone	4	\$80.22	\$320.88
52	KCM-INT-MAT	Key Code Media	Misc. Mic Stands, XLR Cable, etc (ESTIMATE)	1	\$650.00	\$650.00
53	LS-55-072	LISTEN TECHNOLOGIE S	iDSP Prime Level Stationary RF System: (1) LT-800 RF Transmitter, (4) LR-4200-072 Intelligent DSP RF Receivers (72MHz) + Li-ion battery, (2) LA-430 Intelligent Earphone/Neck Loop Lanyard, (4) LA-401 Universal Ear Speaker, Signage, Universal Antenna Kit, R	1	\$1,833.37	\$1,833.37
54	LR-4200-072	LISTEN TECHNOLOGIE S	Listen Technologies Intelligent DSP RF Receiver (72 MHz)	16	\$146.20	\$2,339.20

Audio

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
55	LA-401	LISTEN TECHNOLOGIES	Universal Ear Speaker	16	\$15.30	\$244.80
56	LA-430	LISTEN TECHNOLOGIES	Listen Ear Phone/Neck Loop Lanyard - Black	4	\$49.18	\$196.72
57	ISO102BBX	Ace Backstage	Full Backbox w/ Isolation Kit	2	\$173.23	\$346.46
58	ISO104BBX	Ace Backstage	Doublewide Backbox w/ Isolation Kit	2	\$264.30	\$528.60
59	PE-MP	Ace Backstage	Panel and Narrow Duplex Cover (Duplex Receptacle not included)	4	\$26.97	\$107.88
60	WP308	Ace Backstage	Aluminum Wall Panel with 8 Connectrix Mounts, 3 Gang, Black	5	\$23.24	\$116.20
61	DIR	WHIRLWIND	Director Direct Box, 1/4" Input to Line Level XLR Output	2	\$91.11	\$182.22
62	PODDI	WHIRLWIND	Pod DI Single Summing Output Direct Box, 1/8" Stereo to XLR Output	1	\$112.07	\$112.07
63	PODMIX	WHIRLWIND	PodMIX Passive Mixer, 1/8" Stereo, L & R RCA, XLR Mic IN / XLR Output	2	\$187.16	\$374.32
64	PRESSMITE	WHIRLWIND	Pressbox - Active, mic in, 12 mic + 2 line outputs, battery or AC powered	1	\$1,153.18	\$1,153.18
65	KCM-INT-MAT	Key Code Media	Network 16 port Switch, CAT6 Shielded Patchbay, patch cables, etc	1	\$1,800.00	\$1,800.00
66	KCM-INT-MAT	Key Code Media	Low Voltage Cables for:control, speaker and data (ESTIMATE)	1	\$650.00	\$650.00
67	Contingency		Contingency +/- 10% of subtotal	1	\$3,078.12	\$3,078.12

Subtotal: \$33,859.31

Visual

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
68	PT-RZ690WU7	Panasonic	6000-Lumen WUXGA Exhibition Laser DLP	1	\$6,380.00	\$6,380.00
69	ET-DLE035	Panasonic	Fixed Ultra Short-Throw Lens	1	\$5,040.92	\$5,040.92
70	ET-PKD120S	Panasonic	Low Ceiling - Ceiling Mount for RZ660	1	\$486.81	\$486.81

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Visual

No.	Part #	Manufacturer	Description	Qty	Price	Ext. Price
71	70258L	Da-Lite	Tensioned Cosmopolitan Screen, Electric Roll-down 100"x160" (189" dia) w/ Low Voltage Control size: 8'-3"h.x 13'3"w.	1	\$3,522.67	\$3,522.67
72	KCM-INT-MAT	Key Code Media	Support Hardware: Strut, Bolts, Washers, Nuts (ESTIMATE)	1	\$150.00	\$150.00
73	SW-HDSC914K	KANEXPRO	1X2 HDMI Splitter w/ 4K Cinema Resolution	1	\$2,058.58	\$2,058.58
74	SP-HD1X24K	KANEXPRO	KanexPro SP-HD1X24K 1X2 HDMI Splitter with 4K Cinema Resolutions	1	\$34.27	\$34.27
75	EXT-HDBT70C	KANEXPRO	4K/30Hz Extender over HDBT - 230 feet & POE; Set of: 1-transmitter, 1-receiver, 1-power supply	3	\$171.51	\$514.53
76	SDI-HDSDXPRO	KANEXPRO	HDMI to SDI Converter	1	\$123.48	\$123.48
77	LED-1709HDR	ToteVision	17 Inch LED-Backlit 1080I/P HDMI LCD Rack-Mount Monitor	1	\$570.72	\$570.72
78	DN-500BDMKII	DENON	Denon DN-500BDMKII Blu-Ray DVD & CD/SD/USB Player Denon DN-500BDMKII Blu-Ray DVD & CD/SD/USB Player	1	\$413.98	\$413.98
79	VGA2HD2	StarTech	VGA Video & Audio to HDMI converter - PC to HDMI, power supply included	1	\$99.53	\$99.53
80	P582-006-V2	Tripp Lite	Tripp Lite 6ft DisplayPort to HDMI Adapter Converter Cable DP w/ Latches to HDMI DPort 1.2 4K x 2K M/M - DisplayPort/HDMI for Audio/Video Device, Monitor, Projector, TV, Graphics Card - 6 ft - 1 x DisplayPort Male Digital Audio/Video - 1 x HDMI Male Digit	2	\$19.02	\$38.04
81	KCM-INT-MAT	Key Code Media	Low Voltage Cables for: control, video signal and data (ESTIMATE)	1	\$500.00	\$500.00
82	Contingency		Contingency +/- 10% of subtotal	1	\$1,993.35	\$1,993.35

Subtotal: \$21,926.88

Professional Services

No.	Part #	Description	Qty	Price	Ext. Price
83	KCMPS-200	Pre-Integration and System Testing Pre-Integration Specialist will ensure that all system components conform to requirements by executing internal test plans, reporting and analyzing any defects or configuration issues.	24	\$98.00	\$2,352.00

Professional Services

No.	Part #	Description	Qty	Price	Ext. Price
84	KCMPS-201	Installer Install/terminate low voltage, network cabling and hardware to industry standards.	160	\$105.00	\$16,800.00
85	KCMPS-202	Senior Installer Advanced Installer. Oversees Installation/termination of low voltage, network cabling and hardware to industry standards.	80	\$120.00	\$9,600.00
86	KCMPS-205	Assistant Engineer Engineer with general system knowledge. Responsible for assisting with setting up, configuring, and maintaining systems for Post, Broadcast and AV Communications.	40	\$105.00	\$4,200.00
87	KCMPS-206	Engineer Engineer with advanced system knowledge. Responsible for setting up, configuring, and maintaining systems for Post, Broadcast and AV Communications.	40	\$165.00	\$6,600.00
88	KCMPS-208	Assistant CAD Engineer A design and draw preparation engineer	8	\$120.00	\$960.00
89	KCMPS-210	Project Manager Manages projects to ensure the proposed plan adheres to the timeline, budget and scope. Their duties include planning projects in detail, setting schedules for all stakeholders and executing each step of the project.	16	\$135.00	\$2,160.00
90	KCMPS-212	Site lead - Superintendent An onsite project manager	80	\$135.00	\$10,800.00
91	KCM-T&E	Travel & Expenses - estimated Travel Expenses to be billed after project completes	1	\$8,000.00	\$8,000.00
92	KCM-INT-MAT	Integration materials - including equipment rentals, misc cables, ties, connectors	1	\$1,800.00	\$1,800.00

Subtotal: \$63,272.00

Key Code Total Care

30 Day Key Code Total Care Bronze

Thank you for choosing Key Code Media, this quote is covered under a 30-day remote support plan. The equipment is covered under manufacturing warranty and the labor is covered by Key Code Support.

Key Code support hosts its own secure remote access support system. This system is much like a TeamViewer remote access, with the exception that it's hosted by Key Code Media and sits behind our firewall. As part of Change Me and Key Code Media support agreement, we can install this lightweight utility on all purchased computers at the discretion of facility staff. This will allow a support engineer to log in and see what the operator is seeing in real time.

Service Expectations

This support proposal includes the following Service Level agreements:

1. Provide normal business hours support
 - a. Access to M-F 9am EST - 6pm PST support line
 - b. Includes emergency and non-emergency call for:
 - i. Software Issues and Version Upgrades
 - ii. Hardware support for purchased equipment
 - iii. Remote support
 - c. Major Holidays are not included in coverage
 - i. Christmas Day
 - ii. July 4th
 - iii. Thanksgiving +1
 - iv. New Year's Day
 - v. Memorial Day
 - vi. Labor Day
2. Contract Includes Costs for Mileage Associated with support visits
 - a. Does not include for Airfare, Hotel, Rental Car, or Per-Diem
 - b. Does not include Travel Costs associated with other quotes
 - c. All Non-Covered T&E will be invoiced at actual cost

Warranty Terms

The warranty begins upon completion of install and lasts for 30 days.

Support Contract Information

Service Hotline: 818-303-3980

Email Support: Support@keycodemedia.com (Email is monitored from 9a – 6p)

Call Back Response Time

9am – 6pm response time 5 – 30 minutes



**Audiovisual and Lighting System
Procurement and Installation
Prepared for: City of Clovis**

Sales Quotation

AGENDA ITEM NO. 12.

May 1, 2023

SUBJECT TO STATE AND LOCAL TAXES WHERE APPLICABLE

F.O.B. FACTORY, FREIGHT IS ADDITIONAL

Audiovisual and Lighting System Procurement and Installation

Prepared by:



Key Code Media, Inc. - California
 Brian Vlerebome
 818-303-3900
 Fax 818-303-3901
 bvlerebome@keycodemedia.com

Bill To:

City of Clovis
 1033 Fifth Street
 Clovis, CA 93612
 Amy Hance
 (559) 324-2769
 amyh@cityofclovis.com

Ship To:

City of Clovis
 1033 Fifth Street
 Clovis, CA 93612
 Amy Hance
 (559) 324-2769
 amyh@cityofclovis.com

Quote Information:

Quote #: 226197
 Version: 1
 Delivery Date: 05/01/2023
 Expiration Date: 06/30/2023
 Terms:

Quote Summary

Description	Amount
Lighting	\$27,503.92
Audio	\$33,859.31
Visual	\$21,926.88
Professional Services	\$63,272.00
Total:	\$146,562.11

This Sales Quote ("SO") incorporates the Terms and Conditions found at <http://www.keycodemedia.com/terms/salesorder> ("T&C") and constitutes an offer or counter-offer, as applicable, by Key Code Media, Inc. or Burst Communications ("Seller"). This SO, including the T&C incorporated therein, shall become binding on the buyer listed herein ("Buyer") on the earliest of Buyer's: (i) acknowledgement hereof; or (ii) receipt of any goods and/or services ordered hereunder. No Buyer acknowledgement form, purchase order, or other document shall modify the SO or the T&C.

Key Code Media, Inc. - California

City of Clovis

Signature: _____
 Name: Brian Vlerebome
 Title: Senior Account Manager
 Date: 05/01/2023

Signature: _____
 Name: Amy Hance
 Date: _____



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: General Services – Approval - Res. 23- ____, Adopting the California Air Resources Board Innovative Clean Transit Rule Zero-Emission Bus Rollout Plan.

ATTACHMENTS: 1. Resolution 23- ____
2. CARB ICT Zero-Emission Bus (ZEB) Rollout Plan

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution approving the California Air Resources Board Innovative Clean Transit Rule Zero-Emission Bus Rollout Plan for the Clovis Transit fleet.

EXECUTIVE SUMMARY

In 2018, the California Air Resources Board (CARB) implemented the Innovative Clean Transit Rule (ICT), which mandates the transition of all public transit fleets to 100% zero-emission vehicles by 2040. Clovis Transit is required to complete several elements inside the ICT Rule including a non-binding Zero-Emission Bus (ZEB) Rollout Plan that must be submitted to CARB by July 1, 2023. The CARB ICT ZEB Rollout Plan has been developed utilizing the Clovis Transit Electrification Feasibility Study, presented to the Council on February 21, 2023, and the Council's directive to staff. As the conversion to a zero-emission transit fleet progresses, staff will provide regular updates to council and will modify the non-binding ZEB Rollout Plan as required by CARB.

BACKGROUND

The CARB ICT Rule requires all public transit operators in California to begin working toward a zero-emission fleet. Clovis Transit has been designated a 'small fleet operator' and as such, is required to meet two primary elements:

- Submit a non-binding ZEB Fleet Rollout Plan to CARB by July 1, 2023.

- Adhere to a graduated zero-emission vehicle purchasing schedule, which is:
 - Any vehicle purchases made in 2026 – 2028 must include at least 25% zero-emission vehicles.
 - Any vehicle purchase in 2029 or later must be 100% zero-emission.

The City received grant funds from Caltrans to collaborate with CALSTART, a consultant group, to conduct the Clovis Transit Fleet Electrification Feasibility Study, which supports the CARB ICT ZEB Rollout Plan. This study analyzed the current fleet, zero-emission technologies, route modeling for available technologies, and identified multiple scenarios that would comply with the ICT rule. Those findings were presented to the City Council on February 21, 2023, where the Council selected one of those conversion options and provided city staff a directive to develop a hybrid model.

City staff utilized the feasibility study as well as Council's directive to generate the CARB ICT ZEB Rollout Plan. The plan includes the following ICT required information:

- A goal of full transition to zero-emission buses by 2040;
- Identification of the types of zero-emission bus technologies being deployed;
- A schedule for zero-emission and conventional internal combustion engine bus purchases;
- A schedule for construction of facilities and infrastructure for zero-emission buses;
- City's plans to deploy zero-emission buses in Disadvantaged Communities;
- The training plan and schedule for zero-emission bus operators, maintenance staff and repair staff; and
- Identification of potential funding sources.

FISCAL IMPACT

The cost of the required conversion of the Clovis Transit fleet to zero-emission is estimated to be between \$33.3 million to \$41.1 million. The funds required will be invested through the life of the project from 2026 to the completion of the entire fleet transition by 2040. These estimates include the capital required to purchase vehicles, land, and infrastructure. Funding for the conversion to a zero-emission fleet will be supported through a variety of federal, state, and local grants.

REASON FOR RECOMMENDATION

Clovis Transit is mandated under the CARB ICT Rule to submit a non-binding Zero-Emission Bus (ZEB) Rollout Plan and an approved Resolution to CARB by July 1, 2023.

ACTIONS FOLLOWING APPROVAL

Transit staff will submit the approved Resolution and CARB ICT Zero-Emission Bus (ZEB) Rollout Plan to CARB by July 1, 2023. As needed, staff will modify and resubmit the non-binding ZEB Rollout Plan to meet CARB requirements.

Prepared by: Susanna Herrera, Management Analyst

Reviewed by: City Manager *AH*

RESOLUTION 23-___

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE CARB ICT ZERO-EMISSION BUS ROLLOUT PLAN**

WHEREAS, the California Code of Regulations Title 13, Division 3, Chapter 1, Article 4.3, Part 2023.1(d) Zero Emissions Bus Rollout Plan Requirements requires that a transit agency Zero-Emission Bus Rollout Plan must be approved by its governing Board; and

WHEREAS, Zero-Emission Bus Rollout Plan sets forth the City of Clovis' plan which meets the following requirements:

- A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engines buses;
- Identification of the types of zero-emission bus technologies the City of Clovis is planning to deploy;
- A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options;
- A schedule for conversion of conventional internal combustion engine buses to zero-emission technologies;
- A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses;
- Explanation of how the City of Clovis plans to deploy zero-emission buses in Disadvantaged Communities;
- A training plan and schedule for zero-emission bus operators and maintenance and repair staff; and
- Identification of potential funding sources.

NOW, THEREFORE, BE IT RESOLVED, that City of Clovis hereby approves the City of Clovis' Zero-Emission Bus Rollout Plan as set forth in full.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that insofar as the provisions of any Ordinance, Resolution, document, or previous action of the City Manager, prior to the date of this Resolution, are inconsistent with the provisions of this Resolution or any policy adopted by this Resolution, this Resolution and the City of Clovis' Policies adopted herein shall control.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

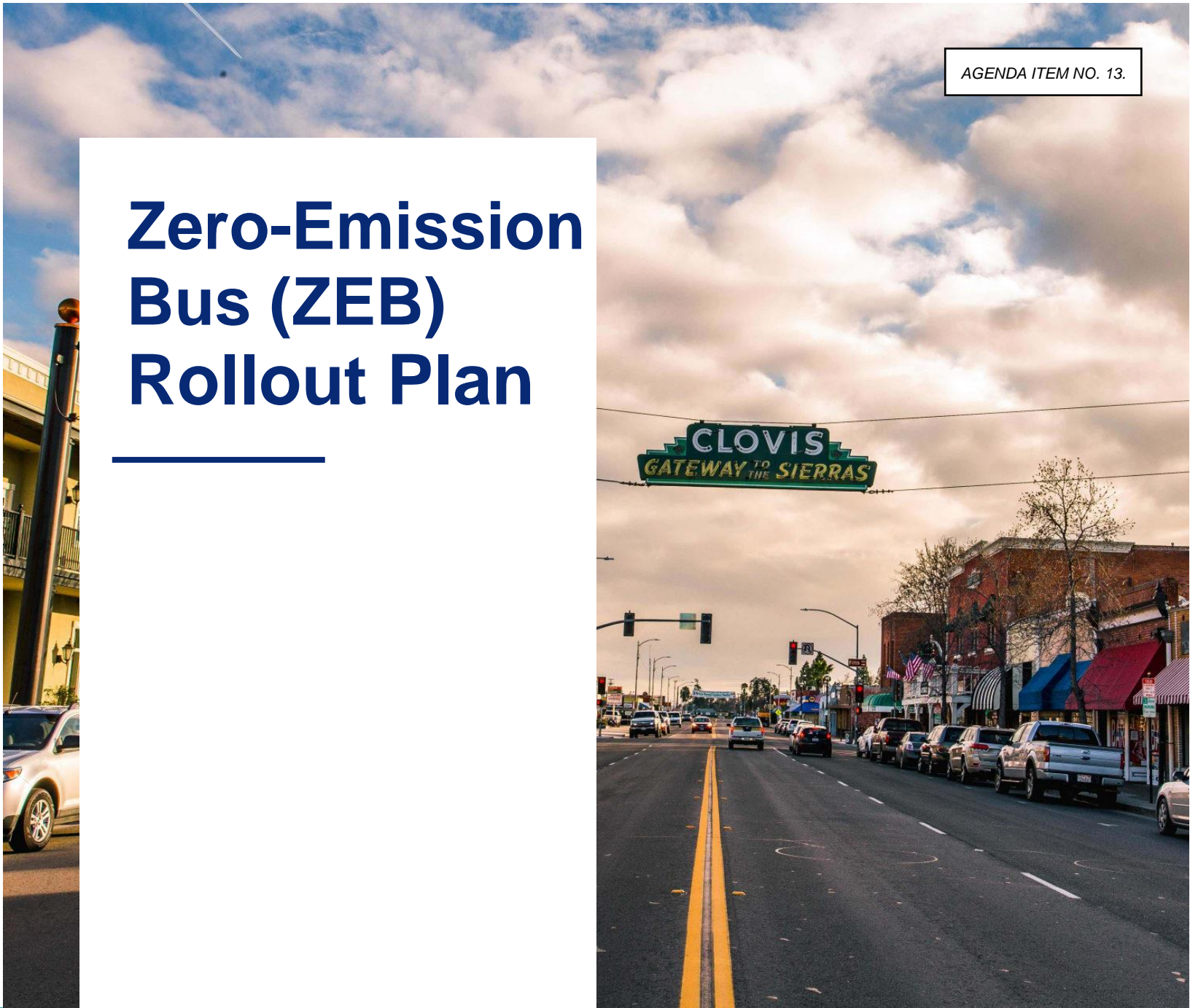
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

DATED: June 19, 2023

Mayor

City Clerk

Zero-Emission Bus (ZEB) Rollout Plan



JUNE 2023

**City of Clovis
Clovis Transit Division**



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Section A: Transit Agency Information

Clovis Transit Overview

Clovis Transit provides public transportation to the City of Clovis with four fixed routes (Stageline) and a demand-response paratransit service (Round Up) using a fleet of thirty-four buses, twenty-two vans, and one trolley. Fixed-route and paratransit services are provided Monday through Friday from 6:30 a.m. to 6:30 p.m. and on Saturday from 7:00 a.m. to 3:30 p.m. Paratransit service runs on Sunday from 7:00 a.m. to 3:30 p.m.

The fixed route service provides transit options to key destinations in and around the City of Clovis, including the Sierra Vista Mall, the Civic Center, Walmart, Target, city schools, various hospitals and medical facilities, and Fresno State University. Three of the four fixed-route service lines offer easy connections to Fresno Area Express transit network.



Transit Agency Name	City of Clovis – Clovis Transit
Mailing Address	155 N. Sunnyside Ave. Clovis, CA 93611
Name of Transit Agency’s Air District	San Joaquin Valley Air Pollution Control District
Total Number of Buses	35 Buses (57 fleet vehicles)
Population (2021 American Community Survey)	122,985
Contact Information	Amy Hance, General Services Manager (559) 324-2769 amyh@cityofclovis.com
Joint Group (Yes/No)	No, the City of Clovis is not a part of a joint zero-emission group.

Section B: Rollout Plan

General Information

The City of Clovis has a goal to fully transition to a zero-emission fleet by 2040 as required by California Air Resource Board’s (CARB) Innovative Clean Transit (ICT) Rule. Clovis Transit plans to replace the current internal combustion engine (ICE) fleet with zero-emission buses (ZEBs) as the buses reach the end of their useful life to avoid early retirement of any vehicle. This ZEB rollout plan will serve as a planning tool for the City of Clovis to achieve the conversion to zero-emission vehicles and will be submitting this plan as per the ICT requirements. The City of Clovis’ City Council has approved this ZEB Rollout Plan and is aware this plan may be modified in the future as technology and other key project factors change. The resolution was approved and signed on June 19, 2023, and has been attached under Section J.

The City of Clovis through Caltrans’ Sustainable Communities grant partnered with CALSTART to conduct an electrification feasibility study, which provided relevant and essential information for staff and elected officials to determine the city’s direction in transitioning and meeting the zero-emission ICT mandate. As a small fleet operator, transition will begin in 2026 and full fleet conversion should conclude by 2040. The City of Clovis will be replacing vehicles for Stageline (fixed route) and Round Up (paratransit service). Zero-emission vehicles will be purchased on a hybrid model which will include battery electric buses (BEBs) and fuel cell electric buses (FCEBs), also known as hydrogen vehicles. The majority of the Stageline vehicles will be fuel cell electric buses (FCEBs), while Round Up vehicles will predominantly be battery electric buses (BEBs). A hybrid model (combination) was selected to afford Clovis Transit flexibility, reliability, and resiliency.



The Clovis Transit ZEB Rollout Plan has been created and completed by City of Clovis staff. If follow up details on the rollout plan are needed, please contact:

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OR

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Section C: Technology Portfolio

Types of ZEB Technologies

The Clovis Transit Fleet Electrification Feasibility Study investigated the feasibility of battery electric and fuel cell electric vehicles. Study revealed the battery electric vehicle range is 225 miles for large buses; however, range is impacted by heating, ventilation, and air conditioning usage. Clovis tends to have cool winters and hot summers, which would trigger the utilization of the heating and air conditioning units resulting in decreasing battery range on battery electric vehicles (BEBs). CALSTART completed route modeling to determine the impact of the terrain and climate on the ranges for BEBs and FCEBs. As a result, existing internal combustion engine (ICE) vehicles would need to be replaced by BEBs at a 1 to 2 ratio. The hydrogen fuel cell electric bus (FCEB) was identified to have a much longer range at 350 miles allowing for a 1 to 1 replacement. Although climate also impacts the range on FCEBs, it is not as impactful due to the larger range available through this zero-emission option. In addition, FCEBs take a shorter time frame of approximately 15-20 minutes to charge versus the BEBs at 8 to 10 hours.



Sample of BEB



Sample of FCBE

Clovis Transit has a large number of cutaway vehicles and both technologies are in the early stages of developing this size vehicle. It is expected that technology will improve, and such vehicles will be available for the city's transition to a zero-emission fleet. The feasibility study findings were reviewed and considered in determining the transition pathway for the City of Clovis. Clovis Transit intends to deploy a hybrid fleet which will include battery electric buses (BEBs) and fuel cell electric buses (FCEBs). Both technologies are being explored as Clovis Transit moves into the zero-emission transition due to transit service needs, reliability, and resiliency. It is anticipated that to finalize the full conversion the City will need a total of twenty-four (24) small size (cutaways) BEBs, four (4) small size (cutaways) FCEBs, and eleven (11) full size (32' buses - standard) FCEBs.

Regardless of the technology selected for the conversion to zero-emission, the priority for this transition will be the implementation of the necessary infrastructure. Existing city facilities are incapable of supporting additional energy requirements for BEBs or FCEBs due to its limited access to direct power. The City of Clovis will be required to purchase land to construct a new transportation center in support of a zero-emission fleet. The new center will provide the spacing for vehicles, access to power supply, the ability to store hydrogen, incorporate safety features and updated maintenance facilities, and appropriate charging infrastructure. Land availability and funding will be explored to begin the transition and may result in modifications of this plan based on outcomes.

Section D: Bus Fleet Composition

Current Fleet and Future Purchases

Table 1: Current Fleet (Buses and Vans)

Number of Buses	Engine Model Year	Bus Model Year	Fuel Type	Bus Type
1	2007	2007	Diesel	Cutaway
3	2007	2007	Gasoline	Van
12	2008	2008	Diesel	Cutaway
2	2011	2011	Gasoline	Van
6	2012	2012	Diesel	Cutaway
2	2013	2013	Gasoline	Van
2	2015	2015	Diesel	Standard
2	2018	2018	Gasoline	Van
2	2018	2018	Electric (ZEV)	Cutaway
3	2019	2019	Diesel	Cutaway
6	2019	2019	Diesel	Standard
3	2019	2019	Gasoline	Van
2	2021	2021	Gasoline	Van
3	2022	2022	Diesel	Standard
8	2022	2022	Gasoline	Van

Table 2: Future Purchases (Buses and Vans)

This replacement schedule is based on the FTA’s useful life of vehicles recommendations. A standard bus is a small size – heavy duty vehicle approximately 30’ and it has a useful life of ten (10) years or 350,000 miles. A medium size - medium duty of 25’ to 35’ (cutaway) has a useful life of seven (7) years or 200,000 miles. The majority of Clovis Transit vehicles are cutaways and have exceeded their useful life. Van replacements are based on a twelve (12) year useful life. Clovis Transit has a credit of 3 electric vehicles; therefore, in 2026 and 2029 vehicles being purchased can be conventional. Replacement schedule may also be modified due to availability and funding.

Year	Total Number of Buses/Vans to Purchase	Number of ZEB Purchases	Percentage of ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus/Van Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses
2024	3	0	0%	N/A	N/A	3	100%	Cutaway	Diesel
2024	3	0	0%	N/A	N/A	3	100%	Van	Gasoline
2025	2	1	50%	Cutaway	Electric/ Depot	1	50%	Cutaway	Diesel
2025	2	0	0%	N/A	N/A	2	100%	Van	Gasoline
2026	3	0	0%	N/A	N/A	3	100%	Cutaway	Diesel
2027	2	0	0%	N/A	N/A	2	100%	Cutaway	Diesel
2027	2	0	0%	N/A	N/A	2	100%	Van	Gasoline
2028	2	0	0%	N/A	N/A	2	100%	Cutaway	Diesel
2029	2	0	0%	N/A	N/A	2	100%	Cutaway	Diesel

Year	Total Number of Buses to Purchase	Number of ZEB Purchases	Percentage of ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses
2030	2	0	0%	N/A	N/A	2	100%	Van	Gasoline
2031	1	1	100%	Standard	Hydrogen/ Depot	0	0%	N/A	N/A
2031	2	2	100%	Cutaway	Electric/ Depot	0	0%	N/A	N/A
2031	3	0	0%	N/A	N/A	3	100%	Van	Gasoline
2032	1	1	100%	Standard	Hydrogen/ Depot	0	0%	N/A	N/A
2032	3	3	100%	Cutaway	Electric/ Depot	0	0%	N/A	N/A
2033	2	2	100%	Standard	Hydrogen/ Depot	0	0%	N/A	N/A
2033	2	0	0%	N/A	N/A	2	100%	Van	Gasoline
2034	2	2	100%	Standard	Hydrogen/ Depot	0	0%	N/A	N/A
2034	4	0	0%	N/A	N/A	4	100%	Van	Gasoline
2035	2	2	100%	Standard	Hydrogen/ Depot	0	0%	N/A	N/A
2035	2	2	100%	Cutaways	Hydrogen/ Depot	0	0%	N/A	N/A
2035	4	0	0%	N/A	N/A	4	100%	Van	Gasoline
2037	2	2	100%	Cutaways	Hydrogen/ Depot	0	0%	N/A	N/A

Year	Total Number of Buses to Purchase	Number of ZEB Purchases	Percentage of ZEB Purchases	ZEB Bus Type(s)	ZEB Fuel Type(s)	Number of Conv. Bus Purchases	Percentage of Annual Conv. Bus Purchases	Type(s) of Conv. Buses	Fuel Type(s) of Conv. Buses
2038	6	6	100%	Cutaways	Electric/ Depot	0	0%	N/A	N/A
2039	6	6	100%	Cutaways	Electric/ Depot	0	0%	N/A	N/A
2040	6	6	100%	Cutaways	Electric/ Depot	0	0%	N/A	N/A

Conventional Buses:

The City of Clovis will not be converting conventional buses to zero-emission buses (ZEBs). All future replacements will be new purchases as outlined in the replacement schedule (Table 2). Many of the existing vehicles have gone beyond their useful life and may not be capable of a conversion.

Section E: Facilities and Infrastructure

Facilities Information

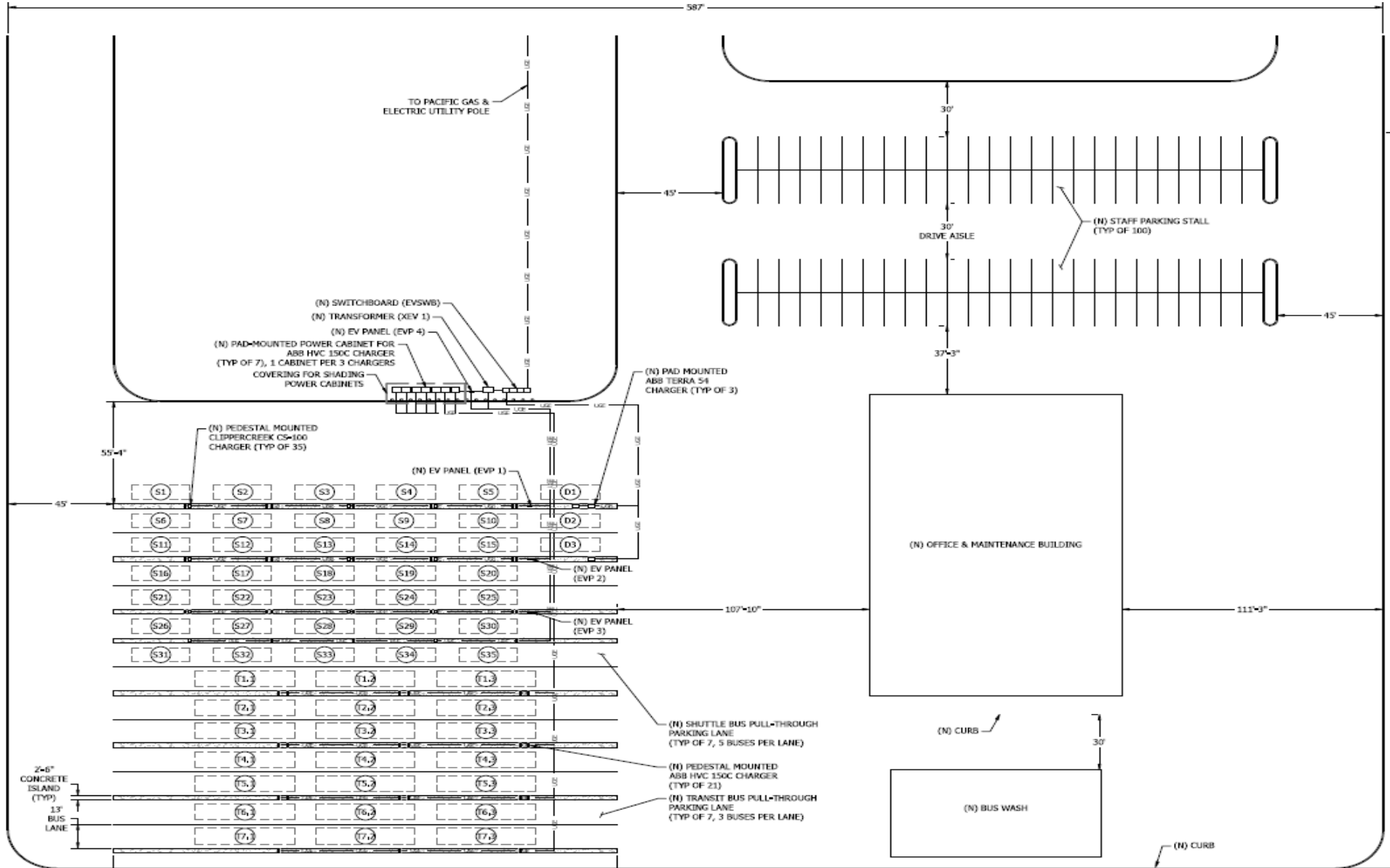
Clovis Transit currently resides in a building stationed at the City of Clovis’ Operations and Maintenance Yard. Facilities are shared between Public Works, Fleet Maintenance, and Clovis Transit. Existing location does not have the necessary space and energy requirements for Clovis Transit to transition to a zero-emission fleet. The current fleet size has been constricted for many years due to insufficient parking space. It is understood that any replacements of an internal combustion engine (ICE) vehicle will require a 1 to 2 replacement for a battery electric bus (BEB); therefore, additional space is required.

City of Clovis will be required to move to a new location that will provide the adequate spacing for a future zero-emission fleet as well as afford the capacity for department growth as the city grows. At a minimum, the Clovis Transit will need approximately four (4) acres to operate existing routes and complete the conversion to a zero-emission fleet. See rendering #1 for possible facility layout which is to include administration offices, maintenance building, charging infrastructure, bus wash station, and parking areas for staff and transit vehicles. Extensive planning and collaboration between the City of Clovis and Pacific Gas and Electric (PG&E) will be required to coordinate utility needs for the new facility.

Table 4: Facilities and Construction Timeline

Division/ Facility Name	Address	Main Function(s)	Type(s) of Infrastructure	Service Capacity (bus #)	Needs Upgrade (Yes/No)	Estimated Construction Timeline
Operations and Maintenance Yard	155 N. Sunnyside Ave. Clovis, CA 93611	Public Works, Maintenance and Transit	Diesel Fueling, CNG Fueling, and 2 Electric Chargers	57	Unable to upgrade due to lack of land and exhausted power supply.	N/A – Transit will require a new site.
Clovis Transit	TBD	Transit and Facilities	Diesel/Gas Fueling, Electric Chargers and Hydrogen Storage	61	N/A – Will be a new facility.	July 2030 – July 2035

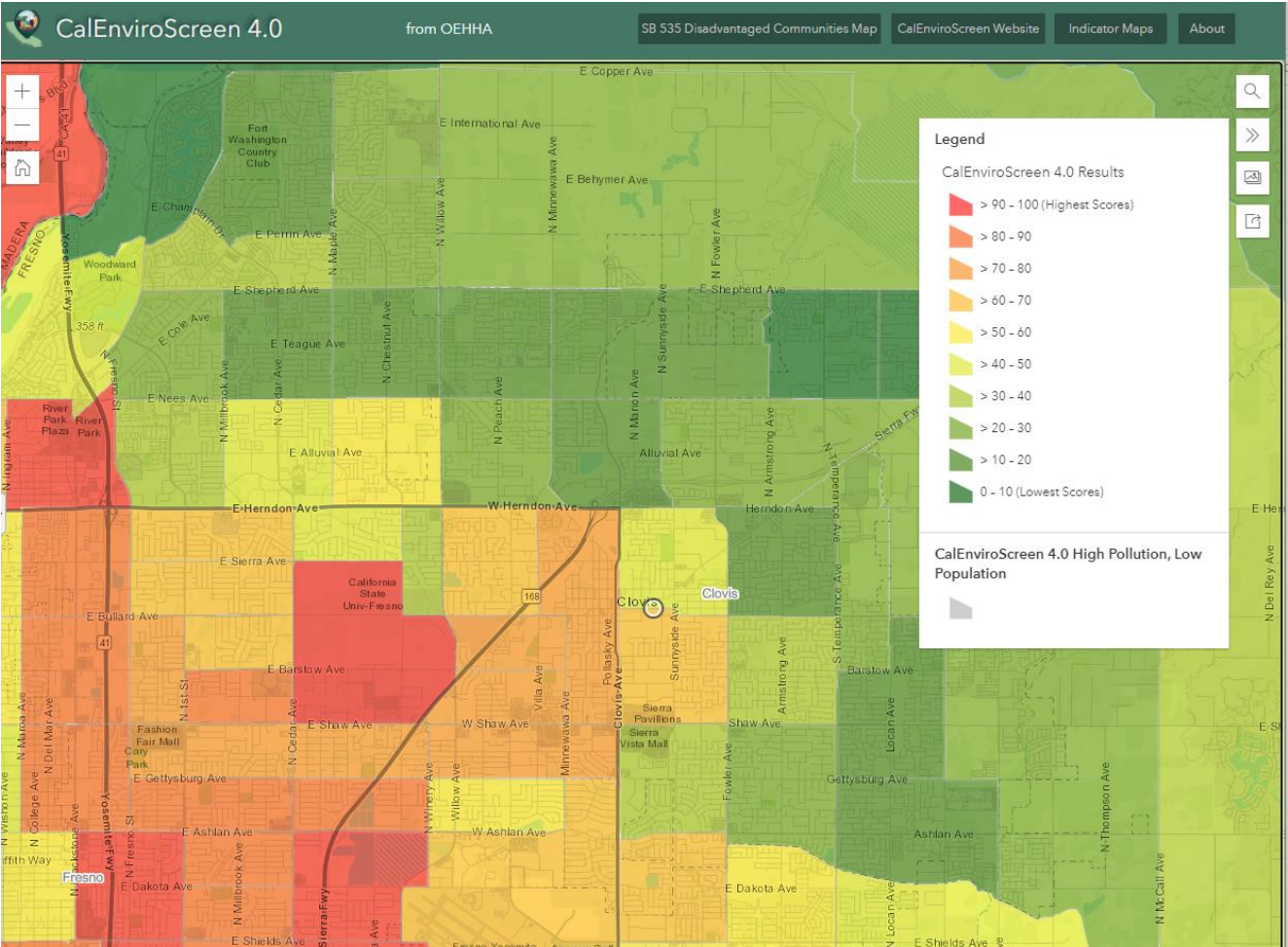
Rendering #1



Section F: Disadvantaged Communities

Providing Service

According to CalEnviroScreen 4.0, the City of Clovis has multiple disadvantaged communities in the southwest region of the city. These communities are exposed to high levels of pollution due to the greenhouse gas emissions by vehicles, including buses. Clovis Transit serves the disadvantaged communities throughout Clovis as well as some areas in the City of Fresno through the operation of various routes. As the City of Clovis transitions to a zero-emission fleet, it will continue to service those disadvantaged communities within Clovis and surrounding areas. The new ZEBs will be incorporated in different routes and will be rotated to ensure the disadvantaged communities are benefiting from clean, quiet, and climate changing transportation.



Section G: Workforce Training

Training Options

The transition from internal combustion engines (ICEs) to zero-emission buses (ZEBs) will impact every aspect of operations of Clovis Transit. Workforce training will be essential in the transition from ICEs to ZEBs. Training will need to be provided to fleet maintenance staff, lead drivers, drivers, and bus washers. As Clovis Transit begins to purchase and receive new ZEBs, there will be an opportunity for staff to obtain training through the OEMs, technology suppliers, and infrastructure providers. In addition to those trainings, the City of Clovis will consider providing additional training opportunities to staff through Fresno City College (FCC). FCC offers an Alternative Fueled Vehicle Certificate Program at their state-of-the-art facility. Additional training is also available through:

- SunLine West Coast Center of Excellence in Zero-Emission Technology (CoEZET)
- AC Transit ZEB University

The training opportunities mentioned will be reviewed, designated, and listed in a training schedule for the Clovis Transit workforce. Training will provide staff knowledge, hands on experience, and confidence in dealing with these new technologies.

Section H: Potential Funding Sources

Funding Options

Clovis Transit is currently funded with local and state funds and does not accept federal funding. However, due to the high cost of transitioning to ZEBs, Clovis Transit will need to accept federal funding in the future and has begun that process in earnest. Clovis Transit must fund the transition to a ZEB fleet through competitive grants that pay for planning, buses, and/or bus facilities. The state has numerous funding sources and incentives such as:

- **California State Budget**
 - Allocated \$2.7 billion for FY 21-22 and a total of \$3.9 billion over the next three years.
 - Millions of dollars are being earmarked for ZEBs and associated refueling and charging infrastructure.
- **Clean Transportation Program – California Energy Commission**
 - Funds projects that help transition California’s fuels and vehicle types to achieve the state’s climate policies.
 - Proposed \$30.1 million for FY 22-23 and \$13.8 million for FY23-24 for zero-emission medium and heavy-duty vehicles and infrastructure under the California Transportation Program.
- **Carl Moyer Program – CARB**
 - Grant funds for engines, equipment, and other sources of air pollution that exceed CARB’s regulations for on-road heavy-duty vehicles.
 - ZEBs with a GVWR of greater than 14,000 lbs. are eligible for funding.
- **Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles (EnergIIZE)**
 - Program launched by CEC and managed by CALSTART.
 - \$50 million to help finance the purchase of charging and hydrogen infrastructure.
 - Benefits communities with disproportionately high levels of air pollution.
- **Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) – CARB/CALSTART**
 - HVIP provides vouchers that are used to finance the purchase of clean transportation vehicles.
 - HVIP vouchers are applied at the point-of-purchase, and they are at a first-come, first-serve basis.
- **Low Carbon Fuel Standard (LCFS) Program - CARB**
 - Mechanism for the users and producers of low-carbon fuels to generate credits for the use of low-carbon fuels.
 - These credits can be sold in the LCFS market, and funds can be used to purchase infrastructure and/or ZEBs.

- **Low Carbon Transit Operations Program (LCTOP) – Caltrans**
 - Funded through GGRF, which is funded by revenues from the state’s cap-and-trade system.
 - Funding is available through an allocation request for operation and capital assistance.
- **Volkswagen (VW) Mitigation Trust – CARB**
 - Settlement with EPA and Volkswagen, it mitigates the excess NOx.
 - Allocated \$431 million to the state to fund the deployment of clean transportation vehicles.

Once the City of Clovis becomes a federal recipient through the Federal Transit Administration (FTA), the city will be eligible to apply for federal grants. Some of the grants available include:

- **Bus and Bus Facilities (5339) – U.S. Department of Transportation (DOT)/Caltrans**
 - Provides capital funding to replace, rehabilitate and purchase transit vehicles and construct bus-related facilities.
 - Funding is approximately \$1 billion per year from FY2022 through FY2026, and the states will administer and manage the funds.
- **Bipartisan Infrastructure Law (BIL)**
 - Law authorizes up to \$108 billion for public transportation and it focuses on safety, modernization, climate, and equity.
 - Modernization
 - Capital Investments Grants will fund up to \$23 billion with an \$8 billion guarantee to invest in new high-capacity transit projects.
 - State of Good Repair Grants will provide \$23.1 billion over five years for repair and maintenance of transit systems.
 - Climate - Low or No Emissions Program (Low-No)
 - Provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses, as well as, charging infrastructure, construction costs, or leasing a facility to house a fleet.
 - Approximately \$1.12 billion will be allocated per year.
- **Congestion Mitigation and Air Quality (CMAQ) Improvement Plan – DOT**
 - Funds are administered by the state and can finance projects that reduce traffic congestion and improve air quality.
 - The program will fund \$13.2 billion for the next five years.
- **Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grants- DOT**
 - Funding intended for road, rail, transit, and port projects.
 - This funding is for projects that are difficult to support through the traditional DOT programs.

Section I: Start-up and Scale-up

Challenges & CARB Support

The City of Clovis will experience significant challenges in its transition to zero-emission bus deployment. The initial major hurdle will be the acquisition of land to construct a new transportation center for Clovis Transit. The available land in the City of Clovis is limited and land cost has increased dramatically due to housing demands and inflation. Current trends estimate each acre will cost approximately one (1) million dollars. The City of Clovis will require at a minimum four (4) acres to construct the new transit facility.

The second and most evident challenge will be funding to support this transition. It is projected that the funding required to accomplish this transition will be substantial. Funding will be necessary to acquire land, design and construct the transportation center, purchase zero-emission buses, purchase and install infrastructure for both battery electric and fuel cell battery vehicles. The COVID-19 pandemic had a major impact on supply and demand as well as inflation resulting in increased pricing for vehicles and the necessary infrastructure. In addition, vehicle deliveries continue to be impacted and are taking almost double the amount of time it took prior to COVID-19.

Time will be a third and critical challenge for the City of Clovis. The mandate requires this transition take place by 2040. The City of Clovis will make every effort to meet this deadline; however, we are requesting CARB's support by providing agencies an extension if we are unable to complete the full transition by 2040 due to unforeseen challenges. The large amount of funding needed to meet this mandate will require time by the city to build its revenue funds to be able to purchase the necessary components to complete the transition.

Due to the substantial amount of funds needed for this transition, it will be essential for CARB to continue to provide funding for vehicles, infrastructure, and if possible, operations. These new technologies will require additional funding to operate due to the costs associated with electricity charges and the cost of hydrogen. As technology improves, we would presume costs would decrease; however, initially the cost of operating this type of fleet will be costly. Financial support is necessary for agencies, especially small size agencies, to transition and offer the same level of service to the community.

Section J: Appendix

DRAFT RESOLUTION

RESOLUTION 23-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING THE CARB ICT ZERO-EMISSION BUS ROLLOUT PLAN

WHEREAS, the California Code of Regulations Title 13, Division 3, Chapter 1, Article 4.3, Part 2023.1(d) Zero Emissions Bus Rollout Plan Requirements requires that a transit agency Zero-Emission Bus Rollout Plan must be approved by its governing Board; and

WHEREAS, Zero-Emission Bus Rollout Plan sets forth the City of Clovis’ plan which meets the following requirements:

- A goal of full transition to zero-emission buses by 2040 with careful planning that avoids early retirement of conventional internal combustion engines buses;
- Identification of the types of zero-emission bus technologies the City of Clovis is planning to deploy;
- A schedule for zero-emission and conventional internal combustion engine bus purchases and lease options;
- A schedule for conversion of conventional internal combustion engine buses to zero-emission technologies;
- A schedule for construction of facilities and infrastructure modifications or upgrades, including charging, fueling, and maintenance facilities, to deploy and maintain zero-emission buses;
- Explanation of how the City of Clovis plans to deploy zero-emission buses in Disadvantaged Communities;
- A training plan and schedule for zero-emission bus operators and maintenance and repair staff; and
- Identification of potential funding sources.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Clovis hereby approves the City of Clovis’ Zero-Emission Bus Rollout Plan as set forth in full.

NOW, THEREFORE, BE IT RESOLVED, that insofar as the provisions of any Ordinance, Resolution, document, or previous action of the City Manager, prior to the date of this Resolution, are inconsistent with the provisions of this Resolution or any policy adopted by this Resolution, this Resolution and the City of Clovis’ Policies adopted herein shall control.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: June 19, 2023

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services

DATE: June 19, 2023

SUBJECT: General Services – Approval – Res. 23-____, Amending the City’s FY 2023-24 Classification and Compensation Plans by Adding a Deputy General Services Director Classification, Adding a Transit Manager Classification, and Revising the Transit Supervisor Classification within the General Services Department.

ATTACHMENTS: 1. Res. 23-____, Classifications

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For City Council to approve a resolution amending the City’s FY 2023-24 Classification and Compensation Plans to add a Deputy General Services Director Classification, add a Transit Manager Classification, and to revise the Transit Supervisor Classification within the General Services Department.

EXECUTIVE SUMMARY

Due to the growth of the City and an increase in staff and responsibilities, the General Services Department has a need to reorganize portions of the General Services Department structure. Reorganizing a portion of the General Services Department structure will help handle growing demand and succession planning. Specifically, the Personnel/Risk Manager and General Services Manager will be converted to Deputy General Services Director, and the Transit Supervisor will be converted to Transit Manager.

BACKGROUND

General Services currently consists of three divisions: Personnel/Risk Management, Community Services, and Department Support. Additional staffing, regulations related to fleet electrification, and additional technical expertise related to federal funding has led to increased responsibility for our Community Services management team. Staffing increases City-wide as well as a

plethora of new labor related regulations have significantly increased the workload and responsibility for the Personnel/Risk Manager.

In order to better balance the responsibilities of the divisions and bring General Services' structure more in line with other City departments, the following structural changes were approved in the FY 2023-24 budget:

- Convert the current Personnel/Risk Manager position to Deputy General Services Director at the same salary range as Deputy Finance Director \$11,851 to \$14,405.
- Convert the current General Services Manager position to Deputy General Services Director at the same salary range as Deputy Finance Director \$11,851 to \$14,405.
- Reclass the current Transit Supervisor position to Transit Manager at the same salary range as Solid Waste Manager \$9,994 to \$12,149.

Attachment 1 includes new classifications of Deputy General Services Director and Transit Manager which include the additional requirements and responsibilities of these positions, as well as a revised Transit Supervisor classification.

FISCAL IMPACT

The position conversions have already been added to the FY 2023-24 fiscal budget.

REASON FOR RECOMMENDATION

Council approval is required to approve new classifications or revisions. Conversion of these positions better represent the responsibilities and duties of the classifications.

ACTIONS FOLLOWING APPROVAL

The positions stated in the background section will be converted to the new classifications herein.

Prepared by: Shonna Halterman, General Services Director

Reviewed by: City Manager *AH*

RESOLUTION 23-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY ADOPTING A DEPUTY GENERAL SERVICES DIRECTOR CLASSIFICATION, ADOPTING A TRANSIT MANAGER CLASSIFICATION, AND REVISING THE TRANSIT SUPERVISOR CLASSIFICATION IN THE GENERAL SERVICES DEPARTMENT

WHEREAS, it has been determined that the City has a need for a Deputy General Services Director classification at the salary range of \$11,851 to \$14,405 and Transit Manager Classification at the salary range of \$9,994 to \$12,149 to provide the necessary support to the General Services Department; and

WHEREAS, it has been determined that revisions are needed to the existing Transit Supervisor classification; and

WHEREAS, it has been determined that it is appropriate to assign these classifications to the Management Group.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's FY 2023-24 Classification and Compensation Plans to include the Deputy General Services Director classification (**Attachment A**) with a monthly salary range of \$11,851 to \$14,405 per month, the Transit Manager classification (**Attachment B**) with the salary range of \$9,994 to \$12,149 and revise the existing Transit Supervisor classification (**Attachment C**).

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote to wit:

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

Dated: June 19, 2023

Mayor

City Clerk

City of Clovis
Deputy General Services Director
\$11,851 - \$14,405

DEFINITION

Under administrative direction, to plan, organize, and manage the operations of the assigned divisions within the General Services Department including division budgeting, policies and processes, and conducting operations to fulfill the vision and mission of the division(s); and perform related work as required.

CLASS CHARACTERISTICS

The incumbent performs a variety of professional level work in one area/division: either personnel/risk management, or community services. In this capacity the incumbent exercises direct supervision of mid-management, technical, and clerical staff setting priorities, making assignments, training, and reviewing the work of subordinates. The incumbent acts with a high degree of independence of action in the assigned areas of responsibility. Direction and instructions that are given by the Department Head generally do not provide all of the information needed to complete the assignment. The incumbent is expected to resolve most problems confronted through the application of judgment and precedent, referring to the Department Head only those problems which involve the establishment of new procedures or which involve situations that are inconsistent with departmental procedures and policies. The incumbent reports to and receives direction from the General Services Director.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Personnel/Risk Management Division:

Develop, coordinate, maintain and supervise the administration of effective personnel policies, practices, and procedures to ensure employment of competent personnel, fair and nondiscriminatory application of policies, practices and procedures, timely and cost effective utilization of resources, and advising management and employees in their interpretation when necessary; maintain, supervise, and administer the classification, compensation, benefits and self-insurance plans, recruitment and selection, safety and training, and employee evaluation programs; develop and coordinate the implementation of policies, rules, and practices for carrying out personnel programs seeking appropriate authorization for policy and rule changes when required; participate in and coordinate the negotiations process with employee organizations as lead negotiator and/or as a member of the management team; perform needed research, maintain records, and prepare, process and implement memoranda of understanding as they pertain to personnel matters; advise management and employees regarding grievance procedures and monitor the grievance process; maintain the City's personnel files and other records in conformance with law and professional personnel management practices; coordinate personnel activities with other City departments and Personnel Commission; supervise and participate in the preparation of various personnel and risk management reports; prepare and administer the personnel and risk management budgets as well as the employee benefits and property/liability internal service funds; supervise the development, administration, and enforcement of responsibilities in such matters as diversity, inclusion, safety, employee development, and performance evaluations;

maintain awareness of state-of-the-art development in personnel administration, employee benefits, and risk management; develop and coordinate benefit programs and risk management programs, negotiating service levels and administering contracts; supervise, train and evaluate employees; recommend and take disciplinary actions; and perform related duties as assigned.

Community Services Division:

Develop, coordinate, maintain and supervise the administration of effective community services programs in the areas of public transportation, senior services, and community recreation; grant writing; draft requests for proposals for vehicles, equipment, and services; ensure the timely and cost effective use of resources; develop, maintain, supervise, and administer community service programs and budgets; develop and coordinate the implementation of policies, rules and practices for carrying out program duties and seeking appropriate authorization for policy and rule changes when required; present reports and policy changes to City Council; represent the City on interagency boards and committees; perform research; maintain records; maintain awareness and education on state-of-the-art developments in community services issues; administer contracts for services; supervise, train, and evaluate employees; recommend and implement disciplinary actions; attend meetings, conferences and seminars; and perform related duties as assigned.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid appropriate California Driver's License and a good driving record.

EDUCATION AND EXPERIENCE

Education:

- A Bachelor's Degree from an accredited college or university with a major in Business, Human Resources, Public Administration, Recreation, Public Transportation, or a closely related field.
- A Masters degree is desirable.

Experience:

- Five (5) years of professional-level experience in one or more of the primary areas of responsibility (i.e., personnel, risk management, public transit, senior services, community recreation) with at least two (2) years of supervisory experience.

QUALIFICATIONS

For Personnel/Risk Management Division; Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, training and safety, and benefits design and administration.

- Principles and practices of public risk management including administration of self-insured programs, workers' compensation, public property an liability, and safety and loss control.
- Applicable Federal, State, and local laws, regulations, ordinances and policies.
- Principles and practices of organization, administration, budget and management.
- Applicable employer-employee relations' laws, methods and practices.

For Community Services Division; Knowledge of:

- Public transit systems, planning, regulations, funding sources, and operations.
- Senior citizen programs and aging issues.
- Public recreation programs and operations.
- Modern management practices.
- Employee development / training methods.
- Grant writing / application processes.
- Applicable Federal, State, and local laws, regulations, ordinances and policies.
- Principles and practices of organization, administration, budget and management.
- Appropriate safety practices and procedures.

Ability to:

- Plan, organize and implement comprehensive city-wide programs.
- Negotiate service contracts and memoranda of understanding.
- Exercise independent judgement in the solution of personnel problems.
- Understand, interpret, and apply personnel rules and regulations.
- Read, understand, interpret, and apply laws, rules, and regulations to specific situations;
- Plan, schedule, make work assignments, set priorities, develop goals, train, evaluate, select and conduct discipline of subordinates;
- Perform advanced research and develop sound recommendations;
- Develop and administer budgets;
- Communicate clearly and concisely, orally and in writing;
- Exercise independent judgement in the solution of challenges;
- Establish and maintain effective working relationships with officials, employees, organizations, and the general public.
- Operate a vehicle observing legal and defensive diving practices.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Incumbent is required to attend periodic evening meetings;
- Incumbent is required to travel within and out of the city to attend meetings;
- The work is primarily sedentary.

City of Clovis
Transit Manager
\$9,994 - \$12,149

DEFINITION

Under administrative direction, plan, organize, manage, and direct the activities of the City's Transit Section; coordinate planning, budgeting, procurement, and contract management activities related to public transportation and the City 's transit system; and perform related work as required.

CLASS CHARACTERISTICS

Under the direction of the Deputy General Services Director, this single position class is responsible for the management of the City's public transit operation. This incumbent acts with a high degree of independence of action in the assigned area of responsibility to attain objectives according to policy guidelines. Methods and procedures are expected to be developed to resolve problems encountered. Except where a deviation in policy is involved, most work is not reviewed; the review is directed towards final outcome and results. Work hours vary and include being subject to 24-hour emergency callback working holidays and weekends.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following: develop, coordinate, maintain and supervise the administration of effective public transportation; ensure the timely and cost effective use of resources; develop, maintain, supervise, and administer transit programs and budgets; administer agreements with contractors and others for the provisions of services and capital acquisitions; develop and coordinate the implementation of policies, rules and practices for carrying out program duties and seeking appropriate authorization for policy and rule changes when required; perform research, maintain records; maintain awareness and education on state-of-the-art developments in transit; supervise, train, and evaluate employees; recommend and implement disciplinary actions; prepare staff reports and present to City Council, respond to emergency situations as required including those occurring after normal working hours; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid Class C California Driver's License and a good driving record.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor's Degree from an accredited college or university with major coursework related to public administration, business administration, transportation, or related field.
- A master's degree is desirable.

And

- Five (5) years progressively responsible professional work experience and at least three (3) years of supervisory experience. No more than two years of education may be substituted by additional related experience.

QUALIFICATIONS

Knowledge of:

- Public transit systems, planning, and operations.
- Modern management practices.
- Employee development and training.
- Audits and inspections.
- FTA funding reporting and requirements.
- Thorough knowledge of transit route strategies.
- Development and monitoring of a budget.
- Safe work practices of public transit operations.
- Applicable Federal, State, and local laws, regulations, ordinances, and policies.
- Principles and practices of organization, administration, budgeting, and management.
- Appropriate safety practices and procedures.

Ability to:

- Plan, organize, and implement public transit operations including vehicles and personnel.
- Manage, plan, assign, and evaluate the work of assigned staff.
- Perform advanced research and develop sound recommendations.
- Develop and administer budgets.
- Maintain and prepare clear, concise, and accurate reports.
- Communicate effectively orally and in writing.
- Conduct investigations.
- Exercise independent judgment in the solution of challenges.
- Establish record-keeping systems.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with officials, employees, organizations, and those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is primarily sedentary with occasional lifting, pulling, and/or pushing of objects weighing up to 25 pounds, and infrequent lifting, pulling and/or pushing of objects weighing up to 50 pounds.

Incumbent will be required to attend periodic evening meetings. Incumbent is required to travel within and outside of the City to attend meetings, conferences, etc.

City of Clovis TRANSIT SUPERVISOR

DEFINITION

Under general direction, plans, organizes and directs the activities of the City's Transit Section and performs related work as required.

CLASS CHARACTERISTICS

The Transit Supervisor classification is a management level classification that oversees the day-to-day operation of the City's transit systems, manages transit contracts with vendors and serves as a liaison between other City departments and various outside agencies. Reporting to the ~~General Services~~ Transit Manager, incumbents ~~are is~~ expected to resolve most problems confronted through the application of judgment and precedent, referring to the supervisor only those which involve the establishment of new procedures or which involve solutions which are inconsistent with departmental procedures. Incumbents in this classification ~~are is~~ exempt from overtime requirements of the Fair Labor Standards Act.

EXAMPLES OF DUTIES

Plans, organizes and directs the activities of public transit systems; supervises a staff of bus drivers, trainers, dispatchers and clerical personnel; evaluates the performance of subordinates; completes performance reviews and disciplinary actions of staff as needed; manages and adjusts schedules for staff and public transit systems; analyzes and plans transit operations; recommends and implements modification or elimination of schedules and routes; markets and promotes the use and expansion of the transit system through meetings with community groups, the general public and through the media; responds to inquiries, complaints and correspondence from customers and the public; ~~performs~~ ~~prepares~~ ~~staff reports~~; route analysis and studies related to transit operations; coordinates/conducts transit investigations; monitors fare box recovery and reconciliation; ~~assists in the preparation of the section budgets and monitors budgets throughout the fiscal year; prepares annual reports~~ ~~assists with reporting as~~ required by local, state and federal authorities; supervises transit safety and training programs and coordinates driver physical exams as needed; coordinates maintenance and installation of bus stops; responds to passenger accidents or incidents requiring intervention; ~~administers transit contracts with contract vendors~~; assists ~~the General Services Manager~~ with various community programs and services provided by the ~~Community Services Division~~ City; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

Possession of a valid Class C California Driver's License with a good driving record. ~~May be required to obtain a Class B California Drivers License with passenger endorsement.~~

EDUCATION AND EXPERIENCE

A combination of education and experience is required.

Education:

~~A Bachelor's Degree from an accredited college or university with a major in Graduation from an accredited college or university with a BA/BS Degree in~~ Business Administration, Public Administration, or related field;

AND

Experience:

Three (3) years of increasingly responsible experience, two (2) years of which shall have been in a lead or supervisory capacity.

QUALIFICATIONS

Knowledge of:

- Basic State and federal requirements for public transit systems;
- Administration and operation of public transportation systems and related safety procedures, ordinances, regulations and traffic laws;
- Modern business management principles and practices;
- Government funding sources as well as general budget principles and practices;
- Computerized ~~logisticstransit~~ systems and record keeping;
- Current personnel management practices and regulations.

Ability to:

- Direct, supervise and evaluate transit personnel and activities;
- Supervise drivers in operating buses and bus schedules;
- Plan, implement and maintain a comprehensive employee training and development program;
- Maintain good labor relations with employees and manage labor related issues;
- Resolve minor grievances and disciplinary actions;
- Investigate and resolve customer complaints courteously and in a timely manner;
- Express ideas effectively in oral and written form;
- Establish and maintain effective working relationships with others;
- Respond in an emergency and provide transit services as needed;
- Provide instruction on computer use and program management;
- ~~Develop and maintain a budget.~~

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is primarily sedentary with occasional lifting, pulling, and/or pushing of objects weighing up to 25 pounds, and infrequent lifting, pulling and/or pushing of objects weighing up to 50 pounds.

Incumbent will be required to attend periodic evening meetings. Incumbent is required to travel within and outside of the City to attend meetings, conferences, etc.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: General Services - Approval – Res. 23-____, Amending the City’s FY 23-24 Classification and Compensation Plans to Adopt a Senior Management Analyst Classification with a FY 2023-24 Salary Range of \$8,517 to \$10,353 per month and Authorizing Amendments to the Management Analyst Classification.

ATTACHMENTS: 1. Res. 23-____, Classification adoption and revisions

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution amending the City’s FY 23-24 Classification and Compensation Plans to adopt a Senior Management Analyst Classification with a FY 2023-24 salary range of \$8,517 to \$10,353, and authorizing amendments to the existing Management Analyst Classification.

EXECUTIVE SUMMARY

Executive Management has expressed a need to add a Senior Management Analyst classification. The proposed classification will be responsible for the supervision and operation of the administrative functions in the assigned department. It is also beneficial to update the Management Analyst Classification and revise the duties section. Modification of the City’s Classification and Compensation plans require the City Council’s approval.

BACKGROUND

Executive Management has a need to add a Senior Management Analyst classification. The incumbent will be responsible for providing direct supervision over assigned professional, technical, and office support staff. This position would also perform complex work including budgetary assignments, projects, and program development in the designated department. With the growth of the City, it is necessary to add this classification and update the Classification and

Compensation Plans. This new classification will be assigned to the Management Group for employee benefits. The recommended salary range is equivalent to the FY 2023-24 supervisor classification salary range of \$8,517 to \$10,353 per month.

A recent analysis of the Management Analyst classification identified a need for minor revisions and updates to the classification. The experience section will no longer include supervision as a required duty. This revision will assist with any recruitments that may occur in the future.

FISCAL IMPACT

When Executive Management determines the need to add Senior Management Analyst position(s) at some point in FY 23-24, Council approval of the change to the Position Allocation Plan will be required and fiscal impact analyzed at that time. There is no fiscal impact for revisions to the Management Analyst classification.

REASON FOR RECOMMENDATION

Addition of the Senior Management Analyst classification is necessary to meet the needs of the Executive Management staff. It was also determined that the Management Analyst classification requires updating. The recommended changes to the City's Classification, and Compensation Plans require Council approval.

ACTIONS FOLLOWING APPROVAL

Personnel staff will add the new Senior Management Analyst classification and amend the existing Management Analyst classification to the City's Classification and Compensation Plan.

Prepared by: Lori Shively, Personnel/ Risk Manager

Reviewed by: City Manager *AS*

RESOLUTION 23-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY ADOPTING A SENIOR MANAGEMENT ANALYST CLASSIFICATION AND REVISING THE MANAGEMENT ANALYST CLASSIFICATION

WHEREAS, it has been determined that the City has a need for a Senior Management Analyst classification to provide the necessary support to the staffing needs of Executive Staff; and

WHEREAS, it has been determined that it is necessary to update the Management Analyst classification to support the needs of Executive Staff; and

WHEREAS, it has been determined that the appropriate salary range for the Senior Management Analyst classification is \$8,517 to \$10,353 per month; and

WHEREAS, it has been determined that it is appropriate to assign the Senior Management Analyst classification to the Management Group for employee benefits.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans for FY 23-24 to include the Senior Management Analyst classification (Attachment A) with a monthly salary range of \$8,517 to \$10,353 and will revise the Management Analyst Classification (Attachment B.)

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote to wit:

- AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: June 19, 2023

Mayor

City Clerk

City of Clovis
Senior Management Analyst

SALARY RANGE

\$8,517 - \$10,353 Monthly Salary

DEFINITION

Under the department head's direction, perform a variety of highly complex assignments involving research, analysis, planning, evaluation, program coordination and administrative duties. Supervise, assign, and evaluate the work of all assigned staff and performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents work independently receiving direction as to the goals of the organization, typically reporting to a department head or assistant and may provide assistance and input on policy development. Incumbents also serve as a subject expert in a particular area and are held accountable for complete proficiency in using the tools of a highly complex management analysis activity. Projects at this level typically have City-wide or departmental impact. Typical assignment areas include but are not limited to budgeting, management and organization, workflow and staffing development, program evaluation, policy and procedure development, management information analysis, contract management, classification, and recruitment, and needs analysis and feasibility studies. The Senior Management Analyst shall provide direct supervision over assigned professional, technical, and office support staff.

EXAMPLES OF DUTIES:

Conduct complex policy, systems and analytical studies on departmental, procedures, budgetary requirements, human resources management and other related management functions; perform cost studies, gather data and analyzes information, and prepare reports outlining methodology, analysis recommendations related to administrative, fiscal, organizational, human resources and management issues; interview and consult with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information; analyze practices and procedures and make recommendations for organizational, operational, policy, and procedural improvements; conduct needs analysis, feasibility studies, and evaluations for assigned projects and programs; develop, summarize, and maintain administrative and fiscal records; develop and analyze quantitative data for management control and evaluation purposes; prepare, recommend and present a variety of budgetary, informational and statistical reports on a broad spectrum of specialized administrative and program related problems, through written, graphic, and oral presentations; make verbal presentations of study findings/recommendations to department and City management and City Council as the assignment requires; serve as the subject expert on a departmental or City-wide basis in the area of assignment, and is accountable for proficiency in using the tools of a highly complex management analysis activity; negotiate and monitor contracts; ensure compliance with contract provisions; coordinate with service providers in the delivery of contract requirements; prepare and participate in RFP process, council reports, program documentation, policies, procedures and other written materials; manage projects and may conduct studies requiring inter-departmental coordination; use a variety of information applications and databases to collect, analyze and prepare reports; shall provide direct

ATTACHMENT A

supervision to subordinate staff by directing the work activities; prioritizing and coordinating work assignments; reviewing work for accuracy; recommending improvements in workflow and procedures; participate in selection, training, motivating, and evaluation of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; and perform other related duties as required.

QUALIFICATIONS:

LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License and a good driving record.

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Human Resources Management, Risk Management, Business Administration, Economics, or a closely related field.

AND

Experience:

Five (5) years of progressively responsible administrative experience, and two (2) years of management experience, preferably in municipal government.

Knowledge of:

- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies and procedures;
- Methods of research and report preparation, writing and presentation;
- Contracts and negotiation skills;
- Project management and reporting requirements;
- Staff analysis methods, statistical methods applicable to management analysis;
- Management problem solving methods;
- Basic local governmental functions and organization;
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- Effective communication and interviewing techniques at all organizational levels of the City or other public or private agencies required for gathering, evaluating, and transmitting information;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Federal, State, and local laws and regulations relating to assigned areas of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Formulate, gather, interpret, analyze, evaluate and present a variety of financial, informational, and statistical data;
- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex and specialized managerial problems;

- Identify and define problem areas and develop and evaluate alternatives to these complex issues;
- Persuade, justify, and project consequences of decisions and/or recommendations;
- Negotiate, monitor, and review contracts for compliance;
- Prepare and present clear and concise reports;
- Supervise and train staff in work procedures;
- Consult with and advise staff and other interested parties on a wide variety of issues in the subject matter specialization;
- Gain and maintain the confidence and cooperation of those contacted during the course of work especially in sensitive relationships with representatives of departmental and other outside groups;
- Analyze policies and procedures and make recommendations to management;
- Utilize computers and advanced computer software to analyze information;
- Make recommendations for program and procedural modifications based on financial performance, regulatory and/or legislative changes;
- Establish and maintain effective working relationships with coworkers and the public;
- Work independently performing complex analytical assignments and meets deadlines.

SUPPLEMENTAL INFORMATION:**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Work is primarily sedentary and performed in an office environment.
- Positions in this classification are designated as confidential under the Meyers-Millas Brown Act and are exempt employees under the Fair Labor Standards Act.
- Incumbent is required to attend periodic evening meetings.
- Incumbent is required to travel within and out of City to attend meetings.

City of Clovis Management Analyst

DEFINITION

Under administrative direction, performs a variety of professional level assignments and highly complex assignments involving research, analysis, planning, evaluation, program coordination, administrative duties and related work as assigned.

CLASS CHARACTERISTICS

This classification is a journey level professional managerial classification that reports to the City Manager or a division or department head of one of the City's operating departments. Incumbents perform their assigned duties with minimum supervision and develops, plans, organizes, supervises, and implements various city or department wide programs. Positions in this classification have considerable independence in selecting work methods and procedures. Instructions given by the supervisor generally do not provide all of the information to complete the assignment. Incumbent is expected to resolve most problems confronted through the application of judgment and precedent, referring to the supervisor only those situations which involve the establishment of new procedures or which involves solutions which are inconsistent with established procedures or policies.

EXAMPLES OF DUTIES:

Plans and prioritizes projects designated by the division or department head; assists the department in performing the day-to-day professional administrative functions of the department in the areas of budget, records management, personnel, labor relations, risk management, training, legal and regulatory issues, employee benefits, workers' compensation, bid processes, elections, and purchasing; provides or coordinates training in areas of assigned responsibilities; ~~supervises and reviews the work of assigned staff~~; works with various committees or commissions to administer assigned programs; prepares various reports on operations and activities; assists in and prepares budgets; certifies documents; ensures that the legal requirements for the assigned programs are met; administers federal, state, and local laws and regulations relating to assigned areas of responsibility; writes staff reports, ordinances and resolutions as needed; responds to inquiries from the public and City staff; assists in formulating program policies, goals and procedures; assists in the development of new program elements and program modifications as necessary to meet stated goals and objectives; conducts specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services; assists in basic office management functions; represents the assigned department to outside agencies and organizations; participates in outside community and professional groups and committees; **and perform other related duties as required.**

ATTACHMENT B

QUALIFICATIONS:**LICENSE REQUIRED**

- Possession of a valid and appropriate California Driver's License and a good driving record.

EDUCATION AND EXPERIENCE

~~A combination of education and experience is required.~~

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Human Resources Management, Risk Management, Business Administration, Economics, or a closely related field.

AND

Experience:

Five (5) years of progressively responsible administrative experience, preferably in municipal government.

Knowledge of:

- Basic principles and practices of administrative procedures and public administration including organization, staff supervision, workflow, data collection and analysis;
- Basic statistics and graphic presentation;
- Spreadsheet, data base, word processing, and presentation computer software at an advanced level;
- Basic research, analytical, and statistical methods and techniques;
- State and local government organization and operation;
- Research methods and techniques;
- Report creation and presentation using computer software; and
- Federal, State, and local laws and regulations relating to assigned areas of responsibility.

Ability to:

- Prepare clear, complete and concise reports;
- Make clear and concise oral presentations;
- Provide direction to professional and support staff;
- Gather and analyze factual data and summarize findings.
- Interpret and apply laws, rules, and regulations.
- Establish and maintain effective working relationships with department officials and employees.
- Perform administrative detail work.
- Establish and maintain effective working relationships with coworkers and the public.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is primarily sedentary and performed in an office environment.
- Positions in this classification are designated as confidential under the Meyers-Millas Brown Act and are exempt employees under the Fair Labor Standards Act.
- Incumbent is required to attend periodic evening meetings.
- Incumbent is required to travel within and out of City to attend meetings.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: June 19, 2023

SUBJECT: General Services - Approval – Res. 23-____, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt the Senior Personnel Technician Classification with a Salary Range of \$7,002 to \$8,511 per month.

ATTACHMENTS: 1. Res. 23-____ Classification and Compensation Plans

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For City Council to approve a resolution authorizing amendments to the City’s Classification and Compensation Plans by adopting the Senior Personnel Technician classification with a salary range of \$7,002 to \$8,511 per month.

EXECUTIVE SUMMARY

The General Services Department has a need to add a flex Senior Personnel Technician classification. This proposed classification will be responsible for advanced journey level personnel job functions. Adequate funds were included in the adopted FY 23-24 General Services Department budget for the new classification and the flex option added to the position allocation plan. Modification of the City’s Classification and Compensation Plans require City Council’s approval.

BACKGROUND

Growth of the City and increased California regulations related to personnel matters necessitate the addition of a flex Senior Personnel technician classification within the General Services Department. The new classification will be responsible for advanced level technical Personnel work establishing recruitment plans, administering new hire backgrounds, and various compliance reporting responsibilities that are required by State, Federal, and local regulations. This classification will be responsible for tracking and administering the Federal Department of

Transportation requirements for the commercial drivers in the City. The incumbents will also perform some advanced payroll functions. The department will be converting three (3) Personnel Technicians to three (3) Senior Personnel Technician positions. These positions were approved in the FY 23-24 budget.

The newly revised Senior Personnel Technician classification will now allow the current employees who meet the minimum job requirements to flex and promote into the higher-level classification, The requirements for flexing into the Senior Personnel Technician classification are noted on the job classification (Attachment A).

It is recommended that the new classification be assigned to the management group. The incumbents currently receive the management group benefits.

FISCAL IMPACT

The fiscal impact of salary and benefits for converting the current incumbents to the senior level position will be approximately an additional \$12,000 for FY 23-24. There are adequate funds in the General Services Department budget to cover the costs of these positions for this fiscal year.

REASON FOR RECOMMENDATION

The recommended changes to the City's Classification and Compensation Plans better suit the staffing needs of the General Services Department. Modification of the City's Classification and Compensation Plans require City Council's approval.

ACTIONS FOLLOWING APPROVAL

The City's Classification and Compensation Plans will be amended as specified above. Three (3) Personnel Technicians will be reclassified to the Senior Personnel Technician classification.

Prepared by: Lori Shively, Personnel/Risk Manager

Reviewed by: City Manager *AS*

RESOLUTION 23-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY ADOPTING A SENIOR PERSONNEL TECHNICIAN CLASSIFICATION IN THE GENERAL SERVICES DEPARTMENT

WHEREAS, it has been determined that the City has a need for a Senior Personnel Technician classification to provide the necessary support to the General Services Department; and

WHEREAS, it has been determined that the appropriate salary range for the Senior Personnel Technician classification is \$7,002 to \$8,511 per month; and

WHEREAS, it has been determined that it is appropriate to assign the Senior Personnel Technician classification to the Management Group for benefits.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans to include the Senior Personnel Technician classification (**Attachment A**) with a monthly salary range of \$7,002 to \$8,511.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote to wit:

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

Dated: June 19, 2023

Mayor

City Clerk

ATTACHMENT 1

CITY OF CLOVIS
SENIOR PERSONNEL TECHNICIAN
\$7,002 to \$8,511

DEFINITION

Under general supervision perform advanced technical and administrative personnel work in a variety of personnel program areas; follows established reporting and record keeping procedures; and performs related work as required.

CLASS CHARACTERISTICS

The Senior Personnel Technician will perform professional journey level personnel job functions. Incumbents perform complex technical and confidential functions for a variety of personnel related activities. Incumbents perform work which has some variation and allows or requires a moderate range of choice in the application of defined methods or procedures; receive minimal instructions when tasks are assigned and have some latitude in selecting work methods. Work is periodically reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for instruction matters which do not fit a clear pattern. Positions in this class are designated as confidential under the Meyers-Milias-Brown Act and designated as exempt under the Fair Labor Standards Act.

EXAMPLES OF DUTIES

Coordinate and implement personnel recruitment plans; prepare and distribute job announcements; place advertising in appropriate media; attend and coordinate job fairs; review and evaluate employment applications; maintain recruitment database and applicant statistics; receive and process online employment applications; prepare and transmit notices to employment candidates; maintain recruitment files; assist in development and evaluation of selection instruments; proctor written, oral and/or performance examination components; compile examination results and prepare the eligibility list; respond to inquiries regarding the recruitment and selection process; prepare and distribute quarterly performance evaluation report; prepare demographic, census, and other periodic reports; provide information regarding employee benefits and City personnel rules, regulations and procedures; create and revise class specifications; participate in and respond to salary and benefit surveys, analyze data and make recommendations; process exception basis payroll transactions such as back pay, workers' compensation and State Disability Insurance adjustments; process leave donations; prepare and transmit salary adjustment forms to affected employees; assist with training and other related programs; tracking city-wide training; process State Disability Insurance claims; coordinate health insurance open enrollment and enroll employees in various benefit programs; explain benefits programs, and assist in resolving benefit problems; administer COBRA insurance continuation and Retiree Health programs; reconcile vendors bills with eligibility reports and process for payment; serve on committee(s); prepare FMLA/CFRA, PDL leave notices; track state and federal leaves; assist the Personnel Commission; assist in the preparation of Council Reports: collect and prepare information in support of the labor negotiation process; take notes in labor negotiations and for personnel matters; plan and coordinate City-wide events responsible for administering DOT compliance for pre-employment and bi-annual limited query's, pull notice compliance, and a variety of responsibilities related to DOT compliance; maintaining and completing city OSHA logs; operate a variety of office equipment; conduct new hire on-boarding and perform related work as required.

ATTACHMENT A

TYPICAL QUALIFICATIONS LICENSE REQUIRED

- Possession of a valid Class C California Driver's License and a good driving record.

EDUCATION AND EXPERIENCE

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Human Resource Management, Risk Management, Business Administration or closely related field.

AND

Experience:

- Four years of performing complex technical work in personnel/human resources.
- Incumbents in the Personnel Technician classification may be promoted to the Senior Personnel Technician upon the following qualifications:
 - Meet the minimum qualifications for the position;
 - Successful completion of the probationary period, one (1) year;
 - Recommendation of the appointing authority;
 - A minimum of exceeds standards on the most current performance evaluation.

QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration;
- Methods used in employee recruitment, testing and selection;
- Methods of basic statistics;
- Accurate record-keeping methods;
- Employee benefit programs and regulations;
- Word processing, spreadsheet, presentation, and database software;
- Fair Labor Standards Act;
- Methods and techniques for report preparation and writing and
- Applicable federal, state laws.

Ability to:

- Coordinate a variety of projects and activities simultaneously;
- Establish and maintain record keeping systems;
- Interpret and apply rules, labor agreements and other standards appropriately in a wide variety of circumstances;
- Exercise mature and independent judgment;
- Operate a computer and associated software with accuracy;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain the confidentiality of privileged information;
- Compile, evaluate and analyze data;

- Develop comprehensive reports on a variety of personnel and organizational issues;
- Perform general accounting and mathematical calculations; and
- Communicate clearly and concisely both orally and in writing.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is primarily sedentary.
- Incumbent is required to attend periodic evening meetings.
- Incumbent is required to travel within and out of City to attend meetings.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 19, 2023

SUBJECT: Planning and Development Services - Approval – Res. 23-____, Final Map Tract 6413, located at the northwest area of Shaw Avenue and Highland Avenue (Bonadelle Neighborhoods, BN6123, LP, a California Limited Partnership).

ATTACHMENTS: 1. Res. 23-____
2. Vicinity Map
3. Final Map Copy

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve Res. 23-____, which will:

1. Accept the offer of dedication of parcels and public utility easements within Tract 6413; and
2. Authorize the recording of the final map.

EXECUTIVE SUMMARY

The owner, Bonadelle Neighborhoods, BN6123, LP, a California Limited Partnership, acting as the subdivider, has submitted a final map. The improvement plans are being processed by City staff. The improvements to be installed include curb, gutter, sidewalk, streetlights, fire hydrants, street paving, sanitary sewer, water mains, and landscaping. The subject tract is at the northwest area of Shaw Avenue and Highland Avenue. It contains approximately 8.6 acres and consists of 75 residential units, zoned R-1-MD.

FISCAL IMPACT

The subdivider will be installing curb, gutter, sidewalk, fire hydrants, street paving, sanitary sewer, water mains, and landscaping, which will be perpetually maintained by the City of Clovis. For the streetlights, the City will pay for the power and PG&E will provide the maintenance.

REASON FOR RECOMMENDATION

The subdivision agreement has been executed by the subdivider and all development fees paid or deferred in accordance with the Municipal Code. The agreement provides for the developer to complete a technically correct map and improvement plans, and to complete all the required improvements in compliance with the conditions of approval. The improvements are adequately secured.

ACTIONS FOLLOWING APPROVAL

The final map will be filed with the Fresno County Recorder's office for recording.

Prepared by: Ruben Amavizca, Engineer II

Reviewed by: City Manager *AH*

RESOLUTION 23-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING FINAL SUBDIVISION MAP FOR TRACT NO. 6413**

WHEREAS, a final map has been presented to the City Council of the City of Clovis for Tract 6413, by The City of Clovis, a Municipal Corporation; and

WHEREAS, improvement security for said final tract has been bifurcated based on one scenario in which temporary storm drainage storage is required on-site and a second scenario in which the permanent storm drainage system to said final tract is constructed and active; and

WHEREAS, said permanent storm drainage system will be separately contracted and secured through the Fresno Metropolitan Flood Control District; and

WHEREAS, said final tract conforms to the requirements of Chapter 2, Part 2, of Division 4 of the Business and Professions Code and to local ordinances.

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

1. The final map of Tract 6413, consisting of four (4) sheets, a copy of which is on file with the City Clerk, be and the same is hereby approved.
2. The subdivision improvement plans for said tract have been approved by City Staff.
3. The preliminary Engineer's Cost Estimate of development cost of said tract, a copy of which is on file with the City Clerk, be and the same is hereby approved and adopted as the estimated cost of improvements for said subdivision in the sum of \$3,151,156.49.
4. The offer and dedication for public use of the parcels and easements specified on said map are accepted by the City of Clovis and the City Clerk is authorized and directed to execute said subdivision map.
5. This Council finds that the proposed subdivision, together with the provisions for its design and improvement, are consistent with applicable general and specific plans of the City of Clovis.
6. Improvement Security (Permanent Improvements Including the Temporary Basin), as provided hereunder and in said Subdivision Agreement, is fixed at one hundred percent (100%) of the remaining improvements to be constructed or the sum of \$2,399,000.00 for guaranteeing specific performance of said agreement and fifty percent (50%) of the remaining improvements or the sum of \$1,200,000.00 for payment of labor and materials furnished by contractors, subcontractors, laborers and materialmen in connection with the improvements required to be made or constructed by said subdivider in conformity with said subdivision map or said agreement.

- 7. Improvement Security (Permanent Improvements Following Backfill of the Temporary Basin), as provided hereunder and in said Subdivision Agreement, is fixed at one hundred percent (100%) of the remaining improvements to be constructed or the sum of \$752,000.00 for guaranteeing specific performance of said agreement and fifty percent (50%) of the remaining improvements or the sum of \$376,000.00 for payment of labor and materials furnished by contractors, subcontractors, labormen and materialmen in connection with the improvements required to be made or constructed by said subdivider in conformity with said subdivision map or said agreement.
- 8. Subdivider shall furnish a bond in the sum of \$239,900.00 being the amount determined by the City Council of the City as necessary for the guarantee and warranty of the work (Permanent Improvements Including the Temporary Basin) for a period of one year following the completion and acceptance of the tract against any defective work or labor done, or defective materials furnished. Said bond is required to be furnished prior to acceptance of the tract by the City Council.
- 9. Subdivider shall furnish a bond in the sum of \$75,200.00 being the amount determined by the City Council of the City as necessary for the guarantee and warranty of the work (Permanent Improvements Following Backfill of the Temporary Basin) for a period of one year following the completion and acceptance of the tract against any defective work or labor done, or defective materials furnished. Said bond is required to be furnished prior to acceptance of the tract by the City Council.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

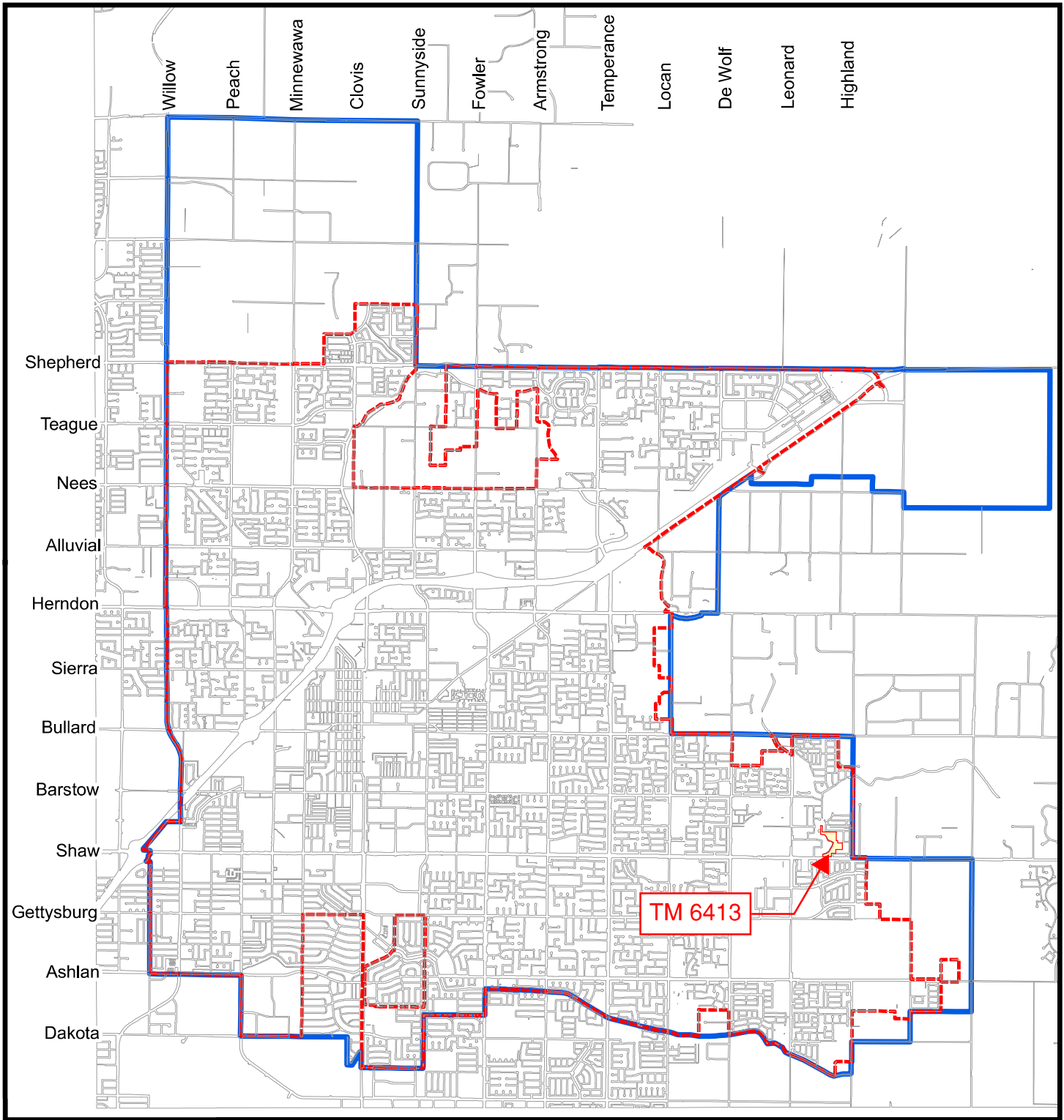
DATED: June 19, 2023

Mayor

City Clerk

VICINITY MAP

TM 6413 (BN6123, LP, a California Limited Partnership)



Attachment 2



FINAL MAP OF
TRACT No. 6413
IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA
SURVEYED AND PLATTED IN AUGUST 2020 BY PRECISION CIVIL ENGINEERING, INC.
CONSISTING OF 4 SHEETS
SHEET 1 OF 4

OWNER'S STATEMENT

THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND WITHIN THIS SUBDIVISION, HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP AND OFFER FOR DEDICATION FOR PUBLIC USE THE PARCELS AND EASEMENTS SPECIFIED ON SAID MAP AS INTENDED FOR PUBLIC USE FOR THE PURPOSES SPECIFIED THEREIN.

BN6123, LP, A CALIFORNIA LIMITED PARTNERSHIP
BY: BOMADELLE HOMES, INC., A CALIFORNIA CORPORATION,
ITS GENERAL PARTNER

BY: _____ DATE _____
(JOHN A. BOMADELLE, PRESIDENT)

U.S. BANK NATIONAL ASSOCIATION D/B/A HOUSING CAPITAL COMPANY, AS BENEFICIARY

BY: _____ DATE _____
(KENNY D. SAUBERT, SR. VICE PRESIDENT)

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF _____ } SS
ON _____ BEFORE ME, _____ A
NOTARY PUBLIC, PERSONALLY APPEARED
TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS(ARE)
SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/they
EXECUTED THE SAME IN HIS/HER/their AUTHORIZED CAPACITY, AND THAT BY HIS/HER/their
SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE
PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

PRINT NAME _____ SIGNATURE _____

MY COMMISSION EXPIRES: _____ COUNTY OF _____

COMMISSION NUMBER: _____

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA }
COUNTY OF _____ } SS
ON _____ BEFORE ME, _____ A
NOTARY PUBLIC, PERSONALLY APPEARED
TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS(ARE)
SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/they
EXECUTED THE SAME IN HIS/HER/their AUTHORIZED CAPACITY, AND THAT BY HIS/HER/their
SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE
PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

PRINT NAME _____ SIGNATURE _____

MY COMMISSION EXPIRES: _____ COUNTY OF _____

COMMISSION NUMBER: _____

LEGAL DESCRIPTION

THE LAND REFERRED TO IS SITUATED IN THE COUNTY OF FRESNO, CITY OF CLOVIS, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:
ALL THAT PORTION SHOWN AND DESIGNATED AS "REMAINDER PARCEL" ON THAT CERTAIN TRACT NO. 6123, FILED FOR RECORD ON AUGUST 10, 2021 IN BOOK 91 OF MAPS AT PAGES 17 THROUGH 20.

THIS PROPERTY IS SUBJECT TO THE FOLLOWING:

1. ANY SPECIAL TAX WHICH IS NOW A LIEN AND THAT MAY BE LEVIED WITHIN THE CITY OF CLOVIS COMMUNITY FACILITIES DISTRICT NO 2004-1, RECORDED DECEMBER 9, 2020 AS RECORDER'S SERIAL NUMBER 2020-0177464 OF OFFICIAL RECORDS.
2. ASSESSMENT NO. 6805 FOR FRESNO METROPOLITAN FLOOD CONTROL DISTRICT.
3. THE EFFECT OF AN INSTRUMENT ENTITLED "RESOLUTION NO. 1816 - THE BOARD OF DIRECTORS OF THE FRESNO METROPOLITAN FLOOD CONTROL DISTRICT," RECORDED JULY 31, 1995 AS SERIES NUMBER 95092728 OF OFFICIAL RECORDS.
4. ANY RIGHTS, EASEMENTS, INTERESTS OR CLAIMS THAT MAY EXIST OR ARISE BY REASON OF, OR REFLECTED BY, RECORDS SHOWN OR NOTED IN THE FILED MAP(S) REFERENCED IN THE LEGAL DESCRIPTION HEREIN.
5. RELEASE AND RELINQUISHMENT OF ABUTTERS OR ADJACENT RIGHTS TO EAST SHAW AVENUE, OVER THE SOUTH BOUNDARY LINE OF PREMISES, AS SET FORTH ON THE FILED MAP OF SAID LAND.
6. THE EFFECT OF AN INSTRUMENT ENTITLED "STORM WATER BASIN EASEMENT AGREEMENT," EXECUTED BY BN 6123, LP A CALIFORNIA GENERAL PARTNERSHIP, RECORDED SEPTEMBER 2, 2021 AS RECORDER'S SERIAL NUMBER 2021-0144505 OF OFFICIAL RECORDS.
7. AN EASEMENT FOR OPERATE, MAINTAIN, REPAIR, AND REPLACE RELATED UNDERGROUND PIPELINES AND FACILITIES AND SURFACE IMPROVEMENT PURPOSES GRANTED TO CITY OF CLOVIS IN A DOCUMENT RECORDED SEPTEMBER 2, 2021 AS RECORDER'S SERIAL NUMBER 2021-0144506 OF OFFICIAL RECORDS.
8. ANY FACTS, RIGHTS, INTERESTS, OR CLAIMS THAT ARE NOT SHOWN BY THE PUBLIC RECORDS.
9. ANY UNRECORDED AND SUSISTING LEASES.
10. WATER RIGHTS, CLAIMS OR TITLE TO WATER, WHETHER OR NOT SHOWN BY THE PUBLIC RECORDS.



SURVEYOR'S STATEMENT

THE SURVEY FOR THIS MAP WAS MADE BY ME OR UNDER MY DIRECTION AND IS TRUE AND COMPLETE AS SHOWN.
THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF JOHN BOMADELLE ON AUGUST 19, 2020. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR THAT THEY WILL BE SET IN THOSE POSITIONS ON OR BEFORE ONE YEAR AFTER THE DATE THIS MAP IS RECORDED, OR ANY TIME EXTENSION APPROVED BY THE CITY ENGINEER. THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.

ILEY M. BALLINGER, PLS 8768



CITY ENGINEER'S STATEMENT

I, THAD M. AVERY, CITY ENGINEER OF THE CITY OF CLOVIS, HEREBY STATE THAT I HAVE CAREFULLY EXAMINED THIS MAP, THAT THE SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THEREOF, AND THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, HAVE BEEN COMPLIED WITH.

THAD M. AVERY, R.C.E. 62251 _____ DATE _____
CITY ENGINEER

CITY SURVEYOR'S STATEMENT

I, JEFFREY S. LAND, CITY SURVEYOR OF THE CITY OF CLOVIS, HEREBY STATE THAT I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT, PURSUANT TO THE PROVISIONS OF THE SUBDIVISION MAP ACT.

JEFFREY S. LAND, P.L.S. 8634 _____ DATE _____
CITY SURVEYOR

CITY CLERK'S STATEMENT

I HEREBY STATE THAT THE CITY COUNCIL OF THE CITY OF CLOVIS, BY RESOLUTION ADOPTED _____ APPROVED THE WITHIN MAP AND ACCEPTED SUBJECT TO IMPROVEMENT ON BEHALF OF THE PUBLIC, ANY REAL PROPERTY AND EASEMENTS OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF THE OFFER OF DEDICATION.

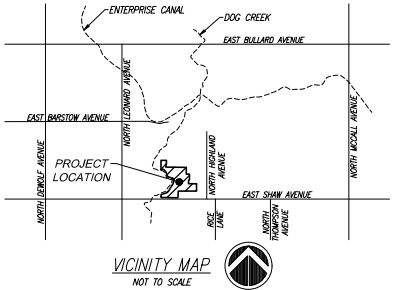
KAREY CHA, CITY CLERK _____ DATE _____

RECORDER'S CERTIFICATE

DOCUMENT No. _____ FEE PAID _____
FILED THIS _____ DAY OF _____, 2023 AT _____ M. IN VOLUME _____
OF PLATS, AT PAGES _____, FRESNO COUNTY RECORDS, AT THE REQUEST
OF PRECISION CIVIL ENGINEERING, INC.

PAUL DICTOS, C.P.A.
FRESNO COUNTY ASSESSOR-RECORDER

BY: _____
DEPUTY



FINAL MAP OF TRACT No. 6413

IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA
 SURVEYED AND PLATTED IN AUGUST 2020 BY PRECISION CIVIL ENGINEERING, INC.
 CONSISTING OF 4 SHEETS
 SHEET 2 OF 4

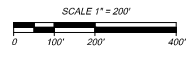
THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES:

- PUE TO THE CITY FOR PUBLIC UTILITY EASEMENT
- THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED IN FEE FOR PUBLIC PURPOSES:**
- ▲ TO THE CITY FOR PUBLIC STREET AND UTILITY PURPOSES
- OUTLOT "A" TO THE CITY FOR RECREATIONAL TRAIL PURPOSES
- OUTLOT "B" TO THE CITY FOR OPEN SPACE AND RECREATION TRAIL PURPOSES
- OUTLOT "C" TO THE CITY FOR OPEN SPACE AND RECREATION TRAIL PURPOSES

LEGEND

- ⊙ MONUMENTS FOUND AND ACCEPTED AS NOTED (SEE MONUMENT TABLE)
- △ INDICATES AREA PREVIOUSLY DEDICATED FOR PUBLIC STREET AND UTILITY PURPOSES PER TRACT NO. 6123, RECORDED IN VOLUME 91 OF PLATS, AT PAGES 17 THRU 20, F.C.R.
- < > INDICATES RECORD AND MEASURED DATA PER FINAL MAP OF TRACT NO. 6181 RECORDED IN VOLUME 89 OF PLATS, AT PAGES 15 THRU 19, F.C.R.
- () INDICATES RECORD AND MEASURED DATA PER FINAL MAP OF TRACT NO. 6123 RECORDED IN VOLUME 91 OF PLATS, AT PAGES 17 THRU 20, F.C.R.
- SDE PROPOSED STORM DRAINAGE EASEMENT
- C1 SEE CURVE TABLE ON SHEET 4
- L1 SEE LINE TABLE ON SHEET 4
- R1 SEE RADIAL TABLE ON SHEET 4
- SF SQUARE FEET
- C.R. CORNER RECORD
- F.C.R. FRESNO COUNTY RECORDS
- O.R.F.C. OFFICIAL RECORDS FRESNO COUNTY
- ZONE X AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS OF LESS THAN 1 SQ. MIL; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD
- ZONE AE THE FLOODWAY IS THE CHANNEL OF A STREAM PLUS ANY ADJACENT FLOODPLAIN AREAS THAT MUST BE KEPT FREE OF ENCROACHMENT SO THAT THE 1% ANNUAL CHANCE FLOOD CAN BE CARRIED WITHOUT SUBSTANTIAL INCREASES IN FLOOD HEIGHTS
- INDICATES RELINQUISHMENT OF DIRECT ACCESS RIGHTS
- INDICATES LIMITS OF THIS SUBDIVISION

DOC. NO. 2010-0041378
 O.R.F.C.



MONUMENT TABLE

- 1 CENTER QUARTER CORNER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST; FOUND BRASS DISC IN WELL; MONUMENT OF RECORD IS 3/4" IRON PIPE, TAG ILLEGIBLE, PER TRACT NO. 83 OF PLATS, PGS. 30-32, F.C.R.
- 2 EAST QUARTER CORNER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST; FOUND 3/4" IRON PIPE, UP 10', TAGGED RCE 12406, PER RECORD OF SURVEY, BK. 58, PG. 24, F.C.R.
- 3 FOUND 3/4" IRON PIPE, TAGGED LS 7058, DOWN 8", ACCEPTED AS BEING ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST, AND BEING 0.17 FEET WEST OF POSITION.
- 4 SOUTHWEST CORNER OF LOT 5 OF TRACT NO. 3337, VOL. 47 OF PLATS, PGS. 10-11, F.C.R.; FOUND 3/4" IRON PIPE, DOWN 6"
- 5 SOUTHWEST CORNER OF LOT 6 OF TRACT NO. 3337, VOL. 47 OF PLATS, PGS. 10-11, F.C.R.; FOUND 3/4" IRON PIPE, TAGGED RCE 19789, DOWN 6"
- 6 SOUTHWEST CORNER OF LOT 7 OF TRACT NO. 3337, VOL. 47 OF PLATS, PGS. 10-11, F.C.R.; FOUND 3/4" IRON PIPE, DOWN 6"
- 7 SOUTHWEST CORNER OF LOT 8 OF TRACT NO. 3337, VOL. 47 OF PLATS, PGS. 10-11, F.C.R.; FOUND 3/4" IRON PIPE, TAGGED RCE 19789, DOWN 4", AS SHOWN ON C.R. #8136
- 8 FOUND 3/4" IRON PIPE, TAGGED LS 7058, FLUSH, 30.00 FEET NORTH OF THE SOUTHWEST CORNER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST, AS SHOWN ON RECORD OF SURVEY, BK. 58, PG. 24, F.C.R.
- 9 SOUTHWEST CORNER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST; FOUND 3/4" IRON PIPE, DOWN 14", NO TAG, C.R. #8136
- 10 FOUND 3/4" IRON PIPE, TAGGED LS 7058, FLUSH, ACCEPTED AS BEING ON THE WEST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST, AND 30.00 FEET NORTH OF THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST
- 11 FOUND 1" IRON PIPE, TAGGED LS 7058, FLUSH, ACCEPTED AS THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST

NOTES:

1. SET 3/4" X 30" IRON PIPE, TAGGED PLS 8768, DOWN 6", AT ALL LOT CORNERS, ANGLE POINTS, AND ENDS OF CURVES, UNLESS NOTED OTHERWISE.
2. SET 2" DIAMETER BRASS CAP, STAMPED PLS 8768, FLUSH, AT ALL STREET CENTERLINE INTERSECTION POINTS AND ANGLE POINTS.
3. EXISTING EASEMENT FOR STORM WATER BASIN AND DRAINAGE PROPOSES GRANTED TO THE CITY OF CLOVIS PER RECORD DOCUMENT NO. 2021-0144505 & DOCUMENT NO. 2021-0144506, F.C.R.

BASIS OF BEARINGS

THE EAST LINE OF THE SOUTHWEST QUARTER OF SECTION 12, TOWNSHIP 13 SOUTH, RANGE 21 EAST; MOUNT DIABLO BASE AND MERIDIAN, IS TAKEN TO BE N02°02'40"W AS SHOWN ON THE FINAL MAP OF TRACT NO. 6181, RECORDED IN VOLUME 89 OF PLATS, AT PAGES 15 THRU 19, FRESNO COUNTY RECORDS.

SEE SHEET 3 FOR CURVE TABLE
 SEE SHEET 4 FOR LINE & RADIAL TABLES

PREPARED BY:

 1224 O STREET, FRESNO, CA 93721
 PH(559)449-4500 FAX(559)449-4515

FINAL MAP OF TRACT No. 6413

IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA
 SURVEYED AND PLATTED IN AUGUST 2020 BY PRECISION CIVIL ENGINEERING, INC.
 CONSISTING OF 4 SHEETS
 SHEET 3 OF 4

SEE SHEET 2 FOR LEGEND
 AND MONUMENT TABLE
 SEE SHEET 4 FOR
 LINE & RADIAL TABLES

CURVE	RADIUS	DELTA	LENGTH
C1	30.00'	(36°11'29")	(31.58')
C2	30.00'	(31°47'18")	(27.74')
C3	(225.00')	(37°52'42")	(148.75')
C4	(275.00')	(9°26'44")	(45.34')
C5	(377.00')	(4°57'26")	(32.62')
C6	30.00'	(81°56'11")	(71.50')

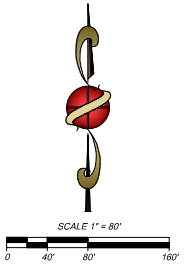
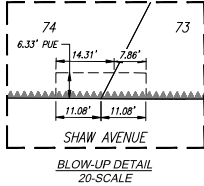
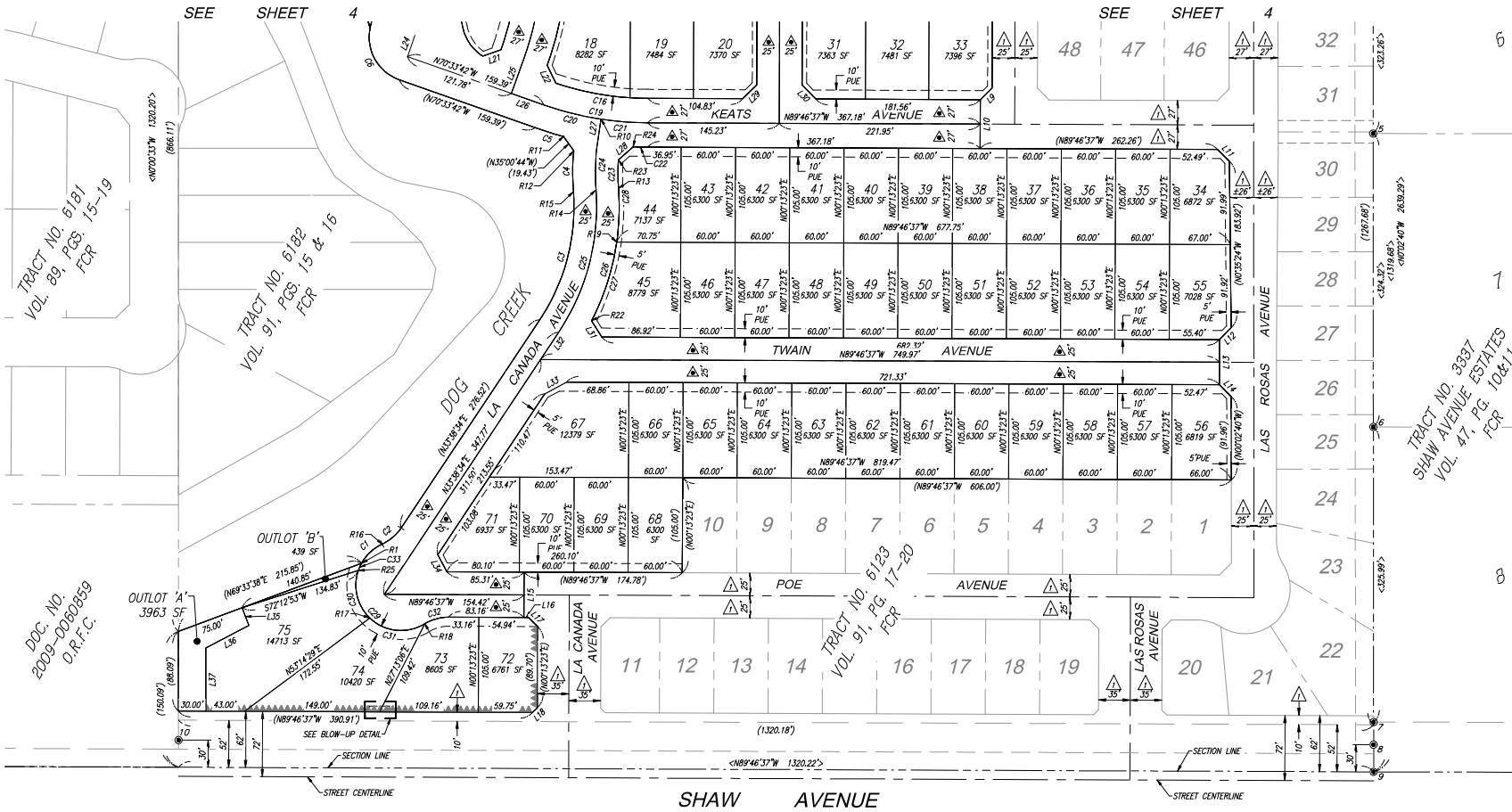
CURVE	RADIUS	DELTA	LENGTH
C7	52.00'	159°19'52"	144.60'
C8	52.00'	88°16'12"	80.41'
C9	52.00'	70°43'41"	64.19'
C10	50.00'	46°22'23"	40.47'
C11	323.00'	19°12'55"	108.32'
C12	350.00'	19°12'55"	117.38'

CURVE	RADIUS	DELTA	LENGTH
C13	377.00'	19°12'55"	126.43'
C14	377.00'	10°54'06"	71.73'
C15	377.00'	8°18'49"	54.70'
C16	323.00'	18°21'42"	103.51'
C17	323.00'	14°51'06"	83.72'
C18	323.00'	3°30'36"	19.79'

CURVE	RADIUS	DELTA	LENGTH
C19	350.00'	19°12'55"	117.38'
C20	350.00'	10°43'42"	65.54'
C21	350.00'	8°29'08"	51.84'
C22	377.00'	2°24'48"	15.88'
C23	225.00'	8°01'59"	31.55'
C24	250.00'	12°56'40"	56.48'

CURVE	RADIUS	DELTA	LENGTH
C25	250.00'	37°52'42"	165.28'
C26	275.00'	31°27'08"	150.96'
C27	275.00'	19°03'31"	91.47'
C28	275.00'	12°23'38"	59.49'
C29	50.00'	150°48'18"	131.60'
C30	50.00'	65°20'02"	57.01'

CURVE	RADIUS	DELTA	LENGTH
C31	50.00'	75°24'09"	65.80'
C32	50.00'	31°47'18"	27.74'
C33	50.00'	10°04'07"	8.79'



PREPARED BY:
PRECISION CIVIL ENGINEERING, INC.
 1234 O STREET, FRESNO, CA 93721
 PH(555)449-4500 FAX(555)449-4515

FINAL MAP OF
TRACT No. 6413

IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA
SURVEYED AND PLATTED IN AUGUST 2020 BY PRECISION CIVIL ENGINEERING, INC.
CONSISTING OF 4 SHEETS
SHEET 4 OF 4

SEE SHEET 2 FOR LEGEND
AND MONUMENT TABLE
SEE SHEET 3 FOR
CURVE TABLES

LINE	BEARING	LENGTH
L1	(S45°14'45"W)	(18.46)
L2	(S07°14'45"W)	(54.00)
L3	(S44°45'56"E)	(18.46)
L4	(S89°46'35"E)	(54.00)
L5	(N44°57'42"E)	(18.51)
L6	(S45°02'18"E)	(18.40)
L7	(S89°46'46"E)	(50.00)
L8	(N45°14'04"E)	(18.45)
L9	(S45°13'23"W)	(18.46)
L10	(S07°13'23"W)	(54.00)

LINE	BEARING	LENGTH
L11	(S45°11'01"E)	(18.54)
L12	(S44°48'59"W)	(18.38)
L13	(S07°05'58"E)	(50.00)
L14	(S44°34'39"E)	(18.48)
L15	(S07°13'23"W)	(50.00)
L16	(S89°46'37"E)	(4.95)
L17	(S44°46'37"E)	(14.21)
L18	(S45°13'23"W)	(7.43)
L19	(N07°00'33"W)	(10.00)

LINE	BEARING	LENGTH
L20	(S19°26'18"W)	2.18'
L21	(S70°25'33"W)	21.30'
L22	(N25°46'56"W)	21.73'
L23	(N19°26'18"E)	1.52'
L24	(N19°26'18"E)	25.00'
L25	(N19°26'18"E)	43.86'
L26	(S70°33'42"E)	37.61'
L27	(N8°42'31"E)	22.35'
L28	(S48°44'29"W)	21.85'
L29	(S45°13'23"W)	21.77'

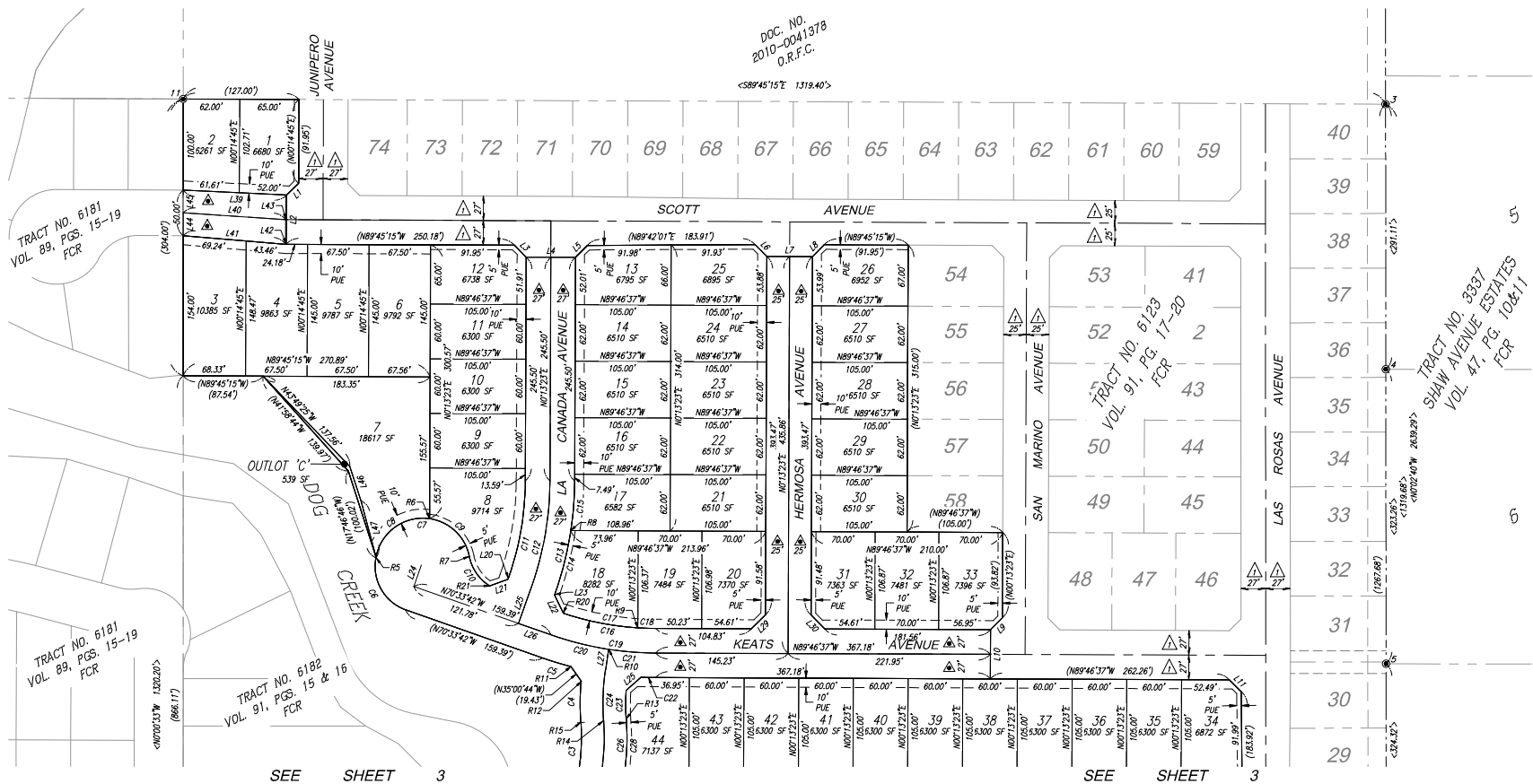
LINE	BEARING	LENGTH
L30	(N44°46'37"W)	21.77'
L31	(S37°21'32"E)	21.30'
L32	(N33°38'54"E)	36.27'
L33	(S61°55'58"W)	26.99'
L34	(N27°54'42"W)	21.51'
L35	(S20°26'22"E)	21.00'
L36	(S70°33'37"W)	53.64'
L37	(S07°00'33"E)	70.00'
L38	(N07°00'33"W)	98.09'
L39	(S87°13'55"E)	113.61'

LINE	BEARING	LENGTH
L40	(N86°11'31"W)	112.66'
L41	(S85°10'24"E)	112.69'
L42	(S89°45'15"E)	0.95'
L43	(S89°45'15"E)	0.95'
L44	(N00°00'33"W)	25.00'
L45	(N00°00'33"W)	25.00'
L46	(S18°18'12"E)	39.56'
L47	(S14°46'48"E)	64.83'

RADIAL	BEARING
R1	(N62°45'37"W)
R2	(S84°47'24"E)
R3	(N14°28'52"E)
R4	(S78°37'31"E)
R5	(S80°32'37"E)
R6	(S80°33'34"E)
R7	(S78°47'15"W)
R8	(N81°27'48"W)
R9	(N3°43'58"E)
R10	(N8°42'31"E)

RADIAL	BEARING
R11	(N14°28'52"E)
R12	(S84°47'24"E)
R13	(S85°45'52"W)
R14	(N85°45'52"E)
R15	(S85°45'52"W)
R16	(S24°34'09"E)
R17	(N43°50'14"E)
R18	(N31°33'55"W)
R19	(N81°50'31"W)
R20	(N18°35'04"E)

RADIAL	BEARING
R21	(N32°24'52"E)
R22	(N62°47'00"W)
R23	(S86°12'10"E)
R24	(N2°38'11"E)
R25	(S70°49'43"E)



DOC. NO.
2010-0041978
D.R.F.C.

<S89°45'15"E 1319.40>

TRACT NO. 6181
VOL. 89, PGS. 15-19
FCR

TRACT NO. 6181
VOL. 89, PGS. 15-19
FCR

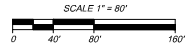
TRACT NO. 6182
VOL. 91, PGS. 15 & 16
FCR

TRACT NO. 6123
VOL. 91, PGS. 17-20
FCR

TRACT NO. 5337
SHAW AVENUE ESTATES
VOL. 47, PG. 10&11
FCR

SEE SHEET 3

SEE SHEET 3



PREPARED BY:
PRECISION CIVIL ENGINEERING, INC.
1234 O STREET, FRESNO, CA 93721
PH(555)449-4500 FAX(555)449-4515



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 19, 2023

SUBJECT: Planning and Development Services - Approval – Res. 23-____, Annexation of Proposed Tract 6413, located at the northwest area of Shaw Avenue and Highland Avenue to the Landscape Maintenance District No. 1 of the City of Clovis (Bonadelle Neighborhoods, BN6123, LP, a California Limited Partnership).

ATTACHMENTS: 1. Res. 23-____

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve Res. 23-____, which will annex proposed Tract 6413, located at the northwest area of Shaw Avenue and Highland Avenue to the Landscape Maintenance District (LMD) No. 1 of the City of Clovis.

EXECUTIVE SUMMARY

The owner, BN6123, LP, a California Limited Partnership, acting as the subdivider, has requested to be annexed to the LMD No. 1 of the City of Clovis as set forth by the Conditions of Approval for Tract 6413.

BACKGROUND

Bonadelle Neighborhoods, BN6123, LP, a California Limited Partnership, the developer of Tract 6413, has executed a covenant that this development be annexed to the City of Clovis, LMD No. 1. An executed copy can be provided on request. Council formed the original District on July 15, 1985, for the purpose of funding the maintenance of landscaped areas and parks.

Under the provisions of the Landscaping and Lighting Act of 1972 and in accordance with Article XIII C and Article XIII D of Proposition 218, all the owners of property proposed for annexation

have provided a written request and consent to annexation and have executed a covenant (petition) indicating acceptance of the annual assessment.

FISCAL IMPACT

	<u>Tract 6413</u>	<u>Year to Date</u>
LMD Landscaping added:	0.113 acres	12.613 acres
Resource needs added:	0.011 persons	1.262 persons

The resource needs estimate is based on 1 person per 10 acres of landscaped area.

REASON FOR RECOMMENDATION

The property owners for the subject tract have requested annexation into the City of Clovis LMD No. 1.

ACTIONS FOLLOWING APPROVAL

Tract 6413 shall become a part of City of Clovis LMD No. 1 and will be assessed next year for maintenance costs.

Prepared by: Ruben Amavizca, Engineer II

Reviewed by: City Manager *AA*

RESOLUTION 23-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING ANNEXATION TO LANDSCAPING MAINTENANCE DISTRICT NO. 1 OF THE CITY OF CLOVIS

WHEREAS, City of Clovis Landscape Maintenance District No. 1 ("District") was formed by Resolution No. 85-78, adopted July 15, 1985, pursuant to Part 2 of Division 15 of the Streets and Highways Code (Landscape and Lighting Act of 1972), herein the "Act"; and

WHEREAS, all of the owners of property proposed to be annexed to the District consisting of proposed Tract No. 6413, as described in Attachment A attached hereto and incorporated herein by reference, have consented to said annexation and such annexation may be ordered without notice and hearing or filing of engineer's report, or both.

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

- 1. That the public interest and convenience require that certain property described in Attachment A attached hereto and by reference incorporated herein be annexed into Landscape Maintenance District No. 1 of the City of Clovis for the maintenance and servicing of landscaping facilities.
2. The City Clerk shall receive and file the maps showing the boundaries of the areas annexed as set forth in Attachment A which boundaries shall be used for assessment proceedings until and unless a change of organization is approved pursuant to the Act.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: June 19, 2023

Mayor

City Clerk

ATTACHMENT A

Legal Description

LOTS 1 THROUGH 75, INCLUSIVE, OF TRACT MAP 6413, RECORDED IN VOLUME _____,
PAGES _____ THROUGH _____ OF TRACT MAPS, FRESNO COUNTY RECORDS.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 19, 2023

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 19-19, Armstrong Avenue Street Improvements; and authorize the City Manager to execute the contract on behalf of the City with Dave Christian Construction Company in the amount of \$691,478.00.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

1. For the City Council to award a contract for CIP 19-19, Armstrong Avenue Street Improvements – to Dave Christian Construction Company, in the amount of \$691,478.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract to Dave Christian Construction Company, who was the lowest responsible bidder from a bid opening that took place on June 6, 2023.

This project consists of street improvements on Armstrong Avenue from Sierra Avenue to Tollhouse Road, approximately ±0.45 mile. Construction shall include full street reconstruction, grinding, asphalt concrete paving, ADA concrete improvements, adjustment of existing manholes, water valves, utility boxes, and vaults to finish grade, installation of traffic markings and signs to current MUTCD standards.

BACKGROUND

The following is a summary of the bids received on June 6, 2023:

BIDDERS BASE BID

Dave Christian Construction Co.	\$691,478.00
Emmett Valley Construction, Inc.	\$729,581.00
Avison Construction, Inc.	\$802,874.00
Emmett's Excavation, Inc.	\$812,125.00
American Paving Co.	\$865,523.20
Jim Crawford Construction. Co., Inc.	\$891,709.56

ENGINEER'S ESTIMATE \$774,894.00

All bids were examined, and the bidder's submittals were found to be in order. Dave Christian Construction Company is the lowest responsible bidder. Staff has validated the lowest bidder contractor's license status, bid bond and completeness of grant funding paperwork.

FISCAL IMPACT

This project was budgeted in the 2022-2023 Community Investment Program. The project is supported by Surface Transportation Block Grant Program (STBG) through the City Community Investment Program.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

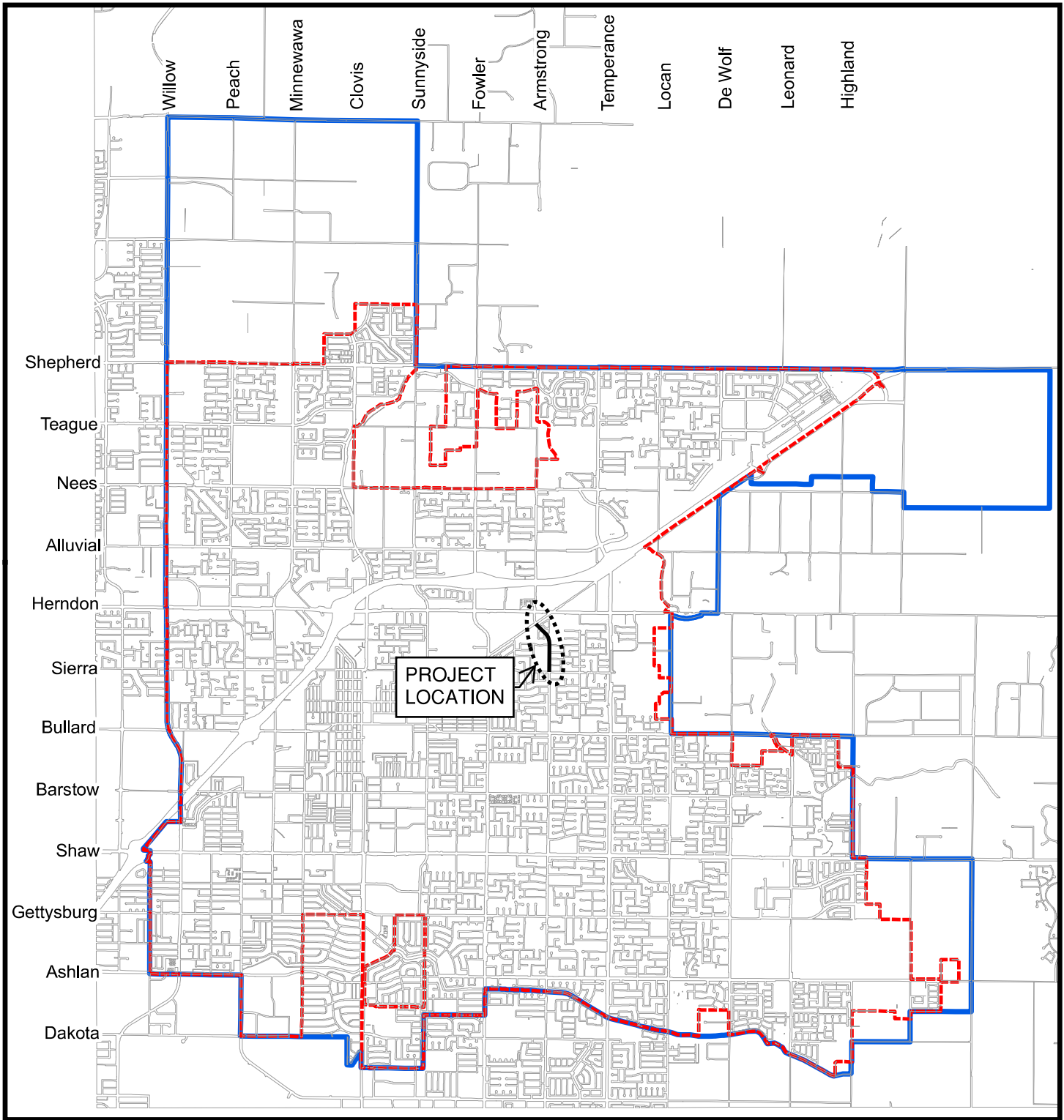
1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction shall begin approximately two (2) weeks after contract execution and be completed in thirty-five (35) working days thereafter.

Prepared by: Nate Stava, Project Civil Engineer

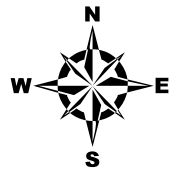
Reviewed by: City Manager *AS*

VICINITY MAP

CIP 19-19 ARMSTRONG AVE STREET IMPROVEMENTS



Attachment 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: June 19, 2023

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 17-06 Old Town Clovis Streetscape 2021.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to accept the work performed as complete and to authorize the recording of the Notice of Completion.

EXECUTIVE SUMMARY

The project consisted of the construction of the following improvements at 3 locations in Old Town Clovis:

- Site 'A' Clovis Avenue - from Rodeo Drive to 5th Street: work included construction of new curb, gutter and sidewalk (stamped/standard), trees and tree wells, irrigation system, asphalt pavement plug, new drive approaches and street lighting.
- Site 'B' Woodworth Avenue - from Bullard Avenue to 5th Street: work included construction of new curb, gutter, and sidewalk (stamped/standard), new asphalt concrete pavement plug, new drive approach, curb ramp and minor striping.
- Site 'C' Pollasky Avenue - from 5th Street to 4th Street: work included construction of new tree wells, transfer of existing trees from pots to tree wells, removal of existing concrete, planter pots, minor irrigation, paver removal and re-installation and new tree installation.

BACKGROUND

Bids were received on March 22, 2022, and the project was awarded by the City Council to the low bidder, American Paving Co. on April 4, 2022. The project was completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1.	Award	\$423,499.30
2.	Cost increases/decreases resulting from differences between estimated quantities used for award and actual quantities installed.	\$4,612.20
3.	Contract Change Orders	\$11,553.94
4.	Liquidated Damages	\$0.00

Final Contract Cost	\$ 439,665.44
----------------------------	----------------------

This project was approved in the Community Investment Program 2021-22 fiscal year budget. Sites A & B are funded by the Streets Fund and Site C is funded by the General Fund through the City Community Investment Program.

REASON FOR RECOMMENDATION

The Public Utilities Department, the City Engineer, the Engineering Inspector, and the Project Engineer agree that the work performed by the contractor is in accordance with the project plans and specifications and has been deemed acceptable. The contractor, American Paving Co. requested final acceptance from the City Council.

ACTIONS FOLLOWING APPROVAL

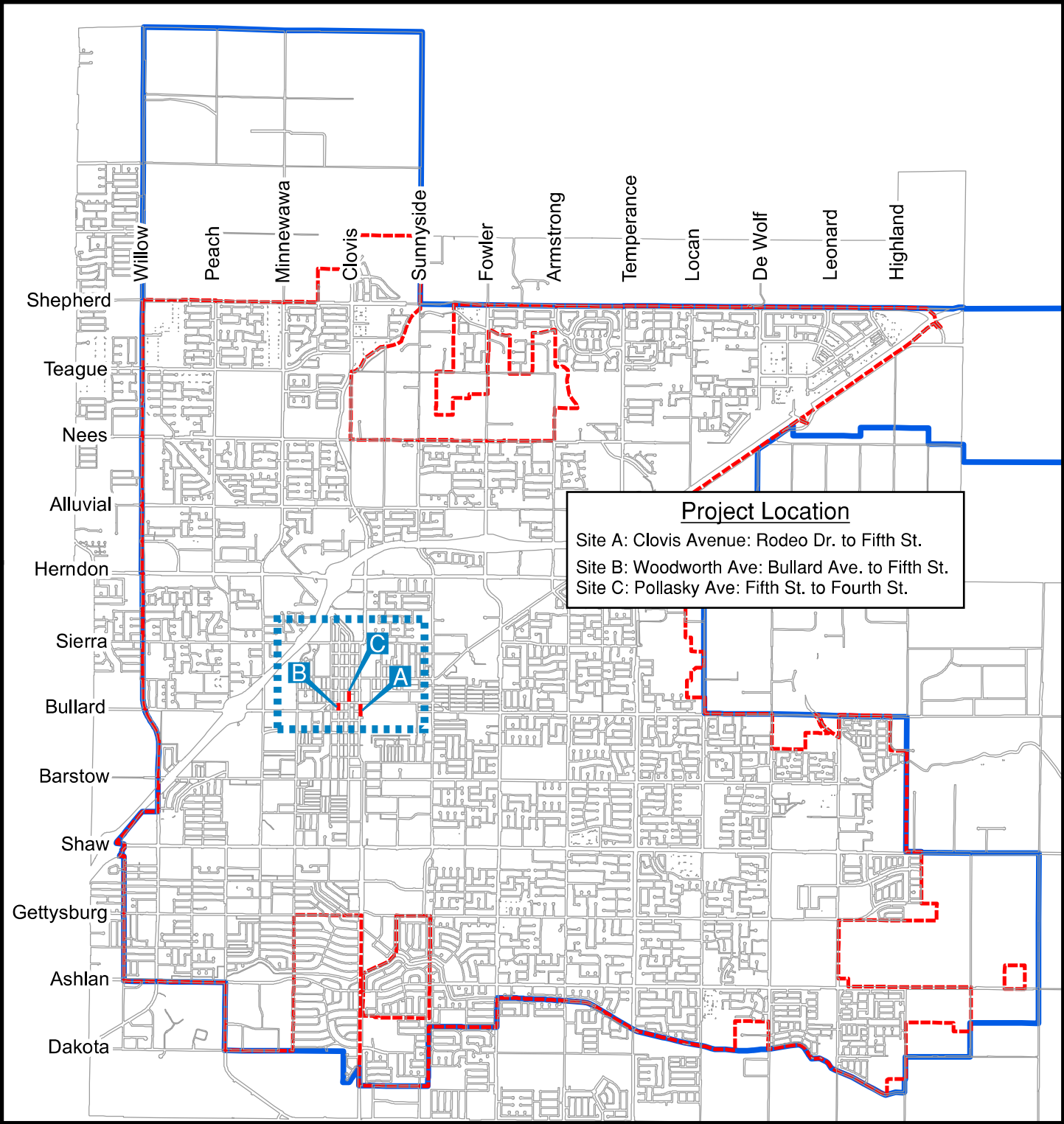
1. The Notice of Completion will be recorded; and
2. All remaining retention funds will be released no later than 35 calendar days following recordation of the notice of completion, provided no liens have been filed. Retention funds may be released within 60 days after the date of completion, provided no liens have been filed, with "completion" defined as the earlier of either (a) beneficial use and occupancy and cessation of labor, or (b) acceptance by the City Council per Public Contract Code Section 7107(c)(2).

Prepared by: Karl Lenhof, Engineering Inspector

Reviewed by: City Manager *AK*

VICINITY MAP

CIP 17-06 Clovis Old Town Streetscape 2021



Attachment 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: June 19, 2023

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 21-16 Ashlan Avenue Street Rehabilitation. **(Councilmember Vong Mouanoutoua has a conflict of interest on this item.)**

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to accept the work performed as complete and to authorize the recording of the Notice of Completion.

EXECUTIVE SUMMARY

The project consisted of the rehabilitation of Ashlan Avenue from Locan Avenue to De Wolf Avenue. Rehabilitation. It included grinding two inches of existing asphalt pavement and replacing it with three inches of new asphalt concrete, removal, and replacement of partial reconstruction of asphalt-concrete paving in full depth, replacing ADA curb ramps, modifying existing median noses, replacing traffic signal loop detectors, adjusting existing traffic signal boxes, traffic and manholes to grade, and re-striping and signing the road to match the existing on Ashlan Avenue.

BACKGROUND

Bids were received on July 12, 2022, and the project was awarded by the City Council to the low bidder, Dave Christian Construction Co, Inc. on August 1, 2022. The project was completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1.	Award	\$598,571.00
2.	Cost increases/decreases resulting from differences between estimated quantities used for award and actual quantities installed.	(\$3,869.50)
3.	Contract Change Orders	\$ 13,533.81
4.	Liquidated Damages	\$0.00
Final Contract Cost		<u>\$ 608,235.31</u>

This project was budgeted in the 2022-2023 Community Investment Program. The project is funded by Senate Bill 1 (SB1) funding through the City Community Investment Program.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

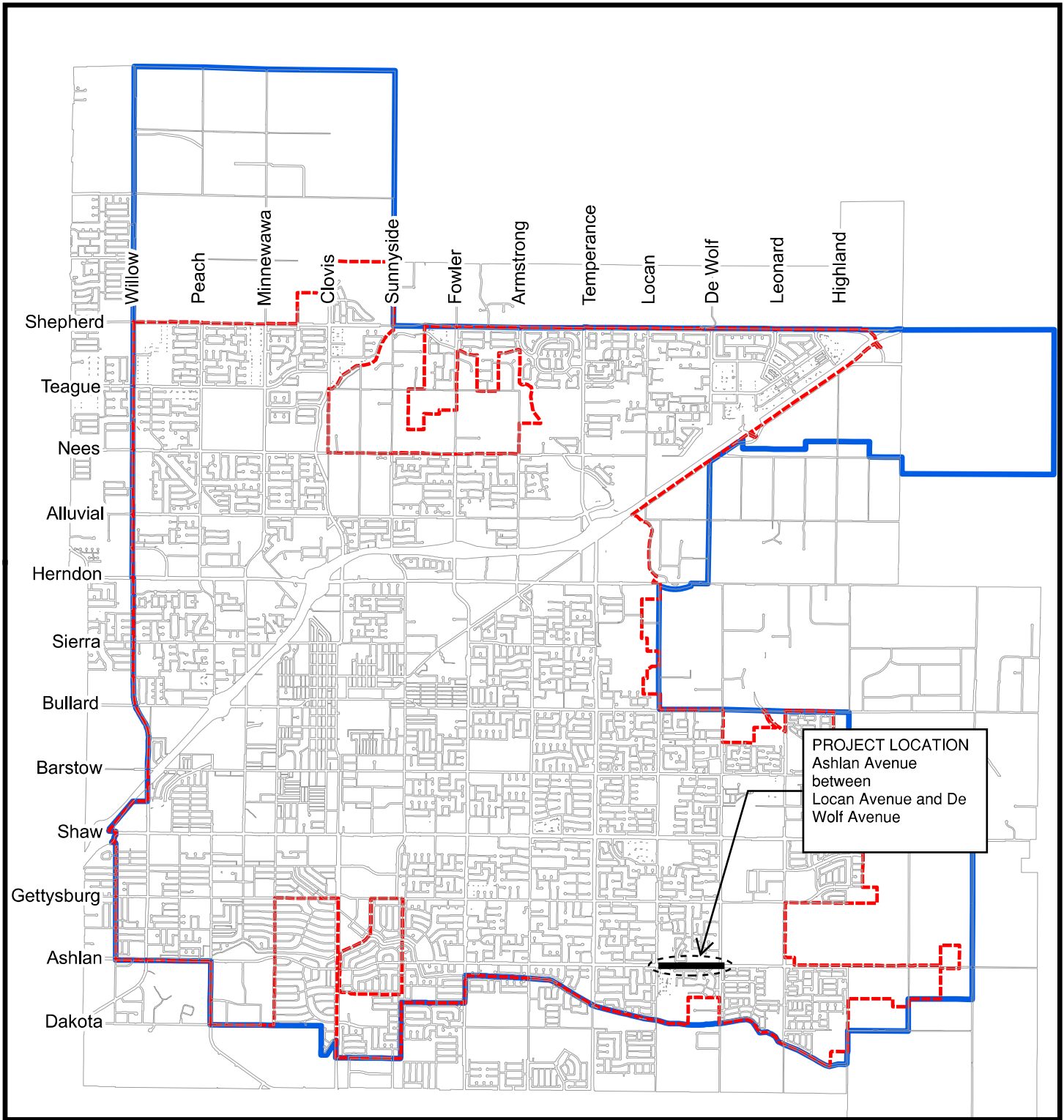
1. The Notice of Completion will be recorded; and
2. All remaining retention funds will be released no later than 35 calendar days following recordation of the notice of completion, provided no liens have been filed. Retention funds may be released within 60 days after the date of completion, provided no liens have been filed, with "completion" defined as the earlier of either (a) beneficial use and occupancy and cessation of labor, or (b) acceptance by the City Council per Public Contract Code Section 7107(c)(2).

Prepared by: Karl Lenhof, Engineering Inspector

Reviewed by: City Manager *AA*

VICINITY MAP

CIP 21-16 ASHLAN AVENUE STREET REHABILITATION



Attachment 1



 CITY LIMITS  SPHERE OF INFLUENCE



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 19, 2023

SUBJECT: Planning and Development Services – Approval – Consultant List from which Professional Consultants may be selected for Fiscal Year 2023-2024.

ATTACHMENTS: 1. Fiscal Year 2023-2024 Consultant Master List

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve the attached Consultant List for implementing the Community Investment Program to evaluate private development and public works projects for Fiscal Year 2023-2024, effective July 1, 2023.

BACKGROUND

In accordance with Clovis Municipal Code, Section 2-7.08 subsection (c), the City Manager shall annually recommend to the City Council, for approval, a list of qualified professional consultants as selected by the City Engineer. These professional consultants may be utilized to implement the City's Five-Year Community Investment Program, and evaluate private development projects and public works projects, and perform special studies. The list includes consultants expressing interest in performing work for the City who possess the required qualifications.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

The updated attached list includes qualified professional consulting firms who have expressed a desire to be considered for City projects.

ACTIONS FOLLOWING APPROVAL

None.

Prepared by: Tatiana Partain, Management Analyst

Reviewed by: City Manager *AT*

CITY OF CLOVIS FY 2023-2024 CONSULTANT LIST

CONSULTANT	ADDRESS	CITY	ZIP
Achievement Engineering Corp.	5070 N 6th St., Suite 188	Fresno	93720
AECOM	1360 E Spruce Ave, Suite 101	Fresno	93720
Aegis Groundwater Consulting, LLC	1177 E Shaw Ave, Suite 101	Fresno	93710
Alan Mok Engineering	7415 N. Palm Ave, Suite 101	Fresno	93711
Alisto Engineering Group	1575 Treat Blvd., Suite 201	Walnut Creek	94598
AMBIENT Air Quality & Noise Consulting	612 12th Street, Suite 201	Paso Robles	93446
Applied Earthwork Inc.	1391 W. Shaw Ave, Suite C	Fresno	93711
Area West Environmental	6248 Main Avenue, Suite C	Orangevale	95662
Ascent Environmental, Inc.	455 Capitol Mall, Suite 300	Sacramento	95814
Associated Transportation Engineers	100 N. Hope Avenue, Suite 4	Santa Barbara	93110
ATI Architects and Engineers	2510 Douglas Blvd.	Roseville	95661
Begur Consulting	6350 Greenfield Drive	Gilroy	95020
Berg & Associates	302 W. 5th St. Suite 210	San Pedro	90731
Biggs Cardosa Associates Inc.	5250 N. Palm Ave., Suite 211	Fresno	93704
Black and Veatch	8950 Cal Center Drive, Suite 238	Sacramento	95826
Blackburn Consulting	360 W. Bedford Ave., Suite 101	Fresno	93711
Blair, Church and Flynn	451 Clovis Avenue, Suite 200	Clovis	93612
Boyle Engineering Corporation	1360 E. Spruce Ave.	Fresno	93720
Broussard and Associates	389 Clovis Avenue	Clovis	93612
Brown & Caldwell	3480 Buskirk Avenue	Pleasant Hill	94523
Brown Buntin Associates	406 W School Ave	Visalia	93291
Bruce Hale Design	1201 N W Blakely Court	Seattle WA	98177
BSA Architects	350 Pacific Avenue, Suite 302	San Francisco	94111
BSK and Associates	567 W. Shaw Avenue, Suite B	Fresno	93704
California Associates Laboratories LLP	4124 W. Swift Avenue, Suite 107	Fresno	93722
California Utility Consultants	456 Clovis Ave Suite 6	Clovis	93612
Carollo Engineers	7580 N. Ingram Ave, Suite 112	Fresno	93711
CEI Engineering Assoc., Inc.	1044 E. Herndon Ave., Suite 108	Fresno	93720
CH&D Architects	2120 20th Street	Sacramento	95818

Cole & Russell Architects, Inc.	600 Vine Street, Suite 202	Cincinnati	45202
Cornerstone Structural Engineering Group	986 W. Alluvial Avenue, Suite 201	Fresno	93704
Cotton/Bridges/Associates	3840 Rosin Court, Suite 130	Sacramento	95834
CSG Consultants	21 Alisal St #108	Salinas	93901
Dale Rutherford Architecture	333 W. Shaw Avenue, Suite 102	Fresno	93704
Danielian Associates	Sixty Corporate Park	Irvine	92606
Derivi Construction Architecture	924 N. Yosemite Street	Stockton	95203
Dewberry Engineers, Inc.	11060 White Rock Road, Suite 200	Rancho Cordova	95670
DeWees Design	58 Plaza Square, Studio A	Orange	92866
Dixon & Associates Land Surveying	620 Dewitt Ave Suite 101	Clovis	93612
DKS Associates	1956 Webster Street, Suite 300	Oakland	94612
Don Dommer Associates	1144 65th Street, Suite G	Oakland	94608
Donabedian Hannah Architecture	5070 N. Sixth St., Suite 103	Fresno	93710
Douglas "John" Johnson Land Surveying	4444 N. Dickenson	Fresno	93704
Electrical Power Systems	4049 N. Fresno Street	Fresno	93726
Engineering Designs	5155 N. First Street	Fresno	93710
Environmental Science Associates	8950 Cal Center Drive, Suite 300	Sacramento	95826
ESP (Espinosa) Surveying	2598 North Miami Ave	Fresno	93727
Fehr & Peers	2990 Lava Ridge Court #200	Roseville	95661
First Carbon Solutions (FCS)	7726 N. First Street, #413	Fresno	93720
Geocon Consultants, Inc.	3160 Gold Valley Drive, Suite 800	Rancho Cordova	95742
Geo-Logic Associates	143 E. Spring Hill Drive	Grass Valley	95945
Harbour & Associates	389 Clovis Avenue, Suite 300	Clovis	93612
Harris Construction	5286 E. Home Avenue	Fresno	93727
HDR Engineering	2365 Iron Point Road #300	Folsom	95630
Hilliard Architects, Inc.	57 Post Street, Suite 512	San Francisco	94104
HLA Group, Landscape Architects & Planners	1990 Third Street, Suite 500	Sacramento	95814
HydroScience Engineers, Inc.	3353 Bradshaw Road, Suite 218	Sacramento	95827
Infrastructure Engineering Corporation	14271 Danielson Street	Poway	92064
Integrated Designs By Somam Inc	6011 N. Fresno Street, Suite 130	Fresno	93710
J. Dorbritz, A.I.A.	800 Frenwood Pacific	Topanga	90290
J.D. Walsh, Architecture & Urban Devel.	1945 Belding Drive	Palm Springs	92262
James Oakes	191 W. Shaw Avenue, Suite 101	Fresno	93704

JLB Traffic Engineering Inc	5928 E Kaviland	Fresno	93727
Johnson Architecture	942 E. Olive Ave.	Fresno	93728
Kenneth D. Schmidt & Associates	600 W. Shaw Avenue, Suite 250	Fresno	93704
Kitchell	2450 Venture Oaks Way, STE 500	Sacramento	95833
Kittelsohn & Associates	1455 Response Road, Suite 120	Sacramento	95815
Klassen Corporation	2021 Westwind Drive	Bakersfield	93301
Kleinfelder	5125 N. Gates Avenue, Suite 102	Fresno	93706
Krazan & Associates	215 W. Dakota Avenue	Clovis	93612
Lars Andersen & Associates	4694 W. Jacquelyn, Suite 119	Fresno	93722
Lee & Ro, Inc.	11171 Sun Center Drive, Suite 210	Rancho Cordova	95670
Lore Engineering, Inc.	620 Dewitt Ave Suite 101	Clovis	93612
LSA Associates	2565 Alluvial Ave, Suite 172	Clovis	93611
Mark Thomas & Co Inc	7571 N Remington Ave, Suite 102	Fresno	93711
Marks Bloxom Architects	555 W. Shaw Ave Suite B7	Fresno	93704
McPheeters & Associates	1486 Tollhouse Rd.	Clovis	93611
Melton Design Group Inc.	820 Broadway St.	Chico	95928
Michael K. Nunley & Associates, Inc	8405 N Fresno St, Suite 120	Fresno	93720
Michael Sutherland & Associates	36691 Avenue 12	Madera	93638
Mid-Valley Engineering	5635 N. Figarden Drive, Suite 107	Fresno	93720
MIG	800 Hearst Avenue	Berkeley	94710
Miyamoto International, Inc.	1450 Halyard Drive, Suite One	West Sacramento	95691
MKN, Inc.	530 Paulding Circle B	Arroyo Grande	93421
Moore Twining Labs, Inc.	2527 Fresno St.	Fresno	93721
Morton & Pitalo Inc	75 Iron Point Circle #120	Folsom	95630
MWM Architects, Inc.	2333 Harrison Street	Oakland	94612
Nichols Consulting Engineers	1101 Pacific Avenue, Suite 300	Santa Cruz	95060
Nichols Consulting Engineers, Chtd.	8795 Folsom Blvd., Suite 250	Sacramento	95826
Nichols Consulting Engineers, Chtd.	501 Canal Blvd., Suite C	Richmond	94804
Ninyo & Moore	675 Hegenberger Road, Suite 220	Oakland	94621
Northstar Engineering Group	909 14th Street	Modesto	95354
NV5	1215 West Center Street, Suite 201	Manteca	95337
O'Dell Engineering	1165 Scenic Drive, Suite A	Modesto	95350
Paul Halajian Architects	389 Clovis Avenue, Ste. 200	Clovis	93612

Peters Engineering	952 Pollasky Ave.	Clovis	93612
PlaceWorks, Inc.	3 MacArthur Place, Suite 1100	Santa Ana	92707
Precision Civil Engineering	1234 O Street	Fresno	93722
Provost and Pritchard, Inc.	2505 Alluvial Ave.	Clovis	93611
Quad-Knopf Engineering, Inc.	601 E. Pollasky Ave Suite 301	Clovis	93612
R.W. Greenwood and Associates	2558 E. Olive Avenue	Fresno	93701
Rincon Consultants Inc	1530 Monterey St Suite D	San Luis Obispo	93401
RMA GeoScience	3897 N Ann Ave	Fresno	93727
Robert Boro & Associates	P.O. Box 4734	Fresno	93744
RRM Design Group	210 East F Street	Oakdale	95361
RRM Design Group	3765 S. Higuera Street, Suite 102	San Luis Obispo	93401
Safety Network	2310 Larkin	Fresno	93727
Salem Engineering Group	4729 W. Jacquelyn Avenue	Fresno	93722
Santina & Thompson	1355 Willow Way, Suite 280	Concord	94520
Sasaki Associates, Inc.	900 N. Point Street, Suite B300	San Francisco	94109
Schricker Engineering Group inc	2550 Walsh Ave Suite 120	Santa Clara	95051
SCS Engineers	3117 Fite Circle Suite 108	Sacramento	95827
See's Consulting & Technical (mail only)	P.O. Box 28246	Fresno	93729
Sigfried Engineering, Inc.	4045 Coronado Avenue	Stockton	95204
SIM-PBK	7790 N. Palm Avenue	Fresno	93711
Smith-Emery	1940 Oakdale Avenue	San Francisco	94124
Technicon Engineering Services	4539 N. Brawley Avenue, # 108	Fresno	93722
The Beals Group	#2 N. Market Street	San Jose	95113
The Taylor Group Architects	10 River Park East, Suite 104	Fresno	93720
TJKM Transportation Consultants	4234 Hacienda Drive, Suite 101	Pleasanton	94588
Transportation Planning Group	222 N. Garden, Suite 100	Visalia	93291
Triad Architecture & Planning Assoc.	516 W. Shaw Ave., Suite 206	Fresno	93704
Tri-City Engineering	4630 W. Jennifer, Suite 101	Fresno	93722
Trinity Engineering Labs	1187 N Willow #105 PMB 20	Clovis	93611
Vanir	4540 Duckhorn Drive, Suite 300	Sacramento	95834
Vector Engineering	12438 Loma Rica Road, Suite C	Grass Valley	95945
Vermeltfoort Architects	8525 N Cedar #106	Fresno	93720
VRPA Technologies (DBE)	4630 W Jennifer	Fresno	93722

Wald, Ruhnke & Dost Architects, LLP	330 Fifth Street, Suite C	Clovis	93612
West Coast Land Surveying	3949 N. Condor Ct.	Sanger	93657
West Yost Assoc	2020 Research Park Dr #100	Davis	95618
Willdan Associates	2495 Natomas Park Drive, Suite 550	Sacramento	95833
Willdan Serving Public Agencies	2014 Tulare Street, Suite 515	Fresno	93721
Wilson & Associates	4221 W. Sierra Madre, Suite 201	Fresno	93722
WJV Acoustics, Inc.	113 N. Church Street, Suite 203	Visalia	93291
WLC	10470 Foothill Blvd. Virginia Dart Tower	Rancho Cucamonga	91730
Wood Architects	5761 Stoddard Road	Modesto	95356
Yamabe and Horn Engineering, Inc.	2985 N. Burl Ave., Suite 101	Fresno	93727
Zander Design, Landscape, Architect & Planning	2927 Newbury Street, Suite B	Berkeley	94703



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Police Department

DATE: June 19, 2023

SUBJECT: Police - Approval - Purchase of Military Equipment (Force on Force Equipment) in the amount of \$7,159.96.

ATTACHMENTS: 1. Policy 706 (Military Equipment) of the Clovis Police Department Policy Manual.
2. Quote from UTM for requested training equipment.

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

Staff recommends that the City Council approve purchase of 10 Ultimate Training Munitions (UTM) Glock 19/45 blank barrels and miscellaneous UTM training rounds in the amount of \$7,159.96. These rounds are for use with UTM conversion kits already purchased and in use by Clovis PD in training scenarios. This purchase requires notice in accordance with Policy 706 of the Clovis Police Department Policy Manual.

EXECUTIVE SUMMARY

Staff recommends that the City Council approve purchase of 10 UTM Glock 19/45 blank barrels and miscellaneous UTM training rounds for department training. The 10 UTM Glock 19/45 blank barrels will complement our current inventory of 15 UTM Glock 19/45 firearm conversion kits, 15 UTM Glock 19/45 MMR barrels (fires training projectiles), and 5 UTM Glock 19/45 blank barrels.

The purchase of an additional 10 UTM Glock 19/45 blank barrels will provide additional flexibility and training options. The Clovis Police Department prides itself on providing cutting edge training and the purchase of these additional training barrels will help accomplish that objective. The purchase of the additional UTM training ammunition will allow Clovis Police Department training staff the opportunity to employ the use of realistic force on force training across a variety of training topics such as Use of Force & Decision Making, Defensive Tactics, Patrol Tactics, Driver's Training, and basic firearms. These rounds work with UTM conversion kits already in the Clovis PD inventory for the department issued Glock 45 handgun and Sig Sauer MCX 300

blk rifle. These rounds vary from projectile marking rounds for both the pistol and rifle, “silent blank rounds” which do not fire a projectile but do cycle the firearm, and “battle blank rounds” which do not fire a projectile but delivers a realistic audible report to simulate gunfire.

BACKGROUND

Realizing the significant training value of providing realistic force on force training, the Clovis Police Department made a sizeable purchase of UTM training equipment. This purchase included UTM firearm conversion kits which allowed the department issued Glock 45 pistol and Sig Sauer 300 blk rifle to be converted to fire a variety of non-lethal force on force training munitions and safety equipment consisting of helmets and groin protection. Research has proven the importance of providing realistic, scenario-based training to improve officer performance and response in critical scenarios.

The initial purchase focused primarily on the purchase of equipment allowing the use of projectile training rounds, however, as we have utilized this equipment over the past year training instructors have seen the need to purchase additional blank barrels for training scenarios. For safety purposes, the UTM barrels are intentionally designed to fire either a projectile round (such as the MMR) or a blank round (SBR or BBR). This design prevents potential injuries from occurring as several of the projectile rounds have a minimum standoff distance and may cause injury if fired too closely at a person.

The SBR round specifically was designed for use in close quarters and has a zero-standoff distance. We have found this configuration minimizes safety concerns for our role players provides training opportunities previously limited by the use of the projectile rounds. Furthermore, use of the blank barrels with the SBR round will allow force on force training to take place in any training environment. Some training locations do not allow the use of the traditional projectile rounds out of concern for damaging walls or other property. The use of the blank barrels and SBR rounds will allow the Clovis Police Department to provide realistic force on force training in any environment.

FISCAL IMPACT

With the purchase of these additional 10 UTM Glock 19/45 blank barrels, the Clovis Police Department will have 15 UTM Glock 19/45 conversion kits that can be configured to use projectile or blank training rounds for training. This purchase will be a one-time payment of \$7,159.96. There are available funds in the Police Department FY 22-23 budget to cover the cost. Following the purchase of this hardware, the only anticipated future cost is for the regular purchase of UTM training ammunition. Based on current and projected usage, annual cost is estimated at approximately \$6,000. New and replacement protective personal equipment costs will also occur.

REASON FOR RECOMMENDATION

Approval will allow the Department to provide cutting edge force on force training which will improve officer performance and increase officer and public safety. The purchase of the additional barrels will allow new training scenarios to take place. The purchase of the assorted training ammunition will help keep a steady supply as force-on-force training continues throughout the year.

ACTIONS FOLLOWING APPROVAL

The Department will purchase force on force training equipment manufactured by Ultimate Training Munitions. This purchase will include:

- 1000 rounds of 9mm (BBR) Battlefield Blank Rounds
- 2000 rounds of 9mm (SBR) Silent Blank Rounds
- 900 rounds of 5.56mm (SBR) Silent Blank Rounds
- 900 rounds of 5.56mm red marking (RVR) (Reduced Velocity Rounds)
- 1000 rounds of 9mm red marking (MMR) Man Marking Rounds
- 10 Glock 19/45 Gen 5 blank barrel kits
- 2 universal insertion tools (used to assist with installing rifle conversion kits)

Prepared by: Christopher Hutchison, Police Sergeant

Reviewed by: City Manager *AH*

Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached, excluding unarmored all-terrain vehicles and dirt bikes.
- Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld ram designed to be operated by one person.
- Firearms and ammunition of fifty (.50) caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than fifty (.50) caliber, including firearms and accessories identified as assault weapons pursuant to Penal Code section 30510 and Penal Code section 30515, with exception of standard department issued firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools, including, but not limited to, grenades.
- Munitions containing tear gas or oleoresin capsicum (OC), excluding standard, Department-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and Long-Range Acoustic Devices (LRADs).
- Kinetic energy weapons and munitions, including, but not limited to, projectile launchers, bean bag rounds, and rubber bullets.

Military Equipment

- Any other equipment as determined by a governing body or a state agency to require additional oversight.

706.2 POLICY

It is the policy of the Clovis Police Department that members of this department comply with the provisions of Government Code § 7071.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Clovis Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 1. Publicizing the details of the meeting.
 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying military equipment for the Department:

[See attachment: Military Equipment List.pdf](#)

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting this military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the department website at least thirty (30) days prior to any public hearing concerning the military equipment at issue (Government Code §

Military Equipment

7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to Title 10 of the United States Code section 2576a.
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment maybe used by any other law enforcement agencies or members in this jurisdiction if such military equipment has been approved for use in accordance with this policy. Military equipment used by other law enforcement agencies that are providing mutual aid or assistance to this jurisdiction shall comply with their respective military use policies in rendering mutual aid or assistance.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for Department use. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in department inventory.

706.8 COMMUNITY ENGAGEMENT

Within thirty (30) days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting,

Military Equipment

at which the Department should discuss the report and respond to public questions regarding Department funding, acquisition, or use of military equipment.

In accordance with Section 706.3(g) of this policy and Government Code section 7070(d)(7), members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment in this policy. The Department will monitor all complaints, concerns, and questions to ensure timely responses are completed. Complaints, concerns, or questions may be submitted by any of the following means:

1. Via email to: militaryequipmentquestions@cityofclovis.com
2. Via phone call to: (559) 324-2406
3. Via postal mail to: Clovis Police Department, Attn: Chief of Police, 1233 Fifth Street, Clovis, CA 93612

Attachments

Military Equipment List.pdf

Military Equipment

1. **Mobile Command Vehicle (MCV)** – A vehicle used as a mobile dispatch center and/or office that provides heated and cooled shelter, a source of electricity and lighting, access to Department computer systems, and a place for department members to meet at the scene of a critical incident, pre- planned event, natural disaster, or community event.

a. Description quantity, capabilities, and purchase cost

The MCV is custom built by the Farber Company on a 2 axel Freightliner Chassis that had an initial cost of \$542,608 in 2006. The single unit (1) has a chassis motor which propels the vehicle and a generator which powers all internal electrical components and can provide external power to additional lights or equipment as necessary. The MCV has two full dispatch terminals, space for up to 7 additional workstations, and multiple divider doors that can break up the space into five separate rooms. The MCV has three dedicated cell phone lines and 5 sets of radios that can communicate with all surrounding agencies on both UHF and VHF frequencies.

b. Purpose

To be used at the scene of any pre planned event, community event, critical event, or natural disaster where a portable office, dispatch center, heated or cooled shelter, supplemental power source and/or meeting location is needed.

c. Authorized use

Only staff trained in the deployment and operation of the MCV may operate it. Only members that have a California Class B driver's license with air brake endorsement may drive the vehicle.

d. Lifespan

The MCV has a 30-year lifespan on the chassis and vehicle. Upgrades on technology inside the vehicle will be on an as needed basis.

e. Fiscal Impact

Annual maintenance cost is approximately \$1,500.00

f. Training

The drivers shall receive training in the safe handling of the vehicle on a closed training course. Once the operator has shown competence in vehicle handling, the driver will drive the vehicle throughout the city with an experienced driver.

The driver shall also undergo California Department of Motor Vehicle commercial vehicle testing.

g. Legal and Procedural Rules

Use shall be in accordance with California State law regarding the operation of motor vehicles.

2. **Crisis Negotiation Team (CNT) Vehicle-** A vehicle used as a mobile office that provides shelter, access to the Police Department computer systems, and facilities on extended events.

a. Description, quantity, capabilities, and purchase cost

2007 General Motors 4500 Utilimaster (custom built) vehicle, cost: \$149,654, quantity: 1 The CNT vehicle can be utilized with SWAT/CNT callouts and for community events.

b. Purpose

To be utilized for critical incident callouts and community events.

c. Authorized Use

The CNT vehicle is used by officers and staff who have been properly trained in the safe handling of the vehicle. The driver of the vehicle shall have a valid California driver license.

d. Lifespan

The CNT vehicle has a 30-year lifespan on a chassis and vehicle.

e. Fiscal Impact

Annual maintenance, \$600.

f. Training

Once completing a closed training course, the operator will drive the vehicle throughout the city with an experienced driver.

g. Legal and Procedural Rules

Use shall be in accordance with California State law regarding the operation of motor vehicles.

3. **Unmanned Aircraft System (UAS):** An unmanned aircraft along with the associated equipment necessary to control it remotely.
- a. Description, quantity, capabilities, and purchase cost of current UAS:
- i. DJI MAVIC MINI, cost: \$500 each, quantity: 20. Miniature UAS that weighs approximately 249 grams and can record video and audio with approximately 30 minutes of flight time.
 - ii. DJI MAVIC 2 ENTERPRISE ADVANCED, cost: \$7,500, quantity: 2. UAS that has a color and thermal camera as well as audible speaker and light. Capable of video recording and weighs 909 grams without a payload, approx. 30 minutes of flight time.
 - iii. DJI MAVIC ENTERPRISE, cost: \$3,500, quantity: 1. UAS that has a color and thermal camera as well as audible speaker and light. Capable of video recording and weighs 899 grams without a payload, approx. 30 minutes of flight time.
 - iv. DJI MAVIC PRO, cost: \$1,500, quantity: 1. UAS that weighs approx. 1.5 pounds, 25-minute flight time and a single-color camera with recording capabilities.
 - v. DJI PHANTOM 4, cost: \$1,600, quantity: 1. UAS that weighs approx. 1380 grams, 28-minute flight time and a single-color camera with recording capabilities.
 - vi. DJI MATRICE 300 with HT20 camera, cost: \$25,000 each, quantity: 1. UAS that has 45 minutes of flight time, in all weather, has an IR camera, zoom camera and light. Has video recording capabilities.
 - vii. DJI MATRICE 210 with Z30 camera, cost: 10,500 each, quantity: 1. UAS that has 30 minutes of flight time without a payload, in all weather, has a zoom camera and light. Has video recording capabilities.
 - viii. SKY HERO LOKI 2, cost: 10,500 for a package of 2, quantity: 1. Ruggedized interior tactical UAS that has 16 minutes of flight time. It has a forward facing analog fixed day-night + IR camera allowing it to fly in total darkness. Unable to record video currently.

- ix. SKYDIO 2, cost: \$1,100, quantity: 1. UAS that weighs approx. 775 grams, 27 minutes of flight time. It has a zoom camera and 360-degree accident avoidance. It is unable to fly in darkness.

b. Purpose

To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:

- i. Major collision investigations.
- ii. Searching for missing persons.
- iii. Natural disaster management.
- iv. Crime scene photography.
- v. SWAT, tactical or other public safety and life preservation missions.
- vi. In response to specific requests from local, state, or federal fire authorities for fire response and/or prevention.

c. Authorized Use

Only assigned operators who have completed the required training shall be permitted to operate any UAS during approved missions.

d. Expected Life Span

All UAS equipment, 3-5 years.

e. Fiscal Impact

Annual maintenance and battery replacement cost is approximately \$10,000.

f. Training

All Department UAS operators are required to obtain a PART 107 license. In addition, each operator must attend a basic department training course and participate in ongoing quarterly training.

g. Legal and Procedural Rules

Use is established under FAA Regulations 14 CFR Part 107, COA, FAA waivers, and the City of Clovis UAS policy. It is the policy of Clovis Police Department to

utilize UAS only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal law.

4. **40 MM Launchers and Rounds:** 40MM Launchers are utilized by department personnel as a less lethal tool to launch impact rounds.

- a. Description, quantity, capabilities, and purchase cost:
- i. DEFENSE TECHNOLOGY, 40MM SINGLE SHOT LAUNCHER, #1425, cost: \$1000, quantity: 2. The 40MM Single Launcher is a tactical single shot launcher that features an expandable ROGERS Super Stoc and an adjustable Integrated Front Grip (IFG) with light rail. It will fire standard 40mm less lethal ammunition, up to 4.8 inches in cartridge length. It will launch a 40MM less lethal round up to 131 feet and is only authorized to be used by SWAT personnel.
 - ii. DEFENSE TECHNOLOGY, 40MM TACTICAL 4-SHOT LAUNCHER, #1440, cost: \$1975, quantity: 2. The 40mm Tactical 4-Shot Launcher is low-profile and lightweight, providing multi-shot capability in an easy to carry launcher. It features the Rogers Super Stoc™ expandable gun stock, an adjustable Picatinny mounted front grip, and a unique direct-drive system to advance the magazine cylinder. It will launch a 40MM less lethal round up to 131 feet and is only authorized to be used by SWAT personnel.
 - iii. DEFENSE TECHNOLOGY, 40MM EXACT IMPACT SPONGE, #6325, cost: \$18, quantity: 62. A less lethal 40mm lightweight plastic and foam projectile fired from a single or multi-round purpose built 40mm grenade launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs. of energy on impact. The 40mm Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 131 feet from the target.
 - iv. DEFENSE TECHNOLOGY, SPEDE-HEAT 40MM LONG-RANGE, CS, #6182, cost: \$30, quantity: 34. The SPEDE-HEAT CS Long-Range Munitions delivers one chemical canister of CS agent from a 40 mm launcher down range up to 150 yards. The Spede-Heat is a pyrotechnic round designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 20-40 seconds from a single source. The Spede-Heat family may be used to conceal tactical movement or to route a crowd.

v. DEFENSE TECHNOLOGY, SPEDE-HEAT 40MM LONG-RANGE ROUND, SAF SMOKE, #6183, cost: \$27, quantity: 12. The Spede-Heat Saf-Smoke Long Range Munitions is designed to deliver one chemical canister of Saf-Smoke™ payload down range up to 150 yards. The Spede-Heat is a pyrotechnic round designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 20-40 seconds from a single source. The Spede- Heat 40 mm is designed for outdoor and has a maximum effective range of 150 yards.

b. Purpose:

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use:

- i. Situations for use of the less lethal weapon systems may include, but are not limited to:
- ii. Self-destructive, dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents.
- iii. Circumstances where a tactical advantage can be obtained. Potentially vicious animals.
- iv. Training exercises or approved demonstrations.
- v. By officers who have been trained in their proper use.

d. Lifespan:

- i. Defense Technology #1425- 25 years.
- ii. Defense Technology #1440- 15 years.
- iii. Model 6182 Defense Technology Spede-Heat 40 MM long-range, CS- 5 years.
- iv. Model 6183 Spede-Heat 40mm Long-range Round, Saf Smoke- 5 years.

e. Fiscal Impact:

Annual maintenance is approximately \$50 for each launcher.

f. Training:

Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by POST certified and/or Defense Technology less lethal and chemical agent instructors.

g. Legal and Procedural Rules:

The 40mm launchers are to be used only for official law enforcement purposes and pursuant to State and Federal law, including those regarding the use of force.

5. **Distraction Devices:** A device used to distract dangerous persons.a. Description, quantity, capabilities, and purchase cost:

Defense Technology, 7290-2 FLASH-BANG, cost: \$52, quantity: 39. A non-bursting, non-fragmenting multi-bang device that produces a thunderous bang with an intense bright light. Ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.

b. Purpose:

A distraction device is ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations. To produce atmospheric over-pressure and brilliant white light and, as a result, can cause short-term (6 - 8 seconds) physiological/psychological sensory deprivation to give officers a tactical advantage.

c. Authorized Use:

Diversionary Devices shall only be used:

- i. In hostage and barricaded subject situations.
- ii. In high-risk warrant (search/arrest) services where there may be extreme hazards to officers.
- iii. During other high-risk situations where their use would enhance officer safety.
- iv. During training exercises or approved demonstrations.

v. By officers who have been trained in their proper use.

d. Lifespan:

Until used.

e. Fiscal Impact:

No annual maintenance.

f. Training:

Prior to use, officers must attend divisionary device training that is conducted by Post certified instructors and/or Defense Technology.

g. Legal and Procedural Rules:

Diversion devices are to be used only for official law enforcement purposes and pursuant to State and Federal law, including those regarding the use of force.

6. **Chemical Agent and Smoke Canisters:** Canisters that contain chemical agents that are released when deployed.

a. Description, quantity, capabilities, and purchase cost:

i. DEFENSE TECHNOLOGY, TRIPLE-CHASER SEPARATING CANISTER, CS, #1026, cost: \$47, quantity: 18. The Triple-Chaser CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds an approximately 3.2 oz. of active agent payload. It has an approximate burn time of 20-30 seconds.

ii. DEFENSE TECHNOLOGY, RIOT CONTROL CONTINUOUS DISCHARGE GRENADE, CS, #1082, cost: \$27, quantity: 9. The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high volume continuous burn that expels its payload in approximately 20-40 seconds through four gas ports located on the top of the canister. This grenade can be used to conceal tactical movement or to route a crowd. The

volume of smoke and agent is vast and obtrusive. This launchable grenade is 6.0 in. by 2.35 in. and holds approximately 2.7 oz. of active agent.

- iii. DEFENSE TECHNOLOGY, FLAMELESS EXPULSION CS GRENADE, #2042, cost: \$48, quantity: 8. The CS Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnical grenades, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. This grenade is 7.5 in. by 1.65 in. and delivers approximately .16 oz. of active agent during its 3-second discharge time.
- iv. DEFENSE TECHNOLOGY, MAXIMUM HC SMOKE MILITARY-STYLE CANISTER, #1083, cost: \$38, quantity: 18. The Military-Style Maximum Smoke Grenade comes from the Defense Technology #3 smoke grenade. It is a slow burning, high volume, continuous discharge grenade designed for outdoor use in crowd management situations. Emits grey-white smoke only for approximately 1.5 to 2 minutes.
- v. DEFENSE TECHNOLOGY, POCKET TACTICAL BLUE SMOKE GRENADE, #1017B, cost: \$39, quantity: 3. The Pocket Tactical Blue Smoke Grenade is a small, lightweight device. Though it is slightly over four inches in length, it produces a blue smoke cloud so fast it appears to be an enveloping screen produced by a full size tactical colored smoke grenade. It will burn approximately 20-40 seconds.
- vi. DEFENSE TECHNOLOGY, RIOT CONTROL CONTINUOUS DISCHARGE CS GRENADE, #1080, cost \$41, quantity: 8- The Riot Control OC Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous burn that expels its payload in approximately 20-40 seconds through four gas ports located on the top of the canister. This grenade can be used to conceal tactical movement or to route a crowd. The volume of smoke and agent is vast and obtrusive. This launchable grenade is 6.0 in. by 2.35 in. and holds approximately 0.88 oz. of active agent.
- vii. DEFENSE TECHNOLOGY, OC VAPOR AEROSOL GRENADE, #1056, cost: \$49, quantity: 12. The Defense Technology OC Vapor Aerosol Grenade is for law enforcement and corrections use to deliver a high concentration of Oleoresin Capsicum (OC) in a powerful mist. The grenade is designed for indoor use in confined areas and once deployed, inflames the mucous membranes and exposed skin resulting in an intense burning sensation. The incapacitating effect of the OC Vapor on the subject is dramatic with minimal decontamination needed. Removing the subject from the affected area to fresh air will resolve respiratory effects within minutes. The OC Vapor Aerosol Grenade is ideal for cell extractions or barricade situations

where the use of pyrotechnic, powder or liquid devices is not practical or desired.

- viii. DEFENSE 1.3% MK-46V STREAM OC AEROSOL #43046, cost: \$495, quantity: 1. The MK-46 features a trigger handle, is intended for use in crowd management and will deliver 26 short bursts of OC at an effective range of 25-30 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method providing a target-specific, strong concentrated stream for greater standoff.
- ix. DEFENSE TECHNOLOGY, SPEDE-HEAT CS, #1072, cost: \$40, quantity: 72. The Spede-Heat CS Grenade is a high volume, continuous burn it expels its payload in approximately 20-40 seconds. The payload is discharged through four gas ports on top of the canister, three on the side and one on the bottom. This launchable grenade is 6.12 in. by 2.62 in. and holds approximately 2.9 oz. of active agent. It is delivered in a burn safe for safety.
- x. DEFENSE TECHNOLOGY, SPEDE-HEAT POCKET TACTICAL CS, # 1072 cost: \$30, quantity: 62. Pocket Tactical Grenade, CS. The Pocket Tactical CS Grenade is a quick burning, reduced volume, continuous discharge grenade. Pelletized chemical agent is discharged through one (1) gas port located on the bottom of the canister. The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of chemical agent. The 0.9 oz. of active agent will burn approximately 20-40 seconds. It is delivered in a tomahawk burn safe for safety.
- xi. DEFENSE TECHNOLOGY, RUBBER BALL STINGERS CS, cost \$ 30, quantity: 13: The Stinger Grenade is most widely used as a crowd management tool by Law Enforcement and Corrections. The Stinger Grenade has an initial 1.5 second delay that initiates fuze assembly separation, followed by another .5 second delay before the blast which is sufficient to project the rubber balls and chemical agent in a 50-foot radius.
- xii. DEFENSE TECHNOLOGY, STINGERS OC, cost \$ 30, quantity: 8: The Stinger OC Grenade is a maximum effect device that delivers four stimuli for psychological and physiological effects: rubber pellets, light, sound, and OC. The Stinger Grenade is most widely used as a crowd management tool by Law Enforcement and Corrections. The Stinger Grenade has an initial 1.5 second delay that initiates fuze assembly separation, followed by another .5 second delay before the blast which is sufficient to project the rubber balls and chemical agent in a 50-foot radius.

b. Purpose:

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situations for use of the less lethal weapon systems may include, but are not limited to:

Self-destructive, dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents.

Circumstances where a tactical advantage can be obtained. Potentially vicious animals.

c. Authorized Use:

Only officers who have been trained in proper use in the use of chemical agents are authorized to use chemical agents.

d. Lifespan:

5 years from manufacturing date.

e. Fiscal Impact:

No annual maintenance.

f. Training:

Sworn members utilizing chemical agent canisters are certified by POST and/or Defense Technology less lethal and chemical agent instructors.

g. Legal and Procedural Rules:

Chemical agents will only be used for official law enforcement purposes and pursuant to State and Federal law.

7. **Armored Vehicles: Wheeled armored personnel vehicle utilized for law enforcement purposes.**

a. Description, quantity, capabilities, and purchase cost

- i. MRAP, cost: \$0, quantity: 1. The MRAP is a United States Army specialized armored vehicle manufactured of common commercial and military parts. It seats 10-12 personnel with open floor plan that allows for rescue of down personnel. It stops various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor.

- ii. Lenco Bearcat, G3, cost: \$431,133.42, quantity 1. The Lenco Bearcat, G3, is an armored vehicle that seats 10-12 personnel with open floor plan that allows for rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of a shield and personal body armor.

b. Purpose

To be used in response to critical incidents to enhance officer and community safety, improve scene containment and stabilization, and assist in resolving critical incidents.

c. Authorized Use

The use of armored vehicles shall only be authorized by a watch commander or SWAT commander, based on the specific circumstances of a given critical incident. Armored vehicles shall be used only by officers trained in their deployment and in a manner consistent with Department policy and training.

d. Lifespan

Estimated 15-25 years.

e. Fiscal Impact

Annual maintenance of approximately \$5,000.

f. Training

All drivers/operators shall attend formalized instruction and be trained in vehicle operations and practical driving. MRAP drivers are required to possess a valid Class B California driver license. The Bearcat may be driven by any Clovis Police Officer trained in the operation of the Bearcat.

g. Legal and Procedural Rules

The department will only use the MRAP and Bearcat for official law enforcement purposes, and pursuant to State and Federal law.

8. **Explosive Breaching Tools:** Tools that are used to conduct an explosive breach.

a. Description, quantity, capabilities, and purchase cost

- i. Detonating Cord, cost: \$1 per foot, quantity: 90 feet. The detonating

cord is a thin, flexible plastic tube usually filled with pentaerythritol tetranitrate (PETN, pentrite). With the PETN exploding at a rate of approximately 6400 m/s, any common length of detonation cord appears to explode instantaneously. It is a high-speed fuse which explodes, rather than burns, and is suitable for detonating high explosives. Detonating cord is the primary explosive used to defeat doors, walls, windows, and other barricades for SWAT Operators to safely make entry into a specific location, or create distraction, with no risk to the person inside of the room being breached.

- ii. Blasting Cap, cost: \$12, quantity: 9. A blasting cap is a small sensitive primary explosive device generally used to detonate a larger, more powerful, and less sensitive secondary explosive such as TNT, dynamite, or plastic explosive. Blasting caps come in a variety of types, including non-electric caps, electric caps, and fuse caps.
- iii. Nonel, cost: \$429.00 per case, Quantity: 10 total. Nonel is a zero-delay shock tube that contains a reactive explosive compound that provides a safe distance from the explosive initiator to the explosive charge that is placed on the target that is going to be breached.
- iv. Remington 870 Express Breaching Shotgun, cost: \$500, quantity: 2. This weapon allows for breachers to safely utilize shotgun breaching rounds to destroy deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the gun into the correct position and vents gases to prevent overpressure. This weapon can also defeat windows and sliding glass doors with a flash bang round. A less lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot at a velocity of 270-290 feet per second (FPS).
- v. Royal Arms Tesar-2 Back Cap 425 Grain Copper Frangible Breaching Round, cost: \$5 per round, quantity: 50. The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.
- vi. Royal Arms Tesar-4 Yellow Cap 750 Grain Copper Frangible Breaching Round, cost: \$5 per round, quantity: 45. The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.

- vii. Royal Arms HP C, cost: \$6 per round, quantity: 20. The round is fired from a breaching shotgun and is used to cut rebar, penetrate security glass, car doors, and can penetrate engine blocks.
- viii. Royal Arms FTR-P1 12 Gauge Frangible Polyshot Training Rounds 48, cost: \$2.50 per round, quantity 48. The round is fired from a breaching shotgun and used as a training tool to show how to effectively use and deploy a breaching shotgun.

b. Purpose

To safely force entry into a structure.

c. Authorized Use

Explosive breaching may only occur after authorization by the Incident Commander or SWAT Commander in the field, and during training exercises.

d. Lifespan

Breaching Shotgun- 25 years, Blasting Caps- 10 years, Detonating cord- 10 years,

Royal Arms Tesar-2 black cap 425 grain copper breaching round- 5 years,

Tesar-4 yellow cap 750 grain copper frangible breaching round- 5 years, Royal Arms HP cutter 12-gauge hollow point rebar cutter breaching round- 5 years

e. Fiscal Impact

Annual maintenance is approximately \$500.

f. Training

All officers who use explosive breaching tools shall attend 40 hours of explosive breaching instruction and must additionally receive quarterly training for explosive operations.

g. Legal and Procedural Rules

Breaching tools will only be used for official law enforcement purposes, and pursuant to State and Federal law.

9. **Less Lethal Shotgun:** Less Lethal Shotguns are used to deploy the less lethal 12-gauge Defense Technology Beanbag Round.

a. Description, quantity, capabilities, and purchase cost

- i. REMINGTON 870 LESS LETHAL SHOTGUN, cost: \$946, quantity: 19. The Remington 870 Less Lethal Shotgun is used to deploy the less lethal 12-gauge Defense Technology Beanbag Round up to 75 feet. The range of the weapon system helps to maintain space between officers and a suspect reducing the immediacy of the threat which is a principle of De-escalation.
- ii. DEFENSE TECHNOLOGY DRAG STABILIZED 12 GAUGE BEAN BAG ROUND: cost: \$5, quantity: 500. A less lethal 2.4 -inch translucent 12-gauge shotgun round in a tear shaped bag filled with 40 grams of lead shot at a velocity of 270 feet per second (FPS). Bean bag rounds are discharged from a dedicated 12-gauge shotgun that is distinguishable by an orange butt stock and fore grip. This design utilizes four stabilizing tails and utilizes smokeless powder as a propellant. This round provides accurate and effective performance when fired from the approved distance of not fewer than five (5) feet. The maximum effective range of this munition is up to 75 feet from the target. The Bean Bag round is very accurate. However, effectiveness depends on many variables, such as distance, clothing, stature, and the point where the projectile impacts.

b. Purpose

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use

Only Officers who have been instructed on and demonstrated proficient use of this force option are allowed to deploy and utilize it.

Situations for use of the less lethal weapon systems may include, but are not limited to:

- i. Self-destructive, dangerous and/or combative individuals.
- ii. Riot/crowd control and civil unrest incidents.
- iii. Circumstances where a tactical advantage can be obtained.
- iv. Potentially vicious animals.

v. Training exercises or approved demonstrations.

d. Lifespan

Remington 870 Less-lethal shotgun- 25 years, Defense Technology Bean Bag rounds- No expiration.

e. Fiscal Impact

Annual maintenance is approximately \$5.00 per shotgun.

f. Training

All officers are trained in the use of the 12 gauge less lethal shotgun as a less lethal option through in-service training.

g. Legal and Procedural Rules

Less lethal shotguns are to be used only for official law enforcement purposes, and pursuant to State and Federal law.

10. **Robot:** A remotely controlled, unmanned machine that operates on the ground, which is utilized to enhance the safety of the community and officers.

a. Description, quantity, capabilities, and purchase cost

ICOR Caliber T5, Cost: \$120,000, Quantity: 1, Capabilities: It is a compact, two-man portable system that shares the same core design of a large robot. Able to climb stairs and provide disruption capabilities. The T5 is best suited to assist EOD and SWAT teams in inspecting and retrieving of suspicious devices from narrow passages of buses, trains, and places. It's turreted claw/disruptor arm integrates the remote handling capabilities of a disruptor. Able to lift to 45 pounds with arm retracted and 18 pounds with arm extended. Capable of dragging 200+ pounds.

b. Purpose

To be used to remotely obtain visual and audio intelligence, remotely bring any medium weight items to a safe location, disrupt suspicious packages, X-ray,

search buildings/indoor or outdoor areas, provide phones or other items to people during Crisis Negotiations.

c. Authorized Use

Only approved operators who have completed the required training are authorized to use this equipment. These personnel are restricted to EOD team members only and the use is authorized by the Bomb Squad Commander and requested by the Incident Commander incidents.

d. Expected Lifespan

8-10 Years

e. Fiscal Impact

Maintenance and battery replacement at about \$1,200 annually.

f. Training

Only EOD team members who have attended HDS six-week certification course or who have completed other necessary training as approved by the Bomb Commander.

g. Legal and Procedural Rules

The robot is to be used only for official law enforcement purposes, and in a manner that respects the privacy of our community, pursuant to State and Federal law.

I. Maintenance of Military Use Supply Levels

When stocks of military equipment such as less lethal rounds, gas canisters, UAS batteries, etc. have reached significantly low levels or have been exhausted, the Department may order an amount sufficient to replenish the supply up to the above listed amounts without city council approval to maintain essential availability for the Department's needs. Clovis Police Department may also acquire additional stock of items listed here from other law enforcement agencies or CalOES in the event of an emergency when approved by the Chief of Police or designee.



Order Quotation

AGENDA ITEM NO. 23.

Ultimate Training Munitions
 55 Readington Road
 North Branch, NJ 08876
 Phone: (908)725-9000
 Fax: (908)725-0457

Quote#: 15248

Quote Date: 2023-06-01

Customer		Service to		
CLOVIS POLICE DEPARTMENT (CA)		CLOVIS POLICE DEPARTMENT (CA) 1233 FIFTH STREET CLOVIS, CA, 93612, US		
Contact	Phone Number	Email	Account#	
HUTCHISON, CHRIS	559-324-3463	christopherh@cityofclovis.com	30518	
Quote Name	Quote Expiration Date	ARO Days	Terms	
8783	2023-07-01		30 NET	
Entered By	Sales Rep.	Currency	Freight Terms	
KCAMORLINGA	House account	USD	FCA TX	

Note:

Line	UTM PART# / Description / Note	Quantity	UOM	Unit Price	Total Net	Sales Tax	FET
1	01-3090 9MM BBR ESTIMATED 120 DAYS LEAD TIME	1000	Ea	0.57000	570.00000	45.46000	0.00000
2	01-3089 9MM SBR ESTIMATED 120 DAYS LEAD TIME	2000	Ea	0.49000	980.00000	78.16000	0.00000
3	01-0856 5.56MM SBR ESTIMATED 120 DAYS LEAD TIME	900	Ea	0.75000	675.00000	53.83000	0.00000

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.
 GSA pricing available on contract items: Contract # 47QSWA19D00AS



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Contact	Phone Number	Email	Account#	
HUTCHISON, CHRIS	559-324-3463	christopherh@cityofclovis.com	30518	
Quote Name	Quote Expiration Date	ARO Days	Terms	
8783	2023-07-01		30 NET	
Entered By	Sales Rep.	Currency	Freight Terms	
KCAMORLINGA	House account	USD	FCA TX	

Note:

Line	UTM PART# / Description / Note	Quantity	UOM	Unit Price	Total Net	Sales Tax	FET
4	01-0815 5.56MM RVR RED ESTIMATED 120 DAYS LEAD TIME	900	Ea	0.92000	828.00000	66.03000	91.08000
5	01-0976 9MM MMR RED ESTIMATED 120 DAYS LEAD TIME	1000	Ea	0.63000	630.00000	50.24000	69.30000
6	01-4145 GLOCK 19 / 45 GEN 5 BLANK BARREL ONLY* ESTIMATED 120 DAYS LEAD TIME	10	Ea	246.00000	2,460.00000	196.19000	0.00000

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Contact	Phone Number	Email	Account#
HUTCHISON, CHRIS	559-324-3463	christopherh@cityofclovis.com	30518
Quote Name	Quote Expiration Date	ARO Days	Terms
8783	2023-07-01		30 NET
Entered By	Sales Rep.	Currency	Freight Terms
KCAMORLINGA	House account	USD	FCA TX

Note:

Line	UTM PART# / Description / Note	Quantity	UOM	Unit Price	Total Net	Sales Tax	FET
7	01-2047 UNIVERSAL INSERTION TOOL ESTIMATED 120 DAYS LEAD TIME	2	Ea	38.00000	76.00000	6.06000	0.00000
8	FREIGHT CHARGE FREIGHT CHARGES ADDED UPS GROUND	1	Ea	284.61000	284.61000	0.00000	0.00000

For your convenience we also accept all major Credit Cards.
 A 3% convenience charge will be added to the payment.

Total w/o Sales Tax or FET:	6,503.61
Sales Tax Total:	495.97
FET Total:	160.38
Quotation Total:	7,159.96

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 GSA pricing available on contract items: Contract # 47QSWA19D00AS

UTM - GENERAL TERMS AND CONDITIONS

The following terms and conditions are those under which **Ultimate Training Munitions, Inc.** (hereinafter referred to as "Seller") shall quote for sale, or shall sell, non-lethal training ammunition and related conversion kits, along with related accessories and personal protective equipment (hereinafter collectively referred to as the "Products") to any person or entity (hereinafter referred to as "Buyer") offering to purchase or purchasing the Products. These terms and conditions supersede any contained in any prior proposals, negotiations and representations made by Seller, if any.

1. **PRICES.** Written Price quotations expire thirty (30) calendar days from the date on which they are issued and are subject to cancellation by the Seller within that period on notice to the Buyer.

All Prices quoted for the Products are subject to change without notice. On orders calling for future delivery, Seller reserves the right to invoice the Buyer for the Products purchased at the Prices for those Products that are in effect at the time of shipment of those Products.

Prices on the Products are exclusive of all city, state, and federal excise taxes including, without limitation, taxes on manufacture, sales, receipts, gross income, occupation, use and similar taxes. Wherever assessed in connection with the Buyer's purchase or use of the

Products, the amount of any tax or taxes on the Products will be added to the invoice as a separate charge or charges to be paid by the Buyer. In order to eliminate the need for Seller to collect any such taxes, the Buyer agrees to provide Seller with a tax exemption certificate issued by the relevant taxing authorities.

2. **TERMS OF PAYMENT.** Unless otherwise agreed, payment for all Products will be Payment in Advance. If in Seller's sole opinion the financial condition of the Buyer at any time does not justify continuance of production or shipment on the terms of payment specified, Seller may require full or partial payment in advance. Buyer shall have no right to withhold or to set off against any payments to Seller to compensate for any claims Buyer allegedly has against Seller.

Interest at the rate of one and one-half percent (1½%) per month, but not in excess of any applicable lawful maximum amount, may be assessed on, and added to, all invoices issued to Buyer that are considered overdue. All costs of collection, including reasonable attorney's fees, expended by Seller in connection with any outstanding amounts owed by Buyer shall be added to the unpaid balance of Buyer's account with Seller.

3. **ORDERING:** Complete model number and product description should be given for each Product ordered. To avoid possible errors and delays, orders initially entered by telephone should be confirmed by a follow-up written purchase order. All change or add orders must be received within two (2) working days of original order date.
4. **ORDER ACKNOWLEDGEMENT AND ACCEPTANCE:** Seller will acknowledge each purchase order with a Promise Ship Date based on availability at the time the order is placed. Buyer agrees to update their purchase order with the acknowledged Promise Ship Date. Seller will consider the order accepted after twenty-four (24) hours from acknowledgement unless changes are communicated by the Buyer. Once accepted, all orders become non-cancelable, and the Products non-returnable, at Seller's sole discretion.

5. **RISK OF LOSS.** Buyer assumes responsibility for all risk of loss and damage to the goods when Seller places the Products at the disposal of Buyer, or when Seller places the goods with a common carrier at Seller's place of business in Brownsville, Texas, or at such other location as Seller may designate. Identification of the goods to the contract shall occur as each shipment is placed in the hands of the carrier. All shipments are insured at the purchaser's expense.

6. **DELIVERY.** Unless freight is paid directly by the Buyer, the Buyer will be invoiced FCA Seller's warehouse or distribution location to point specified on the purchase order. When direct airfreight shipments are requested, freight will be invoiced FCA Seller's point of origin to delivery point specified on the purchase order. Buyer will be invoiced for freight on original invoice forwarded when goods are shipped. Shipments made within fifteen days after specified scheduled ship date shall constitute good delivery. Unless an order is marked "Complete Shipment Only", and unless otherwise agreed in writing at the time an order is placed, Seller reserves the right to make partial shipments to Seller independently of the remaining portion of the order, and to submit invoices for partial shipments in accordance with these terms and conditions.

Stated delivery dates are non-binding estimates only unless specifically stated in writing by the Seller to be binding. In no event shall the contract of sale be subject to cancellation by the Buyer as a result of delays in delivery or for any other cause, except by mutual written agreement of the parties. In no event shall Seller be obligated to purchase goods from others in order to enable it to supply Products to Buyer.

Seller shall not be liable for unavoidable delays in delivery caused indirectly or directly or in any manner by floods, accidents, riots, acts of God, war, government interference, embargoes, strikes, labor difficulties, shortage of labor, fuel, power, materials or supplies, transportation delays or any other cause or causes (whether or not similar in nature to any of the specified herein) either beyond Seller's control or which it cannot remedy without great economic hardship. Seller shall have the right, in the event of the happening of any of the above contingencies, at its option, to cancel this contract, or any part thereof, without any resulting liability.

If completion or delivery of the Products is delayed due to the fault of the Buyer, Buyer shall be charged for storage of the Products. Seller shall be entitled to dispose of the Products if Buyer delays delivery of the Products beyond a reasonable period of time. Any delivery not in dispute shall be paid for regardless of other controversies relating to other delivered or undelivered merchandise. If Buyer proves that Seller has failed to comply with a binding delivery date through its own fault, Buyer shall be entitled to actual damages suffered by it because of the late delivery. However, such damages shall not exceed five percent (5%) of the value of the Products delivered late.

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.

GSA pricing available on contract items: Contract # 47QSWA19D00AS

7. ACCEPTANCE OF ORDERS. All orders are subject to acceptance and approval at Seller's office in North Branch, New Jersey.
8. WARRANTY. Seller warrants the Products to be free from defects in material and workmanship under normal use and service for a period of six (6) months from the date of shipment. If the Products should fail to conform to this Agreement or to any warranty outlined herein, Buyer's remedies shall be limited to the repair or replacement, at Seller's option, of the nonconforming Products or parts thereof.
Seller makes no representations or warranties except such as are expressly contained herein.
Buyer shall return any defective Products or parts, freight prepaid, to the Seller's service facilities in the continental United States. Buyer shall bear all costs of labor and installation pertaining to any such defective Products or parts. No Products or parts may be returned without Seller's prior written approval. Any defective Products or parts that have been replaced by Seller shall become Seller's property.
THE FOREGOING WARRANTIES ARE EXCLUSIVE AND SELLER DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, WRITTEN OR ORAL, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THE REMEDIES PROVIDED IN THIS PARAGRAPH SHALL BE THE SOLE AND EXCLUSIVE REMEDIES OF BUYER, OF SUBSEQUENT BUYERS, AND OF ANY OTHER PERSON, WITH RESPECT TO THE BREACH OF SUCH WARRANTIES.
9. EXCLUSION OF CERTAIN CLAIMS
IN NO EVENT SHALL SELLER BE LIABLE UNDER THIS AGREEMENT, OR WITH RESPECT TO THE PRODUCTS OR THEIR USE, FOR ANY INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS, WHETHER CLAIMED ON THE BASIS OF BREACH OF CONTRACT OR WARRANTY, TORT (INCLUDING STRICT LIABILITY) OR ANY OTHER LEGAL THEORY, EVEN IF SELLER IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
10. INSPECTION. Buyer shall, within ten (10) days after delivery of the Products to the Buyer, notify Seller of any claim or objection that would be reasonably discoverable upon inspection of the Products. All claims for breakage, damage and non-delivery should be made to the transportation company handling shipment. Seller will offer its reasonable assistance in presenting any such claims. The retention of the Products by Buyer beyond that time period, or the use of the Products by the Buyer for any purpose whatsoever shall, in either instance, constitute an unconditional acceptance of the Products by Buyer with respect to any such defects, and no claim or liability in this respect shall thereafter survive or be enforceable against Seller.
11. CHANGES AND CANCELLATION. Orders accepted by Seller are not subject to change, cancellation or suspension, except with Seller's written consent, and upon terms that will indemnify Seller against loss.
12. SHORTAGES AND RETURNS. All claims for shortages must be made by Buyer to Seller within ten (10) days after receipt of shipment by Buyer. Seller must obtain prior written authorization from Seller's home office before any Products are returned. Seller reserves the right to refuse shipments of Products from Buyer that returned without authorization, and to return any such shipments to Buyer on a collect basis. Products that are returned by Buyer to Seller may be subject to a restocking fee.
13. AGREEMENT. The terms and conditions herein shall supersede any provisions, terms, and conditions contained on any Purchase Order, confirmation, or any other writing Buyer may give or receive, and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof. Seller hereby objects to and rejects any and all additional or different terms proposed by Buyer, no matter where contained.
If this quotation is accepted and Buyer's order form is used for that purpose, it is expressly understood and agreed between the parties hereto that the terms and conditions herein set forth shall prevail insofar as the same may in any way conflict with the terms and conditions set forth in such order form, and the issuance of such order by Buyer shall be deemed to note Buyer's assent to the foregoing.
In the event that this document is deemed to be an offer, acceptance is expressly conditioned on Buyer's assent to all terms hereof, including those which are additional to or different from the terms contained in any terms and conditions of Buyer. Acceptance of the Products sold hereunder shall constitute assent to these conditions. If these terms and conditions are not assented to, Buyer must notify Seller at once, but in any event, within five (5) days after receipt hereof.
14. MODIFICATION. No sales representative, agent or employee of Seller is authorized to alter, vary or waive any of the terms and conditions herein, and no terms or conditions other than those stated herein, and no agreement or understanding, oral or written, purporting to modify those terms and conditions, shall be binding on Seller unless hereafter made in writing and signed by an officer of Seller.
15. SEVERABILITY. If, for any reason, any of the terms or provisions of this Agreement are or hereafter become void, the other terms or provisions shall remain in force and effect.
16. NO WAIVER. The failure or omission of Seller to insist, in any instance, upon strict performance by Buyer of any terms or condition of this Agreement, or to exercise any of Seller's rights hereunder, shall not be deemed to be a modification of any terms hereof or a waiver or relinquishment of the future performance of any such terms or condition by Seller, nor shall such failure or omission constitute a waiver of the right of Seller to insist upon future performance by Buyer of any such term or condition.
17. APPLICABLE LAW. This quotation and the acceptance of it shall be governed by and construed in accordance with the laws of the State of Delaware. Exclusive jurisdiction over this Agreement, or otherwise relating to the commercial relationships of the parties, shall be vested in the federal or state courts located in the State of Delaware and, for this purpose, the parties hereby submit to the personal jurisdiction of such court(s)

Customer will not sell or ship any Products purchased from Ultimate Training Munitions, Inc. outside of the contiguous United States, Alaska and Hawaii unless Customer has the appropriate authorization and complies with all applicable laws, rules and regulations including but not limited to a) International Traffic in Arms Regulations (ITAR) and b) for Products that originate in United Kingdom, an authorization from UK Department of International Trade which among other things require a completed End User Certificate (EUC) per <https://www.gov.uk/government/publications/end-user-undertaking-euu-form>.

GSA pricing available on contract items: Contract # 47QSWA19D00AS



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 19, 2023

SUBJECT: Public Utilities – Approval – Res. 23-____, Authorizing the Submittal of a Voucher Application Under the San Joaquin Valley Air Pollution Control District (SJVAPCD) Zero-Emission Landscaping Equipment Voucher Program and Authorizing the City Manager to be the Contract Authority. **(Councilmember Drew Bessinger has a conflict of interest on this item.)**

ATTACHMENTS: 1. Resolution

CONFLICT OF INTEREST

Councilmember Drew Bessinger is on the board of the San Joaquin Valley Air Pollution Control District therefore he has a conflict of interest on this item.

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution authorizing the submittal of a voucher application under the San Joaquin Valley Air Pollution Control District (SJVAPCD) Zero-Emission Landscaping Equipment Voucher Program and authorizing the City Manager to be the contract authority.

EXECUTIVE SUMMARY

The San Joaquin Valley Air Pollution Control District currently is operating the Zero-Emission Landscaping Equipment Voucher Program. The purpose of the program is to provide incentives for the replacement of existing gas-powered equipment with the purchase of new battery-powered electric commercial landscaping equipment, which will provide a direct benefit to Valley residents. Under the program, the City is eligible to purchase a commercial battery-powered electric ride-on mower at 70% of the purchase price or up to \$15,000 per mower. The program terms require that the City provide a resolution from the City Council, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.

In accordance with the City Purchasing Manual and Procedures, the City obtained three price quotes for battery-powered electric mowers, and Baker Supplies and Repairs provided the lowest responsible quote for a GreenWorks mower. The GreenWorks battery-powered electric ride-on commercial mower will be purchased for the Public Utilities Parks Division. The total cost is \$29,362.49, of which \$15,000 would be eligible for grant funding, leaving a balance of \$14,362.49 that will be paid out of the Parks Division's equipment renewal account.

BACKGROUND

Under the program criteria, an eligible public agency providing commercial-scale landscape maintenance in-house may purchase new battery-powered electric landscaping equipment using this voucher program. The agency must dispose of the existing gas or diesel-powered equipment being replaced on a one-to-one replacement ratio (i.e., one old gas or diesel-powered ride-on mower for one new battery-powered electric ride-on mower) and the agency must be located within the geographical area of the San Joaquin Air basin.

FISCAL IMPACT

Obtaining a voucher under this program greatly reduces the cost of acquiring the battery-powered electric ride-on mowers. The total cost of one electric mower is \$29,362.49. Applying the voucher funding available will reduce the total amount being paid by the City to \$14,362.49. The Public Utilities Parks Division renewal budget has funds available in the fiscal year 22-23 budget.

REASON FOR RECOMMENDATION

Approving a resolution and designating the City Manager as the contract authority will allow staff to submit a voucher application for grant funding. Obtaining a voucher under this program will allow the City to purchase a needed replacement mower with a battery-powered electric ride-on mower at a reduced cost.

ACTIONS FOLLOWING APPROVAL

Staff will complete and submit a Zero Emission Landscape Equipment Voucher application, including the City Resolution. Once SJVAPCD approves the application, the City will proceed with the purchase of the electric mower and the destruction of the existing mower being replaced. After the purchase of the electric mower, the City will submit a claim for reimbursement to SJVAPCD.

Prepared by: Jim Stringfield, Fleet Manager

Reviewed by: City Manager *AA*

RESOLUTION 23-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AND AUTHORIZING TO MAKE APPLICATION FOR AND TO SIGN
CERTAIN ASSURANCES WITH RESPECT TO APPLICATIONS FOR LOCAL, STATE,
AND FEDERAL PROGRAMS, PROJECTS, OR GRANTS**

WHEREAS, Several Local, State, and Federal programs allow public and non-profit transportation providers to apply for administration, capital, and operation assistance programs or grants; and

WHEREAS, the San Joaquin Valley Air Pollution District has a Zero-Emission Landscaping Equipment Voucher Program with the objective of funding the purchase of electric landscaping equipment which will provide a direct benefit to Valley residents; and

WHEREAS, the City of Clovis City Council must authorize someone by resolution as the “Authorized Individual” to make application for and to administer the Zero-Emission Landscaping Equipment Voucher Program.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis hereby authorizes the City Manager, or his designee, to make application for, to sign required assurances, and to administer the Zero-Emission Landscaping Equipment Voucher Program with respect to applications for Local, State, and Federal programs, projects, or grants.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 19, 2023, by the following vote, to wit.

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

- DATED:

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 19, 2023

SUBJECT: Public Utilities – Approval – First Amendment to Large Container Service Agreement with Industrial Waste and Salvage (IWS).

ATTACHMENTS: 1. First Amendment to Agreement
2. 2021 Agreement

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve an amendment of a 4% increase to the service agreement for large container hauling services provided by Industrial Waste and Salvage (IWS) within the City of Clovis.

EXECUTIVE SUMMARY

Industrial Waste and Salvage (IWS) has an agreement with the City of Clovis for large container hauling services. The agreement was awarded in 2021 and the parties are currently halfway through the 3-year term. IWS has requested an increase in the contract rates due to the unanticipated rising inflation and costs of providing the services. The applicable Consumer Price Index (CPI) increase from March 2022 to March 2023 was 7.4%. As a comparison, Republic Services – which provides commercial and residential recycling and organics disposal services for the City – is receiving a 4% CPI increase this year based on their contractual agreement with the City. Staff is recommending a comparable 4% increase on a one-time basis for the remaining term of the IWS agreement, which will expire December of 2024. This will be the only increase recommended by staff for the term of the contract.

BACKGROUND

Certain businesses elect to utilize large refuse containers – including roll-off boxes, compactor boxes, and front-loading bins – due to the volume of waste that they produce. The City does not have the equipment or resources to manage these large containers. The City must therefore contract with an outside vendor to provide these services.

The City contracts for these services rather than allowing businesses to contract directly with the hauler to ensure that as much of the waste as possible is recycled and diverted away from the landfill and that the City can account for such diversion to help meet State waste diversion requirements. IWS has their own recycling facility – Cedar Avenue Recycling and Transfer Station (CARTS) – and contributes to the City’s waste diversion goal. IWS sorts the waste collected through this contract and reports diverted waste to the City. The actual waste diversion rate varies from month to month; over the last few years, it has ranged between 23% and 32%.

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

This cost increase is a result of recent inflation and increased costs for IWS to provide the service, including fuel price increases. Staff is recommending a 4% increase to be comparable with recent increases in other Solid Waste services.

FISCAL IMPACT

The amendment will result in a 4% increase in costs to City customers that use large container services. The City invoices and collects payment for the service on behalf of IWS and charges IWS a 10% administration fee to handle this special service. There should be minimal impact to the Solid Waste operational budget as this is a pass-through service and the City administration portion merely covers City staff cost related to processing the large container refuse service.

REASON FOR RECOMMENDATION

The Large Container Contract is competitively procured every 3-6 years. Staff believes IWS’ proposed 4% rate increase is reasonable and appropriate. The amendment to the agreement with IWS will provide a rate adjustment in line with other Solid Waste service increases.

ACTIONS FOLLOWING APPROVAL

The City Manager will execute the amendment with IWS and the 4% rate adjustment will take effect on August 1, 2023. Following Council’s approval, staff will notify customers by letter of the 4% rate adjustment.

Prepared by: Glenn Eastes, Assistant Public Utilities Director

Approved by: City Manager *AH*

**FIRST AMENDMENT TO
LARGE CONTAINER SERVICE AGREEMENT**

This First Amendment to Large Container Service Agreement (“First Amendment”) is entered into effective on June ____ 2023, by and between the City of Clovis, a California municipal corporation (“City”) and Caglia Environmental DBA Industrial Waste and Salvage (“IWS”) pursuant to the following recitals:

RECITALS:

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

WHEREAS, Contractor has been diligently undertaking its responsibilities as identified in the Agreement since that time; and

WHEREAS, significant cost increases since the date of the Agreement have increased the costs of providing the services, and Contractor has requested an increase in the compensation under the Agreement, and City is willing to approve such an increase.

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

AGREEMENT:

1. Recitals. The Recitals stated above are true and correct and are a substantive part of this First Amendment.

2. Increase in Compensation. The compensation City shall pay Contractor pursuant to the Agreement shall be increased Four percent (4.0%) beginning August 1, 2023, and Exhibit “A” to the Agreement is hereby amended and replaced with Exhibit “A” attached to this First Amendment. The ten percent (10.0%) administration fee and AB 939 disposal fee shall be paid by Contractor to City based on the new fee schedule attached hereto as Exhibit “A.”

3. All Other Terms Remain in Effect. Except as expressly set forth herein, all other terms of the Agreement shall remain unchanged and in full force and effect, including all capitalized terms defined in the Agreement unless otherwise defined in this First Amendment, and the Agreement shall be interpreted so as to give full force and effect to this First Amendment.

IN WITNESS WHEREOF, the City and Contractor have signed this First Amendment effective on the date set forth above.

CITY:
City of Clovis, a California Municipal
Corporation

CONTRACTOR:
Industrial Waste and Salvage, Inc.

By _____
John Holt, City Manager

_____, President

J:\WDOCS\00609\001\AGT\01044823.DOC

Exhibit A

IWS Rates 8/1/23

Includes 10% Admin Fee

Front Loaders

4-yd

# of bins	1x Week	2x Week	3x Week	4x Week	5x Week	6x Week
1	151.43	295.93	447.37	598.8	750.13	901.67
2	297.87	581.87	879.74	1177.6	1475.48	1773.35
3	444.37	867.94	1312.31	1756.68	2201.07	2645.44
4	590.84	1160.88	1751.72	2342.57	2933.41	3524.26
5	737.32	1446.88	2184.2	2921.52	3658.83	4396.14

6-yd

# of bins	1x Week	2x Week	3x Week	4x Week	5x Week	6x Week
1	227.15	445.64	672.79	899.94	1,127.09	1,354.25
2	449.34	881.35	1,330.69	1,780.03	2,229.36	2,678.71
3	671.53	1,317.07	1,988.58	2,660.11	3,331.64	4,003.17
4	859.08	1,683.51	2,542.59	3,401.67	4,260.76	5,119.84
5	1,115.90	2,188.48	3,304.38	4,420.29	5,536.19	6,652.09

3yd Specialty Compactor

# of bins	1x Week	2x Week	3x Week	4x Week	5x Week	6x Week
1	265.57	531.14	796.71	1,062.28	1,327.85	1,593.42
2	531.14	1,062.28	1,593.42	2,124.55	2,655.70	3,186.84
3	796.71	1,593.42	2,390.13	3,186.84	3,983.54	4,780.26

Compactors

Delivery Fee	288.60
Pull Charge	288.60
Tonnage Charge	57.72
Turn Around Fee	34.07

Drop Boxes

Delivery Fee	288.60
Pull Charge	288.60
Tonnage Charge	57.72

Minimum rental charge
w/ 1 ton or less
634.92

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Insurance Requirements For Contractors

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

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

B. Minimum Scope of Insurance

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

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

C. Minimum Limits of Insurance

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

1. General Liability: \$5,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

D. Deductibles and Self-Insured Retentions

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

E. Other Insurance Provisions

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

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

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

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Subcontractors

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

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

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

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

ARTICLE 13. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

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

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

AGREEMENT

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

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

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

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

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

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

Industrial Waste and Salvage
("CONTRACTOR")

CITY OF CLOVIS

By Keith Hester
Keith Hester, Manager

By Luke Serpa
Luke Serpa, City Manager

By Karey Cha
Karey Cha, City Clerk

Exhibit A

FRONT LOADER

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

4-Cubic Yard Bin

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

6-Cubic Yard Bin

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

SPECIALTY COMPACTORS

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

COMPACTORS

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

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

Turn around Fee: \$32.76 per service call

DROP BOXES

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

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

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

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

INDUSTRIAL WASTE & SALVAGE

Company

3457 S CEDAR AVENUE

Address

FRESNO, CA 93725

City/State/Zip

559-233-1158

Phone

NOVEMBER 17, 2021

Date



Signature

PRESIDENT, CORPORATE DEVELOPMENT

Title

RICHARD CAGLIA

Print/Type Above Name



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 19, 2023

SUBJECT: Public Utilities – Approval – Authorize the City Manager to Execute a Consultant Services Agreement with Provost and Pritchard Consulting Group to Review and Amend the 2017 Water Master Plan, for an Amount of \$188,200.

ATTACHMENTS: 1. Contract Amendment

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to authorize the City Manager to execute a consultant services agreement with Provost and Pritchard Consulting Group to review and amend the 2017 Master Plan in the amount of \$188,200.

EXECUTIVE SUMMARY

Provost and Pritchard are on the City Council's approved list of qualified consulting engineers per Clovis Municipal Code section 2.7.08(c), and staff is recommending that Council authorize the City Manager to execute a contract with Provost and Pritchard to review and amend the 2017 Water Master Plan.

Provost and Pritchard recently completed an audit of the existing 2017 Water Master Plan, identifying gaps and deficiencies in master planned infrastructure and water supply sources that will be needed to support future growth in the City. This contract will initiate the second phase of work, which consists of providing City staff with project alternatives to review and to consider including an amendment to the 2017 Water Master Plan. An amended master plan will bridge the gaps found in the first phase of the analysis.

BACKGROUND

Since the completion of the 2017 Water Master Plan, certain assumptions – such as water supply availability, transmission main location, and water treatment plant location that will be needed for future development – have come into question. Accordingly, Provost and Pritchard were contracted as a master planning consultant to identify gaps in the analysis and provide suggestions for areas where amending the master plan was necessary.

Upon completing their analysis, Provost and Pritchard provided staff with recommendations for general enhancements to the existing Master Plan. These results were documented in two technical memorandums. These recommendations include identifying alternatives to water treatment plant locations and differing scenarios on the most feasible means of providing a reliable water supply to meet future demand needs. Typically, a new master plan may be issued every five to ten years; however, with the General Plan update in progress, City staff believe it is best to amend the 2017 Water Master Plan and defer the complete master plan update until completion of the General Plan.

Having completed the 2017 Water Master Plan and subsequent planning level analyses for the water system, staff have deemed Provost and Pritchard the most qualified consultant to complete this analysis. Provost and Pritchard are on the approved list of qualified consulting engineers developed by the Community Investment Program, and City staff recommends awarding the contract amendment to Provost and Pritchard in the amount of \$188,200.

FISCAL IMPACT

Funds for this project are budgeted for in the fiscal year 2023-2024 Water Developer Fund.

REASON FOR RECOMMENDATION

Provost and Pritchard completed the 2017 Water Master Plan and are listed on the approved qualified consulting engineers list. There are sufficient funds available for the anticipated costs of the project.

ACTIONS FOLLOWING APPROVAL

The City Manager will execute a contract with Provost and Pritchard Consulting Group in the amount of \$188,200.

Prepared by: Kevin Tuttle, Civil Engineer

Reviewed by: City Manager *AH*

March 10, 2023

Paul Armendariz
City of Clovis, Public Utilities

<Sent via Email: PaulA@ci.clovis.ca.us>

Re: Contract Amendment No. 1 for Water Master Plan Amendment, Clovis, California

Dear Mr. Armendariz:

Over the past several months, we have been working with the City of Clovis (City) to document, summarize and evaluate the assumptions the *City of Clovis Water Master Plan Update, Phase III*, finalized in 2017 and adopted in 2018 (WMP), was predicated upon and how the conditions may differ in today's market and environment (Project). To date we have prepared two Technical Memoranda, in the first two phases of work for the Project, Phase 01 and 02.

- The first (Technical Memorandum 1 [TM1]) focused on summarizing the System Performance and Design Criteria used in the hydraulic model and to update supply and demands documented in the WMP to reflect current data.
- The second (Technical Memorandum 2 [TM2]) focused on evaluating the existing WMP buildout scenario for potential gaps or deficiencies in master planned infrastructure or water supply sources. The purpose of identifying any deficiencies is to allow the City the opportunity to evaluate changes to the capital improvements required for the City's buildout in a future phase of work.

We understand that the City wishes to prepare an Amendment to the WMP, in advance of a full WMP Update, anticipated in several more years. The intent of the Amendment is to bring current the existing WMP reflecting current supply and demand conditions, and related findings including evaluating the Capital Improvements Program and other growth assumptions to ensure they reflect current projections and benefit the City residents.

As it was intended to complete the Amendment in sequential steps, to allow for confirmation of direction and assumptions prior to moving into the subsequent phase of work, this contract amendment provide details on the understood next steps. The following scope of services describes these steps in greater detail.

A proposed scope of work is submitted for Provost & Pritchard Consulting Group to incorporate these changes.

Clovis WMP Amendment, Job No. 1717-22009

Phase 03: Future System Analysis and Preliminary Cost Analysis

This phase consists of completing the analysis for the items identified in TM2, Section 6: Immediate Recommendations, as follows:

- Piping Layout – a hydraulic model analysis will be conducted on the piping layout items to determine what changes should be incorporated into the WMP Amendment in the areas identified in TM2.
- Major Infrastructure – utilizing various analysis tools, including calculations, GIS, hydraulic modeling, etc., the following items will be evaluated to determine a preferred alternative to the Surface Water Treatment Plant (SWTP) location(s), and provide the City with a 12-month surface water supply reliability:
 - SWTP location – up to three alternatives will be discussed and evaluated
 - Raw Water Pipeline – up to three alternative alignments will be discussed and evaluated
 - Modifications to the Enterprise Canal
- Each of the alternatives shall have a preliminary master planning level cost. This shall include any land costs necessary. Costs for recommended improvements shall be categorized by village to be consistent with the 2018 WMP. These costs shall be submitted to City staff for review prior to modifications to the Capital Improvement Program.
- As a first order of work in this Phase, our team will develop the planning alternatives for discussion with the City prior to initiating analysis.

Meetings:

- Meeting 1: define and discuss the planning alternatives to be considered. This meeting will be held at the beginning of this Phase.
- Meeting 2: discuss preliminary recommendations following analysis of planning alternatives. This meeting will be held prior to preparation of draft deliverables to account for modifications prior to City review of draft deliverables.

Deliverables:

- Summary Report, including tables and/or figures to document each of the alternatives.

Phase 04: Capital Improvement Program

Based on the preferred alternative(s) selected by the City, our team will prepare revisions to the Capital Improvement Program, documenting each improvement, with an associated identification number for the Preferred Alternative. This will include contingencies, as approved by City staff, a cost sharing analysis in support of the Mitigation Fee Act set forth in California Government Code Sections 66000-66025, commonly referred to as “AB 1600 requirements”, and the cost for each improvement in current dollars.

It should be noted that the City is currently evaluating the Surface Water Treatment Plant (SWTP) operations and potential improvements to improve operations (SWTP Evaluation Project). Accordingly, capital costs associated with new SWTPs shall be consistent with the SWTP Evaluation Project. The consultant completing the SWTP Evaluation Project will develop capital costs for SWTP improvements which will be incorporated into the Capital Improvement Program.

Deliverables:

- Tables and figures documenting the results of the Capital Improvement Program.

Phase 05: Master Plan Amendment Report

This phase consists of preparing an Amendment to the WMP, documenting the findings the previous phases and the incorporation of the Technical Memoranda from all previous phases described herein. This report should document any relevant methodologies used in the development of the supply and demands, hydraulic model, and the capital improvement program. We will assist City staff as necessary to finalize this report and gain approval through the City Council process.

Deliverables:

- Draft, Final Draft, and Final reports. An electronic copy PDF and 10 hard copies of the Final Report shall be provided to City staff.

Professional Fees

Provost & Pritchard Consulting Group will perform the services in Phases 03 through 05 for the fixed fee amount for each phase as shown below. Phases 01, 02 and CON from the original proposal are noted for awareness, only; additional budget is not being requested for these phases. These services will be invoiced monthly, on a percent-complete basis. Reimbursable Expenses are included in the Fixed Fee amount stated.

Phase	Original Contracted Fee	Contract Amendment No. 1 Estimated Fee	Total Estimated Fee
Phase 01	\$33,700		\$33,700
Phase 02	\$17,800		\$17,800
Phase 03		\$96,600	\$96,600
Phase 04		\$35,300	\$35,300
Phase 05		\$56,300	\$56,300
Phase CON (TMNE)	\$5,600		\$5,600
Totals:	\$57,100	\$188,200	\$245,300

The line items shown above are estimates and are not intended to limit billings for any given Task. Required task effort may vary up or down from the line item estimates shown, however total billings will not exceed the Total shown without additional authorization. If the scope changes materially from that described above, as a result of any agency’s decision or because of design changes requested by the City, we will prepare a revised estimate of our fees for your approval before we proceed.

Assumptions

- The culmination of Phase 03 will be a Preferred Alternative which Phases 04 and 05 will be based upon. Changes to the Preferred Alternative after the start of Phase 04 may necessitate a contract amendment.
- Updates to tables and figures referenced in Phase 03 are assumed to be limited to the tables and/or figures shown in the WMP, as needed.


- If the City elects to provide ESRI GIS shapefiles for the City water system, the City shall provide shapefile data for all water system facilities, including but not limited to pipelines, valves, fire hydrants, pumps, wells, tanks, treatment plants, etc.
- For Phase 05, P&P will entertain substantive revisions to the “Draft Report”. Edits requested by the City at the “Final Draft” and “Final Report” stages are assumed to be minor in nature and comprise of simple edits to phrasing of language, spelling/grammar errors, etc. Substantive changes to the report after the “Draft Report” stage may require a contract amendment.
- Capital Improvement Projects will be categorized by facility type as noted above.
- The scope of services requires Consultant to provide its opinion of probable construction costs. Such opinion is to be made on the basis of Consultant's experience and qualifications and represents Consultant's best judgment as to the probable construction costs. However, since Consultant has no control over costs or the price of labor, equipment or materials, such opinions of probable construction costs do not constitute representations, warranties or guarantees of the accuracy of such opinions, as compared to bid or actual costs.
- The deliverables identified in the scope of services will include one review submittal. Additional revisions and submittals can be provided under the Phase CON budget.
- All deliverables will be provided in electronic PDF format, except as noted above. Any additional hard copies provided will be provided under Phase CON budget.

Terms and Conditions

This an addendum to the previously-approved Provost & Pritchard Consulting Group proposal and associated consulting service agreement, with project number referenced above, dated 11/17/2022.

The signature below hereby authorizes Phases 03 through 05 and the performance of the following tasks for a fixed fee budget of \$188,200.

Sincerely Yours,
Provost & Pritchard Consulting Group



Heather Bashian, RCE 73075
Director of Operations

Terms and Conditions Accepted

By: City of Clovis

Signature

Printed Name

Title

Date



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 19, 2023

SUBJECT: Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of 2 Community Clean-Up Refuse Trucks and 2 Residential Refuse Trucks from Affinity Truck Center Using the Sourcewell Purchasing Contract in the Total Amount of \$1,676,257.14.

ATTACHMENTS: None.

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve waiving the City's formal bidding requirements and authorize purchasing two (2) 2024 Autocar RNG-powered rear-loading Community Clean-Up refuse trucks for \$433,213.44 each and two (2) 2024 Autocar RNG-powered side-loading residential refuse trucks for \$404,915.33 each, for a combined total of \$1,676,257.14 (including tax and delivery fees), from Affinity Truck Center of Fresno utilizing the Sourcewell Purchasing Contract 060920-ATC.

EXECUTIVE SUMMARY

There are funds in this fiscal year's Fleet Renewal budget to purchase two (2) 2024 Autocar RNG-powered rear-loading Community Clean-Up refuse trucks and two (2) 2024 Autocar RNG-powered side-loading residential refuse trucks for the Public Utilities Department's Solid Waste Division. The existing equipment is scheduled to be replaced due to its age. Affinity Truck Centers' bid price for all four trucks is \$1,676,257.14, including tax, delivery fees, and Sourcewell pricing discount. The four new trucks meet current emissions requirements.

The Sourcewell Purchasing contract, formerly the National Joint Powers Alliance (NJPA) contract, is a nationwide public procurement service that makes the governmental procurement process more efficient. All contracts available to participating members have been awarded by virtue of a public competitive procurement process compliant with State statutes.

BACKGROUND

The recommended vehicles are available from Affinity Truck Center of Fresno and meet the Department's needs. The vehicles are available to be ordered and will be built according to Public Utilities Department Solid Waste Division needs.

The Fleet Fund includes a vehicle and equipment replacement program where the different divisions within City departments budget for and contribute a set amount of money annually for the future scheduled replacement of a vehicle or piece of equipment. This allows each department and the divisions within the departments to financially plan for the large capital expense of purchasing new vehicles and equipment that need to be replaced due to age, wear and tear, or to meet regulatory requirements. Depending on the condition and need of the vehicle or equipment being replaced, it will be moved from front-line operation and may be kept as a back-up, or it will be auctioned off in the City's vehicle and equipment surplus program.

FISCAL IMPACT

Funds were included in the 2022-2023 Fleet Capital Acquisition budget, often referred to as the Fleet renewal or Fleet replacement budget. The Solid Waste Division in the Public Utilities Department has accumulated the necessary funds for replacement of the equipment.

REASON FOR RECOMMENDATION

Sufficient replacement funds have been collected to replace the existing trucks, which have been in service for almost 10 years and are scheduled for replacement. Staff has evaluated the available equipment and it meets the needs of the Public Utilities Department's Solid Waste Division. The proposed method of purchasing the equipment is cost-effective and sufficient funds are available.

ACTIONS FOLLOWING APPROVAL

Purchase orders will be prepared for the City Manager's approval and sent to the vendors.

Prepared by: Jim Stringfield, Fleet Manager

Reviewed by: City Manager *AA*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Administration
 DATE: June 19, 2023
 SUBJECT: Consider Approval – Change of Council Meeting Schedule.

Staff: John Holt, City Manager

Recommendation: Approve

ATTACHMENTS: None.

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) since January 1, 2023 (Government Code 84308).

RECOMMENDATION

For the City Council to approve the addition of a council meeting on Monday, July 10, 2023, and cancellation of the regular Council meeting scheduled for Monday, July 3, 2023.

EXECUTIVE SUMMARY

There is a need to change the schedule of meetings for the City Council in July. Staff is recommending that City Council approve the addition of a council meeting on Monday, July 10, 2023, and canceling the meeting of Monday, July 3, 2023.

BACKGROUND

Staff is recommending that City Council consider approving a council meeting on July 10, 2023, as City Hall buildings will not be accessible from June 30 – July 4, 2023. This request would cancel the July 3, 2023, meeting and reschedule it to July 10, 2023.

Given adequate notice, staff will be able to amend the timing of actions coming forward so that operations will not be affected by the cancellation.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

Pursuant to the Clovis Municipal Code, the City Council meets in regular session on the first, second, and third Monday of each month, except when those Mondays occur on a recognized City holiday. The City Council needs to confirm any change to the schedule of meetings in order to properly notice the public of the City Council's schedule of meetings.

ACTIONS FOLLOWING APPROVAL

A revised schedule of meetings will be published in conformance with law.

Prepared by: Rebecca Simonian, Executive Assistant

Reviewed by: City Manager AH