



CITY of CLOVIS

AGENDA • CITY COUNCIL MEETING

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

May 18, 2020

6:00 PM

Council Chamber

SPECIAL NOTICE REGARDING PUBLIC PARTICIPATION DUE TO COVID-19

Given the current Shelter-in-Place Order covering the State of California and the Social Distance Guidelines issued by Federal, State, and Local Authorities, the City is implementing the following changes to participate in Council meetings until notified otherwise. The Council chambers will be open to the public but we will be implementing social distancing policies and will limit the number of people who may be in the Council chambers. We are encouraging residents to participate virtually following the directions below. If you are sick, please do not attend the meeting. Any member of the City Council may participate from a remote location by teleconference.

- The meeting will be webcast and accessed at: <https://cityofclovis.com/government/city-council/city-council-agendas/>

Written Comments

- Members of the public are encouraged to submit written comments at: <https://cityofclovis.com/government/city-council/city-council-agendas/> at least one (1) hour before the meeting (5:00 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 specify if you would like to have your written comment read into the record. If so, your comment will be read into the record during the public comment portion when the item is heard. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions, but will be made part of the record of proceedings.
- 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 5:00 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 5:00 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 5:00 p.m. the day of the meeting.
- You will be asked to provide your name, phone number, and your email. You will be emailed instructions to log into Webex to participate in the meeting. Staff recommends participants log into the Webex at 5:30 p.m. the day of the meeting to perform an audio check.
- All callers will be placed on mute, and at the appropriate time for your comment your microphone will be unmuted.
- You will be able to speak to the Council for up to three (3) minutes.

Webex Participation

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

CALL TO ORDER

FLAG SALUTE - Councilmember Mouanoutoua

ROLL CALL

PUBLIC COMMENT

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

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

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

- [1.](#) Administration - Approval - Minutes from the May 11, 2020 Council Meeting.
- [2.](#) Administration – Adopt - Ord. 20-10, R2019-007, A request to prezone approximately 50.80 acres from the County R-R (Rural Residential) Zone District to the Clovis R-1 (Single-Family Residential) and R-R (Rural Residential) Zone Districts for property located in the southwest area of Teague and N. Fowler Avenues. (Vote: 5-0)
- [3.](#) Administration – Receive and File – Economic Development Corporation Serving Fresno County Quarterly Report, January - March 2020.
- [4.](#) Finance – Receive and File – Investment Report for the Month of December 2019.
- [5.](#) Finance – Receive and File – Treasurer’s Report for the Month of December 2019.
- [6.](#) Finance – Receive and File – Investment Report for the Month of January 2020.
- [7.](#) Finance – Receive and File – Treasurer’s Report for the Month of January 2020.
- [8.](#) Finance – Receive and File – Investment Report for the Month of February 2020.
- [9.](#) Finance – Receive and File – Treasurer’s Report for the Month of February 2020.
- [10.](#) Finance – Approval - Selection of Consulting Firm to Perform ERP and Utility Billing Software Consulting Services.
- [11.](#) General Services – Approval - Res. 20-____, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt a Public Affairs and Information Manager Classification and Salary Range of \$9,735 to \$11,834 per month; and Approval – Res. 20____, Amending the City’s FY 2019-20 Position Allocation Plan.
- [12.](#) General Services - Approval – Selection of Roofing Contractor to Repair/Reroof Buildings B, C, D & E at Operations and Maintenance Service Center.
- [13.](#) General Services - Approval – Res. 20-____, Adopting the FY2020-2021 Consolidated Transportation Service Agency (CTSA) Operations and Program Budget for Roundup Transit Services.
- [14.](#) General Services – Approval - Res. 20-____, Approving Side Letter Agreements with CEA and CPSEA, and; authorizing City Manager to Execute Agreements.
- [15.](#) Planning and Development Services - Approval - Final Acceptance for CIP 13-02, Shepherd and Minnewawa Traffic Signal.
- [16.](#) Public Utilities – Presentation of Proclamation designating May 17-23, 2020 as National Public Works Week.

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.

- [17.](#) Consider Introduction - Ord. 20-____, R2019-009, A request to approve a rezone of approximately 4 acres of property located at the southwest corner of Temperance and Nees Avenues to be consistent with the underlying General Plan designation of MU-BC (Mixed Use- Business Campus). This request is to rezone the subject property from the R-A (Single-Family Residential Very Low Density) Zone District to the C-P (Professional Office) Zone District. Beal Properties Inc., property owner; Legacy Construction, applicant.

Staff: Lily Cha, Assistant Planner

Recommendation: Approve

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

18. Consider Review and Approval - Res. 20-____, 2020-21 City of Clovis Annual Budget, Five year Capital Improvement Program, and information regarding the Clovis Successor Agency.

Staff: Jay Schengel, Finance Director

Recommendation: Approve

19. Receive and File – 2019 Fire Department Annual Report and Council Presentation.

Staff: John Binaski, Fire Chief

Recommendation: Receive and File

COUNCIL ITEMS

20. Workshop – For the Clovis City Council to conduct a workshop to discuss the impact on ongoing City operations during the COVID-19 State of Emergency as declared by the Federal Government, State of California, County of Fresno, and City of Clovis; and to explore actions the City may take in response to the crisis.

a. Consider - Letter of support for the Fresno County Board of Supervisors letter dated May 12, 2020 to Governor Newsom regarding authorizing Fresno County the discretion to reopen certain portions of the local economy.

Staff: Luke Serpa, City Manager

Recommendation: Approve

CITY MANAGER COMMENTS

COUNCIL COMMENTS

CLOSED SESSION

21. Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Desiree Martinez, Maria De Jesus Sanchez v. City of Clovis, et al.

22. Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of Case:
Partners 425, LLC (R.L. Davidson Architects), Bear Claw Investments, LLC (Grizzly Construction), Dan and Joey Properties, LLC (Gateway Engineering) v. City of Clovis

ADJOURNMENT

MEETINGS AND KEY ISSUES

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

June 1, 2020 (Mon.)

June 8, 2020 (Mon.) (To Be Cancelled)

June 15, 2020 (Mon.)

July 6, 2020 (Mon.)

July 13, 2020 (Mon.)

July 20, 2020 (Mon.)

CLOVIS CITY COUNCIL MEETING

May 11, 2020

6:00 P.M.

Council Chamber

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

Roll Call: Present: Councilmembers Ashbeck, Flores, Mouanoutoua, Whalen
Mayor Bessinger
Absent: None

PUBLIC COMMENTS 6:07

Gary Vermenti, resident and business owner, spoke in support of opening up businesses impacted by the stay-at-home order.

Marcus DiBuduo, county resident, commented on the trail closure on the Enterprise Canal and the danger associated with the closure.

CONSENT CALENDAR 6:17

Motion by Councilmember Whalen, seconded by Councilmember Flores, that the items on the Consent Calendar be approved, including the waiver of the reading of the ordinance.

1. Administration - Approved - Minutes from the May 4, 2020 Council Meeting.
2. Administration - Adopted - **Ord. 20-09**, Amending Title 4, Chapter 4.4 Article 1 of the Clovis Municipal Code relating to the California Fire Code. (Vote: 5-0)
3. General Services – Received and Filed – 3rd Quarter FY 2019-20 General Services Department Report.

PUBLIC HEARINGS 6:18

ITEM 4A - APPROVED - **RES. 20-54**, A REQUEST TO APPROVE AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION FOR GENERAL PLAN AMENDMENT GPA2019-006, PREZONE R2019-007, PREZONE R2020-002, & VESTING TENTATIVE TRACT MAP TM6284; AND **ITEM 4B** - APPROVED - **RES. 20-55**, GPA2019-006, A REQUEST TO AMEND THE GENERAL PLAN TO RE-DESIGNATE APPROXIMATELY 34.3 ACRES FROM RURAL RESIDENTIAL (1 LOT PER 2 ACRES) CLASSIFICATION TO LOW DENSITY RESIDENTIAL (2.1 TO 4 DU/AC) CLASSIFICATION; AND **ITEM 4C** - APPROVED INTRODUCTION - **ORD. 20-10**, R2019-007, A REQUEST TO PREZONE APPROXIMATELY 50.80 ACRES FROM THE COUNTY R-R (RURAL RESIDENTIAL) ZONE DISTRICT TO THE CLOVIS R-1 (SINGLE-FAMILY RESIDENTIAL) AND R-R (RURAL RESIDENTIAL) ZONE DISTRICTS; AND **ITEM 4D** - APPROVED - **RES. 20-56**, TM6284, A REQUEST TO APPROVE A VESTING TENTATIVE TRACT MAP FOR A 74-LOT SINGLE-FAMILY SUBDIVISION ON 32.19 ACRES OF LAND.

Associate Planner George Gonzales presented a report on various items associated with approximately 50.80 acres of land located in the southwest area of Teague and N. Fowler

Avenues. The applicant is proposing the development of a 74-lot residential subdivision on approximately 32.19 acres of property within the Dry Creek Preserve. The proposal will require annexation into the City before development can proceed, and a general plan amendment application has been filed to implement the provisions of the Dry Creek Preserve Master Plan. The general plan amendment would change the land use designation from Rural Residential (1 lot per 2 acres) to Low Density Residential (2.1 to 4 DU/Ac). A rezoning application has also been submitted to prepare the future annexation boundary to become part of the City. The 50.8 acre rezoning area is larger than the subdivision site, because it also includes the surrounding rural residential properties that are necessary to achieve a logical annexation boundary. The subdivision properties are proposed to be rezoned to Clovis R-1 (Single-Family Residential), while the rural residential properties will be rezoned to Clovis R-R (Rural Residential), consistent with the City's General Plan. Approval of this project would allow the developer to continue processing development drawings.

Matt Smith, applicant, spoke in support of the project. Norman Morrison, area resident, spoke in opposition due to concerns with traffic on Sunnyside, requirement for residents on Sunnyside being required to hook up for city water and sewer services, and the Emergency Vehicle Access becoming a permanent street in the future. Troy McKinney, area property owner, spoke in support of the project. John, area property owner, spoke in support of the project. Marcus DiBuduo, area resident, spoke in opposition due to concerns with traffic, and other than vehicle paths of travel in the area. Rick Warren, area resident, spoke in support. Erin Fanning, area resident, spoke in opposition. Debbie Miller, area resident, spoke in opposition due to concerns increased traffic on Sunnyside Avenue. Darren Stemwedel, area resident, spoke in opposition due to concerns increased traffic on Sunnyside Avenue. Steven Shoemaker, area resident, spoke in opposition due to concerns increased traffic on Sunnyside Avenue. Adam Kook, area resident, spoke in support of the project. Charles Merrell, area resident, spoke in support of the project. Dale Mitchell, area resident, spoke in support of the project. Discussion by the Council.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to approve **Resolution 20-54**, a request to approve an environmental finding of a mitigated negative declaration for general plan amendment GPA2019-006, prezone R2019-007, prezone R2020-002, & vesting tentative tract map TM6284. Motion carried by unanimous vote.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to approve **Resolution 20-55**, GPA2019-006, a request to amend the general plan to re-designate approximately 34.3 acres from rural residential (1 lot per 2 acres) classification to low density residential (2.1 to 4 du/ac) classification. Motion carried by unanimous vote.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to approve the introduction of **Ordinance 20-10**, R2019-007, a request to prezone approximately 50.80 acres from the county R-R (rural residential) zone district to the Clovis R-1 (single-family residential) and R-R (rural residential) zone districts. Motion carried by unanimous vote.

Motion by Councilmember Whalen, seconded by Councilmember Flores, for the Council to approve **Resolution 20-56**, TM6284, a request to approve a vesting tentative tract map for a 74-lot single-family subdivision on 32.19 acres of land. The motion includes the modification of Condition #60(d) pertaining to permanent paving on Sunnyside Avenue and the addition of Condition #60(h) pertaining to the extension of Quincy Avenue. Motion carried by unanimous vote.

ITEM 5 - 8:25 - APPROVED - **RES. 20-57**, RO301, A RESOLUTION OF APPLICATION FOR THE ANNEXATION OF THE TERRITORY KNOWN AS THE TEAGUE-FOWLER SW REORGANIZATION LOCATED AT THE SOUTHWEST CORNER OF TEAGUE AND N. FOWLER AVENUES. VARIOUS OWNERS; WOODSIDE 06N, LP., APPLICANT; YAMABE & HORN ENGINEERING, INC., REPRESENTATIVE.

Associate Planner George Gonzales presented a report on an application for the annexation of the territory known as the Teague-Fowler SW reorganization located at the southwest corner of Teague and N. Fowler Avenues. The total area of the annexation is approximately 50.80 acres (52.26 acres including public rights-of-way) located at the southwest corner of Teague and N. Fowler Avenues. The Project site includes an approved Vesting Tentative Tract Map TM6284, for a 74-lot single-family residential development. The project area is in the process of being rezoned to the Clovis R-1 and R-R Zone Districts under Prezone R2019-007, consistent with the General Plan Land Use Diagram, Herndon-Shepherd Specific Plan and Dry Creek Preserve Master Plan. Matt Smith, applicant, spoke in support of the annexation. Discussion by the Council. Motion by Councilmember Whalen, seconded by Councilmember Ashbeck, for the Council to approve Resolution 20-57, an application for the annexation of the territory known as the Teague-Fowler SW reorganization located at the southwest corner of Teague and N. Fowler Avenues. Motion carried by unanimous vote.

ITEM 6 – 8:29 - APPROVED – **RES. 20-58**, ADOPTION OF THE CITY OF CLOVIS 2020-21 ANNUAL ACTION PLAN FOR EXPENDITURE OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND AMENDING THE 2019-20 ANNUAL ACTION PLAN TO INCLUDE EXPENDITURE OF CDBG-CV FUNDS; AND AMENDING THE FY 2019-20 HOUSING AND COMMUNITY DEVELOPMENT BUDGET TO INCREASE THE FUNDS BY \$441,214.

Community and Economic Development Director Andy Haussler presented a report on a request to adopt the City of Clovis 2020-21 Annual Action Plan for expenditure of Community Development Block Grant (CDBG) Funds and amending the 2019-20 Annual Action Plan to include expenditure of CDBG-CV Funds; and approve a resolution amending the FY 2019-20 Housing and Community Development budget to increase the funds by \$441,214. The U. S. Department of Housing and Urban Development (HUD) requires the City to adopt the attached 2020-21 Annual Action Plan identifying projects for the 2020-21 fiscal year. In addition, the Federal Government recently authorized the CARES Act which provides funding in response to the COVID-19 outbreak. As a part of the CARES Act Clovis received an additional CDBG-CV allocation of \$441,214. In order to expend these funds Clovis must first amend their FY 2019-20 Annual Action Plan to include the projects that will be funded with these additional funds. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Mouanoutoua, for the Council to adopt the City of Clovis 2020-

21 Annual Action Plan for expenditure of Community Development Block Grant (CDBG) Funds and amending the 2019-20 Annual Action Plan to include expenditure of CDBG-CV Funds; and approve a resolution amending the FY 2019-20 Housing and Community Development budget to increase the funds by \$441,214. Motion carried by unanimous vote.

ITEM 7 – 8:44 - APPROVED – PROGRAM GUIDELINES FOR CITY OF CLOVIS MEALS ON WHEELS PROGRAM AND EMERGENCY HOUSING PAYMENTS PROGRAM.

Community and Economic Development Director Andy Haussler presented a report on a request to approve operating guidelines for the new Community Development Block Grant (CDBG) Meals on Wheels Program and the Emergency Housing Payments Program.

The guidelines are required by the U.S. Department of Housing and Urban Development (HUD) to ensure the program is compliant with federal regulations. As part of the federal CARES Act, Clovis has received an additional CDBG allocation of \$441,412 to respond to COVID-19 related issues in the community. In compliance with federal guidelines, the following programs are being implemented to be funded by the additional allocation of funds:

Clovis will enter into contracts with local food service providers to provide meals once a week to Clovis residents who are 65 years and older in Clovis’ senior communities (i.e., mobile home parks and multi-family residential complexes).

Clovis will enter into an agreement with a local HUD-approved housing counseling agency to assist both owner-occupied households and tenant households who are facing foreclosure/eviction once current COVID-19 related protections are lifted. Counselors will assist these low-income households by working with the client’s mortgage lender or landlord to attempt a work-out of any past due amounts. In the event a work-out cannot be reached, funds will be granted to the client in an amount of no more than three months’ worth of rent/mortgage payments to bring the balance due current, thus eliminating the threat of homelessness to the household.

COUNCIL ITEMS

ITEM 8 – 8:57 - WORKSHOP – FOR THE CLOVIS CITY COUNCIL TO CONDUCT A WORKSHOP TO DISCUSS THE IMPACT ON ONGOING CITY OPERATIONS DURING THE COVID-19 STATE OF EMERGENCY AS DECLARED BY THE FEDERAL GOVERNMENT, STATE OF CALIFORNIA, COUNTY OF FRESNO, AND CITY OF CLOVIS; AND TO EXPLORE ACTIONS THE CITY MAY TAKE IN RESPONSE TO THE CRISIS.

City Manager Luke Serpa provided Council an update on COVID-19 State of Emergency related City activity since the last meeting on May 4, 2020. Kristina Barnum, area hair salon owner, commented on the impact the stay-at-home order is having on her business and personal finances and requested council take whatever action they can to support opening up businesses. Discussion by Council. No action was taken.

CITY MANAGER COMMENTS - None

COUNCIL COMMENTS – 9:46

Councilmember Whalen commented on a request to staff begin the process to evaluate amending the city’s current ordinance banning chickens in the city limits.

Mayor Bessinger adjourned the meeting of the Council to May 18, 2020

Meeting adjourned: 9:51 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 18, 2020

SUBJECT: Administration – Adopt - Ord. 20-10, R2019-007, A request to prezone approximately 50.80 acres from the County R-R (Rural Residential) Zone District to the Clovis R-1 (Single-Family Residential) and R-R (Rural Residential) Zone Districts for property located in the southwest area of Teague and N. Fowler Avenues. (Vote: 5-0)

This item was approved for introduction on May 11, 2020 with a unanimous vote.

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



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 18, 2020

SUBJECT: Administration – Receive and File – Economic Development Corporation Serving Fresno County Quarterly Report, January - March 2020.

ATTACHMENTS: 1. EDC Third Quarter Report, January - March 2020

CONFLICT OF INTEREST

None

RECOMMENDATION

That the City of Clovis receive and file the Quarterly Report January - March 2020 (Third Quarter 2019-20 contract), from the Economic Development Corporation Serving Fresno County.

EXECUTIVE SUMMARY

The Economic Development Corporation serving Fresno County (EDC) has submitted their Third Quarter Report of activities for the City Council to receive and file, as required per the 2019-20 Agreement with the City.

BACKGROUND

In the summer of 2019, the City of Clovis and the EDC entered into a contract for the 2019-20 fiscal year to provide regional marketing and business services to Clovis businesses. The contract provides for \$40,000 in baseline funding and provides \$10,000 for a medical attraction study to be completed. This allows Clovis to be part of a regional effort in attracting commercial and industrial businesses to Clovis. Attached is a report detailing the progress of their activities to provide information to industrial/commercial representatives not currently located in Clovis for recruiting purposes, and continue to assist existing Clovis businesses with informational and/or technical assistance to access statewide business support programs.

Highlights of the EDC quarterly report include 105 businesses being contacted by the EDC in Clovis for connections to incentive programs available to them. In addition, the EDC worked on 17 new business leads during the quarter and made significant progress on the medical attraction study.

FISCAL IMPACT

The City will forward the Third Quarter installment payment to EDC. The funds were budgeted in the 2019-20 fiscal year budget.

REASON FOR RECOMMENDATION

The attached report meets the requirements established in the 2019-20 Agreement between the EDC and the City of Clovis.

ACTIONS FOLLOWING APPROVAL

Staff will file the report.

Prepared by: Andy Haussler, Community and Economic Development Director

Reviewed by: City Manager *JA*



Growing the California Dream

City of Clovis Quarterly Activity Report

**Quarter 3
Fiscal Year 2019-2020
January 1, 2020 – March 31, 2020**

Lee Ann Eager	President/CEO
Sherry Neil	Chief Operating Officer
Paul Thorn	Controller
Andrea Reyes	VP of Business Development
Will Oliver	VP of Business Services
Jenna Lukens	Contracts Manager
Amanda Bosland	Client Services Manager
Charlene Holguin	Economic Development Specialist
Mandip Johal	Business Expansion Retention Coordinator
Robin Montgomery	Attractions Specialist
Julian Ramos	Economic Development Coordinator
Chris Palacios	Retention Specialist
Terrance Burks	Retention Specialist
Nicholas Vincent	Staff Economist
Raymond Jin	Data Administrator/Analyst
Curtis Williamson	Business Development Specialist
Marcella Lara	Office Manager
Merritt Pacini	Executive Assistant to CEO

City of Clovis Quarterly Activity Report

This report summarizes the agreement requirements between the City of Clovis and the Fresno County Economic Development Corporation (EDC).

Division Mission

To market Fresno County as the premier location for business prosperity.

Fresno County EDC Services

The Economic Development Corporation serving Fresno County is a nonprofit organization established to market Fresno County as the premier location for business prosperity. We facilitate site selection for new businesses within Fresno County, and assist in the retention and expansion of businesses through our alliance with collaborative partners and resources.

The EDC agrees to the following services:

1. Provide information to the industrial and office representatives not located in the City of Clovis for recruiting new businesses and industries;
2. Assist in the development of marketing materials to attract new investments, commercial and industrial brokers, developers, and site selectors. Assist in utilizing online marketing to advance economic and community development efforts;
3. Assist existing businesses and industries that contact the EDC with information and technical assistance through the BEAR Action Network;
4. Work to foster a closer working relationship with local business associations to enhance the EDC services provided to Clovis area employers;
5. Continue acting in a leadership role in promotion of high-speed rail and promote the Clovis area for related development;
6. Inform Clovis of legislation important to the economic and community development of the region and act on their behalf;
7. Assist in identifying economic development projects on the City's behalf for the inclusion in the County of Fresno's Comprehensive Economic Development Strategy (CEDS) for possible grant funding; and
8. Provide administrative staffing at all Executive Committee, Board, and related events.

Q3 Snapshot

The EDC team conducts outreach marketing business expansion and retention services by:

- Providing an operational analysis to evaluate the health of the business. This tool offers us a thorough understanding of the appropriate referrals or resources needed for business growth or retention;
- Connecting businesses to labor subsidy programs;
- Promoting Fresno Energy Watch services;
- Providing education on federal/state/local tax incentives; and
- Providing referrals and information on financing assistance.

Stemming from direct outreach, workshops, one-on-one meetings, and marketing efforts, the areas of interest and number of referrals generated are reflected below:

		Q3 2019-2020		
Businesses Contacted		105		
Business Referrals		31		
Type	Goal	Q3	FY19-20	Completion
New Business Leads*	40	17	41	100%
Healthcare Analysis	1	0	0	0%
Trade Shows	5	2	5	100%
Broker Events	2	-	-	On Hold

Clients and Businesses Contacted

- | | | |
|--|---|--|
| 4th Day Energy
A Mind Above, A
Professional Psychology
Corporation
AMF Rodeo Lanes
ASN Software
Accounting America
Acme Drain & Rooter
Service
Aero Lite Plastics Inc
Agrian Inc
Al Ray's A/c & Heat
Aldi
Ambitious Concepts dba
Best Party Rentals
Anlin Industries
BRC Electric
Brighten Academy Preschool
Bull Dog Electric
Bulldog Electric | C K Purcell Plumbing
CALBEC Group
Central Valley Community
Bank
Central Valley Energy
Solutions
Central Valley Indian Health
Class Act
Classic Air Conditioning-
heating
Clovis Christian Schools
Clovis Community Health
Center (Valley Health Team)
Clovis Community Medical
Center
Clovis Country Junction
Clovis Electrical
Clovis Manufacturing
Company
Clovis Medical Group Inc. | Clovis Pet Hospital
Coach Cruz
Cole Electric
Controlled Climates
DA Designs Dancewear Inc.
Daniel Howell
Digital Attic Inc.
Dry Creek Medical Group
Dynamic Plumbing
Ferguson
Fresno FTZ
Fresno Yosemite Healthcare
Functional Energetic, Inc. -
Mind Body Matrix
Gilbert K. Moran, M.D.
F.A.C.O.G. INC.
Golden Living Center
Graphic Packaging Intl.
Hamilton And Dillon
Herzog Brothers Electric Inc. |
|--|---|--|

Hodges Electric Inc
House of Pendragon
Intelligent Farm Machines
Ish Brewing Company
Ismart Supply
Johnson Air
Jonathan E Mesple A/C
KMD Mechanical Inc
KW Automotive North
America, Inc
Kaiser Permanente Clovis
Medical Offices
Kuppa Joy - Clovis
L&S Heating and Cooling
LE Innovations Inc
LT Electric
Live Wire Electric
Magnolia Crossing Assisted
Living
McArron Custom Trailers
Michael Cole Electric
Mk Electric

Modern Plastics
Niacc-Avitech Technologies,
Inc.
Octapharma Plasma
Orchard Park Senior Living
Outdoor Environment -
Underground Boring
Systems, Inc.
Overhead Technology
Pacific Plumbing
Peach Wood Medical Group
Planet Solar Inc
Precision Crane & Hoist Inc
Precision Plastics, Inc.
Primary Care Consultants Inc
Primus Mechanical Inc
Pro Ag
R & M Rooter & Plumbing
R 3 Ag Consulting LLC
Redcort Software, Inc.
S & S Transport
Refrigeration

Sequoia Companion Care
Sequoia Home Health
Sierra Imaging
Sierra Pathology Lab
Signature Electric
Smart Solar
Solstice Senior Living
Soltek
Soltek Industries
Tactical Ops Brewing, Inc.
Truckers Air
Unity IT
University Surgical
Associates
Valley Aero Services
Valley Chrome Plating Inc
Vecron Exim America Inc.
Wawona Frozen Foods
Westech Systems, Inc
Women's Specialty &
Fertility
Wood Technicians

City of Clovis Economic Snapshot

AGENDA ITEM NO. 3.

Quarter 3, FY 19-20 Industrial, Office, and Retail Vacancy

This quarter in the City of Clovis, the industrial vacancy rate increased from 0.3% to 0.5%, the office vacancy rate decreased from 6.3% to 5.7%, and the retail vacancy rate decreased from 7.2% to 7.1%.

Q1 FY19-20	Industrial	Office	Retail
Fresno County	3.5%	7.0%	5.5%
City of Clovis	0.5%	5.7%	7.1%

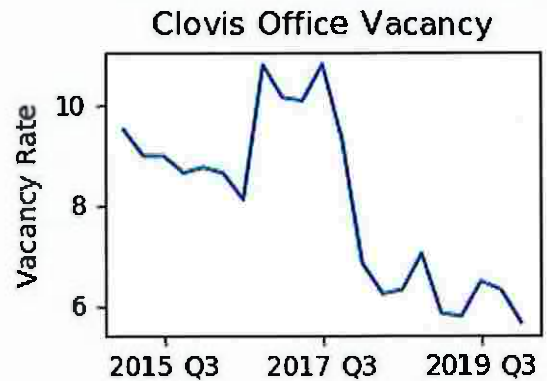
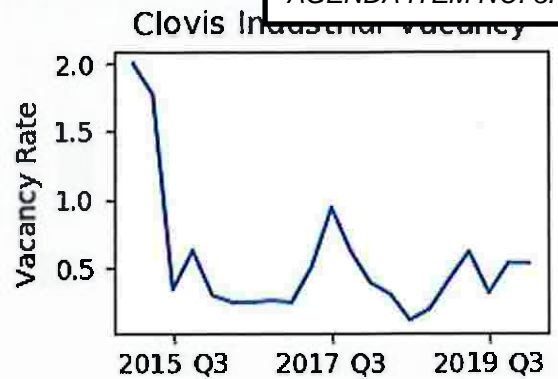
Source: CoStar.com

March 2020 Unemployment Rates

The unemployment rate in Clovis was 3.3% in March 2020, down from a revised 3.6% in January 2020. This compares with an unadjusted unemployment rate of 4.3% for California and 3.5% for the nation during the same period.

Area	Labor Force	Unemployment Rate
Fresno County	454,300	8.5%
City of Clovis	54,200	3.3%

Source: State of California Employment Development Department



Business Expansion and Attraction Leads

The EDC generated two new business attraction and expansion leads in the third quarter. EDC staff also remains involved with additional prospective leads that may match Clovis' land and building inventory. See information below:

Client Number	Source	Industry	Jobs	Site Requirements	Regions
200114R1	City/County Lead	Manufacturing	15	3,000 sq. ft.	Clovis; Fresno
200115A1	Direct Lead	Other Food Manufacturing	40	TBD	Fresno; Clovis

Direct Client Contacted EDC Directly

Marketing

AGENDA ITEM NO. 3.

The EDC continues to participate in trade shows/missions in partnership with the California Economic Development Corporation (CCVEDC) and Team California to promote Fresno County and its 15 cities.

TRADE SHOWS, BROKER EVENTS, AND MISSIONS

WestPack 2020, Anaheim, CA— February 11-12, 2020

Contacts: 213

Leads to Date: 5

WestPack 2020 Conference was a three-day event that brought packaging engineers, manufacturers, and company executives to share ideas and industry best practices, and discuss new business opportunities. Fresno County EDC participated as a member of CCVEDC, promoting the Central Valley as an ideal location for establishing new operations and west-coast business expansions. The CCVEDC booth attracted hundreds of visitors, and has generated five leads as of March 2020.

Site Selector's Guild—Atlanta, GA – March 9–11, 2020

Contacts Made: 30

Vice President of Business Services Will Oliver attended the Site Selectors Guild's Annual Conference in Atlanta, GA. The Site Selectors Guild is an association of the world's foremost professional site selection consultants. Guild members provide location strategy to corporations across the globe and for every industry, sector, and function. The Annual Conference provided an interactive format allowing for substantive insight and networking opportunities among some of the leading site selection firms and consultants. Breakout sessions included topics such as Foreign Direct Investment, the "State of Site Selection", building winning relationships, and sessions tailored toward small and mid-size economic development agencies.

Consensus among consultants is that incentives play a lesser role in corporate site selection, as many businesses and site selectors are concerned about public perception or fallout of receiving such incentives. Consultants provided informative ideas and best practices on strategies to make communities competitive while offering takeaways on how to bridge the need for recruiting new businesses with the community's demand for social equity and inclusion. EDC Attractions and Expansion/Retention staff is required listen to the audio recordings of each breakout session.

Partnership with Department of Social Services

AGENDA ITEM NO. 3.

The EDC has been contracted to assist the Fresno County Department of Social Services in marketing the New Employment Opportunities (NEO) program, and Ready2Hire, and identify prospective employers to hire from the pool of eligible NEO job seekers.

New Employment Opportunities (NEO) 2019-2020*	Actual	Contract Goal
Participating Businesses	78	150
Job Placements	144	200
Job Postings	243	500
Job Fairs	3	4
Employer Training	1	4

*Contract Dates: October 1, 2019 – September 30, 2020

Customized Workforce Trainings

Realizing the current labor demands among our local businesses, the EDC, Department of Social Services and educational partners have worked with industry stakeholders to develop customized trainings to fulfill today's workforce needs. Utilizing input from various industry practitioners, each training curriculum is developed to create career pathways to meet tomorrow's industry needs, help businesses grow, and put individuals back to work. Below is a list of customized training programs underway:

Valley Apprenticeship Connections

Pre-Apprenticeship Program. The partnership between Fresno County EDC, the Department of Social Services, and Fresno EOC is continuing to provide a 12-week program comprised of classroom and construction-based training.

Aug 2016 – Current Cohorts 1 – 11 Status	
Completed	117
Retained Employment	87
Retention Rate	74%

Cohort #12 1/6/2020 – 3/27/2020
(end date has been delayed due to COVID-19)

Truck Driving

Class A Truck Driving Class. The 10-week training is a partnership between Fresno County EDC, the Department of Social Services, Fresno City College, and Lawson Rock and Oil.

Feb 2015 – Current Cohort 1 – 33 Status	
Obtained CDL	230
CDL – Left County	-16
Retained employment	177
Retention Rate	83%

High-Speed Rail

Since the program inception in 2013, the EDC has assisted 332 property owners throughout the City and County of Fresno. During this quarter our Business Development Specialist assisted 15 businesses and property owners, making contact 34 times.

Client Status	
Closed	36
Active/Existing	99
Pending Relocation	9
Reconfiguring	41
Relocated	147
Total	332

Highlights

Clovis Comparative Healthcare Analysis Update

In Quarter 3, EDC Staff Economist carried out extensive work on the Comparative Healthcare Analysis, looking at defining a formal quantitative methodology to assess the performance of the Local Health Services Cluster across two uniquely defined “test” regions and uniquely defined variables. The test regions will provide important data as to the effectiveness of this methodology, and support the EDC’s efforts in completing the project in a timely and accurate way moving forward. The test period will conclude by the end of April, with work on the final project then beginning in early May with a clear set of comparison regions and quantitative measurement variables to assess.

COVID-19 Response

COVID-19 has forced EDC staff to rethink best practices and retool in response to the pandemic crisis. Leading up to the decision by Governor Gavin Newsom to issue a shelter-in-place order requiring closure of non-essential businesses, EDC staff implemented a number of different strategies to disseminate information and resources available to impacted businesses immediately, which are summarized below:

COVID-19 RESOURCES PAGE

Staff set up a COVID-19 Resources page dedicated to business resources as they become available which can be found at www.fresnoedc.com/covid19. This page serves as a one-stop shop for critical funding sources, services and information as they evolve and become available. To date, the resource page has received 4,800 page views.

STAFF RETENTION CALLS

EDC staff are extremely talented, knowledgeable, adaptable and committed to providing exceptional services during this crisis. While all staff have transitioned to working from home, in addition to their daily roles, each Specialist has been assigned a list of businesses in each community to contact directly and offer resources as they become available. Hundreds of businesses have been contacted as a result, generating new referrals to key resources such as NEO, SBA Disaster Relief Loans, City of Fresno’s eviction moratorium and PG&E’s Economic Development Rate, to name a few.

BUSINESS RESOURCE HOTLINE

The rapidly changing nature of this crisis is difficult for businesses to survive, let alone navigate, therefore the EDC, in partnership with the Fresno Chamber of Commerce, launched a Business Resource Hotline so businesses will have a number to call to speak with a live person to discuss a variety of programs available to them. The most common resources shared include the SBA’s Economic Injury Disaster Relief Loan, CARES Act funding, Workforce Development’s Rapid Response Services, City of Fresno’s rent deferrals and eviction moratorium, Fresno County health order compliance, and the City’s Save Our Small Businesses Loan to Grant program, among others. This has served as a vital information pipeline to deliver updates immediately as additional resources become available. To date, 148 businesses have utilized the Hotline and staff are following-up with new information weekly.

COVID-19 RAPID RESPONSE REQUESTS FOR PROPERTIES

On March 18, 2020 the Governor’s Office of Business and Economic Development (GO-Biz) issued a request for shovel-ready sites and ready-to-operate buildings for potential use as emergency testing centers, chemical and medical supply manufacturing to support the state’s COVID-19 response. Fresno

EDC staff conducted 2 rounds of site searches and worked with cities' management to compile and submit 34 Fresno County sites to GO-Biz on March 23, 2020.

MOVING FORWARD

EDC staff empathizes with the impacts that businesses are enduring and remains committed to retaining as many as possible through compassionate and dedicated service. Staff will continue to adapt and find best ways to arm our local companies with the tools, resources and opportunities necessary to aid in their retention and future growth.

Targeted Business Retention and Expansion Outreach Methodology

EDC Staff Economist completed an updated methodology to be used for targeted business outreach. This methodology utilizes a predictive model built on business data for Fresno County in which statistically significant business attributes were used to predict expected employment values. The ratio between predicted and actual employment was then used to assign individual business targets for either Expansion or Retention services. Included in this methodology is a NEO Outreach score used to inform EDC staff on potential NEO targets based on industry earnings, labor demand, client interests, outreach tiers, absolute employment differences, and industry prioritization. Additionally, this methodology includes further identification for those business targets that are predicted to expand the most, have industry earnings above the median, concentrate the largest percentages of industry employment, and exhibit the greatest labor demand.

Tulare World Ag Expo

Four EDC staff members attended the Expo and contacted over 140 companies that operate within the county. Working with the Centers for International Trade Development and the U.S. Commercial Service, targeted outreach plans were implemented in order to connect with potential foreign direct investment partners through scheduled International Matchmaking appointments. EDC Staff presented at the Women in Ag: Entrepreneurship from Market Research to Store Shelf. EDC will follow up via email to all businesses contacted and set up meetings with the 30 hot leads.

Central Valley Manufacturing Import/Export Workshop

EDC staff attended and assisted in promoting an export workshop with CMTTC and other business serving partners. Businesses were connected to various agencies and received introductory information regarding exports. Two NEO enrolled businesses attended. EDC staff will provide follow up contact and support to increase NEO participation and export expansion support.

Other Activities

March

Veterans Employment Committee
Webinar: COVID-19 Stimulus Explained
Webinar: Telecommuting Tips and Tricks
Webinar: Preparing for COVID-19 What Small Business
Should Do

Webinar: SBA Disaster Relief During COVID-19
Webinar: Business Help COVID-19 in CA
Webinar: COSTAR Prospecting

February

Veterans Employment Committee
ATIP Foundation Monthly Call
CalSavers Webinar
Lower Central Valley Affordable Credit Forum in Spanish

West Pack Anaheim
Valley Business Awards Lunch
Tangram Mixer

January

Veterans Employment Committee
Central Region Calmentor Quarterly Meeting
Ag Expo planning meetings
Fresno Energy Watch Quarterly Meeting

Select USA Know Before You Go
Joint Staff Meeting with Access Plus Capital
January International EDO Call with Go-Biz
Clovis Salute to Business Luncheon

ATTACHMENT 1

FY 19-20 Overview of Work Product	Deliverables	FY 2019 – 2020 Target Outcomes	
<p>Economic Development Corporation Serving Fresno County</p> <p>Contract: \$40,000</p> <p>Comparative Healthcare Analysis: \$10,000</p> <p>Staff: President & CEO Lee Ann Eager</p> <p>Sherry Nell Chief Operating Officer</p> <p>Vice President of Business Services Will Oliver</p>	<p>Retention: Targeted businesses will be contacted by a variety of methods to educate Clovis businesses on local, regional and statewide incentive programs</p> <ul style="list-style-type: none"> ● Conduct Analysis to determine top 50 companies in Clovis that should be focused on for retention and expansion <p>New Business Recruitment: Provide information and tours to industrial and commercial representatives not currently located in Clovis for the purpose of recruiting new businesses and industries to the City of Clovis. Assist the City of Clovis in marketing identified industrial parks or industrial areas to new clients.</p> <ul style="list-style-type: none"> ● Coordinate site tours for the purpose of business attraction and expansion. ● Create and update marketing materials. ● Coordinate commercial and industrial broker events for the City of Clovis. ● Conduct analysis to determine expansion industries and companies to target for expansion. ● Attend trade shows/missions and market Clovis. 	<p>Top 50 targeted business analysis for expansion/retention</p>	<p>Updated Business Target Methodology completed in Q3. Top 50 Analysis to be updated in Q4 with updates and adjustments ongoing through FY19-20 & 20-21.</p>
		<p>Respond to all City of Clovis business inquires and connect them to appropriate resources</p>	<p>105 clients and businesses contacted and 31 referrals made during Q3.</p>
		<p>Complete Comparative Healthcare Analysis</p>	<p>Healthcare Comparative Analysis in progress.</p>
		<p>2 Broker Events</p>	<p>Planning discussions to continue once Shelter-In-Place order is lifted.</p>
		<p>40 new business leads</p>	<p>41 total business leads; 17 leads generated in Q3.</p>
		<p>5 Trade shows/missions attended</p>	<p>5/5 completed; 2/5 trade shows/missions attended in Q3.</p>
		<p>Incentive brochure created and distributed to targeted Clovis businesses in cooperation with City staff</p> <p>Economic Profile including updated demographic information</p> <p>Business Park Brochures</p> <p>Incentive Brochure</p>	<ul style="list-style-type: none"> ● Economic profile updated and hosted on our website. ● Business park brochures to be updated in Q4. ● Incentive brochure updated Q2 in cooperation with city staff.



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Receive and File – Investment Report for the Month of December 2019

ATTACHMENTS: 1. Distribution of Investments
2. Monthly Investment Transactions
3. Certificates of Deposit
4. Graph of December 31, 2019 Treasury Rates

Attached is the Investment Report for the month of December 2019. 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 December 2019. Attachment 3 lists the certificates of deposit. Attachment 4 is a graph of Treasury rates on December 31, 2019.

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 2.14%. The rate of return for the City of Clovis portfolio is 2.01%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 94% 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 December 2019 the average investment life of the City's investment portfolio is 1.04 years.

Current Investment Environment and Philosophy

During the month of December 2019, the federal funds rate remained at 1.50%-1.75%. On December 31, 2019, the Treasury yield curve remains relatively flat from 3-month to 5-year notes, followed by a slight increase from 5-year 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

- 1 government security totaling \$8,000,000.00 was purchased.
- 6 government securities totaling \$17,300,000.00 were called or matured.
- 2 certificates of deposit totaling \$500,000 were purchased.
- 1 certificate of deposit totaling \$245,000 matured.

Market Environment

- During December, the federal funds rate remained at 1.50%-1.75%.
- On December 31, the yield curve remains relatively flat from 3-month to 5-year notes, followed by a slight increase from 5-year to 10-year notes. See Attachment 4, Graph of Treasury Rates on December 31, 2019.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*

**City of Clovis
Distribution of Investments
As of December 31, 2019**

AGENDA ITEM NO. 4.

	<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 12/31/2019</u>
<u>GOV'T SECURITIES</u>								
FFCB	994,500	994,500	999,850	1.400%	1.400%	03/30/17	02/24/20	55
FHLB	1,008,597	1,008,597	1,000,420	1.875%	1.875%	03/22/17	03/13/20	73
FNMA	3,006,210	3,006,210	3,000,960	1.700%	1.700%	05/02/17	04/27/20	118
FNMA	3,007,770	3,007,770	3,000,540	1.800%	1.800%	05/02/17	04/27/20	118
FFCB	1,990,555	1,990,555	1,997,720	1.320%	1.320%	08/31/17	05/07/20	128
FHLMCMTN	2,498,750	2,498,750	2,499,300	1.550%	1.550%	05/25/17	05/22/20	143
FFCB	2,500,000	2,500,000	2,500,025	1.670%	1.670%	06/01/17	06/01/20	153
FAMCMTN	2,500,000	2,500,000	2,502,650	1.650%	1.650%	07/27/17	06/29/20	181
FFCB	5,000,000	5,000,000	5,000,050	1.625%	1.625%	07/06/17	07/06/20	188
FHLB	2,465,678	2,465,678	2,500,600	1.800%	1.800%	01/18/18	08/28/20	241
FHLB	2,455,547	2,455,547	2,500,000	1.680%	1.680%	06/01/18	08/28/20	241
FHLB	2,500,000	2,500,000	2,499,500	1.600%	1.600%	03/16/18	09/18/20	262
FNAMMTN	2,500,000	2,500,000	2,500,125	1.850%	1.850%	09/18/17	10/13/20	287
FNMA	2,442,365	2,442,365	2,498,150	1.500%	1.500%	12/22/17	10/28/20	302
FHLMCMTN	2,477,875	2,477,875	2,521,425	2.375%	2.375%	08/02/18	02/16/21	413
FAMCMTN	2,502,236	2,502,236	2,533,500	2.650%	2.650%	06/28/18	04/19/21	475
FHLB	2,568,983	2,568,983	2,571,525	3.625%	3.625%	06/28/18	06/11/21	528
FHLB	2,418,750	2,418,750	2,497,675	1.640%	1.640%	08/02/18	06/14/21	531
FAMCMTN	3,000,000	3,000,000	3,055,170	2.750%	2.750%	09/06/18	08/17/21	595
FFCB	1,998,520	1,998,520	2,037,060	2.700%	2.700%	09/06/18	08/27/21	605
FFCB	2,490,878	2,490,878	2,554,300	2.850%	2.850%	10/05/18	09/20/21	629
FFCB	2,500,200	2,500,200	2,558,975	2.800%	2.800%	12/17/18	12/17/21	717
FHLMCMTN	6,129,600	6,129,600	6,092,520	2.375%	2.375%	08/30/19	01/13/22	744
FFCB	2,498,750	2,498,750	2,501,450	2.800%	2.800%	01/24/19	01/24/22	755
FHLB	12,110,520	12,110,520	12,225,240	2.500%	2.500%	04/25/19	03/11/22	801
FFCB	5,979,668	5,979,668	6,049,162	2.280%	2.280%	03/28/19	03/28/22	818
FFCB	6,017,400	6,017,400	6,039,240	1.875%	1.875%	06/27/19	06/14/22	896
FAMCMTN	6,024,900	6,024,900	6,050,820	1.950%	1.950%	07/25/19	06/21/22	903
FFCB	3,005,250	3,005,250	3,001,470	1.625%	1.625%	11/27/19	08/22/22	965
FHLB	6,065,100	6,065,100	6,065,520	2.000%	2.000%	10/31/19	09/09/22	983
FFCB	2,984,460	2,984,460	2,980,980	1.375%	1.375%	11/27/19	10/11/22	1,015
FHLB	8,045,600	8,045,600	8,054,880	1.875%	1.875%	12/19/19	12/09/22	1,074
SECURITIES TOTAL	\$ 113,688,660	\$ 113,688,660	\$114,390,802					
LAIF		\$ 65,000,000	\$ 65,000,000					
MONEY MARKET (Rabo)		\$ -	\$ -					
Sweep Account (Union Bank)		\$ 24,621,887	\$ 24,621,887					
TOTAL CD'S		\$ 11,705,000	\$ 11,800,781					
TOTAL INVESTMENTS		\$ 215,015,547	\$ 215,813,469					

* Market values for securities obtained from US Bank.

City of Clovis
Monthly Investment Transactions
As of December 31, 2019

AGENDA ITEM NO. 4.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FHLB	Gov Security	Purchase	8,000,000	8,045,600	1.875%	12/19/19	12/09/22
Live Oak Banking Co	CD	Purchase	250,000	250,000	1.750%	12/11/19	12/12/22
Wells Fargo Natl Bk West	CD	Purchase	250,000	250,000	1.800%	12/13/19	12/13/22
FHLMCMTN	Gov Security	Full Call	2,500,000	2,471,750	1.500%	12/30/19	06/30/21
FHLMCMTN	Gov Security	Full Call	2,300,000	2,258,140	1.875%	12/29/19	03/29/21
FFCB	Gov Security	Full Call	2,500,000	2,452,750	2.000%	12/11/19	05/17/21
FFCB	Gov Security	Maturity	2,500,000	2,502,117	2.390%	12/05/19	12/05/19
FHLB	Gov Security	Full Call	5,000,000	5,000,000	1.625%	12/26/19	06/26/20
FHLB	Gov Security	Full Call	2,500,000	2,500,000	1.640%	12/17/19	06/29/20
Morton Community Bank	CD	Maturity	245,000	245,000	1.500%	12/16/19	12/16/19

PORTFOLIO DATA

Current Month (12/19)

	<u>Book</u>	<u>Market</u>
CD'S	\$ 11,705,000	\$ 11,800,781
Gov't Securities*	113,688,660	114,390,802
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	24,621,887	24,621,887
TOTAL	\$ 215,015,547	\$215,813,469

One Month Previous (11/19)

	<u>Book</u>	<u>Market</u>
CD'S	\$ 11,450,000	\$11,554,883
Gov't Securities*	122,827,817	123,561,582
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	7,806,294	7,806,294
TOTAL	\$ 207,084,111	\$ 207,922,759

Three Months Previous (09/19)

	<u>Book</u>	<u>Market</u>
CD'S	\$ 11,450,000	\$11,548,899
Gov't Securities*	130,291,307	131,021,946
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	7,697,336	7,697,336
TOTAL	\$ 214,438,643	\$ 215,268,182

Six Months Previous (06/19)

	<u>Book</u>	<u>Market</u>
CD'S	\$ 12,670,000	\$ 12,713,242
Gov't Securities*	123,588,962	124,187,773
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	31,967,930	31,967,930
TOTAL	\$ 233,226,892	\$ 233,868,945

One Year Previous (12/18)

	<u>Book</u>	<u>Market</u>
CD'S	\$ 11,890,000	\$ 11,785,812
Gov't Securities*	111,184,545	110,572,430
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	8,707,423	8,707,423
TOTAL	\$ 196,781,968	\$ 196,065,665

*Adjusted Quarterly for Premium/Discount Amortization

**City of Clovis
Certificates of Deposit
As of December 31, 2019**

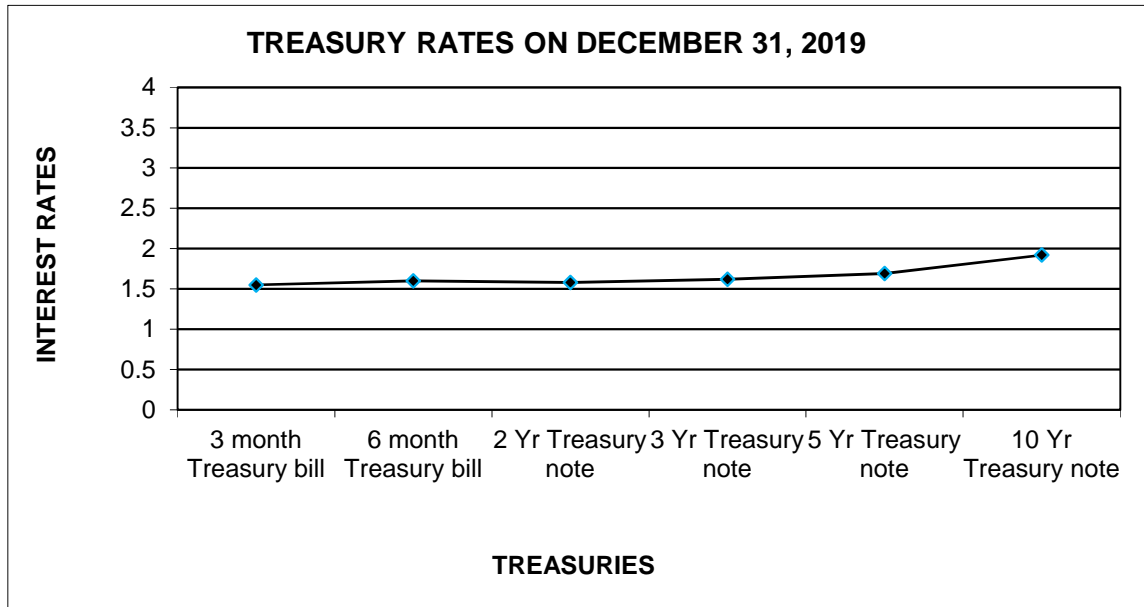
AGENDA ITEM NO. 4.

<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 12/31/19</u>	<u>INTEREST FREQUENCY</u>
Sallie Mae	245,000	245,012.25	1.750%	01/11/17	01/13/20	13	SEMI-ANNUALLY
Stearns Bank	245,000	244,990.20	1.600%	02/10/17	02/10/20	41	MONTHLY
Crescent Bank	245,000	244,977.95	1.550%	02/15/17	02/14/20	45	MONTHLY
Pyramax Bank	245,000	244,992.65	1.600%	02/17/17	02/18/20	49	MONTHLY
American Express	245,000	245,156.80	1.900%	04/17/17	04/06/20	97	MONTHLY
First Bank	245,000	244,955.90	1.600%	04/17/17	04/20/20	111	MONTHLY
Ion Bank	245,000	244,958.35	1.600%	04/17/17	04/20/20	111	MONTHLY
Communitywide	250,000	250,305.00	1.950%	12/01/17	06/01/20	153	MONTHLY
Nthwt Dist Ch8	250,000	250,047.50	1.700%	06/16/17	06/16/20	168	MONTHLY
Tbk Bank Ssb	250,000	250,107.50	1.800%	06/23/17	06/23/20	175	MONTHLY
Amer Natl	250,000	250,057.50	1.700%	07/12/17	07/13/20	195	MONTHLY
Mb Financial Bank	250,000	250,222.50	1.800%	08/10/17	08/10/20	223	MONTHLY
East Boston Svgs Bk Boston Ma	250,000	250,282.50	1.800%	09/28/17	09/28/20	272	MONTHLY
Eagle Bank	250,000	251,582.50	2.500%	03/29/19	09/29/20	273	QUARTERLY
Medallion Bk Salt Lake City Utah	250,000	250,375.00	1.850%	09/29/17	09/29/20	273	MONTHLY
Illinois Cmnty	250,000	250,780.00	2.000%	11/28/17	11/30/20	335	MONTHLY
Merrick Bank	250,000	252,592.50	2.550%	03/09/18	03/09/21	434	MONTHLY
Towne Bank	250,000	253,340.00	2.700%	04/27/18	04/27/21	483	MONTHLY
Citibank	250,000	254,205.00	2.900%	05/22/18	05/24/21	510	MONTHLY
University Of Iowa Cmnty Fcu	250,000	254,245.00	2.900%	05/24/18	05/28/21	514	MONTHLY
B Bay Llc	250,000	254,855.00	3.000%	06/15/18	06/15/21	532	MONTHLY
Connectone Bk Englewood Cliffs	250,000	254,737.50	3.000%	06/15/18	06/15/21	532	MONTHLY
Bar Harbor Bank Trust	250,000	254,737.50	3.000%	06/29/18	06/29/21	546	MONTHLY
Keesler Fed Cr Un	250,000	255,567.50	3.050%	02/20/19	08/30/21	608	QUARTERLY
Ubs Bank Usa	250,000	256,827.50	3.200%	11/07/18	11/08/21	678	MONTHLY
Mountain America Fd Credit	250,000	256,892.50	3.200%	11/15/18	11/15/21	685	MONTHLY
Jp Morgan Chase	250,000	250,095.00	3.000%	01/18/19	01/18/22	749	SEMI-ANNUALLY
Wells Fargo	250,000	256,457.50	3.000%	01/18/19	01/18/22	749	MONTHLY
Security First	250,000	250,202.50	3.000%	01/25/19	01/25/22	756	QUARTERLY
Goldman Sachs Bk USA Ny	245,000	250,510.05	2.800%	02/20/19	02/22/22	784	QUARTERLY
Tiaa FSB Jacksonville Fla	245,000	250,767.30	2.850%	02/28/19	02/22/22	784	QUARTERLY
Comenity Capital Bank	250,000	254,577.50	2.550%	04/30/19	04/29/22	850	QUARTERLY
Jefferson Financial Bank	250,000	250,930.00	2.650%	05/15/19	05/16/22	867	QUARTERLY
Synchrony Bank	250,000	254,037.00	2.450%	05/17/19	05/17/22	868	QUARTERLY
First State Bank of Dequeen	250,000	251,427.50	2.000%	07/26/19	05/26/22	877	QUARTERLY
Flagstar Bank	250,000	254,412.50	2.500%	06/12/19	06/13/22	895	QUARTERLY
Capital One Bank	250,000	253,527.50	2.350%	06/19/19	06/20/22	902	QUARTERLY
Morgan Stanley Bk	250,000	252,022.50	2.100%	07/25/19	07/25/22	937	QUARTERLY
Capital One Bank	250,000	252,340.00	2.150%	08/07/19	08/08/22	951	QUARTERLY
Everbanke USA Salt Lake City	250,000	251,705.00	2.050%	08/07/19	08/08/22	951	QUARTERLY
Raymond James Bank	250,000	250,735.00	1.900%	08/23/19	08/23/22	966	QUARTERLY
Ally Bank	250,000	250,365.00	1.850%	09/19/19	09/19/22	993	MONTHLY
Usalliance Federal Credit Union	250,000	251,020.00	2.850%	09/30/19	09/30/22	1,004	MONTHLY
Morgan Stanley Bank	250,000	250,315.00	2.100%	10/17/19	10/17/22	1,021	QUARTERLY
Lafayette Fed Cr Un	250,000	249,192.50	1.700%	11/22/19	11/22/22	1,057	QUARTERLY
Live Oak Banking Co.	250,000	249,490.00	1.750%	12/11/19	12/12/22	1,077	MONTHLY
Wells Fargo Natl Bk West	250,000	249,847.50	1.800%	12/13/19	12/13/22	1,078	MONTHLY
Negotiable CD TOTAL	<u>\$ 11,705,000</u>	<u>\$ 11,800,781</u>					
CD TOTAL	<u>\$ 11,705,000</u>	<u>\$ 11,800,781</u>					

**CITY OF CLOVIS
FINANCE DEPARTMENT
DECEMBER 31, 2019 TREASURY RATES**

Treasury Rates as of December 31, 2019

3 month Treasury bill	1.55
6 month Treasury bill	1.60
2 Yr Treasury note	1.58
3 Yr Treasury note	1.62
5 Yr Treasury note	1.69
10 Yr Treasury note	1.92



As indicated in the above graph, treasuries remain relatively flat from 3-month to 5-year notes, followed by a slight increase from 5-year to 10-year notes.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of December 2019

ATTACHMENTS:

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

Attached for the Council’s information is the Treasurer’s Report for the month ended December 31, 2019.

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 December 31, 2019.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*

City of Clovis
Statement of Cash Balances
As of December 31, 2019

AGENDA ITEM NO. 5.

Previous Balance	\$	6,193,851.79
Deposits		39,200,335.18
Disbursements		<u>(40,057,536.03)</u>
Current Balance	\$	<u><u>5,336,650.94</u></u>

FUNDS	BALANCE
100 General Fund	\$ 512,529.19
201 Local Transportation	8,345,035.71
202 Parking and Business Improvements	56,958.28
203 Off Highway Use	69,101.96
205 Senior Citizen Memorial Trust	53,036.02
207 Landscape Assessment District	2,991,864.99
208 Blackhorse III (95-1) Assessment District	114,255.03
301 Park & Recreation Acquisition	5,923,426.90
305 Refuse Equipment Reserve	1,356,989.81
310 Special Street Deposit Fund	26,578,325.51
313 Successor Agency	165,823.62
314 Housing Successor Agency	1,596,772.33
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	398,492.47
501 Community Sanitation Fund	17,200,280.48
502 Sewer Service Fund	29,629,682.98
504 Sewer Capital Projects-Users	887,477.68
506 Sewer Capital Projects-Developer	6,170,836.84
507 Water Service Fund	54,122,225.80
508 Water Capital Projects-Users	5,394,537.30
509 Water Capital Projects-Developer	7,726,763.29
515 Transit Fund	1,449,671.55
540 Planning & Development Services	14,463,492.30
601 Property & Liability Insurance	1,554,540.34
602 Fleet Maintenance	12,403,089.76
603 Employee Benefit Fund	5,545,142.17
604 General Government Services	14,730,764.18
701 Curb & Gutter Fund	157,579.90
702 Sewer Revolving Fund	(599,853.93)
703 Payroll Tax & Withholding Fund	1,361,175.91
712 Temperance/Barstow Assmt Dist (98-1)	74,374.89
713 Shepherd/Temperance Assmt Dist (2000-1)	5,645.66
715 Supp Law Enforcement Serv	165,973.33
716 Asset Forfeiture	23,650.07
720 Measure A-Public Safety Facility Tax	7,354.46
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(312,853.59)
747 Housing Successor Trust Fund	1,137.98
SUBTOTALS	<u>\$ 220,352,197.80</u>
999 Invested Funds	<u>(215,015,546.86)</u>
TOTAL	<u><u>\$ 5,336,650.94</u></u>

City of Clovis
Summary of Investment Activity
For the month of December 31, 2019

AGENDA ITEM NO. 5.

<hr/> <hr/>		
<u>Balance of Investments Previous Month End</u>		<u>\$ 207,084,110.88</u>
 <u>Time Certificates of Deposit Transactions</u>		
Investments	500,000.00	
Withdrawals	<u>(245,000.00)</u>	
Total CD Changes		255,000.00
 <u>Other Changes</u>		
Government Securities	(9,139,157.00)	
US Treasury Notes	0.00	
Local Agency Investment Fund	0.00	
Money Market	0.00	
Sweep Account	<u>16,815,592.98</u>	
Total Other Changes		<u>7,676,435.98</u>
Balance of Investments Current Month End		<u>\$ 215,015,546.86</u>

City of Clovis
Distribution of Investments
As of December 31, 2019

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Insured CD's		11,705,000.00
Government Securities		113,688,659.97
US Treasury Notes		0.00
Local Agency Investment Fund		65,000,000.00
Money Market		0.00
Sweep Account		<u>24,621,886.89</u>
Investment Total		<u>\$ 215,015,546.86</u>

City of Clovis
Original Maturities Exceeding One Year
As of December 31, 2019

AGENDA ITEM NO. 5.

<u>Institution</u>	<u>Face Value</u>	<u>Investment Balance At Amortized Cost</u>	<u>Maturity</u>	<u>Stated Rate</u>
FFCB	1,000,000.00	994,500.00	2/24/2020	1.400%
FHLB	1,000,000.00	1,008,596.72	3/13/2020	1.875%
FNMA	3,000,000.00	3,006,210.00	4/27/2020	1.700%
FNMA	3,000,000.00	3,007,770.00	4/27/2020	1.800%
FFCB	2,000,000.00	1,990,555.00	5/7/2020	1.320%
FHLMCMTN	2,500,000.00	2,498,750.00	5/22/2020	1.550%
FFCB	2,500,000.00	2,500,000.00	6/1/2020	1.670%
FAMCMTN	2,500,000.00	2,500,000.00	6/29/2020	1.650%
FFCB	5,000,000.00	5,000,000.00	7/6/2020	1.625%
FHLB	2,500,000.00	2,465,677.50	8/28/2020	1.800%
FHLB	2,500,000.00	2,455,546.50	8/28/2020	1.680%
FHLB	2,500,000.00	2,500,000.00	9/18/2020	1.600%
FNAMAMTN	2,500,000.00	2,500,000.00	10/13/2020	1.850%
FNMA	2,500,000.00	2,442,365.00	10/28/2020	1.500%
FHLMCMTN	2,500,000.00	2,477,875.00	2/16/2021	2.375%
FAMCMTN	2,500,000.00	2,502,236.25	4/19/2021	2.650%
FHLB	2,500,000.00	2,568,982.50	6/11/2021	3.625%
FHLB	2,500,000.00	2,418,750.00	6/14/2021	1.640%
FAMCMTN	3,000,000.00	3,000,000.00	8/17/2021	2.750%
FFCB	2,000,000.00	1,998,520.00	8/27/2021	2.700%
FFCB	2,500,000.00	2,490,877.50	9/20/2021	2.850%
FFCB	2,500,000.00	2,500,200.00	12/17/2021	2.800%
FHLMCMTN	6,000,000.00	6,129,600.00	1/13/2022	2.375%
FFCB	2,500,000.00	2,498,750.00	1/24/2022	2.800%
FHLB	12,000,000.00	12,110,520.00	3/11/2022	2.500%
FFCB	5,960,000.00	5,979,668.00	3/28/2022	2.280%
FFCB	6,000,000.00	6,017,400.00	6/14/2022	1.875%
FAMCMTN	6,000,000.00	6,024,900.00	6/21/2022	1.950%
FFCB	3,000,000.00	3,005,250.00	8/22/2022	1.625%
FHLB	6,000,000.00	6,065,100.00	9/9/2022	2.000%
FFCB	3,000,000.00	2,984,460.00	10/11/2022	1.375%
FHLB	8,000,000.00	8,045,600.00	12/9/2022	1.875%



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Receive and File – Investment Report for the Month of January 2020

ATTACHMENTS:

1. Distribution of Investments
2. Monthly Investment Transactions
3. Certificates of Deposit
4. Graph of January 31, 2020 Treasury Rates

Attached is the Investment Report for the month of January 2020. 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 January 2020. Attachment 3 lists the certificates of deposit. Attachment 4 is a graph of Treasury rates on January 31, 2020.

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.

- 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 2.07%. The rate of return for the City of Clovis portfolio is 1.95%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 94% 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 January 2020 the average investment life of the City's investment portfolio is 1.05 years.

Current Investment Environment and Philosophy

During the month of January 2020, the federal funds rate remained at 1.50%-1.75%. On January 31, 2020, the Treasury yield curve declined from 3-month to 3-year notes, followed by a slight increase from 3-year 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

- 3 government securities totaling \$13,000,000.00 were purchased.
- 3 government securities totaling \$8,000,000.00 were called or matured.
- 2 certificates of deposit totaling \$500,000 were purchased.
- 3 certificates of deposit totaling \$745,000 were called or matured.

Market Environment

- During January, the federal funds rate remained at 1.50%-1.75%.
- On January 31, the yield curve declined slightly from 3-month to 3-year notes, followed by a slight increase from 3-year to 10-year notes. See Attachment 4, Graph of Treasury Rates on January 31, 2020.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*

**City of Clovis
Distribution of Investments
As of January 31, 2020**

AGENDA ITEM NO. 6.

	COST	NET BOOK VALUE	MARKET VALUE *	YIELD TO MATURITY	STATED INTEREST RATE	INVEST DATE	MATURITY DATE	DAYS TO MATURITY FROM 1/31/2020
<u>GOV'T SECURITIES</u>								
FFCB	994,500	994,500	999,970	1.400%	1.400%	03/30/17	02/24/20	24
FHLB	1,008,597	1,008,597	1,000,310	1.875%	1.875%	03/22/17	03/13/20	42
FNMA	3,006,210	3,006,210	3,001,470	1.700%	1.700%	05/02/17	04/27/20	87
FFCB	1,990,555	1,990,555	1,998,720	1.320%	1.320%	08/31/17	05/07/20	97
FHLMCMTN	2,498,750	2,498,750	2,500,025	1.550%	1.550%	05/25/17	05/22/20	112
FFCB	2,500,000	2,500,000	2,500,025	1.670%	1.670%	06/01/17	06/01/20	122
FAMCMTN	2,500,000	2,500,000	2,500,950	1.650%	1.650%	07/27/17	06/29/20	150
FFCB	5,000,000	5,000,000	5,000,050	1.625%	1.625%	07/06/17	07/06/20	157
FHLB	2,455,547	2,455,547	2,500,200	1.680%	1.680%	06/01/18	08/28/20	210
FHLB	2,465,678	2,465,678	2,500,250	1.800%	1.800%	01/18/18	08/28/20	210
FHLB	2,500,000	2,500,000	2,500,000	1.600%	1.600%	03/16/18	09/18/20	231
FNMA	2,442,365	2,442,365	2,500,275	1.500%	1.500%	12/22/17	10/28/20	271
FHLMCMTN	2,477,875	2,477,875	2,523,075	2.375%	2.375%	08/02/18	02/16/21	382
FAMCMTN	2,502,236	2,502,236	2,534,525	2.650%	2.650%	06/28/18	04/19/21	444
FHLB	2,568,983	2,568,983	2,573,500	3.625%	3.625%	06/28/18	06/11/21	497
FHLB	2,418,750	2,418,750	2,500,025	1.640%	1.640%	08/02/18	06/14/21	500
FAMCMTN	3,000,000	3,000,000	3,056,730	2.750%	2.750%	09/06/18	08/17/21	564
FFCB	1,998,520	1,998,520	2,039,700	2.700%	2.700%	09/06/18	08/27/21	574
FFCB	2,490,878	2,490,878	2,559,025	2.850%	2.850%	10/05/18	09/20/21	598
FFCB	2,500,200	2,500,200	2,565,750	2.800%	2.800%	12/17/18	12/17/21	686
FAMCMTN	2,999,400	2,999,400	2,997,570	1.520%	1.520%	01/23/20	01/10/22	710
FHLMCMTN	6,129,600	6,129,600	6,114,120	2.375%	2.375%	08/30/19	01/13/22	713
FHLB	12,110,520	12,110,520	12,277,680	2.500%	2.500%	04/25/19	03/11/22	770
FFCB	5,979,668	5,979,668	6,067,101	2.280%	2.280%	03/28/19	03/28/22	787
FFCB	6,017,400	6,017,400	6,060,360	1.875%	1.875%	06/27/19	06/14/22	865
FAMCMTN	6,024,900	6,024,900	6,053,340	1.950%	1.950%	07/25/19	06/21/22	872
FFCB	3,005,250	3,005,250	3,012,990	1.625%	1.625%	11/27/19	08/22/22	934
FHLB	6,065,100	6,065,100	6,084,840	2.000%	2.000%	10/31/19	09/09/22	952
FFCB	2,984,460	2,984,460	2,993,850	1.375%	1.375%	11/27/19	10/11/22	984
FFCB	5,008,500	5,008,500	5,030,050	1.600%	1.600%	01/23/20	10/13/22	986
FHLB	8,045,600	8,045,600	6,591,390	1.875%	1.875%	12/19/19	12/09/22	1,043
FHLB	5,047,500	5,047,500	6,591,390	1.875%	1.875%	01/23/20	12/09/22	1,043
SECURITIES TOTAL	\$ 118,737,540	\$ 118,737,540	\$119,729,256					
LAIF		\$ 65,373,805	\$ 65,373,805					
MONEY MARKET (Rabo)		\$ -	\$ -					
Sweep Account (Union Bank)		\$ 21,889,541	\$ 21,889,541					
TOTAL CD'S		\$ 11,460,000	\$ 11,560,852					
TOTAL INVESTMENTS		\$ 217,460,886	\$ 218,553,454					

* Market values for securities obtained from US Bank.

City of Clovis
Monthly Investment Transactions
As of January 31, 2020

AGENDA ITEM NO. 6.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FAMCMTN	Gov Security	Purchase	3,000,000	2,999,400	1.520%	01/23/20	01/10/22
FFCB	Gov Security	Purchase	5,000,000	5,008,500	1.600%	01/23/20	10/13/22
FHLB	Gov Security	Purchase	5,000,000	5,047,500	1.875%	01/23/20	12/09/22
Sallie Mae Bank	CD	Purchase	250,000	250,000	1.900%	01/23/20	01/23/23
Valley Cent Svgs	CD	Purchase	250,000	250,000	1.700%	01/15/20	01/17/23
FNMAMTN	Gov Security	Full Call	3,000,000	3,007,770	1.800%	01/27/20	04/27/20
FNMAMTN	Gov Security	Full Call	2,500,000	2,500,000	1.850%	01/13/20	10/13/20
FFCB	Gov Security	Full Call	2,500,000	2,498,750	2.800%	01/24/20	01/24/22
JP Morgan Chase Bank	CD	Full Call	250,000	250,000	3.000%	01/18/20	01/18/22
Sallie Mae Bank	CD	Maturity	245,000	245,000	1.750%	01/13/20	01/13/20
Security First Bank	CD	Full Call	250,000	250,000	3.000%	01/25/20	01/25/22

PORTFOLIO DATA

Current Month (01/20)

	Book	Market
CD'S	\$ 11,460,000	\$ 11,560,852
Gov't Securities*	118,737,540	119,729,256
LAIF	65,373,805	65,373,805
Sweep Account (Union Bank)	21,889,541	21,889,541
TOTAL	\$ 217,460,886	\$218,553,454

One Month Previous (12/19)

	Book	Market
CD'S	\$ 11,705,000	\$11,800,781
Gov't Securities*	\$ 113,688,660	\$114,390,802
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	24,621,887	24,621,887
TOTAL	\$ 215,015,547	\$ 215,813,469

Three Months Previous (10/19)

	Book	Market
CD'S	\$ 11,450,000	\$11,548,004
Gov't Securities*	\$ 125,326,857	\$126,258,774
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	9,003,896	9,003,896
TOTAL	\$ 210,780,752	\$ 211,810,674

Six Months Previous (07/19)

	Book	Market
CD'S	\$ 12,180,000	\$ 12,243,351
Gov't Securities*	124,125,407	124,513,114
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	12,925,115	12,925,115
TOTAL	\$ 214,230,522	\$ 214,681,580

One Year Previous (01/19)

	Book	Market
CD'S	\$ 12,645,000	\$ 12,587,840
Gov't Securities*	116,183,295	115,697,730
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	16,623,684	16,623,684
TOTAL	\$ 210,451,979	\$ 209,909,254

*Adjusted Quarterly for Premium/Discount Amortization

**City of Clovis
Certificates of Deposit
As of January 31, 2020**

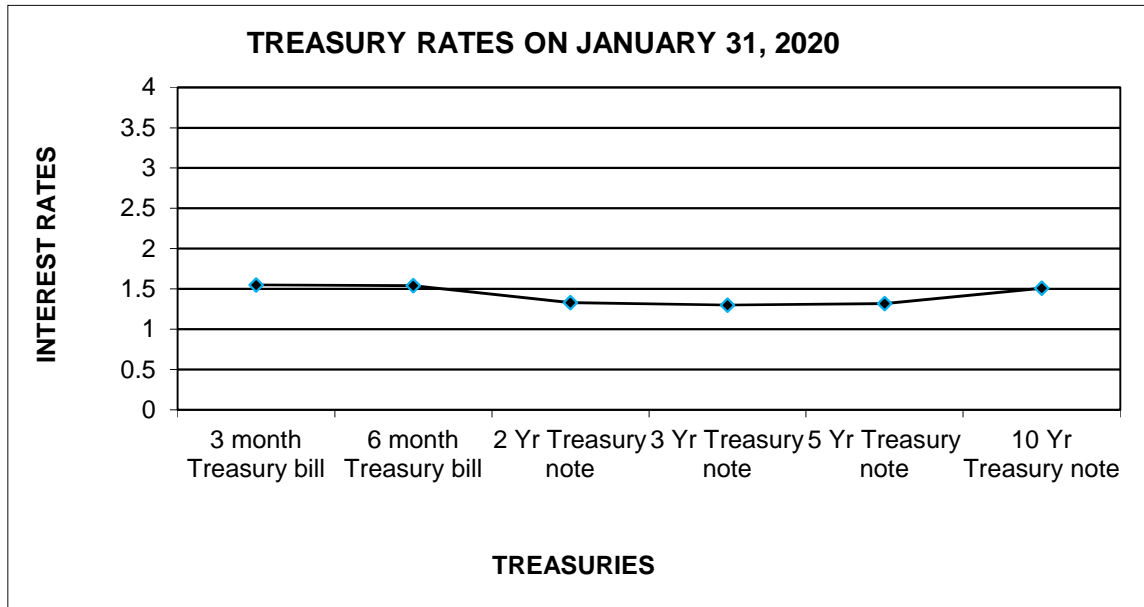
AGENDA ITEM NO. 6.

<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 01/31/20</u>	<u>INTEREST FREQUENCY</u>
Stearns Bank	245,000	245,007.35	1.600%	02/10/17	02/10/20	10	MONTHLY
Crescent Bank	245,000	245,007.35	1.550%	02/15/17	02/14/20	14	MONTHLY
Pyramax Bank	245,000	245,014.70	1.600%	02/17/17	02/18/20	18	MONTHLY
American Express	245,000	245,169.05	1.900%	04/17/17	04/06/20	66	MONTHLY
First Bank	245,000	245,029.40	1.600%	04/17/17	04/20/20	80	MONTHLY
Ion Bank	245,000	245,029.40	1.600%	04/17/17	04/20/20	80	MONTHLY
Communitywide	250,000	250,307.50	1.950%	12/01/17	06/01/20	122	MONTHLY
Nthwt Dist Ch8	250,000	250,105.00	1.700%	06/16/17	06/16/20	137	MONTHLY
Tbk Bank Ssb	250,000	250,122.50	1.800%	06/23/17	06/23/20	144	MONTHLY
Amer Natl	250,000	250,110.00	1.700%	07/12/17	07/13/20	164	MONTHLY
Mb Financial Bank	250,000	250,245.00	1.800%	08/10/17	08/10/20	192	MONTHLY
East Boston Svgs Bk Boston Ma	250,000	250,292.50	1.800%	09/28/17	09/28/20	241	MONTHLY
Eagle Bank	250,000	251,455.00	2.500%	03/29/19	09/29/20	242	QUARTERLY
Medallion Bk Salt Lake City Utah	250,000	250,377.50	1.850%	09/29/17	09/29/20	242	MONTHLY
Illinois Cmnty	250,000	250,770.00	2.000%	11/28/17	11/30/20	304	MONTHLY
Merrick Bank	250,000	252,497.50	2.550%	03/09/18	03/09/21	403	MONTHLY
Towne Bank	250,000	253,212.50	2.700%	04/27/18	04/27/21	452	MONTHLY
Citibank	250,000	254,035.00	2.900%	05/22/18	05/24/21	479	MONTHLY
University Of Iowa Cmnty Fcu	250,000	254,082.50	2.900%	05/24/18	05/28/21	483	MONTHLY
B Bay Llc	250,000	254,680.00	3.000%	06/15/18	06/15/21	501	MONTHLY
Connectone Bk Englewood Cliffs	250,000	254,552.50	3.000%	06/15/18	06/15/21	501	MONTHLY
Bar Harbor Bank Trust	250,000	254,542.50	3.000%	06/29/18	06/29/21	515	MONTHLY
Keesler Fed Cr Un	250,000	255,367.50	3.050%	02/20/19	08/30/21	577	QUARTERLY
Ubs Bank Usa	250,000	256,590.00	3.200%	11/07/18	11/08/21	647	MONTHLY
Mountain America Fd Credit	250,000	256,655.00	3.200%	11/15/18	11/15/21	654	MONTHLY
Wells Fargo	250,000	256,265.00	3.000%	01/18/19	01/18/22	718	MONTHLY
Goldman Sachs Bk USA Ny	245,000	250,402.25	2.800%	02/20/19	02/22/22	753	QUARTERLY
Tiaa FSB Jacksonville Fla	245,000	250,649.70	2.850%	02/28/19	02/22/22	753	QUARTERLY
Comenity Capital Bank	250,000	254,642.50	2.550%	04/30/19	04/29/22	819	QUARTERLY
Jefferson Financial Bank	250,000	250,780.00	2.650%	05/15/19	05/16/22	836	QUARTERLY
Synchrony Bank	250,000	254,157.50	2.450%	05/17/19	05/17/22	837	QUARTERLY
First State Bank of Dequeen	250,000	251,657.50	2.000%	07/26/19	05/26/22	846	QUARTERLY
Flagstar Bank	250,000	254,575.00	2.500%	06/12/19	06/13/22	864	QUARTERLY
Capital One Bank	250,000	253,737.50	2.350%	06/19/19	06/20/22	871	QUARTERLY
Morgan Stanley Bk	250,000	252,367.50	2.100%	07/25/19	07/25/22	906	QUARTERLY
Capital One Bank	250,000	252,702.50	2.150%	08/07/19	08/08/22	920	QUARTERLY
Everbanke USA Salt Lake City	250,000	252,087.50	2.050%	08/07/19	08/08/22	920	QUARTERLY
Raymond James Bank	250,000	251,182.50	1.900%	08/23/19	08/23/22	935	QUARTERLY
Ally Bank	250,000	250,890.00	1.850%	09/19/19	09/19/22	962	QUARTERLY
Usalliance Federal Credit Union	250,000	251,555.00	2.850%	09/30/19	09/30/22	973	QUARTERLY
Morgan Stanley Bank	250,000	250,910.00	2.100%	10/17/19	10/17/22	990	MONTHLY
Lafayette Fed Cr Un	250,000	249,915.00	1.700%	11/22/19	11/22/22	1,026	MONTHLY
Live Oak Banking Co.	250,000	250,260.00	1.750%	12/11/19	12/12/22	1,046	QUARTERLY
Wells Fargo Natl Bk West	250,000	250,610.00	1.800%	12/13/19	12/13/22	1,047	QUARTERLY
Valley Cent Svgs Bk	250,000	249,900.00	1.700%	01/15/20	01/17/23	1,082	QUARTERLY
Sallie Mae Bank	250,000	251,347.50	1.900%	01/23/20	01/23/23	1,088	QUARTERLY
Negotiable CD TOTAL	<u>\$ 11,460,000</u>	<u>\$ 11,560,852</u>					
CD TOTAL	<u><u>\$ 11,460,000</u></u>	<u><u>\$ 11,560,852</u></u>					

**CITY OF CLOVIS
FINANCE DEPARTMENT
JANUARY 31, 2020 TREASURY RATES**

Treasury Rates as of January 31, 2020

3 month Treasury bill	1.55
6 month Treasury bill	1.54
2 Yr Treasury note	1.33
3 Yr Treasury note	1.30
5 Yr Treasury note	1.32
10 Yr Treasury note	1.51



As indicated in the above graph, treasuries decline slightly from 3-month to 3-year notes, followed by a slight increase from 3-year to 10-year notes.



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of January 2020

ATTACHMENTS:

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

Attached for the Council’s information is the Treasurer’s Report for the month ended January 31, 2020.

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 January 31, 2020.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*

City of Clovis
Statement of Cash Balances
As of January 31, 2020

AGENDA ITEM NO. 7.

Previous Balance	\$	5,336,650.94
Deposits		51,072,929.09
Disbursements		(49,421,637.27)
Current Balance	\$	6,987,942.76

FUNDS	BALANCE
100 General Fund	\$ 8,507,162.03
201 Local Transportation	7,015,869.95
202 Parking and Business Improvements	70,297.22
203 Off Highway Use	69,272.06
205 Senior Citizen Memorial Trust	53,266.93
207 Landscape Assessment District	5,034,825.89
208 Blackhorse III (95-1) Assessment District	135,978.14
301 Park & Recreation Acquisition	7,189,819.27
305 Refuse Equipment Reserve	1,372,547.84
310 Special Street Deposit Fund	25,234,558.07
313 Successor Agency	377,534.82
314 Housing Successor Agency	1,664,931.97
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	399,489.27
501 Community Sanitation Fund	17,476,077.38
502 Sewer Service Fund	30,314,598.06
504 Sewer Capital Projects-Users	906,343.89
506 Sewer Capital Projects-Developer	4,568,144.33
507 Water Service Fund	54,543,791.21
508 Water Capital Projects-Users	5,490,182.26
509 Water Capital Projects-Developer	7,697,795.55
515 Transit Fund	944,359.80
540 Planning & Development Services	14,509,613.28
601 Property & Liability Insurance	1,393,694.31
602 Fleet Maintenance	8,228,306.83
603 Employee Benefit Fund	5,682,539.26
604 General Government Services	14,895,181.70
701 Curb & Gutter Fund	157,971.35
702 Sewer Revolving Fund	(586,859.38)
703 Payroll Tax & Withholding Fund	1,246,204.89
712 Temperance/Barstow Assmt Dist (98-1)	74,558.43
713 Shepherd/Temperance Assmt Dist (2000-1)	5,656.71
715 Supp Law Enforcement Serv	187,467.78
716 Asset Forfeiture	23,705.31
720 Measure A-Public Safety Facility Tax	6,210.52
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(470,302.78)
747 Housing Successor Trust Fund	1,137.98
SUBTOTALS	\$ 224,448,828.76
999 Invested Funds	(217,460,886.00)
TOTAL	\$ 6,987,942.76

City of Clovis
Summary of Investment Activity
For the month of January 31, 2020

AGENDA ITEM NO. 7.

<hr/> <hr/>	
<u>Balance of Investments Previous Month End</u>	<u>\$ 215,015,546.86</u>
 <u>Time Certificates of Deposit Transactions</u>	
Investments	500,000.00
Withdrawals	<u>(745,000.00)</u>
Total CD Changes	(245,000.00)
 <u>Other Changes</u>	
Government Securities	5,048,880.00
LAIF	373,805.23
Local Agency Investment Fund	0.00
Money Market	0.00
Sweep Account	<u>(2,732,346.09)</u>
Total Other Changes	<u>2,690,339.14</u>
Balance of Investments Current Month End	<u>\$ 217,460,886.00</u>

City of Clovis
Distribution of Investments
As of January 31, 2020

<hr/> <hr/>	
Insured CD's	11,460,000.00
Government Securities	118,737,539.97
US Treasury Notes	0.00
Local Agency Investment Fund	65,373,805.23
Money Market	0.00
Sweep Account	<u>21,889,540.80</u>
Investment Total	<u>\$ 217,460,886.00</u>

City of Clovis
Original Maturities Exceeding One Year
As of January 31, 2020

AGENDA ITEM NO. 7.

<u>Institution</u>	<u>Face Value</u>	<u>Investment Balance At Amortized Cost</u>	<u>Maturity</u>	<u>Stated Rate</u>
FFCB	1,000,000.00	994,500.00	2/24/2020	1.400%
FHLB	1,000,000.00	1,008,596.72	3/13/2020	1.875%
FNMA	3,000,000.00	3,006,210.00	4/27/2020	1.700%
FFCB	2,000,000.00	1,990,555.00	5/7/2020	1.320%
FHLMCMTN	2,500,000.00	2,498,750.00	5/22/2020	1.550%
FFCB	2,500,000.00	2,500,000.00	6/1/2020	1.670%
FAMCMTN	2,500,000.00	2,500,000.00	6/29/2020	1.650%
FFCB	5,000,000.00	5,000,000.00	7/6/2020	1.625%
FHLB	2,500,000.00	2,455,546.50	8/28/2020	1.680%
FHLB	2,500,000.00	2,465,677.50	8/28/2020	1.800%
FHLB	2,500,000.00	2,500,000.00	9/18/2020	1.600%
FNMA	2,500,000.00	2,442,365.00	10/28/2020	1.500%
FHLMCMTN	2,500,000.00	2,477,875.00	2/16/2021	2.375%
FAMCMTN	2,500,000.00	2,502,236.25	4/19/2021	2.650%
FHLB	2,500,000.00	2,568,982.50	6/11/2021	3.625%
FHLB	2,500,000.00	2,418,750.00	6/14/2021	1.640%
FAMCMTN	3,000,000.00	3,000,000.00	8/17/2021	2.750%
FFCB	2,000,000.00	1,998,520.00	8/27/2021	2.700%
FFCB	2,500,000.00	2,490,877.50	9/20/2021	2.850%
FFCB	2,500,000.00	2,500,200.00	12/17/2021	2.800%
FAMCMTN	3,000,000.00	2,999,400.00	1/10/2022	1.520%
FHLMCMTN	6,000,000.00	6,129,600.00	1/13/2022	2.375%
FHLB	12,000,000.00	12,110,520.00	3/11/2022	2.500%
FFCB	5,960,000.00	5,979,668.00	3/28/2022	2.280%
FFCB	6,000,000.00	6,017,400.00	6/14/2022	1.875%
FAMCMTN	6,000,000.00	6,024,900.00	6/21/2022	1.950%
FFCB	3,000,000.00	3,005,250.00	8/22/2022	1.625%
FHLB	6,000,000.00	6,065,100.00	9/9/2022	2.000%
FFCB	3,000,000.00	2,984,460.00	10/11/2022	1.375%
FFCB	5,000,000.00	5,008,500.00	10/13/2022	1.600%
FHLB	8,000,000.00	8,045,600.00	12/9/2022	1.875%
FHLB	5,000,000.00	5,047,500.00	12/9/2022	1.875%



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Receive and File – Investment Report for the Month of February 2020

ATTACHMENTS: 1. Distribution of Investments
2. Monthly Investment Transactions
3. Certificates of Deposit
4. Graph of February 29, 2020 Treasury Rates

Attached is the Investment Report for the month of February 2020. 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 February 2020. Attachment 3 lists the certificates of deposit. Attachment 4 is a graph of Treasury rates on February 29, 2020.

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.

- 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 1.99%. The rate of return for the City of Clovis portfolio is 1.95%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 98% 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 February 2020 the average investment life of the City's investment portfolio is 1.08 years.

Current Investment Environment and Philosophy

During the month of February 2020, the federal funds rate remained at 1.50%-1.75%. On February 29, 2020, the Treasury yield curve declined from 3-month to 5-year notes, followed by an increase from 5-year 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

- 1 government security totaling \$8,500,000.00 was purchased.
- 4 government securities totaling \$8,500,000.00 were called or matured.
- 1 certificate of deposit totaling \$250,000 was purchased.
- 3 certificates of deposit totaling \$735,000 were called or matured.

Market Environment

- During February, the federal funds rate remained at 1.50%-1.75%.
- On February 29, the yield curve declined from 3-month to 5-year notes, followed by an increase from 5-year to 10-year notes. See Attachment 4, Graph of Treasury Rates on February 29, 2020.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*

**City of Clovis
Distribution of Investments
As of February 29, 2020**

AGENDA ITEM NO. 8.

	COST	NET BOOK VALUE	MARKET VALUE *	YIELD TO MATURITY	STATED INTEREST RATE	INVEST DATE	MATURITY DATE	DAYS TO MATURITY FROM 2/29/2020
<u>GOV'T SECURITIES</u>								
FHLB	1,008,597	1,008,597	1,000,130	1.875%	1.875%	03/22/17	03/13/20	13
FNMA	3,006,210	3,006,210	3,002,910	1.700%	1.700%	05/02/17	04/27/20	58
FFCB	1,990,555	1,990,555	2,000,000	1.320%	1.320%	08/31/17	05/07/20	68
FHLMCMTN	2,498,750	2,498,750	2,500,900	1.550%	1.550%	05/25/17	05/22/20	83
FAMCMTN	2,500,000	2,500,000	2,504,250	1.650%	1.650%	07/27/17	06/29/20	121
FFCB	5,000,000	5,000,000	5,000,150	1.625%	1.625%	07/06/17	07/06/20	128
FHLB	2,500,000	2,500,000	2,500,075	1.600%	1.600%	03/16/18	09/18/20	202
FNMA	2,442,365	2,442,365	2,501,825	1.500%	1.500%	12/22/17	10/28/20	242
FHLMCMTN	2,477,875	2,477,875	2,528,450	2.375%	2.375%	08/02/18	02/16/21	353
FAMCMTN	2,502,236	2,502,236	2,546,875	2.650%	2.650%	06/28/18	04/19/21	415
FHLB	2,568,983	2,568,983	2,582,900	3.625%	3.625%	06/28/18	06/11/21	468
FHLB	2,418,750	2,418,750	2,500,075	1.640%	1.640%	08/02/18	06/14/21	471
FAMCMTN	3,000,000	3,000,000	3,072,990	2.750%	2.750%	09/06/18	08/17/21	535
FFCB	1,998,520	1,998,520	2,050,860	2.700%	2.700%	09/06/18	08/27/21	545
FFCB	2,490,878	2,490,878	2,572,000	2.850%	2.850%	10/05/18	09/20/21	569
FFCB	2,500,200	2,500,200	2,582,850	2.800%	2.800%	12/17/18	12/17/21	657
FAMCMTN	2,999,400	2,999,400	3,021,810	1.520%	1.520%	01/23/20	01/10/22	681
FHLMCMTN	6,129,600	6,129,600	6,155,220	2.375%	2.375%	08/30/19	01/13/22	684
FHLB	12,110,520	12,110,520	12,372,240	2.500%	2.500%	04/25/19	03/11/22	741
FFCB	5,979,668	5,979,668	6,127,595	2.280%	2.280%	03/28/19	03/28/22	758
FFCB	6,017,400	6,017,400	6,131,640	1.875%	1.875%	06/27/19	06/14/22	836
FAMCMTN	6,024,900	6,024,900	6,111,480	1.950%	1.950%	07/25/19	06/21/22	843
FFCB	3,005,250	3,005,250	3,051,000	1.625%	1.625%	11/27/19	08/22/22	905
FHLB	6,065,100	6,065,100	6,159,960	2.000%	2.000%	10/31/19	09/09/22	923
FFCB	2,984,460	2,984,460	3,034,320	1.375%	1.375%	11/27/19	10/11/22	955
FFCB	5,008,500	5,008,500	5,086,350	1.600%	1.600%	01/23/20	10/13/22	957
FHLB	8,045,600	8,045,600	6,663,800	1.875%	1.875%	12/19/19	12/09/22	1,014
FHLB	5,047,500	5,047,500	6,663,800	1.875%	1.875%	01/23/20	12/09/22	1,014
FAMCMTN	8,544,965	8,544,965	8,523,800	1.350%	1.350%	02/27/20	02/27/23	1,094
SECURITIES TOTAL	\$ 118,866,781	\$ 118,866,781	\$120,550,255					
LAIF		\$ 65,373,805	\$ 65,373,805					
MONEY MARKET (Rabo)		\$ -	\$ -					
Sweep Account (Union Bank)		\$ 18,403,807	\$ 18,403,807					
TOTAL CD'S		\$ 10,975,000	\$ 11,106,033					
TOTAL INVESTMENTS		\$ 213,619,393	\$ 215,433,900					

* Market values for securities obtained from US Bank.

City of Clovis
Monthly Investment Transactions
As of February 29, 2020

AGENDA ITEM NO. 8.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FAMCMTN	Gov Security	Purchase	8,500,000	8,544,965	1.350%	02/27/20	02/27/23
Servisfirst Bank	CD	Purchase	250,000	250,000	1.600%	02/21/20	02/21/23
FFCB	Gov Security	Maturity	1,000,000	994,500	1.400%	02/24/02	02/24/20
FFCB	Gov Security	Full Call	2,500,000	2,500,000	1.670%	02/19/20	06/01/20
FHLB	Gov Security	Full Call	2,500,000	2,455,547	1.680%	02/28/20	08/28/20
FHLB	Gov Security	Full Call	2,500,000	2,465,678	1.800%	02/28/20	08/28/20
Crescent Bank Trust	CD	Maturity	245,000	245,000	1.550%	02/14/20	02/14/20
Pyramax Bank FSB	CD	Maturity	245,000	245,000	1.600%	02/18/20	02/18/20
Stearns Bank	CD	Maturity	245,000	245,000	1.600%	02/10/20	02/10/20

PORTFOLIO DATA

Current Month (02/20)

	Book	Market
CD'S	\$ 10,975,000	\$ 11,106,033
Gov't Securities*	118,866,781	120,550,255
LAIF	65,373,805	65,373,805
Sweep Account (Union Bank)	18,403,807	18,403,807
TOTAL	\$ 213,619,393	\$215,433,900

One Month Previous (01/20)

	Book	Market
CD'S	\$ 11,460,000	\$ 11,560,852
Gov't Securities*	118,737,540	119,729,256
LAIF	65,373,805	65,373,805
Sweep Account (Union Bank)	21,889,541	21,889,541
TOTAL	\$ 217,460,886	\$ 218,553,454

Three Months Previous (11/19)

	Book	Market
CD'S	\$ 11,450,000	\$ 11,554,883
Gov't Securities*	122,827,817	123,561,582
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	7,806,294	7,806,294
TOTAL	\$ 207,084,111	\$207,922,759

Six Months Previous (08/19)

	Book	Market
CD'S	\$ 11,940,000	\$12,041,843
Gov't Securities*	130,255,007	131,185,573
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	2,281,138	2,281,138
TOTAL	\$ 209,476,145	\$ 210,508,554

One Year Previous (02/19)

	Book	Market
CD'S	\$ 12,650,000	\$ 12,611,455
Gov't Securities*	116,159,420	115,658,458
LAIF	65,000,000	65,000,000
Sweep Account (Union Bank)	17,362,894	17,362,894
TOTAL	\$ 211,172,314	\$210,632,807

*Adjusted Quarterly for Premium/Discount Amortization

**City of Clovis
Certificates of Deposit
As of February 29, 2020**

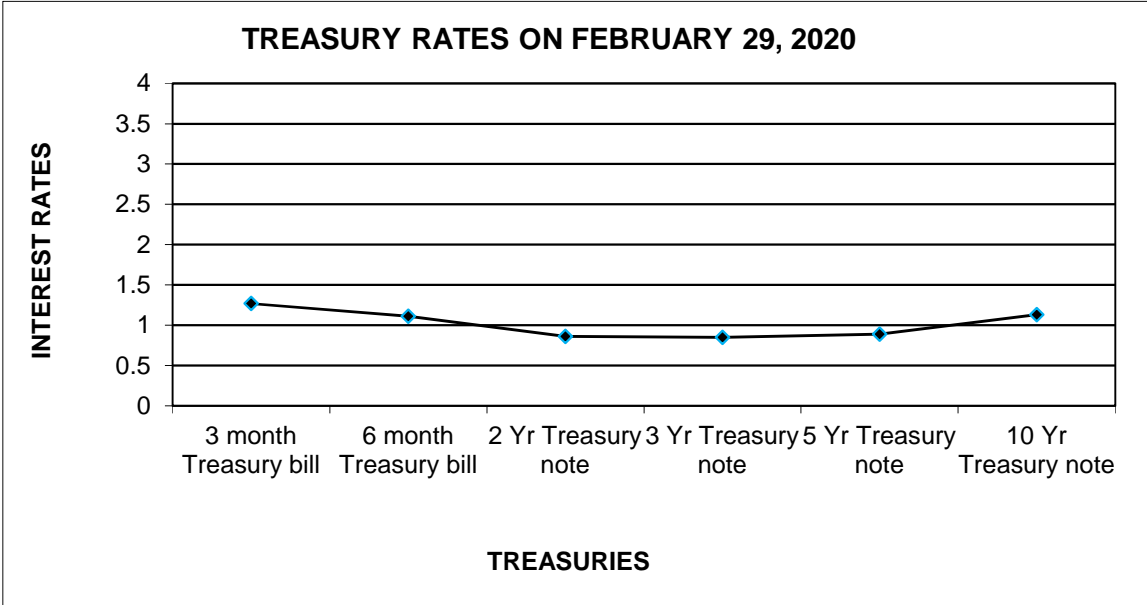
AGENDA ITEM NO. 8.

<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 02/29/20</u>	<u>INTEREST FREQUENCY</u>
American Express	245,000	245,098.00	1.900%	04/17/17	04/06/20	37	MONTHLY
First Bank	245,000	245,031.85	1.600%	04/17/17	04/20/20	51	MONTHLY
Ion Bank	245,000	245,034.30	1.600%	04/17/17	04/20/20	51	MONTHLY
Communitywide	250,000	250,287.50	1.950%	12/01/17	06/01/20	93	MONTHLY
Nthwt Dist Ch8	250,000	250,147.50	1.700%	06/16/17	06/16/20	108	MONTHLY
Tbk Bank Ssb	250,000	250,052.50	1.800%	06/23/17	06/23/20	115	MONTHLY
Amer Natl	250,000	250,185.00	1.700%	07/12/17	07/13/20	135	MONTHLY
Mb Financial Bank	250,000	250,335.00	1.800%	08/10/17	08/10/20	163	MONTHLY
East Boston Svgs Bk Boston Ma	250,000	250,460.00	1.800%	09/28/17	09/28/20	212	MONTHLY
Eagle Bank	250,000	251,485.00	2.500%	03/29/19	09/29/20	213	QUARTERLY
Medallion Bk Salt Lake City Utah	250,000	250,537.50	1.850%	09/29/17	09/29/20	213	MONTHLY
Illinois Cmnty	250,000	251,030.00	2.000%	11/28/17	11/30/20	275	MONTHLY
Merrick Bank	250,000	252,805.00	2.550%	03/09/18	03/09/21	374	MONTHLY
Towne Bank	250,000	253,590.00	2.700%	04/27/18	04/27/21	423	MONTHLY
Citibank	250,000	254,432.50	2.900%	05/22/18	05/24/21	450	MONTHLY
University Of Iowa Cmnty Fcu	250,000	254,477.50	2.900%	05/24/18	05/28/21	454	MONTHLY
B Bay Llc	250,000	255,125.00	3.000%	06/15/18	06/15/21	472	MONTHLY
Connectone Bk Englewood Cliffs	250,000	254,967.50	3.000%	06/15/18	06/15/21	472	MONTHLY
Bar Harbor Bank Trust	250,000	254,970.00	3.000%	06/29/18	06/29/21	486	MONTHLY
Keesler Fed Cr Un	250,000	255,942.50	3.050%	02/20/19	08/30/21	548	QUARTERLY
Ubs Bank Usa	250,000	257,307.50	3.200%	11/07/18	11/08/21	618	MONTHLY
Mountain America Fd Credit	250,000	257,390.00	3.200%	11/15/18	11/15/21	625	MONTHLY
Wells Fargo	250,000	257,205.00	3.000%	01/18/19	01/18/22	689	MONTHLY
Goldman Sachs Bk USA Ny	245,000	251,460.65	2.800%	02/20/19	02/22/22	724	QUARTERLY
Tiaa FSB Jacksonville Fla	245,000	251,700.75	2.850%	02/28/19	02/22/22	724	QUARTERLY
Comenity Capital Bank	250,000	255,790.00	2.550%	04/30/19	04/29/22	790	QUARTERLY
Jefferson Financial Bank	250,000	250,597.50	2.650%	05/15/19	05/16/22	807	QUARTERLY
Synchrony Bank	250,000	255,332.50	2.450%	05/17/19	05/17/22	808	QUARTERLY
First State Bank of Dequeen	250,000	252,912.50	2.000%	07/26/19	05/26/22	817	QUARTERLY
Flagstar Bank	250,000	255,755.00	2.500%	06/12/19	06/13/22	835	QUARTERLY
Capital One Bank	250,000	254,942.50	2.350%	06/19/19	06/20/22	842	QUARTERLY
Morgan Stanley Bk	250,000	253,622.50	2.100%	07/25/19	07/25/22	877	QUARTERLY
Capital One Bank	250,000	253,957.50	2.150%	08/07/19	08/08/22	891	QUARTERLY
Everbanke USA Salt Lake City	250,000	253,360.00	2.050%	08/07/19	08/08/22	891	QUARTERLY
Raymond James Bank	250,000	252,480.00	1.900%	08/23/19	08/23/22	906	QUARTERLY
Ally Bank	250,000	252,187.50	1.850%	09/19/19	09/19/22	933	QUARTERLY
Usalliance Federal Credit Union	250,000	252,837.50	2.850%	09/30/19	09/30/22	944	QUARTERLY
Morgan Stanley Bank	250,000	252,210.00	2.100%	10/17/19	10/17/22	961	MONTHLY
Lafayette Fed Cr Un	250,000	251,235.00	1.700%	11/22/19	11/22/22	997	MONTHLY
Live Oak Banking Co.	250,000	251,567.50	1.750%	12/11/19	12/12/22	1,017	QUARTERLY
Wells Fargo Natl Bk West	250,000	251,910.00	1.800%	12/13/19	12/13/22	1,018	QUARTERLY
Valley Cent Svgs Bk	250,000	251,207.50	1.700%	01/15/20	01/17/23	1,053	QUARTERLY
Sallie Mae Bank	250,000	252,615.00	1.900%	01/23/20	01/23/23	1,059	QUARTERLY
Servisfirst Bank	250,000	250,455.00	1.600%	02/21/20	02/21/23	1,088	MONTHLY
Negotiable CD TOTAL	\$ 10,975,000	\$ 11,106,033					
CD TOTAL	\$ 10,975,000	\$ 11,106,033					

**CITY OF CLOVIS
FINANCE DEPARTMENT
FEBRUARY 29, 2020 TREASURY RATES**

Treasury Rates as of February 29, 2020

3 month Treasury bill	1.27
6 month Treasury bill	1.11
2 Yr Treasury note	0.86
3 Yr Treasury note	0.85
5 Yr Treasury note	0.89
10 Yr Treasury note	1.13



As indicated in the above graph, treasuries decline from 3-month to 5-year notes, followed by an increase from 5-year to 10-year notes.



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of February 2020

ATTACHMENTS:

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

Attached for the Council’s information is the Treasurer’s Report for the month ended February 29, 2020.

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 February 29, 2020.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*

City of Clovis
Statement of Cash Balances
As of February 29, 2020

AGENDA ITEM NO. 9.

Previous Balance	\$	6,987,942.76
Deposits		24,913,124.59
Disbursements		(24,884,280.96)
		(24,884,280.96)
Current Balance	\$	7,016,786.39

FUNDS	BALANCE
100 General Fund	\$ 7,955,448.75
201 Local Transportation	6,464,625.38
202 Parking and Business Improvements	80,103.37
203 Off Highway Use	69,363.48
205 Senior Citizen Memorial Trust	53,337.08
207 Landscape Assessment District	4,727,853.01
208 Blackhorse III (95-1) Assessment District	129,939.93
301 Park & Recreation Acquisition	7,722,359.09
305 Refuse Equipment Reserve	1,385,386.69
310 Special Street Deposit Fund	24,270,916.32
313 Successor Agency	257,414.25
314 Housing Successor Agency	1,671,235.90
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	400,028.33
501 Community Sanitation Fund	15,742,563.84
502 Sewer Service Fund	31,456,943.94
504 Sewer Capital Projects-Users	922,043.68
506 Sewer Capital Projects-Developer	3,225,147.42
507 Water Service Fund	52,440,868.10
508 Water Capital Projects-Users	5,779,893.38
509 Water Capital Projects-Developer	6,657,751.78
515 Transit Fund	698,065.63
540 Planning & Development Services	14,520,082.46
601 Property & Liability Insurance	1,695,357.76
602 Fleet Maintenance	9,602,017.46
603 Employee Benefit Fund	6,653,346.72
604 General Government Services	15,303,503.98
701 Curb & Gutter Fund	158,183.78
702 Sewer Revolving Fund	(586,942.36)
703 Payroll Tax & Withholding Fund	1,183,161.88
712 Temperance/Barstow Assmt Dist (98-1)	74,658.41
713 Shepherd/Temperance Assmt Dist (2000-1)	5,662.75
715 Supp Law Enforcement Serv	217,598.93
716 Asset Forfeiture	23,735.56
720 Measure A-Public Safety Facility Tax	5,051.75
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(358,563.84)
747 Housing Successor Trust Fund	1,137.98
SUBTOTALS	\$ 220,636,179.20
999 Invested Funds	(213,619,392.81)
TOTAL	\$ 7,016,786.39

City of Clovis
Summary of Investment Activity
For the month of February 29, 2020

AGENDA ITEM NO. 9.

<hr/> <hr/>	
Balance of Investments Previous Month End	\$ 217,460,886.00
<hr/> <hr/>	
Time Certificates of Deposit Transactions	
Investments	250,000.00
Withdrawals	(735,000.00)
Total CD Changes	(485,000.00)
Other Changes	
Government Securities	129,241.00
LAIF	0.00
Local Agency Investment Fund	0.00
Money Market	0.00
Sweep Account	(3,485,734.19)
Total Other Changes	(3,356,493.19)
Balance of Investments Current Month End	\$ 213,619,392.81

City of Clovis
Distribution of Investments
As of February 29, 2020

<hr/> <hr/>	
Insured CD's	10,975,000.00
Government Securities	118,866,780.97
US Treasury Notes	0.00
Local Agency Investment Fund	65,373,805.23
Money Market	0.00
Sweep Account	18,403,806.61
Investment Total	\$ 213,619,392.81

City of Clovis
Original Maturities Exceeding One Year
As of February 29, 2020

AGENDA ITEM NO. 9.

<u>Institution</u>	<u>Face Value</u>	<u>Investment Balance At Amortized Cost</u>	<u>Maturity</u>	<u>Stated Rate</u>
FHLB	1,000,000.00	1,008,596.72	3/13/2020	1.875%
FNMA	3,000,000.00	3,006,210.00	4/27/2020	1.700%
FFCB	2,000,000.00	1,990,555.00	5/7/2020	1.320%
FHLMCMTN	2,500,000.00	2,498,750.00	5/22/2020	1.550%
FAMCMTN	2,500,000.00	2,500,000.00	6/29/2020	1.650%
FFCB	5,000,000.00	5,000,000.00	7/6/2020	1.625%
FHLB	2,500,000.00	2,500,000.00	9/18/2020	1.600%
FNMA	2,500,000.00	2,442,365.00	10/28/2020	1.500%
FHLMCMTN	2,500,000.00	2,477,875.00	2/16/2021	2.375%
FAMCMTN	2,500,000.00	2,502,236.25	4/19/2021	2.650%
FHLB	2,500,000.00	2,568,982.50	6/11/2021	3.625%
FHLB	2,500,000.00	2,418,750.00	6/14/2021	1.640%
FAMCMTN	3,000,000.00	3,000,000.00	8/17/2021	2.750%
FFCB	2,000,000.00	1,998,520.00	8/27/2021	2.700%
FFCB	2,500,000.00	2,490,877.50	9/20/2021	2.850%
FFCB	2,500,000.00	2,500,200.00	12/17/2021	2.800%
FAMCMTN	3,000,000.00	2,999,400.00	1/10/2022	1.520%
FHLMCMTN	6,000,000.00	6,129,600.00	1/13/2022	2.375%
FHLB	12,000,000.00	12,110,520.00	3/11/2022	2.500%
FFCB	5,960,000.00	5,979,668.00	3/28/2022	2.280%
FFCB	6,000,000.00	6,017,400.00	6/14/2022	1.875%
FAMCMTN	6,000,000.00	6,024,900.00	6/21/2022	1.950%
FFCB	3,000,000.00	3,005,250.00	8/22/2022	1.625%
FHLB	6,000,000.00	6,065,100.00	9/9/2022	2.000%
FFCB	3,000,000.00	2,984,460.00	10/11/2022	1.375%
FFCB	5,000,000.00	5,008,500.00	10/13/2022	1.600%
FHLB	8,000,000.00	8,045,600.00	12/9/2022	1.875%
FHLB	5,000,000.00	5,047,500.00	12/9/2022	1.875%
FAMCMTN	8,500,000.00	8,544,965.00	2/27/2023	1.350%



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: May 18, 2020

SUBJECT: Finance – Approval - Selection of Consulting Firm to Perform ERP and Utility Billing Software Consulting Services.

CONFLICT OF INTEREST

None.

RECOMMENDATION

That the City Council approve the selection of ClientFirst Technology Consulting to perform Enterprise Resource Planning (ERP) and utility billing software consulting services and authorize the City Manager to execute an agreement on behalf of the City.

EXECUTIVE SUMMARY

Due to the relative age of the software systems currently used and due to the changing needs of the City, City staff identified the need to begin the process of replacing its ERP and utility billing software systems. As such, City staff deemed it prudent to engage with an independent consulting firm to evaluate and assist in the selection of a suite of ERP and utility billing software applications. A Request for Proposals (RFP) was issued, with 8 proposals received and reviewed. As a result of the review, ClientFirst was selected as the firm most qualified to perform the consulting services and was the lowest bidder as well. It is recommended that ClientFirst be selected to perform the consulting services and that a contract be signed with ClientFirst to perform the requested services.

BACKGROUND

The City currently utilizes CentralSquare OneSolution as its financial software platform, as well as Harris DataNow for its utility billing and tracking needs. Both systems are multiple decades old, have serious technological limitations, and will be unsupported in the relatively near future. Understanding that the process for selecting and implementing software conversions of this nature take multiple years, can be highly technical, and require significant resources, staff deemed it prudent to engage with an independent consultant to assist with the process.

An RFP was issued via the City's Planet Bids platform on February 28, 2020, with a due date of March 31, 2020. The following eight firms provided proposals:

ClientFirst -	\$89,893
SoftResources -	\$93,320
Uelligent -	\$95,000
Avero Advisors -	\$99,360
TAP Technologies -	\$103,340
Optimum -	\$105,760
BerryDunn -	\$114,600
Microsan Consultancy -	\$168,080

All proposals were reviewed and found to be in order. All firms seemed to have the capability to perform the consulting services outlined in the request for proposals. Proposals were reviewed and rated based on certain criteria, such as the firm's ability to meet the specified proposal requirements, experience in similar engagements, and overall cost. Ultimately, as a result of this review, staff are bringing forth a recommendation to engage ClientFirst Technology Consulting to perform the consulting services.

FISCAL IMPACT

The total cost for the services proposed is \$89,893 and is included in the 2020-21 General Services Department's (IT Division) proposed budget.

REASON FOR RECOMMENDATION

Criteria used for this recommendation included the following:

- Ability to meet requirements specified in the proposal
- Experience of the firm and assigned team members in similar consulting service projects for local municipalities
- Qualifications, experience and expertise of assigned team members
- Project plan to fulfill the scope of services outlined
- Fees charged
- Feedback from references utilizing the firm for similar engagements

ClientFirst was the highest qualified firm to perform the consulting services and also submitted the lowest cost proposal.

ACTIONS FOLLOWING APPROVAL

After approval by the Council, the City Manager will execute an agreement for consulting services with ClientFirst not to exceed \$89,893.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *JH*



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: May 18, 2020

SUBJECT: General Services – Approval - Res. 20-____, Authorizing Amendments to the City’s Classification and Compensation Plans to Adopt a Public Affairs and Information Manager Classification and Salary Range of \$9,735 to \$11,834 per month; and Approval – Res. 20____, Amending the City’s FY 2019-20 Position Allocation Plan.

ATTACHMENTS: 1. Res. 20-____ Classification and Compensation Plan
2. Res. 20-____ Allocation Plan

CONFLICT OF INTEREST
None

RECOMMENDATION
For City Council to approve Res. 20-____, authorizing amendments to the City’s Classification and Compensation Plans by adopting the Public Affairs and Information Manager Classification and Salary Range of \$9,735 to \$11,834 per month; and approve – Res. 20-____, amending the City’s FY 2019-20 Position Allocation Plan.

EXECUTIVE SUMMARY
Due to the assumption of additional duties such as managing and administering the City’s social media program, it is appropriate to establish a new classification which will replace the Public Affairs and Information Supervisor. The proposed new classification would be the Public Affairs and Information Manager Classification. As a result, the City’s Classification, Compensation and Position Allocation plans are recommended for revision. Modification of these plans requires the City’s Council’s approval.

BACKGROUND
The nature and scope of the duties currently performed by the Public Affairs and Information Supervisor have expanded beyond the current classification to include managing a city-wide social media program. The additional responsibilities now include managing a team of social media coordinators in each of the City Departments. The incumbent is also responsible for

providing guidance to City departments and assistance to outside agencies regarding marketing and media. Some of the added responsibilities to the position include managing the Citizens' Academy and the Clovis Community Survey. The incumbent's schedule involves extended hours often 24/7 for media inquiries, assistance to departments and social media interaction. The position allocation plan will also be updated to reflect the addition of one (1) Public Affairs and Information Manager position and the deletion of one (1) Public Affairs and Information Supervisor position.

It is recommended that the salary range for the Public Affairs and Information Manager be comparable to other management positions with a similar level of responsibility. The recommended new salary range would be \$9,735 to \$11,834 per month. The Public Affairs and Information Manager will be assigned to the management group. The new classification and salary range reflect the current needs of the City.

FISCAL IMPACT

The salary and related benefit costs of the proposed salary change for the remainder of the fiscal year would be approximately an additional \$600.00. The additional costs were budgeted in the FY 2019-20 City Manager, General Services, Planning and Development Services, and Public Utilities budget allocations.

REASON FOR RECOMMENDATION

Due to the assumption of additional duties, it is recommended that the Public Affairs and Information Manager Classification be established and it will replace the Public Affairs and Information Supervisor classification in the current position allocation. Modification of the classification, compensation and position allocation plans require Council approval.

ACTIONS FOLLOWING APPROVAL

Personnel staff will update the City's Classification, Compensation and Position Allocation Plans with the Public Affairs and Information Manager Classification.

Prepared by: Lori Shively, Personnel/Risk Manager

Reviewed by: City Manager JS

RESOLUTION 20-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY’S CLASSIFICATION AND COMPENSATION PLANS BY ADOPTING A PUBLIC AFFAIRS AND INFORMATION MANAGER CLASSIFICATION

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

WHEREAS, the duties of the Public Affairs and Information Supervisor have expanded to include responsibility for the management of the city-wide social media program; and

WHEREAS, it has been determined that the City currently has a need for a Public Affairs and Information Manager classification; and

WHEREAS, it has been determined that the appropriate salary range for the Public Affairs and Information Manager classification is \$9,735 to \$11,834 per month; and

WHEREAS, the Public Affairs and Information Manager position will replace the Public Affairs and Information Supervisor position; and

WHEREAS, it has been determined that it is appropriate to assign the Public Affairs and Information Supervisor classification to the Management group.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the City’s FY2019-20 Classification and Compensation Plans shall be modified to include the Public Affairs and Information Manager classification (Attachment A) attached with a monthly salary range of \$9,735 to \$11,834 per month.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 18, 2020 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May 18, 2020

Mayor

City Clerk

City of Clovis
Public Affairs and Information ~~Supervisor-Manager~~

Current Monthly Salary: \$7,570.00 - \$9,201.00
Proposed Monthly Salary: \$9,735.00 - \$11,834.00

DEFINITION

Under general direction, direct, plan, **manage** and organize a comprehensive public relations program for the City and coordinate media and community relations activities to ensure publicity and outreach for City programs, services and events. This position also represents the City at a wide variety of meetings and public forums and provides responsible assistance to City staff, elected and appointed officials.

CLASS CHARACTERISTICS

This single-position classification is a journey level professional managerial classification that reports to the City Manager ~~or a division of~~ or one of the City's operating departments. Incumbent performs the assigned duties with minimum of supervision and develops, plans, organizes, supervises and implements various City or department wide programs. This classification has considerable independence in selecting work methods and procedures. Instructions given by the supervisor generally do not provide all of the necessary 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 involve solutions which are inconsistent with established procedures or policies.

EXAMPLES OF DUTIES

Provide support and advice to City departments, City Manager, City Council, and the Mayor regarding internal and external communications, media relations, marketing, advertising and citizen relations and participation. **Design and implement social media strategy to align with City goals. Oversee and monitor City social media accounts, the accountability of social media coordinators postings throughout the City, and responses to posts.** Develop proactive programs and procedures to educate the public, positively influence public opinion and make citizens better informed voters. Develop crisis and emergency response communication programs for such situations as fires, industrial accidents, natural disasters, major crimes, and aircraft crashes. Interface with the media and conduct/organize press briefings. Research, write, edit and issue press releases, news articles, feature stories and public service announcements for print, radio, television and electronic media. Respond to inquiries from the media, City Officials, community groups, businesses, employees and general public; administer marketing and advertising contracts for City enterprises. Work with City staff in analyzing specific departmental

communication needs and developing strategic communication plans and programs to meet those needs. Create and implement, in collaboration with the City Manager's Office, internal communication plans focused on sharing information with employees and collecting information from them. Provide staff assistance to the City Manager's office, Police department and other departments; prepare and present staff reports and other necessary correspondence. Coordinate assigned activities with those of other departments, outside agencies, and organizations. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues. Supervise, train and review the work of technical and administrative support staff, volunteers and work groups. Participate on a variety of boards, commissions, and committees. Be familiar with social media and stay informed with new social media trends and perform related duties as assigned.

TYPICAL 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 Journalism, Public Relations, Marketing, Communication, or a related field.

AND

Experience:

- Five (5) years of media experience, journalism, public relations, marketing, or community relations.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of administrative procedures and public administration including organization, staff supervision, work flow, data collection and analysis;
- Principles and practices of public information dissemination and community promotion;
- Principles and practices of journalism and public relations and an understanding of various media;
- Knowledge and use of social media;
- Basic statistics and graphic presentation;

- Spreadsheet, database, 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:

- **Manage and direct a comprehensive public communications program;**
- **Develop strategic communication plans and programs to meet City needs;**
- **Provide community outreach programs aimed at increasing citizen understanding of City operations;**
- **Identify and respond to sensitive community and organizational issues, concerns and needs;**
- 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.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is primarily sedentary and performed in an office environment.
- Incumbent is required to attend periodic evening meetings.
- Incumbent is required to travel within and out of City to attend meetings.
- Positions in this classification are designated as confidential under the Meyers-Millas Brown Act and are exempt employees under the Fair Labor Standards Act.

RESOLUTION 20-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AN AMENDMENT TO THE FY2019-20 POSITION ALLOCATION PLAN

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

WHEREAS, the FY2019-20 Position Allocation Plan in the City Manager, General Services Department, Planning and Development Services and the Public Utilities Department was approved as part of the FY2019-20 City budget adoption process; and

WHEREAS, a review of the staffing needs of the City indicates that the addition of one (1) Public Affairs and Information Manager position and deleting one (1) Public Affairs and Information Supervisor position is necessary in order to provide the management of the city-wide media and social media for the City; and

WHEREAS, amending the City’s adopted FY2019-20 Position Allocation Plan requires City Council authorization.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the City’s FY2019-20 Position Allocation Plan shall be amended as noted in Attachment A attached.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 18, 2020 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May 18, 2020

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY2019-20

DEPARTMENT **NUMBER OF POSITIONS**

City Manager/City Clerk

Add: Public Affairs and Information Manager .50
Delete: Public Affairs and Information Supervisor .50

General Services

Add: Public Affairs and Information Manager .10
Delete: Public Affairs and Information Supervisor .10

Planning and Development Services

Add: Public Affairs and Information Manager .10
Delete: Public Affairs and Information Supervisor .10

Public Utilities

Add: Public Affairs and Information Manager .30
Delete: Public Affairs and Information Supervisor .30



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: May 18, 2020

SUBJECT: General Services - Approval – Selection of Roofing Contractor to Repair/Reroof Buildings B, C, D & E at Operations and Maintenance Service Center.

ATTACHMENTS: 1. Contract

CONFLICT OF INTEREST

None

RECOMMENDATION

Approve the proposal submitted by Nations Roof for provisions of providing repair/reroofing service at the Operations and Maintenance Service Center, also known as the Corporation Yard.

EXECUTIVE SUMMARY

The Corporation Yard has a need to repair/reroof existing roofing at buildings “B” (Public Utilities Shops), “C” (Leonardo Room and Lunch Rooms), “D” (Locker Rooms and Rest Rooms), and “E” (Streets, Parks and Facilities Maintenance Shops). The current condition of the roofs are graded as a “C”, which was graded on a letter scale from A to F; an “A” would indicate the roof has 10+ years of life remaining, whereas, an “F” would indicate 1 year or less of service life remaining. With our current grade of a “C”, the life expectancy of the roof is expected to be four years.

Staff recommends entering into a contract with Nations Roof to repair/reroof the failing roofing system on buildings B, C, D, and E for \$105,694.00. Staff finds Nations Roof’s informal quote and scope of work meet the needs of the repairs and are within budgetary constraints.

Under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), the City staff requested informal quotes from three major commercial roofing contractors to

repair/reroof buildings B, C, D, and E at OMSC. Under CUPCCAA guidelines, staff is authorized to utilize the informal bidding process for projects ranging from \$60,000.01 to \$200,000.00 with City Council approval.

BACKGROUND

The Operations and Maintenance Service Center (known as Corporation Yard), located at 155 North Sunnyside was built in 2002. The current roofing system has a life expectancy of 20 years and has begun to show adhesive failures at most of the parapet walls and other vertical surfaces. These failures in the roofing system allow water to infiltrate into the building, which causes damage to substrates as well as a potential health risk, if not addressed in a timely manner. Over the past couple of years, staff has continually conducted annual preventative maintenance and patching to minimize leaks.

During our yearly preventative maintenance/service work on evaporative coolers, staff noticed the roofing system was failing in multiple locations. In FY 2018/19, the roof was evaluated and determined that roof repairs would need to take place within the next fiscal year. Funds were requested and appropriated during FY2019/20 to make such repairs.

Under the California Uniform Public Construction Cost Accounting Act (CUPCCAA), the City staff requested informal quotes from three major commercial roofing contractors to repair/reroof buildings B, C, D, and E at the Corporation Yard. Under CUPCCAA guidelines, staff is authorized to utilize the informal bidding process for projects ranging from \$60,000.01 to \$200,000.00 with City Council approval.

Below are the results of the informal bidding process to repair/reroof buildings B, C, D and E at the Corporation Yard.

OMSC REPAIR/REROOFING SUMMARY			
VENDOR	MATERIAL MAKEUP	WARRANTY	BID AMOUNT
Nations Roof	2 coats of elastomeric, 1.5 gallons per 100 sq. for each application. 1 coat of silicone around the drains at 1 gallon per 100sq.	10-yr. m/w-membrane 1-year Contractor Warranty on completed assembly	\$105,694
Graham – Prewett	2 coats of elastomeric, 1.5 gallons per 100 sq. for each application. 1 coat of silicone around the drains at 1 gallon per 100sq.	10-yr. m/w-membrane 1-year Contractor Warranty on completed assembly	\$126,647
Fresno Roofing	2 coats of elastomeric, 1.5 gallons per 100 sq. for each application. 1 coat of silicone around the drains at 1 gallon per 100sq.	10 year m/w + additional 2–yr. workmanship	\$151,600

FISCAL IMPACT

Appropriate funds have been allocated for this expenditure under the 33300-63404 – Building Repair-Public Utilities line item; therefore, there is no negative impact to the FY 2019/20 budget.

REASON FOR RECOMMENDATION

The Corporation Yard roofing is failing in multiple locations throughout the buildings. During the site visit with roofing contractors to review recommendations for repairs, they indicated that our current roofing system has approximately a four year life expectancy.

Pursuant to the City’s Purchasing Procedures, purchases of items/services exceeding \$60,000.01 require City Council approval.

ACTIONS FOLLOWING APPROVAL

Staff will prepare a contract for City Manager approval with Nations Roof to repair/reroof existing roofing at buildings B, C, D, and E at the Corporation Yard with a Multi-Ply Built-Up roofing system.

Prepared by: Stephen Frankian, Facilities Maintenance and Purchasing Manager

Reviewed by: City Manager *JH*

**CITY OF CLOVIS
AGREEMENT FOR OPERATIONS MAINTENANCE SERVICE CENTER
REPAIR/REROOF SERVICES**

THIS AGREEMENT is made and entered into as of the ____ day of May, 2020, by and between the City of Clovis, a municipal corporation with principal offices located at 1033 Fifth Street, Clovis, CA 93612, hereinafter referred to as "CITY", and Nations Roof whose local offices is located at 5463 E Hedges Ave, Fresno, CA 93727 hereinafter referred to as "CONTRACTOR".

W I T N E S S E T H

WHEREAS, CITY has selected CONTRACTOR to provide the repair/reroofing services described herein; and

WHEREAS, CONTRACTOR desires to provide such repair/reroofing services; and

WHEREAS, CITY and CONTRACTOR (the "Parties") intend to reduce to writing their Agreement to provide, deliver and provide repair/reroofing services at the City of Clovis Corporation Yard;

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

1. TERM

The term of this Agreement shall commence upon the date that both Parties sign this Agreement. The term of this Agreement shall terminate upon completion of the work described herein as determined by the City.

2. SCOPE OF SERVICES

CONTRACTOR shall, during the term of this Agreement, provide repair/reroofing services upon the terms and conditions as set forth in this Agreement and the Agreement Documents defined herein pursuant to the Order of Precedence stated herein.

Agreement Documents consist of: (1) this Agreement; (2) the Proposal. The Order of Precedence of Documents shall be (first) this Agreement; and (second), the CONTRACTOR'S Informal proposal. Written modifications and amendments signed by both parties will take precedence over documents listed above. Whenever any conflict appears in any portion of the Agreement, it shall be resolved by application of the order of Precedence. While the Proposal may be applied to clarify or resolve any ambiguities in this Agreement, any inconsistencies between the express provisions of this Agreement and the provisions of the Proposal shall be resolved and determined as provided by and in accordance with the express terms and conditions of this Agreement.

3. COMPENSATION AND BILLING

In consideration of services rendered hereunder, CITY shall pay to CONTRACTOR all sums due and owing and calculated in accordance with the rates set forth below. CITY shall reimburse CONTRACTOR within fifteen (15) days of receipt of an invoice. CONTRACTOR shall deliver and provide repair/reroofing of buildings B, C, D, & E at the Operations Maintenance Service Center in accordance with the informal proposal submitted.

TOTAL \$105,694.00

It is understood by both Parties that the above costs represent the total cost for all services provided under this Agreement, including materials, labor, taxes.

4. SCHEDULE

Scheduled services are to occur during 5/2020 – 6/2020. This schedule is subject to modification based on the CITY's operational needs. City will notify CONTRACTOR in advance of any modification to the above stated installation schedule.

5. PREVAILING WAGES

It is understood and agreed that the CONTRACTOR shall pay its employees/subcontract workers in accordance with the provisions of Section 1770 of the California Labor Code.

6. INDEMNIFICATION

CONTRACTOR shall hold CITY, its officers, agents, volunteers, and employees harmless and shall indemnify CITY, its officers, agents, volunteers, and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act, neglect, default or omission of CONTRACTOR in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the sole negligence or willful misconduct of CITY, its officers, agents, volunteers or employees.

7. INSURANCE

Prior to commencement of the Services, CONTRACTOR shall take out and maintain, at its own expense, and shall cause any subcontractor with whom CONTRACTOR contracts for the performance of Services pursuant to this Agreement to take out and maintain, the following insurance until completion of the Services or termination of this Agreement, whichever is earlier, except as otherwise required by subsection (d) below. All insurance shall be placed with insurance companies that are licensed and admitted to conduct business in the State of California and are rated at a minimum with an "A:VII" by A.M. Best Company, unless otherwise acceptable to the City.

- a. Minimum Limits of Insurance. CONTRACTOR shall maintain limits no less than:
 - (i) General Liability Insurance (including operations, products and completed operations coverages) in an amount not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

- (ii) Worker's Compensation Insurance as required by the State of California.
- (iii) Business Automobile Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury and property damage.
- (iv) Umbrella or Excess Liability. In the event Contractor purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the City, its officers, officials, employees, agents and volunteers.

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

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

- (i) The City, its officers, officials, employees, agents, and volunteers are to be covered as insured's with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONTRACTOR; and with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR's insurance (at least as broad as ISO Form 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33 or CG 20 38; and CG 20 37 forms if later revisions used).
- (ii) For any claims related to the Services performed pursuant to this Agreement, the CONTRACTOR 's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR 's insurance and shall not contribute with it.
- (iii) Each insurance policy required by this section shall be endorsed to state that the City shall receive written notice at least thirty (30) days prior to the cancellation, non-renewal, or material modification of the coverages required herein.
- (iv) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.
- (v) CONTRACTOR grants to the City a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the City by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

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

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

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

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

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

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

8. ASSIGNMENT

This Agreement shall not be assigned by CONTRACTOR without prior written consent of CITY. The parties agree that assignment by CONTRACTOR of any sums due and owing CONTRACTOR under this Agreement shall not constitute an assignment of the Agreement.

9. STATUS OF CONTRACTOR

In the interpretation of this Agreement and the relations between CONTRACTOR and CITY, CONTRACTOR shall be construed as being an independent contractor employed to provide repair/reroofing service only. Neither CONTRACTOR nor any of its employees or subcontract workers shall be held or deemed in any way to be an agent, employee or official of the CITY.

CONTRACTOR shall be responsible for, and hold CITY harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes, and for parking and traffic violations of vehicles operated by CONTRACTOR.

10. PERFORMANCE BOND

N/A

11. PERFORMANCE REQUIREMENTS

If any work performed hereunder is not in conformity with the requirements of this Agreement and other pertinent documents referenced in Section 2, CITY shall have the right to require CONTRACTOR to perform the work again in conformity with the requirements of the Agreement at no additional increase in the total Agreement cost. The CITY also shall have the right to require CONTRACTOR to immediately take all necessary steps to ensure future performance of the work in conformity with the requirements of the Agreement. In the event CONTRACTOR fails to perform the work again or fails to take necessary steps to ensure future performance of the work in conformity with the requirements of the Agreement, CITY shall have the right to terminate this Agreement for default.

12. LIQUIDATED DAMAGES

CONTRACTOR'S failure to perform its service obligations under this Agreement shall result in the assessment of liquidated damages at the rate of 2% of the total cost of the project for each week of non-compliance/non-performance. At the CITY's option, the CITY may pursue actual damages or any other remedy permitted by law.

13. SUBLETTING OF AGREEMENT

This Agreement shall not be sublet except with the written consent of CITY. No such consent shall be construed as making CITY a party to such subcontract, or subjecting CITY liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve CONTRACTOR of its liability and obligation under this Agreement, and all transactions with CITY must be through CONTRACTOR.

14. SEVERABILITY

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

15. EXTENSION AND MODIFICATION

CONTRACTOR and CITY may extend or otherwise modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the parties.

16. NOTICES TO PARTIES

All notices to be given by the parties to this Agreement shall be in writing and served by depositing same in the United States Mail, postage prepaid, registered or certified mail.

Notices to CITY shall be addressed to:
City of Clovis

Facilities Maintenance & Purchasing Manager
1033 Fifth Street
Clovis, CA 93612

Notices to CONTRACTOR shall be addressed to:
Sean Rauch
Nations Roof
5463 E. Hedges Ave,
Fresno, CA 93727

Either CITY or CONTRACTOR may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

17. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between CITY and CONTRACTOR concerning the subject matter hereof. There are no representations, either oral or written, between CITY and CONTRACTOR other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate the day and year first hereinabove written.

NATIONS ROOF

By: _____

Date: _____

CITY OF CLOVIS

By: _____
Luke Serpa, City Manager

Attest: _____
John Holt, City Clerk

Approved as to Form:

City Attorney

Date _____

EXHIBIT A DESCRIPTION OF SERVICES

SCOPE OF SERVICES

Repair/reroof buildings B, C, D & E at the Operations and Maintenance Service Center per the proposals as noted in Exhibit B.

COMPENSATION AND BILLING

In consideration of services rendered hereunder, City shall pay to Contractor all sums due and owing as determined by the rates set forth below. Payment shall be made within fifteen (15) days after receipt of an approved invoice.

Consultant shall provide repair/reroofing services as outlined in this Agreement and the Proposal not to exceed:

Re-Roof (Buildings B-E):	\$79,997.00
Repair Failing Roofing System (Buildings B-E):	\$25,697.00

Contract Total = \$105,694.00

It is understood by both Parties that the above costs represent the total cost for all services provided under this Agreement, including all design, construction, materials, labor, permits, bonds, taxes, delivery, removal and disposal of any related materials and any other ancillary charges that may be incurred to accomplish a complete working system.

SCHEDULE

If not otherwise specifically set forth in the Scope of Services or Proposal, the Services shall occur pursuant to an agreed upon schedule, which is subject to modification based on the City's operational needs. City will notify Consultant in advance of any modification to the schedule.

PERFORMANCE REQUIREMENTS

Notwithstanding, and in addition to the provisions of, Section 16 of this Agreement, if any work performed hereunder is not in conformity with the requirements of this Agreement and other pertinent documents, City shall have the right to require Consultant to perform the work again in conformity with the requirements of this Agreement at no additional increase in the Consultant's fee for service. Remedy for non-compliance or non-performance shall occur within 24 hours of notice. The City shall also have the right to require Consultant to take all necessary steps to ensure future performance of the work in conformity with the requirements of this Agreement. In the event Consultant fails to perform the work again or fails to take necessary steps to ensure future performance of the work in conformity with the requirements of this Agreement, City shall have the right to immediately terminate this Agreement for default.

DELAY DAMAGES

Time is of the essence with respect to this Agreement and the Services provided by Consultant. Consultant's failure to timely perform its service obligations under this Agreement shall result in the assessment of delay damages at the rate of:

Two percent (2%) of the total cost of the project for each week of non-compliance/non-performance beyond the completion date that the Services remain incomplete or not fully performed. Completion date to be determined upon receipt of install schedule.

**EXHIBIT B
VENDOR PROPOSAL
FOLLOWING PAGES**



NATIONS ROOF WEST, LLC

5463 E Hedges Ave
 Fresno, CA 93711
 Phone: 559-252-1255
 Fax: 559-252-1256

AGENDA ITEM NO. 12.

CA Lic # C39 1012378---PWCR #1000036446

PROPOSAL

PROPOSAL SUBMITTED TO:		Date: 5/5/2020	DESCRIPTION OF JOB: Perform roof repairs, clean and coat.		
Owners Name: City of Clovis		Job Name: City of Clovis Corporate Yard Building			
Owners Address:		Job Address: 155 N. Sunnyside Ave.			
Owners City:	Owners State:	Owners Zip:	Job City: Clovis	Job State: CA	Job Zip: 93611
Owners Email: benh@cityofclovis.com		Bid Log #: 2019-08-027			
Attention: Ben Hutchinson	Phone: 559-289-8561		Estimator: Greg English		
<p>Nations Roof is pleased to submit the following proposal for roofing work for the above referenced site. Our proposal to supply all necessary labor & material for the scope of work and exclusions described below:</p> <ol style="list-style-type: none"> 1. Perform a pre-job meeting to determine jobsite logistics and safety requirements. 2. Furnish and install proper safety equipment in accordance with OSHAs safety program. 3. Furnish and install warning lines to identified areas associated with ground related roofing activities. 4. Store roofing materials in accordance with good roofing practices. 5. Material placement will be to distribute weight loads throughout the entire roof area. 6. Pressure wash 44,100 square feet of low slope roof to remove excess dirt, debris, and loose coatings for positive adhesion of new roof coating. 7. Protect all sheet metal, curbs, and skylights from overspray. 8. Apply first coat of elastomeric roof coatings at 1.5 gallons per square. 9. Allow the first coat to dry for 24 hours. 10. Apply a 2nd final coat of elastomeric roof coating at 1.5 gallons per square. 11. Wait 30 days and apply a coat of silicone coating at the drain areas only at 1 gallon per square. 12. Furnish a manufacture's 10 year materials only warranty. <p>Note: Base Bid includes all roof repairs to be completed as outlined in the "Condition Summary" of Roof Condition Report in addition to cleaning, preparing and coating roof.</p> <p>Base Bid: Total investment for this project: \$105,694.00 One Hundred Five Thousand Six Hundred Ninety Four Dollars and 00/100</p> <p>Exclusions: (See Unit Price):</p> <ul style="list-style-type: none"> • Deck repair, unless specifically included • Wood nailer • Bond NOT included • Repair or replace roof drains NOT included <p>UNIT PRICES:</p> <ul style="list-style-type: none"> • Deck Repair: If deteriorated decking is discovered it will be discussed and replaced at an additional \$7.50/SF. • Replacement of bad joists: to be performed at \$325.00 per 8' joist section. • Wood Nailer/ Blocking: 2x6 \$4.90/LF, 2x8 \$6.30/LF, 2x10 \$8.40/LF, 2x12 \$10.50/LF 					

STANDARD CONDITIONS:

1. We include the following coverage amounts in our proposal

Workmen's Compensation	Statutory - minimum
Automobile Liability	\$1,000,000 combined single limit
General Liability	\$4,000,000 general aggregate
Umbrella Liability	\$15,000,000 each occurrence/aggregate
Contractors E & O/ Pollution (Mold)	\$2,000,000 each occurrence

2. Unless noted otherwise, the scope of work shall not include identification, detection, abatement, encapsulation, or removal of asbestos or similar hazardous substances. If encountered, this contractor shall have the right to discontinue work and remove employees from the jobsite until such products or materials and any hazards connected therewith, are located and abated, encapsulated or removed, or it is determined that no hazards exist. Nations Roof will cooperate with all parties to mitigate the affects of asbestos discovery on the cost of the project, however, Nations Roof shall receive an extension of time to complete the work hereunder and reserve the right for compensation resulting from delays as a result of such situation and correction.

3. Unless otherwise specified, this quotation shall remain valid for forty-five (45) days from the date above, beyond which all prices may be subject to change.

SPECIAL CONDITIONS:

Due to the extreme volatility in the price of asphalt and asphalt-related products the price in this bid/proposal applies only to orders for asphalt and asphalt-related products that are ordered and paid for within 45 days of the date of the bid/proposal. All other orders shall be subject change based upon changes in the price of asphalt and/or asphalt-related products charged to Nations Roof.

Nations Roof would like to thank you for allowing us to provide you a proposal for the work described above. If you should have any questions or if we can be of any further assistance please don't hesitate to contact us at the telephone numbers above.

With payment to be made as follows: Payment due in full upon completion.

Terms and Conditions: This proposal agreement is subject to the terms, conditions and instructions appearing on the face hereof and the attached page.

Acceptance of Proposal: The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline herein.

Authorized NR Signature _____
Sean Rauch, President

Note: This proposal may be withdrawn by us if not accepted within 10 days

Owners Signature _____

Date Accepted: _____

Print Name _____ Title _____

TERMS AND CONDITIONS

AGENDA ITEM NO. 12.

1. **TERMS.** Monthly progress billings, with payment due 30 days from invoice date. Interest shall accrue on any unpaid balance at 1½ percent per month (18 percent per annum) or at the maximum legal rate permitted by law. If legal proceedings are required to collect an unpaid balance, all costs including actual attorney fees shall be added to the unpaid balance. Non-payment in accordance with these terms shall be considered material and cause for termination of performance by Nations Roof.

2. **ADDITIONAL CHARGES.** The following shall be an addition to the work order price and charged on a time and material basis, including 30% for overhead and profit: addition or deviation from the specifications herein described; damage to our work by others; temporary protection of the building not originally included in this work order; premature notice to start work causing unnecessary trips; trips back to the job to repair openings created after work is complete; and any labor required to be done outside of normal business hours.

3. **EXCLUSIONS.** The following items are not included in this work order unless otherwise specifically stated in writing: repairs to the roof deck, installation of wood or cant strips, furnishing or installation of sheet metal or roof drains, repairs or alteration to the building other than the roof, identification and/or abatement of Asbestos Containing Material, or work preparatory or incidental to these items. No interior protection or clean up included. Nations Roof. Is not be responsible for any damage incurred due to nails or screws penetrating the roof deck or for damage incurred to anything secured or attached to the roof deck, joists or any other roofing structure member which becomes loose, unsecured or falls as a result of the roofing operations of Nations Roof.

4. **MATERIALS.** All materials used shall be as stated in the specifications and/or attached Scope of Work.

5. **OWNER AND/OR CONTRACTOR RESPONSIBILITY.** The Owner and/or Contractor is solely responsible for structural suitability of the building in light of specifications of the roofing system to be applied pursuant to this work order. Including, but not limited to, load bearing capacity, dew point and vapor transmission calculations. Further, the Owner and/or Contractor shall be solely responsible for any damages to any furniture, furnishing, fixtures or contents of the building during the performance of the work, except such damages as may be cause by the sole negligence of Nations Roof.

6. **PERMITS.** Owner and/or Contractor shall secure and pay for necessary approvals, permits, easements, assessments and charge required for construction, use or occupancy of permanent structures or permanent changes in existing facilities.

7. **GUARANTEE AND WARRANTY.** The type of guarantee and extent of coverage shall be as indicated in accordance with written guarantees, if any, offered by manufacturers of materials incorporated into the project. In addition to the manufacturer's guarantees, and upon receipt of final payment, Nations Roof shall guarantee workmanship furnished as part of this work order against defects in such workmanship for a period of one (1) year from the completion of work. Nations Roof's liability is limited to repairs or roofing and waterproofing work and materials installed by Nations Roof **EXPRESSLY EXCLUDING CONSEQUENTIAL DAMAGES. THERE ARE NO OTHER GUARANTEES OR WARRANTIES EXPRESS OR IMPLIED.**

8. **PONDING WATER.** It is understood by Owner and/or Contractor that a Ponding Water condition is not indicative of a defective roof system. Positive Drainage is a design goal and is not always achievable. Nations Roof will not be held responsible for a Ponding Water condition that results from a roof structure that is not designed to achieve Positive Drainage as defined by the National Roofing Contractors Association (NRCA). Ponding Water is defined as a roof surface that is incompletely drained. Positive Drainage is a drainage condition with additional roof slope provided to ensure drainage of a roof area with 48 hours after a rainfall.

9. **BOND.** A manufacturer's standard form of Surety Bond will be furnished where payment and performance bonds are specified.

10. **INSURANCE.** Nations Roof agrees to purchase and maintain, as required by law, workers' compensation, liability and property insurance to protect the Owner and/or Contractor from injuries and/or damages which may arise out of or result from Nations Roof's operations under this work order and for which Nations Roof may be legally liable, whether such operations be by Nations Roof or by anyone directly or indirectly employees by Nations Roof, or by anyone for whose acts Nations Roof may be liable. **Owner and/or Contractor agree to**

look solely to Nations Roof's appropriate damages including those caused by Nations Roof's sole negligence. The Owner and/or Contractor agrees to provide sufficient insurance to protect Nations Roof against loss or materials installed or on the premises due to fire, windstorm, hail or floods. Owner and/or Contractor provided property insurance shall be on an all-risk policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including, theft, vandalism, malicious mischief, collapse, false work, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements. If the property insurance requires minimum deductibles the Owner and/or Contractor shall be responsible for payment of the additional costs not covered because of such increased or voluntary deductibles. The insurance shall waive rights of subrogation, if any against Nations Roof. The Owner and/or Contractor shall purchase and maintain such insurance as will insure the Owner and/or Contractor against loss of use of the Owner's and/or Contractor's property due to fire or other hazards, however caused. The Owner and/or Contractor waive all rights of action against Nations Roof for loss of use of the Owner's and/or Contractor's property, including consequential damages.

11. **ACTS OF GOD.** Nations Roof shall not be responsible for damage or delay due to strikes, fires, accidents or other caused beyond its reasonable control.

12. **ACCESS.** Nations Roof shall be permitted to use driveways, and paved areas leading to, or adjacent to, the job site for its equipment without liability to Nations Roof occasioned by the negligence of others or by its equipment.

13. **STRUCTURAL SUITABILITY.** Nations Roof assumes full responsibility for furnishing or roofing materials and for providing specifications and recommendations for their proper installation. Nations Roof does not, either itself or through its representatives, practice architecture or engineering and offers no opinion on, and expressly disclaims any responsibility for, the structural soundness of any roof deck on which roofing products may be applied. Opinions of competent structural engineers should be obtained by the Owner and/or Contractor as to the structural soundness of the roof deck and its ability to properly support the contemplated roof installation. Nations Roof accepts no liability for any failure of the roof deck, its ability to support the contemplated roof installation, or resultant damages.

14. **FINAL PAYMENT.** The making of final payment shall constitute a waiver of all claims against Nations Roof by the Owner and/or Contractor except for those arising from (a) unsettled liens stemming from work performed by Nations Roof, (b) terms of any guarantee or warranty issued pursuant to this work order. No guarantee or warranty provided by Nations Roof shall be valid until full and final payment is received.

15. **ARBITRATION.** Any controversy or claim arising out of or relating to this work order, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in Chicago, IL, and judgement upon the award rendered by the Arbitrator(s) may be entered in any Court having jurisdiction thereof. Notwithstanding the foregoing, in Nations Roof's sole discretion, collection of unpaid balances may be sought in any Court having jurisdiction thereof or under this arbitration clause. The prevailing party shall be entitled to recover all costs including but not limited to all attorney fees, costs, and expert witness fees.

16. **MISCELLANEOUS.** These Terms and Conditions together with the cover page providing the Scope of Work, etc. and any attachments constitute the entire agreement (Agreement) of the parties. Modifications to this Agreement can be made only in writing signed by Nations Roof. Owner and/or Contractor permitting performance of work indicates acceptance without exception of this Agreement, even if this Agreement is not executed.



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: May 18, 2020

SUBJECT: General Services - Approval – Res. 20-____, Adopting the FY2020-2021 Consolidated Transportation Service Agency (CTSA) Operations and Program Budget for Roundup Transit Services.

ATTACHMENTS: 1. Resolution 20-____
2. FY 2020-2021 CTSA OPB

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve a resolution adopting the FY2020-2021 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, 2020, through June 30, 2021.
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 FY2020-2021 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 of 1995 (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 (LFT) Article 4.5 claim criteria and required productivity findings.

ACTIONS FOLLOWING APPROVAL

Include Resolution 20-____ in the Clovis section of the CTSA document and file document with the Fresno Council of Governments.

Prepared by: Amy Hance, General Services Manager

Reviewed by: City Manager *JH*

RESOLUTION 20 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADOPTING THE CTSA'S OPERATIONS AND PROGRAM BUDGET FOR CLOVIS TRANSIT ROUNDUP SERVICES

WHEREAS, the Fresno Council of Governments (COG) has separately designated the Clovis Transit Roundup Service as a Consolidated Transportation Service Agency (CTSA); and

WHEREAS, the Fresno County Economic Opportunities Commission (FCEOC) has prepared, under contract to the COG, the 2020-2021 "Operations and Program Budget for the Fresno CTSA, the Clovis CTSA, and the Rural CTSA"; and

WHEREAS, the document has been prepared in cooperation with Fresno Area Express, Clovis Transit, the FCEOC, and the Fresno County Rural Transit Agency (FCRTA); 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 Council of the City of Clovis does hereby adopt the "Operations and Program Budgets for the Clovis CTSA 2020-2021" (Attachment), as the basis for its continued responsibility as the designated CTSA for the City of Clovis.

* * * * *

The foregoing resolution was approved at the regularly scheduled meeting of the Clovis City Council on the 18th day of May, 2020, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May 18, 2020

Mayor

City Clerk

CONSOLIDATED TRANSPORTATION SERVICE AGENCY
OPERATIONS PROGRAM AND BUDGET
FOR FISCAL YEAR 2020 - 21
CLOVIS URBAN AREA

Date: May 2020

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

TABLE OF CONTENTS

CLOVIS URBAN CTSA.....	1
INTRODUCTION.....	1
GOALS, OBJECTIVES & POLICIES FOR CTSA - STATE & REGIONAL.....	2
GOALS, OBJECTIVES & STANDARDS FOR THE LOCAL CLOVIS CTSA.....	4
GOAL 1 Service Level.....	4
GOAL 2 Service Quality.....	5
GOAL 3 Service Productivity.....	6
GOAL 4 System Image.....	6
OVERVIEW.....	7
DESCRIPTION OF EXISTING PARATRANSIT SERVICE.....	9
ANNUAL PRODUCTIVITY TRENDS.....	12
FISCAL YEAR EST. 2019-2020 BUDGET FOR THE CLOVIS CTSA.....	13
FISCAL YEAR PROJ. 2020-2021 BUDGET FOR THE CLOVIS CTSA	14
FOLLOW-UP ON 2015-2018 TRIENNIAL PERFORMANCE AUDIT	15
FOLLOW-UP ON 2019 PRODUCTIVITY EVALUATION.....	18

ATTACHMENTS

A. ORGANIZATIONAL CHART.....	A-1
B. MAP-SERVICE AREA.....	A-2
C. RESOLUTION.....	A-3

**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 to California State University, Fresno. Clovis Roundup operates specialized demand-responsive service for elderly and 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, 2020 through June 30, 2021.
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 FY21 include:

- Continued coordination for elderly and disabled riders between the fixed route and demand responsive services;
- Monitor demand for service to newly-expanded city areas to the northeast and southeast, including Harlan Ranch, Loma Vista, and Heritage Grove.
- Finalize planning for new bus stop on Dakota and Peach to serve the county social services hub in the central south area of the city;
- Design and construction of a new transit facility with offices;
- Final programming and launch of electronic farebox project in concert with Fresno Area Express;
- Continue the planning for infrastructure and operations of two (2) zero-emission electric battery buses to be put into service as a pilot project in early 2021.
- Continue coordination efforts with the City of Fresno to transfer passengers between paratransit services to/from Clovis for Fresno residents;
- Continue to enforce the no-show policy in maintain the low number of no-shows and late cancellations on Roundup in order to improve efficiency.
- Assess and evaluate the operational considerations of the receipt of federal transit funding.

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.

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 the 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 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 going to Fresno must be ready an hour before the appointment time and may wait 45 minutes to one hour for a ride back to Clovis.

Objective B: To provide 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 done 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).

Standard 2: Clovis Transit should record and report, at least monthly with quarterly reports forwarded to Clovis City Council, 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 complete and accurate public transit information.

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, the Chamber of Commerce, and other area merchant associations, to communicate the services and benefits of Clovis Transit.

Standard 2: Clovis Transit should develop a public relations program with area schools to educate children about the bus system.

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, curb-to-curb 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.

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. Due to increasing operational costs, (specifically greatly increased maintenance costs, fuel costs, and salary increases) 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. Reservations can be made from the day prior to the trip up to fourteen (14) days in advance.

Effective August 2009, the Clovis City Council approved a fare increase for Clovis Transit services. For Roundup: \$1.25, within the Clovis area per one-way trip. The zonal fares for curb-to-curb service within Fresno range from \$2.00 to \$2.75 depending upon the destination within the zones. Stageline fares were revised to become the following per one-way trip: General Public (age 6-64) \$1.25. Effective February 28, 2011, fares for disabled riders on the fixed-route Stageline service were changed to obtain compliance with PUC 99155. Disabled riders, Senior Citizens age 65 and over, and Children under age 6 with a fare paying adult are all Free. The Roundup system utilizes seventeen (17) buses and six (6) vans, all of which are wheelchair lift-equipped and meet ADA standards.

Marketing efforts in FY 20-21 will include social media, bus advertising, newsletters, and community events. Clovis Transit information is listed in the City of Fresno FAX guide. The 31 Day Pass, which is valid on both Stageline and FAX buses at a cost of \$48.00 per month, has been a successful program and is continuing. A farebox system project used by both Fresno Area Express and Clovis Transit is in progress and is projected to be fully operational by late 2020. The new system will coordinate with Fresno State University and Fresno City College.

As part of the Measure C implementation schedule, a taxi scrip program was placed into service in FY 08-09 countywide by the Fresno Council of Governments. The program provides seniors age 70 and over the ability to purchase taxi scrip at a 75% discount. Each senior can purchase up to \$100 scrip value per month. Scrip doesn't expire.

During FY 19-20, utilizing California Emergency Management Agency Proposition 1B Transit Safety and Security Grants, replacement on-board bus camera systems were installed. The project includes:

- Replacement of aging on-board camera systems with new systems that were purchased and installed in all Clovis Transit vehicles, including vans. The new camera systems provide high-definition recording of bus incidents with enhanced audio capabilities. The system is also web-based which allows immediate access and live views to local law enforcement.

Other projects were completed including:

- Purchase of five replacement buses for Stageline and three replacement buses for Round Up;
- The addition of Clovis Transit route data into Google Transit to provide trip-planning information to passengers via smart phones and computers.

Additionally, Low Carbon Transit Operations Program (LCTOP) funds and SB1 State of Good Repair funds were received and will be used for multi-year projects which include:

- Regional farebox system and redesign of the fare structure and passes.
- Construction of a transit center and administrative offices.
- Implementation of real-time bus tracking for passenger safety and convenience.
- Replacement of boilers in fleet maintenance facility.
- Planned replacement of heavy-duty vehicle lifts in fleet shop.
- Fixed route efficiency study, community outreach, and route redesign project to coincide with the construction of the new transit hub at Landmark Square.

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. A recent 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.

In March, 2020, the virus 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. This event is unprecedented and has created a scenario for which there is no reliable modeling to forecast any metric for 2020/2021. Revenue, ridership, service hours, service miles, and operational expenditures are difficult to project and estimate, so essentially status quo figures will be presented for this budget.

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 six 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, Leonard/Thompson Avenues to the east and west to the City limits. Service for the residents of the Fresno County island of 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.

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 the required one working day in advance. 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 assistance 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

One-way fares are as follows:

- \$1.25 within Clovis (Zone 1)
- \$2.00 for travel to Fresno north to Shepherd, south to McKinley, and west to Palm. (Zone 2)
- \$2.75 for travel to Fresno north to Shepherd, south of McKinley to Kings Canyon and downtown Fresno, and west of Palm Avenue to West Avenue. (Zone 3)

A \$25 convenience pass is offered and is loaded with \$27.50 worth of rides. An attendant may ride free with a certified ADA passenger. Additionally, passengers can pre-load their account with fare and can also use Token Transit as a point-of-service convenience.

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. Effective May, 2015, 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 2014. 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. Applications for the software have been expanded so that passengers may now pre-pay for trips, eliminating the need to carry a pass or cash. 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.

9. Vehicle Profile

Roundup operates with seventeen (14) lift-equipped mid-size buses and six (6) wheelchair accessible mini-vans.

Vehicle Profile -- Roundup Fleet

Year	Model	Number	Lift/Ramp Equipped
2008	Glaval Cutaway	5	Yes
2010	Dodge Entervan	2	Yes
2012	Arboc Low-Floor	6	Yes
2014	Dodge Entervan	4	Yes
2019	Champion Low-Floor	3	Yes
Total		20	

10. Ridership

Year	Inter-city Trips to Fresno	Trips within Clovis	Total
FY16-17	22,978	33,258	56,236
FY 17-18	22,303	29,758	52,061
FY 18-19	21,961	30,991	52,952
Projected FY 19-20	22,000	30,000	52,000
Estimated FY 20-21	21,000	29,000	50,000

CLOVIS ROUNDUP
Annual Productivity Trends FY 2017-2021

<i>Indicator</i>	Fiscal Year					Percent Change			
	2016-2017	2017-2018	2018-2019	Projected 2019-2020	**Estimated 2020-2021	2016-17/ 2017-18	2017-18/ 2018-19	2018-19/ 2019-20	2019-20/ 2020-21
Total Passengers	56,236	52,061	52,952	50,000	50,000	-7.4%	1.7%	-5.6%	0.0%
Vehicle Hours	30,589	28,040	31,313	27,000	27,000	-8.3%	11.7%	-13.8%	0.0%
Vehicle Miles	371,753	346,495	377,173	330,000	330,000	-6.8%	8.9%	-12.5%	0.0%
Operating Costs	\$2,686,329	\$2,916,696	\$3,407,650	\$3,400,000	\$3,400,000	8.6%	16.8%	-0.2%	0.0%
Fares*	\$268,632	\$291,668	\$340,765	\$340,000	\$340,000	8.6%	16.8%	-0.2%	0.0%
Employee	19	19	19	19	19	0.0%	0.0%	0.0%	0.0%
Passengers/Hour	1.84	1.86	1.69	1.82	1.82	1.1%	-9.1%	7.7%	0.0%
Passengers/Mile	0.15	0.15	0.14	0.15	0.15	0.0%	-6.7%	7.1%	0.0%
Cost/Vehicle Hour	\$87.81	\$104.02	\$108.83	\$104.15	\$104.15	18.5%	4.6%	-4.3%	0.0%
Cost/Vehicle Mile	\$7.23	\$8.42	\$9.03	\$8.32	\$8.32	16.5%	7.2%	-7.9%	0.0%
Veh. Hours/Employee	1,609	1,475	1,648	1,421	1,421	-8.3%	11.7%	-13.8%	0.0%
Op Subsidy/Passenger	\$46.09	\$54.26	\$62.76	\$66.40	\$66.40	17.8%	15.7%	5.8%	0.0%
Farebox Ratio	10%	10%	10%	10%	10%	0.0%	0.0%	0.0%	0.0%
Fbox ratio w/out Meas C	3.0%	3.1%	2.0%	2.0%	2.0%	3.3%	-35.5%	0.0%	0.0%

**Due to COVID-19 impacts, estimates for FY20/21 are status quo based on the previous year's projection.

- * FY17 fares include \$174,400 in Measure C funds
- * FY18 fares include \$199,811 in Measure C funds
- * FY19 fares include \$256,607 in Measure C funds.
- * FY20 fares include \$264,580 in projected Measure C funds.
- * FY21 fares include \$260,000 in estimated Measure C funds.

**ROUND-UP TRANSIT PROJECTED BUDGET FISCAL YEAR 19-20
C.T.S.A.**

	FARES/ ADS/ MISC.	TDA ARTICLE 4 FUNDS	STA FUNDS	SOC. SVCS./ MEASURE C FUNDS	TDA ARTICLE 4.5 FUNDS	PROP 1B/ OTHER	TOTAL EXPENDITURES
OPERATING EXPENSES- PERSONNEL							
Personnel (Salaries and Overtime)	79,000	541,900			224,800		845,700
Extra Help		550,000					550,000
Benefit Package		607,600					607,600
OPERATING EXPENSES- SERVICES, MATL'S & SUPPLIES							
Vehicle Charges		156,000		479,000			635,000
Administration/Misc		50,000					50,000
Communication		60,000					60,000
Marketing and Promotion		13,500					13,500
General Services/Admin Charges		467,800					467,800
Training, Dues and Subscriptions		0					0
Travel and Meeting Expenses		3,100					3,100
Insurance		70,000					70,000
CAPITAL EXPENSES							
Fareboxes						33,400*	33,400
TOTALS	79,000	2,519,900		479,000	224,800	33,400	\$3,336,100

***NOTE: THESE FUNDS WERE ROLLED OVER FROM A PRIOR YEAR.**

ROUND-UP TRANSIT ESTIMATED BUDGET FISCAL YEAR 20-21

C.T.S.A.

AGENDA ITEM NO. 13.

*Denotes funds rolled-over from another year

	FARES/ ADS/ MISC.	TDA ARTICLE 4 FUNDS	STA FUNDS	SOC. SVCS./ MEASURE C FUNDS	TDA ARTICLE 4.5 FUNDS	PROP 1B/LCTOP/ SB1 SGR	TOTAL EXPENDITURES
OPERATING EXPENSES- PERSONNEL							
Personnel (Salaries and Overtime)	80,000	420,000	172,500		235,400		907,900
Extra Help		427,100	172,900				600,000
Benefit Package		663,400					663,400
OPERATING EXPENSES- SERVICES, MATL'S & SUPPLIES							
Vehicle Charges		160,400		491,000			651,400
Administration/Misc		105,200					105,200
Communication		60,000					60,000
Marketing and Promotion		14,000					14,000
General Services/Admin Charges		165,900	342,500				508,400
Training, Dues and Subscriptions		3,400					3,400
Travel and Meeting Expenses		7,000					7,000
Insurance		53,100					53,100
CAPITAL EXPENSES/GRANTS							
PTMISEA (balance for farebox purchase)						33,400*	33,400
TOTALS	80,000	2,079,500	687,900	491,000	235,400	33,400	\$3,607,200

*NOTE: THESE FUNDS WERE ROLLED OVER FROM A PRIOR YEAR

FOLLOW-UP ACTIONS ON THE TRIENNIAL PERFORMANCE AUDIT FISCAL YEARS FY 2015/16 – FY 2017/18

The latest Triennial Performance Audit of the City of Clovis Transit System was completed by Moore and Associates in June 2019. The audit concluded that during the audited period the City of Clovis was conducting its transit operations in an effective manner. The audit recommended the following:

FUNCTIONAL REVIEW, FINDINGS AND RECOMMENDATIONS

Triennial Audit Findings

1. Of the fifteen compliance areas evaluated by the auditors, the operator was found not in compliance within one area: the timely submittal of its Transit Operators Financial Transactions Report to the State Controller during the audit period. All other applicable audit areas were found within compliance.
2. The City of Clovis participates in the CHP Transit Operator Compliance Program in which the CHP has conducted inspections within the 13 months prior to each TDA claim. The CHP inspection reports submitted for review were found to be satisfactory.
3. The City's required farebox recovery ratio was met with the assistance of local Measure C funds. The audited farebox with Measure C revenue for fixed route was 20 percent and 10 percent for demand response. The average farebox for the fixed route without local funds was 5.47 percent and the average farebox for demand response without local funds was 3.47 percent during the audit period.
5. Clovis satisfactorily implemented two of three prior audit recommendations. The recommendations implemented pertained to ensuring that Clovis Transit's system information was displayed on Fresno State University's website page and that State Controller reports would be submitted by the due date. The recommendation pertaining to travel training was not implemented and is forwarded for full implementation in this audit.
6. Fixed route operating costs increased by 11 percent during the audit period. Dial-A-Ride operating costs increased 15.3 percent. The increase in operating costs is attributed to higher labor and maintenance costs, insurance and workers compensation and more buses in revenue service.
7. Fixed-route ridership decreased 15 percent and Dial-A-Ride ridership decreased 14.2 percent during this evaluation period.
8. Fixed-route vehicle service hours remained essentially the same over the audit period as did vehicle service miles. On Dial-A-Ride, the trend followed the decrease in passengers; vehicle service hours decreased by 11.2 percent and vehicle service miles decreased by 13.1 percent. This indicates relative stability in service hours and miles and reflects proper route streamlining and other service efficiencies implemented during the period.

9. Operating cost per passenger, an indicator of cost effectiveness, increased 38 percent system-wide. Cost per passenger increased by 25.1 percent on fixed route and 52.3 percent on Dial-A-Ride. The trend for this indicator reflects a substantial increase in operating costs when compared to the decline in passenger trips.
10. In 2015, the City purchased the Clovis Lumber Yard, located on 3rd Street just east of Clovis Avenue, for \$2.85 million, which will be part of a larger civic development that would include a transit center, library, and senior center. The proposed transit center will be composed of transit offices, driver break rooms, and meeting rooms as well as a hub for Clovis Transit and other transit systems.
11. The City and Fresno State University executed an agreement in May 2015 whereby Fresno State students, faculty, and staff can ride free on the Stageline fixed route by presenting their university identification cards. This transit agreement complements the free on-campus transit service provided by Fresno State's Bulldog Express shuttle.
12. Clovis and its regional partners have continued to work toward a seamless fare media system in the metropolitan area, including the integration of the SPX Genfare electronic farebox system on Round Up and Stageline vehicles.
13. In November 2012, Clovis received six new Arboc low floor buses that have wheelchair ramps with a 1,000-pound weight capacity rating. The City discovered a few defects with the Arboc buses, which were then made roadworthy with the assistance of mechanics. Clovis received two Champion buses in May and June 2015.
14. In August 2014, Clovis Transit implemented new dispatching software for Round Up. The Mobilitat Easy Rides dispatching and scheduling software is composed of an Internet desktop interface that is accessible through mobile display tablets. The new software has resulted in more accurate reporting of vehicle service hours and mileage.
15. Clovis Transit Schedule Guide was updated and published in April 2014 for the Stageline fixed route. The schedule guide is a glossy tri-fold brochure that folds out into a system map with schedules, general service information, rider etiquette, fares, and a destination guide and legend.

Triennial Audit Recommendations

1. Establish a formal travel training program in anticipation of the new transportation hub.

This recommendation is carried over from the prior performance audit. Clovis continues to provide travel training upon request but has yet to establish a formal travel training program. The need for such a program has become more apparent with the increase in the number of wheelchair-bound passengers. The City has proposed the construction of a transportation hub and senior activity center in Old Town Clovis on 3rd Street just east of Clovis Avenue. With the addition of a new transit facility, Clovis Transit will have

proper facilities to grow and improve travel training to the community. The new facility will offer space not only for travel training but ADA assessments.

Comments: the City has plans for a formal travel training program once the new transit hub facility is completed. This will allow adequate space and a central location for travel training.

2. Ensure the timely completion and submittal of the annual State Controller Transit Operators Financial Transactions Reports.

For current audit review period, the City did not submit its annual Transit Operators Financial Transactions Reports to the State within the statutory time frame. PUC 99243 (a), requires transit operators to file an annual report with the State Controller’s Office within a prescribed period of time. In FY2015-16, the deadline was 110 days following the end of the fiscal year, or October 18, 2016, if filing electronically. Beginning in FY2016/17, the deadline was extended to seven months following the end of the fiscal year, or January 31. In FY2015/16, the City’s State Controller Report was submitted on October 26, 2016, more than one week after the stipulated deadline. The delinquent submission was due to the unexpected death of the city accountant responsible for the report. The unexpected change in personnel resulted in delays to several job duties, including the filing of that year’s State Controller Report

Comments: All employees involved in the preparation of the State Controller Reports will be aware of the January 31 deadline and will strive to complete and submit the report on time each year. Given subsequent reports have been submitted on time according to the deadline, and that the circumstances resulting in the delay in FY2015-16 are unlikely to reoccur, there is likely no further action required.

**CLOVIS STAGELINE/ROUNDUP:
2019 PRODUCTIVITY EVALUATION COMMITTEE RECOMMENDATIONS**

A. Comply, where feasible, with the FY15 through FY18 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.

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. With the new Measure C funding, additional Stageline service have been implemented including weekend service. A consultant has reviewed the entire system for improvements and efficiency.

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. Most recently, Clovis, Fresno County Rural Transit and FAX are working together on a county-wide farebox system.

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 purchase low emission vehicles to help reduce emissions. Clovis Transit did obtain full California Air Resources Board compliance in regard to the December 31, 2010 deadline for reduced 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. Evaluate results of the TDA Triennial Performance Audit for FY 2015-2016 through FY 2018-2019.

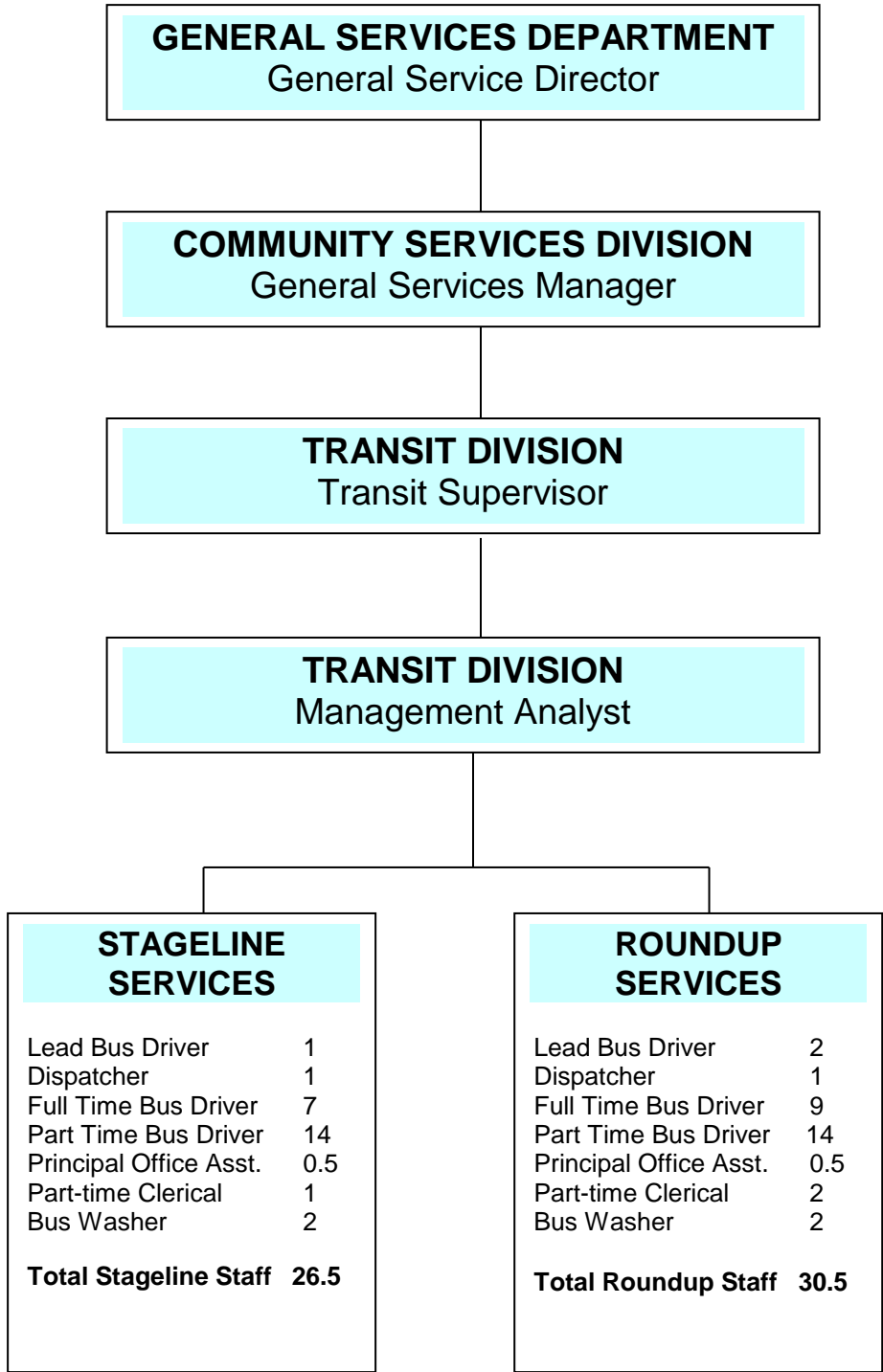
Last audit was completed for FY 2015-2016, FY 2016-2017, and FY 2017-2018. We received the results in June, 2019. Meeting with the auditors have been completed and the results will be continuously evaluated to ensure compliance with recommendations.

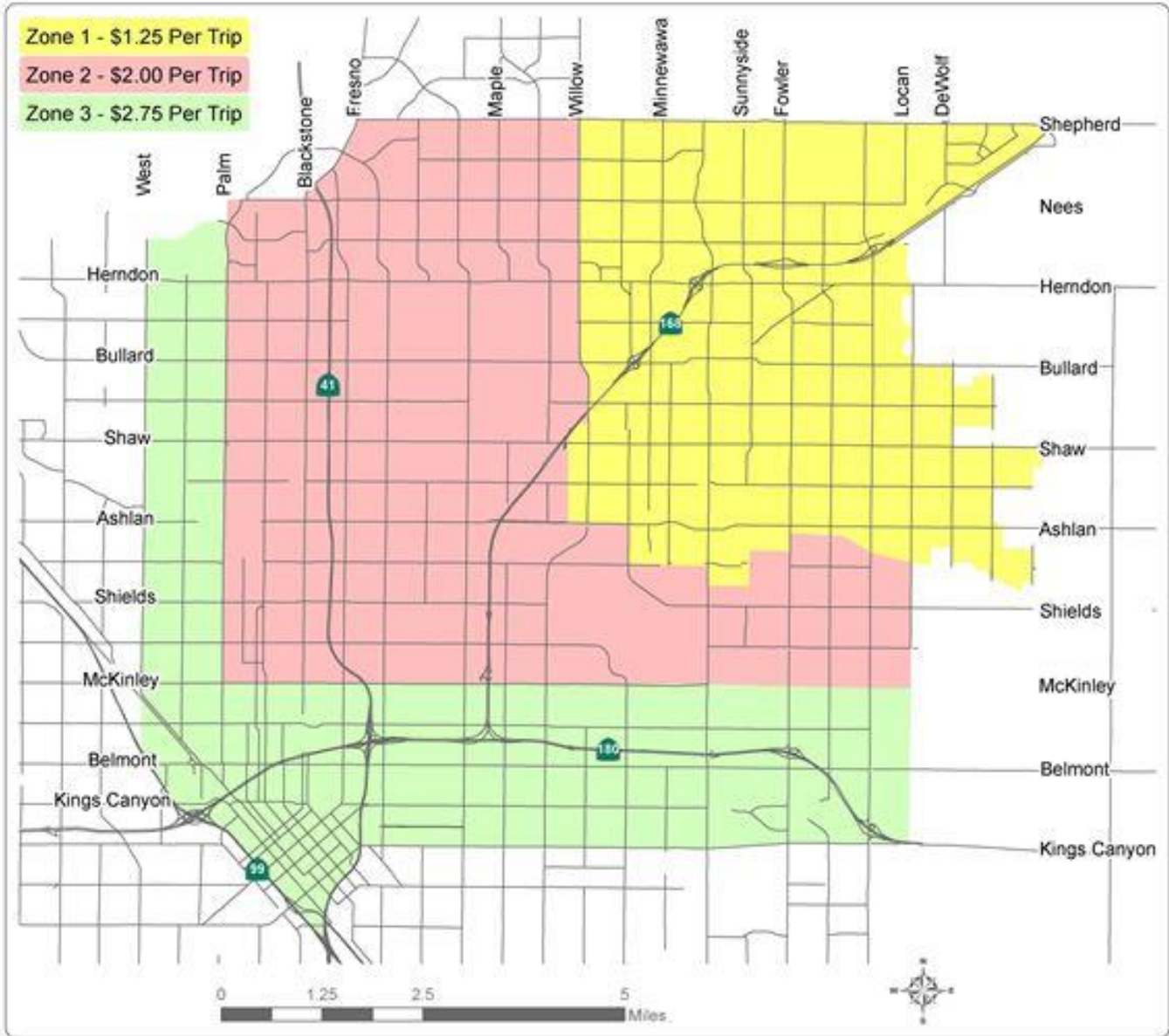
I. Prepare and adopt updated Short Range Transit Plans / Operation Program and Budget to reflect the inclusion of Measure C funded programs.

Measure C funds and LTF funds that are fully allocated to transit as of July 2014 will be analyzed for cost effective service enhancements. All funding is utilized to efficiently support current service levels.

**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 20 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
ADOPTING 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 Service Agency (CTSA); and,

WHEREAS, the Fresno County Economic Opportunities Commission (FCEOC) has prepared, under contract to the FCOG, the 2019-2020 “Operations and Program Budget for the Fresno CTSA, the Clovis CTSA, and the Rural CTSA”; and,

WHEREAS, the document has been prepared in cooperation with Fresno Area Express, Clovis Transit, the FCEOC, and the Fresno County Rural Transit Agency (FCRTA); 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 Council of the City of Clovis does hereby adopt the “Operations and Program Budgets for the Clovis CTSA 2019-2020, as the basis for its continued responsibility as the designated CTSA for the City of Clovis

* * * * *

The foregoing resolution was approved at the regularly scheduled meeting of the Clovis City Council on the 18th day of May, 2020, by the following vote to wit:

AYES:
NOES:
ABSENT:

Dated:

Mayor

City Clerk



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: May 18, 2020

SUBJECT: General Services – Approval - Res. 20-____, Approving Side Letter Agreements with CEA and CPSEA, and; authorizing City Manager to Execute Agreements.

ATTACHMENTS: 1. Res. 20-_____

CONFLICT OF INTEREST

None

RECOMMENDATION

For City Council to approve Resolution 20-____ approving side letter Agreements with Clovis Employees Association (CEA), and Clovis Public Safety Employees Association (CPSEA) related to a stipend for designated social media coordinators within their bargaining units.

EXECUTIVE SUMMARY

With the addition of the Public Affairs and Information Supervisor position in March, 2019, various departments assigned a social media coordinator as part of a team to improve the City’s message and social media presence. The employees were assigned additional responsibilities and are accountable for presenting the appropriate message to the community. Due to the additional duties, it is recommended the social media coordinators in CEA and CPSEA receive an additional \$100 per month stipend.

BACKGROUND

With the addition of the Public Affairs and Information Supervisor position in March, 2019, various departments assigned a social media coordinator as part of a team to improve the City’s message and social media presence. These employees meet with the Public Affairs and Information Supervisor, attend regular trainings, monitor and appropriately respond to social media posts, create videos and informational vignettes, and are overall ambassadors for the City of Clovis. The additional responsibilities require the ability and judgement to provide outreach which paints the City in the best light.

Due to the additional duties and responsibility, it is recommended the social media coordinators in CEA and CPSEA receive an additional \$100 per month stipend. Staff met with representatives of the three bargaining units who have assigned social media coordinators. Clovis Employees Association (CEA) has four members designated as social media coordinators, Clovis Public Safety Employees Association (CPSEA) has one member, and Clovis Professional and Technical Association (CPTA) has one member. While CEA and CPSEA voted in agreement of the \$100 per month stipend, CPTA declined and did not sign the side letter agreement.

FISCAL IMPACT

The impacts to the various department budgets for the remainder of the FY 19-20 is \$500 in total. The impact to the FY 20-21 budget is expected to be \$6,000 total for the five employees receiving the \$100.00 per month stipend.

REASON FOR RECOMMENDATION

Due to the additional responsibilities and duties of designated social media coordinators throughout the City, it is recommended that they receive a \$100.00 per month stipend. Modifications to the Memorandum of Understanding require Council approval.

ACTIONS FOLLOWING APPROVAL

Department management will complete a personnel action form for each employee to begin receiving the stipend effective June 1, 2020.

Prepared by: Shonna Halterman, General Services Director

Reviewed by: City Manager *JH*

RESOLUTION 20-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING SIDE LETTER AGREEMENTS TO THE 2019-2022 MEMORANDUM OF UNDERSTANDING WITH CLOVIS EMPLOYEES ASSOCIATION (CEA) AND CLOVIS PUBLIC SAFETY EMPLOYEES ASSOCIATION (CPSEA)

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

WHEREAS, many City departments have assigned staff persons as designated social media coordinators to manage their social media outreach for their department; and

WHEREAS, social media coordinators have the added responsibility of being accountable for presenting appropriate information and messaging to the community; and

WHEREAS, the Clovis Employees Association (CEA) and Clovis Public Safety Employees Association (CPSEA) have met with City management regarding the duties and responsibilities of the social media coordinators in their units; and

WHEREAS, CEA and CPSEA agree to the addition of a \$100 per month stipend for assigned social media coordinators.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the Side Letter Agreements with CEA (Attachment A) and CPSEA (Attachment B) be added to the current memorandums of understanding, and authorize the City Manager to sign the agreements.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on May 18, 2020 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: May 18, 2020

Mayor

City Clerk

**Side Letter Agreement Between the City of Clovis and
Clovis Employees Association**

This Side Letter of Agreement, entered into on May ____, 2020, is made by and between the City of Clovis (the “City”) and the Clovis Employees Association (CEA).

As the City’s social media presence increases, so does the City’s need to ensure the proper coordination of City social media posts. Often a Department will assign such duties to appropriate non-management employees. These duties could include, but are not limited to, assisting with posts regarding emergency or important information, coordinating with the City ‘s Public Affairs and Information Supervisor and/or the Information and Technology Department, and ensuring that posts comply with the City’s Technology Policy.

In recognition of the responsibility and effort it takes to coordinate these posts, employees assigned, by their supervisor, as a Social Media Coordinator shall receive a \$100 per month stipend.

Any after-hours social media posts must be preauthorized by the Employee’s supervisor and done in order to provide essential or emergency public information. Essential or emergency public information in this context shall mean a serious, unexpected, or a dangerous situation requiring immediate action. Such after-hour work must be pre-approved and shall be otherwise compensated as appropriate under the law.

Once fully executed by all parties, the provisions of this side letter become effective the pay period following execution and ratification by City Council. They shall remain in effect until June 30, 2022, unless replaced by a subsequent agreement.

For the City of Clovis:

For CEA:

Luke Serpa, City Manager

Donna Luttrull, President CEA

Shonna Halterman, General Services Dir.

Trina Vietty, CEA Representative

ATTEST: _____
John Holt, City Clerk

Date _____

**Side Letter Agreement Between the City of Clovis and
Clovis Public Safety Employees Association**

This Side Letter of Agreement, entered into on May ____, 2020, is made by and between the City of Clovis (the “City”) and the Clovis Public Safety Employees Association (CPSEA).

As the City’s social media presence increases, so does the City’s need to ensure the proper coordination of City social media posts. Often a Department will assign such duties to appropriate non-management employees. These duties could include, but are not limited to, assisting with posts regarding emergency or important information, coordinating with the City ‘s Public Affairs and Information Supervisor and/or the Information and Technology Department, and ensuring that posts comply with the City’s Technology Policy.

In recognition of the responsibility and effort it takes to coordinate these posts, employees assigned, by their supervisor, as a Social Media Coordinator shall receive a \$100 per month stipend.

Any after-hours social media posts must be preauthorized by the Employee’s supervisor and done in order to provide essential or emergency public information. Essential or emergency public information in this context shall mean a serious, unexpected, or a dangerous situation requiring immediate action. Such after-hour work must be pre-approved and shall be otherwise compensated as appropriate under the law.

Once fully executed by all parties, the provisions of this side letter become effective the pay period following execution and ratification by City Council. They shall remain in effect until June 30, 2022, unless replaced by a subsequent agreement.

For the City of Clovis:

For CPSEA:

Luke Serpa, City Manager

Shawn Knapp, President CPSEA

Shonna Halterman, General Services Dir.

ATTEST: _____
John Holt, City Clerk

Date _____



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: May 18, 2020

SUBJECT: Planning and Development Services - Approval - Final Acceptance for CIP 13-02, Shepherd and Minnewawa Traffic Signal.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

None

RECOMMENDATION

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

EXECUTIVE SUMMARY

The project involved the installation of a signalized intersection at the intersection of Shepherd and Minnewawa. The work included the installation of traffic signal poles, traffic signal loop detectors, a traffic signal controller cabinet, traffic markings and signs, right turn lanes and pedestrian ramps, asphalt concrete paving, ADA concrete improvements, and relocation of communication facilities. The project was funded by Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds.

BACKGROUND

City Council pre-authorized the City Manager to award the project to the low bidder on July 1, 2019. Bids were received on July 9, 2019 and American Paving Company was the low bidder. The project was completed in accordance with the construction documents.

FISCAL IMPACT

1. Award	\$ 684,473.00
2. Cost increases/decreases resulting from differences between estimated quantities used for award and actual quantities installed.	\$ 0.00
3. Contract Change Orders	<u>\$ 17,819.12</u>

Final Contract Cost **\$ 702,292.12**

This project was approved in the Community Investment Program 2018-2019 fiscal year budget and is funded by CMAQ Funds.

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, has requested final acceptance from City Council.

ACTIONS FOLLOWING APPROVAL

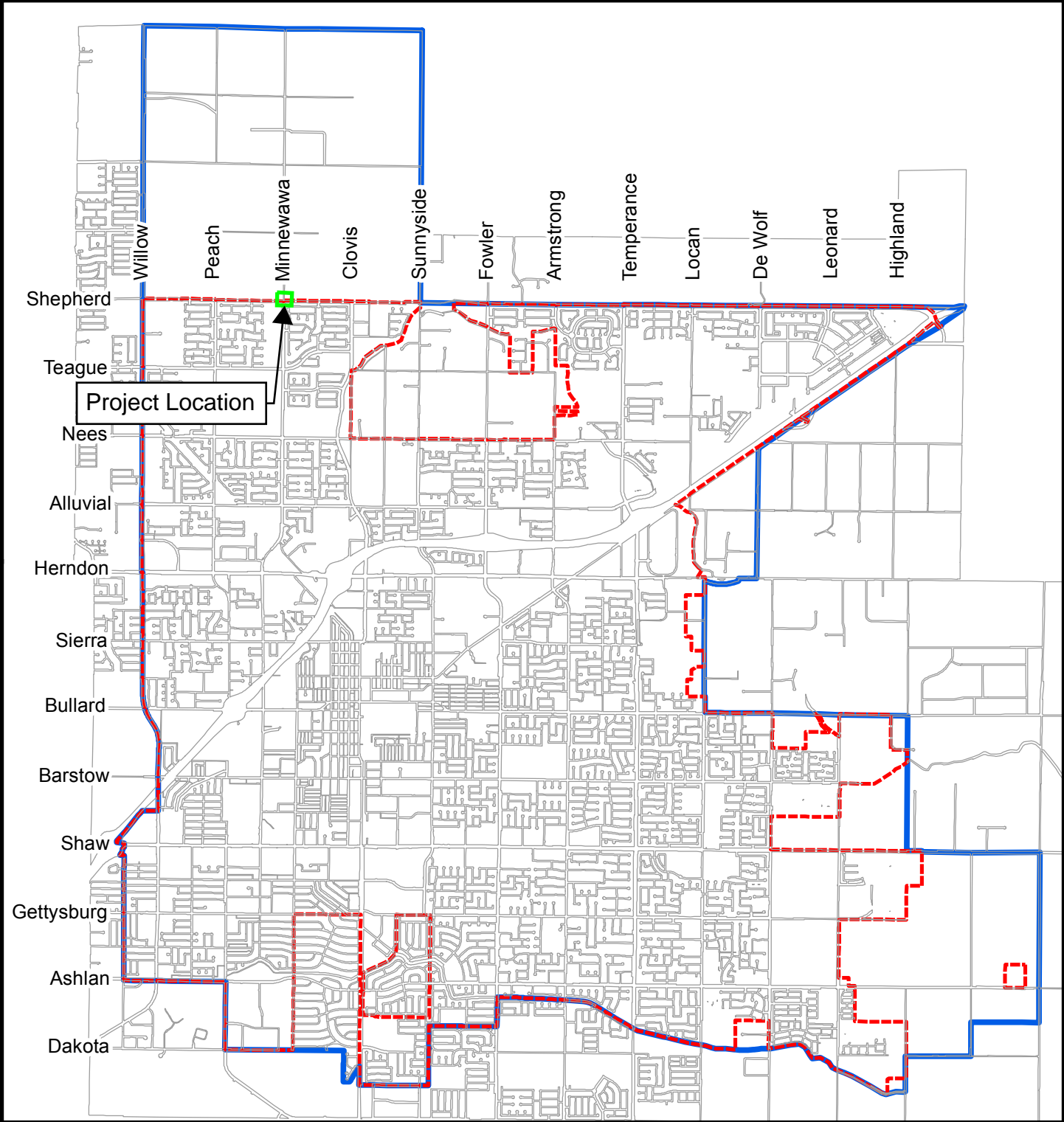
1. The notice of completion will be recorded; and
2. All retention funds will be released pursuant to Federal requirements and the Prompt Payment of Funds Withheld to Subcontractors clause of the Local Assistance Procedures Manual.

Prepared by: Ian King, Engineer II

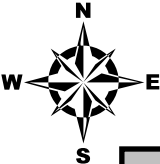
Reviewed by: City Manager *AK*

VICINITY MAP

AGENDA ITEM NO. 15.



ATTACHMENT 1



 CITY LIMITS  SPHERE OF INFLUENCE



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: May 18, 2020

SUBJECT: Public Utilities – Presentation of Proclamation designating May 17-23, 2020 as National Public Works Week.

ATTACHMENTS: 1. Proclamation

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to declare May 17-23, 2020 as National Public Works Week.

EXECUTIVE SUMMARY

The Public Utilities Department, Planning and Development Services Department, and General Services Department request that City Council proclaim May 17-23, 2020 as National Public Works Week (NPWW). The theme that the American Public Works Association (APWA) has chosen this year is “The Rhythm of Public Works.”

BACKGROUND

APWA was established in 1960 and has over 30,000 members. APWA represents the men and women who dedicate their lives daily to providing the foundation of services that keep communities running. Public Works professionals are instrumental in Planning, Building, Utilities, Transportation, Parks, and Solid Waste. By making this proclamation, the City is recognizing the City of Clovis staff in operational departments and the representative unions that support them such as CPWEA, CPTA, and CEA. Annually in the month of May, the City Council has proclaimed one week to be National Public Works Week, and even though there are not any formal gatherings or celebrations planned for this year due to COVID-19, it will still be an honor for staff to have the week of May 17-23, 2020 proclaimed as National Public Works Week.

FISCAL IMPACT

None

REASON FOR RECOMMENDATION

To recognize Public Works professionals by declaring May 17-23, 2020 as National Public Works Week.

ACTIONS FOLLOWING APPROVAL

The proclamation will be signed by the Mayor declaring May 17-23, 2020 as National Public Works Week.

Prepared by: Scott Redelfs, Public Utilities Director

Reviewed by: City Manager *SR*

CITY of CLOVIS PROCLAMATION

National Public Works Week 2020

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

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

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

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

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

WHEREAS, the City seeks to raise the public's awareness of Public Works issues.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis does hereby proclaim the week of May 17-23, 2020 as

National Public Works Week

in the City of Clovis, and encourages all citizens and civic organizations to acquaint themselves with the issues involved in building and maintaining our Public Works, and to recognize the contributions which Public Works employees make every day to our health, safety, comfort, and quality of life.

IN WITNESS THEREFORE, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 18th day of May 2020.

Mayor



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: May 18, 2020

SUBJECT: Consider Introduction - Ord. 20-____, R2019-009, A request to approve a rezone of approximately 4 acres of property located at the southwest corner of Temperance and Nees Avenues to be consistent with the underlying General Plan designation of MU-BC (Mixed Use- Business Campus). This request is to rezone the subject property from the R-A (Single-Family Residential Very Low Density) Zone District to the C-P (Professional Office) Zone District. Beal Properties Inc., property owner; Legacy Construction, applicant.

Staff: Lily Cha, Assistant Planner

Recommendation: Approve

- ATTACHMENTS:
1. Conditions of Approval
 2. Draft Ordinance
 3. Conceptual Site Layout
 4. Correspondence
 5. Planning Commission Minutes, April 9, 2020
 6. Notice of Exemption

CONFLICT OF INTEREST

None.

RECOMMENDATION

Planning Commission and staff recommend that the City Council approve the introduction of Ordinance 20-____, amending sections 9.080.020 of Chapter 2 and 9.86.010 of Chapter 6 of the Clovis Municipal Code to allow for the rezone of approximately four acres of property located at the southwest corner of Nees and Temperance Avenues from the R-A (Single-Family Residential Very Low Density) Zone District to the C-P (Professional Office) Zone District and finding the project is exempt from CEQA pursuant to a Class 32 Categorical Exemption.

EXECUTIVE SUMMARY

Legacy Construction is requesting to rezone the subject property to the C-P (Professional Office) Zone District for development purposes. Future improvement plans include two large office buildings, with one building dedicated as a medical office facility for a proposed United Health Center facility. Although the request is strictly for zoning consideration, proposed development on the site within the R-T Park warrants discussion on uses and building types. The anticipated project is proposed for development in two phases, with construction of the United Health Center building and associated parking as the first phase of development. The second phase of development will incorporate a future building and associated parking fields.

Anticipated development requires the rezone of the subject property for conformity with the underlying general plan designation of MU-BC (Mixed Use Business Campus). Approval of this rezone will memorialize the C-P Zone District and allow Legacy Construction to move forward with submittal for site plan review.

BACKGROUND

- General Plan Designation: MU-BC (Mixed Use Business Campus)
- Existing Zoning: R-A (Single-Family Residential Very Low Density)
- Lot Size: 4 acres
- Current Land Use: Vacant
- Adjacent Land Uses:
 - North: Single-Family Residential Subdivision (R-1)
 - South: Single-Family Residence (R-A)
 - East: Single-Family Residence (R-A)
 - West: Single-Family Residence (R-A)
- Previous Entitlements: GPA99-05

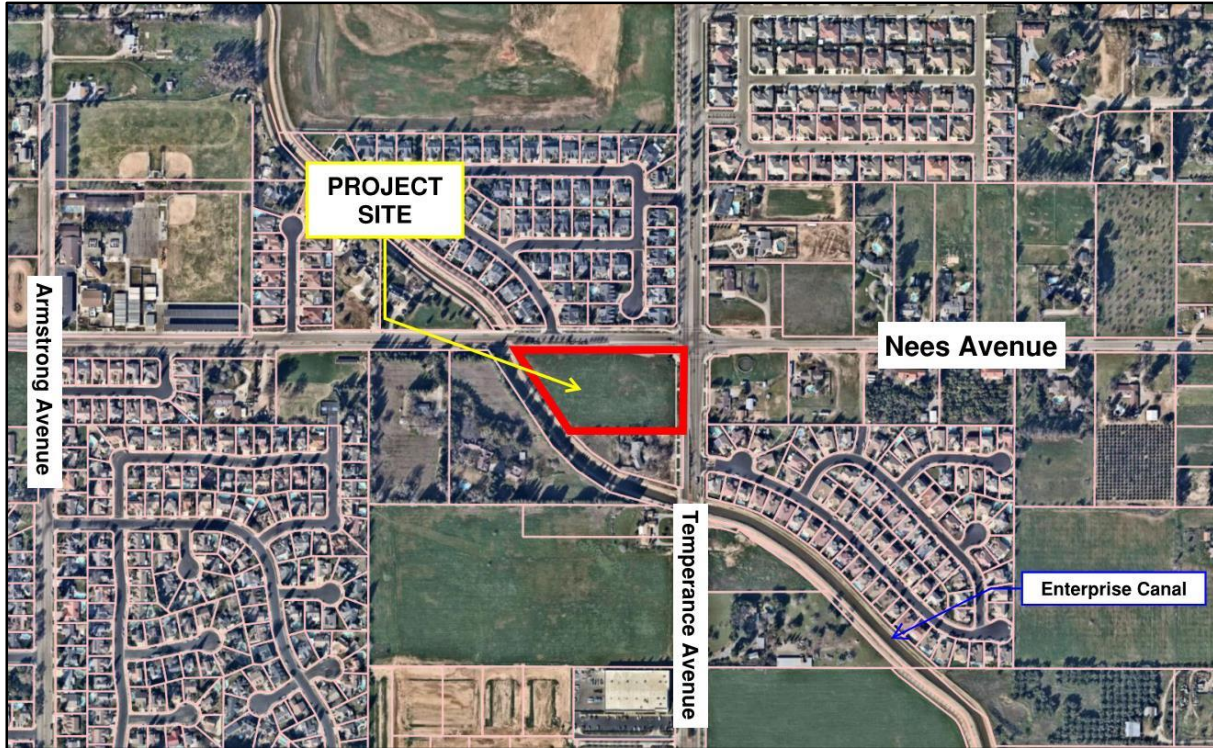


FIGURE 1: Project Location

History

The subject property was incorporated into the City limits as a part of Reorganization 193 (Nees-Temperance Reorganization) in 1996. The reorganization annexed roughly 386 acres of unincorporated area that is generally bound by Armstrong, Temperance, Shepherd Avenues, and highway 168. Preceding the annexation, the subject property contained a single-family residence and carried characteristics typical of rural residential properties. Prior to the year 2015, the site was completely cleared and has remained vacant since.

PROPOSAL AND ANALYSIS

The applicant’s request to rezone the subject property from the R-A Zone District to the C-P Zone District was presented to Planning Commission on April 9, 2020. Details regarding the Rezone request are described within this report.

General Plan Designation

In 1999, the Council approved GPA99-5, a comprehensive amendment to the General Plan that re-designated roughly 168 acres from the Low Density Residential, High Density Residential, and Park/Open Space to the Mixed-Use land use designation as illustrated within Figure 2 below. The purpose of the amendment was to accommodate land uses that promote economic development and create a stronger employment base as indicated with the intent of the Research and Technology Business Park. The subject property is located within a segment of the area that was re-designated to Mixed Use Business Campus. The Mixed Use Business Campus (MU-BC) designation promotes land uses that allow for higher intensity mixes of employment generating businesses that are drawn from the land uses permitted in the Office and Industrial designations. Live/work options are also permitted under this designation.

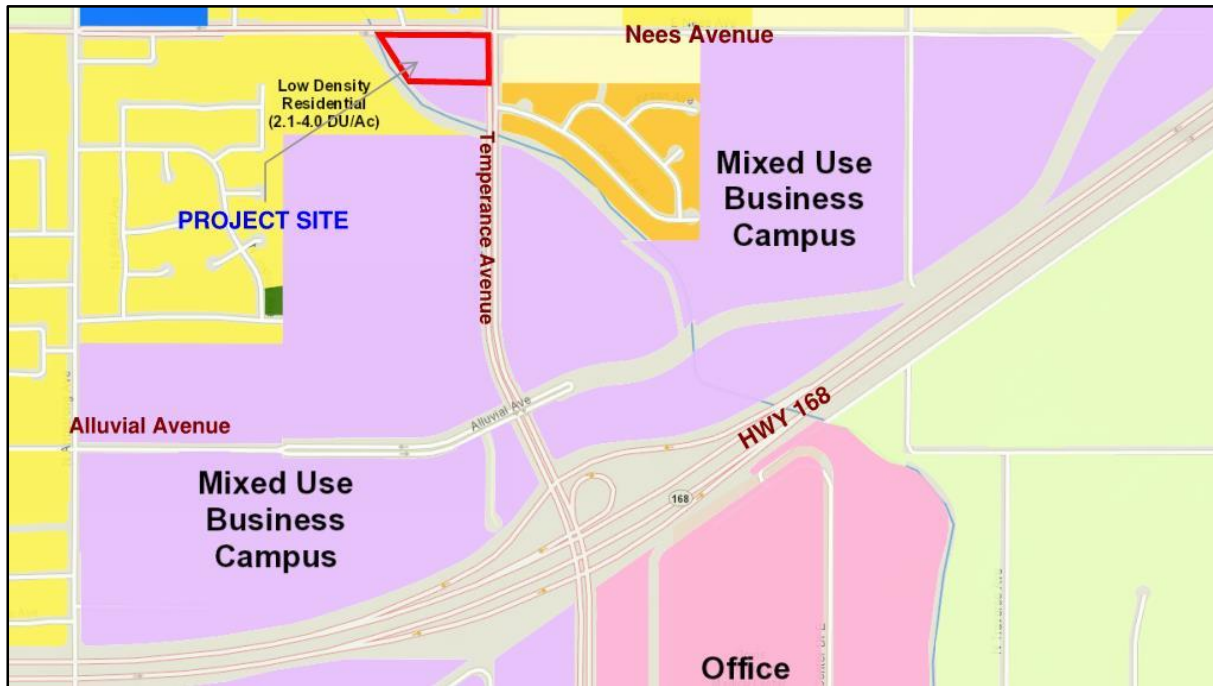


Figure 2: Mixed Use Area

Rezone

The subject property's current zone designation is R-A, (Single-Family Residential 24,000 minimum), which is associated with large lot single-family rural uses. This existing zone district is consistent with the Very Low Density Residential land use designation of the City's General Plan. However, as previously stated, the property carries a land use designation of MU-BC in the City's Land Use Diagram. Although properties were re-designated in the General Plan Land Use Diagram with GPA99-5, not all properties in this mixed use area have been updated with corresponding zoning classifications. Therefore, existing residential properties in this area continue to maintain their existing uses until development is proposed and properties are rezoned.

Currently, the subject property's R-A Zone District classification is not consistent with the land use diagram designated in the City's General Plan of Mixed Use Business Campus. Approval of this rezone is necessary to bring the property's zoning into conformance with the MU-BC general plan designation. The C-P (Professional Office) Zone District classification proposed with this rezone request is consistent with the MU-BC designation.

Surrounding Land Uses

The project site is bounded by Nees Avenue to the north, Temperance Avenue to the east, the Enterprise Canal along the southwest, and a one acre parcel (approximately) with an existing single-family residence directly to the south. The subject property is approximately four acres and is currently vacant. The nearest single-family residential subdivisions in its vicinity include the Cambridge Tract across Nees Avenue to the north, the Northwood Estates roughly 0.15 miles to the west and Tract Map 4973 across Temperance Avenue to the southeast. The remaining surrounding properties that are closest to the subject property are

either vacant or rural residential type properties with single family homes, accessory structures, and large open fields. About 0.18 miles further to the south of the subject property are the Portal Sierra I & II Business Parks. **Figure 3** identifies land uses within the near vicinity of the project site.

As indicated in purple of figure 2 above, the subject property and the property abutting its southern property line are both planned for MU-BC type development.

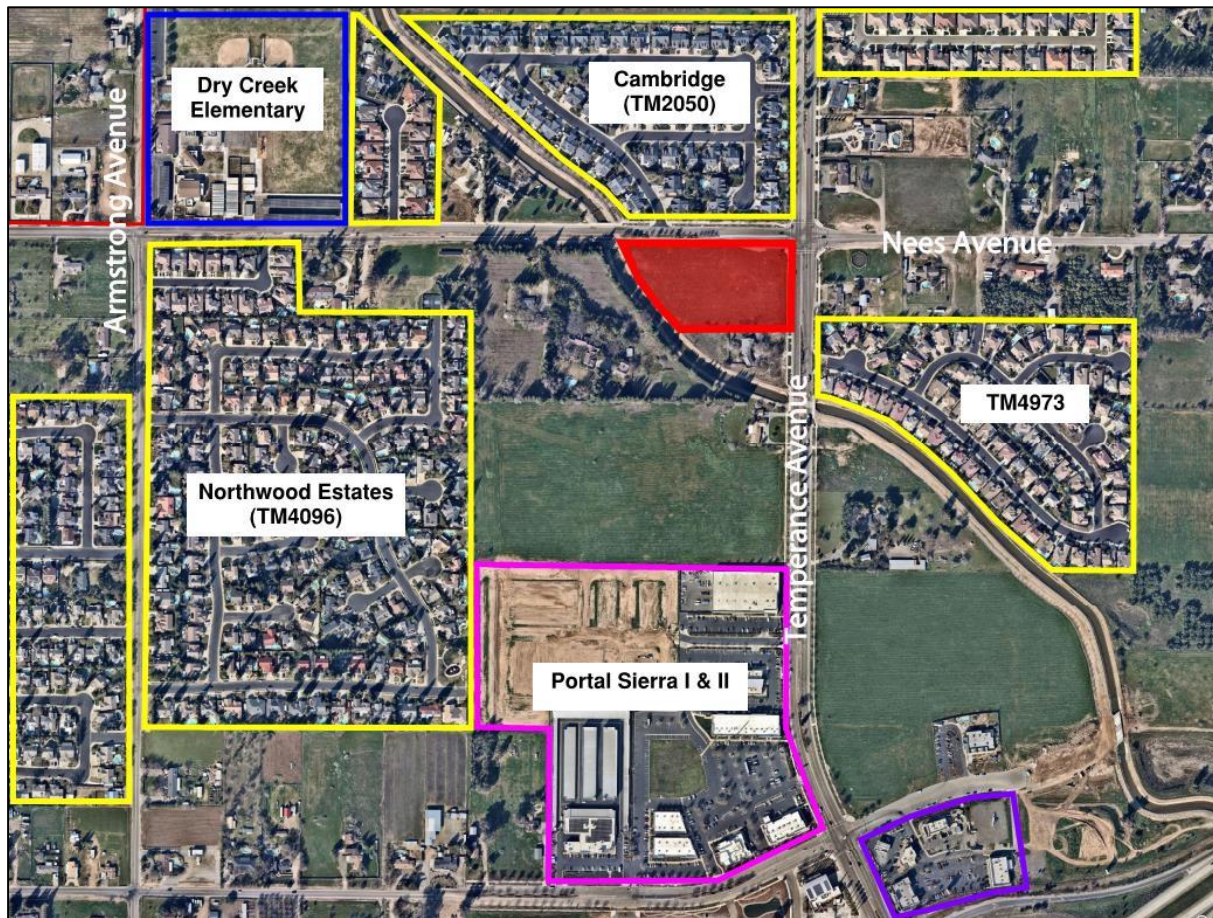


FIGURE 3: Surrounding Properties

Research and Technology Business Park

The Research and Technology (R-T) Business Park was a result of an economic development program the City pursued to attract employment generating businesses and developers to the area. The intent of the business park was to promote economic development and fiscal vitality encouraging a stronger employment base through land use. The project also aims to help address the projected imbalance between jobs and housing ratios.

Phases 1 and 2 of the business park was established with GPA99-05. Phase 3 was later established with approval of GPA2009-01, adding approximately 153 acres to the R-T Business Park. This endeavor also modified the R-T Business Park Zoning to include Mixed Use 40 and add development standards distinctive to the project area. Mixed Use 40 was

carried over to the City's updated 2014 General Plan as Focus Area 6, however it only addressed phase 3 of the R-T Business Park. Phases 1 and 2 were inadvertently left out of the General Plan Update. Staff intends to return to Council with a clean-up action addressing this issue.

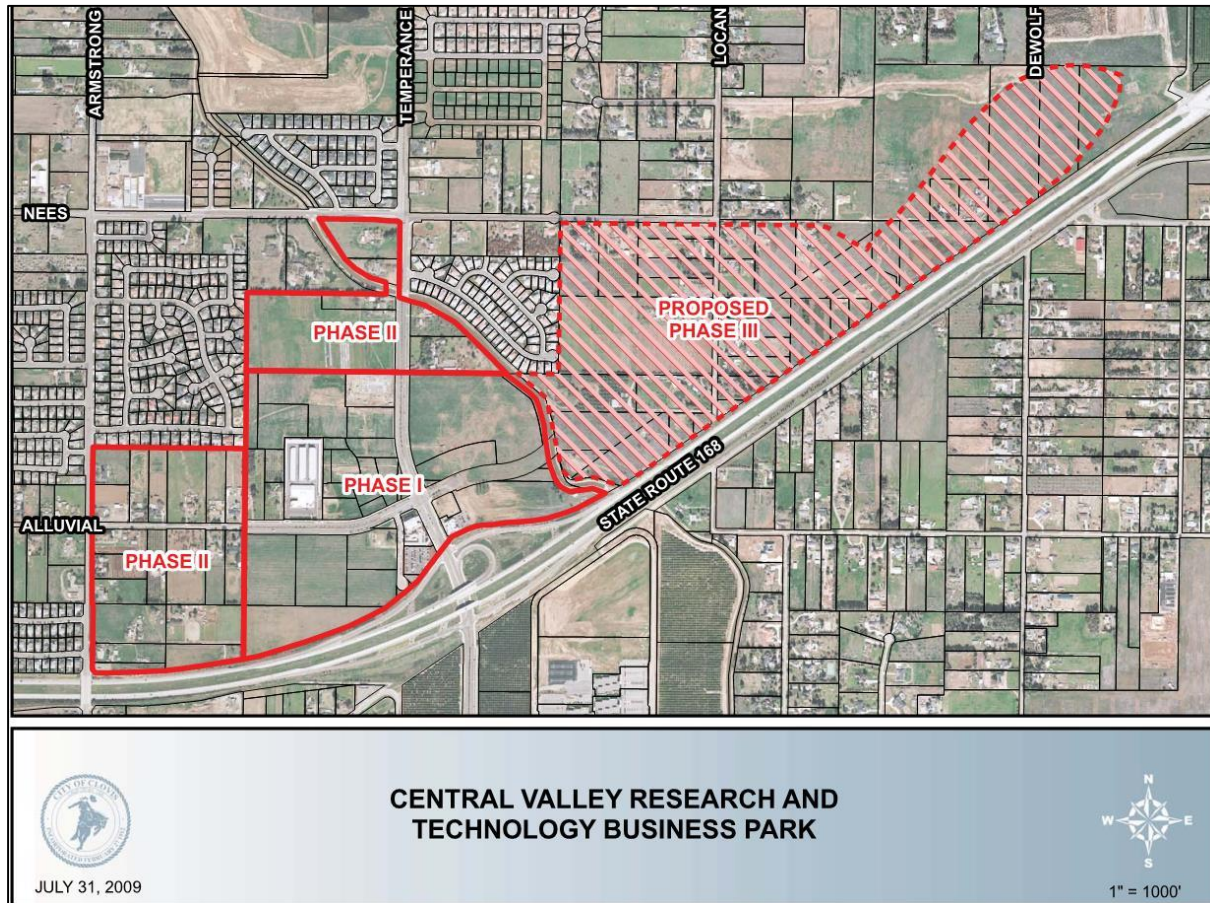


FIGURE 4: R-T Park Phases

In light of this, the applicant has agreed to adhere the proposed project with requirements intended by the R-T Business Park standards including land use and design.

Proposed Project

Conceptual Site Layout

Approval of this rezone request will allow the applicant to move forward with the site plan review process. The process provides staff the opportunity to review the location, design, building placement, and configuration of the project per the City's established development standards, regulations, and any other applicable design guidelines and policies. The conceptual site layout is provided as **Attachment 3**.

The subject property is approximately four acres in area and is located at the southwest corner of Nees and Temperance Avenues. The property's primary frontage is along Nees Avenue with an approximate length of 680 feet. Its frontage along Temperance Avenue is

approximately 310 feet in length. Phase I of the proposed development includes the 15,000 square foot building located at the far northeast area of the property. The second building of approximately 10,000 square feet is proposed with phase II of development and would be located at the far southwest area of the property. The site layout and details will be further refined through the site plan review process.

Circulation and Reciprocal Access

Although this entitlement is for the purpose of land use, a conceptual site plan (**Attachment 3**) referencing the proposed site layout was provided. The final site layout will be reviewed and memorialized through the site plan review process. The project site fronts onto both Nees and Temperance Avenues and proposes access from both public streets. Interior circulation and parking requirements will be further analyzed during the site plan review process. Because development standards require a minimum distance of 250 feet from the street intersections, the project's driveway from Temperance Avenue is limited to the area that is closest to the southern property line. There are potential concerns of this driveway hindering any additional driveways from Temperance Avenue for future development of the adjacent property to the south. In an effort to mitigate this concern, staff is recommending that this project be required to provide an irrevocable offer for reciprocal access with the property to the south (**Figure 5**). Based on the design of the conceptual site layout, designating an area for a shared driveway to the southern property should not be problematic. This requirement shall be reflected on the final site plan of the site plan review process and has been conditioned with this rezone request.

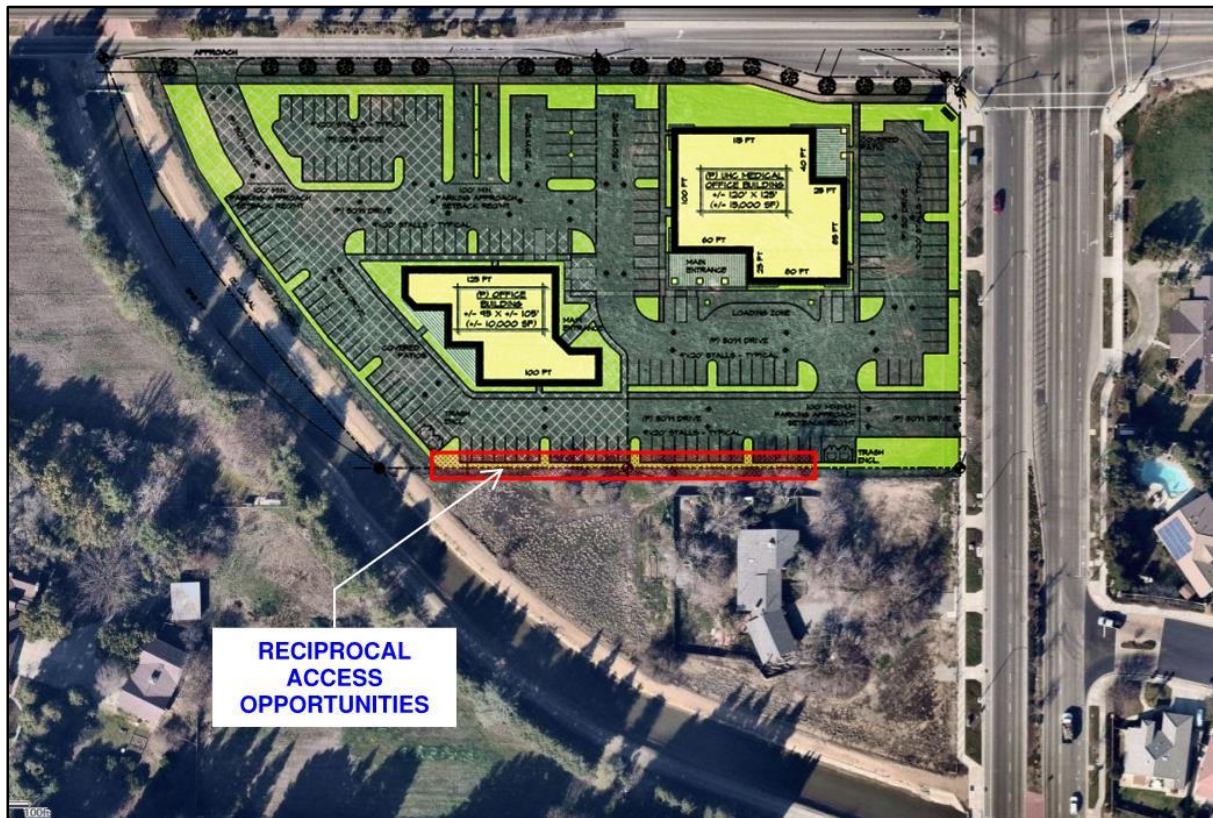


FIGURE 5: Reciprocal Access

Architecture and Design Guidelines

Design guidelines are intended to encourage the design and construction of structures and areas that compliment architecturally. Coordination of architecture and design may serve as an enhancement to areas by providing elements of commonality, identity and place. The project site is located within the MU-BC area that was designated for economic development of the Research and Technology (R-T) Business Park. Although this area has not been formally incorporated as a part of the R-T Park, it's within the MU-BC area intended to encourage economic vitality. In effort to carry architectural and design consistency throughout this employment generating area, the project should adhere to the design guidelines memorialized for the R-T Park.

R-T Park design guidelines were adopted with the intent of creating a unifying theme for the employment generating area. It memorialized a general "design vocabulary" that is identifiable and compatible with the existing surrounding development of the time. The design guidelines emphasize architecture that is visually clean and "edgy." The visual appearance of the area should reflect a high tech and contemporary look by accentuating construction materials inclusive of glass, steel, and cementitious exteriors. Building elevations and architecture will be considered during the site plan review phase.

Employment generating businesses, such as those the R-T Business Park were designed to attract, tend to require larger building footprints. To accommodate such businesses, a minimum building size of 20,000 square feet was initially required. In recent years, the Council has approved ordinance amendments that modified the minimum building size requirement to 10,000 square feet when constructed within a Business Campus Planned Development. The project proposes two separate buildings at approximately 10,000 square feet and 15,000 square feet in size, respectively, meeting the minimum building size requirement.

United Health Center

The development is anticipated for construction in phases with the first phase including the building and associated parking in the northeast area of the project site. At this point, the applicant has not provided a schedule for the second phase of development. The first phase of development is for the United Health Center facility. The United Health Center facility will provide onsite outpatient services including medical, dental, and optometry. The operations will employ approximately 40 full-time staff members and anticipates an average of 75 patient visits per day.

Review and Comments by Agencies

The Project was distributed to all City Divisions as well as outside agencies, including CalTrans, Clovis Unified School District, Fresno Irrigation District, Fresno Metropolitan Flood Control District, AT&T, PG&E, San Joaquin Valley Air Pollution Control District, and the State Department of Fish and Wildlife. Comments received are included in **Attachment 4** only if the agency has provided concerns, conditions, or mitigation measures. Routine responses and comment letter are placed in the administrative record and provided to the applicant for their records.

Public Comments

A public notice was sent to area residents within 600 feet of the property boundaries. Staff has not received comments or concerns from the public upon finalization of this report.

The Planning Commission considered the Project on Thursday, April 9, 2020. There were no members of the public who spoke during the public comment portion of the hearing. The draft minutes for the April 9, 2020 Planning Commission hearing are provided as **Attachment 5**.

California Environmental Quality Act (CEQA)

This project is exempt from CEQA pursuant to a Class 32 categorical exemption. Class 32 exemptions consist of in-fill development less than 5 acres in size meeting the conditions described in California Government Code Section 15332(a), (b), (c), (d) and (e). The analysis of the exemption is proved in the Notice of Exemption listed at **Attachment 6**. The Notice of Exemption was completed during the preliminary review and is kept for public review with the project file during the processing of the project application. Staff will file the notice with the County Clerk if the project is approved.

Additionally, the exceptions to the exemption found in CEQA Guidelines section 15300.2 were evaluated and there are no application exceptions. The project is consistent with the environmental review prepared for the City’s General Plan and is consistent with the anticipated land use designated in the General Plan; therefore, there are no anticipated significant negative effects. The City published the notice of this public hearing in *The Business Journal* on Wednesday, May 6, 2020.

Consistency with General Plan Goals and Policies

The project has been evaluated in light of the General Plan’s goals and policies related to the Land Use and Economic Development elements. The following goals and policies reflect the City’s desire to encourage land use development that is linked to economic growth, jobs and income, and municipal revenues and expenditures.

Land Use Element:

Goal 5 A city with housing, employment, and lifestyle opportunities for all ages and incomes of residents.

Policy 5.5 **Jobs for residents.** Encouraging development that provides job opportunities in industries and occupations currently underserved in Clovis.

Economic Development Element:

Goal 1 Regionally and globally competitive office and industrial employment centers that deliver desirable career opportunities for residents, create wealth-building opportunities for entrepreneurs, and attract private investment.

Policy 1.1 **Economic development objectives.** Invest in economic development to:
1) attract jobs suited for the skills and education of current and future City

residents; 2) work with regional partners to provide opportunities for the labor forces to improve its skills and education; and 3) attract businesses that increase Clovis' stake and participation in growing sectors of the regional and global economy.

Policy 1.10 **Land use integrity.** Maintain and improve the competitive advantages of a Clovis business location by restricting the use of properties in the mixed-use business campus areas to office-based and manufacturing businesses; minimize and limit ancillary businesses to those that are subordinate to and serve the primary business.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

The applicant's rezone request would bring the property's zoning into conformance with the property's general plan designation. With approval of the C-P zoning designation, the property may be developed per the development standards of the respective zone district. As indicated by the conceptual site layout, the applicant is looking to develop the property per the C-P zone district. At full build-out, this project would provide development that is appropriate with the City's General Plan and the proposed zone district. Therefore, Planning Commission and staff recommends that Council approve R2019-009 subject to the associated conditions of approval listed as **Attachment 1**.

The findings to consider when making a decision on a rezone application include:

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

The proposed amendment is consistent with the land use designation of the City's General Plan. Approval of the amendment would bring the property into conformance with the goals, policies, and actions of the City's 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 amendment will align the property's land use with the land use designation approved in the City's General Plan and therefore will not be detrimental to the public interest, health, safety, convenience, or general welfare of the City.

- 3. The parcel is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provision of utilities) for the requested zoning designations and anticipated land uses/projects. (§ 2, Ord. 14-13, eff. October 8, 2014).

The property is currently vacant and has one true adjacent property to the south that has a single-family residence on just an acre of property. The adjacent property also

has an underlying land use designation of Mixed-Use Business Campus and will also be required to be rezoned when development is proposed. The property meets the minimum development requirements of the C-P Zone District and has with opportunities for access and utilities.

- 4. The City Council finds the Project in substantial conformance with the environmental analysis performed for the General Plan.

The project is categorically exempt from CEQA review as a Class 32 In-Fill Development Project (CEQA Guidelines section 15332). Please reference the CEQA section of this staff report and the attached Notice of Exemption listed as **Attachment 6**.

ACTIONS FOLLOWING APPROVAL

The second reading of the Rezone Ordinance 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: Lily Cha, Assistant Planner

Reviewed by: City Manager *JH*

Conditions of Approval- R2019-009

PLANNING DIVISION COMMENTS
(Lily Cha, Assistant Planner – 559-324-2335)

1. Rezone R2019-009 approves a C-P (Professional Office) Zone District for the subject site located at the southwest corner of Nees and Temperance Avenues.
2. Development of this site shall be consistent with the General Plan, Mixed Use Business Campus Designation.
3. This rezone request is subject to the associated development standards of the General Plan and Community Commercial Zone District.
4. The applicant shall coordinate with the Development Review Unit of the City’s Engineering Division to provide an irrevocable offer for reciprocal access with the adjacent property to the south.

COUNTY OF FRESNO ENVIRONMENTAL HEALTH DEPARTMENT
(Kevin Tsuda, Health Department Representative – (559) 600-3271)

5. The Applicant shall refer to the attached Fresno County Health Department correspondence. If the list is not attached, please contact the Health Department for the list of requirements.

FRESNO IRRIGATION DISTRICT
(Jeremy Landrith, FID Department Representative – (559) 233-7161)

6. The Applicant shall refer to the attached FID Department correspondence. If the list is not attached, please contact the Health Department for the list of requirements.

DRAFT
ORDINANCE 20-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS AMENDING SECTIONS 9.080.020 OF CHAPTER 2 AND 9.86.010 OF CHAPTER 6 OF TITLE 9 OF THE CLOVIS MUNICIPAL CODE RELATING TO THE REQUEST TO APPROVE A REZONE OF APPROXIMATELY 4 ACRES OF PROPERTY LOCATED AT THE SOUTHWEST CORNER OF NEES AND TEMPERANCE AVENUES FROM THE R-A (SINGLE FAMILY RESIDENTIAL VERY LOW DENSITY) ZONE DISTRICT TO THE C-P (PROFESSIONAL OFFICE) ZONE DISTRICT AND FINDING THE PROJECT IS EXEMPT FROM CEQA PURSUANT TO A CLASS 32 CATEGORICAL EXEMPTION

LEGAL DESCRIPTION:

See the Exhibit A

WHEREAS, Legacy Construction., 2045 N. Fine Avenue, Fresno CA 93727, has applied for a Rezone R2019-009; and

WHEREAS, this is a request to rezone approximately 4 acres from the R-A (Single-Family Residential Very Low Density) Zone District to the C-P (Administrative and Professional) Zone District for property located at the southwest corner of Nees and Temperance Avenues, in the City of Clovis, County of Fresno, California; and

WHEREAS, the Planning Commission held a noticed Public Hearing on April 9, 2020, to consider the Project Approval, at which time interested persons were given opportunity to comment on the Project; and

WHEREAS, the Planning Commission recommended that the Council approve Rezone R2019-009 subject to associated conditions of approval listed as Attachment A; and

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

WHEREAS, the City published Notice of a City Council Public Hearing for May 18, 2020, to consider Rezone R2019-009. A copy of the Notice was mailed to interested parties within 800 feet of the project boundaries and published in The Business Journal; and

WHEREAS, the City Council held a noticed public hearing on May 04, 2020, to consider the approval of Rezone R2019-009; and

WHEREAS, the City Council does approve a Categorical exemption pursuant to CEQA guidelines; and

WHEREAS, on May 18, 2020, the City Council considered testimony and information received at the public hearing and the oral and written reports from City staff, as well as other documents contained in the record of proceedings relating to Rezone R2019-009, which are

maintained at the offices of the City of Clovis Planning and Development Services Department; and

WHEREAS, the City Council has evaluated and considered all comments, written and oral, received from persons who reviewed Rezone R2019-009, or otherwise commented on the Project; and

The City Council of the City of Clovis does ordain as follows:

Section 1: FINDINGS. The Council finds as follows:

1. The proposed amendment is consistent with goals, policies, and actions 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.
3. The parcel is physically suitable (including absence of physical constraints, access, and compatibility with adjoining land uses, and provision of utilities) for the requested designations and anticipated land uses/ projects.
4. The project is categorically exempt from CEQA review as a Class 32 In-Fill Development Project (CEQA Guidelines section 15332).
5. The basis for the findings is detailed in the May 18, 2020, staff report, which is hereby incorporated by reference, as well as the evidence and comments presented during the Public Hearing

Section 2: The Official Map of the City is amended in accordance with Sections 9.08.020 and 9.86.010 of the Clovis Municipal Code by reclassification of certain land in the City of Clovis, County of Fresno, State of California, to wit:

From classification R-A to classification C-P

The properties so reclassified is located at the southwest corner of Nees and Temperance Avenues. In the City of Clovis, County of Fresno, California, and is more particularly described as shown in "Attachment A."

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.

Section 4: The record of proceedings is contained in the Planning and Development Services Department, located at 1033 Fifth Street, Clovis, California 93612, and the custodian of records is the City Planner.

APPROVED: May 18, 2020

Mayor

City Clerk

* * * * *

The foregoing Ordinance was introduced and read at a regular meeting of the City Council held on May 18, 2020, and was adopted at a regular meeting of said Council held on _____ by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

City Clerk

ATTACHMENT A

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF CLOVIS, THE COUNTY OF FRESNO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

ALL THAT PORTION OF THE NORTH 360 FEET OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 34, TOWNSHIP 12 SOUTH, RANGE 21 EAST, MOUNT DIABLO BASE AND MERIDIAN, ACCORDING TO THE OFFICIAL PLAT THEREOF, LYING EASTERLY OF THE ENTERPRISE CANAL, AS SAID CANAL EXISTED ON MAY 1, 1956, SAID NORTH 360 FEET BEING MEASURED ALONG THE EAST LINE OF SAID NORTHWEST QUARTER.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE CITY OF CLOVIS, A CALIFORNIA MUNICIPAL CORPORATION BY DEED RECORDED JANUARY 22, 2003, DOCUMENT NO. 2003-0015436, OFFICIAL RECORDS, AND RECORDED JANUARY 30, 2014, DOCUMENT NO. 2014-0010293-00, OFFICIAL RECORDS

APN: 564-033-16



lcfresno.com
 Message: 559.291.1922
 commercial + professional office + industrial

2045 N. Fine Avenue + Fresno, California 93727
 Message: 559.291.1922 + Facsimile: 559.314.6190
 Visit us at lcfresno.com

"Our Business is Building Yours"

 Authorized Builder

UNITED HEALTH CENTERS - FRESNO EXPANSION

PROPOSED SITE AND BUILDING DEVELOPMENT

SOUTH-WEST CORNER OF TEMPERANCE & NEES AVE'S CLOVIS, CA. 93611

564-033-16
 (E) *3.52 (4.09) ACRE SITE

REVISIONS

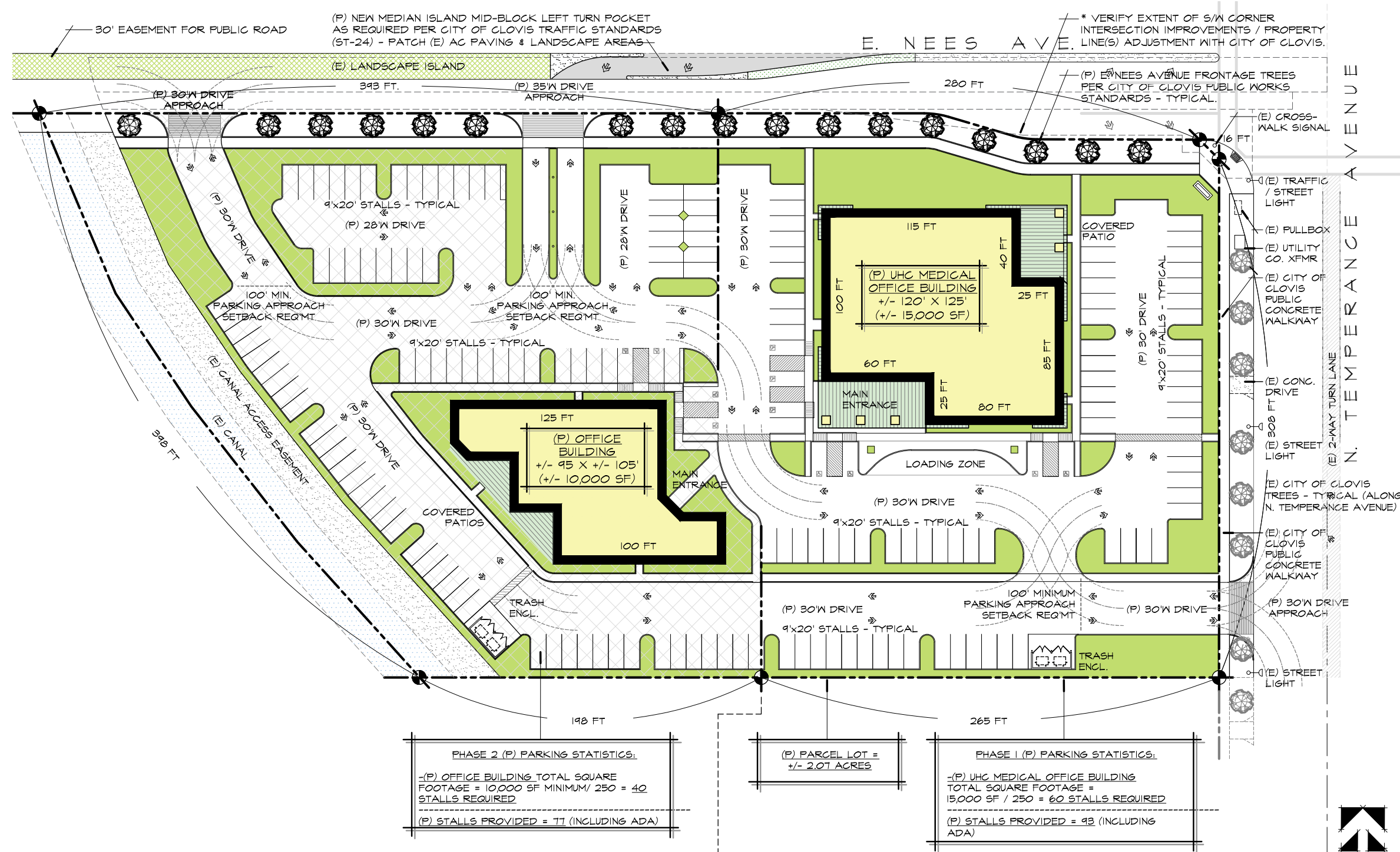
DESCRIPTION	DATE

COPYRIGHT © 2020 LEGACY CONSTRUCTION COMPANY

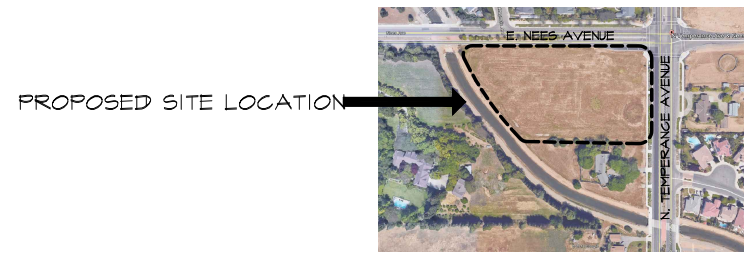
THE DRAWINGS, SPECIFICATIONS, IDEAS, DESIGNS, AND ARRANGEMENTS REPRESENTED HEREON ARE AND SHALL REMAIN THE PROPERTY OF LEGACY CONSTRUCTION COMPANY AND NO PART SHALL BE COPIED, DISCLOSED TO OTHERS, OR USED IN CONNECTION WITH ANY WORK OR PROJECT FOR WHICH THEY HAVE NOT BEEN SPECIFICALLY PREPARED AND DEVELOPED AND AS IDENTIFIED ABOVE, WITHOUT THE WRITTEN CONSENT OF LEGACY CONSTRUCTION COMPANY. VISUAL CONTACT WITH THESE DRAWINGS, SPECIFICATIONS, IDEAS, DESIGNS, AND ARRANGEMENTS SHALL CONSTITUTE CONCLUSIVE EVIDENCE OF THE UNCONDITIONAL ACCEPTANCE OF THESE RESTRICTIONS.

SHEET DESCRIPTION
PROPOSED SITE PLAN PHASE 1 AND 2

DATE	JANUARY 24, 2020
DRAFTING	GLR
ENGINEERING	GLR
COMPUTER FILE	-
PROJECT NO.	-
DESCRIPTION	-



PROPOSED SITE PLAN - PHASE 1 AND 2
 SCALE: 1" = 30'-0"



ATTACHMENT 3

VICINITY PLAN
 NO SCALE

CORRESPONDENCE FROM COMMENTING AGENCIES



February 6, 2020

LU0020523
2604

Lily Cha, Assistant Planner
City of Clovis
Planning and Development Services Department
1033 Fifth Street
Clovis, CA 93612

Dear Ms. Cha:

PROJECT NUMBER: R2019-009

R2019-009: A request to rezone approximately 4.09 acres of property located at the SWC of Nees and Temperance Avenues from the R-A (Single-Family Residential Very Low Density) Zone District to the C-P (Professional Office) Zone District. This rezone request is in conformance with the general plan designation of the property.

APN: 564-033-16 ZONING: R-A to C-P ADDRESS: SWC of Nees & Temperance Avenues

Comments/Concerns:

- Since specific retail/commercial/professional tenants for this application have not been identified, the full range of 'C-P' zoning uses must be considered. The potential adverse impacts could include (but are not limited to) storage of hazardous materials and/or wastes, solid waste, medical waste, water quality degradation, excessive noise, and odors.

Recommended Conditions of Approval:

- If the applicant(s) propose to use and/or store hazardous materials and/or hazardous wastes, they shall meet the requirements set forth in the California Health and Safety Code (HSC), Division 20, Chapter 6.95, and the California Code of Regulations (CCR), Title 22, Division 4.5. Any business that handles a hazardous material or hazardous waste may be required to submit a Hazardous Materials Business Plan pursuant to the California Health and Safety Code (HSC), Division 20, Chapter 6.95, Section 25507 (<http://cers.calepa.ca.gov/>). Contact the Fresno County Hazmat Compliance Program at (559) 600-3271 for more information.
- For retail food establishments, prior to issuance of building permits. The applicant(s) shall submit complete food facility plans and specifications to the Fresno County Department of Public Health, Environmental Health Division, for review and approval. Prior to operation, the applicant(s) shall apply for and obtain a permit to operate a food facility from the Fresno County Department of Public Health, Environmental Health Division. A permit, once issued, is nontransferable. Contact the Consumer Food Protection Program at (559) 600-3357 for more information.

Promotion, preservation and protection of the community's health

1221 Fulton Street / P. O. Box 11867, Fresno, CA 93775

(559) 600-3271 • FAX (559) 600-7629

The County of Fresno is an Equal Employment Opportunity Employer

www.co.fresno.ca.us • www.fcdph.org

- Prior to operation, future tenants may be required to apply for and obtain a license to sell alcoholic beverages. Contact the California Alcoholic Beverage Control Department at (559) 225-6334 for more information.
- The applicant(s), or any tenants leasing space, should be advised that construction and operating permits may be required by the State of California, Department of Health Services for wholesale food manufacturing. Contact the staff at the Division of Food and Drug at (559) 445-5323 for more information.
- The applicant(s) may be required to obtain a Medical Waste Permit from the California Department of Health Services, Medical Waste Management Program. Call (916) 449-5671 for more information.
- The future construction and projects have the potential to expose nearby residents to elevated noise levels. Consideration should be given to your City's municipal code.
- As a measure to protect ground water, all water wells and/or septic systems that exist or have been abandoned within the project area should be properly destroyed by an appropriately licensed contractor.
- Should any underground storage tank(s) be found during the project, the applicant shall apply for and secure an Underground Storage Tank Removal Permit from the Fresno County Department of Public Health, Environmental Health Division. Contact the Certified Unified Program Agency at (559) 600-3271 for more information.

REVIEWED BY:

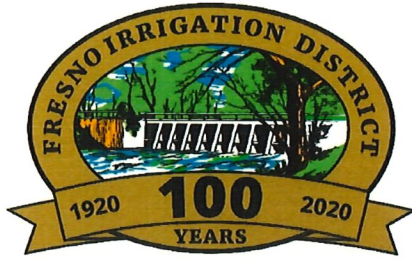
Kevin Tsuda

Kevin Tsuda, R.E.H.S.
Environmental Health Specialist II

(559) 600-33271

kt

cc: Rogers, Moreno, Gleghorn, Mak & Bains- Environmental Health Division (CT. 55.12)
Alondra Williams- Applicant (alondra@lcfresno.com)



2907 S. MAPLE AVENUE
FRESNO, CALIFORNIA 93725-2208
TELEPHONE: (559) 233-7161
FAX: (559) 233-8227

“A Century of Commitment, Conveyance & Customer Service”

February 19, 2020

Lily Cha
Planning Division
City of Clovis
1033 Fifth Street
Clovis, CA 93612

RE: Rezone Application No. R2019-009
S/W Nees and Temperance avenues

Dear Ms. Cha:

The Fresno Irrigation District (FID) has reviewed the Rezone Application No. R2019-009 for which the applicant requests to approve a rezone of approximately 4.09 acres of land from the R-A (Single-Family Residential Very Low Density) Zone District to C-P (Professional Office) Zone District, APN 564-033-16. FID has the following comment:

1. FID previously reviewed and comments on the subject property on October 2, 2019 as Development Review Committee Application No. 2600-2019 and on February 29, 2016 as Development Review Committee Application No. 2016-05. Those comments and conditions still apply and a copy has been attached for your reference.

FID has the following additional comments:

1. The proposed development may negatively impact local groundwater supplies. The area is currently open land, rural residential or limited agricultural production with little to no water demand. Under current circumstances the project area is experiencing a modest but continuing groundwater overdraft. Should the proposed development result in an increase in the consumption of water, this deficit will increase. FID suggests the City of Clovis require the proposed development balance anticipated groundwater use with sufficient recharge of imported surface water in order to preclude increasing the area’s existing groundwater overdraft.
2. California enacted landmark legislation in 2014 known as the Sustainable Groundwater Management Act (SGMA). The act requires the formation of local

groundwater sustainability agencies (GSAs) that must assess conditions in their local water basins and adopt locally-based management plans. FID and the City of Clovis are members of the North Kings Groundwater Sustainability Agency which will manage the groundwater basin within the FID service area. This area is completely reliant on groundwater pumping and SGMA will impact all users of groundwater and those who rely on it. The City of Clovis should consider the impacts of the development on the City's ability to comply with requirements of SGMA.

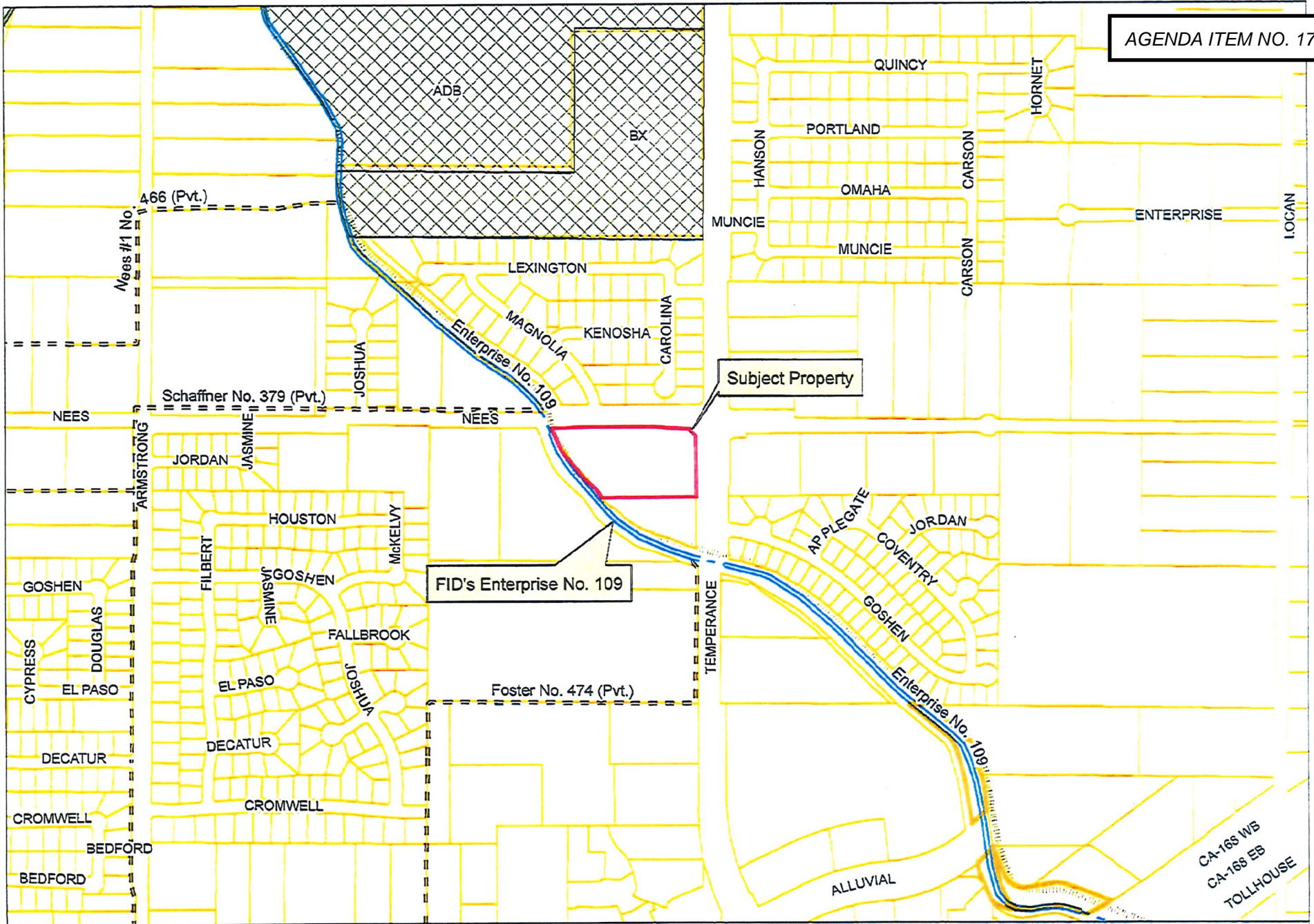
Thank you for submitting this for our review. We appreciate the opportunity to review and comment on the subject documents for the proposed project. If you have any questions, please feel free to contact Jeremy Landrith at (559) 233-7161 extension 7407 or jlandrith@fresnoirrigation.com.

Sincerely,



Laurence Kimura, P.E.
Chief Engineer

Attachment



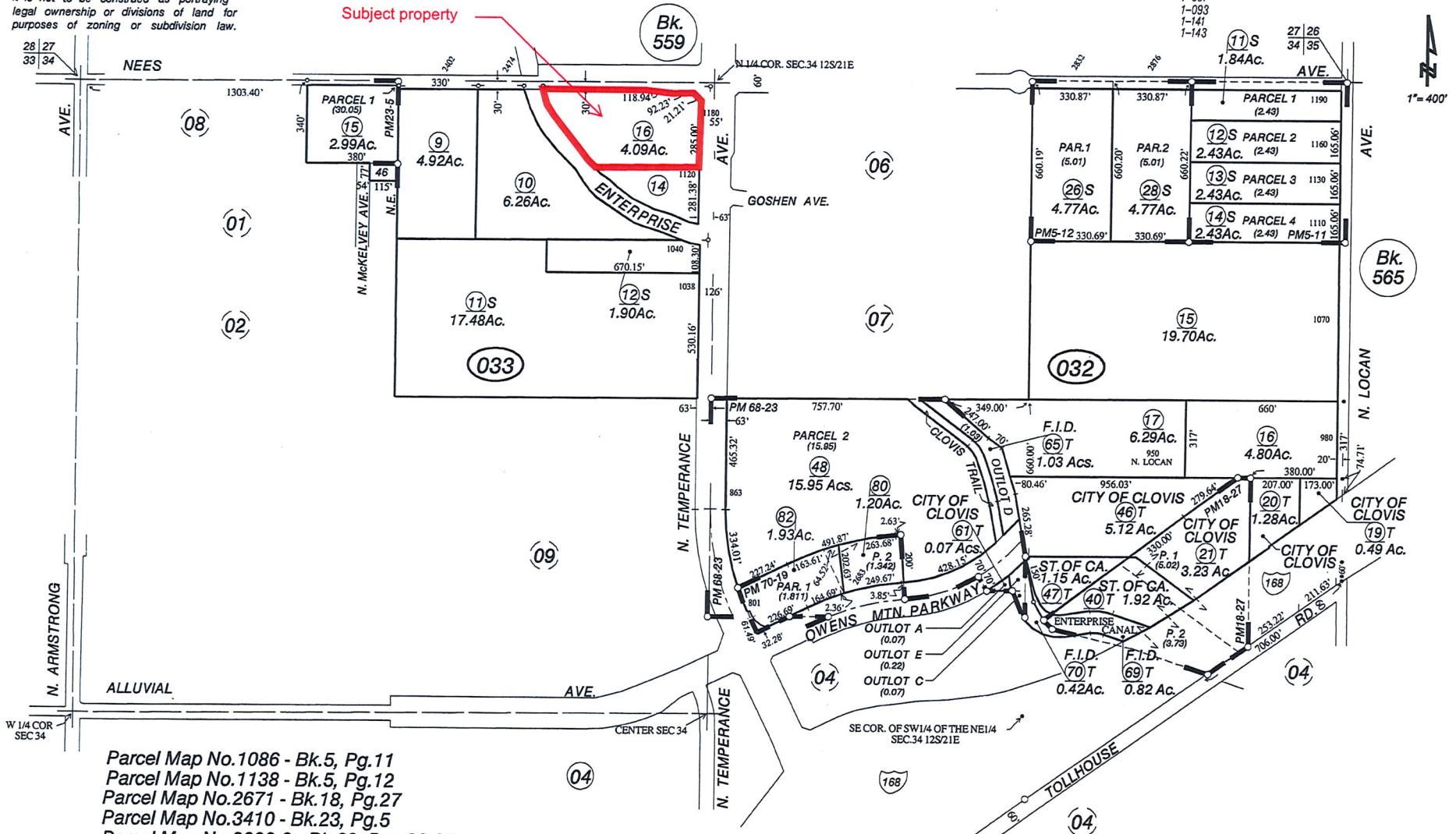
This map was produced by the Fresno Irrigation District and is provided for reference and informational purposes only and is not intended to show map scale accuracy or all inclusive map features, nor for legal purposes. FID makes no statements regarding the accuracy of this map as the features shown are in their approximate location. Please contact the FID Engineering Dept. at (559) 233-7161 for further information on FID facilities.

Legend FID Canal Private Canal Abandoned Canal FID Pipeline Private Pipeline Abandoned Pipeline Stream Group Other-Creek/River Other-Pipeline FID Boundary Railroad Streets & Hwys		Parcel FMFCD Acquired Basins FMFCD Proposed Basins Scale: 0 275 550 Feet 1 inch = 570.41 feet 1/21/2019 G:\Fid\jmaster.AC10.mxd	
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POR. SEC.34, T.12 S., R.21 E., M.D.B.& M.

Tax Rate Area 564-03

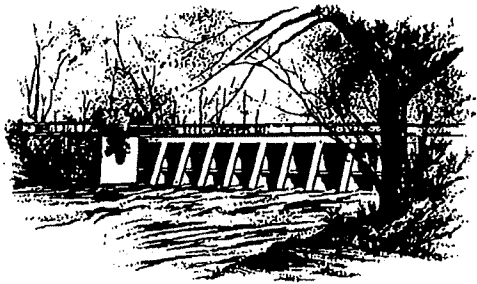
--- NOTE ---
 This map is for Assessment purposes only.
 It is not to be construed as portraying
 legal ownership or divisions of land for
 purposes of zoning or subdivision law.



- Parcel Map No.1086 - Bk.5, Pg.11
- Parcel Map No.1138 - Bk.5, Pg.12
- Parcel Map No.2671 - Bk.18, Pg.27
- Parcel Map No.3410 - Bk.23, Pg.5
- Parcel Map No.2006-9 - Bk.68, Pgs.23-25
- Parcel Map No.2007-05 - Bk.70, Pgs.19-25
- Northwood Estates - Tract No. 4096 - Plat Bk. 53, Pgs. 27-28

Assessor's Map Bk.564 - Pg. 03
 County of Fresno, Calif.

NOTE - Assessor's Block Numbers Shown in Ellipses.
 Assessor's Parcel Numbers Shown in Circles.



YOUR MOST VALUABLE RESOURCE - WATER

OFFICE OF
FRESNO
IRRIGATION DISTRICT

TELEPHONE (559) 233-7161
 FAX (559) 233-8227
 2907 S. MAPLE AVENUE
 FRESNO, CALIFORNIA 93725-2208

October 2, 2019

Courtney Thongsavath
 City of Clovis
 Planning Division
 1033 Fifth Street
 Clovis, CA 93612

RE: Development Review Committee Application No. 2600-2019
 S/W Nees and Temperance avenues

Dear Ms. Thongsavath:

The Fresno Irrigation District (FID) has reviewed the Development Review Committee Application No. 2600-2019 for which the applicant proposes the construction of a 15,000 square feet medical office building located on approximately 4.32 acres, APN: 564-033-16. FID has the following comments and conditions:

1. FID previously reviewed and commented on the subject property on July 15, 2013 as Development Review Committee Application No. 2016-05. Those comments and conditions still apply and a copy has been attached for your reference.

FID has the following additional comments:

Summary of Requirements:

- Varying Width Grant of Easement.
- Canal Bank Improvements.
- Channel Improvements.
- Drive Approaches per FID Detail No. 1-02
 - Previously "Drive Approach in Urban Areas" Detail No. 62
- Existing Encroachments removed and/or relocated, if any.
- Review and Approval of all Plans.
- Execute additional Agreement(s), if necessary.
- Project Fees.
- No Encroachments (i.e. trees, monuments, fences, PUE, etc.).

Courtney Thongsavath
Re: DRC No. 2600-2019
October 2, 2019
Page 2 of 3

Area of Concern

1. Comment No. 3 in February 29, 2016 correspondence in regards to DRC 2016-05 should be clarified to mean minimum 20-foot wide right-of-way along the top of bank to be built out full width, clear of obstructions, structures, vegetation, etc. to provide clear passage and full width at all points along the canal bank.
2. Comment No. 4(b) in February 29, 2016 correspondence in regards to DRC 2016-05 should be clarified to mean:
 - i. All drive banks must be sloped a minimum of 2%, maximum of 4% away from the canal with provisions made for rainfall. Drainage will not be accepted into the Canal and must be routed away from FID property/drive banks. Runoff must be conveyed to nearby public streets or drainage system by drainage swales or other FID acceptable alternatives.
 - ii. Any drainage systems or swales proposed must be located outside FID's property/easement.
 - iii. Drive banks shall be built out to the required freeboard and elevation for the full width of the required Canal right-of-way width.
 - iv. All drive banks shall be overlaid with 3 inches of Class II aggregate base for all-weather access and for dust suppression.
 - v. Encroachments - All existing trees, bushes, debris, fencing, and other structures must be removed within FID's property/easement.
3. Trail - It is FID's understanding that a trail is master-planned along the Enterprise canal bank. As with other developments with trails proposed along the canals, FID will not allow the trail to encroach/overlap FID's canal easement. The following requirements are intended for trail projects adjacent to FID-owned properties and right-of-ways for open canals:
 - a. FID will not allow the trail easement to be in common use with FID-owned property or easements.
 - b. FID requires all trail improvements be placed outside of FID-owned properties and easements.
 - c. FID will not allow any portion of a tree canopy to encroach within its properties or easements.
 - d. FID's canals will not accept any drainage from the trail or the canal bank.

Courtney Thongsavath
Re: DRC No. 2600-2019
October 2, 2019
Page 3 of 3

- e. FID may require some improvements be made to the canal depending on the existing canal condition, the proposed trail, and the adjacent development.
4. A Trail fence between Trail and Canal is required unless an agreement is in place between City of Clovis and FID.

General Comments

1. As with developer projects, there will be considerable time and effort required of FID's staff to plan, coordinate, engineer, review plans, prepare agreements, and inspect the project. FID's cost for associated plan review will vary and will be determined at the time of the plan review.
2. The above comments are not to be construed as the only request FID will have regarding this project. FID will make additional comments and requests as necessary as the project progresses.

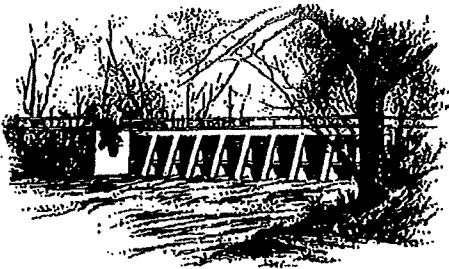
Thank you for submitting this for our review. We appreciate the opportunity to review and comment on the subject documents for the proposed project. If you have any questions please feel free to contact Jeremy Landrith at (559) 233-7161 extension 7407 or jlandrith@fresnoirrigation.com.

Sincerely,



Laurence Kimura, P.E.
Chief Engineer

Attachment



YOUR MOST VALUABLE RESOURCE - WATER

February 29, 2016

OFFICE OF
FRESNO
IRRIGATION DISTRICT

TELEPHONE (559) 233-7161
 FAX (559) 233-8227
 2907 S. MAPLE AVENUE
 FRESNO, CALIFORNIA 93726-2208

Lily Cha
 City of Clovis
 Planning Division
 1033 Fifth Street
 Clovis, CA 93612

RE: Development Review Committee Application No. 2016-05
 S/W Nees and Temperance avenues
 FID's Enterprise Canal No. 109

Dear Ms. Cha:

The Fresno Irrigation District (FID) has reviewed the Development Review Committee Application No. 2016-05 for which the applicant proposes the construction of a 37,000 square feet Skilled Nursing Facility located on approximately 4.32 acres, APN: 564-033-13. FID has the following comments and conditions:

1. FID's Enterprise Canal No. 109 traverses along the west portion of the subject property to be developed, as shown on the attached FID exhibit map, and will be impacted by the future development.
2. FID requires that, within the limits of the proposed project [and its remainder], the landowner grant an exclusive easement for the land underlying the canal and associated area along the canal required for maintenance pursuant to Water Code Section 22425 and FID policy. FID's District Canal Right-of-Way Requirements sheet is enclosed for your reference. The proposed easement (width) will depend on several factors including: 1) Width of canal, 2) height of canal banks, 3) final alignment of canal, 4) additional space needed where roads/avenues intersect canal, etc.
3. FID requires that the Engineer/Land Surveyor use the inside top hinge of the canal to define the edge of FID's right-of-way such that FID has 20 feet at all points along the canal bank. There are no minimum or suggested numbers of survey shots to take but, there must be enough survey points such that the top inside hinge of the canal bank is properly identified. Before finalizing the Final Maps, the Engineer/Land Surveyor will need to stake both the inside top hinge and the right-of-way/property for FID Staff to field evaluate an adequate width. FID staff must field verify the right-of-way/property boundary and the hinge line edge before signing plans to ensure that there are enough survey points to properly define the canal.

G:\Agencies\Clovis\DRC Meetings\2016-05.doc

Lily Cha
Re: Development Review Committee Application No. 2016-05
February 29, 2016
Page 2 of 5

4. Typically, for any type of development that impacts a large open canal or is adjacent to one such as the Enterprise Canal, FID requires the developer to improve the canal with either concrete lining, encasing the canal in a box culvert, or other approved means to protect the canal's integrity for an urban setting. FID does not have sufficient information to determine what kind of improvements will ultimately be required as part of the development. The engineers working on the project and FID's engineering staff must meet to discuss specific requirements as discussed below. In order to meet the "urban" standards for the canal, FID will require the following minimum conditions:
- a. Channel Stabilization: The proposed plan does not indicate any improvements to the Canal. If the Developer is not willing to concrete line the Canal or place it underground within a box culvert, they must come up with another means acceptable to and approved by FID to protect the Canal's integrity. On similar projects, Developers typically propose the following:
 - i. Surrounding Development – All proposed building pad elevations must be a minimum of 12-inches above the canal's high water.
 - ii. Freeboard – FID typically requires between 1.0 to 1.5 feet of freeboard. Because the Canal is used to route storm waters, and is one of the larger canals used to convey the storm water, FID will require a minimum of 1.5 feet of freeboard and a maximum of 2.0 feet. The Developer will be required to either import or export material to match FID's standards.
 - iii. Maintenance – this reach of Canal does have a history of high loads of sediment deposits which requires periodic dredging. FID will typically dredge the Canal and deposit the spoils on top of the banks to dry out. Once the spoil has dried, FID will flatten the spoil as time permits. This reach of Canal also has large volumes of trash, debris, shopping carts that are deposited into the Canal. FID's crews will typically remove the trash at the Nees/Temperance Avenue bridge and another crew will come by to remove the trash. The hauling off of this material may occur several weeks after the trash has been placed on the side of the canal, and the trash may be considered a nuisance (sight and smell). If the Developer and/or City require a different level of maintenance effort, they will need to enter into an agreement for that purpose. The City and/or Developer will be responsible to fund the "higher level" of maintenance.
 - b. Drive banks/maintenance roads (both banks):
 - i. One or both of the drive banks must be sloped a minimum of 2% away from the canal with provisions made for rainfall. Drainage will not be accepted into the Canal and must be routed away from FID property/drive banks. Runoff must be conveyed to nearby public streets or drainage system by drainage swales or other FID acceptable alternatives.

Lily Cha
 Re: Development Review Committee Application No. 2016-05
 February 29, 2016
 Page 3 of 5

- ii. One or both of the drive banks shall be overlaid with 3 inches of Class II aggregate base for all-weather access and for dust suppression.
 - iii. All existing trees, bushes, debris, old canal structures, pumps, canal gates, and other non- or in-active FID and private structures must be removed within FID's property/easement.
5. Canal Access – FID will continue to access the Canal from Nees and Temperance avenues. In order to access the maintenance road with our larger equipment, FID requires a drive approach wide enough to accommodate the equipment. FID proposes a 50-foot wide drive approach narrowing to a 20 feet wide drive bank (See attached "Drive Approach in Urban Areas" Detail No. 62). The 50-foot width is defined as starting from the end portion of the bridge/railing outward (away from the bridge). Every road and canal intersection is different and therefore each access will be different. The major factors affecting the proposed width will be the angle of the road intersecting the Canal, grade of canal bank vs. City road, median vs. no median, etc.
 6. If a fence will be installed between the development and open canal, a block/masonry wall shall be required. Chain-link and wood fencing will no longer be accepted for urban developments.

General Comments

1. FID requires the Developer to submit for FID's approval a grading and drainage plan which shows that the proposed development will not endanger the structural integrity of the Canal, or result in drainage patterns that could adversely affect FID.
2. FID requires its review and approval of all improvement plans which affect its property/easements and canal/pipeline facilities including but not limited to Sewer, Water, Fresno Metropolitan Flood Control District (FMFCD), Street, Landscaping, Dry Utilities, and all other utilities.
3. FID requires the Developer and or the Developer's engineer contact FID at their earliest convenience to discuss specific requirements.
4. FID requires its easements be shown on all maps with proper recording information, and that FID be made a party to signing the final map.
5. Footings of retaining walls shall not encroach onto FID property/easement areas.
6. FID requires its review and approval of all Private and Public facilities that encroach into FID's property/easement. If FID allows the encroachment, the Public or Private party will be required to enter into the appropriate agreement which will be determined by FID.
7. If a utility is required to cross the canal, FID will require a permit.

Lily Cha
Re: Development Review Committee Application No. 2016-05
February 29, 2016
Page 4 of 5

8. The proposed development appears to be within the City of Clovis Sphere of Influence but lies outside FID's boundary line. The development is not entitled to water from the Kings River.
9. The proposed land use (or change in land use) should be such that the need for water is minimized and/or reduced so that groundwater impacts to the proposed project area and any surrounding areas are eliminated. The "demand" side of water consumed needs to be evaluated or scrutinized as much as the "supply" side of the water supply. FID is concerned that the proposed development may negatively impact local groundwater supplies including those areas adjacent to or neighboring the proposed development area. The area was historically agricultural land or rural residential with minimal water use. Under current circumstances the project area is experiencing a modest but continuing groundwater overdraft. Should the proposed development result in a significant increase in dependence on groundwater, this deficit will increase. FID recommends the City of Clovis require the proposed development balance anticipated groundwater use with sufficient recharge of imported surface water in order to preclude increasing the area's existing groundwater overdraft problem.
10. It is unclear if the source of water for this development is solely groundwater or a mixture of treated surface water from FID's Enterprise Canal. If treated surface water will be used, the City must acquire additional water from a water purveyor, such as FID for that purpose, so as to not reduce water supplies to or create water supply deficits in other areas of the City. Water supply issues must be resolved before any further "hardening" of the water supply demand is allowed to take place.
11. It should be noted that without the use of surface water, continued dependence on solely a groundwater supply will do nothing to reverse or correct the existing overdraft of the groundwater supply beneath the City of Clovis and FID service area. As this project will "harden" or make firmer the need for water, the long-term correction of the groundwater overdraft should be considered as a requirement of the project.
12. The City of Clovis and FID have been working to address water supplies issues for development outside of the FID service area. We encourage the City to continue towards finding solutions to minimize the impacts of changes in land uses and to mitigate any existing adverse water supply impacts within the development areas.
13. The above comments are not to be construed as the only request FID will have regarding this project. FID will make additional comments and requests as necessary as the project progresses.

Lily Cha
Re: Development Review Committee Application No. 2016-05
February 29, 2016
Page 5 of 5

Thank you for submitting this for our review. We appreciate the opportunity to review and comment on the subject documents for the proposed project. If you have any questions please feel free to contact Chris Lundeen at (559) 233-7161 extension 7410 or clundeen@fresnoirrigation.com.

Sincerely,

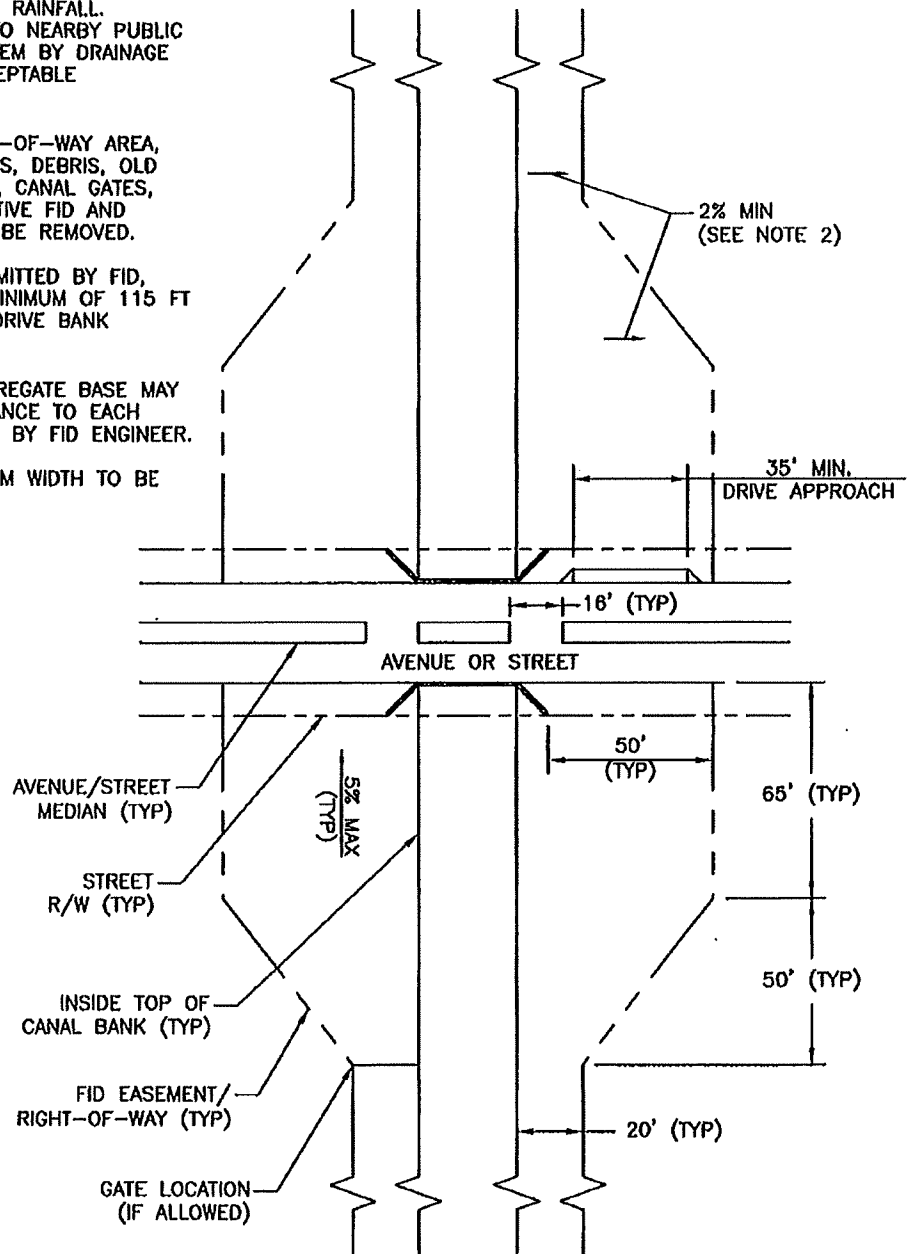


Laurence Kimura, P.E.
Chief Engineer

Attachment

NOTES:

1. DIMENSIONS AND NOTES ARE FOR LAYOUT PURPOSES ONLY. A SCALED DRAWING SHALL BE PREPARED AND SUBMITTED WITH ALL PLAN SETS PRIOR TO CONSTRUCTION.
2. DRAINAGE WILL NOT BE ACCEPTED IN THE CANAL AND SHALL BE ROUTED AWAY FROM FID PROPERTY/DRIVE BANKS. SLOPE DRIVE BANKS A MINIMUM OF 2% AWAY FROM THE CANAL WITH PROVISIONS MADE FOR RAINFALL. RUNOFF TO BE CONVEYED TO NEARBY PUBLIC STREETS OR DRAINAGE SYSTEM BY DRAINAGE SWALES OR OTHER FID ACCEPTABLE ALTERNATIVES.
3. WITHIN FID EASEMENT/RIGHT-OF-WAY AREA, ALL EXISTING TREES, BUSHES, DEBRIS, OLD CANAL STRUCTURES, PUMPS, CANAL GATES, AND OTHER NON OR IN-ACTIVE FID AND PRIVATE STRUCTURES MUST BE REMOVED.
4. IF AN ACCESS GATE IS PERMITTED BY FID, GATE MUST BE PLACED A MINIMUM OF 115 FT AWAY FROM ROAD, WHERE DRIVE BANK NARROWS TO 20 FT.
5. THREE (3) INCH THICK AGGREGATE BASE MAY BE REQUIRED AT THE ENTRANCE TO EACH DRIVE BANK AS DETERMINED BY FID ENGINEER.
6. DRIVEWAY APPROACH MINIMUM WIDTH TO BE 35 FT.



DRIVE APPROACH IN URBAN AREAS

CLOVIS PLANNING COMMISSION MINUTES
April 9, 2020

A modified meeting of the Clovis Planning Commission was called to order at 6:00 p.m. by Chair Hatcher in the Clovis Council Chamber.

Flag salute led by Chair Hatcher

Present: Commissioners Bedsted (via Webex), Cunningham, Hinkle, Chair Hatcher

Absent: Commissioner Antuna

Staff: Dave Merchen, City Planner
Orlando Ramirez, Deputy City Planner
George Gonzalez, Associate Planner
Lily Cha, Assistant Planner
David Wolfe, City Attorney
Sean Smith, Supervising Civil Engineer

PUBLIC HEARINGS

5. Consider approval Res. 20-16, **R2019-009**, A request to approve a rezone of approximately 4 acres of property located at the southwest corner of Temperance and Nees Avenues to be consistent with the underlying General Plan designation of MU-BC (Mixed Use- Business Campus). This request is to rezone the subject property from the R-A (Single Family Residential Very Low Density) Zone District to the C-P (Professional Office) Zone District. Beal Properties Inc., owner; Legacy Construction, applicant.

Assistant Planner Lily Cha presented the staff report.

Commissioner Cunningham sought clarification regarding the reciprocal access strip should the property to the south of the subject site develop. Assistant Planner Cha provided details. Deputy City Planner Ramirez expanded, informing that the current design is conceptual in nature and the exact location of the reciprocal access will be determined during the Site Plan Review process.

At this point, the Chair opened the floor to the applicant.

Alondra Williams, Senior Development Manager for Legacy Construction, expressed gratitude to staff for their accommodation throughout the process, support of the project, and offered to answer any questions.

At this point, the Chair opened the floor to those in favor.

There being none, the Chair opened the floor to those in opposition.

There being none, the Chair closed the public portion.

At this point, a motion was made by Commissioner Cunningham and seconded by Chair Hatcher to approve R2019-009. The motion was approved by a vote of 4-0-1.



CITY of CLOVIS

PLANNING & DEVELOPMENT

1033 FIFTH STREET • CLOVIS, CA 93612

Categorical Exemption Rezone, R2009-009

Pursuant to Article 19 of the State CEQA Guidelines, the City of Clovis has determined that the project described below will not have a significant effect on the environment and shall be categorically exempt from the provisions of CEQA.

Lead Agency: City of Clovis
Planning and Development Services

Lead Agency Contact: Lily Cha, Assistant Planner
(559) 324-2335
lilyc@cityofclovis.com

Applicant: Legacy Construction
2045 N. Fine Avenue
Fresno, CA 93727
(559) 290-0161

Project Location: Southwest corner of Nees and Temperance Avenues

Exemption: Section 15332 (Class 32, Infill Development Projects)

Project Description:

The Project proposes the rezone of the subject property, approximately 4 acres located at the southwest corner of Nees and Temperance Avenues, from the R-A (Single-Family Residential Very Low Density) Zone District to the C-P (Professional Office) Zone District. The Project plans the construction of at least two (2) buildings at 10,000 square foot minimum each. The applicant has not provided details regarding the buildings, however construction will be per the Research and Technology Business Park standards. Development will also include approximately 170 parking stalls meeting the minimum requirement per the City's Municipal Code. Other improvements to the site would include landscaping and utilities.

Determination:

ATTACHMENT 6

Pursuant to Article 19 of the California Environmental Quality (CEQA) Guidelines, the project is categorically exempt under Section 15332 (Class 32, Infill Development Projects). None of the exceptions identified in CEQA Guidelines Section 15300.2 apply to the project, as described below.

Section 15332 (Class 32, Infill Development Projects) consists of projects characterized by infill development meeting the conditions as analyzed below.

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

The Project is consistent with the City’s General Plan designation and applicable general plan policies and zoning designation and regulations. The Project requires a rezone and site plan review. The rezone will bring the project site into conformance with the City’s General Plan designation of Mixed Use Business Campus. The existing zoning is R-A (Single-Family Residential Very Low Density) Zone District. This Project proposes to rezone the site to the C-P (Professional Office) Zone District. As indicated, approval of this rezone request will bring the property into conformance with the City’s General Plan land use designation.

The following table identifies several General Plan goals and policies related to the Project.

Goal/Policy Number	Goal/Policy	How the project meets the goal/policy
Land Use Element		
Goal 5	A city with housing, employment, and lifestyle opportunities for all ages and income of residents	The Project will provide employment opportunities based on the anticipated operations.
Policy 5.5	Jobs for residents. Encouraging development that provides job opportunities in industries and occupations currently underserved in Clovis.	United Health Centers will operate out of the building anticipated for the first phase of development. United Health Centers will employ up to 40 full-time staff for their operations.
Economic Development Element		
Goal 1	Regionally and globally competitive office and industrial employment centers that deliver desirable career opportunities for residents, create wealth-building opportunities for entrepreneurs, and attract private investment.	
Policy 1.1	Economic development objectives. Invest in economic development to: 1) attract jobs suited for the skills and education of current and future City residents; 2) work with regional partners to provide opportunities for the labor forces to improve its skills and education; and 3)	

	attract business that increase Clovis' stake and participation in growing sectors of the regional and global economy.	
Policy 1.10	Land use integrity. Maintain and improve the competitive advantages of a Clovis business location by restricting the use of properties in the mixed-use business campus areas to office-based and manufacturing businesses; minimize and limit ancillary businesses to those that are subordinate to and serve the primary business.	

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The project site is within city limits and is approximately 4 acre in size. The project site is surrounded by existing development and the enterprise canal on the west. The Project is consistent and meets this requirement.

(c) The project site has no value as habitat for endangered, rare, or threatened species.

The project site has been routinely disturbed and was once developed with a single-family residence with various accessory structures. The site has been cleared since 2015 is regularly up kept of weeds and overgrowth. There are no trees or water features on the site that would be typically be associated with providing habitat. Further, the areas surrounding the site has been developed and disturbed. It is unlikely that the site supports or provide value as a habitat for endangered, rare, or threatened species.

(d) Approval of the project would not result in any significant effects related to traffic, noise, air quality, or water quality.

Traffic

The Project aims to bring the land use into conformance with the City's General Plan land use designation and therefore is consistent with the environmental analysis performed for both GPA99-05 and the City's General Plan update.

Noise

The project site is bounded by Nees Avenue to the North, Temperance Avenue to the East, the Enterprise Canal to the West, and a one acre parcel to the south. Two single-family residential subdivision are located near the Project site, one to the north across Nees Avenue and the other to the southeast, across Temperance Avenues. Other properties in the vicinity of the Project are rural residential type properties with single-family residences. Subject to the standards of the noise ordinance policies, and in addition to the street and setback buffers, the Project would not result in significant impacts to the noise levels of the area.

Air Quality

An Air quality and Greenhouse Gas Emission study was prepared on February 21, 2020 for the Project. The study concluded that the emission associated with the construction and

operations fall below the significance thresholds for ambient air quality and well as criteria pollutants.

Water Quality

The Project is within an area that has development and has the infrastructure for sewer, water, and storm water conveyance. The Project is also subject to development requirements establishing the infrastructure for maintaining water quality. Storm water infrastructure would be constructed to City standards and be subject to review and approval by the City engineering department to ensure adequate water and other utility conveyance in a safe and efficient manner.

(e) The site can be adequately served by all required utilities and public services.

The site can adequately be served by all required utilities and public services. Sewer and water supply studies were conducted and ultimately concluded that the City has adequate services to be able to serve the site. Further, the site is substantially surrounded by the necessary infrastructure to be able to accommodate the Project. While some upgrades may be required to connect the site, the sewer and water mains currently surround the site and would be easily accessible to the site.

As described above, the Project is consistent with the plans and policies of the City of Clovis, and would be able to be served by all necessary utilities. The project site is intended for office uses, and the project would not be of the type or intensity to result in significant effects to air, water, noise, or traffic.

Exceptions:

CEQA Guidelines Section 15300.2 set forth exceptions to categorical exemptions which must be assessed as part of the determination to use a Categorical Exception. If any of the exceptions apply, a Categorical Exemption cannot be used.

*(a) **Location.** Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located - a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.*

This exception does not apply to Class 32 exemptions. Therefore, this exception would not apply to the project.

*(b) **Cumulative Impact.** All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.*

The Project would be subject to the same regulations, impact fees, and land development fees to offset any potential effects of the Project, consistent with the type of development proposed. Use and operation would be compatible with the area and would not result in cumulative impacts with the operation of the use. Thus, this exception would not apply to the project.

- (c) **Significant Effect.** *A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.*

There are no unusual circumstances of the proposed project as an office development. If approved, the use would be allowed under the land use designation and zoning, thus, not unusual in the zone district. Therefore, this exception would not apply to the project. Further, as described above, the Project would not result in significant impacts as concluded in the technical studies prepared for the Project.

- (d) **Scenic Highways.** *A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.*

The project site is not located near a scenic highway as it is located within an urban area. Therefore, this exception would not apply to the project.

- (e) **Hazardous Waste Sites.** *A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.*

The project site is not located on a site on any list compiled pursuant to Section 65962.5 of the Government Code. Therefore, this exception would not apply to the project.

- (f) **Historical Resources.** *A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.*

There are no historical resources on the project site or within its immediate vicinity. Therefore, this exception would not apply to the project.

Date: May 8, 2020

Prepared By: Lily Cha
Assistant Planner

Submitted By: Lily Cha
Lily Cha
Assistant Planner
City of Clovis
Planning & Development Services
(559) 324-2335



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 18, 2020

SUBJECT: Consider Review and Approval - Res. 20-____, 2020-2021 City of Clovis Annual Budget, Five Year Capital Improvement Program, and Information regarding the Clovis Successor Agency.

Staff: Jay Schengel, Finance Director
Recommendation: Approve

ATTACHMENTS: 1. Res. 20-____
 2. Sections of the Proposed 2020-2021 City of Clovis Annual Budget

CONFLICT OF INTEREST
 None.

RECOMMENDATION
 Consider review and approval of the City of Clovis Annual Budget, Five year Capital Improvement Program, and information regarding the Clovis Successor Agency. Open the public hearing for departmental review and comment, continue the public hearings to June 1, 2020, and adopt the budget resolution no later than June 30, 2020.

EXECUTIVE SUMMARY
 The 2020-2021 Annual Budget for general operations and capital improvement programs for the City of Clovis in the amount of \$282.4 million is balanced and is hereby submitted, in accordance with the Clovis Municipal Code.

The 2020-2021 Annual Budget is not a status quo budget. Significant cuts have been implemented in the 2019-2020 fiscal year budget that is being carried forward into this budget. The major challenge in the current budget, and years to come, is focused on the \$76.8M General Fund budget where sales and property taxes make up 67% of the total General Fund revenues. Due to the financial impact of the COVID-19 pandemic statewide stay-at-home order, General Fund forecasted revenues will be less than forecasted expenditures for the fiscal year 2020-2021 budget. This budget forecasts the need to use emergency reserves to balance a proposed structurally imbalanced budget. Staff is forecasting a \$10 million General Fund revenue reduction between March 2020 and June

2021. Staff is also estimating that approximately \$2 million in emergency reserves will be required to balance the fiscal year 2020-2021 budget, and potentially more the following fiscal year. At this point, staff is estimating an ending General Fund balance for June 30, 2020 of \$10.8 million, or 14.7% of the General Fund expenditures. Staff is estimating that reserve amount will drop to approximately 14% by June 30, 2021.

BACKGROUND

Sales tax revenues are not expected to perform as previously expected, with projected declines of 1.8% in 2019-2020 and 12.6% in 2020-2021, due to the COVID-19 pandemic which prompted the Governor’s Executive Orders to shelter-in-place and close businesses not deemed essential. Sales taxes comprise approximately 33% of total General Fund discretionary revenue and largely support public safety services.

Property taxes are forecast to increase overall, with increasing residential property values and stabilized commercial property values. The normal Proposition 13 increases direct that assessed valuation of property may only increase by a maximum rate of 2% annually or by the Consumer Price Index (CPI), whichever is lower, and by the recapture of previous Proposition 8 automatic declines processed in prior years. Property taxes, including property tax in-lieu of motor vehicle license fees, comprise the main discretionary revenue source for General Fund operations. These property-related taxes represent approximately 41% of total General Fund discretionary revenue and largely support public safety services. Economists are currently forecasting that property values, especially commercial, could be negatively impacted a year to two from now, negatively impacting future property tax revenues.

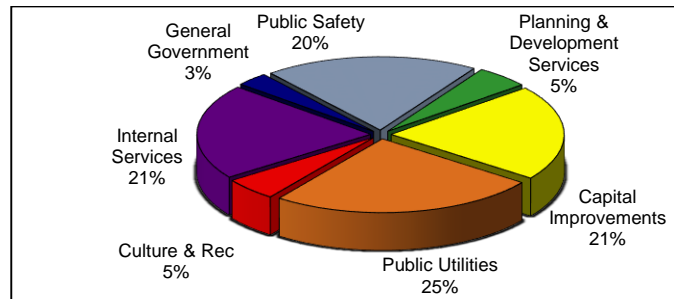
One of the keys for the long-term fiscal health of a growing community like Clovis is to accumulate savings sufficient to fund an emergency reserve that would adequately protect the City against an unexpected catastrophic event, and protect City services until other options could be implemented during a rapid economic downturn. The COVID-19 pandemic meets this definition and the use of emergency reserves will be required in 2020-2021, and likely the following year. The emergency reserve is being maintained with 14.7%, or \$10.8 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 not have a 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 have a 4% increase for recycling and green waste services, and a 4% increase for refuse 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 the 100,000 mark, Transit will receive the entire allocation of Local Transportation Funding.

The 2020-2021 Annual Budget for all funds totals \$282.4 million and is balanced by the use of current revenues, anticipated rate increases, capital reserves and the use of \$2 million of the designated emergency reserve. This budget represents a 5% increase compared to estimated expenditures for 2019-2020, due primarily to increased costs associated with operational costs. The General Fund Budget represents a 0.5% increase compared to estimated expenditures for 2019-2020. A summary of expenditures by function is provided below:

General Government	\$ 7,779,100
Public Safety	56,973,300
Planning & Development Services	14,725,600
Capital Improvements	58,926,000
Public Utilities	70,367,200
Culture & Rec.	14,446,200
Internal Services	59,231,700
TOTAL	\$ 282,449,100



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 .5% above estimated expenditures for 2019-2020. 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 \$73.3 million and expenditures of \$76.8 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 the use of emergency reserves 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, 2020. 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 18, 2020, the 2020-2021 City of Clovis Annual Budget will be presented and recommending opening the public hearing for departmental review and comment, continue the public hearings to June 1, 2020, and adopt the budget resolution no later than June 30, 2020. The recommended Annual Budget will be available for review by the public by May 22, 2019 on the City's website found at www.cityofclovis.com.

Prepared by: John Holt, Assistant City Manager

Reviewed by: City Manager *JH*

RESOLUTION 20-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2020-2021, ORDERING TRANSFERS, AND ADOPTING THE SUMMARY OF APPROPRIATIONS BY FUND AND DEPARTMENT AND OTHER NECESSARY ACTIONS RELATED TO APPROVING THE 2020-2021 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 2020-2021 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 2020-2021 Budget.

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

* Note: Exhibits A – E will be available at the June 1, 2020 meeting.

1. The 2020-2021 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 2020-2021 Budget Book.
3. The "Summary of Expenditures/Expenses 2020-2021 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 13 of the 2020-2021 Budget book is approved for \$300,381,962.
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 \$10,700,000 of the Fund Balance from the City's General Fund be designated as emergency reserve, and authorizes the use of \$2,000,000 of emergency reserves to balance the 2020-2021 fiscal year budget.
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 existing Monthly Salary Schedules by bargaining group are attached as **Exhibit B**. Salary negotiations are currently in process and upon completion, an amended resolution will be presented for adoption.
11. The City Council will waive the approved 3% annual increase in sewer user rates and will refund in full the \$7.30 per month sewer bond surcharge thereby adopting the fees itemized in **Exhibit C**.
12. The City Council will implement the approved annual 4% increase in rates for residential recycling and greenwaste and for residential and commercial refuse rates 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 2020-2021.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 1, 2020, the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: June 1, 2020

Mayor

City Clerk

RECOMMENDED

2020-2021

Annual Budget



Including Five-Year Community Investment Program

Attachment 2

CITY OF CLOVIS



2020 - 2021 BUDGET

**Submitted to City Council
May 18, 2020**

Drew Bessinger
Mayor

José G. Flores
Mayor Pro-Tem

Lynne Ashbeck
Council Member

Vong Mouanoutoua
Council Member

Robert Whalen
Council Member

EXECUTIVE SUMMARY

The Executive Summary provides an overview of key programs and projects to be undertaken by the Annual Budget and provides a summary of current financial conditions that will offset operating revenues.



CITY of CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

May 18, 2020

To: Mayor Bessinger, Members of the City Council, and Citizens of Clovis

EXECUTIVE SUMMARY

The 2020-2021 Annual Budget for general operations and capital improvement programs for the City of Clovis in the amount of \$282.4 million is hereby submitted, in accordance with the Clovis Municipal Code.

The 2020-2021 Annual Budget is not a status quo budget. Significant cuts have been implemented in the 2019-2020 fiscal year budget which is being carried forward into this budget. The major challenge in the current budget, and years to come, is the \$76.8M General Fund budget where sales and property taxes make up 67% of the total General Fund revenues. Due to the financial impact of the COVID-19 pandemic statewide stay-at-home order, General Fund forecasted revenues will be less than forecasted expenditures for the fiscal year 2020-2021 budget. This budget forecasts the need to use emergency reserves to balance a proposed structurally imbalanced budget. Staff is forecasting a \$10 million General Fund revenue reduction between March 2020 and June 2021. Staff is estimating that approximately \$2 million in emergency reserves, use of 2019-2020 expenditure savings, and proposed expenditure cuts will be required to balance the fiscal year 2020-2021 budget, and potentially more the following fiscal year. At this point staff is estimating an emergency reserve fund balance for June 30, 2020 of \$12.8 million, or 17.1% of the General Fund expenditures. Staff is estimating that reserve amount will drop to \$10.8 million by June 30, 2021, or 14% of General Fund expenditures.

The 2020-2021 Annual Budget will be available for review at the City Clerk's Office - 1033 Fifth Street, at the Clovis Branch Library - 1155 Fifth Street, and at the City's website at www.cityofclovis.com as of May 22, 2020. Individual copies are available for purchase from the Finance Department. Public hearings to consider the Annual Budget will be at the regular City Council meeting of June 1, 2020 and, if needed, June 15, 2020 with adoption scheduled at the conclusion of the hearings.

Budget Overview

Sales tax revenues are not expected to perform as previously expected, with projected declines of 1.8% in 2019-2020 and 12.6% in 2020-2021 due to the COVID-19 pandemic which prompted the Governor's Executive Orders to shelter-in-place and close businesses not deemed essential. Normally, sales taxes comprise approximately 38% of total General Fund discretionary revenue and largely support public safety services, but they will provide a significantly lower percentage of discretionary revenue in the budget year.

Property taxes are forecast to increase overall, with increasing residential property values and stabilized commercial property values. The normal Proposition 13 increases direct that assessed valuation of property may only increase by a maximum rate of 2% annually or by the Consumer Price Index (CPI), whichever is lower, and by the recapture of previous Proposition 8 automatic declines processed in prior years. Property taxes, including property tax in-lieu of motor vehicle license fees, comprise the main discretionary revenue source for General Fund operations. These property-related taxes represent approximately 41% of total General Fund discretionary revenue and largely support public safety services.

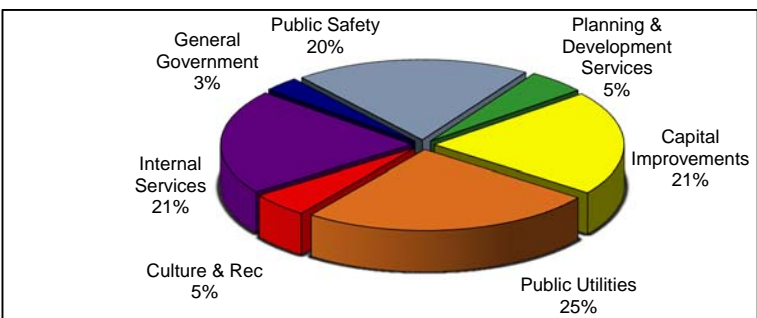
One of the keys for the long-term fiscal health of a growing community like Clovis is to accumulate savings sufficient to fund an emergency reserve that would adequately protect the City against an unexpected catastrophic event, and protect City services until other options could be implemented during a rapid economic downturn. The COVID-19 pandemic meets this definition and the use of emergency reserves will be required in 2020-2021, and likely the following year. The emergency reserve is being used and is projected to drop to 14% by June of 2021.

Enterprise operations and other funds need to be self-balancing with sufficient reserves to maintain operations and debt coverage. All enterprise operations and other funds are balanced. In addition, all enterprise operations have an authorized 3% rate escalator and Community Sanitation operations have an authorized 4% rate escalator. Sewer will not have a 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 have a 4% increase for recycling and green waste services and a 4% increase for refuse 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 the 100,000 mark, Transit will receive the entire allocation of Local Transportation Funding.

The 2020-2021 Annual Budget for all funds totals \$282.4 million, including \$223.5 million in operating expenses and \$58.9 million in capital improvement expenditures. The budget is balanced by the use of current revenues, anticipated rate increases, capital reserves, and the use of \$2 million of the designated emergency reserve. This budget represents a 5% increase compared to estimated expenditures for 2019-2020, due primarily to increased operational costs. The General Fund Budget represents a 0.5% increase compared to estimated expenditures for 2019-2020. A summary of expenditures by function is provided below:

General Government	\$ 7,779,100
Public Safety	56,973,300
Planning & Development Services	14,725,600
Capital Improvements	58,926,000
Public Utilities	70,367,200
Culture & Recreation	14,446,200
Internal Services	59,231,700
TOTAL	\$ 282,449,100



Fiscal Overview

In early 2020, the City of Clovis' economy was robust and growing quickly. Unemployment was at historic lows, commercial development at record highs, healthy residential growth was occurring, and significant job and revenue producing projects either came to be or were nearing completion. This includes the completion of a new Costco, filling of then vacant large-box retail space with national tenants, the completion of the medical school, additional hotels being completed and/or under construction, a major expansion of Clovis Community Medical Center and the reuse of the buildings in the Clovis Industrial Park for a major employment center. The economy and prospects for continued growth of the community and related revenues were strong.

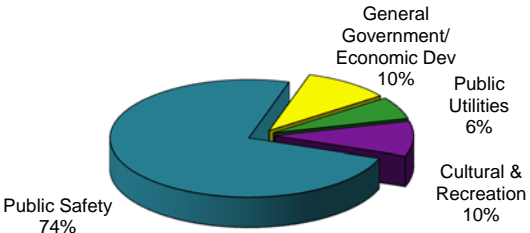
In mid-March of 2020, it became apparent that the spread of the novel corona virus was going to severely disrupt the global economy. This disruption has not spared the City of Clovis and uncertainty has been mounting ever since. Unemployment, drops in gross domestic product, consumer spending, and capital outlays are all expected to make historic negative shifts in the coming months if not already. Due to the unprecedented nature of the pandemic and its impact on the economy, there is not yet any real consensus as to the expected duration of the economic downturn or timing for the eventual recovery. This is not a conducive environment for investment in any community across the globe. It is prudent for the City to constrain expenditures as much as possible in the near term to better manage the uncertainty and rapidly changing economic realities. More knowledge and understanding of the economy will be available in the months to come.

Before the crisis, the City was robust with a strong economy poised to get to another level of job growth. Once the disruption lessens, the new economy is better understood and Clovis is on some solid ground, the economy is expected to expand rapidly. This may not be in the same form as it was a few months ago and may take time to fully recognize but the fundamentals of a well-educated community, excellent infrastructure, good land use policies, and a heritage of hard work will seed an economic engine that gives hope for the future. Continuing a spirit of partnership with Clovis businesses is going to be critical in reaching mutual goals of a vibrant community that allows for success for all residents.

General Fund

The General Fund as proposed is balanced with the previous year’s unassigned fund balance, current year revenues and the use of \$2 million in designated emergency reserves. Revenues as projected are \$73.3M, which is a decrease of 4% when compared to the prior year. Expenditures as projected are \$76.8M and represent an increase of 0.5% compared to the prior year. The decrease in revenue is attributable mostly to the COVID-19 pandemic ramifications resulting in decreases in both sales and transient occupancy taxes, while property tax is projected to remain stable at least for the 2020-2021 fiscal year.

The summary of General Fund expenditures for both by function is provided below:



Public Safety	\$ 56,973,300
General Government/Economic Dev.	7,779,100
Public Utilities	4,742,500
Cultural & Recreation	7,326,700
TOTAL	<u>\$ 76,821,600</u>

The General Fund is the only fund with discretionary revenues to fund all or portions of operations such as Police and Fire protection, streets and parks maintenance, recreation and senior services. The distinction between “discretionary” and “non-discretionary” revenues is the key to understanding the financing of local government core services. It is also the key to understanding how decisions about funding of local government and use of revenues made at the State or local level can affect the City’s core services. Only 21% of the City’s current year revenues are available for discretionary spending. The remaining revenues are designated for specific purposes. A more detailed description of the use of discretionary revenues is provided in the **Introduction Section** of this budget.

The General Fund balance at the end of the 2020-2021 fiscal year is estimated to be almost zero (\$19,000). The use of emergency reserves in the following fiscal year will be determined by how revenues rebound (or worsen) over the next fifteen months and how expenditures are managed. It is likely that within the next year, the City will need to critically evaluate what we define as essential City services and begin to make what could be tough decisions on certain services, and at what level they are provided.

Other Funds

Although a major focus of the budget discussion is the General Fund because it represents the essential core services delivered to citizens and is supported by general tax revenues, other funds are no less important. These other funds include the community investment funds, enterprise funds, and internal service funds. All of these funds are balanced for 2020-2021 utilizing current revenue and reserves, when appropriate.

The Planning and Development Services Fund (PDS fund) is balanced using existing funds to cover operations due to the timing of services provided compared to payment of fees. In the Public Utilities Department, Sewer will not have a rate increase in this year’s budget and will refund the full \$7.30 bond surcharge. The Water Fund will implement the authorized 3% increase and has two rate schedules: one for normal conditions and one for drought conditions. This year’s budget anticipates normal conditions. Community Sanitation will have a 4% increase for recycling and greenwaste services and a 4% increase for refuse service. The Transit Enterprise Fund is fully funded this year. These funds are included in the Summary of Fund Balances and other tables in the **Summary of Revenue and Expenditures** section of this budget.

The Internal Service Funds are included in this budget and act for the most part as cost accumulation and allocation centers. All of these funds are fully funded with adequate balances to handle emergencies in the respective operational areas, should the need arise. In addition, the Community Investment Program (CIP) is included in this budget with details included in the CIP section.

The 2020-2021 Annual Budget has been prepared at the outbreak of a global pandemic that will have profound consequences on the City's finances and ability to provide core services. This annual budget will be required to be revisited on at least a quarterly basis to measure how forecasts in the budget compare with actual numbers as they come in.

Respectfully submitted,



Luke Serpa
City Manager

INTRODUCTION

The Introduction Section provides general information about the City, long-range goals, major policies, financial planning, key budget objectives, economic outlook, discretionary revenues, budget process and calendar, basis of budgeting, budgetary controls, appropriation limitation, fund descriptions and organizational charts.

INTRODUCTION



The City of Clovis was incorporated on February 27, 1912, as a general law city of the State of California and as such can exercise the powers allowed by the Constitution and laws of the State of California. The City is governed by the City Council-Manager form of government in which the City Council determines the mission, land use, and spending policies of the City and appoints the City Manager to oversee the day-to-day operation in carrying forward those policies. The City Council consists of five members elected at large for alternating four-year terms. The City provides the following services: public safety, animal control, transit, senior services, parks, recreation, economic development, planning and zoning, building inspection and engineering, street maintenance, water treatment and delivery, refuse collection and disposal, sewage collection and treatment, water reuse, street cleaning, and general administrative services.

In accordance with State law and the Clovis Municipal Code, the City prepares and adopts an annual balanced budget on a basis consistent with generally accepted accounting principles. Annual appropriated budgets are adopted for the General Fund, special revenue funds, capital project funds, and debt service funds. Spending plans are also adopted for the proprietary funds.

This budget document is being prepared approximately eight weeks after the State of California declared a COVID-19 pandemic statewide stay-at-home order which will significantly affect the City budget and finances for months, if not years to come. There is an unprecedented sense of uncertainty about what the next few months, and potentially years, might bring to the City of Clovis budget. Stay-at-home orders have left local businesses scrambling. Local restaurants have shuttered dining rooms. Major shopping centers are deserted. Canceled rodeo, conferences, public events, concerts and sporting events have left hotels practically empty. Unemployment has skyrocketed.

The swift reaction by consumers and businesses to the outbreak of COVID-19 pandemic in the U.S. has caused a massive decrease in spending on certain goods and services. The national and state response combined with the uncertainty of how long the presence of the virus will disrupt the U.S. economy has made forecasting City revenues particularly challenging. This budget was developed in April and May after numerous news updates detailing "shelter-in-place" related impacts, comparisons to previous economic downturns like the Great Recession, studying the data, reports and projections of many industry specific analysts and monitoring various datasets.

Already marginal or overly leveraged businesses still may not survive a lengthy shutdown even with federal subsidies and our observation from previous downturns; the return to previous spending patterns after significant income interruptions are not immediate and often evolves. Consumers may now take even more time to fully get back to previous leisure travel, dining and discretionary spending habits. Businesses similarly may become more cautious about capital investment and the number of employees to hire after emerging from an economic crisis. Business travelers who had to resort to teleconferencing may continue to teleconference. Formerly avid brick-and-mortar shoppers may find that online shopping and delivery services suits them just as well.

California cities forecast a nearly \$7 billion general revenue shortfall over the next two fiscal years, according to an analysis by the League of California Cities, threatening fundamental services like public safety, fire service, parks and recreation, and more.

After years of steady population and economic growth, the City of Clovis is beginning revenues significantly impacted, forcing the City to make cuts and plan for the use of emergency reserves.

The reality is that we do not believe we will have a clear picture of the economic impacts until September or October 2020 at the earliest. We are required to adopt a budget by June 30 of each year by ordinance. Staff has done significant analysis to forecast the impact on City revenues and has implemented plans to manage expenditures. Staff plans to return to City Council after the end of the first quarter of the next fiscal year to report out and adjust as necessary as actual numbers come in.

FINANCIAL POLICIES

The City Council has established fiscal policies that govern the City's financial administration and are designed to safeguard the City's assets, provide for a stable funding base, and ensure that adequate accounting data is compiled. The accounting data allows for the preparation of various accounting reports such as this budget and the Comprehensive Annual Financial Report (CAFR). Following are the financial policies that provide the basis for the financial direction of the City:

- The City's budget policy states that all operating budgets shall be balanced and ongoing costs will not exceed current revenues plus the available fund balance that exceeds reserve fund requirements. The minimum reserve for any operational fund is 10% of the budgeted expenditures with the goal for reserves of 15% of budgeted expenditures unless capital borrowing or extraordinary fiscal conditions require that higher levels of reserves be maintained.
- Due to the financial impact of the COVID-19 pandemic statewide stay-at-home order, General Fund forecasted revenues will be less than forecasted expenditures for the fiscal year 2020-2021 budget. This budget forecasts the need to use emergency reserves to balance a proposed structurally imbalanced budget. Staff is forecasting an approximate \$10 million General Fund revenue reduction between March 2020 and June 2021. Staff is estimating that approximately \$2 million in emergency reserves will be required to balance the fiscal year 2020-2021 budget, and potentially more the following fiscal year. At this point, staff is estimating an ending emergency reserve fund balance for June 30, 2020 of \$12.8 million, or 17.1% of the General Fund expenditures. Staff is estimating that reserve amount will drop to approximately \$10.8 million, or 14% of General Fund expenditures, by June 30, 2021.
- The Enterprise Funds are to be fully supported by user fees and charges, and the Internal Services Funds are to be funded at appropriate levels to ensure reasonable ability to respond to unforeseen events. Annually, the City has designated a contribution of general funds to the General Government Services Fund (an Internal Service Fund) to address the building space needs for new fire stations, safety training facilities, regional park facilities, business and industrial parks, upgrades and new technology for improved productivity, and major remodeling, repairs, or additions to existing facilities.
- The City will not issue long-term debt to cover current operations. The City will consider the issuance of long-term debt to purchase/build capital assets when those assets will benefit users over several years and it is determined that it is more equitable to spread the capital investment and financing costs of the assets to current and future users of the assets.
- Annually, the City will have an independent audit of its financial records prepared by a certified public accountant, pursuant to generally accepted auditing standards, and will submit an annual financial report to the City Council by December 31 for the previous fiscal year.
- Fees for services provided will be charged directly to users of the services when appropriate and should cover the full cost of service delivery. Fees will be reviewed on an annual basis to ensure that the fee is appropriate for the service provided compared to actual cost or an approved cost index.
- Development impact fees will be established with the goal that new growth pays the cost of infrastructure improvements and minimizes the burden to existing residents.

- The City will invest available cash assets in a manner consistent with the safeguard prudent investor would adhere to with primary emphasis on preservation of principal, sufficient liquidity to cover anticipated payment outflows, and high yields consistent with the first two goals. The City's investments will be consistent with Section 53601 of the Government Code of the State of California that identifies which types of investments are eligible for investment of public funds and the maximum percentage of an investment portfolio that is allowed for any one investment.

The City is in compliance with all of its financial policies.

KEY BUDGET OBJECTIVES

The key budget objectives keep expenditures in line with current revenues. That objective will not be met in the 2020-2021 budget as General Fund expenditures are forecasted to exceed revenues. The rapid decline in revenues exceeds the ability of the City to make expenditure reductions at that pace. Use of emergency reserves will be required to balance the 2020-2021 budget. The City will strive to maintain facilities and deliver essential core services at levels that will meet the most urgent needs of the community.

DISCRETIONARY VERSUS NON-DISCRETIONARY REVENUES

The distinction between these categories of revenue is especially important for the General Fund. It is the key to understanding the financing of general government operations and services. Understanding these categories of revenue makes clear how decisions that are made about funding for local government and use of these revenues can affect these core government services. With shrinking sources of revenue, the terms "discretionary" and "non-discretionary" revenues have taken on greater importance.

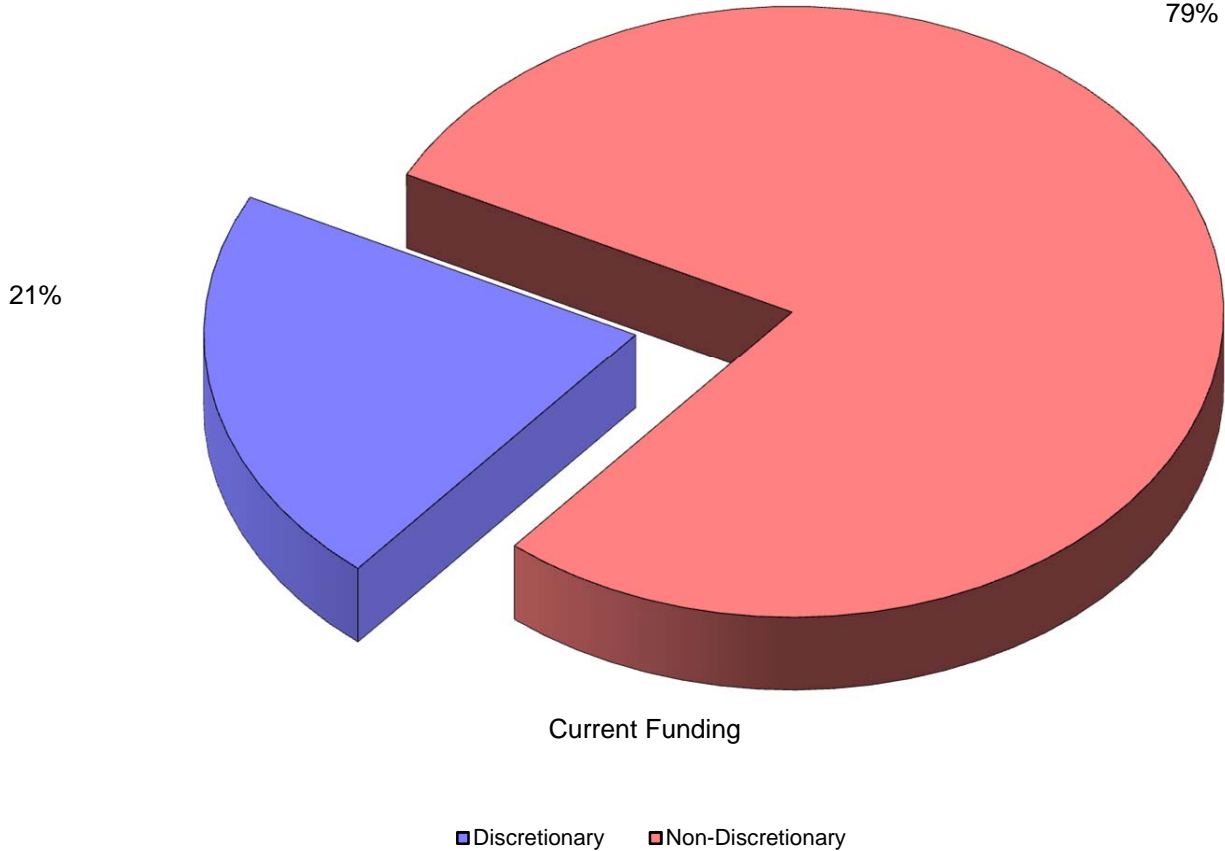
Discretionary revenues are those for which the City can decide, without restriction, how these funds will be expended and on which programs. Examples of discretionary revenues are property taxes, most sales taxes, and business license fees, all of which may be allocated to support any lawful purpose of the City's choosing. Discretionary revenues are used to support the General Fund operations and programs. The primary sources of discretionary revenues are property, sales, and certain other taxes which account for more than 98% of total discretionary funding.

Non-discretionary revenues have restrictions and the City must spend these revenues on the programs for which they are intended. Examples of non-discretionary revenues include gas taxes that must be used for street maintenance; and development fees that must be used for land use entitlement processes and inspections or investment in public improvements associated with new development.

The following chart entitled "Summary of Discretionary and Non-Discretionary Revenues 2020-2021" illustrates that only 21% of total annual revenues are discretionary with the remaining 79% non-discretionary. The City's discretionary revenues this year total \$58.5 million, of which \$58.2 million are being appropriated in the General Fund and \$0.3 million are being transferred to the Planning and Development Services Fund to pay for the general public benefit supported by that operation. The remaining \$223.8 million of revenues are non-discretionary. Of the discretionary revenues, the chart entitled "Use of Discretionary Revenues 2020-2021" shows that the City will use 89%, or \$51.9 million, of the total \$58.5 million of discretionary funds for public safety.

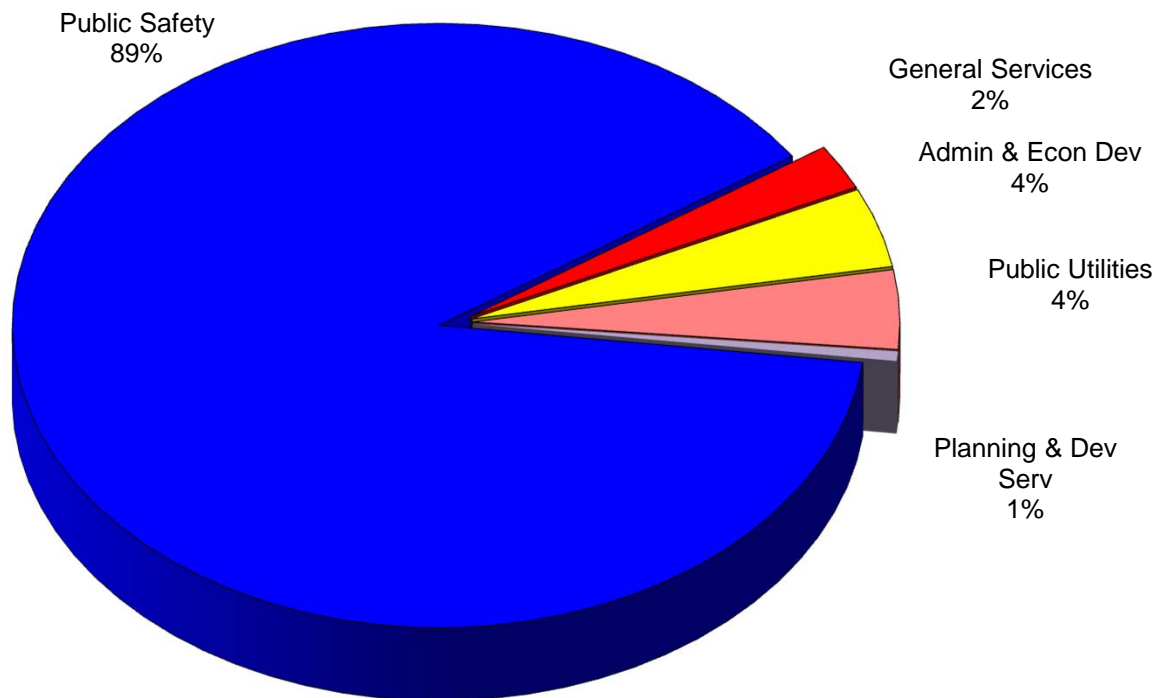
SUMMARY OF DISCRETIONARY AND NON-DISCRETIONARY REVENUES 2020-21

	Discretionary	Non- Discretionary	Total
Property Taxes	27,969,000	2,282,000	30,251,000
Other Taxes	26,121,000	362,000	26,483,000
Licenses & Permits	400,000	3,710,000	4,110,000
Fines & Forfeitures	2,000	201,000	203,000
Use of Money & Property	94,000	2,105,400	2,199,400
Revenue From Other Agencies	130,000	38,047,800	38,177,800
Charges For Current Services	80,000	153,175,100	153,255,100
Other Revenues	0	2,296,500	2,296,500
TOTAL CURRENT FUNDING	54,796,000	202,179,800	256,975,800
(Additions to)/Use of Available Balance	3,799,000	21,674,300	25,473,300
TOTAL	58,595,000	223,854,100	282,449,100



USE OF DISCRETIONARY REVENUES 2020-21

Departments	Total Expenditures	Non-Discretionary Revenues	Use of Discretionary Revenues
City Council	355,200	183,000	172,200
City Clerk	4,874,000	4,489,900	384,100
City Attorney	966,000	684,000	282,000
City Manager	2,196,900	984,500	1,212,400
General Services	51,078,800	49,652,200	1,426,600
Finance	3,253,500	2,808,000	445,500
Police	39,454,700	3,818,400	35,636,300
Fire	17,518,600	1,263,000	16,255,600
Public Utilities	89,099,800	86,619,500	2,480,300
Planning & Development Services	14,725,600	14,425,600	300,000
Capital Improvements	58,926,000	58,926,000	0
TOTAL	282,449,100	223,854,100	58,595,000



ECONOMIC OUTLOOK

In early 2020, the City of Clovis' economy was robust and growing quickly. Unemployment was at historic lows, commercial development at record highs, healthy residential growth was occurring, and significant job and revenue producing projects either came to be or were nearing completion. This includes the completion of a Costco expansion, filling of then vacant large-box retail space with national tenants, the completion of a medical school, additional hotels being completed and/or under construction, a major expansion of Clovis Community Medical Center and the reuse of the buildings in the Clovis Industrial Park for a major employment center. The economy and prospects for continued growth of the community and related revenues were strong.

In mid-March of 2020, it became apparent that the spread of the novel corona virus was going to severely disrupt the global economy. This disruption has not spared the City of Clovis and uncertainty has been mounting ever since. Unemployment, drops in gross domestic product, consumer spending, and capital outlays are all expected to make historic negative shifts currently and in the coming months, if not years. This is not a conducive environment for investment in any community across the globe. It is prudent for the City to hold expenditures as much as possible in the near term to better manage the uncertainty and rapidly changing economic realities. More knowledge and understanding of the economy will be available in the months to come.

With very little in the City's control, that leaves the City with only one real option for an economic development strategy. To maintain close contact with the business community, help identify gaps in the new economy, and encourage investment. Examples of this occurred during the first few hours of the shelter-in-place order with staff pitching business ideas to well positioned entities for supply chain needs and creating products needed to protect the community from the virus. Businesses were saved and created through this effort. The City now has a medical device cluster created out of this crisis. This had been a long term goal of the City and the virus necessitated it to occur. Staff will continue to keep abreast of trends and ways Clovis businesses can take advantage of this disruptive environment. Clovis businesses and its citizens have proven over our long history to be resilient, creative, and caring. This is an optimal mix to take advantage of the opportunities that will come. City staff will come along side and provide leadership in this effort to get Clovis on solid footing.

Before the crisis, the City was robust, with a strong economy poised to get to another level of job growth. Once the disruption lessens, the new economy is better understood, and Clovis is on some solid ground, the economy is expected to expand rapidly. This may not be in the same form as it was a few months ago and may take time to fully recognize but the fundamentals of a well-educated community, excellent infrastructure, good land use policies, and a heritage of hard work will seed an economic engine that gives hope for the future. Continuing a spirit of partnership with Clovis businesses is going to be critical in reaching mutual goals of a vibrant community that allows for success for all residents.

Upcoming projects that will have a positive effect on the local economy include:

- California Health Sciences University (CHSU) enrolling its first class of medical doctors in the City's Research and Technology Park;
- Further attraction of businesses to the Research and Technology Business Park;
- Businesses locating in the expanded Dry Creek Industrial Park and nearby business developments;
- Additional expansion of medical facilities at Clovis Community Medical Center and on adjacent properties;
- New hotel/restaurant developments in the Shaw, Clovis, and Herndon Avenues' business corridors;
- Development of approximately 400,000 square feet of industrial buildings on vacant parcels in the Clovis Industrial Business Park beginning in 2020/2021 and the addition of several thousand jobs from Fresno County Department of Social Services in existing buildings in the area;
- The development on the Clovis/Dakota site for job generation to make way for future opportunities;
- Reoccupation of anchor store vacancies and vacant parcels along the Shaw Avenue Corridor;
- Construction of a six-lane expressway on Shaw from DeWolf to McCall;
- The completion work for the extension of Owen's Mountain Parkway to access Phase III of the Research and Technology Park.

FUND ACCOUNTING

The accounts of the City are organized on a basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenses/expenditures. Government resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent. The various funds are grouped into three broad categories as follows:

Governmental Fund Types - Governmental funds are used to account for all of the City's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition of or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the general government not accounted for in some other fund.

Proprietary Funds - Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration and the primary intent is to recover the costs of providing the goods or services through user charges. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the government (internal service funds).

Fiduciary Funds - Fiduciary funds are used to account for assets held on behalf of outside parties in a trustee capacity. Assessment Districts fall within this category as does the Redevelopment Successor Agency.

BASIS OF BUDGETING

The budgets of the governmental fund types (General Fund, special revenue, capital projects, debt service, and assessment districts) are prepared on a modified accrual basis. This means expenditures are recorded when the liability is incurred and revenues are recognized if they are received during the fiscal year or shortly thereafter. In addition, the City treats encumbrances as expenditures only for budgetary control purposes. Encumbrances open at year-end are reported as assignments of fund balances since they do not constitute expenditures or liabilities. Available expendable resources include beginning fund balance and current year revenues and transfers from other funds.

The spending plans for the proprietary fund types, comprised of internal service funds (employee benefits, fleet, liability and property insurance, and general services) and enterprise funds (water, sewer, community sanitation, planning and development services, and transit), are prepared on a full accrual basis. Expenses are recorded when the liability is incurred and revenues are recognized when the service is provided. Exceptions exist in the way the City prepares its spending plans for the enterprise funds and the way they are reported in the City's Comprehensive Annual Financial Report (CAFR). Depreciation on assets is not shown in the spending plan, but expenditures for capital are shown at the full purchase price. The CAFR shows depreciation but not the capital expenditure, which is in accordance with generally accepted accounting principles. Available expendable resources for proprietary funds include beginning working capital, current revenues, and transfers in. Beginning working capital is defined as current assets less current liabilities; in other words, working capital represents cash available to pay expenses.

FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

Based on the City's Master Development Plans, the program consists of broad evaluation and establishment of priorities for capital projects essential for future development. An important part of the process of developing the community investment program for capital improvements is determination of the logical order of construction of projects included in the master plans so that underground work is well coordinated to be accomplished in advance of above ground work. Public service programs and the master plans are the principal bases for determining general priorities. Other factors, however, may influence the final decision as to when a particular project is to be undertaken, such as public demand, major commercial or industrial users, the need to coordinate with other jurisdictions, or even special funding. The five-year community investment program is not designed to do all things that need to be done, but rather to develop a reasonable program of public needs and a dependable order of urgency for each project in relation to other projects. The preparation of the capital budget provides greater assurance that the projects will be undertaken in order of need, that overlapping projects will be avoided, that costly mistakes can be avoided, and that all projects can be coordinated with each other.

BUDGET PROCESS

The proposed budget is required by City Ordinance to be submitted to the City Council by the third meeting in May for the upcoming fiscal year (which begins July 1 and ends June 30). The Council holds public hearings following the submittal of the budget, and may add to, subtract from, or change appropriations within revenues and reserves estimated as available. The Council is required to adopt a balanced budget by June 30. If a balanced budget is not adopted by June 30, in order to ensure continuity of government services, the City Manager’s proposed budget becomes effective (excluding capital expenditures).

As part of the budget process, City staff prepares a five-year forecast that analyzes the City's long-term fiscal condition. It identifies trends and issues that must be addressed early in order to ensure the City's continued financial success in meeting the service needs of the City's residents. These planning sessions are intended to identify Council goals and priorities for the upcoming year. The departments then provide budgetary requests necessary to provide the services required to meet the Council goals. Once the City Manager confirms the budget is structurally balanced with current resources sufficient to cover current expenditures, the Finance Department accumulates the data into a budget book representing the proposed budget that is submitted to Council.

Following adoption of the budget, it is sometimes necessary to amend the budget. The City Manager may transfer any appropriation within a specific fund not to exceed \$5,000 for appropriations and \$2,500 for reserves. Transfers exceeding these amounts require Council action. Also, the Personnel section, from time to time, may require an amendment should additional staffing be necessary or should the complement of staff require adjustment. These changes also require Council action.

BUDGET CALENDAR

Departmental Submittal (including CIPs)	March 13, 2020
City Manager Budget Review	March 16 - April 3, 2020
Council Review of proposed General Fund Budget	May 4, 2020
Introduction of Recommended Budget to City Council	May 18, 2020
Council Budget Review and Public Hearings	June 1, 2020
Adoption of Budget	June 1, 2020

BUDGET CONTROL

Budgetary control is maintained at the department level by fund for both expenditures and personnel. The City utilizes encumbrance accounting in governmental funds under which purchase orders, contracts, and other commitments for expenditure are recorded to reserve the budgeted line item. Monthly reports to staff and quarterly reports to Council are utilized to affect budgetary control and reporting.

APPROPRIATIONS LIMITATION

In November of 1979, California voters approved a constitutional amendment that established an Appropriations Limitation for the state and local governments. In June of 1990, the electorate approved Proposition 111 that amended the provisions of the constitution to provide for the adjustment of the Limitation. The formula now used to calculate the Appropriations Limit is the percentage change in California Per Capita Income (PCI) or the percentage change in valuations of non-residential construction (NRC) plus the percentage change in the City's population or the County's, whichever is greater. The State Department of Finance has provided the City with the population estimates and the Per Capita Income. The City's population increased 2.20% from 2019. The Department of Finance reports that the PCI was 3.73%. The change in non-residential construction was 6.79%. Therefore, the change in non-residential construction is used.

Appropriations Limitation 2019-2020	\$275,227,843
Add: Change in Population (2.20%)	<u>6,055,013</u>
	\$281,282,856
Add: Change in NRC (6.79%)	<u>19,099,106</u>
Appropriations Limitation 2020-2021	\$300,381,962
Less: Proposed Expenditures Subject to Limitation in 2020-2021	<u>51,119,402</u>
Amount of Unused Authorized Appropriations	<u>\$249,262,560</u>

Over the past five years, the City of Clovis' expenditures have been less than the appropriation (less than 25% of the limit); therefore, it is not likely that the City of Clovis will reach the Appropriations Limit in the future. It is recommended that the Council's adoption of the Budget include the establishment of the City's Appropriations Limitation for the 2020-2021 fiscal year at \$300,381,962.

DESCRIPTION AND PURPOSE OF ACCOUNTING FUNDS

AGENDA ITEM NO. 18.

The information below provides a brief outline for each of the funds utilized by the City to account for revenue and expenditures for the various activities of the City.

Community Sanitation Fund

The Community Sanitation Fund, which is self-supporting from fees, is operated as a City business or "enterprise." All costs including depreciation are recorded in this fund. All revenue from service charges related to the collection and disposal of solid waste, recycling, greenwaste, and street sweeping fees is deposited into this fund.

Employee Benefits Fund

This fund accounts for the cost of employee benefits including retirement, workers' compensation, health insurance, unemployment insurance, and social security and Medicare insurance. The source of funding is a charge to all departments with personnel.

Fleet Maintenance and Replacement Fund

This fund accounts for the expenditures for maintaining the City's fleet and for equipment replacement. The source of funding is rental and replacement charges to all operating departments that use vehicles or equipment.

General Fund

The purpose of the General Fund is to account for general government activities such as public safety, planning, some public works, and revenue collection administration. All local tax revenues, building fees, certain user charges, and all discretionary revenues are deposited in the General Fund. The General Fund also receives non-discretionary revenues related to specific activities that are performed by the operating sections within the General Fund.

General Government Services/Facilities Fund

This fund accounts for centralized support provided to other departments including computer services, central supplies, communications, energy, and janitorial services and for government facility maintenance, enhancements, and acquisitions. The sources of funding come from a charge to all operating departments.

Housing & Community Development Fund

This fund accounts for the operations of the Housing and Community Development Program. The funding source is the Housing and Community Development Block Grant.

Housing Successor Fund

This fund was created to continue those City managed housing projects not affected by the State's elimination of Redevelopment Agencies.

Landscape Maintenance Fund

This fund accounts for the expenditures of the Landscape Maintenance Districts.

Liability and Property Insurance Fund

This fund accounts for the cost of general liability and property damage claims and insurance. The source of funding is from a charge to all operating departments.

Park Projects Fund

This fund accounts for the revenue, primarily from developer fees and park grants, for the purpose of park development, including acquisition of property. Also, as needed, funds are transferred from this fund to the Park Bond Debt Service Fund for payment of the annual principal and interest on the Park Bonds, which were used for park acquisition and development.

Planning & Development Services Fund

This fund accounts for the activities of the building, planning, and engineering departments of the City. Revenue is mainly generated from permit fees for services provided.

Sewer Construction-Developer Fund

This fund accounts for the revenue from developer fees from the Major Facilities Sewer charge and to account for capital improvements for major trunk sewer projects and expansion at the treatment plant.

Sewer Construction-Enterprise Fund

This fund accounts for capital expenditures for sewer main construction. Funds are transferred into the fund from the Sewer Service Fund for user-related projects and from the Developer Trust Fund as reimbursements are made for developer projects.

Sewer Service Fund

This enterprise fund accounts for the operation and maintenance of the City's sanitary sewer system, including operating costs of the City's share of the Fresno-Clovis Wastewater Treatment Facility. The fund is self-supporting from sewer user fees.

Street Construction Fund

This fund accounts for the capital street projects paid for out of the City's share of Transportation Development Act (SB 325) funds allocated by the state, 1/2 cent sales tax for transportation, Special Gas Tax Select Street funds, and federal funding sources under the Federal Intermodal Surface Transportation Efficiency Act. In addition, funds are transferred from the Developer Trust Fund as reimbursements are made for developer-financed projects.

Successor Agencies Fund

This fund was established to manage the wind down of the Clovis Community Development Agency. State actions eliminated Redevelopment Agencies effective 1/31/12 and required the creation of this fund.

Transit Fund

This fund accounts for the operation of the City's transit system including Stageline and Round-Up and services contracted from Fresno Area Express (FAX). The sources of funding for this activity are SB 325 monies, farebox revenues, and 1/2 cent sales tax for transportation.

Water Construction-Developer Fund

This fund accounts for the revenue from developer fees and for capital improvements for major water lines, water wells, and other major capital improvements.

Water Construction-Enterprise Fund

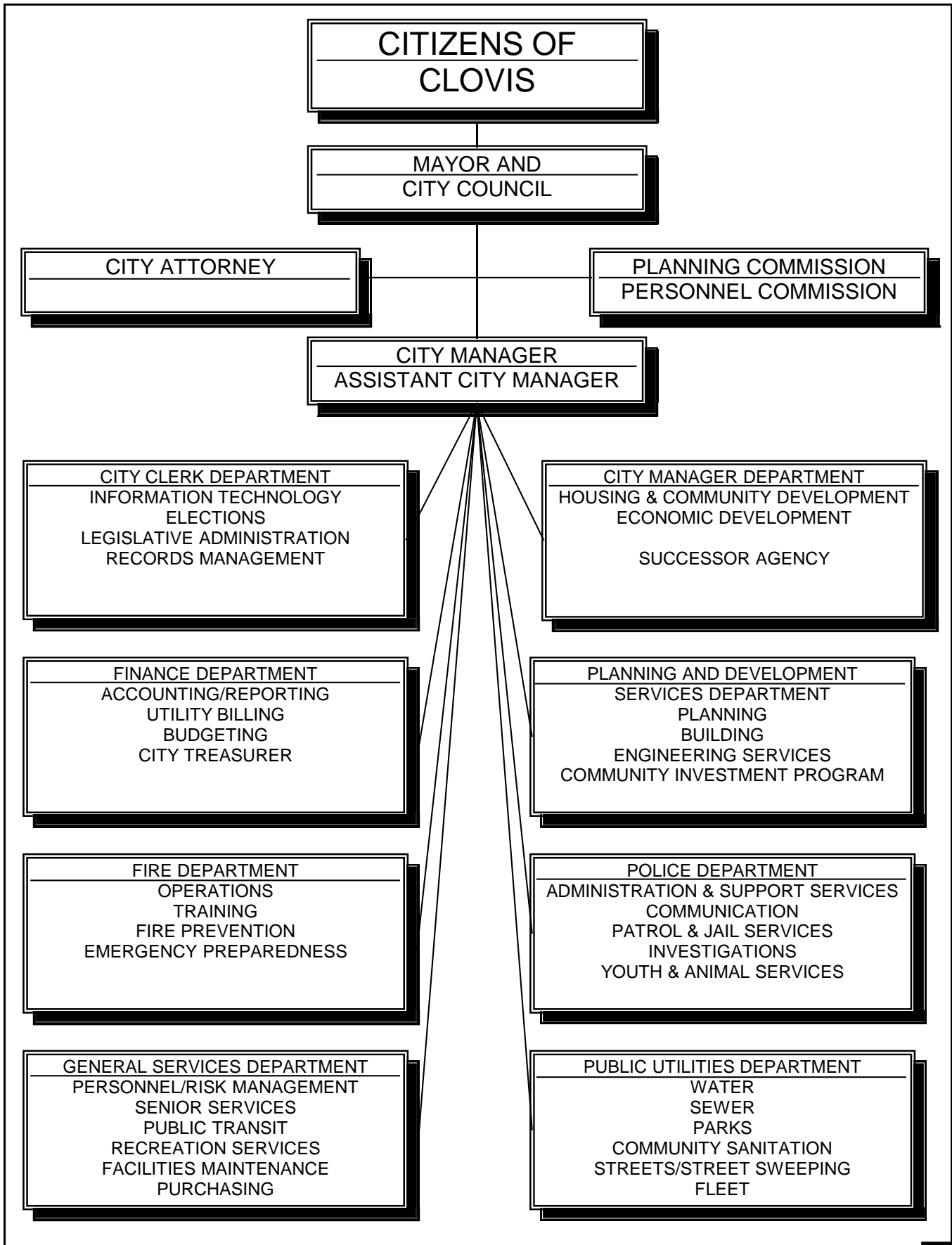
This fund accounts for revenue from developer fees and expenditures for installation of water mains.

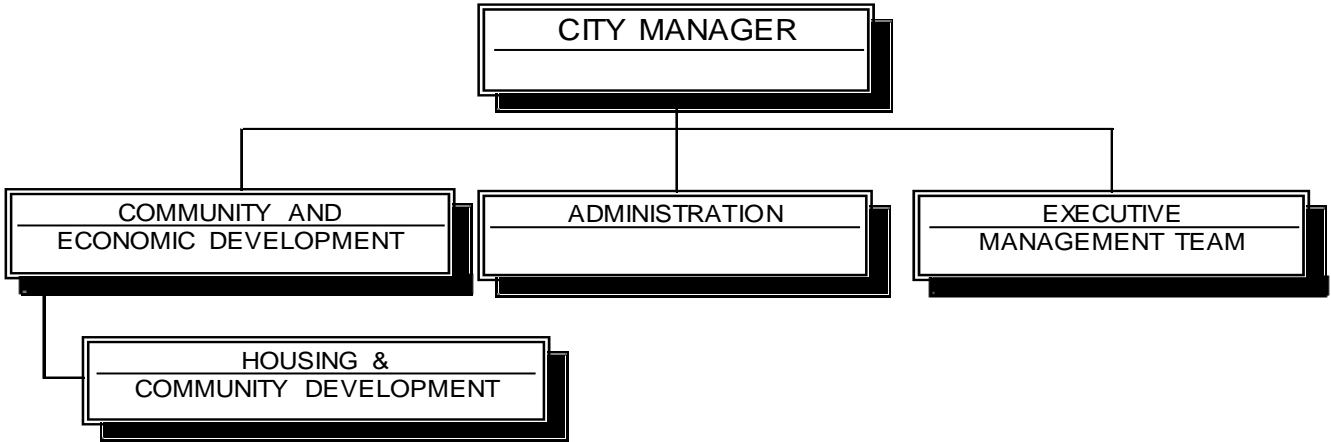
Water Service Fund

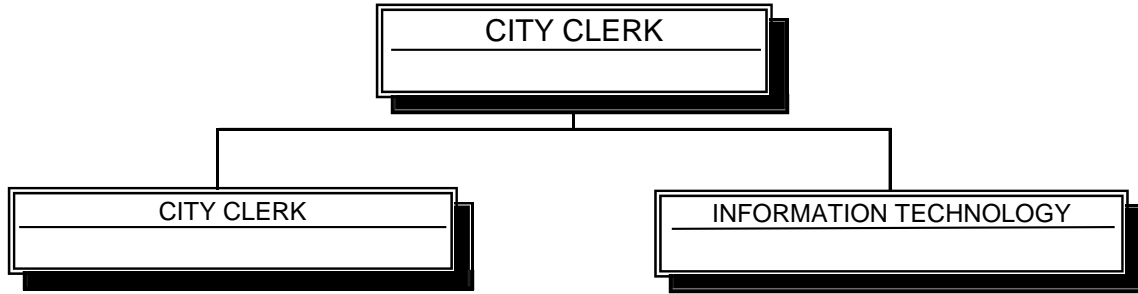
This enterprise fund accounts for revenues from delivery of water and the related expenditures to operate and maintain the water system. Funds are transferred from this fund to the Water Main Construction Fund for system maintenance and upgrades.

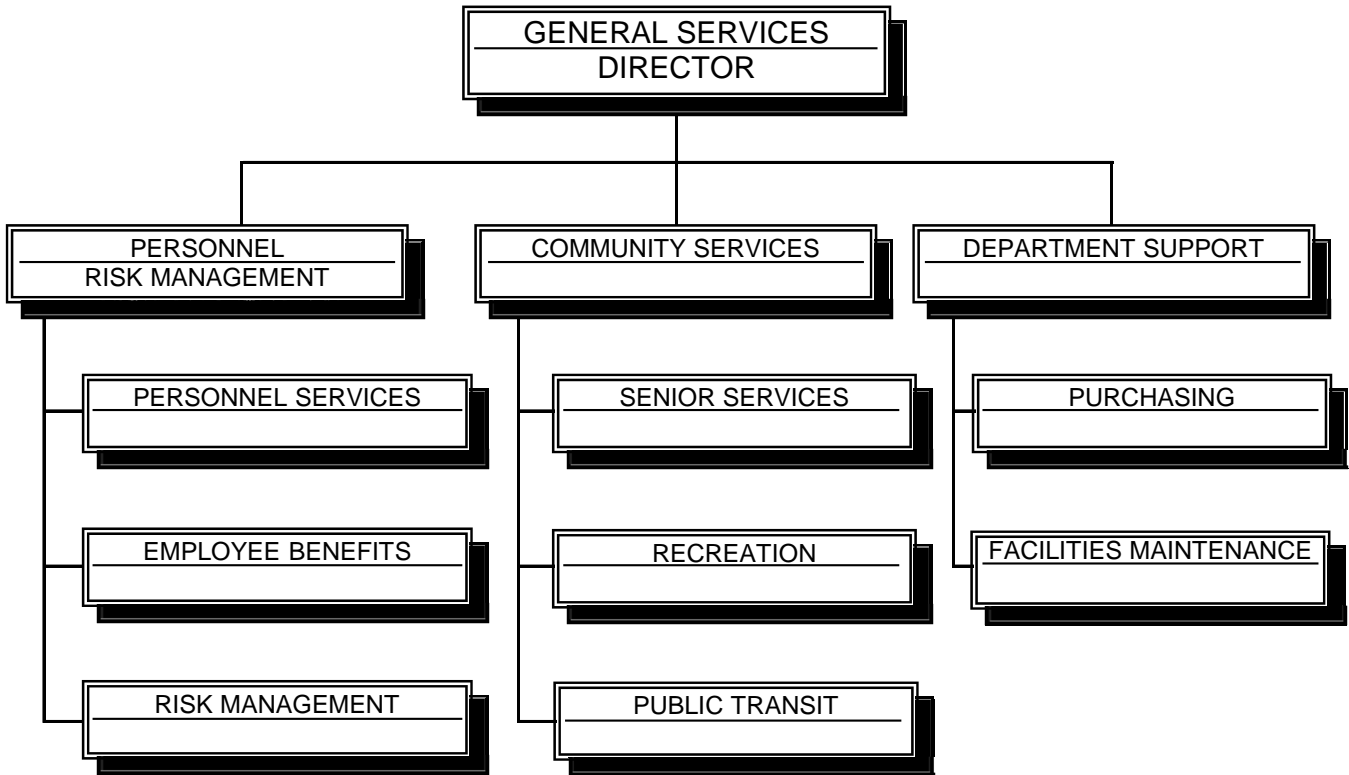
City Of Clovis Organization Chart

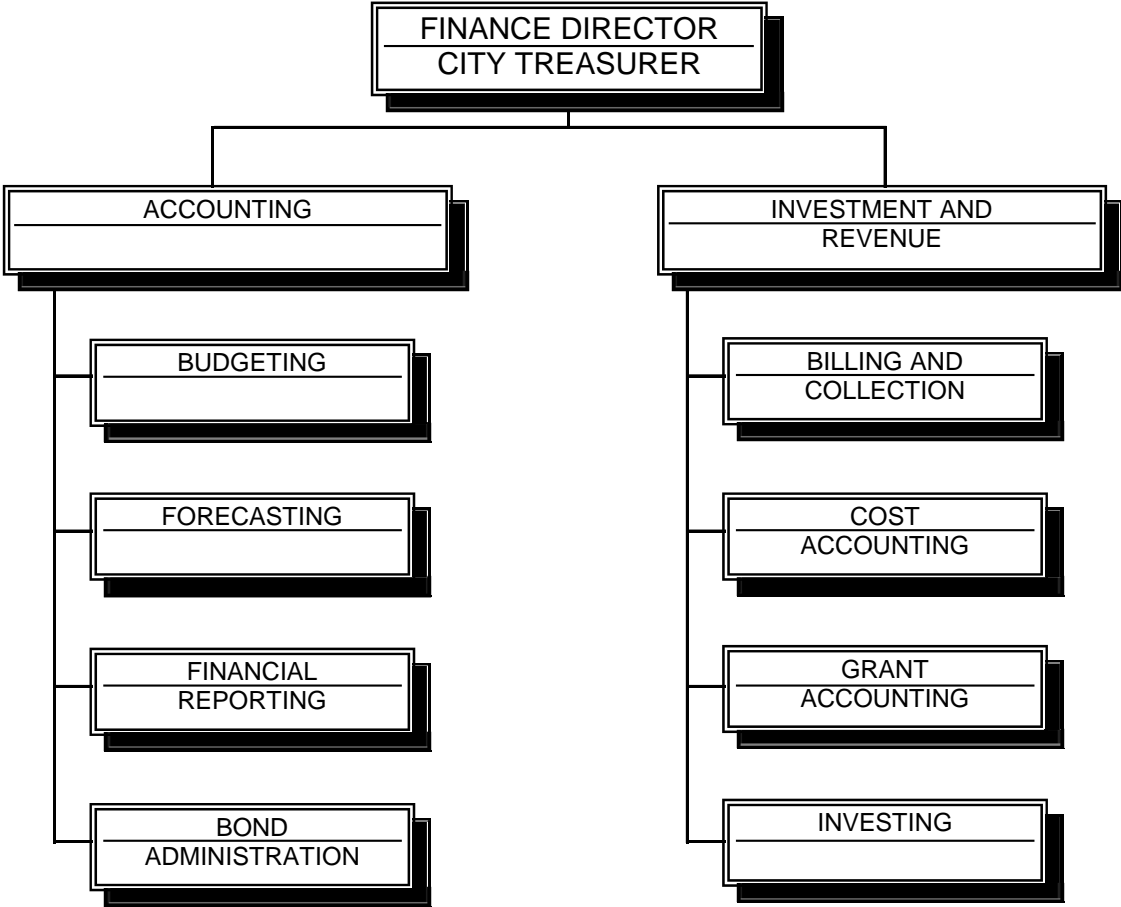
AGENDA ITEM NO. 18.

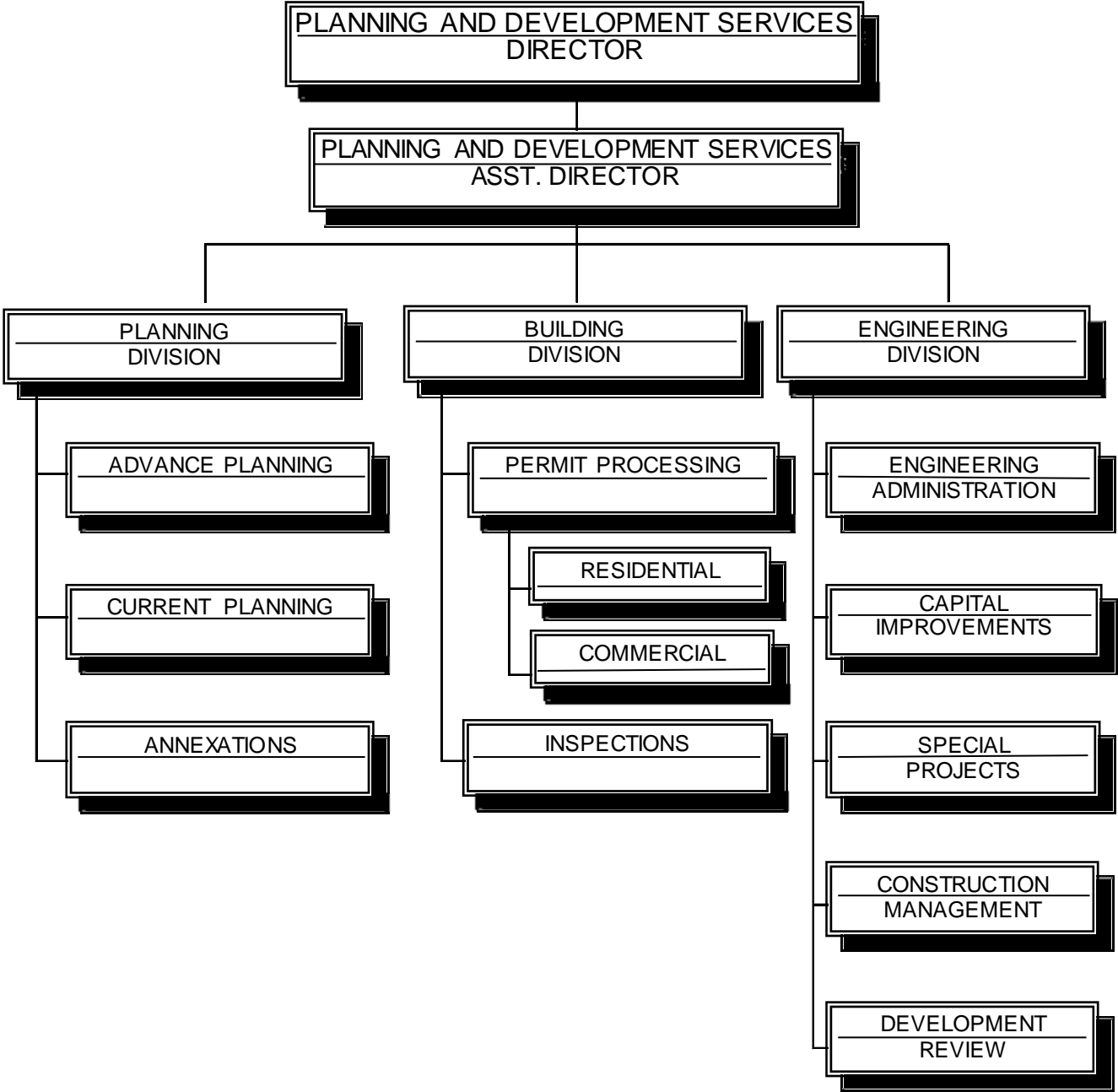






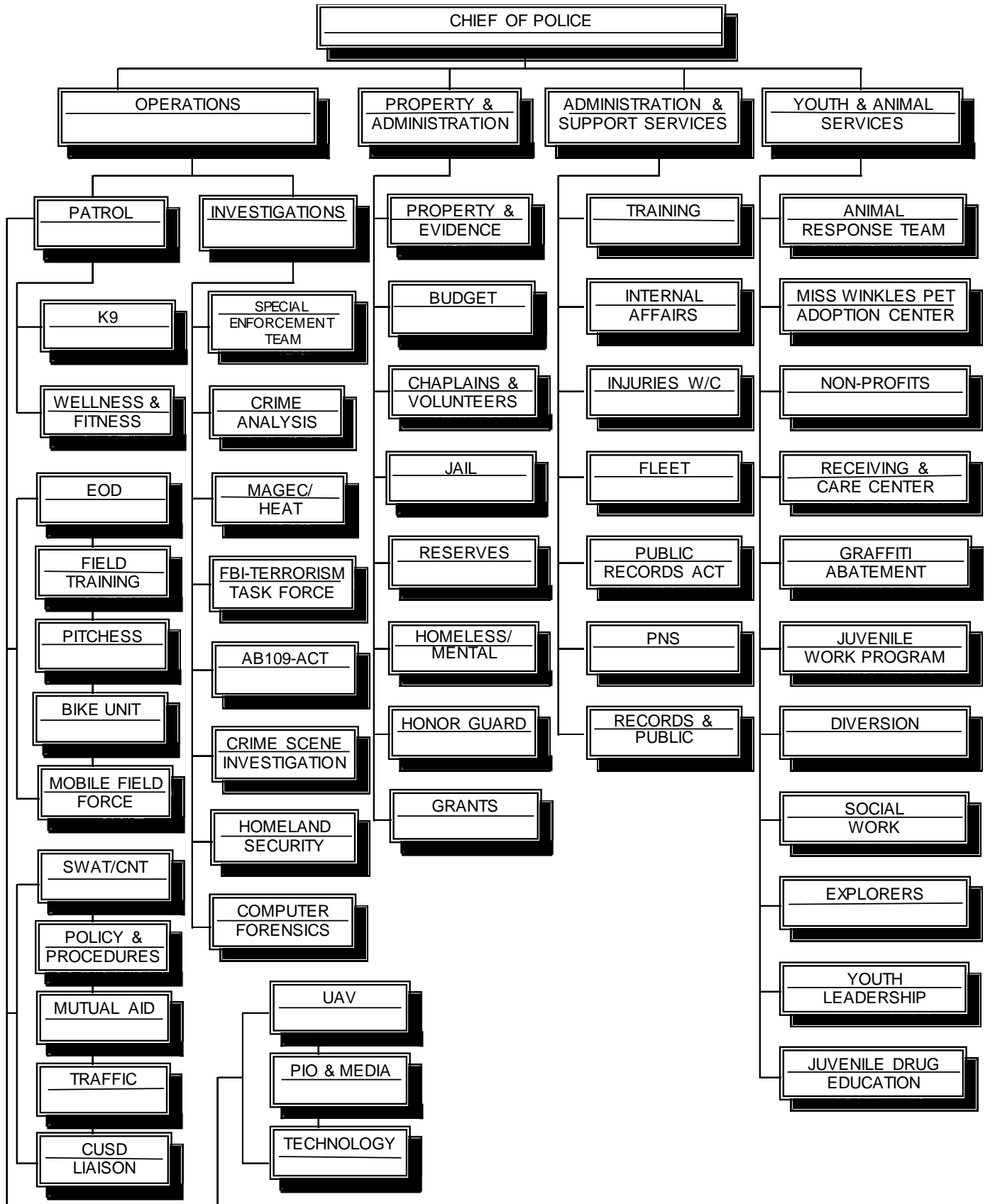


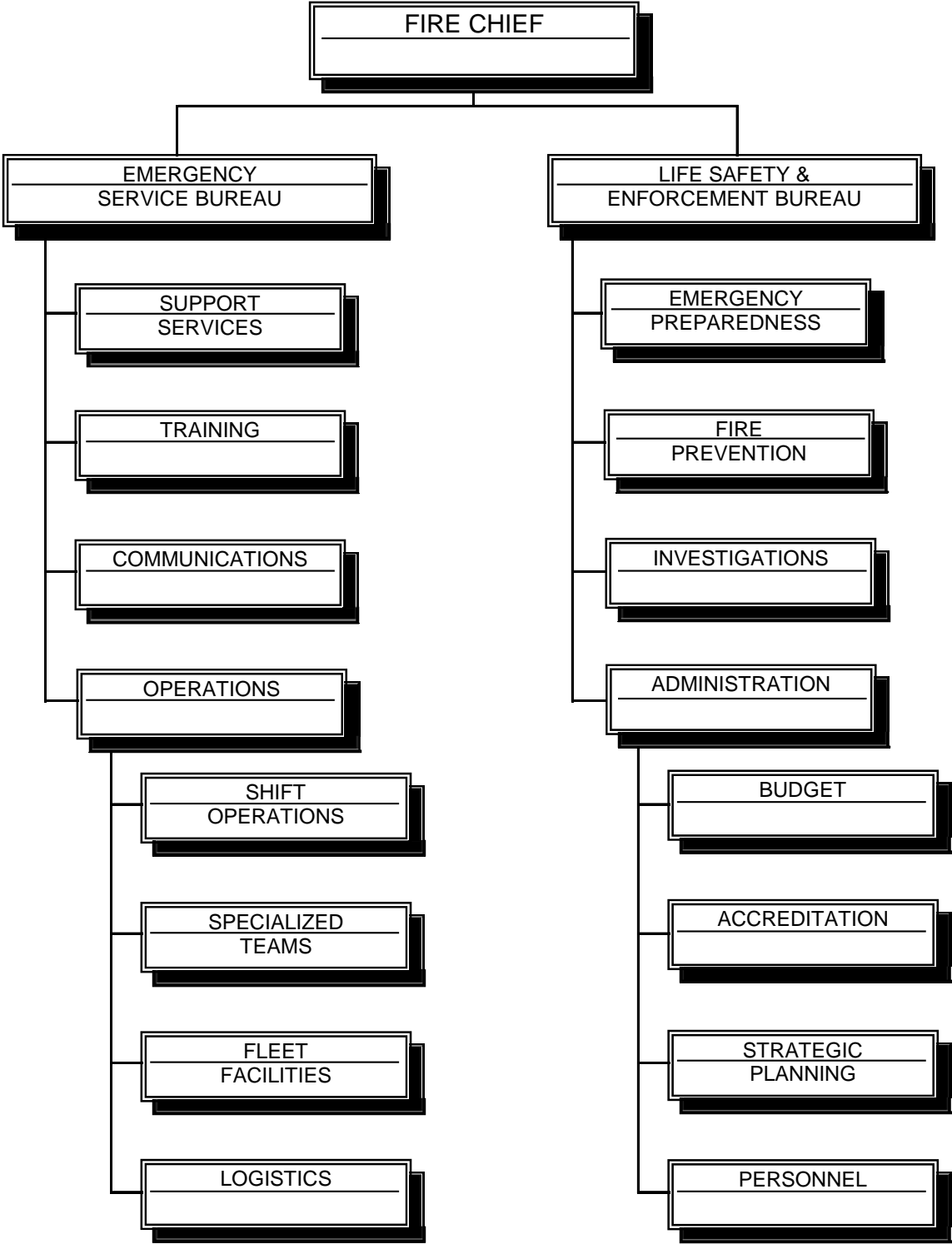


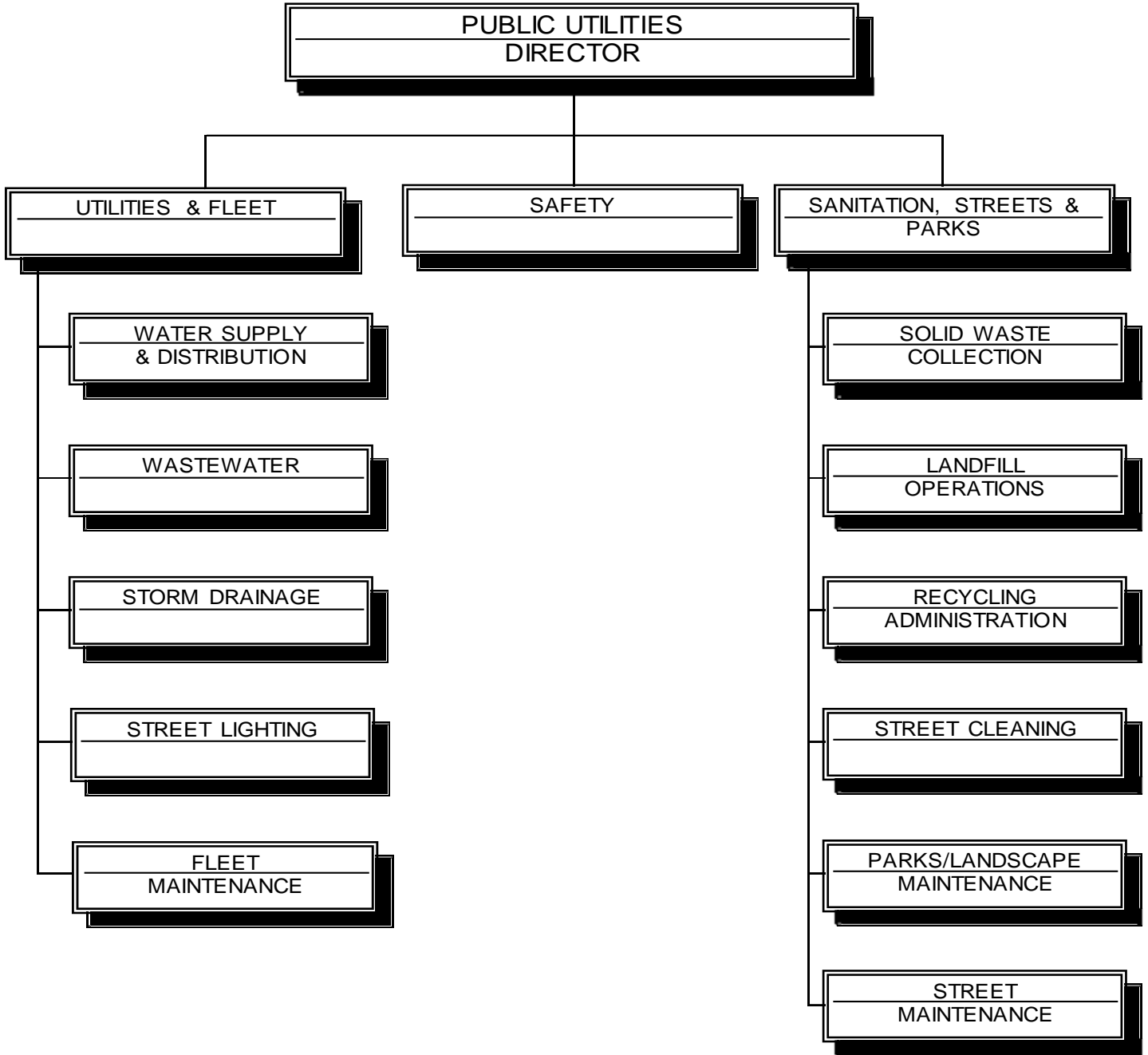


Police Department

AGENDA ITEM NO. 18.







Clovis Successor Agencies

AGENDA ITEM NO. 18.



**CITY OF CLOVIS
2020-2021 MANAGEMENT STAFF**

Luke Serpa, City Manager
John Holt, Assistant City Manager/City Clerk
David Wolfe, City Attorney
Curt Fleming, Police Chief
John Binaski, Fire Chief
Andrew Haussler, Community and Economic Development Director
Jay Schengel, Finance Director/Treasurer
Shonna Halterman, General Services Director
Dwight Kroll, Planning & Development Services Director
Scott Redelfs, Public Utilities Director

BUDGET PREPARATION TASK FORCE

Luke Serpa, City Manager
Jay Schengel, Finance Director

John Holt
Gina Daniels
Jeff Blanks
Susan Evans
Calvin Campbell
Elena Mendrin
Jose Reynoso
Manvir Garcha
Richard Chernabaeff
Mia Cabrera
Thad Avery
Jacquie Pronovost

SUMMARY OF REVENUES & EXPENDITURES

The Summary Section provides summarized information on the various funds, revenue, expenditures, and fund balances. The Summary Section also provides a detailed presentation of specific General Fund revenue.

FUND BALANCE SUMMARY

AGENDA ITEM NO. 18.

This section contains information about the various funds utilized by the City presented in summary form. The narrative, Highlights of Fund Activities, provides facts about the major fund groups. The information is intended to present to the reader, in a condensed form, important data about each fund group.

The Summary of Resources and Appropriations, which follows the Highlights, provides a very concise presentation of the various funds. For each fund, the Summary includes the estimated beginning fund balance as of July 1, 2020; the total estimated revenue for 2020-2021; the total proposed budget expenditures for 2020-2021; and the projected ending fund balance for each fund as of June 30, 2021.

The Notes to Resources and Appropriations Summary, immediately following the Summary of Resources and Appropriations, provides detail on the various fund transfers along with notes about fund presentation and is an integral part of the Summary.

These schedules provide, in a condensed form, an overview of the financial position of the City for the budget year.

FUND HIGHLIGHTS

General Fund - The General Fund, as proposed, is balanced by the use of current revenues, anticipated rate increases, capital reserves and the use of \$2 million of the designated emergency reserve. Projected revenues are \$73.3 million which is \$0.9 million or 1.2% less than the revised revenues for 2019-2020. The reduction in revenue is due to decreased sales and TOT taxes due to the COVID-19 pandemic. The revenue reduction caused by the COVID-19 pandemic has also resulted in the need to use the \$2 million General Fund unrestricted balance during the 2020-2021 fiscal year. Proposed expenditures are \$76.8 million and represent \$2 million or 3% more when compared to 2019-2020 estimated expenditures. The increase in 2020-2021 projected expenditures is mostly made up of negotiated salary increases, increased costs to provide employee benefits including retirement and health insurance and general price increases impacting the cost of services and supplies. Expenditure categories are increasing necessitating a reduction in others to keep the budget balanced. Reductions are budgeted overtime, extra help, travel and training, and capital expenditures. This budget reflects eighteen unfunded public safety positions and one IT position in order to reduce expenditures. One new position is recommended for the General Fund for 2020-2021. This position is for an Animal Control Officer and is offset by an elimination of a Property and Evidence Technician position resulting in a net of zero new positions for the Police Department. Two positions are being recommended for reclassification. A complete listing of recommended positions and unfunded positions is included in the **Personnel Section**. The General Fund has \$10.7 million, or 14.7% of expenditures, designated as an emergency reserve. The General Fund also reflects \$19,000 unreserved, unassigned balance available to offset the impact of any revenue shortfall or cover any unexpected expenditures that do not meet the emergency designation.

Special Revenue Funds - The Housing and Community Development Fund projects a fund balance of \$0.5 million for 2020-2021 with current program costs funded through the use of capital funds for projects and revenues sufficient to cover current operational program costs. The Landscape Maintenance District Fund shows a projected fund balance of \$5.9 million for 2020-2021. This amount is being accumulated for required reserve and future equipment replacement.

Internal Service Funds - All of the City's Internal Service Funds have adequate revenues or reserves to cover current operating requirements. All Internal Services Funds derive revenue primarily from charges to user departments. The General Government Facilities Fund includes a limited number of minor projects with the reserves committed to future debt service obligations.

Enterprise Funds - All of the City's Enterprise Funds show sufficient revenue and working capital to meet current operating requirements. With the return in development over the last few years, the City has been rebating back to the utility customers the Sewer bond coverage charge of \$3.65 per month. Sewer operations have an authorized 3% escalator, but it is unnecessary for 2020-2021 so it is not included in the proposed budget. The Community Sanitation Enterprise has an approved 4% increase effective every July 1 as needed. The need for this increase has been reviewed and will be implemented effective July 1, 2020 for the Recycling and Greenwaste programs and for refuse. The Water Enterprise Fund reflects the approved 3% rate increase effective July 1, 2020 with rate increases approved in future years if necessary. During the 2020-2021 fiscal year, the Water Enterprise Fund will pay \$5 million for the user's contribution in accordance with the Firm Water Supply agreement with the Fresno Irrigation District. The Sewer Enterprise will be loaning the Developer Funds adequate monies to pay debt service and will maintain sufficient balances to meet bond covenants for coverage on the bonds. The Water/Sewer/Community Sanitation operation will add one position and will have one unfunded position in 2020-2021. The Transit Enterprise will continue utilizing the annual money received from State Transit Assistance (STA) to improve transit services and for capital improvements. The Transit Enterprise will add two new positions in 2020-2021. The Planning & Development Enterprise has continued to see an increase in residential construction and expects this increase to continue for several years. Staffing is being adjusted to accommodate this growth with two positions being reclassified and one position being eliminated for 2020-2021. More details regarding the positions in these funds are included in the **Personnel Section**.

Capital Improvements - Several major projects are included in the 2020-2021 budget and are listed in the **Community Investment Program Section**. The City has also identified several major projects in the **Five-Year Community Investment Program Section** for years beyond 2020-2021 that do not currently have funding sources identified.

SUMMARY OF RESOURCES AND APPROPRIATIONS 2020-2021

Fund	Beginning Balance	Transfers	Current Resources	Expenditures	Ending Balance
GENERAL					
General Fund*	4,068,100	(550,000)	73,322,600	76,821,600	19,100
SPECIAL REVENUE FUNDS					
Housing & Community Develop.	610,800	0	140,000	242,500	508,300
Landscape Assessment District	5,464,000	0	4,430,000	3,979,000	5,915,000
Total Special Revenue	6,074,800	0	4,570,000	4,221,500	6,423,300
INTERNAL SERVICE FUNDS					
Liability & Property Insurance	2,024,000	0	2,706,200	2,938,400	1,791,800
Employee Benefits	6,349,400	0	29,890,900	30,537,200	5,703,100
Fleet Maintenance	10,686,700	845,000	12,059,700	12,835,400	10,756,000
General Government Services	6,083,800	0	12,676,300	12,920,700	5,839,400
Total Internal Service	25,143,900	845,000	57,333,100	59,231,700	24,090,300
ENTERPRISE FUNDS					
Community Sanitation	8,963,000	150,000	21,396,000	22,333,500	8,175,500
Sewer Service	25,142,900	(374,000)	14,156,000	15,361,400	23,563,500
Water Service	26,335,000	(1,750,000)	19,111,000	23,950,800	19,745,200
Transit	1,381,400	(2,400,000)	8,461,800	6,877,000	566,200
Planning & Development Service	9,041,400	300,000	14,463,000	14,725,600	9,078,800
Total Enterprise	70,863,700	(4,074,000)	77,587,800	83,248,300	61,129,200
CAPITAL IMPROVEMENT FUNDS					
Sewer Construction	2,680,200	374,000	5,831,000	8,037,000	848,200
Park Projects	7,088,500	0	2,191,700	1,540,000	7,740,200
Street Construction	7,749,700	0	29,274,600	32,935,000	4,089,300
Water Construction	6,504,700	1,750,000	3,686,000	7,119,000	4,821,700
Housing & Community Develop.	1,270,000	0	1,255,000	2,525,000	0
Refuse Construction	0	0	250,000	250,000	0
General Govt Facilities	3,041,000	1,805,000	1,674,000	6,520,000	0
Total Capital Improvement	28,334,100	3,929,000	44,162,300	58,926,000	17,499,400
	134,484,600	150,000	256,975,800	282,449,100	109,161,300
	Beginning Balance	Transfers	Additions	Deductions	Ending Balance
SUCCESSOR AGENCIES TRUST FUND					
Clovis Successor Agencies**	550,000	0	1,400,000	1,366,000	584,000

* The General Fund maintains a \$10,760,000 set aside, or 14% of expenditures, as an emergency reserve as directed by the City Council.

**The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

NOTES TO RESOURCES & APPROPRIATIONS SUMMARY

1. Summary of Transfers

Interfund operating transfers are legally authorized transfers from one fund receiving revenue to the fund where the resources are to be expended.

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Purpose</u>
\$ 300,000	General Fund	Planning and Dev Services Fund	General Fund supported activity
250,000	General Fund	General Services	Landmark Commons Debt Service
845,000	Gen Govt Services	Fleet Maintenanane	Fire Truck for Station #6
150,000	Comm Sanitation Cap*	Comm Sanitation Oper	Acquisition of refuse containers
400,000	Sewer Capital-Dev	Sewer Service	For sewer system improvements
426,000	Sewer Capital-Dev	Sewer Service	Developer share of debt service
200,000	Sewer Service	Sewer Cap-Dev	For capital projects
1,000,000	Sewer Service	Sewer Cap-Dev	To pay debt service
750,000	Water Service	Water Capital-Dev	To pay debt service
1,000,000	Water Service	Water Capital-User	For water system improvements
2,400,000	Transit	General Services	For Landmark Commons

2. For presentation purposes, several funds were combined on the Summary of Fund Balances as follows:

Sewer Capital -
 Sewer Capital-Enterprise
 Sewer Capital-Developer

Water Construction -
 Water Capital-Enterprise
 Water Capital-Developer

*Community Sanitation Capital Fund and Measure A-Public safety Fund are unbudgeted and as such, are not shown on the preceeding schedule, but are fully disclosed in the City's Annual Financial Report.

SUMMARY REVENUES AND EXPENDITURES

AGENDA ITEM NO. 18.

The following summary schedule provides an excellent overview of the City's 2020-2021 revenues and expenditures. The schedule on the following page combines all the City's funds into one summary schedule while the 2020-2021 Budget Summary-By Fund provides a summary of revenues and expenditures for each fund.

Care needs to be taken when attempting to draw conclusions from summary schedules, especially when comparing one budget year to prior years. Because of the up-and-down nature of capital project expenditures, the City's total budget can experience wide swings from year to year. An example of this may be a large street or sewer project that is budgeted in one budget year and may not exist in the next. This type of project may increase the budget by several million dollars in any one year.

The reader should also be aware that the majority of the City's revenue and expenditures are restricted to specific purposes and cannot be transferred from one fund to another. As was indicated in the City Manager's letter and further discussed in the Introduction Section, the General Fund is the only fund with discretionary revenues to pay for City services, such as police and fire. The other funds are restricted in their use, such as the Water Enterprise Fund, which can only be used to pay expenses related to water delivery.

Following the summary schedules is a detailed description of major revenue sources. We are providing historical trends, budgeting assumptions, and other information as appropriate.

The "2020-2021 Budget Summary-All Funds" includes all funding sources and expenditures for all Governmental and Proprietary Funds. A review of the revenue shows that "Charges for Current Services" is the largest revenue source followed by "Charges to Other Departments". Included in "Charges for Current Services" are the charges for the City's Enterprise Funds (water, sewer, refuse, etc.). This revenue source makes up 38.2% of the total funding sources. The source "Charges to Other Departments" reflects interfund charges, or revenue derived, by the City's Internal Service Funds such as General Services, Employee Benefits, Fleet Services, and Liability and Property Insurance to other operating funds for services received from the Internal Service Funds. This funding source reflects 21.5% of the total. (Please read the note at the bottom of the Budget Summary about the effect Internal Service Fund charges have on the City's revenues and expenditures.) Property Taxes, show an increase due primarily to expected countywide growth, improving property values from prior years, and the statutory Prop 13 CPI increase of 2%. Property taxes account for 11.8% of the City's revenue. The revenue source "Sales & Use Tax" which accounts for 7.2% of total revenue, is projected to decrease due to the economic downturn caused by the COVID-19 pandemic.

Overall the City budget is up when compared to the prior year. Capital outlays/improvements account for 21.8% of the total budgeted expenditures in 2020-2021, and are decreasing when compared to the estimated 2019-2020 percentage. The combined totals for all salaries and benefits, which account for 31% of the total expenditures, are showing a slight decrease from the previous year due to freezing General Fund positions for this fiscal year. Reflected in the category "Administrative and Overhead," which makes up 7.5% of the total, is the expenditure side of the interfund charges by the City's Internal Service Funds. This expenditure reflects costs such as computer services, communications, energy, and office supplies. The expenditure category "Employee Related ISF Charges" which accounts for 10.6% of total expenditures is another interfund related expenditure account and reflects the internal transfer of a portion of employee benefits.

Again, the reader is requested to view each of these revenue and expenditure categories on a per fund and departmental basis along with looking at a "Total Summarized Picture." Each of the department presentations included in the Operational Section will provide further information about the programs and proposed expenditures for each department.

2020-2021 BUDGET SUMMARY - ALL

AGENDA ITEM NO. 18.

Included in the schedule below are items that are not considered revenue/expenses for financial reporting purposes. These items are:
 Long-term Debt (COPs and loans; included in "Other Financing Sources") -- Reported as liabilities for financial reporting
 Principal payments on long-term debt (included in "Debt Service") -- Reported as a reduction to liabilities for financial reporting
 Capital additions (included in "Capital Outlays") -- Reported as fixed assets for financial reporting

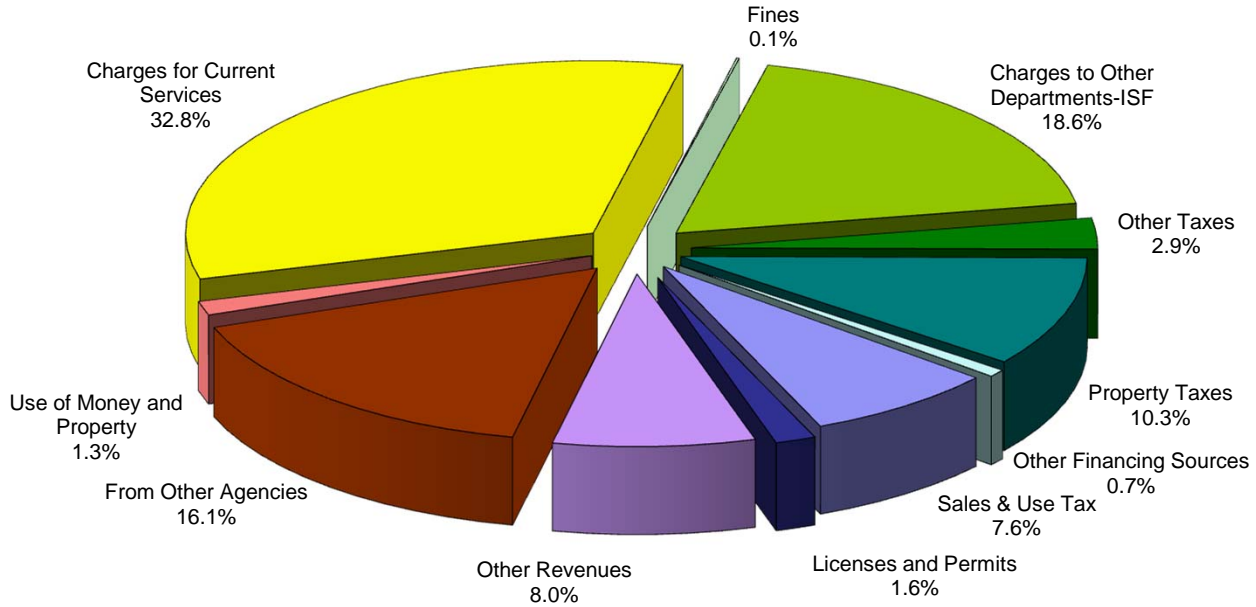
	2018-2019 ACTUAL	2019-2020 ESTIMATED	2020-2021 BUDGET
<u>FUNDING SOURCES</u>			
Property Taxes	26,667,913	28,879,000	30,251,000
Sales & Use Tax	21,597,179	21,244,000	18,582,000
Other Taxes	8,581,246	8,251,000	7,901,000
Licenses and Permits	3,969,639	4,435,600	4,110,000
Fines	195,146	199,000	203,000
Use of Money & Property	4,327,935	3,774,400	2,199,400
From Other Agencies	23,009,206	45,223,000	38,177,800
Charges for Current Services	90,424,732	92,027,800	98,053,400
Other Revenues	8,478,175	22,494,700	536,500
Charges to Other Departments-ISF	48,195,081	52,340,900	55,201,700
Other Financing Sources	140,127	2,050,000	1,760,000
Total Revenues and Other Financing Sources	235,586,379	280,919,400	256,975,800
Beginning Fund Balances	129,230,754	155,879,000	134,484,600
Total Available Resources	364,817,133	436,798,400	391,460,400
<u>EXPENDITURES/EXPENSES</u>			
Salaries-Regular	44,726,342	46,386,400	49,143,200
Overtime	5,738,303	5,683,700	5,261,600
Extra Help	2,680,446	2,692,600	2,636,100
Benefits	24,427,109	26,580,300	29,495,600
Vehicle Charges	9,977,560	10,670,900	10,758,600
Energy	6,758,068	7,241,500	7,913,300
Communications	967,312	828,700	590,800
Professional Services	20,886,941	23,680,600	32,781,000
Repair and Maintenance	3,366,194	4,298,400	4,709,600
State Mandates	846,400	1,059,000	1,062,400
Special Events	80,284	96,500	95,500
Building and Equipment Rental	8,737	53,900	53,800
Office Supplies	587,803	706,600	771,100
Materials and Supplies	4,773,048	5,803,600	5,847,800
Travel and Meeting Expense	248,001	300,100	332,100
Training	604,279	879,400	868,500
Dues and Subscriptions	118,399	144,300	144,700
Administration and Overhead	19,046,492	20,695,700	21,085,300
Employee-Related ISF Charges	23,338,602	26,451,300	29,821,300
Liability Insurance Prog-ISF	2,279,537	2,386,900	2,612,600
Debt Service	14,393,798	14,437,400	14,877,000
Capital Outlays/Improvements	24,294,478	101,854,000	61,587,200
Total Expenditures/Expenses and Other Uses	210,148,133	302,931,800	282,449,100
Net Operating Transfers *	1,210,000	618,000	150,000
Ending Fund Balances	155,879,000	134,484,600	109,161,300

The numbers presented above include revenue and expenses for the City's Internal Service Funds. These funds act as cost allocation departments in that they accumulate the cost of goods and services and distribute these costs to the various other user departments. The user departments in turn record an expense/expenditure, and the Internal Service Fund records revenue. Therefore, a doubling effect occurs for those revenues and expenses/expenditures.

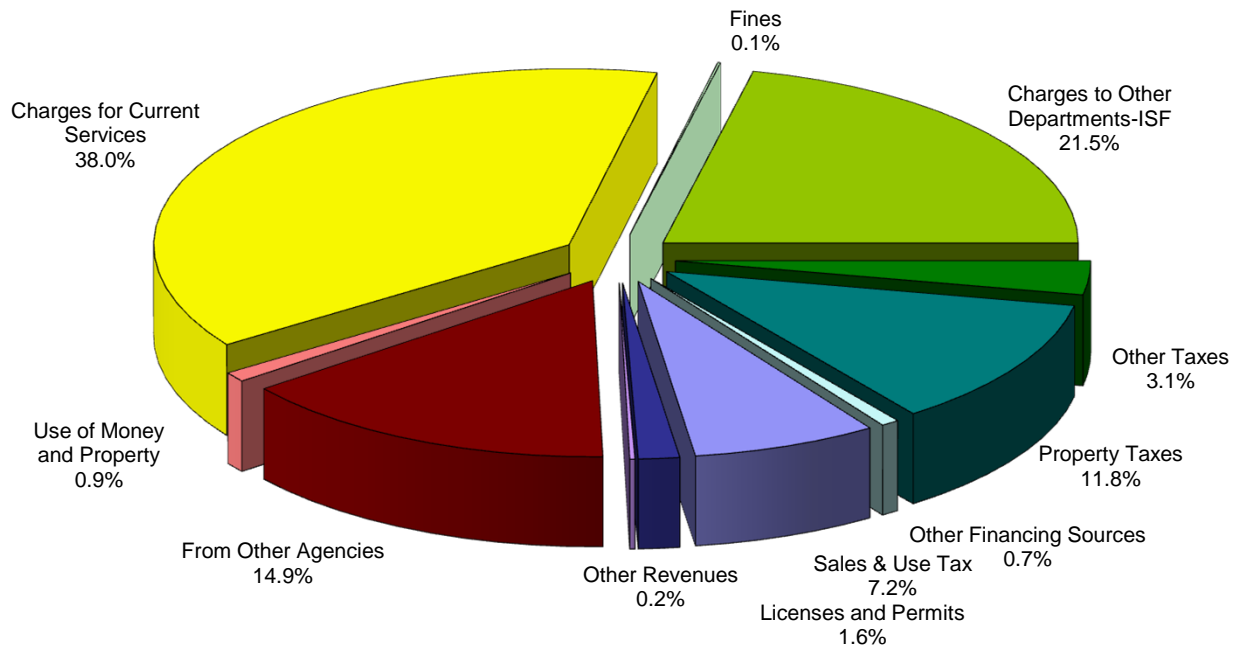
The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

* Net transfers are the result of the transfer to the Refuse Disposal Fund from the Community Sanitation Fund, an unbudgeted fund and to the General Government services fund from the Measure A-Public Safety fund, an unbudgeted fund.

2019-20 ESTIMATED REVENUES



2020-2021 BUDGET REVENUES



Expenditure charts are presented by fund later in this section and by department and function in the Operations section.

2020-2021 BUDGET SUMMARY - BY FUND

AGENDA ITEM NO. 18.

	<i>Special Revenue Funds</i>			<i>Enterprise Funds</i>				
	General	Housing & Community Development	Landscape Assessment District	Community Sanitation	Sewer Service	Transit	Water Service	Planning & Development Services
<u>FUNDING SOURCES</u>								
Property Taxes	30,251,000							
Sales & Use Tax	18,582,000							
Other Taxes	7,901,000							
Licenses and Permits	550,000							3,560,000
Fines	203,000							
Use of Money & Property	140,400			182,000	566,000	70,000	604,000	146,000
From Other Agencies	3,956,400	1,395,000				8,208,700		287,000
Charges for Current Services	11,566,300		4,430,000	21,434,000	13,583,000	183,100	18,247,000	10,448,000
Other Revenues	172,500			30,000	7,000		260,000	22,000
Charges to Other Departments-ISF								
Other Financing Sources								
Total Sources	<u>73,322,600</u>	<u>1,395,000</u>	<u>4,430,000</u>	<u>21,646,000</u>	<u>14,156,000</u>	<u>8,461,800</u>	<u>19,111,000</u>	<u>14,463,000</u>
<u>EXPENDITURES/EXPENSES</u>								
Salaries-Regular	29,448,900	89,800		4,229,700	1,030,200	1,716,100	3,133,400	5,478,000
Overtime	4,473,900			335,800	19,300	66,000	135,500	154,000
Extra Help	1,176,100			80,000	5,000	970,000	25,000	310,000
Benefits	19,039,200	27,900		2,412,200	514,500	1,251,800	1,709,700	2,620,500
Vehicle Charges	3,593,100			4,634,400	339,700	1,176,500	568,900	229,100
Energy	2,557,100			18,000	1,300,000		3,000,000	
Communications	225,800			13,500	2,500	90,000	18,000	53,000
Professional Services	5,283,800	2,000	3,979,000	5,273,500	6,311,000	481,400	7,551,400	3,298,000
Repair and Maintenance	252,700			48,200	152,600		1,348,500	
State Mandates				1,053,400				
Liability Insurance Prog-ISF								1,000
Special Events	4,500							9,000
Building and Equipment Rental	1,300			50,000				
Office Supplies	76,100			68,000	5,500	50,000	41,000	16,000
Materials and Supplies	1,114,300			163,100	378,500		1,266,200	13,000
Travel and Meeting Expense	203,400	4,000		15,500	3,000	15,000	4,000	69,000
Training	564,600			48,500	10,200	6,000	32,500	87,000
Dues and Subscriptions	83,700	2,600		13,000	4,000	800	6,700	29,000
Administration and Overhead	7,958,000	11,200		3,047,700	2,491,400	1,020,000	2,963,000	2,115,000
Employee-Related ISF Charges								
Debt Service					1,241,000			
Capital Outlays/Improvements	765,100	2,630,000		1,079,000	1,553,000	33,400	2,147,000	244,000
Total Uses	<u>76,821,600</u>	<u>2,767,500</u>	<u>3,979,000</u>	<u>22,583,500</u>	<u>15,361,400</u>	<u>6,877,000</u>	<u>23,950,800</u>	<u>14,725,600</u>

2020-2021 BUDGET SUMMARY - BY FUND

AGENDA ITEM NO. 18.

2

<i>Internal Service Funds</i>				<i>Capital Projects Funds</i>				<i>Trust Fund</i>	
Liability and Property Insurance	Employee Benefits	General Services	Fleet	Sewer	Park Projects	Streets	Water	Total	Successor Agency Trust Fund*
									Additions
								30,251,000	1,400,000
								18,582,000	
								7,901,000	
								4,110,000	
								203,000	
	45,000	349,000		9,000			88,000	2,199,400	
		90,400			306,700	23,933,600		38,177,800	
		1,516,000		5,822,000	1,885,000	5,341,000	3,598,000	98,053,400	
		45,000						536,500	
2,706,200	29,845,900	12,349,900	10,299,700					55,201,700	
			1,760,000					1,760,000	
2,706,200	29,890,900	14,350,300	12,059,700	5,831,000	2,191,700	29,274,600	3,686,000	256,975,800	1,400,000
									Deductions
162,700	307,100	2,162,000	1,385,300					49,143,200	
500	1,200	60,400	15,000					5,261,600	
		40,000	30,000					2,636,100	
81,000	139,900	904,200	794,700					29,495,600	
6,200	15,200	124,000	71,500					10,758,600	
		1,038,200						7,913,300	
		187,500	500					590,800	
	10,900	493,500	96,500					32,781,000	20,000
		2,127,100	780,500					4,709,600	
			9,000					1,062,400	
2,611,600								2,612,600	
	82,000							95,500	
		2,500						53,800	
		513,000	1,500					771,100	
4,200		112,700	2,795,800					5,847,800	
4,200	1,200	8,800	4,000					332,100	
19,300	20,400	66,500	13,500					868,500	
1,000	500	2,300	1,100					144,700	
47,700	77,500	351,800	1,002,000					21,085,300	
	29,821,300							29,821,300	
		3,465,000	993,000	6,159,000			3,019,000	14,877,000	1,346,000
	60,000	7,781,200	4,841,500	1,878,000	1,540,000	32,935,000	4,100,000	61,587,200	
2,938,400	30,537,200	19,440,700	12,835,400	8,037,000	1,540,000	32,935,000	7,119,000	282,449,100	1,366,000

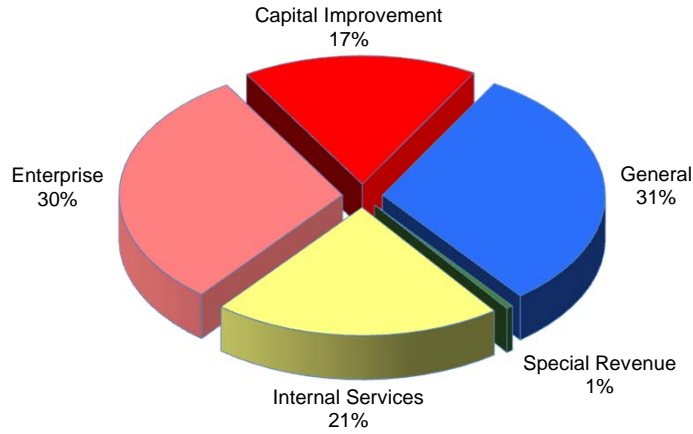
SUMMARY OF REVENUES BY FUND AGENDA ITEM NO. 18.

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
GENERAL FUND	73,240,275	74,227,400	73,322,600
SPECIAL REVENUE FUNDS			
Housing & Community Development	402,431	125,000	140,000
Landscape Maintenance District	768,264	4,430,000	4,430,000
INTERNAL SERVICES FUNDS			
Liability & Property Insurance	2,683,926	3,040,700	2,706,200
Employee Benefit	25,141,744	27,215,200	29,890,900
Fleet Maintenance	9,945,643	12,333,200	12,059,700
General Govt Services	11,567,127	13,153,500	12,676,300
ENTERPRISE FUNDS			
Community Sanitation	20,268,336	17,833,000	21,396,000
Sewer Service	15,193,403	16,232,000	14,156,000
Transit	7,215,712	7,826,300	8,461,800
Water Service	18,346,841	18,876,000	19,111,000
Planning & Development Services	10,769,531	12,076,900	14,463,000
CAPITAL IMPROVEMENTS FUNDS			
Sewer Construction	9,788,090	7,820,000	5,831,000
Parks Projects	4,292,556	3,331,500	2,191,700
General Government Facilities	1,505,953	26,875,000	1,674,000
Street Construction	10,558,944	28,285,700	29,274,600
Water Construction	13,505,038	3,756,000	3,686,000
Refuse Construction	76,671	2,962,000	250,000
Housing & Community Development	315,894	520,000	1,255,000
TOTAL	<u>235,586,379</u>	<u>280,919,400</u>	<u>256,975,800</u>
SUCCESSOR AGENCY TRUST FUND			
Clovis Successor Agencies*	<u>1,264,453</u>	<u>1,579,000</u>	<u>1,400,000</u>

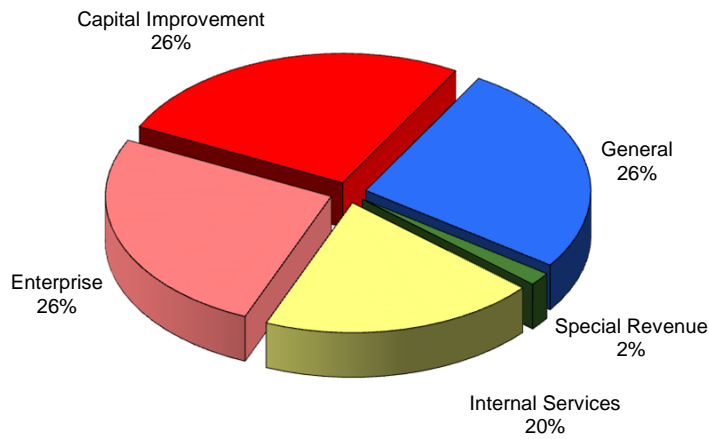
*The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

REVENUES BY FUND TYPE

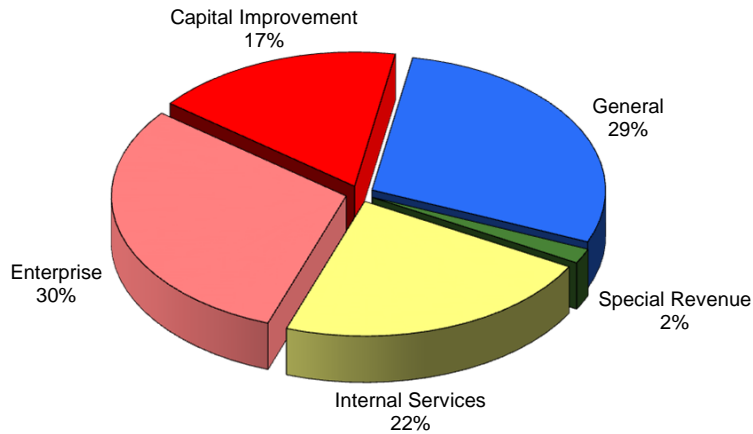
2018-2019 ACTUAL



2019-2020 ESTIMATED



2020-2021 BUDGET



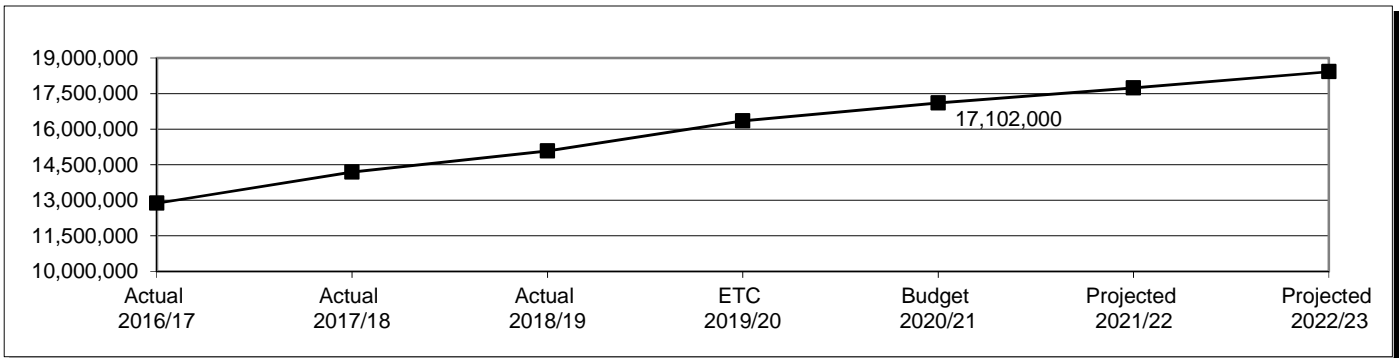
REVENUE BY SOURCE

Property Taxes-General Fund

Property tax revenues have taken on a larger role in the General Fund's revenue structure due to actions taken at the state level. Vehicle License Fees (VLF), previously a state subvention revenue source, are now replaced with a like amount of property tax revenues. This is a permanent shift and will increase in the same percentage as increases in assessed valuation in the City. (See "Property Tax in lieu of VLF-General Fund" for the chart on this revenue). The County of Fresno assesses property owners within the county and distributes the tax to the appropriate agencies based on their sharing percentage. The City's share of the county-wide 1% is 18.74% of the gross taxes before reductions. In 2020/21, the City of Clovis is expecting to receive about \$17,102,000 in property taxes on real and personal property. Growth in this revenue source is affected by several factors, such as increased assessed values due to new construction, increased base due to annexation, the statutory maximum increase in assessed value of 2% per year, and changes in value related to property resale. On February 1, 2012, all redevelopment agencies in California were dissolved. Property tax revenues formerly distributed to redevelopment agencies as tax increment are now distributed to schools, counties, and cities in the project area. Property tax revenue is 21% of total General Fund revenue.

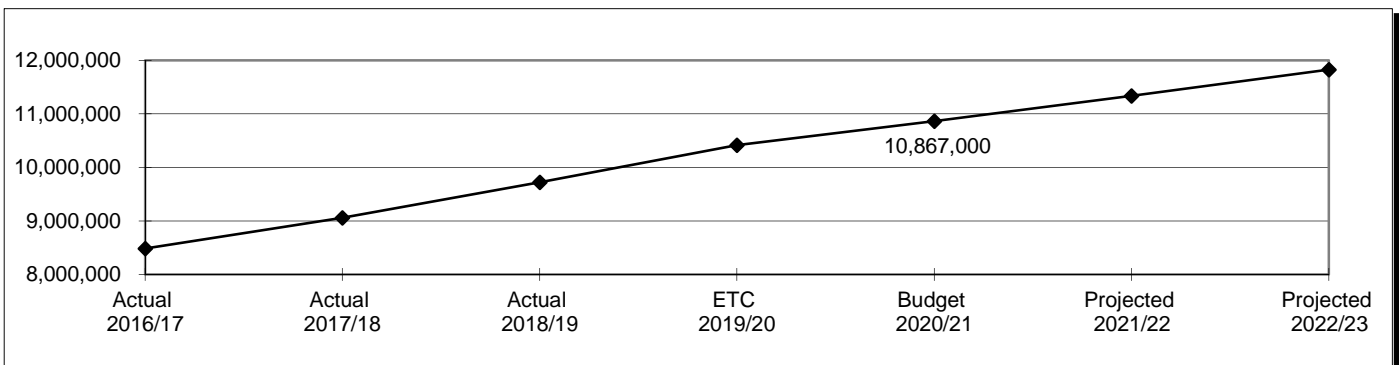
The gross assessed valuation (in millions) for Clovis is:

2015/16 \$8,909	2017/18 \$10,255	2019/20 \$11,049	2021/22 \$11,535 est.
2016/17 \$9,394	2018/19 \$10,806	2020/21 \$11,292 est.	2022/23 \$11,778 est.



Property Tax in lieu of VLF-General Fund

In 2004, the State permanently reduced the vehicle license tax rate, thus reducing the taxes allocated to counties and cities. The State's general fund backfill was also eliminated. Instead, counties and cities now receive additional transfers of property tax revenues in lieu of VLF. The property tax in lieu of VLF for the City increases annually in proportion to the growth in gross assessed valuation. This revenue represents 13% of General Fund revenue.



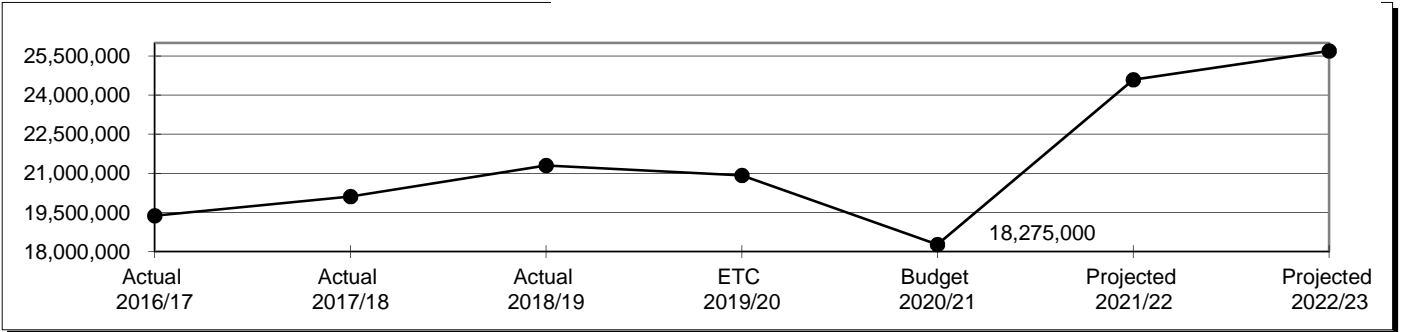
REVENUE BY SOURCE

Sales Tax-General Fund

The City of Clovis receives sales tax revenue based on 1% of the taxable sales that take place within its boundaries. The City and the County have agreed to share this 1%. The County receives 5%-8% of the City's 1%.

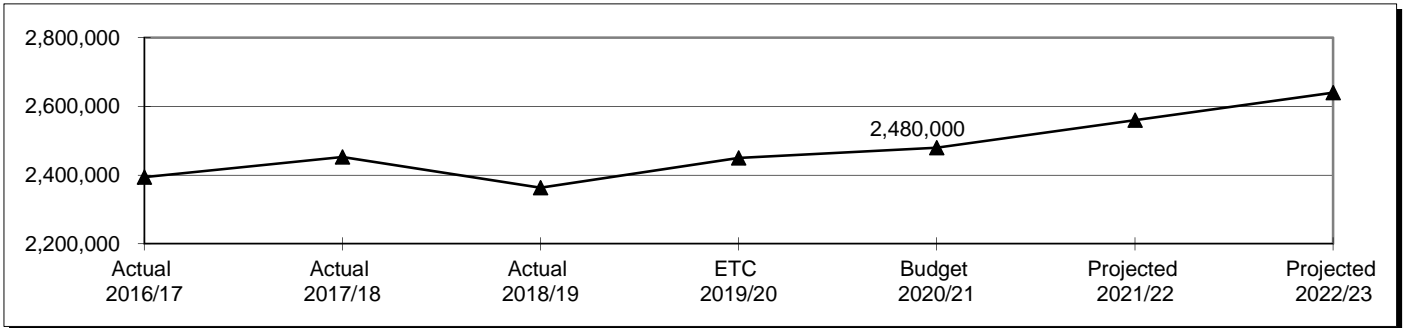
Major Segments:	General Consumer Goods	32%
	Auto Sales	20%
	State & County Pools	10%
	Building Materials	11%
	Restaurants & Hotels	10%
	Fuel & Service Stations	11%

The top ten retailers generate 42% of the sales tax and the top 100 retailers generate 81% of the sales tax in Clovis. Sales Tax is 29% of the General Fund revenue. In 2019/20, revenues were on track to increase due to reduced unemployment and business growth. This anticipated growth came to an abrupt halt with COVID-19 which shuttered businesses with shelter in place orders. The rebound from this swift and steep impact caused by COVID-19 is yet to be seen. 2020/21 is projected to experience a decline from the prior year.



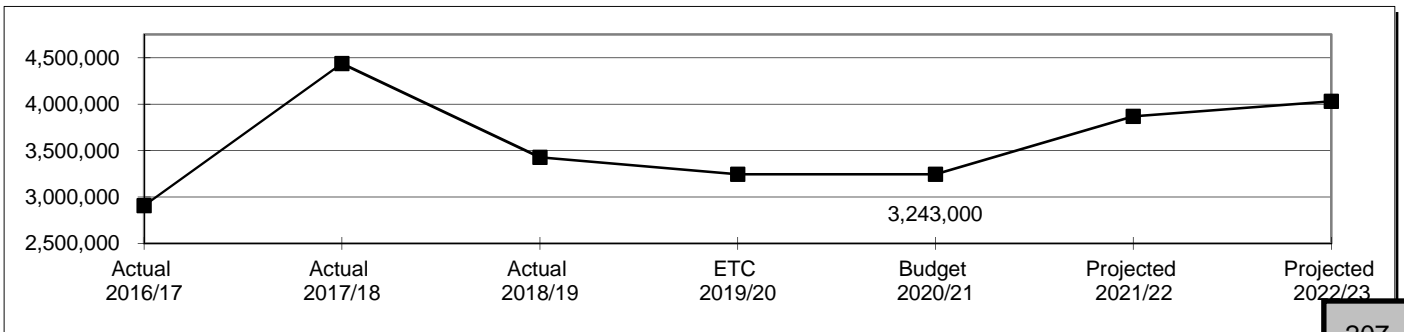
Franchise Fees-General Fund

The City receives a Franchise Fee from Pacific Gas & Electric, Comcast Cable, and AT&T/Pacific Bell based on their gross receipts in Clovis. The revenue is projected to increase only slightly as AT&T moves customers from cable to satellite service that isn't subject to franchise fees. This revenue source is approximately 3% of the General Fund revenue.



Business Licenses-General Fund

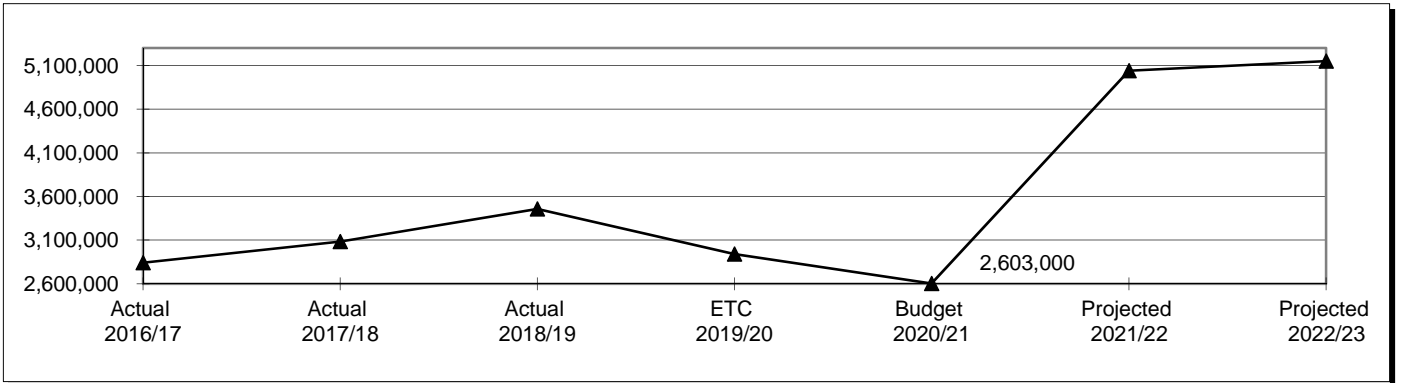
Business Licenses are required of all businesses within Clovis. Most businesses pay fees based on gross receipts. There is a minimum and a maximum business license fee, which is annually adjusted for inflation. 2017/18 experienced a marked increase due to a one-time accounting adjustment. Business license revenues pre COVID-19 were projected to remain at a normal revenue growth at the rate of inflation and adjusted for new businesses, but are now estimated at a flat level if some businesses don't reopen or have reduced revenues post COVID-19.



REVENUE BY SOURCE

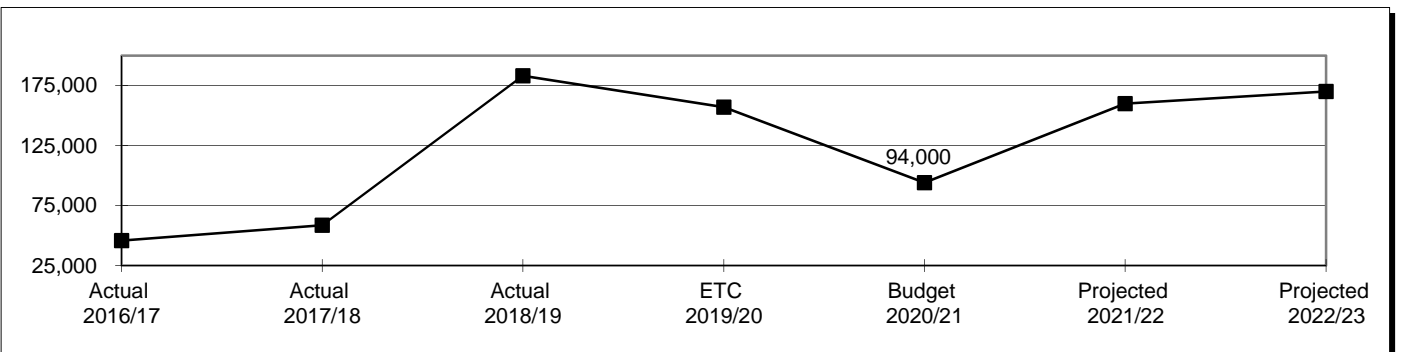
Other Taxes-General Fund

This category includes transient occupancy tax, real property transfer tax, and card room permits. Revenue from Transient Occupancy Tax has been severely impacted by COVID-19 as people abide by shelter in place orders. Card room permits are also reduced significantly due to shelter in place orders. As with many revenues impacted by the pandemic, consumer confidence in using hotels and entertainment is yet to be seen.



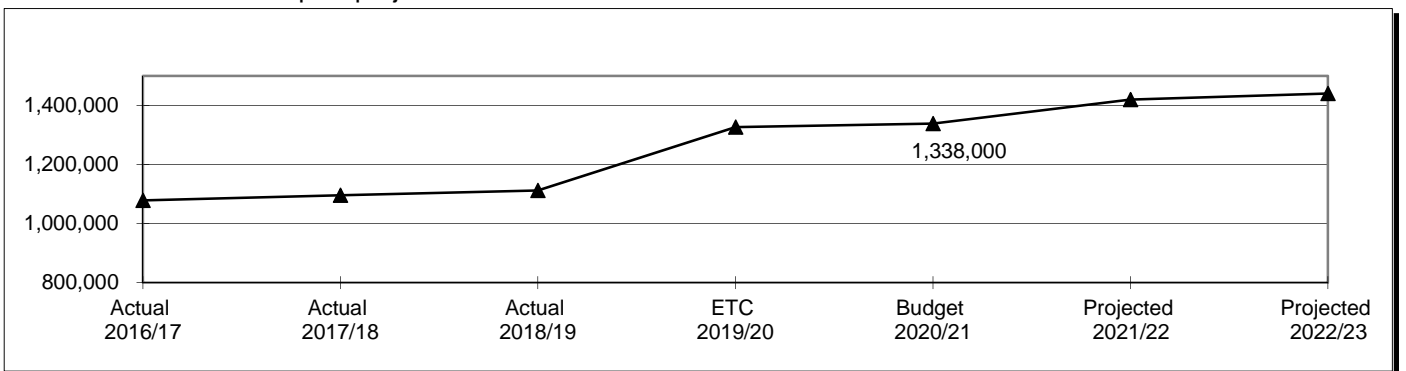
Interest Revenue-General Fund

The City pools all available cash for investment purposes. Funds are invested in accordance with an investment policy. Interest is allocated from the pool in proportion to the daily cash balance attributable to each fund. The interest varies from year to year based on available cash for investment and the rate of return. The estimated rates of return for 2019/20 and 2020/21 are 1.88% and 1.53%, respectively.



State Subventions-General Fund

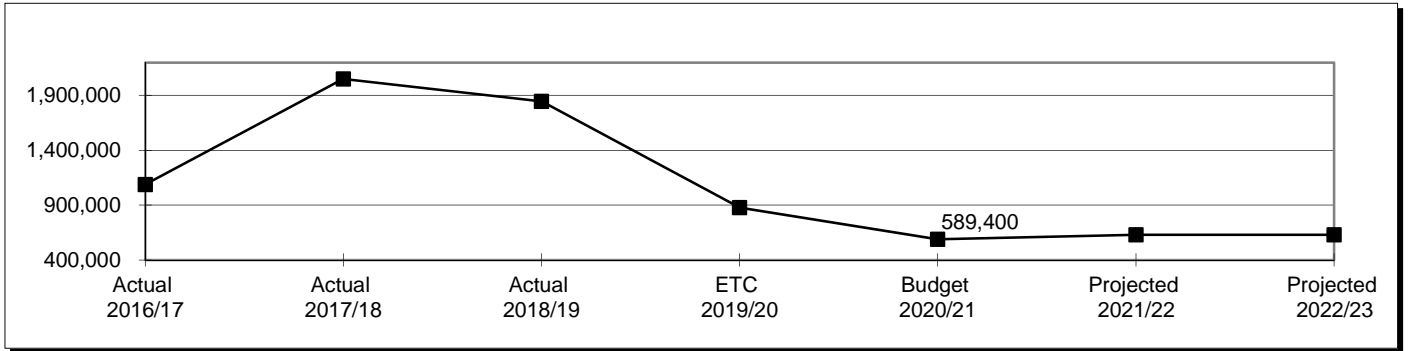
This category includes revenue collected at the state level and redistributed back to local agencies on a per-capita basis. Revenue sources mainly include gas tax. The increase 2019/20 is largely due to additional gas tax funding as a result of the passage of SB1 Road Repair and Accountability Act in 2017 along with transferring additional gas tax funds from street capital projects to street maintenance.



REVENUE BY SOURCE

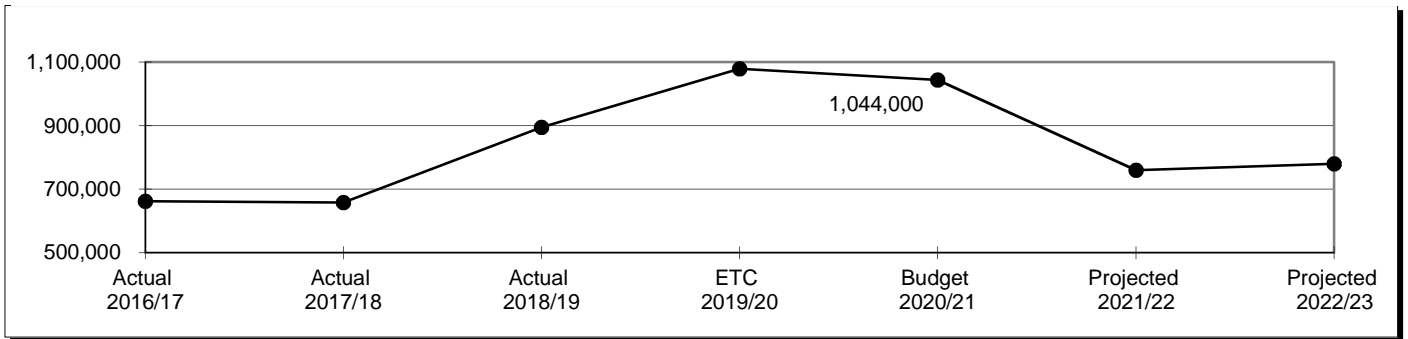
Grants-General Fund

Sources of this revenue are from the state and federal governments. Revenues from programs such as Homeland Security, Community and Development Block Grant, Highway Safety Programs and Older Americans Act depend on availability and approval of funds for qualified city projects. The 2017/18 and 2018/19 increase is largely from reimbursements from CA Office of Emergency Services for state fire assistance. Grants are projected at a three year average of reoccurring grants.



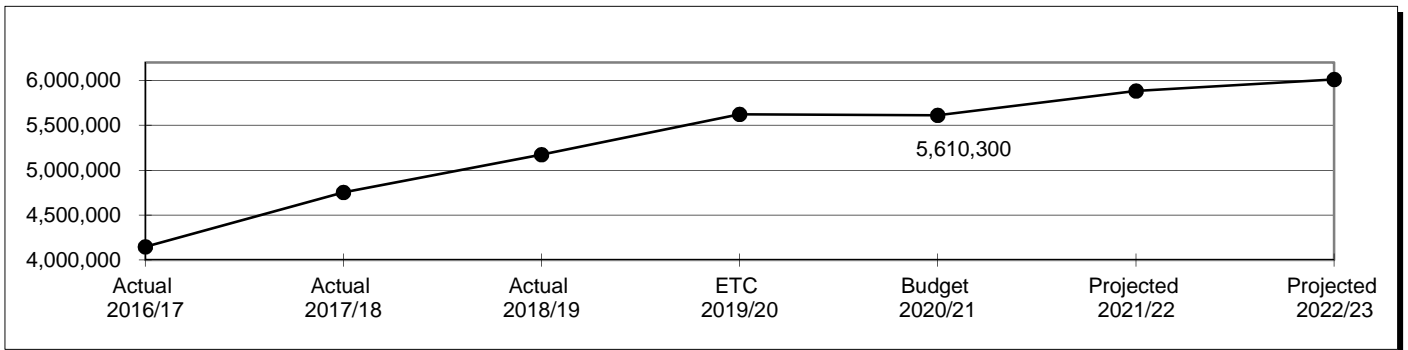
Revenue From Other Agencies-General Fund

This revenue is from other public agencies including reimbursements. The increase in revenue in 2019/20 is due to additional reimbursements from the Fresno County Probation Office for the City's police officer participation on the Adult Compliance Team (ACT).



Revenue for Current Services-General Fund

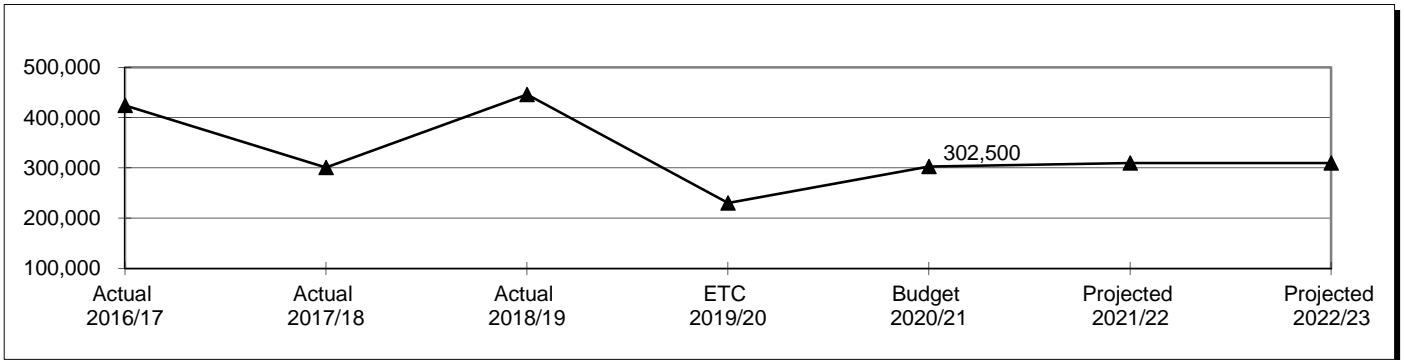
This revenue category includes revenue from fees for landscape maintenance charges, charges for use of Police Reserves, weed abatement, alarm response, Senior and Recreation Center use charges, and park reservation fees. The revenue in this category varies with service activity. 2020/21 are projected to flatten due to less participation at the Senior and Recreation Centers and a reduction in park reservation fees.



REVENUE BY SOURCE

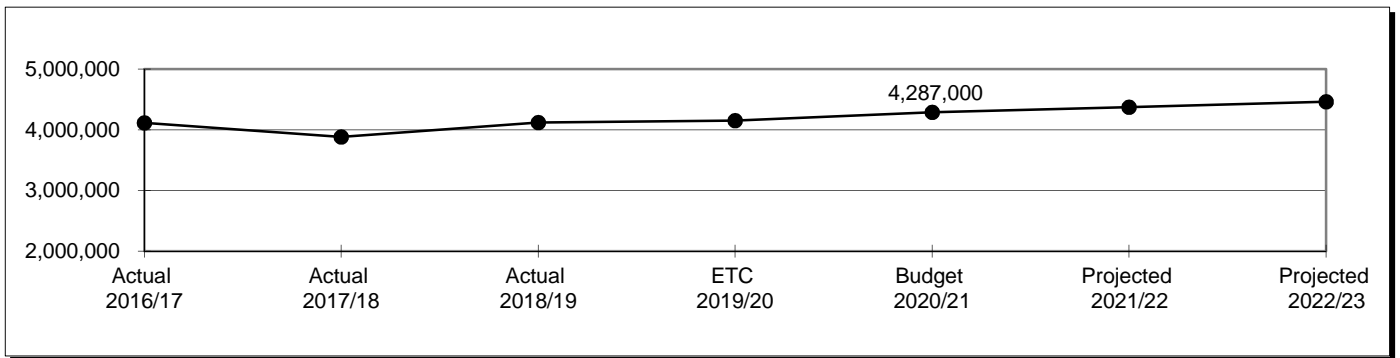
Other Revenue-General Fund

This category includes revenue from the sale of equipment, legal settlements, damage restitution, home owner property tax relief, as well as asset forfeiture revenue. Asset forfeiture revenues have been rescinded at the federal level beginning in 2015/16 until further notice.



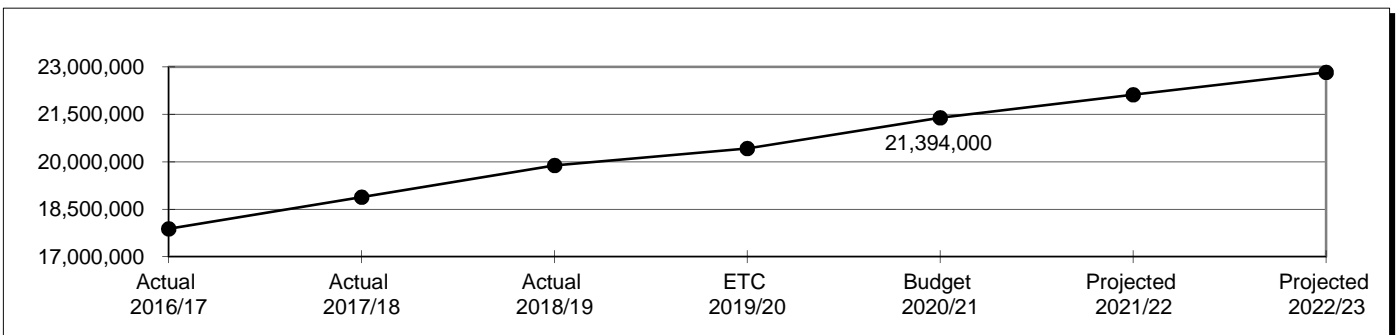
Administrative Charges-General Fund

Administrative charges result from the recovery of the cost of services provided for specific activities of the support services within the General Fund. These support activities include City Council, City Clerk, City Manager, City Attorney, Finance, and Personnel. This revenue source contributes about 6% of the General Fund revenue.



Refuse / Street Cleaning Charges-Community Sanitation Fund

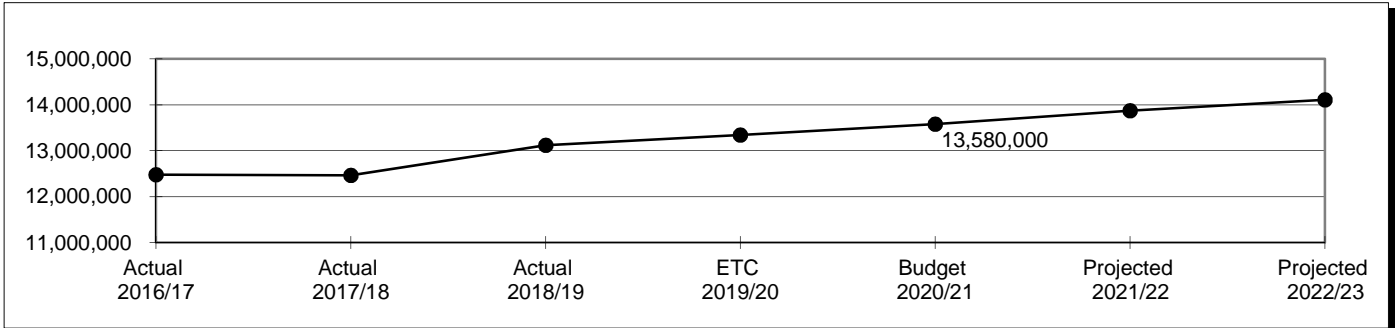
Refuse charges are collected from both residential and commercial users based on different rates depending on type of service and frequency of service. Also included in the refuse revenue are charges for the City's greenwaste and recycling programs provided by private contract. The City Council approved rate increases in refuse charges of 4% July 1, 2005 and every July 1 thereafter, if necessary. Refuse rates are projected to increase by 4% in 2020/21 and 2% each year after. Recycling and greenwaste rates are projected to increase by the approved 4% for 2020/21 through 2022/23. Street Cleaning charges are anticipated to grow based on the estimated increase in residential and commercial units.



REVENUE BY SOURCE

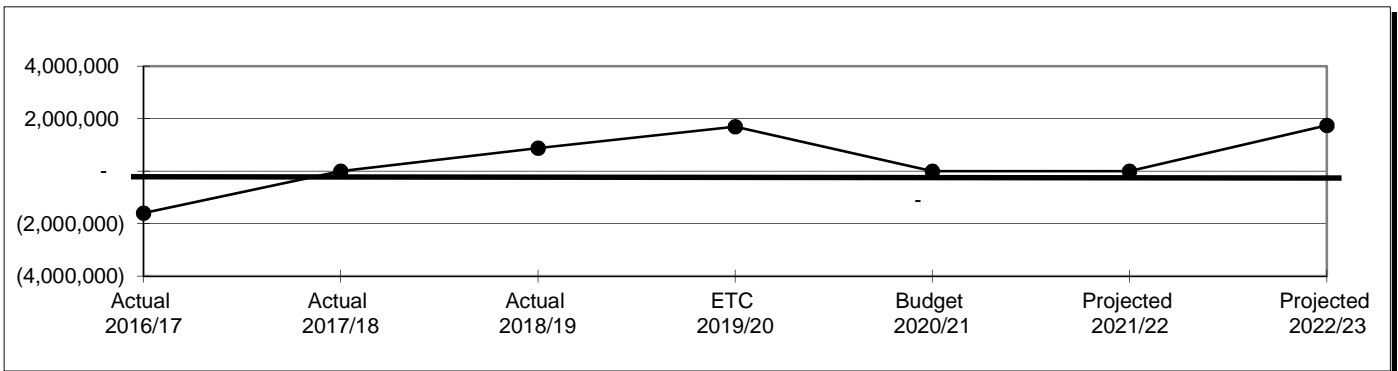
Sewer Charges-Sewer Service Fund

Users are charged for the maintenance of sewer lines, treatment of waste water, operation of the Sewer Treatment/Water Reuse Facility, and to meet bond covenants. Revenue is projected to grow proportionately to new units, along with rate increases 3% annually if deemed necessary. No increase is projected for 2020/21 through 2022/23.



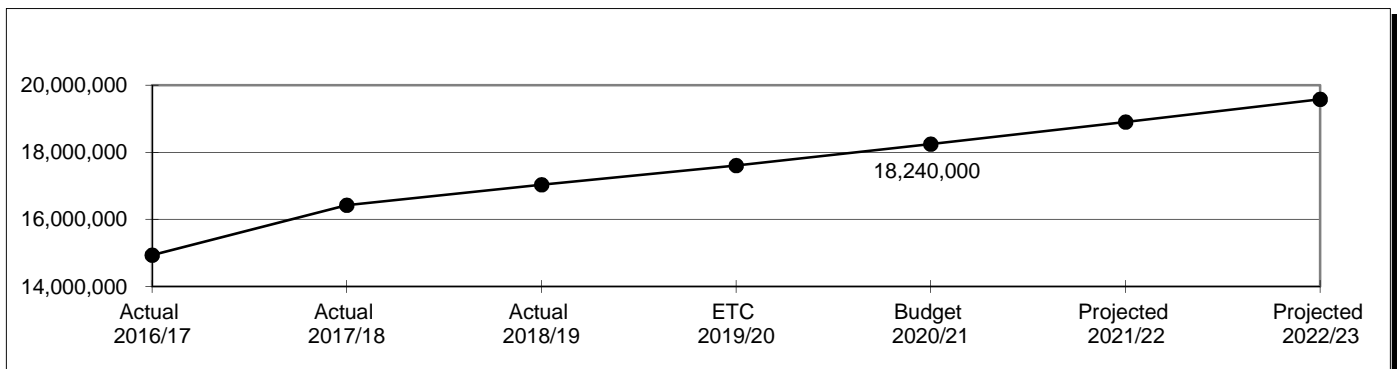
Sewer Bond Coverage Charges-Sewer Service Fund

Beginning in 2012/13, the City implemented a sewer bond coverage charge to partially cover the debt service on development related bonds. Each year the coverage charge is evaluated for any revision necessary to meet required bond coverage. Beginning July 1, 2020, no bond charge is projected through June 30, 2022.



Water Charges-Water Service Fund

Production, distribution, and treatment of water are charged to residential and commercial users based on usage. Different rates are established for different types of users and different quantities used based upon the costs of delivering services. Factors that are considered in revenue projections include new units and rate increases. Council approved rate increases annually of 3%, if deemed necessary. 3% increases are projected for 2020/21 and projection years, and is intended to cover increased costs to treat and distribute potable water, major capital improvements, and to provide debt service coverage.



REVENUE BY SOURCE

Building Permits / Planning Fees / Engineering Fees- Planning & Development Fund

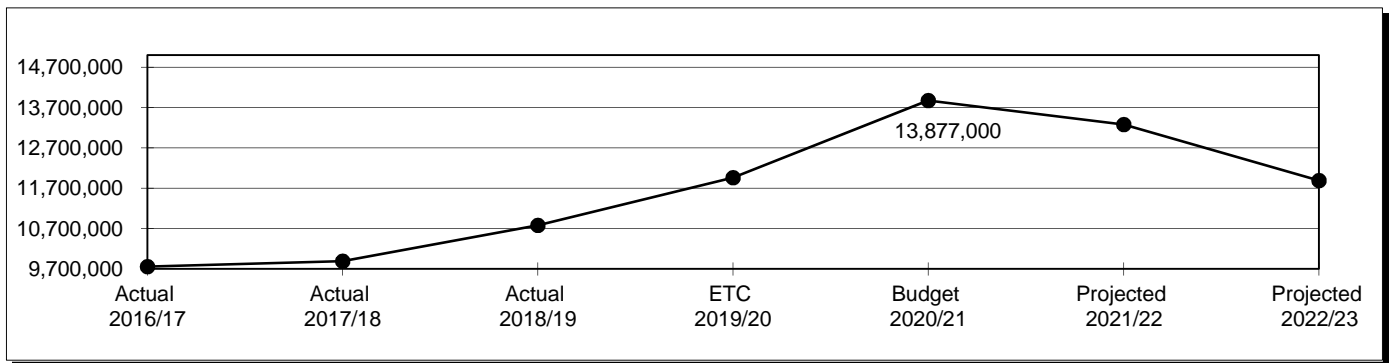
The City collects a fee for each building-related permit issued. The fees are based on the national uniform building codes. The City's building activity had been significantly impacted by the housing market downturn of 2008 resulting in decreased permit revenue for remodeling projects and new construction. Increases in permit activity has steadily increased since the Great Recession of 2008. The impact of COVID-19 on permits and fees is yet to be determined.

Building permit activity for dwelling units:

<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
709	983	1350	848

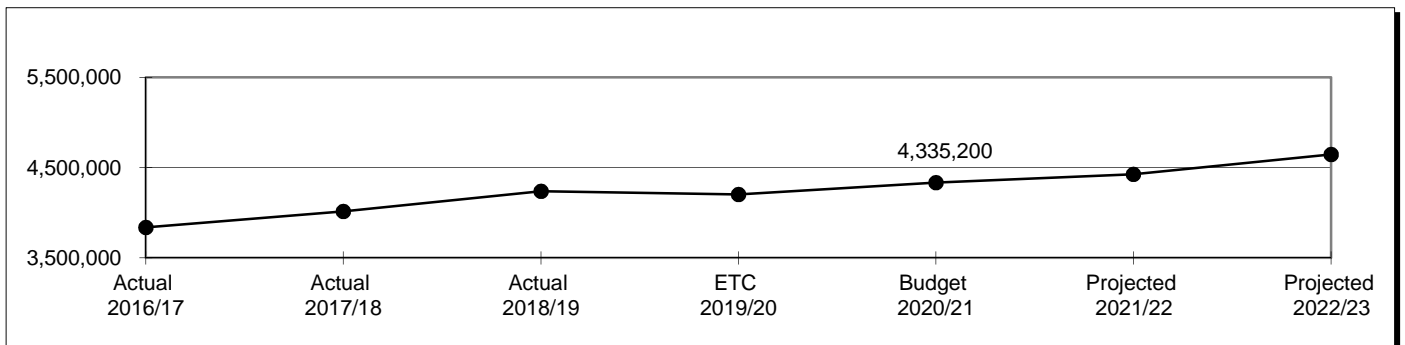
Total building valuation for 2019 was \$368,131,000.

Planning fees are charged for processing requests for use permits or entitlement permits. This includes conditional use permits, zone changes, subdivision maps, and General Plan changes. The amount of revenue is directly related to the amount of advance development activity. Additional revenue is generated from the implementation of a fee to pay the cost to prepare and update the City's General Plan. Engineering fees are charged for the processing of private development plans and for inspection of public improvements required of the development. Revenue varies with the amount of development activity for subdivisions and public infrastructure projects. This category also includes charges for services to the City's Capital Improvement Program.



Local Transportation Funding-Street Construction & Transit Funds

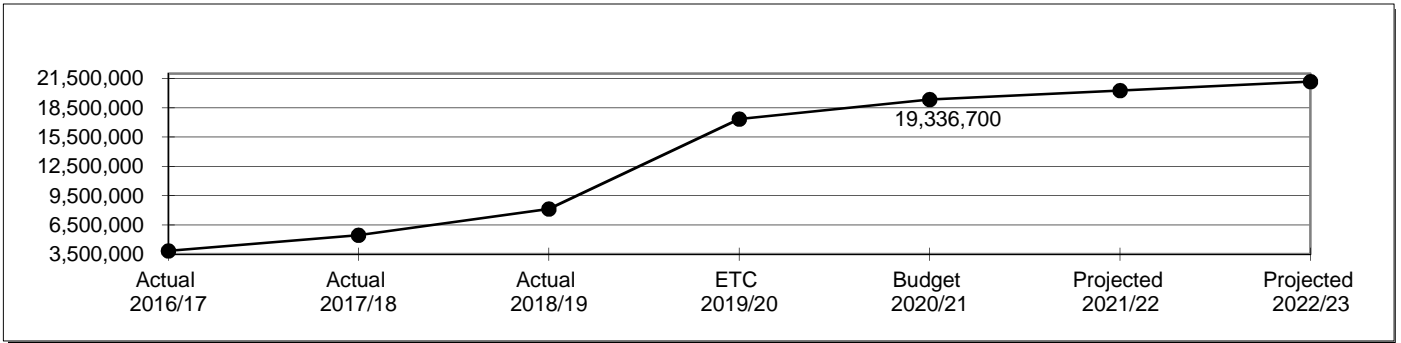
This source of revenue is generated by a 1/4 cent tax on general sales, which is collected by the state and distributed to the local agencies on a formula basis for support of local transportation services. Starting in 2014/15, all LTF funding available to the City is required to be allocated to transit for cities with populations greater than 100,000.



REVENUE BY SOURCE

Measure C (1/2 cent Sales Tax)-Street Construction & Transit Funds

This tax is a county-wide tax used to fund street improvements and transit operations. In November 2006, voters in Fresno County passed an extension to this program through 2027, generating more than \$1.7 billion over the next 20 years. Although the tax rate is the same, the distribution percentage changed resulting in an increase in the City of Clovis' share of this sales tax. The increase in 2020/21 represents the City's allocation of Measure C funds for Streets, Parks, and Transit. The majority of this amount is for reimbursement of funds from the Regional Transportation Program for specific street improvement projects such as widening and traffic signal installation at Temperance and DeWolf and constructing a 6-lane divided expressway on DeWolf to McCall with traffic signal, curb and gutter, and other major improvements.



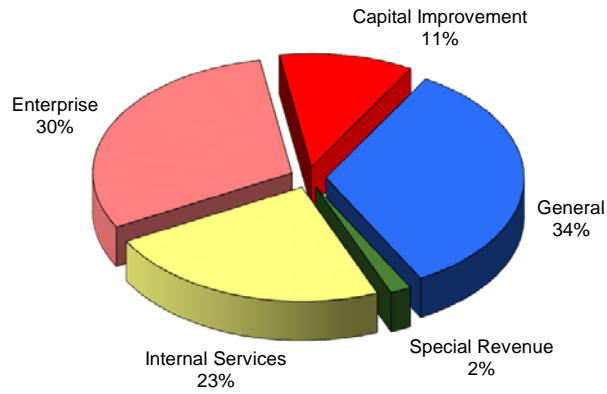
SUMMARY OF EXPENDITURES BY FUND AGENDA ITEM NO. 18.

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
GENERAL FUND	70,352,356	74,838,300	76,821,600
SPECIAL REVENUE FUNDS			
Housing and Community Development	110,857	130,200	242,500
Landscape Maintenance District	3,565,692	3,876,000	3,979,000
INTERNAL SERVICES FUNDS			
Liability & Property Insurance	2,552,107	2,682,700	2,938,400
Employee Benefit	23,937,081	27,123,800	30,537,200
Fleet Maintenance	10,405,821	16,289,500	12,835,400
General Government Services	12,131,804	13,401,200	12,920,700
ENTERPRISE FUNDS			
Community Sanitation	20,209,737	22,833,000	22,333,500
Sewer Service	12,322,447	13,579,100	15,361,400
Transit	7,400,857	6,456,900	6,877,000
Water Service	13,788,253	16,065,000	23,950,800
Planning & Development Services	9,929,772	10,993,500	14,725,600
CAPITAL IMPROVEMENTS FUNDS			
Sewer Construction	6,821,487	9,114,800	8,037,000
Parks Projects	1,635,346	5,160,000	1,540,000
General Government Facilities	2,276,117	28,918,500	6,520,000
Street Construction	7,756,244	36,518,000	32,935,000
Water Construction	4,350,045	11,319,300	7,119,000
Refuse Construction	76,671	2,962,000	250,000
Housing and Community Development	525,439	670,000	2,525,000
TOTAL	210,148,133	302,931,800	282,449,100
SUCCESSOR AGENCY TRUST FUND			
Clovis Successor Agencies*	1,580,104	1,445,000	1,366,000

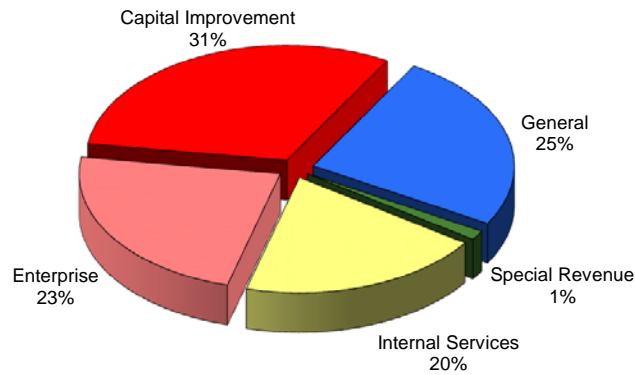
*The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

EXPENDITURES BY FUND TYPE AGENDA ITEM NO. 18.

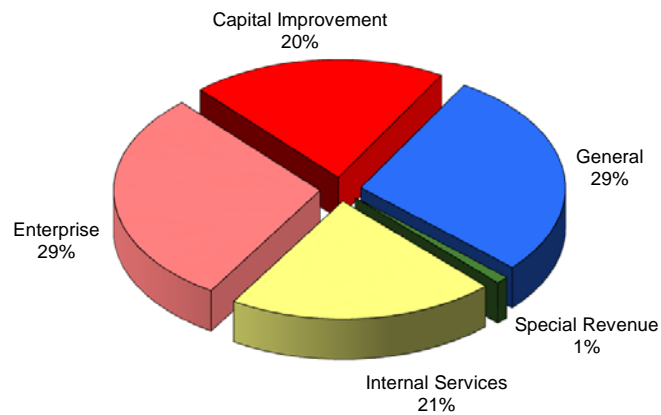
2018-2019 ACTUAL



2019-2020 ESTIMATED



2020-2021 BUDGET



PERSONNEL

The Personnel Section includes a detailed narrative of the personnel changes reflected in the budget, along with a summary and detailed list displaying the number of authorized positions within each classification by department.

PERSONNEL

There are four new positions being proposed for 2020-21, as well as the reduction of two positions, and the conversion of four positions. One of these additions is in the General Fund and the remaining three are in the Enterprise Funds. The General Fund addition is an Animal Control Officer, which is being requested due to increased workload in Animal Services. The Lead Bus Driver in the Transit Fund will provide oversight, operational support, and training, and the Management Analyst will provide grant management and project support. The Utility Worker in the Water Division is also needed to support in maintaining the aesthetics of City well sites and the Marion Recharge Basins. The Administrative Assistant is no longer needed due to the recent hiring of the Administrative Manager and similarly, the Property and Evidence Technician is no longer needed due to the recent addition of the Property and Evidence Supervisor. It is also being recommended to leave twenty budgeted positions unfunded in 2020-21; this is due to a hiring freeze necessitated by revenue shortfalls caused by the COVID-19 pandemic. Those positions are listed below.

The following additional positions are recommended for 2020-21:

<u>Position</u>	<u>Department</u>
Animal Control Officer (1)	Police
Lead Bus Driver (1)	Transit
Management Analyst (1)	Transit
Utility Worker (1)	Public Utilities/Water Division

The recommended position reductions in 2020-21 are as follows:

<u>Position</u>	<u>Department</u>
Administrative Assistant (1)	Planning and Development Services
Property and Evidence Technician (1)	Police

The following positions are recommended for conversion in 2020-21:

<u>Position</u>	<u>Department</u>
Business Wrkflw Analyst to Business Wrkflw Specialist	Planning and Development Services
Engineering Technician to Management Analyst	Planning and Development Services
Police Captain (2) to Police Lieutenant (2)	Police

The unfunded positions in 2020-21 are as follows:

<u>Position</u>	<u>Department</u>
Administrative Assistant (1)	Police
Community Service Officer (1)	Police
Deputy Police Chief (1)	Police
Fire Fighter (3)	Fire
Fire Prevention Officer (1)	Fire
Police Corporal (1)	Police
Police Lieutenant (1)	Police
Police Officer (3)	Police
Police Sergeant (4)	Police
Police Service Officer (2)	Police
Senior IT Analyst (1)	City Clerk
Utility Worker (1)	Public Utilities/Parks Division

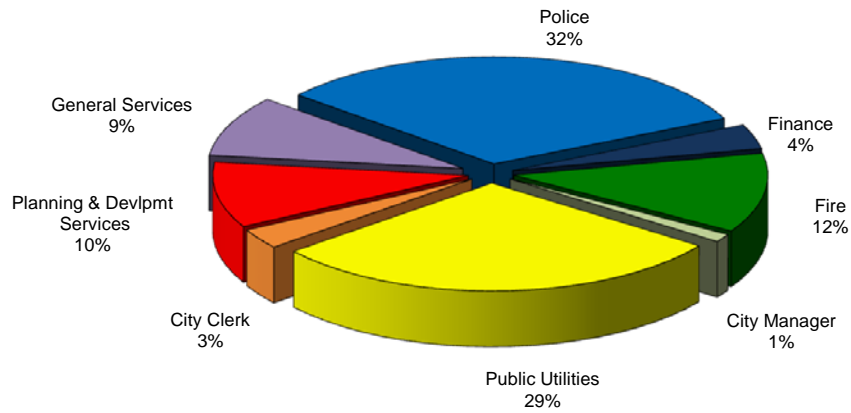
During the year changes to the personnel allocation are made through budget amendments approved by Council. There are position reallocations between sections noted by account in the **Operations Section** to better reflect current work assignments.

SUMMARY OF POSITIONS BY DEPARTMENT

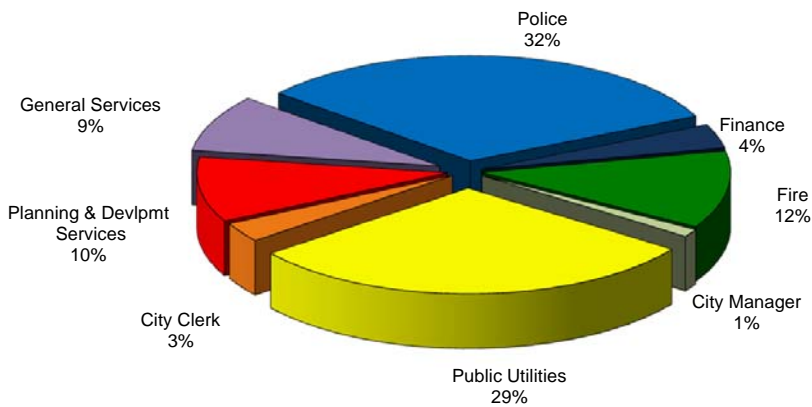
AGENDA ITEM NO. 18.

Department	2018-19 Prior Year	2019-20 Current Year	2020-21 Recommended Positions	Change Increase/ (Decrease)	Unfunded Recommended Positions
City Clerk	16.80	16.80	16.80	-	1.00
City Manager	6.60	6.80	6.80	-	-
General Services	49.10	49.10	51.10	2.00	-
Finance	21.00	21.00	21.00	-	-
Fire	67.00	67.00	67.00	-	4.00
Police	175.00	179.00	179.00	-	14.00
Planning & Development Services	54.00	56.00	55.00	(1.00)	-
Public Utilities	159.50	166.30	167.30	1.00	1.00
TOTAL	549.00	562.00	564.00	2.00	20.00

RECOMMENDED 2020-2021



CURRENT 2019-2020



**DETAIL OF POSITIONS
BY DEPARTMENT**

AGENDA ITEM NO. 18.

<u>Department</u>	<u>2018-19 Prior Year</u>	<u>2019-20 Current Year</u>	<u>2020-21 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>	<u>Unfunded Recommended Positions</u>
CITY CLERK					
Assistant City Manager/City Clerk	0.50	0.50	0.50	-	-
Deputy City Manager	0.25	-	-	-	-
Geographic Info System Analyst	0.25	0.25	0.25	-	-
Information Technology Manager	1.00	1.00	1.00	-	-
Information Technology Specialist	3.00	3.00	3.00	-	-
Information Technology Supervisor	2.00	2.00	2.00	-	-
Information Technology Technician	2.00	2.00	2.00	-	-
Principal Office Assistant	0.80	0.80	0.80	-	-
Senior Information Technology Analyst	7.00	7.00	7.00	-	1.00
Staff Analyst	-	0.25	0.25	-	-
TOTAL	16.80	16.80	16.80	-	1.00
CITY MANAGEMENT					
Assistant City Manager/City Clerk	0.50	0.50	0.50	-	-
Business Development Manager	1.00	1.00	1.00	-	-
City Manager	0.80	1.00	1.00	-	-
Community & Econ Development Dir	1.00	1.00	1.00	-	-
Deputy City Manager	0.75	-	-	-	-
Executive Assistant	1.00	1.00	1.00	-	-
Housing Program Coordinator	0.85	0.85	0.85	-	-
Principal Office Assistant	0.20	0.20	0.20	-	-
Public Affairs & Information Supervisor	0.50	0.50	0.50	-	-
Staff Analyst	-	0.75	0.75	-	-
TOTAL	6.60	6.80	6.80	-	-
GENERAL SERVICES					
Administrative Assistant	3.00	3.00	3.00	-	-
Assistant Building Technician	3.00	3.00	3.00	-	-
Building Maint Worker/Leadworker	2.00	2.00	2.00	-	-
Bus Driver	16.00	16.00	16.00	-	-
Facilities Maint. and Purchasing Manager	1.00	1.00	1.00	-	-
Facilities Maintenance Supervisor	1.00	1.00	1.00	-	-
General Services Director	1.00	1.00	1.00	-	-
General Services Manager	1.00	1.00	1.00	-	-
Lead Bus Driver	3.00	3.00	4.00	1.00	-
Management Analyst	3.00	3.00	4.00	1.00	-
Personnel Technician	3.00	3.00	3.00	-	-
Personnel/Risk Manager	1.00	1.00	1.00	-	-
Principal Office Assistant	2.00	2.00	2.00	-	-
Public Affairs & Information Supervisor	0.10	0.10	0.10	-	-
Recreation Leader	1.00	1.00	1.00	-	-
Recreation Specialist	2.00	2.00	2.00	-	-
Recreation Supervisor	1.00	1.00	1.00	-	-
Senior Center Nutrition Svs Worker	1.00	1.00	1.00	-	-
Senior Custodian	1.00	1.00	1.00	-	-
Transit Dispatcher	2.00	2.00	2.00	-	-
Transit Supervisor	1.00	1.00	1.00	-	-
TOTAL	49.10	49.10	51.10	2.00	-

DETAIL OF POSITIONS BY DEPARTMENT

AGENDA ITEM NO. 18.

Department	2018-19 Prior Year	2019-20 Current Year	2020-21 Recommended Positions	Change Increase/ (Decrease)	Unfunded Recommended Positions
FINANCE					
Accountant/Senior	3.00	3.00	3.00	-	-
Accounting Supervisor	1.00	1.00	1.00	-	-
Acctg Systems Tech/Senior/Principal	4.00	4.00	4.00	-	-
Assistant Finance Director	1.00	1.00	1.00	-	-
Deputy Finance Director	1.00	1.00	1.00	-	-
Finance Director/Treasurer	1.00	1.00	1.00	-	-
Principal Office Assistant	1.00	1.00	1.00	-	-
Senior Account Clerk/Principal	9.00	9.00	9.00	-	-
TOTAL	21.00	21.00	21.00	-	-
PLANNING & DEVELOPMENT SERVICES					
Administrative Assistant	1.00	1.00	-	(1.00)	-
Assistant Dir of Plan & Devlp Serv	1.00	1.00	1.00	-	-
Assistant/Associate Planner	2.00	2.00	2.00	-	-
Building Inspector/Sr Bldg Inspector	5.00	5.00	5.00	-	-
Building Official	1.00	1.00	1.00	-	-
Business Workflow Analyst	1.00	1.00	-	(1.00)	-
Business Workflow Specialist	1.00	1.00	2.00	1.00	-
City Engineer	1.00	1.00	1.00	-	-
City Planner	1.00	1.00	1.00	-	-
Construction Manager	1.00	1.00	1.00	-	-
Deputy Building Official/Plan Checker	1.00	1.00	1.00	-	-
Deputy City Planner	1.00	1.00	1.00	-	-
Dir of Planning & Development Serv	1.00	1.00	1.00	-	-
Engineer I	2.00	2.00	2.00	-	-
Engineer II/Civil Engineer	11.00	11.00	11.00	-	-
Engineering Inspector	5.00	5.00	5.00	-	-
Engineering Program Supervisor	1.00	1.00	1.00	-	-
Engineering Tech/Sr Eng Tech	3.00	3.00	2.00	(1.00)	-
Geographic Info System Analyst	0.75	0.75	0.75	-	-
Geographic Info System Tech	1.00	1.00	1.00	-	-
Housing Program Coordinator	0.15	0.15	0.15	-	-
Management Analyst	1.00	1.00	2.00	1.00	-
PDS Admin Services Manager	1.00	1.00	1.00	-	-
Permit Technician	2.00	3.00	3.00	-	-
Planning Technician I/II	1.00	1.00	1.00	-	-
Plans Examiner	3.00	3.00	3.00	-	-
Principal Office Assistant	1.00	2.00	2.00	-	-
Public Affairs & Information Supervisor	0.10	0.10	0.10	-	-
Senior Planner	1.00	1.00	1.00	-	-
Supervising Civil Engineer	2.00	2.00	2.00	-	-
TOTAL	54.00	56.00	55.00	(1.00)	-

**DETAIL OF POSITIONS
BY DEPARTMENT**

AGENDA ITEM NO. 18.

<u>Department</u>	<u>2018-19 Prior Year</u>	<u>2019-20 Current Year</u>	<u>2020-21 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>	<u>Unfunded Recommended Positions</u>
POLICE					
Administrative Assistant	4.00	4.00	4.00	-	1.00
Animal Control Officer	4.00	5.00	6.00	1.00	-
Communication Supervisor	1.00	-	-	-	-
Community Service Officer	16.00	16.00	16.00	-	1.00
Crime Analysis Supervisor	1.00	1.00	1.00	-	-
Crime Specialist	1.00	1.00	1.00	-	-
Deputy Police Chief	1.00	1.00	1.00	-	1.00
Digital Forensic Analyst	1.00	1.00	1.00	-	-
Lead Police Service Officer	3.00	4.00	4.00	-	-
Management Analyst	1.00	1.00	1.00	-	-
Office Assistant	5.00	-	-	-	-
Police Captain	2.00	5.00	3.00	(2.00)	-
Police Chief	1.00	1.00	1.00	-	-
Police Corporal	14.00	14.00	14.00	-	1.00
Police Lieutenant	5.00	2.00	4.00	2.00	1.00
Police Officer/Recruit	72.00	75.00	75.00	-	3.00
Police Sergeant	11.00	12.00	12.00	-	4.00
Police Service Manager	1.00	1.00	1.00	-	-
Police Service Officer	19.00	19.00	19.00	-	2.00
Principal Office Assistant	4.00	7.00	7.00	-	-
Property & Evidence Supervisor	-	1.00	1.00	-	-
Property & Evidence Technician	2.00	2.00	1.00	(1.00)	-
Public Information Officer	1.00	-	-	-	-
Records Supervisor	1.00	1.00	1.00	-	-
Senior Systems Video Analyst	1.00	-	-	-	-
Staff Analyst	-	1.00	1.00	-	-
Systems Video Technician	1.00	2.00	2.00	-	-
Supervisor of Animal Services	2.00	2.00	2.00	-	-
TOTAL	175.00	179.00	179.00	-	14.00
FIRE					
Administrative Assistant	1.00	-	-	-	-
Battalion Chief	3.00	3.00	3.00	-	-
Deputy Fire Chief	1.00	1.00	1.00	-	-
Deputy Fire Marshall (Captain)	1.00	1.00	1.00	-	-
Fire Captain	15.00	15.00	15.00	-	-
Fire Chief	1.00	1.00	1.00	-	-
Fire Code Compliance Officer	1.00	1.00	1.00	-	-
Fire Engineer	15.00	15.00	15.00	-	-
Fire Prevention Officer	-	1.00	1.00	-	1.00
Firefighters	24.00	24.00	24.00	-	3.00
Management Analyst	-	1.00	1.00	-	-
Principal Office Assistant	2.00	2.00	2.00	-	-
Senior Fire Prevention Officer	1.00	-	-	-	-
Spec Proj/Life Safety Enforcement Mgr	1.00	1.00	1.00	-	-
Training Officer (Captain)	1.00	1.00	1.00	-	-
TOTAL	67.00	67.00	67.00	-	4.00

DETAIL OF POSITIONS BY DEPARTMENT

AGENDA ITEM NO. 18.

<u>Department</u>	<u>2018-19 Prior Year</u>	<u>2019-20 Current Year</u>	<u>2020-21 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>	<u>Unfunded Recommended Positions</u>
PUBLIC UTILITIES					
Administrative Assistant	1.00	1.00	1.00	-	-
Assistant Mechanic/Service Worker	4.00	5.00	5.00	-	-
Assistant Public Utilities Director	2.00	2.00	2.00	-	-
Assistant Water Systems Technician	4.00	4.00	4.00	-	-
City Manager	0.20	-	-	-	-
Disposal Leadworker	3.00	3.00	3.00	-	-
Electrician	2.00	2.00	2.00	-	-
Engineer I	1.00	1.00	1.00	-	-
Engineer II/Civil Engineer	2.00	2.00	2.00	-	-
Engineering Tech/Sr Engineering Tech	2.00	2.00	2.00	-	-
Equipment Mechanic	6.00	6.00	6.00	-	-
Equipment Operator	2.00	2.00	2.00	-	-
Fleet Maintenance Leadworker	2.00	2.00	2.00	-	-
Fleet Maintenance Service Writer	1.00	1.00	1.00	-	-
Fleet Manager	1.00	1.00	1.00	-	-
Landfill Leadworker	1.00	1.00	1.00	-	-
Maintenance Leadworker	6.00	6.00	6.00	-	-
Maintenance Worker/Sr Maint Worker	37.00	38.00	38.00	-	-
Management Analyst	1.00	2.00	2.00	-	-
Meter Reader	4.00	4.00	4.00	-	-
Office Assistant	2.00	-	-	-	-
Parks Maintenance Leadworker	3.00	3.00	3.00	-	-
Parks Manager	1.00	1.00	1.00	-	-
Parts Clerk	2.00	2.00	2.00	-	-
Principal Office Assistant	4.00	6.00	6.00	-	-
Public Affairs & Information Supervisor	0.30	0.30	0.30	-	-
Public Utilities Director	1.00	1.00	1.00	-	-
Senior Sanitation Operator	25.00	25.00	25.00	-	-
Senior Engineering Inspector	1.00	1.00	1.00	-	-
Solid Waste Manager	1.00	1.00	1.00	-	-
Street Maintenance Manager	1.00	1.00	1.00	-	-
Street Sweeper Operator	6.00	6.00	6.00	-	-
Supervising Civil Engineer	1.00	1.00	1.00	-	-
Utility Manager	1.00	1.00	1.00	-	-
Utility Worker	23.00	27.00	28.00	1.00	1.00
Water Production Manager	1.00	1.00	1.00	-	-
Water System Technician	1.00	1.00	1.00	-	-
Water Treatment Plant Operator	3.00	3.00	3.00	-	-
TOTAL	159.50	166.30	167.30	1.00	1.00
CITY TOTAL	549.00	562.00	564.00	2.00	20.00

OPERATIONS

The Operations Section includes all of the operational activities of the City. The activities are presented by section within each department. The narrative for each department includes a summary identifying all activities for the department along with department goals and objectives to meet those goals. The summary is followed by a section narrative, budget detail, and performance measures. Section narratives include a brief "Five-Year Outlook" that addresses future budget considerations based on current trends.

SUMMARY OF EXPENDITURE

BY DEPARTMENT

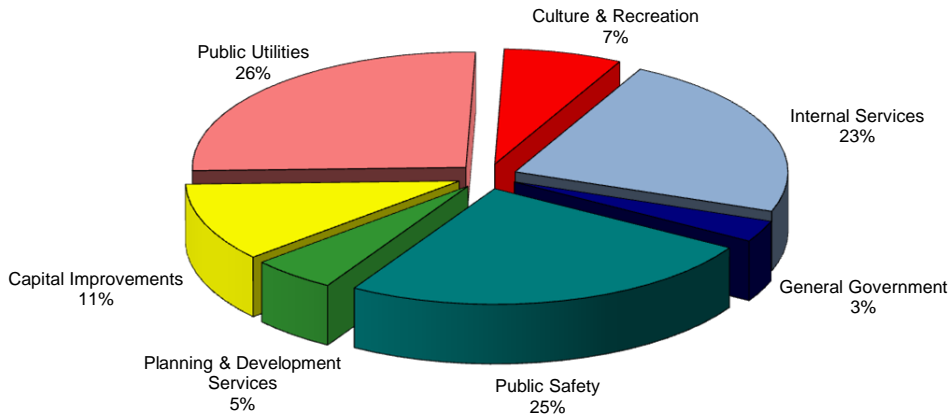
	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
	<u> </u>	<u> </u>	<u> </u>
City Council	320,258	346,100	355,200
City Clerk	4,270,980	4,659,300	4,874,000
City Attorney	1,030,762	966,900	966,000
City Management	1,603,859	1,936,200	2,196,900
General Services	44,369,069	47,403,800	51,078,800
Finance	2,868,663	3,080,100	3,253,500
Police	36,739,649	38,848,100	39,454,700
Fire	15,294,552	17,009,800	17,518,600
Public Utilities	70,279,221	83,025,400	89,099,800
Planning & Development Services	9,929,772	10,993,500	14,725,600
Capital Improvements	23,441,348	94,662,600	58,926,000
	<u> </u>	<u> </u>	<u> </u>
TOTAL	<u>210,148,133</u>	<u>302,931,800</u>	<u>282,449,100</u>

BY FUNCTION

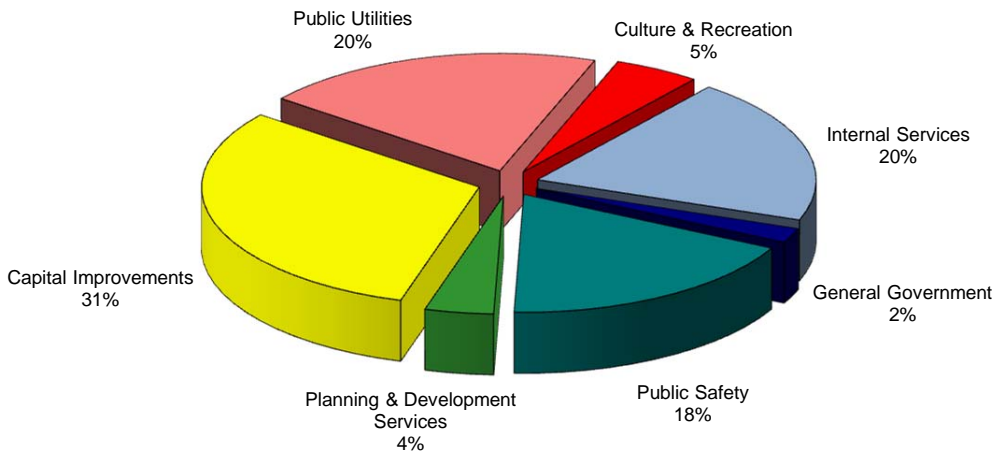
General Government	6,818,113	7,175,300	7,779,100
Public Safety	52,034,201	55,857,900	56,973,300
Planning & Development Services	9,929,772	10,993,500	14,725,600
Capital Improvements	23,441,348	94,662,600	58,926,000
Public Utilities	54,392,623	60,925,000	70,367,200
Culture & Recreation	14,505,263	13,820,300	14,446,200
Internal Services	49,026,813	59,497,200	59,231,700
	<u> </u>	<u> </u>	<u> </u>
TOTAL	<u>210,148,133</u>	<u>302,931,800</u>	<u>282,449,100</u>

EXPENDITURES BY FUNCTION

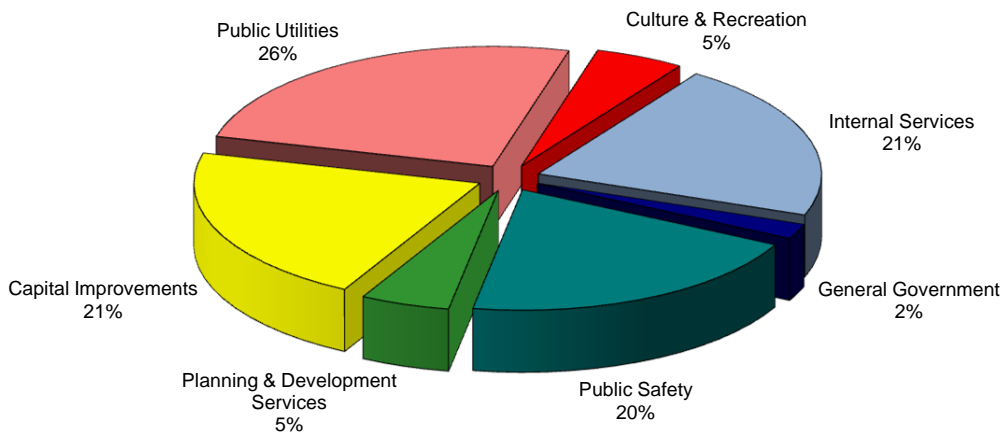
2018-2019 ACTUAL



2019-2020 ESTIMATED



2020-2021 BUDGET



CITY COUNCIL

AGENDA ITEM NO. 18.

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	83,295	87,300	87,500
Benefits	102,080	106,900	117,500
Professional Services	97	200	200
Travel & Meeting Expense	22,056	30,800	27,300
Dues & Subscriptions	32,030	33,000	33,000
Admin & Overhead	<u>80,700</u>	<u>87,900</u>	<u>89,700</u>
TOTAL CITY COUNCIL	<u><u>320,258</u></u>	<u><u>346,100</u></u>	<u><u>355,200</u></u>

SOURCES OF FUNDING

Interfund Charges	171,000	180,000	183,000
Use of Discretionary Funds	<u>149,258</u>	<u>166,100</u>	<u>172,200</u>
TOTAL	<u><u>320,258</u></u>	<u><u>346,100</u></u>	<u><u>355,200</u></u>

DETAIL OF POSITIONS

The City Council consists of five council members, who are elected at large.

CITY CLERK DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET BY ACTIVITY			
City Clerk	436,962	247,400	488,100
Information Technology	<u>3,834,018</u>	<u>4,411,900</u>	<u>4,385,900</u>
TOTAL ALL ACTIVITIES	<u><u>4,270,980</u></u>	<u><u>4,659,300</u></u>	<u><u>4,874,000</u></u>

BUDGET BY FUND			
General Fund	436,962	247,400	488,100
General Services - Information Technology	<u>3,834,018</u>	<u>4,411,900</u>	<u>4,385,900</u>
TOTAL ALL FUNDS	<u><u>4,270,980</u></u>	<u><u>4,659,300</u></u>	<u><u>4,874,000</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	107,784	118,400	140,400
Extra Help	25,014	11,200	0
Benefits	53,179	57,800	64,600
Vehicle Charges	1,980	2,000	2,000
Professional Services	223,379	30,000	250,000
Travel & Meeting Expense	2,159	2,300	2,300
Training	2,531	3,000	3,000
Dues & Subscriptions	636	700	700
Admin & Overhead	20,300	22,000	25,100
TOTAL CITY CLERK	<u>436,962</u>	<u>247,400</u>	<u>488,100</u>

SOURCES OF FUNDING			
Interfund Charges	190,000	101,000	103,000
Miscellaneous Income	570	1,000	1,000
Use of Discretionary Funds	<u>246,392</u>	<u>145,400</u>	<u>384,100</u>
TOTAL	<u>436,962</u>	<u>247,400</u>	<u>488,100</u>

DETAIL OF POSITIONS			
Assistant City Manager/City Clerk	0.30	0.30	0.30
Deputy City Manager	0.25	-	-
Principal Office Assistant	0.80	0.80	0.80
Staff Analyst	-	0.25	0.25
TOTAL	<u>1.35</u>	<u>1.35</u>	<u>1.35</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	1,304,002	1,248,300	1,354,700
Overtime	49,204	52,800	52,800
Extra Help	24,394	30,000	30,000
Benefits	472,971	484,300	540,800
Vehicle Charges	29,444	30,000	30,200
Communications	186,335	181,000	181,000
Professional Services	144,652	250,000	203,000
Repairs & Maintenance	657,417	678,900	736,500
Office Supplies	40,147	40,000	40,000
Travel & Meeting Expense	404	2,000	5,000
Training	33,055	47,500	60,000
Admin & Overhead	61,800	66,100	64,900
Capital Outlays - Computers	<u>830,193</u>	<u>1,301,000</u>	<u>1,087,000</u>
TOTAL INFORMATION TECHNOLOGY	<u>3,834,018</u>	<u>4,411,900</u>	<u>4,385,900</u>

SOURCES OF FUNDING

Interfund Charges	3,818,982	4,397,500	4,371,500
Project Participation	14,400	14,400	14,400
Miscellaneous Income	<u>636</u>	<u>0</u>	<u>0</u>
TOTAL	<u>3,834,018</u>	<u>4,411,900</u>	<u>4,385,900</u>

DETAIL OF POSITIONS

Assistant City Manager/City Clerk	0.20	0.20	0.20
Geographic Information Systems Analyst	0.25	0.25	0.25
Information Technology Manager	1.00	1.00	1.00
Information Technology Specialist	3.00	3.00	3.00
Information Technology Supervisor	2.00	2.00	2.00
Information Technology Technician	2.00	2.00	2.00
Senior Information Technology Analyst	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
TOTAL	<u>15.45</u>	<u>15.45</u>	<u>15.45</u>

CITY ATTORNEY DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Professional Services	1,014,162	948,000	948,000
Admin & Overhead	<u>16,600</u>	<u>18,900</u>	<u>18,000</u>
TOTAL CITY ATTORNEY	<u><u>1,030,762</u></u>	<u><u>966,900</u></u>	<u><u>966,000</u></u>

SOURCES OF FUNDING

Intergovernmental Charges	579,000	627,000	684,000
Use of Discretionary Funds	<u>451,762</u>	<u>339,900</u>	<u>282,000</u>
TOTAL	<u><u>1,030,762</u></u>	<u><u>966,900</u></u>	<u><u>966,000</u></u>

DETAIL OF POSITIONS

The functions for this section are handled by contract.

CITY MANAGER DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET BY ACTIVITY

Administration	694,991	929,600	1,027,100
Community & Economic Development	798,011	876,400	927,300
Housing & Community Development	<u>110,857</u>	<u>130,200</u>	<u>242,500</u>
 TOTAL ALL ACTIVITIES	 <u><u>1,603,859</u></u>	 <u><u>1,936,200</u></u>	 <u><u>2,196,900</u></u>

BUDGET BY FUND

General Fund	1,493,002	1,806,000	1,954,400
Housing & Community Dev Fund	<u>110,857</u>	<u>130,200</u>	<u>242,500</u>
 TOTAL ALL FUNDS	 <u><u>1,603,859</u></u>	 <u><u>1,936,200</u></u>	 <u><u>2,196,900</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	381,316	517,800	529,000
Benefits	138,209	199,700	215,000
Vehicle Charges	14,160	18,100	18,100
Professional Services	13,496	4,000	77,000
Materials & Supplies	1,101	4,700	4,700
Travel & Meeting Expense	8,783	22,000	22,000
Training	0	2,700	2,700
Dues & Subscriptions	5,526	6,400	6,400
Admin & Overhead	132,400	154,200	152,200
TOTAL ADMINISTRATION	<u>694,991</u>	<u>929,600</u>	<u>1,027,100</u>

SOURCES OF FUNDING

Interfund Charges	479,000	523,000	595,000
Miscellaneous Income	3,285	2,000	77,000
Use of Discretionary Funds	<u>212,706</u>	<u>404,600</u>	<u>355,100</u>
TOTAL	<u>694,991</u>	<u>929,600</u>	<u>1,027,100</u>

DETAIL OF POSITIONS

Assistant City Manager/City Clerk	0.50	0.50	0.50
City Manager	0.80	1.00	1.00
Deputy City Manager	0.75	-	-
Executive Assistant	1.00	1.00	1.00
Principal Office Assistant	0.20	0.20	0.20
Public Affairs & Information Supervisor	0.50	0.50	0.50
Staff Analyst	-	0.75	0.75
TOTAL	<u>3.75</u>	<u>3.95</u>	<u>3.95</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	301,111	308,400	350,700
Extra Help	37,837	26,400	13,000
Benefits	119,435	130,400	147,000
Vehicle Charges	12,660	12,700	12,700
Professional Services	250,616	327,000	327,000
Materials & Supplies	0	500	0
Travel & Meeting Expense	9,110	1,600	15,100
Training	418	400	0
Dues & Subscriptions	2,124	2,500	2,500
Admin & Overhead	<u>64,700</u>	<u>66,500</u>	<u>59,300</u>
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	<u><u>798,011</u></u>	<u><u>876,400</u></u>	<u><u>927,300</u></u>

SOURCES OF FUNDING

Intergovernmental Charges	45,000	60,000	60,000
Interfund Charges	120,000	50,000	10,000
Miscellaneous Income	3,077	0	0
Use of Discretionary Funds	<u>629,934</u>	<u>766,400</u>	<u>857,300</u>
TOTAL	<u><u>798,011</u></u>	<u><u>876,400</u></u>	<u><u>927,300</u></u>

DETAIL OF POSITIONS

Business Development Manager	1.00	1.00	1.00
Community & Economic Development Dir	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	67,017	85,100	89,800
Benefits	18,617	24,500	27,900
Professional Services	1,868	2,000	2,000
Materials & Supplies	600	0	0
Travel & Meeting Expense	4,295	500	4,000
Dues & Subscriptions	2,550	6,800	2,600
Admin & Overhead	11,900	11,300	11,200
CCDA Capital Improvements	<u>4,010</u>	<u>0</u>	<u>105,000</u>
 Housing & Comm Dev Administration	 <u><u>110,857</u></u>	 <u><u>130,200</u></u>	 <u><u>242,500</u></u>

SOURCES OF FUNDING

Federal Grants	0	130,200	242,500
Project Participation	24,999	0	0
Miscellaneous Income	<u>85,858</u>	<u>0</u>	<u>0</u>
 TOTAL	 <u><u>110,857</u></u>	 <u><u>130,200</u></u>	 <u><u>242,500</u></u>

DETAIL OF POSITIONS

Housing Program Coordinator	<u>0.85</u>	<u>0.85</u>	<u>0.85</u>
 TOTAL	 <u><u>0.85</u></u>	 <u><u>0.85</u></u>	 <u><u>0.85</u></u>

GENERAL SERVICES DEPARTMENT SUMMARY

AGENDA ITEM NO. 18.

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET BY ACTIVITY

Personnel	668,466	728,800	761,900
Employee Benefits	23,937,081	27,123,800	30,537,200
Liability and Property Insurance	2,552,107	2,682,700	2,938,400
Facilities Maintenance	4,265,828	5,237,400	4,940,900
Department Support	4,031,958	3,751,900	3,593,900
Senior Services	712,165	634,300	632,100
Recreation	800,607	788,000	797,400
Transit	<u>7,400,857</u>	<u>6,456,900</u>	<u>6,877,000</u>
 TOTAL ALL ACTIVITIES	 <u><u>44,369,069</u></u>	 <u><u>47,403,800</u></u>	 <u><u>51,078,800</u></u>

BUDGET BY FUND

General Fund	2,181,238	2,151,100	2,191,400
General Services Fund	8,297,786	8,989,300	8,534,800
Employee Benefits Fund	23,937,081	27,123,800	30,537,200
Liability and Property Insurance Fund	2,552,107	2,682,700	2,938,400
Transit Fund	<u>7,400,857</u>	<u>6,456,900</u>	<u>6,877,000</u>
 TOTAL ALL FUNDS	 <u><u>44,369,069</u></u>	 <u><u>47,403,800</u></u>	 <u><u>51,078,800</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	291,847	300,500	320,300
Overtime	0	500	500
Benefits	118,254	132,500	147,900
Vehicle Charges	15,660	15,700	15,700
Professional Services	99,179	123,000	118,000
Travel & Meeting Expense	1,105	3,000	3,000
Training	18,104	19,000	19,000
Dues & Subscriptions	2,817	4,400	4,400
Admin & Overhead	121,500	130,200	133,100
TOTAL PERSONNEL	<u>668,466</u>	<u>728,800</u>	<u>761,900</u>

SOURCES OF FUNDING

Interfund Charges	270,000	273,000	287,000
Use of Discretionary Funds	<u>398,466</u>	<u>455,800</u>	<u>474,900</u>
TOTAL	<u>668,466</u>	<u>728,800</u>	<u>761,900</u>

DETAIL OF POSITIONS

Administrative Assistant	0.300	0.300	0.300
General Services Director	0.250	0.250	0.250
Management Analyst	0.300	0.300	0.300
Personnel/Risk Manager	0.300	0.300	0.300
Personnel Technician	2.400	1.900	1.900
Principal Office Assistant	0.300	0.300	0.300
TOTAL	<u>3.850</u>	<u>3.350</u>	<u>3.350</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	296,280	326,400	307,100
Overtime	0	500	1,200
Benefits	115,382	129,000	139,900
Vehicle Charges	15,192	16,200	15,200
Professional Services	14,120	100	10,900
Special Events	75,637	81,000	82,000
Travel & Meeting Expense	257	500	1,200
Training	10,521	16,400	20,400
Dues & Subscriptions	0	300	500
Admin & Overhead	70,300	76,100	77,500
Health Insurance Program - ISF	9,199,199	9,574,400	10,585,400
Unemployment Charges - ISF	64,471	35,000	60,000
Workers Comp Program - ISF	3,410,375	3,351,000	3,715,000
Retirement Contribution - ISF	9,997,535	12,762,400	14,605,800
Deferred Compensation - ISF	638,017	728,500	825,100
Compensated Future Absences	29,000	0	30,000
Capital Outlays - Computers	795	26,000	60,000
	<u>23,937,081</u>	<u>27,123,800</u>	<u>30,537,200</u>
TOTAL EMPLOYEE BENEFITS	<u>23,937,081</u>	<u>27,123,800</u>	<u>30,537,200</u>

SOURCES OF FUNDING

Employee Benefit Charges	<u>23,937,081</u>	<u>27,123,800</u>	<u>30,537,200</u>
TOTAL	<u>23,937,081</u>	<u>27,123,800</u>	<u>30,537,200</u>

DETAIL OF POSITIONS

Administrative Assistant	0.350	0.350	0.350
General Services Director	0.125	0.125	0.125
Management Analyst	1.300	1.300	1.300
Personnel/Risk Manager	0.350	0.350	0.350
Personnel Technician	0.300	0.800	0.800
Principal Office Assistant	0.350	0.350	0.350
	<u>2.775</u>	<u>3.275</u>	<u>3.275</u>
TOTAL	<u>2.775</u>	<u>3.275</u>	<u>3.275</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	146,940	151,800	162,700
Overtime	0	500	500
Benefits	62,736	70,600	81,000
Vehicle Charges	6,183	6,200	6,200
Supplies - Safety	3,229	4,200	4,200
Travel & Meeting Expense	3,310	4,200	4,200
Training	14,399	19,300	19,300
Dues & Subscriptions	450	1,000	1,000
Admin & Overhead	43,800	47,300	47,700
Liability Insurance	<u>2,271,060</u>	<u>2,377,600</u>	<u>2,611,600</u>
TOTAL LIABILITY & PROPERTY INSURANCE	<u><u>2,552,107</u></u>	<u><u>2,682,700</u></u>	<u><u>2,938,400</u></u>

SOURCES OF FUNDING

Liability and Property Charges	<u>2,552,107</u>	<u>2,682,700</u>	<u>2,938,400</u>
TOTAL	<u><u>2,552,107</u></u>	<u><u>2,682,700</u></u>	<u><u>2,938,400</u></u>

DETAIL OF POSITIONS

Administrative Assistant	0.350	0.350	0.350
Management Analyst	0.400	0.400	0.400
Personnel/Risk Manager	0.350	0.350	0.350
Personnel Technician	0.300	0.300	0.300
Principal Office Assistant	<u>0.350</u>	<u>0.350</u>	<u>0.350</u>
TOTAL	<u><u>1.750</u></u>	<u><u>1.750</u></u>	<u><u>1.750</u></u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	611,495	659,300	677,700
Overtime	1,036	2,300	7,000
Extra Help	24,140	22,300	0
Benefits	263,389	290,100	312,900
Vehicle Charges	83,933	85,600	89,700
Communications	7,796	5,000	6,500
Professional Services	160,921	205,700	198,700
Repairs & Maintenance	821,175	1,499,000	1,306,000
Building & Equipment Rental	1,593	2,000	2,500
Materials & Supplies	51,378	50,900	73,200
Supplies - Safety	17,573	19,000	22,000
Supplies - Shop	6,590	8,000	8,000
Travel & Meeting Expense	0	1,800	1,800
Training	18,831	25,400	3,500
Dues & Subscriptions	287	0	1,000
Admin & Overhead	51,515	52,600	49,400
Debt Service	1,955,455	1,965,700	1,968,000
Lease Purchases	124,745	129,800	136,000
Capital Outlays - Office Equip/Furn	241	30,700	0
Capital Outlays - Public Works	1,624	20,100	5,000
Capital Outlays - Miscellaneous	0	80,000	0
Capital Outlays - Government Facilities	62,111	82,100	72,000
	<u>4,265,828</u>	<u>5,237,400</u>	<u>4,940,900</u>
TOTAL FACILITIES MAINTENANCE	<u>4,265,828</u>	<u>5,237,400</u>	<u>4,940,900</u>

SOURCES OF FUNDING

Rents & Concessions	41,145	42,000	42,000
Program Participation	65,120	0	0
Facility Reimb - County	33,019	33,000	33,000
Miscellaneous Income	2,923	0	0
General Services Charges	4,123,621	5,162,400	4,865,900
	<u>4,265,828</u>	<u>5,237,400</u>	<u>4,940,900</u>
TOTAL	<u>4,265,828</u>	<u>5,237,400</u>	<u>4,940,900</u>

DETAIL OF POSITIONS

Administrative Assistant	0.500	0.500	0.500
Assistant Building Technician	3.000	3.000	3.000
Building Maintenance Leadworker	1.000	1.000	1.000
Building Maintenance Worker	1.000	1.000	1.000
Facilities Maint. & Purchasing Manager	0.600	0.600	0.600
Facilities Maintenance Supervisor	1.000	1.000	1.000
General Services Director	0.250	0.250	0.250
Senior Custodian	1.000	1.000	1.000
	<u>8.350</u>	<u>8.350</u>	<u>8.350</u>
TOTAL	<u>8.350</u>	<u>8.350</u>	<u>8.350</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	131,575	121,100	129,600
Overtime	0	0	600
Overtime	16,093	13,600	10,000
Benefits	38,395	44,300	50,500
Vehicle Charges	3,247	4,100	4,100
Energy	913,045	989,100	1,038,200
Professional Services	59,574	89,800	86,800
Repairs & Maintenance	54,050	81,600	84,600
Office Supplies	373,837	451,000	473,000
Materials & Supplies	8,202	9,500	9,500
Travel & Meeting Expense	300	2,000	2,000
Training	206	2,500	3,000
Dues & Subscriptions	1,196	1,300	1,300
Admin & Overhead	224,300	227,700	237,500
Debt Service	460,951	530,000	856,000
Lease Purchases	512,402	528,400	505,000
Capital Outlays - Office Equip/Furn	71,193	171,300	102,200
Capital Outlays - Public Works	<u>1,163,392</u>	<u>484,600</u>	<u>0</u>
TOTAL DEPARTMENT SUPPORT	<u>4,031,958</u>	<u>3,751,900</u>	<u>3,593,900</u>

SOURCES OF FUNDING

Interfund Charges	3,983,575	3,706,900	3,548,900
Miscellaneous Income	<u>48,383</u>	<u>45,000</u>	<u>45,000</u>
TOTAL	<u>4,031,958</u>	<u>3,751,900</u>	<u>3,593,900</u>

DETAIL OF POSITIONS

Administrative Assistant	0.500	0.500	0.500
Facilities Maint. & Purchasing Manager	0.400	0.400	0.400
General Services Director	<u>0.250</u>	<u>0.250</u>	<u>0.250</u>
TOTAL	<u>1.150</u>	<u>1.150</u>	<u>1.150</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	152,102	161,100	168,700
Overtime	0	100	0
Extra Help	164,965	135,000	135,000
Benefits	101,949	110,000	116,800
Professional Services	39,492	29,200	25,600
Office Supplies	25,905	19,500	21,500
Travel & Meeting Expense	2,985	5,000	2,500
Training	12,067	10,500	9,300
Dues & Subscriptions	0	800	800
Admin & Overhead	<u>212,700</u>	<u>163,100</u>	<u>151,900</u>
TOTAL SENIOR SERVICES	<u>712,165</u>	<u>634,300</u>	<u>632,100</u>

SOURCES OF FUNDING

Rents and Concessions	34,228	28,000	35,000
State Grants	26,000	8,000	16,000
Project Participation - Other Govt	40,000	0	0
User Fees	82,734	54,600	87,000
Senior Service Charges	64,756	50,100	59,800
Miscellaneous Income	16,376	4,500	8,000
Use of Discretionary Funds	<u>448,071</u>	<u>489,100</u>	<u>426,300</u>
TOTAL	<u>712,165</u>	<u>634,300</u>	<u>632,100</u>

DETAIL OF POSITIONS

Administrative Assistant	0.800	0.800	0.800
Recreation Specialist	1.000	1.000	1.000
Senior Center Nutrition Svs Worker	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
TOTAL	<u>2.800</u>	<u>2.800</u>	<u>2.800</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	203,970	207,900	215,900
Overtime	1,339	3,800	3,700
Extra Help	146,092	142,700	136,500
Benefits	109,221	126,500	137,600
Vehicle Charges	20,433	22,300	22,200
Communications	1,174	1,200	1,200
Professional Services	86,380	85,000	85,000
Repairs & Maintenance	0	800	800
Office Supplies	4,733	3,300	3,100
Travel & Meeting Expense	1,781	3,500	3,500
Training	0	600	0
Dues & Subscriptions	3,104	1,900	1,900
Admin & Overhead	213,000	164,800	162,700
Capital Outlays - Public Works	1,565	9,900	9,900
Capital Outlays - Miscellaneous	7,815	13,800	13,400
	<u>800,607</u>	<u>788,000</u>	<u>797,400</u>
TOTAL RECREATION	<u>800,607</u>	<u>788,000</u>	<u>797,400</u>

SOURCES OF FUNDING

User Fees	260,988	220,500	271,500
Taxable Sales	66	1,000	500
Miscellaneous Income	102	0	0
Use of Discretionary Funds	<u>539,451</u>	<u>566,500</u>	<u>525,400</u>
TOTAL	<u>800,607</u>	<u>788,000</u>	<u>797,400</u>

DETAIL OF POSITIONS

Recreation Leader	1.000	1.000	1.000
Recreation Specialist	1.000	1.000	1.000
Recreation Supervisor	1.000	1.000	1.000
TOTAL	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	1,411,982	1,470,900	1,716,100
Overtime	69,090	52,800	66,000
Extra Help	887,810	850,000	970,000
Benefits	1,026,490	1,066,100	1,251,800
Vehicle Charges	1,091,732	1,133,300	1,176,500
Communications	100,892	90,000	90,000
Professional Services	600,363	414,200	481,400
Office Supplies	0	0	50,000
Travel & Meeting Expense	17,720	6,200	15,000
Training	18,725	0	6,000
Dues & Subscriptions	590	0	800
Admin & Overhead	1,065,700	974,500	1,020,000
Liability Insurance Prog - ISF	1,500	0	0
Capital Outlays - Office Equip/Furn	91,210	398,900	33,400
Capital Outlays - Vehicles	1,017,053	0	0
	<u>7,400,857</u>	<u>6,456,900</u>	<u>6,877,000</u>
TOTAL TRANSIT	<u>7,400,857</u>	<u>6,456,900</u>	<u>6,877,000</u>

SOURCES OF FUNDING

Rents & Concessions	23,894	49,000	49,000
Taxes	1,538,068	1,643,000	1,678,000
Transit Fares	167,102	172,100	183,100
State Grants	0	407,200	0
Local Transportation	5,671,674	4,185,600	4,966,900
Miscellaneous Income	119	0	0
	<u>7,400,857</u>	<u>6,456,900</u>	<u>6,877,000</u>
TOTAL	<u>7,400,857</u>	<u>6,456,900</u>	<u>6,877,000</u>

DETAIL OF POSITIONS

Administrative Assistant	0.200	0.200	0.200
Bus Driver	16.000	16.000	16.000
General Services Director	0.125	0.125	0.125
General Services Manager	1.000	1.000	1.000
Lead Bus Driver	3.000	3.000	4.000
Management Analyst	1.000	1.000	2.000
Principal Office Assistant	1.000	1.000	1.000
Public Affairs & Information Supervisor	0.100	0.100	0.100
Transit Dispatcher	2.000	2.000	2.000
Transit Supervisor	1.000	1.000	1.000
	<u>25.425</u>	<u>25.425</u>	<u>27.425</u>
TOTAL	<u>25.425</u>	<u>25.425</u>	<u>27.425</u>

FINANCE

DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET BY ACTIVITY			
Administration	<u>2,868,663</u>	<u>3,080,100</u>	<u>3,253,500</u>
TOTAL ALL ACTIVITIES	<u><u>2,868,663</u></u>	<u><u>3,080,100</u></u>	<u><u>3,253,500</u></u>
BUDGET BY FUND			
General Fund	<u>2,868,663</u>	<u>3,080,100</u>	<u>3,253,500</u>
TOTAL ALL FUNDS	<u><u>2,868,663</u></u>	<u><u>3,080,100</u></u>	<u><u>3,253,500</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	1,630,544	1,697,900	1,803,800
Overtime	5,526	13,900	13,900
Extra Help	42,458	45,000	42,000
Benefits	621,697	693,300	768,700
Vehicle Charges	23,518	24,800	24,800
Professional Services	132,147	169,600	161,000
Office Supplies	883	3,000	2,800
Travel & Meeting Expense	6,115	0	0
Training	9,992	20,000	20,000
Dues & Subscriptions	1,783	1,900	1,900
Admin & Overhead	394,000	410,700	414,600
TOTAL FINANCE ADMINISTRATION	<u>2,868,663</u>	<u>3,080,100</u>	<u>3,253,500</u>

SOURCES OF FUNDING			
Licenses	71,000	71,000	71,000
Annexation Processing Fee	37,500	30,000	30,000
Capital Development - Streets	60,000	60,000	60,000
User Fees	195,890	197,000	197,000
Interfund Charges	2,313,869	2,405,000	2,435,000
Miscellaneous Income	19,766	20,000	15,000
Use of Discretionary Funds	<u>170,638</u>	<u>297,100</u>	<u>445,500</u>
TOTAL	<u>2,868,663</u>	<u>3,080,100</u>	<u>3,253,500</u>

DETAIL OF POSITIONS			
Accountant/Senior	3.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00
Acctg Systems Tech/Senior/Principal	4.00	4.00	4.00
Assistant Finance Director	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00
Finance Director/Treasurer	1.00	1.00	1.00
Principal Office Assistant	1.00	1.00	1.00
Senior Account Clerk/Principal	9.00	9.00	9.00
TOTAL	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET BY ACTIVITY			
Planning	2,025,818	2,387,300	5,369,400
Building	2,509,098	2,729,300	3,119,200
Engineering	<u>5,394,856</u>	<u>5,876,900</u>	<u>6,237,000</u>
TOTAL ALL ACTIVITIES	<u><u>9,929,772</u></u>	<u><u>10,993,500</u></u>	<u><u>14,725,600</u></u>
BUDGET BY FUND			
Planning & Development Services Fund	<u>9,929,772</u>	<u>10,993,500</u>	<u>14,725,600</u>
TOTAL ALL FUNDS	<u><u>9,929,772</u></u>	<u><u>10,993,500</u></u>	<u><u>14,725,600</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	766,653	923,600	965,300
Overtime	6,153	4,700	3,000
Extra Help	67,900	154,000	140,000
Benefits	307,879	386,100	417,300
Vehicle Charges	26,659	29,200	30,800
Communications	4,529	5,000	5,000
Professional Services	259,623	267,200	3,030,000
Special Events	242	2,000	2,000
Office Supplies	3,143	2,000	2,000
Travel & Meeting Expense	17,290	17,000	23,000
Training	18,509	11,200	3,000
Dues & Subscriptions	2,277	5,100	6,000
Admin & Overhead	540,100	578,200	665,000
Capital Outlays - Office Equip/Furn	2,675	0	75,000
Capital Outlays - Computers	2,186	2,000	2,000
TOTAL PLANNING	<u>2,025,818</u>	<u>2,387,300</u>	<u>5,369,400</u>

SOURCES OF FUNDING

State Grants	0	50,000	260,000
User Fees	1,976,363	2,282,900	5,079,400
Interfund Charges	33,810	40,000	15,000
Use of Discretionary Funds	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
TOTAL	<u>2,025,818</u>	<u>2,387,300</u>	<u>5,369,400</u>

DETAIL OF POSITIONS

Administrative Assistant	0.40	0.40	-
Assistant/Associate Planner	2.00	2.00	2.00
Assistant Dir of Planning & Development Serv	0.40	0.40	0.40
City Planner	1.00	1.00	1.00
Deputy City Planner	1.00	1.00	1.00
Dir of Planning & Development Services	0.40	0.40	0.40
Geographic Information Systems Analyst	0.30	0.30	0.30
Geographic Information Systems Tech.	0.40	0.40	0.40
Housing Program Coordinator	0.15	0.15	0.15
PDS Admin Services Manager	0.40	0.40	0.40
Planning Technician I/II	1.00	1.00	1.00
Principal Office Assistant	1.00	0.70	0.80
Public Affairs & Information Supervisor	0.10	0.10	0.10
Senior Planner	1.00	1.00	1.00
TOTAL	<u>9.55</u>	<u>9.25</u>	<u>8.95</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	1,049,318	1,213,400	1,413,700
Overtime	42,815	60,000	60,000
Extra Help	180,327	150,000	100,000
Benefits	530,879	606,600	713,100
Vehicle Charges	50,442	54,000	60,500
Communications	14,160	15,000	15,000
Professional Services	170,904	160,000	183,000
Special Events	0	2,000	2,000
Office Supplies	5,017	4,000	4,000
Supplies - Shop	639	1,000	1,000
Travel & Meeting Expense	21,070	35,200	35,000
Training	1,376	15,000	35,000
Dues & Subscriptions	4,162	9,000	9,000
Admin & Overhead	426,800	392,100	411,900
Liability Insurance Prog - ISF	500	1,000	1,000
Capital Outlays - Office Equip/Furn	8,332	9,000	75,000
Capital Outlay - Computers	2,357	2,000	0
	<u>2,509,098</u>	<u>2,729,300</u>	<u>3,119,200</u>
TOTAL BUILDING			

SOURCES OF FUNDING

User Fees	2,481,888	2,719,300	3,112,200
Miscellaneous Income	27,210	10,000	7,000
Use of Discretionary Funds	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>2,509,098</u>	<u>2,729,300</u>	<u>3,119,200</u>

DETAIL OF POSITIONS

Administrative Assistant	0.30	0.30	-
Assistant Dir of Planning & Development Serv	0.30	0.30	0.30
Building Inspector/Senior Bldg Inspector	5.00	5.00	5.00
Building Official	1.00	1.00	1.00
Business Workflow Analyst	1.00	1.00	-
Business Workflow Specialist	1.00	1.00	2.00
Deputy Building Official/Plan Checker	1.00	1.00	1.00
Dir of Planning & Development Services	0.30	0.30	0.30
Geographic Information Systems Analyst	0.20	0.20	0.20
Geographic Information Systems Tech.	0.30	0.30	0.30
PDS Admin Services Manager	0.30	0.30	0.30
Permit Technician	1.00	2.00	2.00
Plans Examiner	3.00	3.00	3.00
Principal Office Assistant	-	0.60	0.60
	<u>14.70</u>	<u>16.30</u>	<u>16.00</u>
TOTAL			

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	2,675,615	2,913,900	3,099,000
Overtime	71,133	96,600	91,000
Extra Help	189,703	165,000	70,000
Benefits	1,113,185	1,294,900	1,490,100
Vehicle Charges	132,559	128,200	137,800
Communications	32,394	33,000	33,000
Professional Services	127,969	90,600	85,000
Special Events	30	5,000	5,000
Office Supplies	4,026	17,000	10,000
Materials & Supplies	22	500	0
Supplies - Safety	865	6,000	6,000
Supplies - Shop	1,325	5,000	6,000
Travel & Meeting Expense	6,833	11,500	11,000
Training	14,983	40,400	49,000
Dues & Subscriptions	5,367	14,000	14,000
Admin & Overhead	992,900	1,034,000	1,038,100
Capital Outlays - Office Equip/Furn	20,969	0	75,000
Capital Outlays - Computers	4,875	16,300	12,000
Capital Outlays - Public Utilities	103	5,000	5,000
TOTAL ENGINEERING	<u>5,394,856</u>	<u>5,876,900</u>	<u>6,237,000</u>

SOURCES OF FUNDING			
Taxes	10,000	10,000	10,000
State Grants	6,990	17,400	17,000
User Fees	5,084,428	5,539,500	5,910,000
Miscellaneous Income	8,438	25,000	15,000
Use of Discretionary Funds	<u>285,000</u>	<u>285,000</u>	<u>285,000</u>
TOTAL	<u>5,394,856</u>	<u>5,876,900</u>	<u>6,237,000</u>

DETAIL OF POSITIONS			
Administrative Assistant	0.30	0.30	-
Assistant Dir of Planning & Development Serv	0.30	0.30	0.30
City Engineer	1.00	1.00	1.00
Construction Manager	1.00	1.00	1.00
Dir of Planning & Development Services	0.30	0.30	0.30
Engineer I	2.00	2.00	2.00
Engineer II/Civil Engineer	11.00	11.00	11.00
Engineering Inspector/Senior Eng Inspector	5.00	5.00	5.00
Engineering Program Supervisor	1.00	1.00	1.00
Engineering Tech/Senior Engineering Tech	3.00	3.00	2.00
Geographic Information Systems Analyst	0.25	0.25	0.25
Geographic Information Systems Tech	0.30	0.30	0.30
Management Analyst	1.00	1.00	2.00
PDS Admin Services Manager	0.30	0.30	0.30
Permit Technician	1.00	1.00	1.00
Principal Office Assistant	-	0.70	0.60
Supervising Civil Engineer	2.00	2.00	2.00
TOTAL	<u>29.75</u>	<u>30.45</u>	<u>30.05</u>

POLICE DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET BY ACTIVITY			
Patrol	20,397,603	21,729,200	21,850,400
Communications	2,812,130	3,043,500	2,965,200
Investigations	4,211,608	4,371,700	4,342,600
Youth Services	732,456	711,700	726,900
Support Services	3,557,906	3,711,800	3,855,800
Administration	3,222,930	3,426,500	3,782,300
Animal Shelter	<u>1,805,016</u>	<u>1,853,700</u>	<u>1,931,500</u>
TOTAL ALL ACTIVITIES	<u><u>36,739,649</u></u>	<u><u>38,848,100</u></u>	<u><u>39,454,700</u></u>

BUDGET BY FUND			
General Fund	<u>36,739,649</u>	<u>38,848,100</u>	<u>39,454,700</u>
TOTAL ALL FUNDS	<u><u>36,739,649</u></u>	<u><u>38,848,100</u></u>	<u><u>39,454,700</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	9,971,986	9,974,400	10,072,900
Overtime	1,106,038	1,240,200	1,092,200
Extra Help	233,504	256,000	341,000
Benefits	6,204,968	6,820,400	7,348,300
Vehicle Charges	4,323	1,400	0
Communications	94,948	93,000	93,000
Professional Services	210,371	543,000	350,000
Repairs & Maintenance	5,947	7,100	3,600
Office Supplies	79,991	98,700	88,500
Supplies - Safety	71,714	75,000	41,000
Travel & Meeting Expense	28,809	28,100	26,000
Training	162,127	176,900	154,700
Dues & Subscriptions	5,251	5,600	5,600
Admin & Overhead	1,913,900	2,228,600	2,052,700
Capital Outlays - Computers	1,384	2,000	5,000
Capital Outlays - Police Equipment	296,917	173,300	170,900
Capital Outlays - Communications	5,425	5,500	5,000
TOTAL PATROL	20,397,603	21,729,200	21,850,400

SOURCES OF FUNDING			
Taxes	1,538,075	1,756,000	1,901,000
Other Permits	10,750	12,000	12,000
Fines & Fees	186,607	195,000	199,000
State Grants	268,865	322,000	286,000
Program Participation	4,940	23,000	23,000
Mandated Claims	444,824	437,000	437,000
Planning & Processing Fees	15,368	12,000	12,000
User Fees	56,585	106,000	65,000
Miscellaneous Income	26,018	11,000	10,000
Use of Discretionary Funds	17,845,571	18,855,200	18,905,400
TOTAL	20,397,603	21,729,200	21,850,400

DETAIL OF POSITIONS			
Community Service Officer	13.00	12.00	12.00
Deputy Police Chief	1.00	1.00	1.00
Police Captain	2.00	5.00	3.00
Police Corporal	13.00	12.00	12.00
Police Lieutenant	5.00	2.00	4.00
Police Officer/Recruit	60.00	63.00	63.00
Police Sergeant	9.00	10.00	10.00
Police Service Officer	1.00	-	-
TOTAL	104.00	105.00	105.00

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	1,396,621	1,491,100	1,488,800
Overtime	279,270	284,500	251,700
Extra Help	1,866	6,200	11,200
Benefits	733,432	780,700	827,200
Communications	75,732	128,200	48,200
Professional Services	30,135	28,300	28,300
Repairs & Maintenance	17,373	18,500	18,500
Office Supplies	8,952	9,000	9,000
Materials & Supplies	2,518	5,000	1,000
Travel & Meeting Expense	4,276	2,400	2,400
Training	17,183	13,000	13,000
Dues & Subscriptions	272	1,300	1,300
Admin & Overhead	244,500	275,100	264,600
Capital Outlays - Communications	<u>0</u>	<u>200</u>	<u>0</u>
TOTAL COMMUNICATION	<u>2,812,130</u>	<u>3,043,500</u>	<u>2,965,200</u>

SOURCES OF FUNDING

Use of Discretionary Funds	<u>2,812,130</u>	<u>3,043,500</u>	<u>2,965,200</u>
TOTAL	<u>2,812,130</u>	<u>3,043,500</u>	<u>2,965,200</u>

DETAIL OF POSITIONS

Communication Supervisor	1.00	-	-
Lead Police Service Officer	3.00	4.00	4.00
Police Service Officer	<u>16.00</u>	<u>18.00</u>	<u>18.00</u>
TOTAL	<u>20.00</u>	<u>22.00</u>	<u>22.00</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	2,166,793	2,143,900	2,115,500
Overtime	229,929	216,500	176,000
Extra Help	40,350	40,000	40,000
Benefits	1,284,315	1,422,600	1,495,400
Vehicle Charges	6,060	6,100	6,100
Communications	31,304	23,000	23,000
Professional Services	135,712	170,400	131,600
Materials & Supplies	4,127	2,500	4,500
Supplies - Police	16,251	10,000	10,000
Supplies - Safety	5,104	5,000	5,000
Travel & Meeting Expense	15,349	13,800	13,800
Training	13,907	17,100	21,000
Dues & Subscriptions	1,669	2,200	2,200
Admin & Overhead	259,900	296,600	296,500
Capital Outlays - Police Equipment	838	2,000	2,000
TOTAL INVESTIGATIONS	<u>4,211,608</u>	<u>4,371,700</u>	<u>4,342,600</u>

SOURCES OF FUNDING

Federal Grants	8,285	152,000	0
User Fees	3,794	15,000	15,000
Miscellaneous Income	1,005	0	0
Use of Discretionary Funds	<u>4,198,524</u>	<u>4,204,700</u>	<u>4,327,600</u>
TOTAL	<u>4,211,608</u>	<u>4,371,700</u>	<u>4,342,600</u>

DETAIL OF POSITIONS

Community Service Officer	-	1.00	1.00
Crime Specialist	-	1.00	-
Digital Forensic Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Police Corporal	1.00	2.00	2.00
Police Officer/Recruit	12.00	12.00	12.00
Police Sergeant	2.00	2.00	2.00
Police Service Officer	1.00	1.00	1.00
TOTAL	<u>18.00</u>	<u>21.00</u>	<u>20.00</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	278,152	292,900	291,500
Overtime	25,843	23,600	29,500
Extra Help	89,649	80,000	80,000
Benefits	151,644	165,500	180,300
Vehicle Charges	6,060	6,100	6,100
Communications	1,438	2,000	2,000
Professional Services	11,742	11,000	11,100
Office Supplies	1,743	1,800	1,800
Materials & Supplies	3,582	1,100	3,000
Supplies - Police	0	2,000	2,000
Supplies - Shop	13,538	12,500	10,000
Travel & Meeting Expense	2,531	2,700	2,700
Training	4,544	5,000	5,000
Dues & Subscriptions	779	1,100	1,100
Admin & Overhead	133,900	91,900	92,800
Capital Outlays - Computers	7,311	12,500	8,000
	<u>732,456</u>	<u>711,700</u>	<u>726,900</u>
TOTAL YOUTH SERVICES	<u><u>732,456</u></u>	<u><u>711,700</u></u>	<u><u>726,900</u></u>

SOURCES OF FUNDING

Use of Discretionary Funds	<u>732,456</u>	<u>711,700</u>	<u>726,900</u>
TOTAL	<u><u>732,456</u></u>	<u><u>711,700</u></u>	<u><u>726,900</u></u>

DETAIL OF POSITIONS

Community Service Officer	2.00	2.00	2.00
Office Assistant	1.00	-	-
Police Service Manager	1.00	1.00	1.00
Police Service Officer	1.00	-	-
	<u>5.00</u>	<u>3.00</u>	<u>3.00</u>
TOTAL	<u><u>5.00</u></u>	<u><u>3.00</u></u>	<u><u>3.00</u></u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	677,033	723,600	867,900
Overtime	8,070	12,200	20,700
Extra Help	185,083	180,000	150,000
Benefits	314,945	366,300	436,600
Vehicle Charges	1,759,467	1,721,400	1,758,400
Communications	7,309	11,000	11,000
Professional Services	81,765	198,400	131,900
Repairs & Maintenance	35,369	40,200	44,200
Office Supplies	1,231	2,000	2,000
Materials & Supplies	8,866	4,900	3,900
Supplies - Police	100,740	94,000	94,000
Supplies - Safety	92	100	100
Travel & Meeting Expense	1,682	2,100	2,100
Training	10,424	13,000	17,000
Dues & Subscriptions	5,257	2,900	2,900
Admin & Overhead	287,500	261,700	235,100
Capital Outlays - Computers	73,073	78,000	78,000
	<u>3,557,906</u>	<u>3,711,800</u>	<u>3,855,800</u>
TOTAL SUPPORT SERVICES	<u><u>3,557,906</u></u>	<u><u>3,711,800</u></u>	<u><u>3,855,800</u></u>

SOURCES OF FUNDING

Other Permits	72,230	22,000	27,000
Mandated Claims	0	39,800	0
User Fees	50,702	53,000	53,000
Miscellaneous Income	27,321	28,000	28,000
Use of Discretionary Funds	<u>3,407,653</u>	<u>3,569,000</u>	<u>3,747,800</u>
TOTAL	<u><u>3,557,906</u></u>	<u><u>3,711,800</u></u>	<u><u>3,855,800</u></u>

DETAIL OF POSITIONS

Administrative Assistant	2.00	2.00	2.00
Office Assistant	4.00	-	-
Principal Office Assistant	4.00	6.00	6.00
Property & Evidence Technician	2.00	2.00	1.00
Property & Evidence Supervisor	-	1.00	1.00
Records Supervisor	1.00	1.00	1.00
Senior Systems Video Analyst	1.00	-	-
Systems Video Technician	1.00	2.00	2.00
TOTAL	<u><u>15.00</u></u>	<u><u>14.00</u></u>	<u><u>13.00</u></u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	571,770	399,400	544,200
Overtime	964,448	1,252,400	1,149,100
Benefits	439,280	308,300	614,600
Vehicle Charges	8,645	5,500	5,500
Communications	4,767	7,000	7,000
Professional Services	86,473	79,500	80,100
Materials & Supplies	9,214	10,800	7,000
Travel & Meeting Expense	13,098	14,100	16,000
Training	69,257	130,800	127,200
Dues & Subscriptions	3,261	4,500	4,500
Admin & Overhead	875,600	908,900	933,900
Capital Outlays - Office Equip/Furn	55,084	0	0
Capital Outlays - Police Equipment	120,559	305,300	265,900
Capital Outlays - Safety Equipment	1,474	0	27,300
	<u>3,222,930</u>	<u>3,426,500</u>	<u>3,782,300</u>
TOTAL ADMINISTRATION	<u>3,222,930</u>	<u>3,426,500</u>	<u>3,782,300</u>

SOURCES OF FUNDING

State Grants	140,499	203,400	109,100
Federal Grants	234,524	189,100	193,300
Mandated Claims	0	0	152,000
User Fees	123,355	265,000	202,000
Miscellaneous Income	2,859	0	0
Use of Discretionary Funds	<u>2,721,693</u>	<u>2,769,000</u>	<u>3,125,900</u>
	<u>3,222,930</u>	<u>3,426,500</u>	<u>3,782,300</u>
TOTAL	<u>3,222,930</u>	<u>3,426,500</u>	<u>3,782,300</u>

DETAIL OF POSITIONS

Administrative Assistant	2.00	2.00	2.00
Community Service Officer	-	-	1.00
Crime Analysis Supervisor	1.00	1.00	1.00
Crime Specialist	1.00	-	1.00
Police Chief	1.00	1.00	1.00
Public Information Officer	1.00	-	-
	<u>6.00</u>	<u>4.00</u>	<u>6.00</u>
TOTAL	<u>6.00</u>	<u>4.00</u>	<u>6.00</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	578,315	593,500	687,100
Overtime	34,112	62,000	24,100
Extra Help	119,952	150,000	120,000
Benefits	245,143	286,100	323,900
Vehicle Charges	6,060	6,100	6,100
Communications	6,246	7,000	7,000
Professional Services	185,942	148,000	144,800
Repairs & Maintenance	2,397	3,500	2,400
Materials & Supplies	15,478	18,300	15,300
Supplies - Safety	73,592	74,500	74,500
Travel & Meeting Expense	1,005	3,700	1,000
Training	1,094	4,000	2,000
Dues & Subscriptions	1,480	1,500	1,500
Admin & Overhead	534,200	495,500	521,800
	<u>1,805,016</u>	<u>1,853,700</u>	<u>1,931,500</u>
TOTAL ANIMAL SHELTER	<u>1,805,016</u>	<u>1,853,700</u>	<u>1,931,500</u>

SOURCES OF FUNDING

Licenses	65,657	89,000	91,000
Fines & Fees	8,060	0	0
Miscellaneous Income	17,857	3,000	3,000
Use of Discretionary Funds	<u>1,713,442</u>	<u>1,761,700</u>	<u>1,837,500</u>
TOTAL	<u>1,805,016</u>	<u>1,853,700</u>	<u>1,931,500</u>

DETAIL OF POSITIONS

Animal Control Officer	4.00	5.00	6.00
Community Service Officer	1.00	1.00	-
Principal Office Assistant	-	1.00	1.00
Staff Analyst	-	1.00	1.00
Supervisor of Animal Services	2.00	2.00	2.00
	<u>7.00</u>	<u>10.00</u>	<u>10.00</u>
TOTAL	<u>7.00</u>	<u>10.00</u>	<u>10.00</u>

FIRE DEPARTMENT SUMMARY

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET BY ACTIVITY

Emergency Services	13,620,266	15,100,600	15,602,000
Life Safety and Enforcement	778,862	829,900	835,800
Emergency Preparedness	65,934	194,200	118,800
Fire Administration	<u>829,490</u>	<u>885,100</u>	<u>962,000</u>
 TOTAL ALL ACTIVITIES	 <u><u>15,294,552</u></u>	 <u><u>17,009,800</u></u>	 <u><u>17,518,600</u></u>

BUDGET BY FUND

General Fund	<u>15,294,552</u>	<u>17,009,800</u>	<u>17,518,600</u>
 TOTAL ALL FUNDS	 <u><u>15,294,552</u></u>	 <u><u>17,009,800</u></u>	 <u><u>17,518,600</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	6,014,807	6,237,700	6,528,800
Overtime	2,170,939	1,535,700	1,505,000
Extra Help	26,364	26,000	28,000
Benefits	3,368,995	3,789,700	4,243,600
Vehicle Charges	539,078	800,800	822,100
Communications	19,327	20,000	20,000
Professional Services	366,738	415,000	421,000
Repairs & Maintenance	65,871	103,000	60,000
Special Events	1,630	4,000	2,000
Office Supplies	3,646	5,800	5,800
Materials & Supplies	24,259	35,100	31,900
Supplies - Safety	47,184	190,000	105,000
Supplies - Shop	1,350	1,500	1,500
Travel & Meeting Expense	14,392	27,000	28,000
Training	61,315	133,000	119,000
Dues & Subscriptions	3,956	2,800	2,800
Admin & Overhead	803,900	1,632,500	1,596,500
Liability Insurance Program - ISF	1,000	0	0
Capital Outlays - Fire Equipment	79,281	119,500	61,000
Capital Outlays - Communications	5,325	14,500	16,000
Capital Outlays - Vehicles	909	7,000	4,000
TOTAL EMERGENCY SERVICES	<u>13,620,266</u>	<u>15,100,600</u>	<u>15,602,000</u>

SOURCES OF FUNDING

Taxes	611,597	671,000	671,000
State Grants	1,392,640	433,000	300,000
Project Participation	63,113	40,000	40,000
User Fees	32,795	26,000	25,000
Miscellaneous Income	14,358	7,000	7,000
Use of Discretionary Funds	<u>11,505,763</u>	<u>13,923,600</u>	<u>14,559,000</u>
	<u>13,620,266</u>	<u>15,100,600</u>	<u>15,602,000</u>

DETAIL OF POSITIONS

Battalion Chief	3.00	3.00	3.00
Deputy Fire Chief	1.00	1.00	1.00
Fire Captain	15.00	15.00	15.00
Fire Engineer	15.00	15.00	15.00
Firefighters	24.00	24.00	24.00
Training Officer (Captain)	1.00	1.00	1.00
TOTAL	<u>59.00</u>	<u>59.00</u>	<u>59.00</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	380,469	403,700	425,800
Overtime	50,653	61,000	48,500
Benefits	173,230	200,500	206,700
Vehicle Charges	79,462	37,200	37,900
Professional Services	20,831	26,100	25,000
Repairs & Maintenance	0	800	800
Office Supplies	1,996	5,500	3,000
Material & Supplies	121	1,200	1,000
Supplies - Police	0	500	500
Supplies - Safety	0	3,000	1,500
Supplies - Shop	0	500	500
Travel & Meeting Expense	0	6,000	6,000
Training	8,875	15,000	10,500
Dues & Subscriptions	6,733	5,500	5,500
Admin & Overhead	54,800	60,400	59,100
Capital Outlays - Vehicles	1,692	3,000	3,500
TOTAL LIFE SAFETY AND ENFORCEMENT	<u><u>778,862</u></u>	<u><u>829,900</u></u>	<u><u>835,800</u></u>

SOURCES OF FUNDING			
Other Permits	16,550	4,500	4,000
Federal Grants	1,993	0	0
Planning & Processing Fees	223,462	168,000	115,000
User Fees	93,536	103,000	98,000
Miscellaneous Income	644	3,000	3,000
Use of Discretionary Funds	<u><u>442,677</u></u>	<u><u>551,400</u></u>	<u><u>615,800</u></u>
TOTAL	<u><u>778,862</u></u>	<u><u>829,900</u></u>	<u><u>835,800</u></u>

DETAIL OF POSITIONS			
Deputy Fire Marshall (Captain)	1.00	1.00	1.00
Fire Code Compliance Officer	1.00	1.00	1.00
Fire Prevention Officer	-	1.00	1.00
Senior Fire Prevention Officer	1.00	-	-
Special Proj/Life Safety Enforce Mgr	1.00	1.00	1.00
TOTAL	<u><u>4.00</u></u>	<u><u>4.00</u></u>	<u><u>4.00</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Overtime	20,215	42,500	37,500
Benefits	294	0	0
Professional Services	1,637	9,000	8,500
Repairs & Maintenance	726	9,000	3,500
Materials & Supplies	49	2,500	2,500
Supplies - Safety	4,604	2,000	6,000
Travel & Meeting Expense	2,647	8,000	7,500
Training	9,260	22,000	20,000
Dues & Subscriptions	19	1,000	500
Admin & Overhead	2,500	3,300	3,300
Capital Outlays - Fire Equip	23,874	92,500	28,000
Capital Outlays - Communications	0	500	0
Capital Outlays - Vehicles	109	1,900	1,500
TOTAL EMERGENCY PREPAREDNESS	<u>65,934</u>	<u>194,200</u>	<u>118,800</u>

SOURCES OF FUNDING			
Federal Grants	28,547	30,500	0
Use of Discretionary Funds	<u>37,387</u>	<u>163,700</u>	<u>118,800</u>
TOTAL	<u>65,934</u>	<u>194,200</u>	<u>118,800</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	345,797	370,100	404,800
Overtime	8,812	16,600	18,500
Extra Help	39,968	42,000	42,000
Benefits	181,802	214,700	252,500
Vehicle Charges	133,200	120,800	125,000
Professional Services	19,071	24,000	15,000
Repairs & Maintenance	81	500	500
Special Events	2,745	2,500	2,500
Office Supplies	5,948	4,500	4,500
Materials & Supplies	523	800	800
Travel & Meeting Expense	12,874	11,500	12,000
Training	0	0	7,500
Dues & Subscriptions	455	2,500	2,500
Admin & Overhead	72,300	72,600	71,900
Capital Outlays - Fire Equip	5,914	2,000	2,000
TOTAL FIRE ADMINISTRATION	<u>829,490</u>	<u>885,100</u>	<u>962,000</u>

SOURCES OF FUNDING			
Use of Discretionary Funds	<u>829,490</u>	<u>885,100</u>	<u>962,000</u>
	<u>829,490</u>	<u>885,100</u>	<u>962,000</u>

DETAIL OF POSITIONS			
Administrative Assistant	1.00	-	-
Fire Chief	1.00	1.00	1.00
Management Analyst	-	1.00	1.00
Principal Office Assistant	2.00	2.00	2.00
TOTAL	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

PUBLIC UTILITIES DEPARTMENT SUMMARY

AGENDA ITEM NO. 18.

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET BY CATEGORY

Street Maintenance	2,340,828	2,517,600	2,589,300
Street Lighting	2,142,187	2,022,900	2,118,400
Storm Drain	23,479	31,400	34,800
Parks	5,480,777	5,810,900	5,897,200
Landscape Maintenance District	3,565,692	3,876,000	3,979,000
Fleet Maintenance	10,405,821	16,289,500	12,835,400
Community Sanitation	20,209,737	22,833,000	22,333,500
Wastewater	12,322,447	13,579,100	15,361,400
Water	<u>13,788,253</u>	<u>16,065,000</u>	<u>23,950,800</u>
 TOTAL ALL ACTIVITIES	 <u><u>70,279,221</u></u>	 <u><u>83,025,400</u></u>	 <u><u>89,099,800</u></u>

BUDGET BY FUND

General Fund	9,987,271	10,382,800	10,639,700
Landscape Maintenance District	3,565,692	3,876,000	3,979,000
Community Sanitation Fund	20,209,737	22,833,000	22,333,500
Sewer Service Fund	12,322,447	13,579,100	15,361,400
Fleet Maintenance Fund	10,405,821	16,289,500	12,835,400
Water Service Fund	<u>13,788,253</u>	<u>16,065,000</u>	<u>23,950,800</u>
 TOTAL ALL FUNDS	 <u><u>70,279,221</u></u>	 <u><u>83,025,400</u></u>	 <u><u>89,099,800</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	914,002	935,000	1,040,200
Overtime	21,406	33,500	27,000
Extra Help	0	15,500	2,000
Benefits	500,167	517,200	578,300
Vehicle Charges	273,397	326,400	297,200
Communications	6,675	6,900	6,900
Professional Services	162,659	194,400	159,100
Repairs & Maintenance	5,622	6,400	6,400
Building & Equipment Rental	0	500	500
Office Supplies	558	1,400	300
Materials & Supplies	239,235	247,100	247,400
Supplies - Shop	6,270	5,000	5,000
Travel & Meeting Expense	213	3,000	3,000
Training	2,088	4,300	4,300
Dues & Subscriptions	331	200	200
Admin & Overhead	170,348	210,600	198,800
Capital Outlays - Office Equip/Furn	685	200	200
Capital Outlays - Public Utilities	19,183	5,000	5,000
Capital Outlays - Vehicles	17,989	5,000	5,000
Capital Outlays -Miscellaneous	0	0	2,500
TOTAL STREET MAINTENANCE	2,340,828	2,517,600	2,589,300

SOURCES OF FUNDING

Taxes	724,580	772,000	787,000
Planning & Processing Fees	2,480	3,000	3,000
Engineering Processing Fees	18,287	28,000	28,000
Interfund Charges	1,573,602	1,703,000	1,757,000
Miscellaneous Income	21,879	10,000	10,000
Use of Discretionary Funds	0	1,600	4,300
TOTAL	2,340,828	2,517,600	2,589,300

DETAIL OF POSITIONS

Administrative Assistant	0.05	0.05	0.05
Assistant Public Utilities Director	0.05	0.05	0.05
Engineer II/Civil Engineer	0.15	0.10	0.10
Maintenance Leadworker	2.00	2.00	2.00
Maintenance Worker/Senior Maint Worker	9.00	9.00	9.00
Management Analyst	0.09	0.14	0.14
Office Assistant	0.05	-	-
Principal Office Assistant	0.30	0.30	0.30
Senior Engineering Inspector	0.35	0.35	0.35
Street Maintenance Manager	1.00	1.00	1.00
Supervising Civil Engineer	-	0.05	0.05
Utility Worker	-	2.00	2.00
TOTAL	13.04	15.04	15.04

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	102,641	105,500	109,000
Overtime	4,185	9,800	9,800
Benefits	41,767	42,900	43,700
Vehicle Charges	36,596	36,600	37,400
Energy	1,808,153	1,650,000	1,750,000
Professional Services	293	200	0
Repairs & Maintenance	74,640	96,000	91,000
Materials & Supplies	10,832	16,500	15,500
Supplies - Safety	1,691	2,000	2,000
Training	1,289	1,500	1,100
Admin & Overhead	60,100	61,900	58,900
TOTAL STREET LIGHTING	<u><u>2,142,187</u></u>	<u><u>2,022,900</u></u>	<u><u>2,118,400</u></u>

SOURCES OF FUNDING			
Taxes	446,040	606,000	1,406,000
User Fees	9,190	13,000	13,000
Miscellaneous Income	85,939	6,000	6,000
Use of Discretionary Funds	<u><u>1,601,018</u></u>	<u><u>1,397,900</u></u>	<u><u>693,400</u></u>
TOTAL	<u><u>2,142,187</u></u>	<u><u>2,022,900</u></u>	<u><u>2,118,400</u></u>

DETAIL OF POSITIONS			
Assistant Public Utilities Director	0.10	0.10	0.10
Electrician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL	<u><u>1.10</u></u>	<u><u>1.10</u></u>	<u><u>1.10</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Overtime	3,015	4,000	7,500
Benefits	440	0	0
Vehicle Charges	5,226	5,100	5,200
Professional Services	10,463	12,200	12,200
Repairs & Maintenance	0	300	300
Office Supplies	72	100	100
Materials & Supplies	3,563	8,400	8,400
Admin & Overhead	700	800	600
Capital Outlays - Public Utilities	0	500	500
TOTAL STORM DRAIN	<u>23,479</u>	<u>31,400</u>	<u>34,800</u>

SOURCES OF FUNDING			
Use of Discretionary Funds	<u>23,479</u>	<u>31,400</u>	<u>34,800</u>
TOTAL	<u>23,479</u>	<u>31,400</u>	<u>34,800</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	1,182,139	1,176,600	1,256,100
Overtime	85,344	59,000	58,700
Extra Help	21,306	35,400	35,400
Benefits	744,290	718,500	773,000
Vehicle Charges	415,777	400,000	390,600
Energy	779,288	784,400	807,100
Communications	2,648	6,900	6,500
Professional Services	1,550,211	1,736,600	1,773,400
Repairs & Maintenance	22,310	23,800	20,700
Building & Equipment Rental	2,285	1,400	800
Office Supplies	682	500	500
Materials & Supplies	288,307	399,700	322,500
Supplies - Safety	12,418	15,000	12,000
Supplies - Shop	6,152	10,000	7,500
Travel & Meeting Expense	238	2,000	7,200
Training	12,121	14,600	8,300
Dues & Subscriptions	1,881	1,500	1,500
Admin & Overhead	335,400	371,000	364,900
Liability Insurance Program - ISF	0	3,000	0
Capital Outlays - Office Equip/Furn	684	1,000	500
Capital Outlays - Public Utilities	17,296	50,000	50,000
TOTAL PARKS	5,480,777	5,810,900	5,897,200

SOURCES OF FUNDING			
Rents & Concessions	12,180	6,400	6,400
Facility Reimbursements	85,197	77,000	77,000
Planning & Processing Fees	24,444	25,000	22,000
Engineering Processing Fees	20,176	19,500	19,000
User Fees	3,616,692	3,906,000	4,014,000
Miscellaneous Income	9,149	13,500	11,000
Use of Discretionary Funds	1,712,939	1,763,500	1,747,800
TOTAL	5,480,777	5,810,900	5,897,200

DETAIL OF POSITIONS			
Administrative Assistant	0.05	0.05	0.05
Assistant Public Utilities Director	0.10	0.10	0.10
Engineer II/Civil Engineer	0.10	0.10	0.10
Maintenance Worker/Senior Maint Worker	9.40	9.40	9.40
Management Analyst	0.13	0.18	0.18
Office Assistant	0.30	-	-
Parks Maintenance Leadworker	3.00	3.00	3.00
Parks Manager	1.00	1.00	1.00
Principal Office Assistant	0.75	1.05	1.05
Utility Worker	6.00	6.00	6.00
TOTAL	20.83	20.88	20.88

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Professional Services	<u>3,565,692</u>	<u>3,876,000</u>	<u>3,979,000</u>
TOTAL LANDSCAPE MAINTENANCE DISTRICT	<u><u>3,565,692</u></u>	<u><u>3,876,000</u></u>	<u><u>3,979,000</u></u>

SOURCES OF FUNDING

User Fees	<u>3,565,692</u>	<u>3,876,000</u>	<u>3,979,000</u>
TOTAL	<u><u>3,565,692</u></u>	<u><u>3,876,000</u></u>	<u><u>3,979,000</u></u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	1,232,341	1,324,100	1,385,300
Overtime	12,372	15,200	15,000
Extra Help	54,194	30,000	30,000
Benefits	689,548	749,200	794,700
Vehicle Charges	60,710	69,700	71,500
Communications	145	500	500
Professional Services	83,990	93,500	96,500
Repairs & Maintenance	903,157	770,000	780,500
State Mandates	8,689	9,000	9,000
Office Supplies	1,763	1,500	1,500
Materials & Supplies	1,401	3,300	3,300
Supplies - Safety	21,458	15,000	15,000
Supplies - Shop	2,560,629	2,721,500	2,777,500
Travel & Meeting Expense	126	4,000	4,000
Training	5,273	16,100	13,500
Dues and Subscriptions	38	600	1,100
Admin & Overhead	952,500	958,900	1,002,000
Liability Insurance Program - ISF	952	0	0
Debt Service	78,850	78,000	93,000
Lease Purchases	820,962	717,400	900,000
Capital Outlays - Office Equip/Furn	403	1,000	1,000
Capital Outlay - Computers	0	10,000	5,000
Capital Outlays - Public Utilities	60,855	188,300	221,400
Capital Outlays - Vehicles	2,855,465	8,512,700	4,614,100
TOTAL FLEET MAINTENANCE	<u>10,405,821</u>	<u>16,289,500</u>	<u>12,835,400</u>

SOURCES OF FUNDING

State Grants	0	20,000	0
Long-Term Proceeds	1,125,000	2,050,000	1,760,000
Fleet Maintenance Charges	9,150,719	14,219,500	11,075,400
Miscellaneous Income	130,102	0	0
TOTAL	<u>10,405,821</u>	<u>16,289,500</u>	<u>12,835,400</u>

DETAIL OF POSITIONS

Administrative Assistant	0.05	0.05	0.05
Assistant Mechanic/Service Worker	4.00	5.00	5.00
Assistant Public Utilities Director	0.10	0.10	0.10
Equipment Mechanic	6.00	6.00	6.00
Fleet Maintenance Leadworker	2.00	2.00	2.00
Fleet Maintenance Service Writer	1.00	1.00	1.00
Fleet Manager	1.00	1.00	1.00
Management Analyst	0.11	0.16	0.16
Office Assistant	0.05	-	-
Parts Clerk	2.00	2.00	2.00
Principal Office Assistant	0.35	1.00	1.00
TOTAL	<u>16.66</u>	<u>18.31</u>	<u>18.31</u>

	2018-2019	2019-2020	
	Actual	Revised Estimate	2020-2021 Budget

BUDGET DETAIL

Salaries - Regular	3,730,829	3,882,800	4,229,700
Overtime	341,536	375,900	335,800
Extra Help	61,477	74,000	80,000
Benefits	2,137,586	2,225,500	2,412,200
Vehicle Charges	4,241,997	4,662,000	4,634,400
Energy	16,611	18,000	18,000
Communications	5,392	13,500	13,500
Professional Services	4,499,361	5,074,700	5,273,500
Repairs & Maintenance	62,936	61,200	48,200
State Mandates	837,711	1,050,000	1,053,400
Building & Equipment Rental	4,859	50,000	50,000
Office Supplies	197,712	235,100	231,100
Travel & Meeting Expense	46,780	55,000	64,000
Dues & Subscriptions	13,759	12,400	13,000
Admin & Overhead	2,771,400	2,971,200	3,047,700
Capital Outlays - Public Utilities	450,210	681,700	579,000
Capital Outlays - Vehicles	544,100	1,090,000	250,000
Capital Improvements	245,481	300,000	0
TOTAL COMMUNITY SANITATION	<u>20,209,737</u>	<u>22,833,000</u>	<u>22,333,500</u>

SOURCES OF FUNDING

User Fees	<u>20,209,737</u>	<u>22,833,000</u>	<u>22,333,500</u>
TOTAL	<u>20,209,737</u>	<u>22,833,000</u>	<u>22,333,500</u>

DETAIL OF POSITIONS

Administrative Assistant	0.30	0.30	0.30
Assistant Public Utilities Director	0.85	0.85	0.85
Disposal Leadworker	3.00	3.00	3.00
Engineer I	-	0.25	0.25
Engineer II/Civil Engineer	1.10	0.75	0.75
Equipment Operator	2.00	2.00	2.00
Landfill Leadworker	1.00	1.00	1.00
Maintenance Worker/Senior Maint Worker	1.00	1.00	1.00
Management Analyst	0.35	0.65	0.65
Office Assistant	0.90	-	-
Principal Office Assistant	1.10	2.05	2.05
Public Affairs & Information Supervisor	0.10	0.10	0.10
Public Utilities Director	0.50	0.50	0.50
Sanitation Operator/Sr Sanitation Operator	25.00	25.00	25.00
Senior Engineering Inspector	0.10	0.10	0.10
Solid Waste Manager	1.00	1.00	1.00
Street Sweeper Operator	6.00	6.00	6.00
Supervising Civil Engineer	0.25	0.35	0.35
Utility Worker	11.00	13.00	13.00
TOTAL	<u>55.55</u>	<u>57.90</u>	<u>57.90</u>

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
BUDGET DETAIL			
Salaries - Regular	860,008	942,600	1,030,200
Overtime	12,888	16,900	19,300
Extra Help	0	2,300	5,000
Benefits	433,162	468,100	514,500
Vehicle Charges	321,942	333,500	339,700
Energy	959,078	1,200,000	1,300,000
Communications	1,438	1,500	2,500
Professional Services	5,141,190	6,066,300	6,311,000
Repairs & Maintenance	34,678	103,600	152,600
Office Supplies	614	4,000	5,500
Materials & Supplies	34,163	161,700	378,500
Travel & Meeting Expense	6,837	10,200	13,200
Dues and Subscriptions	4,242	3,800	4,000
Admin & Overhead	2,239,800	2,362,600	2,491,400
Debt Service	1,222,644	1,238,600	1,241,000
Capital Outlays - Office Equip/Furn	353	2,900	2,500
Capital Outlays - Public Utilities	32,022	35,500	250,500
Capital Outlays - Vehicles	450,424	0	0
Capital Impr - Sewer	566,964	625,000	1,300,000
TOTAL SEWER	12,322,447	13,579,100	15,361,400

SOURCES OF FUNDING

User Fees	12,322,447	13,579,100	15,361,400
TOTAL	12,322,447	13,579,100	15,361,400

DETAIL OF POSITIONS

Administrative Assistant	0.20	0.20	0.20
Assistant Public Utilities Director	0.35	0.35	0.35
Engineer I	-	0.25	0.25
Engineer II/Civil Engineer	0.30	0.30	0.30
Engineering Tech/Senior Engineering Tech	0.75	0.75	0.75
Maintenance Leadworker	1.00	1.00	1.00
Maintenance Worker/Senior Maint Worker	6.00	6.00	6.00
Management Analyst	0.08	0.28	0.28
Office Assistant	0.10	-	-
Principal Office Assistant	0.35	0.35	0.35
Public Affairs & Information Supervisor	0.10	0.10	0.10
Public Utilities Director	0.20	0.20	0.20
Senior Engineering Inspector	0.25	0.25	0.25
Supervising Civil Engineer	0.50	0.25	0.25
Utility Manager	0.50	0.50	0.50
Utility Worker	2.25	2.25	2.25
TOTAL	12.93	13.03	13.03

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
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BUDGET DETAIL

Salaries - Regular	2,709,801	2,876,400	3,133,400
Overtime	112,933	133,700	135,500
Extra Help	0	10,000	25,000
Benefits	1,468,155	1,550,500	1,709,700
Vehicle Charges	551,758	549,800	568,900
Energy	2,281,893	2,600,000	3,000,000
Communications	10,367	8,000	18,000
Professional Services	1,302,279	1,773,400	7,551,400
Repairs & Maintenance	606,047	797,700	1,348,500
Office Supplies	917,684	1,333,200	1,307,200
Travel & Meeting Expense	28,483	43,300	43,200
Admin & Overhead	2,588,229	2,753,400	2,963,000
Liability Insurance - ISF	0	900	0
Capital Outlays - Office Equip/Furn	1,218	3,400	5,000
Capital Outlays - Public Utilities	754,420	1,124,600	1,193,500
Capital Outlays - Vehicles	214,986	356,700	848,500
Capital Improvements	240,000	150,000	100,000
TOTAL WATER	13,788,253	16,065,000	23,950,800

SOURCES OF FUNDING

User Fees	13,788,253	16,065,000	23,950,800
TOTAL	13,788,253	16,065,000	23,950,800

DETAIL OF POSITIONS

Administrative Assistant	0.35	0.35	0.35
Assistant Public Utilities Director	0.45	0.45	0.45
Assistant Water Systems Technician	4.00	4.00	4.00
City Manager	0.20	-	-
Electrician	1.00	1.00	1.00
Engineering Tech/Senior Engineering Tech	1.25	1.25	1.25
Engineer I	1.00	0.50	0.50
Engineer II/Civil Engineer	0.35	0.75	0.75
Maintenance Leadworker	3.00	3.00	3.00
Maintenance Worker/Senior Maint Worker	11.60	12.60	12.60
Management Analyst	0.24	0.59	0.59
Meter Reader	4.00	4.00	4.00
Office Assistant	0.60	-	-
Principal Office Assistant	1.15	1.25	1.25
Public Affairs & Information Supervisor	0.10	0.10	0.10
Public Utilities Director	0.30	0.30	0.30
Senior Engineering Inspector	0.30	0.30	0.30
Supervising Civil Engineer	0.25	0.35	0.35
Utility Manager	0.50	0.50	0.50
Utility Worker	3.75	3.75	4.75
Water Production Manager	1.00	1.00	1.00
Water System Technician	1.00	1.00	1.00
Water Treatment Plant Operator	3.00	3.00	3.00
TOTAL	39.39	40.04	41.04

CLOVIS SUCCESSOR AGENCIES

AGENDA ITEM NO. 18.

TRUST FUND SUMMARY

The purpose of the Clovis Successor Agencies is to wind down the activities of the former Redevelopment Agency. The Successor Agencies' activities are reported as a trust fund and are therefore not included in the City of Clovis' budget. These schedules are presented for informational purposes.

In April 2008 the former Clovis Community Development Agency issued tax allocation bonds in the amount of \$19,100,000 at interest rates varying from 3.25% to 4.75%. The proceeds are being utilized to aid in the financing of the former Clovis Community Development Agency's projects and were used for the refunding of \$7,170,000 aggregate principal amount of the Agency's outstanding 1996 tax allocation bonds. Due to the elimination of redevelopment, the City is acting as the Successor Agency. The City has completed the necessary requirements, and applied to the State Department of Finance for the "finding of completion". Upon award of the finding of completion from the Department of Finance, the remaining bond proceeds will be used for the original intended purposes. The last debt service payment is scheduled for the fiscal year 2037/38. Included in the 2020/21 budget is \$805,000 for principal and \$536,000 for interest.

The following is a schedule of debt service payments for the 2008 Tax Allocation Bonds:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
20/21	805,000	536,000	1,341,000
21/22	845,000	498,951	1,343,951
22/23	880,000	461,001	1,341,001
23/24	915,000	421,511	1,336,511
24/25	960,000	379,181	1,339,181
25/26	995,000	333,972	1,328,972
26/27	1,050,000	286,681	1,336,681
27/28	1,095,000	237,078	1,332,078
28/29	1,150,000	185,163	1,335,163
29/30	1,205,000	130,703	1,335,703
30/31	230,000	97,375	327,375
31/32	240,000	86,213	326,213
32/33	250,000	74,575	324,575
33/34	265,000	62,344	327,344
34/35	275,000	49,519	324,519
35/36	290,000	36,100	326,100
36/37	300,000	22,088	322,088
37/38	315,000	7,481	322,481
Total	<u>\$12,065,000</u>	<u>\$3,905,936</u>	<u>\$15,970,936</u>

CLOVIS SUCCESSOR AGENCY TRUST FUND SUMMARY

Per AB 1X26, the City of Clovis became the Successor Agency for the purpose of winding down the activities of the former Redevelopment Agency. The operational activities are limited to administering the housing and urban development loans, a tax sharing agreement with Sierra Vista Mall, and the administrative costs associated with the oversight of the elimination of the former Redevelopment Agency.

	2018-2019 Actual	2019-2020 Revised Estimate	2020-2021 Budget
ADDITIONS			
Redevelopment Property Tax Trust Fund	1,580,104	1,445,000	1,366,000
TOTAL SUCCESSOR AGENCIES	1,580,104	1,445,000	1,366,000
DEDUCTIONS			
Professional Services	250,000	100,000	20,000
Debt Service	1,330,104	1,345,000	1,346,000
TOTAL SUCCESSOR AGENCIES	1,580,104	1,445,000	1,366,000



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Fire Department

DATE: May 18, 2020

SUBJECT: Receive and File – 2019 Fire Department Annual Report and Council Presentation.

Staff: John Binaski, Fire Chief
Recommendation: Receive and File

ATTACHMENTS: 1. 2019 Fire Department Annual Report

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to receive and file the Fire Department’s Annual Report for 2019.

EXECUTIVE SUMMARY

The Fire Department Annual Report for 2019 is the department’s way of communicating to elected officials, cooperating fire agencies, and most importantly, our community, the quality and quantity of service provided to our citizens in 2019. The report also serves as a record of our activities and accomplishments for future reference and comparison.

BACKGROUND

In 2019, the Fire Department welcomed Deputy Chief Chris Ekk who joined the City from the Hanford Fire Department where he served for the past several years as their Fire Chief and the retirement of Fire Engineer Darryl Turney who dedicated 29 years of service to various City Departments.

The Department has many accomplishments to report and one of the primary reasons for such success is the teamwork between the firefighters, City staff, elected officials, and most importantly, our citizens.

Notable Accomplishments of 2019:

- After reevaluation by the Insurance Service Organization (ISO), which rates fire departments from throughout the country, the Clovis Fire Department was rated Class 2, which is the second highest rating. The Department also maintained accreditation through the Commission of Fire Accreditation International (CFAI).
- The Department took delivery of a new ladder truck, replacing our reserve which was originally purchased in 1998. Our fleet replacement was increased to compensate for the reduction during the past recession, but unfortunately, we are still behind. It is anticipated like many other products we use in our life that the fire apparatus will not last as long as it used to in the past decade.
- The Department established an important partnership with Clovis Unified School District Career and Education Training Division, which enabled us to build a three-story fire training prop at our Training Center. Additional other improvements to training props were completed, which now enable the Fire Department with the opportunity to provide valuable training here locally.
- The Fire Department Prevention Division staff was able to complete 98% of all State-mandated annual life safety inspections as required by the unfunded State mandate. Staff also completed 55% of the remaining annual life safety inspections, despite being understaffed as the Fire Prevention Officer position remains vacant.

Challenges for the coming years are many, but nothing that cannot be overcome.

- As growth continues in the southeast area of the City, the Department is experiencing longer total response times and an increase in service demands. As of January 2019, there are over 7,400 homes located in this area, approximately 725 calls for service, and we are experiencing response times well above our benchmark goal (Attachment 1, Page 7). A new fire station is planned for this area with construction scheduled to begin in 2021. The land acquisition, design, construction, radio tower, and fire apparatus for Station 6 is estimated to cost approximately \$11 million dollars. As of January 2020, the Fire - Developer Impact Fee (DIF) account had a balance of approximately \$1.9 million. In order to cover all the costs associated with the construction of Station 6, the City will have to issue a bond which will add an additional \$1.4 million to the overall cost.
- Staffing for Station 6 will require the hiring of 9 additional fire personnel in 2022 with an estimated annual cost of \$1.4 million. The addition of another fire station will result in an increase of approximately \$500,000 annually to cover all of the overhead costs (utilities, fuel, supplies, insurance, IT, etc.). The total annual General Fund increase to staff and operate the fire station is around \$1.9 million starting in 2022. This figure is very consistent with other fire departments throughout the State. Fire departments which staff three fire stations spend

approximately \$8 to \$10 million annually and departments that staff six stations spend approximately \$19 to \$21 million. It is estimated that the total Fire Department budget for 2021/2022, when Station 6 opens, will need to be \$19 million. This amount will still be under our strategic goal of \$155 per capita cost, which is the average of Central Valley fire departments who serve a population between 60,000 and 200,000.

- The Fire Department was fortunate to replace its existing ladder truck in 2019 and order two new fire engines in 2020. Even with these new deliveries, the average age of the Fire fleet in 2020 will be 13.57 years and rise over the next three years to 15.57 (Attachment 1, Page 11). The Department currently has a 20 year life span average for our fleet vehicles, which means the average fleet age should be ten years. The Department has not been able to compensate for the five years that fire apparatus was not replaced during the last recession.
- Fire Station 2 was originally constructed in 1979 and over the years an additional apparatus bay was added, and the large bunk room was converted into four small bedrooms. This fire station is now 41 years old and requires significant repair, upgrades, and modernization. Within the next 7 to 10 years, this station will need to be demolished and rebuilt meeting current building and fire codes. The estimated cost for this project in today's dollars is approximately \$8 million. Unfortunately, this is a General Fund building and there are no funds set aside for the rebuilding of this valuable fire station.

As you can see, the challenges we face are driven primarily by budget factors, but over the past twenty years, the Fire Department has done so much with the resources provided. The Department has maintained accreditation, improved their ISO rating, and found other funding sources for improvements.

In 1999, the Fire Department was staffed with 15 firefighters daily to protect a population of 69,000. In 2020, the Fire Department staffs 16 people daily to protect a population of over 117,000. Fire Department staffing has not kept pace with the growth of the City and now this is presenting significant issues to the Department and affecting our service to the citizens we serve. This is clearly shown when you look at our response time increases over the past five years, increase in fire loss, and increased call volume.

The accreditation and ISO process/review were developed on the belief that agencies should always be improving and meeting industry best practices. Unfortunately, if improvements are not made, it is highly likely the Department will not receive reaccreditation by the Commission on Fire Accreditation International (CFAI) in 2022 and a reevaluation of our ISO rating in 2023 will mean a reduction to a rating of 3. Unlike ISO, fire accreditation does not specifically say how you must meet these best practices, which gives local jurisdictions a lot of freedom to improvise and find new methods to achieve the best outcomes. This is why ISO has a crosswalk to give fire departments who are accredited, credit for their innovation and hard work. Over the past several years, we have seen the need for service delivery improvements throughout the City, but specifically in the Loma

Vista area. Hopefully Station 6 will be constructed and staffed in 2022, as planned by the City Manager's budget forecasts. Opening Station 6 will enable the Fire Department to maintain accreditation and its current ISO rating.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

Clovis Fire Department's Annual Report of activity for 2019.

ACTIONS FOLLOWING APPROVAL

Receive and file.

Prepared by: John Binaski, Fire Chief

Reviewed by: City Manager *JH*



2019 ANNUAL REPORT

**SERVICE
WITH
PRIDE**





Message from the Fire Chief

It is my honor and privilege to serve the residents of the city of Clovis, California, as their fire chief. I work alongside 65 well-trained and highly skilled professional firefighters, fire engineers, fire officers, chief officers, fire inspectors, and administrative staff members. Together, we provide high-quality emergency services to more than 117,000 residents within our 26-square-mile first due response area. Although the role of the fire service has significantly changed and increased in complexity over the years, our commitment to serving our community to the best of our ability remains steadfast. The Clovis Fire Department recognizes the importance of adaptability and continual flexibility to meet the needs of the community.

In 2019, the Fire Department welcomed Deputy Chief Chris Ekk, who joined us from the Hanford (California) Fire Department, where he served for the past several years as fire chief.

The Department also saw the retirement of Fire Engineer Darryl Turney, who served the city in the Fire Department and other departments as well. We all wish him a happy and well-earned retirement.

As growth continues in the southeast area of Clovis, we are experiencing longer total response times and increased service demands. As of January 2019, there were more than 7,400 homes located in this area, approximately 725 calls for service, and response times that were well above our benchmark goal. To respond to these changes, we are adding a new fire station for this area, with construction scheduled to begin in 2021.

The Department has many great accomplishments to report, and one of the primary reasons for our success is teamwork. Teamwork among firefighters, city staff, elected officials, and, most importantly, community members is what allows us to be a highly successful fire department.

Notable Accomplishments of 2019

- After reevaluation by the Insurance Service Organization, which rates fire departments throughout the country, the Clovis Fire Department was rated Class 2, which is the second highest rating possible.
- The Fire Department took delivery of a new ladder truck, replacing our reserve vehicle, which was originally purchased in 1998. Our fleet replacement has been accelerated over the past few fiscal years, but the overall age of the fleet still exceeds our recommended goal of 10 years.
- The Department established an important partnership with the Clovis Unified School District Career and Education Training Division, which enabled us to build a three-story fire-training prop at our Training Center. Additional improvements to training props were completed as well.

I am exceptionally proud of the men and women who serve in all areas of the Clovis Fire Department. I hope their commitment to our mission and values provides you with the same pride and satisfaction I enjoy each day as their fire chief.

John Binaski, Fire Chief



Deputy Chief Chris Ekk



Fire Engineer Darryl Turney

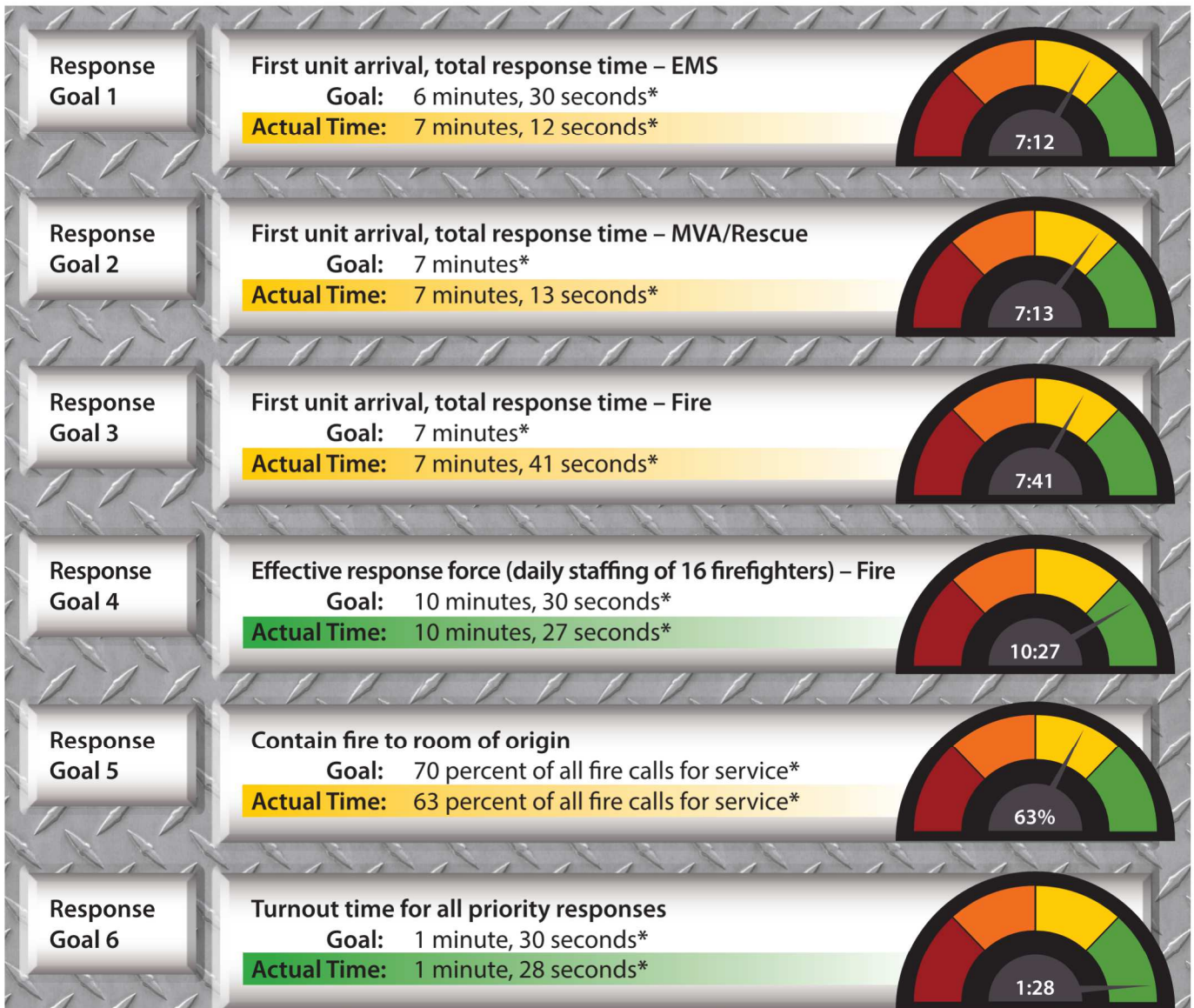


This Annual Report is the Clovis Fire Department’s method of communicating with our elected officials, cooperating fire agencies, and, most importantly, our community about the quality and quantity of services provided to our customers in 2019. This report also serves as a record of our activities and accomplishments for future reference and comparison.

The following illustration shows the high-level indicators that the Department uses to determine effectiveness and efficiency in a number of service delivery areas. The data show that, in 2019, the Fire Department did not meet or exceed its response-time goals, as it has in previous years. This fact is explained by the significant residential growth over the past 15 years in all areas of the city without a corresponding increase in personnel or resources.

Response Performance

Response Goals and Response Time Performance



*Response goals are measured at 90th percentile



Strategic Goals

Strategic Initiative Goals and Actual Results

Strategic Initiative Number and Goal		Actual Result
1A	Cost per capita (CAFER annual fire budget - OES rev/exp ÷ population served = cost per capita) ➤ Below \$155 City comparisons: Chico, Davis, Lodi, Manteca, Merced, Roseville, Turlock, Visalia	\$132
1C	Insurance Services Office rating ➤ Class 3 or better	Class 2
2B	Property loss ➤ Keep property loss due to fire below 5-year average (\$2.4 million)	\$2,371,527
3A	Citizen Satisfaction Survey score ➤ 90% or better	97%
6A	Firefighter injury rate ➤ Less than 13 reportable injuries (less than 20% of personnel)	3 injuries
6B	Total injury claim costs ➤ \$150,000 or lower (3% or less of total fire-suppression personnel salaries)	\$146,769
1B	Accreditation status through the Center for Public Safety Excellence ➤ Maintain accreditation status	Maintained accreditation status

Fire and Life Safety Strategic Initiative Goals and Actual Results

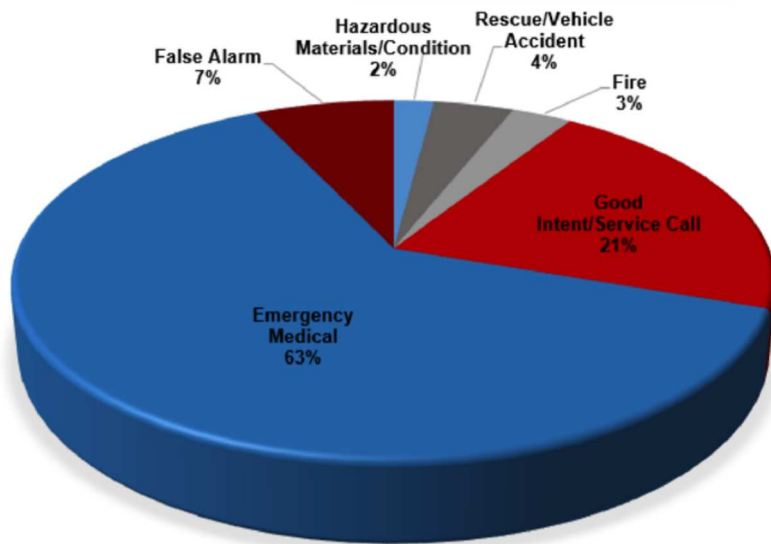
Strategic Initiative Number and Goal		Actual Result
5A	Timing of permits and inspections ➤ Return 100% of all fire-protection system and building plans for permit issuance within 10 days of submittal and provide inspections within 24 hours of request.	90%
5A-1	Plan checks ➤ Complete plan checks within 10 days, 90% of the time.	90%
5A-2	Project approval ➤ Approve 90% of projects within three (3) plan checks.	90%
5A-3	State-mandated inspections ➤ Complete 90% of state-mandated inspections (E, R-2, R2.1, H).	98%
5C	Fire investigations ➤ Investigate 100% of all fires reported.	100%
5C-1	Clearance of fire investigations ➤ Clear 90% of all fire investigations cases within one year.	100%



Calls for Service

When citizens encounter a problem they do not inherently know how to solve, and they do not know who else to call, they often call 9-1-1/dispatch. Good intent/service calls are minor emergencies that require a response to investigate or mitigate before becoming significant emergencies. Examples of these call types include a burst water pipe, smoke mistaken to be a structure fire, trees and/or power lines down due to storm damage, vehicle locked with a child inside, and a citizen who needs help getting up after a fall. The numbers of good intent/service calls and calls of other types are outlined in the table below.

Call Volume by Type, 2017-2019				
Incident Type	2017	2018	2019	3-Year Average
Emergency medical	5,821	6,421	6,606	6,283
Good intent/service call	2,253	2,469	2,253	2,325
Fire	421	336	351	369
Hazardous materials/condition	147	177	193	172
Rescue/vehicle accident	538	375	460	458
False alarm	604	621	799	675
TOTAL	9,784	10,399	10,662	10,282



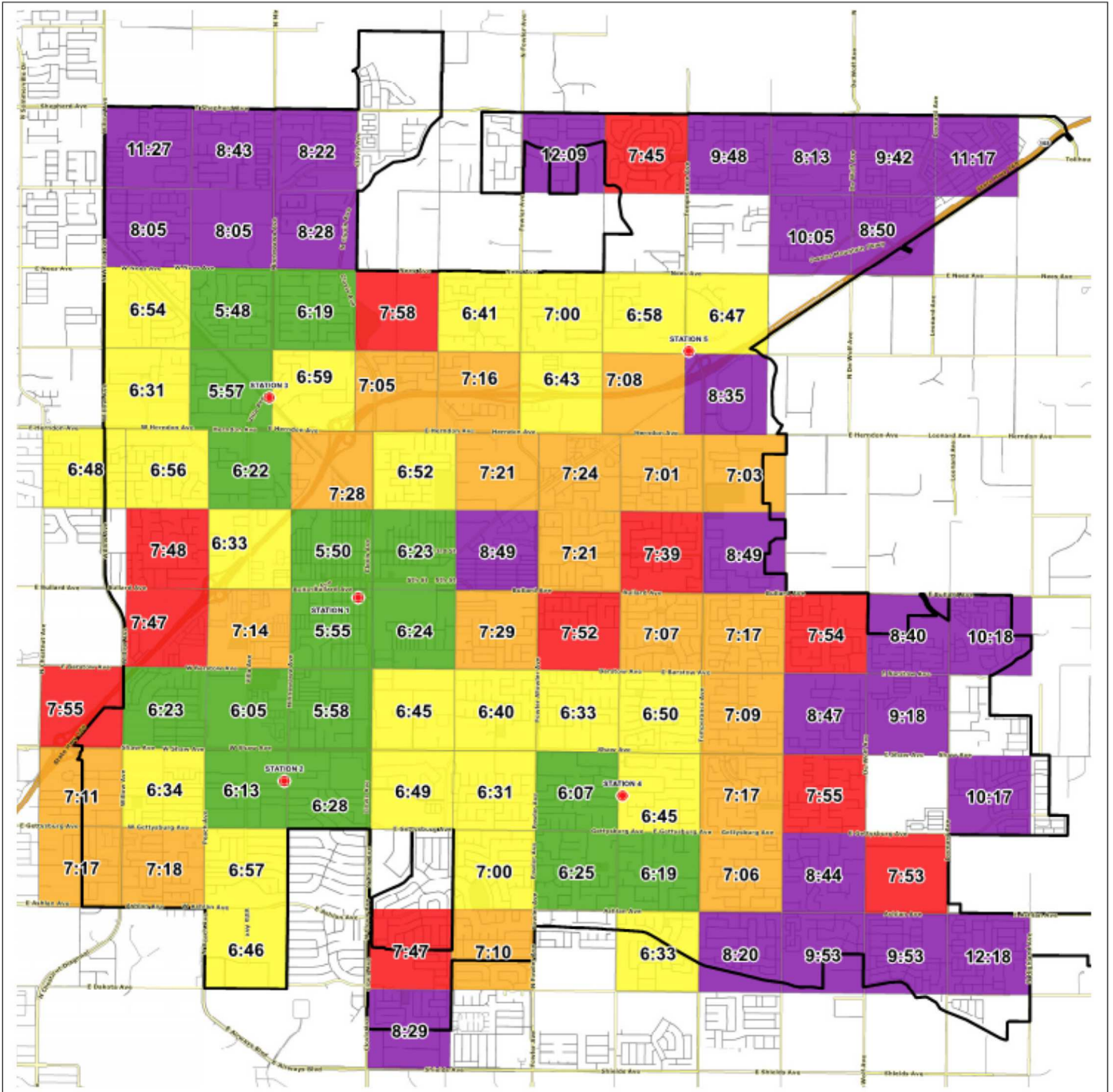
Total Response Time Performance

The graphic on the next page shows total response time performance in the Department’s service area, color coded to show the 90th percentile performance of first-arriving units to priority calls. The times indicate the period from call pick-up to unit arrival. Areas in red and purple are those in which response times are the longest, which is primarily due to the travel distance from a fire station. The outlying peripheral areas are the most significant challenge in terms of response time performance over time. Almost all fire agencies have peripheral areas with longer response times; as such, the presence of red and purple areas is not uncommon. Longer response times, as noted in the graphic, are above industry norms and continue to grow based on projected development.



Total Response Time Performance

First-Arriving Unit, Priority Calls, 90th Percentile Performance





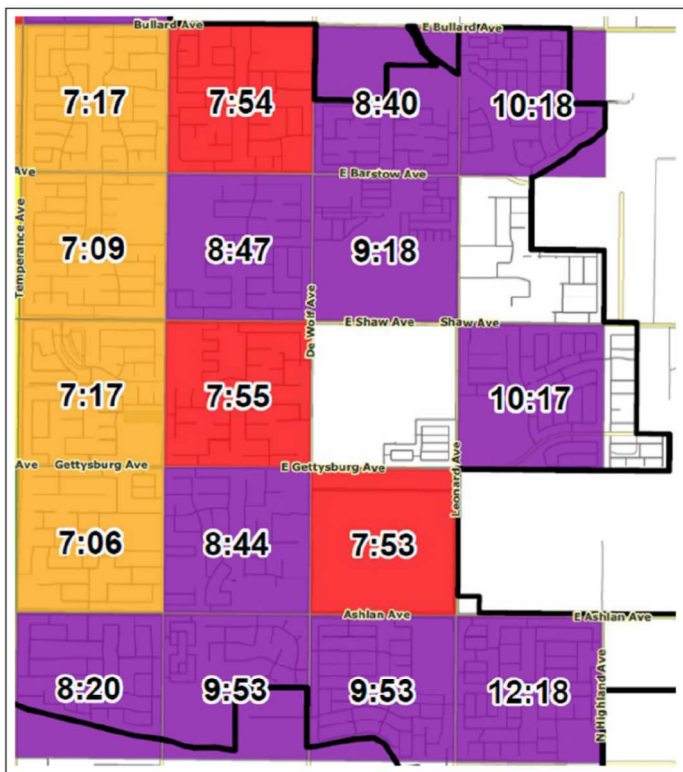
With continued growth in the southeast area of Clovis, the service area for Station 4 continues to increase in geography, population density, and call volume. In this area, the number of single-family homes has increased 247 percent, and calls for service have risen 163 percent since 2015. Using these measures, along with actual

response times, the Department has developed a first-due response area for Station 6. The table below shows the increase in the number of single-family residences over the past five years, which correlates to the increased call volume. The historical practice for the city of Clovis is to open a fire station when calls for service to an area reach approximately 500 or more per year. Having surpassed this benchmark in the southeast, the Department has made progress in designing the new Station 6, with building scheduled to begin in 2012 and complete in 2022. The new station will ensure that residents continue to receive the service levels adopted by City Council.



Southeast Area Statistics, 2015-2019					
Statistic	2015	2016	2017	2018	2019
Number of single-family homes	2,153	2,791	3,349	5,059	7,474
Number of service calls	278	326	371	410	731
Total response time at 90 th percentile	7:49	8:04	9:46	9:48	10:17

First-Arriving Unit, Priority Calls, 90th Percentile Performance, Southeast Service Area



The graphic to the left shows total response time performance in the southeast service area, color coded to show the 90th percentile performance of first-arriving units to priority calls. The times indicate the period from call pick-up to unit arrival.



Significant Events

The following section describes significant events managed by the Clovis Fire Department in 2019:

- On May 26, 2019, at 10:39 p.m., a structure fire occurred at 2100 Fowler Avenue, at the Solstice Senior Living Center. A wall-mounted AC/heating unit caught fire in a resident’s unit, causing minor damage and heavy smoke. Crews assisted with resident evacuation and rescue.
 - **Fire loss for this incident was estimated at \$230,000.**
- On June 23, 2019, at 3:25 p.m., there was an apartment fire at 55 W. Bullard Avenue. The fire originated on the patio of the second-story unit and extended to expose six units to fire damage.
 - **Fire loss for this incident was estimated at \$700,000.**
- On August 23, 2019, at 7:41 p.m., a multi-story apartment building caught fire at 275 W. Alamos. Crews arrived to find a fully involved fire on the second-story balcony. Only the unit of origin was affected.
 - **Fire loss for this incident was estimated at \$365,000.**

Residential fires remain the most common property type for fire loss within the city of Clovis. Several studies have shown, and our own data supports the fact that, the installation of residential fire sprinklers greatly reduces property loss and loss of life due to fire.



Number of Mutual Aid Incidents, 2017 – 2019					
Mutual Aid Partner	Clovis Fire Department Role	2017	2018	2019	3-Year Average
Fresno County	Received aid	272	265	291	276
Fresno County	Provide aid	285	239	272	265
Fresno City	Received aid	250	233	235	239
Fresno City	Provided aid	657	592	682	644
Office of Emergency Services	Provided aid	74	49	34	52



Training Bureau

The Clovis Fire Department continues to provide high-quality, up-to-date, and essential training to its members, including numerous required and recurring firefighting-related training programs mandated by multiple sources. State and national standards require a minimum of 240 training hours per employee, annually. Various regulations, mandates, and consensus standards are utilized to develop training curricula to ensure compliance with National Fire Protection Association, CAL-OSHA, the Insurance Services Office, and other state and national organizations.

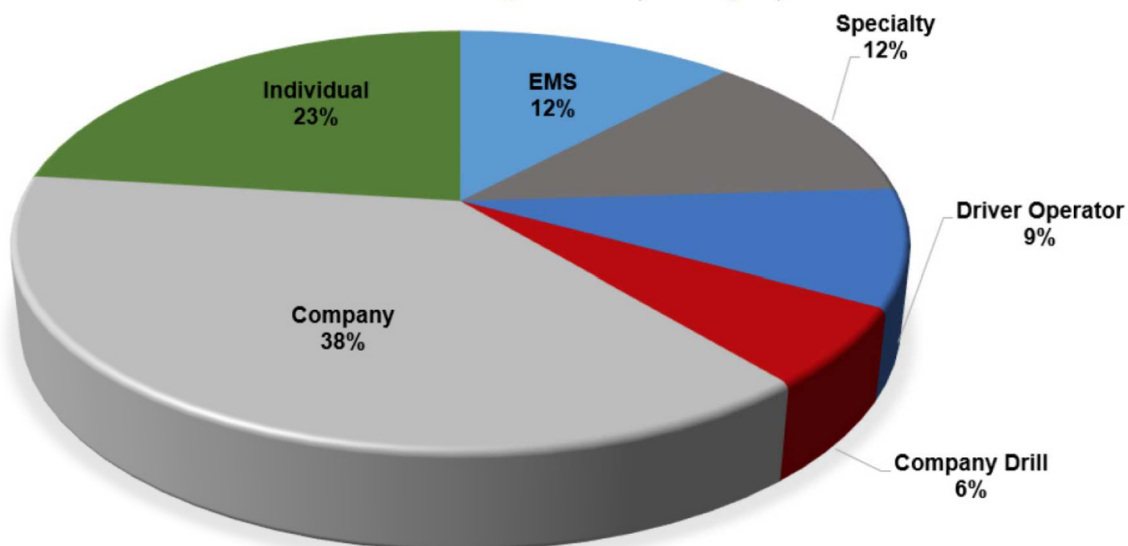
In 2019, the average firefighter completed more than 283 hours of training, for a Department aggregate total of 16,417 hours. Through Instructional Service Agreements and the California Joint Apprenticeship Committee (CalJAC), the Department was reimbursed \$58,000 for this training, which enabled us to make valuable additions to our Training Center and other training resources.

The Training Center facility continues to see an increase in use by numerous agencies. Additional props have been added to deliver realistic training in a safe learning environment. The 2019 additions to the Training Center include a two-story addition to the live fire prop, a car fire prop, and a fenced K-9 area, in collaboration with the Clovis Police Department.

Staffing levels in the Training Division have not grown, despite significant increases in required training and continuing education. By increasing efficiencies and delegating topics to subject matter experts within the Department, the Department has produced more evenly distributed tacit knowledge, skills, and abilities in the most cost-effective manner possible.



2019 Training Hours by Category





Facilities

All Fire facilities are inspected monthly for compliance with all regulations, as outlined by the city’s Risk Management Division. The Department also participates in the voluntary CAL-OSHA program, which allows for a compliance inspection of one fire facility annually.

Ratings	
Rating	Description
A	Meets current needs of the organization and complies with current applicable codes and regulations (UBC, UFC, ADA, OSHA, etc.).
B	Meets the needs of the organization, but the building needs some ongoing repairs and/or improvements to comply with industry best practices or applicable regulations.
C	Meets the basic needs of the organization, but the building either lacks features needed by assigned personnel or needs significant repairs/improvements to comply with industry best practices or applicable regulations.
D	Sub-standard; facility does not meet the needs of the organization, the structure needs significant upgrades, and it is out of compliance with current building codes or applicable regulations.
F	Facility has major structural issues; emergency crews cannot be assigned.

Station Analysis			
Facility	Age	Needs	Grade
Logistics	41	<ul style="list-style-type: none"> The building needs to be reconfigured to meet the new functions of logistical storage and office space, as it was previously used as a fire station. The bathroom is no longer functional and does not meet ADA standards. The building requires a dedicated location to properly clean firefighter PPE. There are no fire sprinklers. 	F
Station 2	41	<ul style="list-style-type: none"> The fire station is approximately 41 years old and has had no major interior remodeling or upgrades. Many areas of the fire station are not ADA-compliant. There is only one bathroom, and it is not private. There is a non-code compliant bedroom configuration with only one exit. There are no fire sprinklers. 	D-
Training Center		<ul style="list-style-type: none"> The bathrooms are not ADA-compliant, and showers need to be added for proper personnel decontamination after training. The breakroom needs to be reconfigured for ADA compliance and reduced in size to expand the office area. The bathroom must be accessible from the exterior to accommodate personnel who are dirty from live fire training. 	D
Station 3	31	<ul style="list-style-type: none"> The station was not designed with a workout room, dining area, or proper storage. Drought-resistant landscaping has not been installed. 	C
Station 4	20	<ul style="list-style-type: none"> The kitchen needs to be remodeled to add a dining area. The bathroom needs to be updated. 	B
Station 5	13	<ul style="list-style-type: none"> Drought-resistant landscaping has not been installed. 	A
Station 1	12	<ul style="list-style-type: none"> Need to upgrade exhaust system to comply with California emission standards. 	288



Fire Apparatus

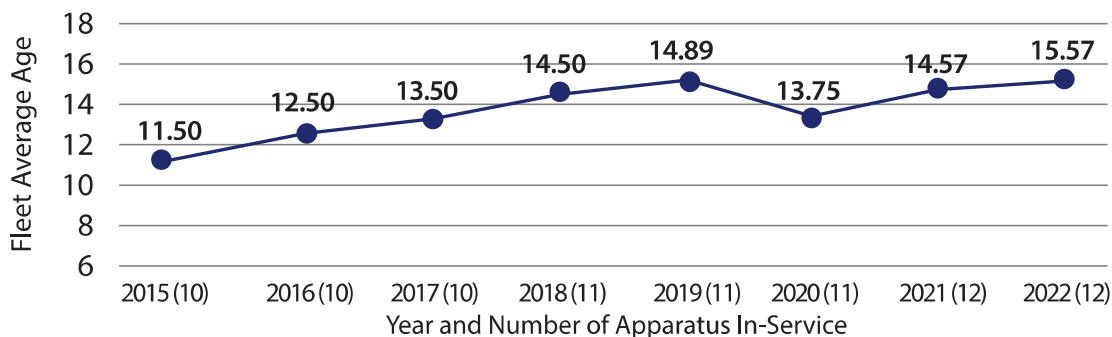
The Clovis Fire Department’s frontline fire apparatus, comprising four fire engines and one ladder truck, are part of the city’s emergency response infrastructure and are positioned throughout the City. The Department also owns four reserve vehicles and two specialty vehicles. All apparatus are graded in the table below, according to the American Public Works Association (APWA) Fleet Replacement Guide.

Projected Vehicle Life Expectancy				
Grading Scale	Engines	Trucks	Specialty	Description
A	0-5 years	0-5 years	0-8 years	Meets the needs of the organization; many items are under manufacturer’s warranty.
B	6-10 years	6-10 years	9-15 years	Meets the needs of the organization; apparatus needs minor to moderate ongoing repairs.
C	11-15 years	11-15 years	16-20 years	Meets the basic needs of the organization for daily front-line use; may need significant repairs.
D	16-20 years	16-20 years	21-25 years	Minimally meets the needs of the organization.
F	>20 years	>20 years	>26 years	Substandard apparatus does not meet the needs of the organization.

Assessment of Clovis Fire Department Apparatus						
Unit	Year	Age	Vehicle Type	Usage	Grade	Vehicle ID
E242	1996*	23	Engine	Reserve	F	21022
T241	1998*	21	Truck	Reserve	D	21024
E243	2000*	19	Engine	Reserve	D	21025
E40	2003*	16	Engine	Reserve	C	21027
WT40	2003	16	Engine - Tender	Specialty	C	21026
BE40	2004	17	Engine - Wildland	Specialty	C	21011
E45	2006	13	Engine	Front-line	C	21029
T41	2008	11	Truck	Front-line	B	21030
E44	2011	8	Engine	Front-line	B	21031
E42	2014	5	Engine	Front-line	A	21070
E43	2018	1	Engine	Front-line	A	21071

*Reserve engines and trucks are assessed for reliability based on historical maintenance records, not simply age, to determine which apparatus will be retired from service.

Year and Number of Apparatus In Service





Prevention Bureau

Inspections of new businesses and existing occupancies are an integral component of ensuring the economic vibrancy of the community while reducing the community risk for residents. Recurring inspections maintain a connection between constituents and the Department, and reduce potential threats to customers, occupants, and first responders alike. Continuing from 2018, Clovis Fire Department made significant progress in achieving compliance with SB-1205, which requires schools, hotels, hospitals, nursing facilities, and apartments to be inspected annually.

There are 2,869 occupancies in Clovis that qualify for life-safety inspections; of these, 334 are required by the State Fire Marshal’s Office to be inspected annually. The Department has a goal of inspecting the remaining occupancies on a biannual basis. Fire-prevention personnel and engine companies prioritize inspections based on risk. The number of occupancies fluctuates annually as new businesses are built and old businesses are redeveloped. In addition to existing occupancies, inspections of new commercial buildings are performed at various stages of construction prior to occupancy to ensure that fire-protection and supply systems are within code.

Inspection Statistics			
Inspection Type	Total Number of Occupancies	Completed Inspections	Percentage Completed
Existing annual inspections	1,750	959	55%
Annual state-mandated inspections	334	328	98%

Type	Completed in 2019
Residential plan reviews	135
Commercial plan reviews and On-site inspections	434
TOTAL	569

Public Education

Public education addresses the behavioral change component of community risk-reduction efforts. Inspections and plan reviews provide for the necessary safety elements of community buildings, whereas training and public outreach provide the foundation for citizen actions that can further reduce property and life loss in their homes and workplaces. Beginning with the city’s youngest residents, Clovis firefighters, in conjunction with the Alisa Ann Ruch Burn Foundation, conduct annual assemblies in 15 Clovis elementary schools. Firefighters in Safety Education (FISE) use props and an interactive format to teach students core concepts, such as stop/drop/roll, stay low under smoke, and how to develop and execute home escape plans. As in prior years, post testing of students showed a 40 percent improvement in knowledge of lifesaving concepts that can reduce life and property loss within the community.

Recurring community-based events, such as Clovis Night Out, Kids Day, and station tours provide the general public with simple educational opportunities and keep the public engaged in Department activities. In conjunction with regular public education messages posted on social media, these public education forums directly connect individuals who may not have used emergency services or experienced direct contact with the Clovis Fire Department.



Emergency Preparedness

Emergency preparedness is a function led by the Clovis Fire Department, but it is a shared responsibility among other city participants as well, such as public utilities, the police department, the city manager, etc. In 2019, staff from all departments received emergency operations center (EOC) section-specific training. Conducted by the California Specialized Training Institute, each session took staff members from the Department and surrounding agencies through the responsibilities, forms, and processes unique to their assignments during a large-scale event. Each session concluded with a tabletop exercise that allowed attendees to apply the skills to a simulated event.



Clovis Community Emergency Response Team

In 2019, the Clovis Community Emergency Response Team (CERT) continued pursuing its primary mission of developing citizen-based emergency preparedness training. CERT graduated a new class of 20 citizens, 5 of whom became members of the Department’s active volunteer base. This past year, CERT members staffed the first aid booth at the Clovis Rodeo, conducted outreach to special needs students at the Fresno County Office of Education Kids Day, provided rehabilitation and logistical support for the California Fire Training Symposium, and staffed the farmers market to recruit new volunteers.

Utilizing CERT volunteers, the Clovis Fire Department also delivers safety education to adults at the Senior Center,



and individuals in mobile home parks and other high-risk areas. These sessions focus on reducing home hazards, using fire extinguishers, and maintaining accurate medical information, which is essential for first responders in providing accurate treatment in medical emergencies. In 2019, Clovis CERT volunteers collaborated with the American Red Cross in the “Sound the Alarm” campaign at the Woods Mobile Home Park, where residents received new, 10-year smoke detector installations, as well as home hazard-reduction interventions.

Finally, it should be noted that the Center for Advanced Research and Technology (CART) continues to take biomedical students through the CERT curriculum to complement their core curriculum with real-life skills application.



All Code 3 Clovis Fire Department Calls, First Unit at Scene, 2015-2019

Fire Calls

Time Interval	Benchmark	Metric	Average	2015	2016	2017	2018	2019
Call Processing	01:30	Count	193	215	206	203	155	190
		90th Percentile	01:41	01:30	01:29	01:51	01:48	01:48
Turnout	01:30	Count	199	207	211	218	157	204
		90th Percentile	01:38	01:41	01:31	01:41	01:36	01:37
Travel	04:00	Count	200	214	211	221	156	199
		90th Percentile	5:27	05:01	05:12	06:07	05:28	05:27
Total Response	07:00	Count	197	216	212	208	157	192
		90th Percentile	7:43	07:32	07:28	08:13	07:41	07:41

EMS Calls

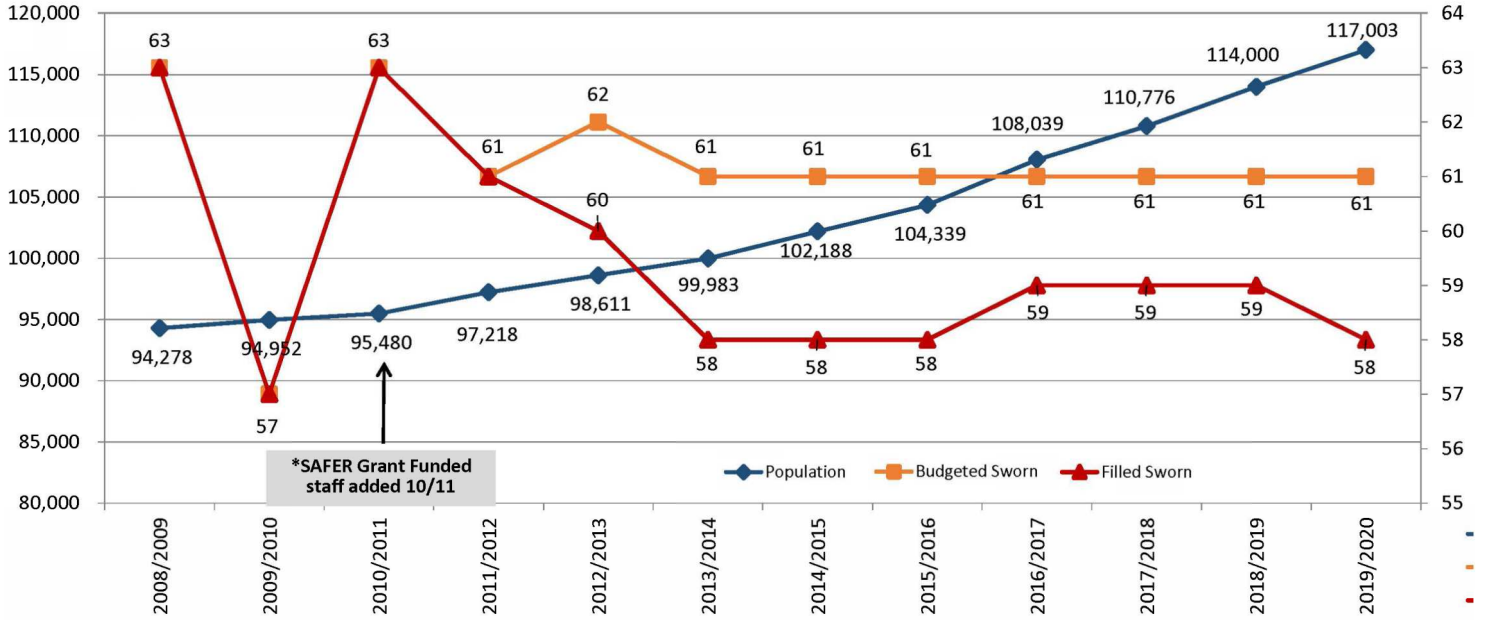
Time Interval	Benchmark	Metric	Average	2015	2016	2017	2018	2019
Call Processing	01:30	Count	4,990	5,552	5,073	4,654	4,387	5,285
		90th Percentile	01:42	01:31	01:55	01:43	1:39	1:42
Turnout	01:00	Count	5,032	5,590	5,058	4,707	4,447	5,360
		90th Percentile	01:26	01:27	01:25	01:27	1:25	1:25
Travel	04:00	Count	5,002	5,639	4,838	4,723	4,448	5,362
		90th Percentile	04:37	04:30	04:34	04:49	4:45	4:55
Total Response	06:30	Count	5,009	5,659	4,827	4,737	4,453	5,371
		90th Percentile	06:56	06:47	07:07	07:17	07:01	7:12

Rescue and Vehicle Accidents

Time Interval	Benchmark	Metric	Average	2015	2016	2017	2018	2019
Call Processing	01:30	Count	660	857	665	696	528	555
		90th Percentile	01:38	01:24	01:39	01:40	01:44	01:44
Turnout	01:00	Count	671	857	674	714	545	567
		90th Percentile	01:31	01:34	01:35	01:32	01:30	01:26
Travel	04:00	Count	672	863	672	713	546	566
		90th Percentile	04:40	04:30	04:22	04:56	04:49	04:43
Total Response	06:30	Count	671	863	676	708	544	564
		90th Percentile	07:04	06:40	06:37	07:24	07:26	07:26



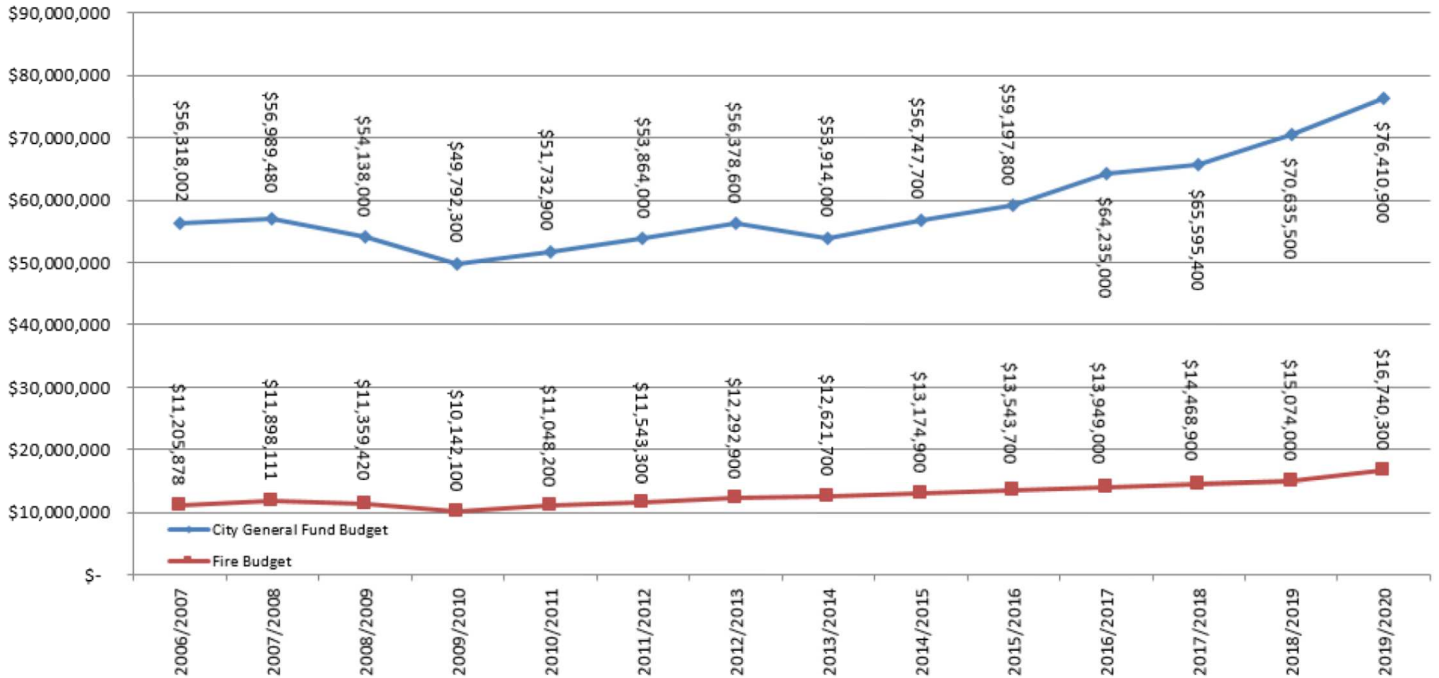
City General Fund to Clovis Fire Department - Sworn Staff Comparison



*SAFER Grant Funded staff added 10/11

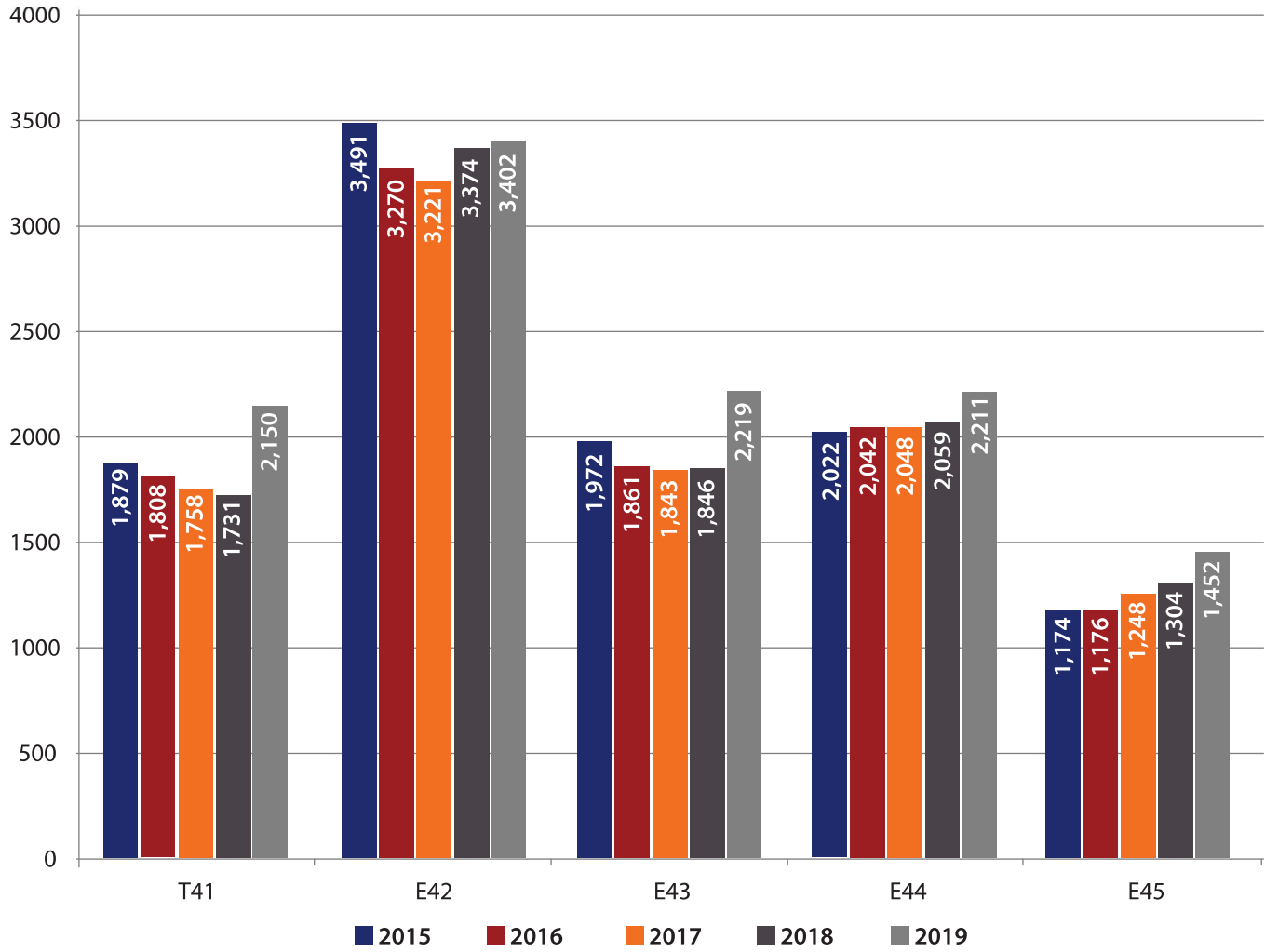
*Federal SAFER funding for additional staffing. Positions eliminated after 3-years due to lack of funding.

City General Fund and Clovis Fire Department Budgets





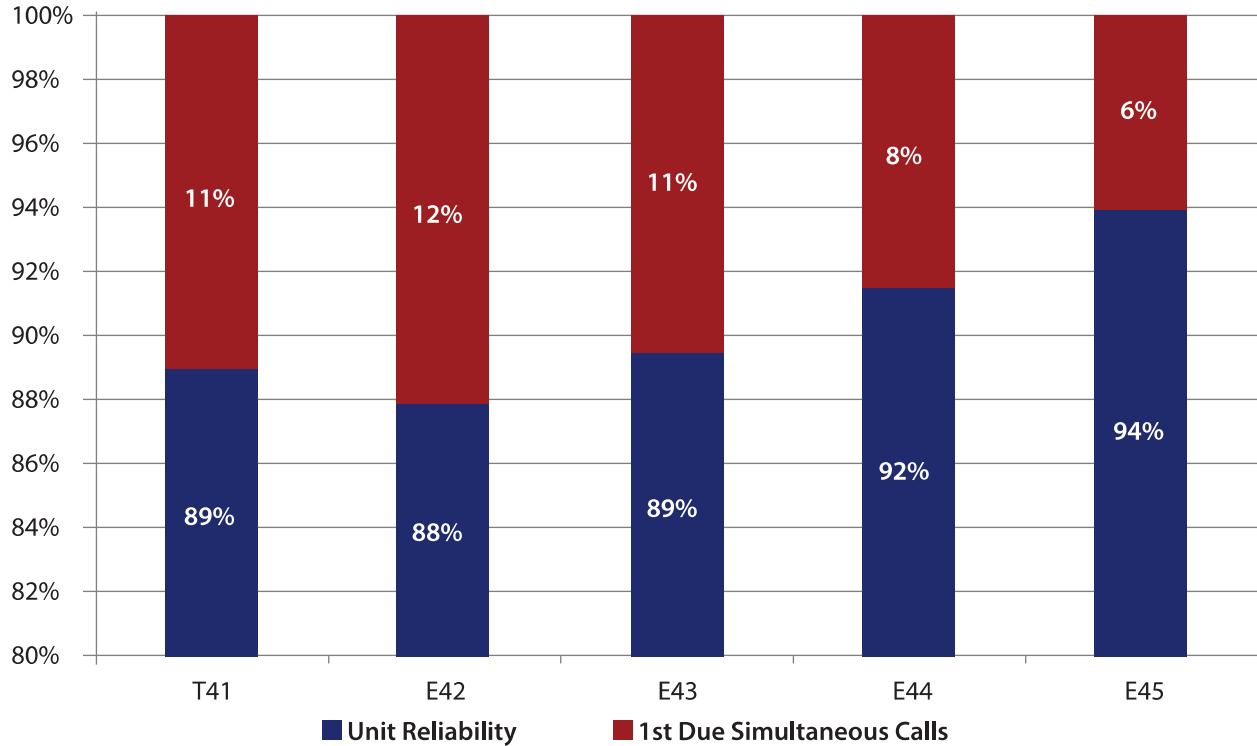
5-Year Workload by First-Due Area



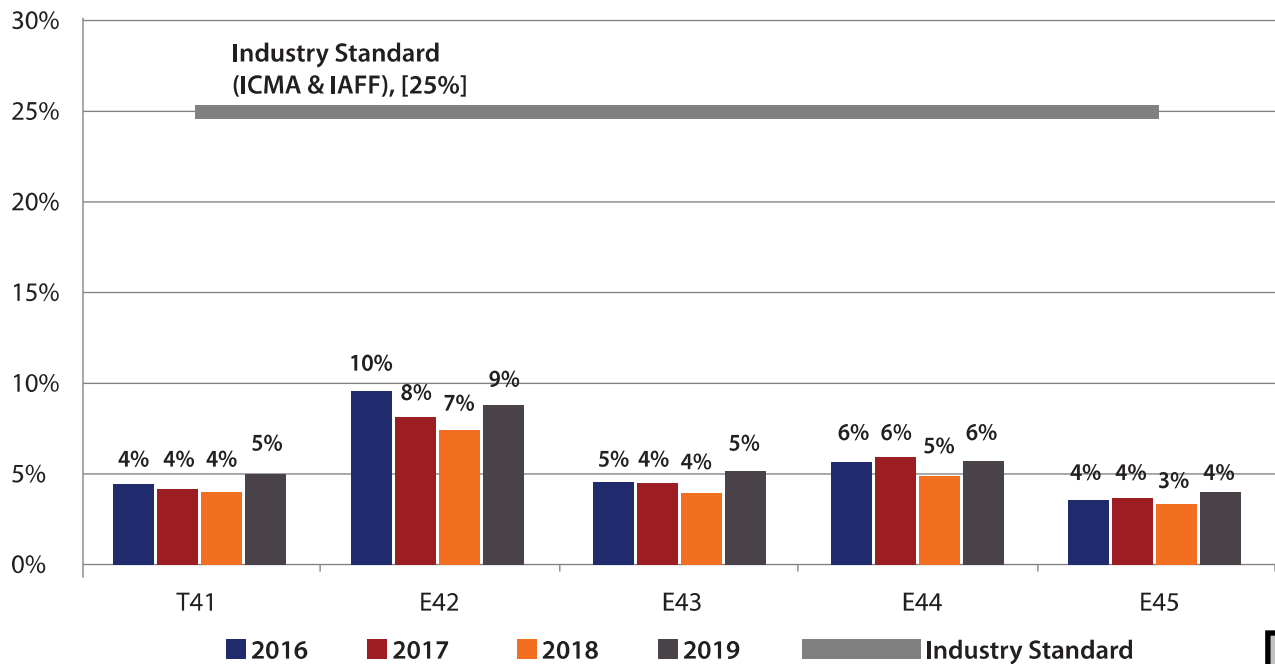
Number of Calls by First-Due Unit, 2015-2019						
Unit	2015	2016	2017	2018	2019	5-Year Average
T41	1,879	1,808	1,758	1,731	2,150	1,865
E42	3,491	3,270	3,221	3,374	3,402	3,351
E43	1,972	1,861	1,843	1,846	2,219	1,948
E44	2,022	2,042	2,048	2,059	2,211	2,076
E45	1,174	1,176	1,248	1,304	1,452	1,270
TOTAL	10,538	10,157	10,118	10,314	11,434	10,512



Unit Reliability

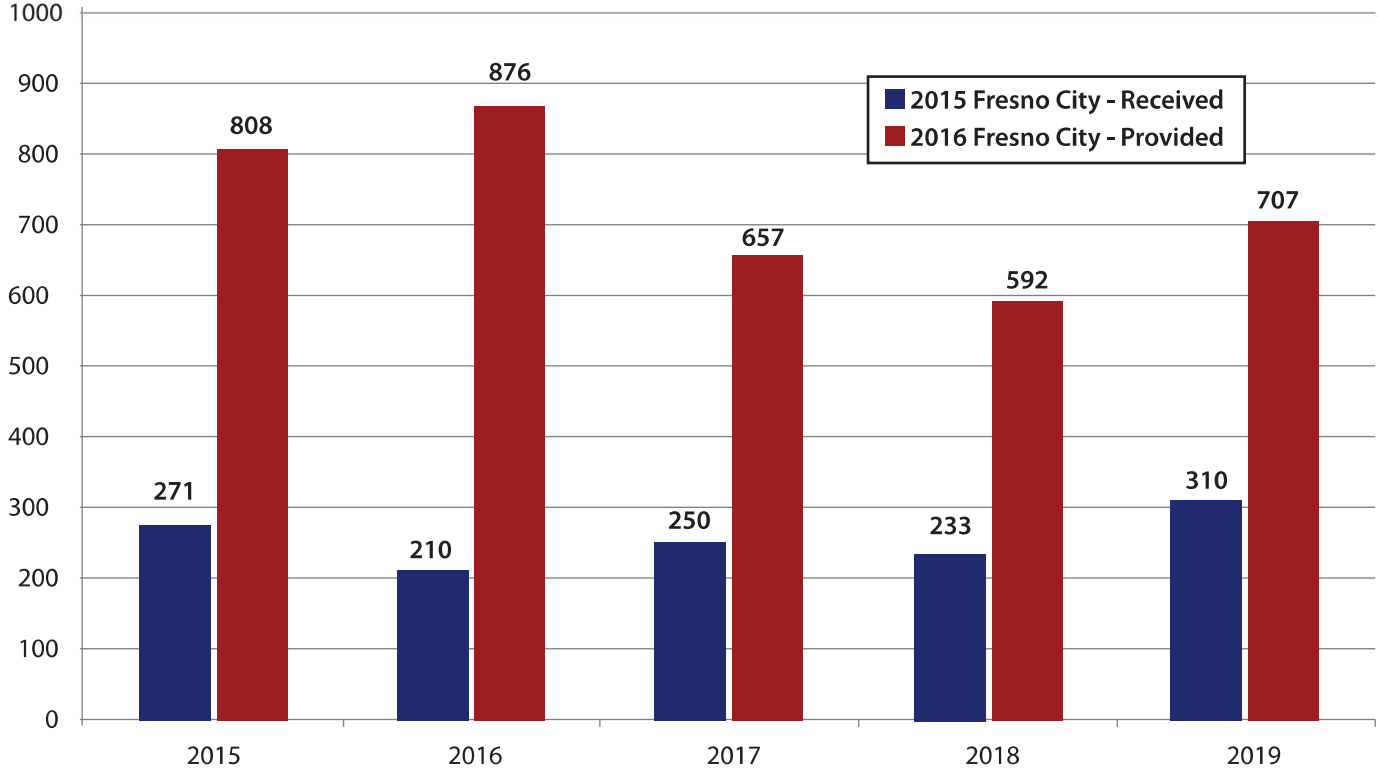


Unit Hour Utilization

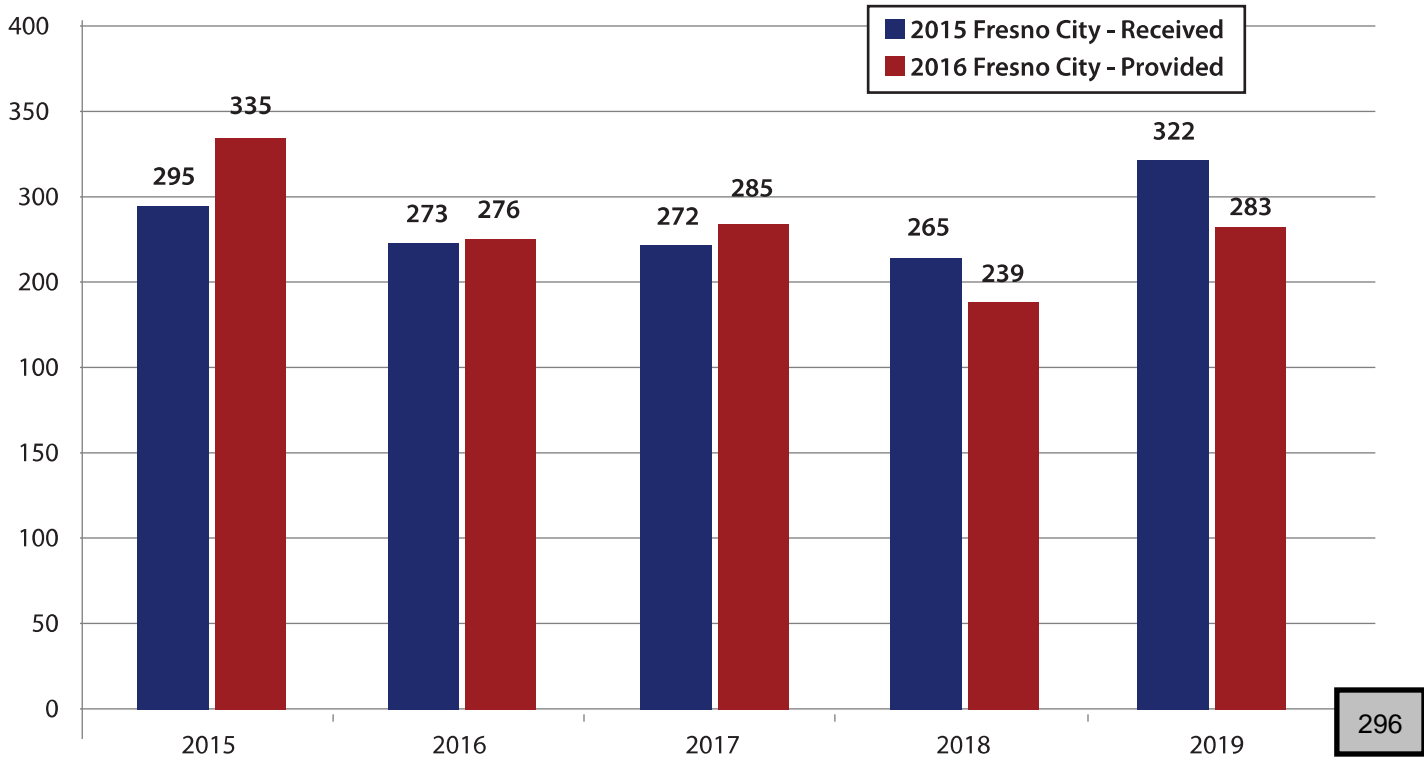




Fresno City Auto-Aid



Fresno County Auto-Aid



296

COMMAND STAFF

AGENDA ITEM NO. 19.

John Binaski, Fire Chief

Chris Ekk, Deputy Chief

Jim Damico, Battalion Chief

Jason Ralls, Battalion Chief

Anthony Gomes, Battalion Chief

Chad Fitzgerald, Life Safety
Enforcement Manager

Katie Krahn
Management Analyst





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 18, 2020

SUBJECT: Workshop – For the Clovis City Council to conduct a workshop to discuss the impact on ongoing City operations during the COVID-19 State of Emergency as declared by the Federal Government, State of California, County of Fresno, and City of Clovis; and to explore actions the City may take in response to the crisis.

- a. Consider - Letter of support for the Fresno County Board of Supervisors letter dated May 12, 2020 to Governor Newsom regarding authorizing Fresno County the discretion to reopen certain portions of the local economy.

Staff: Luke Serpa, City Manager
Recommendation: Approve

ATTACHMENTS: 1. Letter to Governor Newsom

City Manager Luke Serpa will give a verbal presentation on this item. This item will remain on the agenda during the State of Emergency.

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



County of Fresno

BOARD OF SUPERVISORS

Chairman
Buddy Mendes
District Four

Vice-Chairman
Steve Brandau
District Two

Brian Pacheco
District One

Sal Quintero
District Three

Nathan Magsig
District Five

Bernice E. Seidel
Clerk

May 12, 2020

The Honorable Gavin Newsom
Governor, State of California
1303 10th Street, Suite 1173
Sacramento, California 95814

Dear Governor Newsom:

On behalf of the County of Fresno, the Fresno County Board of Supervisors would like to thank you for the leadership you and your administration has exhibited in creating a safe environment for the State of California during the COVID-19 pandemic.

However, the County of Fresno’s Board of Supervisors believes the time has come for the State to move forward in expanding Stage 2 openings to include dine-in restaurants and certain retail establishments.

On May 4, you announced that the State had met its goals in your roadmap for reopening to begin the path to reestablish our economy. In the roadmap, the administration required six key metrics – stability of hospitalizations, personal protective equipment inventory, health care surge capacity, testing capacity, contact tracing capability, and public health guidance in place.

For the past two months, we have worked diligently to meet all the metrics. Today, we believe we have sufficient capacity to meet any surge in hospitalizations and public health guidance needs. Also, our testing capacity, contact tracing, and PPE distribution is close to, or meeting, State requirements. And, the County of Fresno will continue its march toward attaining or exceeding all metrics laid out in your May 4 announcement.

The County of Fresno is well on its way to meeting all these metrics and we believe we can reopen dine-in restaurants and certain retail establishments safely while continuing to meet social distancing, occupancy and other requirements.

Attachment 1

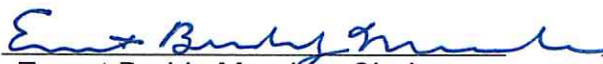
The Honorable Gavin Newsom
May 12, 2020
Page Two

In addition, County of Fresno recognizes the continued need to monitor and assist our most vulnerable populations, including the homeless, elderly, and those with behavioral health issues.

The Fresno County Board of Supervisors believes that – ideally - the entire State should move forward together in reopening the economy. Absent this, we ask that counties such as Fresno be allowed some exceptions or that each county in California be authorized to determine such action on its own.

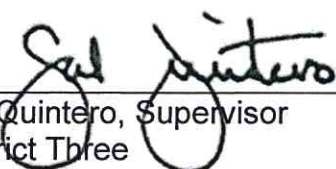
Thank you again for your leadership and efforts in guiding California through this crisis.

Sincerely,
Fresno County Board of Supervisors


Ernest Buddy Mendes, Chairman
District Four


Steve Brandau, Vice-Chairman
District Two


Brian Pacheco, Supervisor
District One


Sal Quintero, Supervisor
District Three


Nathan Magsig, Supervisor
District Five

cc: Sonia Y. Angell, State Public Health Officer
State Legislative Delegation