



CITY of CLOVIS

AGENDA • CITY COUNCIL MEETING

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

April 8, 2024

6:00 PM

Council Chamber

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

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

Written Comments

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

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



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

CALL TO ORDER

FLAG SALUTE - Councilmember Basgall

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

1. Presentation of Proclamation to the Clovis Rodeo Association Honoring the 110th Anniversary of the Clovis Rodeo.

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

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

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

2. Administration - Approval - Minutes from the March 18, 2024, Council Meeting.
3. Administration – Approval – Award the Request for Proposals (RFP) and approve the purchase of Cisco Network Hardware to Axelliant, LLC, for \$83,584.37.
4. Administration - Approval – Award the Request for Proposals (RFP) and approve the purchase of the Uninterruptible Power Supply (UPS) System for the Public Safety HQ building to Sacramento Computer Power, Inc., for \$317,052.96.
5. Administration - Approval - City of Clovis Development Impact Fee Deferral Program and Guidelines.
6. General Services - Approval – Res. 24-____, General Services Budget Amendment to reflect \$1,131,630.00 in California Energy Commission loan funding for the solar panel project on Fire Station 6 and the Landmark Square Senior Center and Transit buildings.
7. General Services - Approval - Res. 24-____, Authorizing Amendments to the City's Classification and Compensation Plans to Revise the Business Workflow Analyst Classification with a Salary Range of \$8,769 to \$10,658 per month.
8. General Services – Approval - Claim Rejection of the General Liability Claim by Cibele Nascimento.

- [9.](#) General Services – Approval - Claim Rejection of the General Liability Claim submitted by Braulio Paulino.
- [10.](#) General Services – Approval – Res. 24-____, Authorizing Amendments to the City’s Classification Plan by Revising the Firefighter Classification in the Fire Department.
- [11.](#) General Services – Approval – Res. 24-____, Authorizing the Execution of the Certificates of Assurances for the Low Carbon Transit Operations Program (LCTOP), and Submittal of One (1) Project for Fiscal Year 2023-2024.
- [12.](#) General Services - Approval – Res. 24-____; Amending the City’s FY 23-24 Position Allocation Plan by deleting one (1) Staff Analyst position and adding one (1) Administrative Assistant position within the Fire Department.
- [13.](#) Planning and Development Services – Approval – Bid Award for CIP 17-18 Senior Center- Façade Modification to Geometric Construction, Inc., for \$129,309.70; and Authorize the City Manager to Execute the Contract on behalf of the City, and Approval - Res. 24-____, amending the 2023-2024 Community Investment Program.
- [14.](#) Planning and Development Services - Approval - Bid Award for CIP 24-01, Rubberized Cape Seal 2024 to VSS International, Inc., for \$2,050,120.00; and Authorize the City Manager to Execute the Contract on behalf of the City.
- [15.](#) Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a 2024 Ford F750 Super Duty Truck from Tom’s Truck Center in the Amount of \$124,679.04.

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

- [16.](#) Consider Approval – Bid Award for CIP 23-16, Gould Canal Trail Improvements to Eslick Construction, Inc., in the Total Amount of \$155,348.00; Authorize the City Manager to Execute the Contract on Behalf of the City; and Receive and File – Presentation on the Gould Canal Trail Improvements.

Staff: Sarai Yanovsky, Civil Engineer
Recommendation: Approve

- [17.](#) Consider and Provide Direction – Results of the Akel Engineering Group Analysis of the City of Clovis Water Master Plan Project Cost Estimates.

Staff: Paul Armendariz, Deputy Public Utilities Director
Recommendation: Consider and Provide Direction

- [18.](#) Consider Approval - Res. 24-____, approving the creation of the City of Clovis Housing Trust Fund and authorize the Housing Trust Fund to hold title to real property.

Staff: Claudia Cazares, Housing Program Manager
Recommendation: Approve

COUNCIL ITEMS

- [19.](#) Consider Approval – Vision, Mission, and Goals.

Staff: Mayor Ashbeck
Recommendation: Approve

CITY MANAGER COMMENTS

COUNCIL COMMENTS

CLOSED SESSION - A “closed door” (not public) City Council meeting, allowed by State law, for consideration of pending legal matters and certain matters related to personnel and real estate transactions.

20. Government Code Section 54956.9(a)
CONFERENCE WITH LEGAL COUNCIL - EXISTING LITIGATION
Workers Compensation Case Regards to: John McGrory

21. Government Code Section 54956.8
CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Property: 1625 Shaw Avenue, Clovis, CA Agency negotiator(s): Andy Haussler, Assistant City Manager; John Holt, City Manager; Shonna Halterman, General Services Director
Negotiating party: Colliers Representing the Jamison Trust
Under negotiation: price and terms of payment

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

ADJOURNMENT

FUTURE MEETINGS

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

- April 15, 2024 (Mon.)
- May 6, 2024 (Mon.)
- May 13, 2024 (Mon.)
- May 20, 2024 (Mon.)

CITY of CLOVIS

Proclamation

Honoring the 110th Clovis Rodeo

WHEREAS, the all-volunteer, not-for-profit Clovis Rodeo Association will be celebrating the 110th Clovis Rodeo April 24-28, 2024. The more than 700 members of the Association have a long history of service to our community and work hard to preserve the American Cowboy Tradition of rodeo and Clovis' western heritage; and

WHEREAS, begun in 1914 by the Clovis Women's Club, the ladies initiated the first Clovis Festival Day as a time for family and friends to gather annually in the Spring and celebrate their friendship and community, horse and rodeo related events were a part of the celebration; and

WHEREAS, the Clovis Rodeo continues to expand and has grown into a five-day event which is one of the top rodeos in California and top twenty in the nation but remains a family friendly experience benefiting the community; and

WHEREAS, the Clovis Rodeo Association continues to improve their facilities and grow their sponsorships and community support so they can continue to provide benefit to the Clovis Community for the next 100 years.

NOW, THEREFORE, BE IT RESOLVED, that the Clovis City Council recognizes the outstanding services to the community that the Clovis Rodeo Association provides as the Clovis Rodeo celebrates their 110th anniversary in Clovis, and does hereby proclaim the month of April 2024 as

Clovis Rodeo's 110th Anniversary

IN WITNESS THEREOF, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 8th day of April 2024.



Lynne Ashbeck

 Mayor

CLOVIS CITY COUNCIL MEETING

March 18, 2024

6:03 P.M.

Council Chamber

Meeting called to order by Mayor Ashbeck **at 6:03**
Flag Salute led by Councilmember Pearce

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

PUBLIC COMMENTS – 6:04

None

CONSENT CALENDAR – 6:05

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

1. Administration - Approved - Minutes from the March 11, 2024, Council Meeting.
2. Planning and Development Services – Approved – **Res. 24-25**, A Resolution amending the 2023-2024 Community Investment Program Budget; and Approved - Bid Award for CIP 23-13 Bullard Avenue Street Improvements authorizing the City Manager to Execute the Contract on behalf of the City.
3. Public Utilities – Approved – **Res. 24-26**, A Resolution Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance District No. 1.
4. Public Utilities – Approved – Waive Formal Bidding Requirements and Authorize the Purchase of One 2023 Workhorse W4CC Class 4 Battery-Powered Fully Electric Truck from Kingsburg Truck Sales in the Total Amount of \$159,911.55.
5. Public Utilities – Approved – Award a Contract to Raftelis to Complete a Water Rate Study and Provide Consultation Services as Needed in an Amount Not to Exceed \$76,320; and Authorize the City Manager to Execute a Consultant Services Agreement on Behalf of the City.

PUBLIC HEARINGS – 6:06

- 6:06 ITEM 6 - CONSIDERED ITEMS ASSOCIATED WITH APPROXIMATELY 155 ACRES OF LAND LOCATED ON THE NORTH SIDE OF SHEPHERD AVENUE, BETWEEN N. SUNNYSIDE AND N. FOWLER AVENUES. GREAT BIGLAND, LP., OWNER/APPLICANT; HARBOUR AND ASSOCIATES, REPRESENTATIVE.
- 8:33 Comments in support of the project by Dirk Poeschel, representative of Great Bigland, LP., Owner/Applicant.

Jim Edwards, resident spoke in favor of the project.

Jake Callum, resident spoke in favor of the project.
Dylan Robinson, resident spoke in favor of the project.
Chris Faulk, resident spoke in favor of the project.
Cindy Cantu, resident spoke in favor of the project.
Tim Azevedo, resident spoke in favor of the project.
Unidentified resident spoke in favor of the project.
Darren Oliver, resident spoke in favor of the project.
Josh Williams, resident spoke in favor of the project.

9:06 Nathan George, attorney of Quail Run neighborhood commented on the EIR and CEQA requirements.

Patrick Menagh, resident spoke in opposition to the project.
Jared Callister, resident spoke in opposition to the project.
Jacqueline Ruiz, resident spoke in opposition to the project.
Jill Poulsen, resident spoke in opposition to the project.
Curtis Cookingham, resident spoke in opposition to the project.
Rich Wathen, resident spoke in opposition to the project.
Marcus DiBudo, resident spoke in opposition to the project.
Norm Morrison, resident spoke in opposition to the project.
Josh Lane, resident spoke in opposition to the project.
Paul Pierce, resident spoke in opposition to the project.
Dean Eric, resident spoke in opposition to the project.
Michelle Lund, resident spoke in opposition to the project.
Angela Paul, resident spoke in opposition to the project.
Analisa Gangaban, resident spoke in opposition to the project.
Kristina Mansfield, resident spoke in opposition to the project.

10:36 Comments in support of the project by Dirk Poeschel, representative of Great Bigland, LP., Owner/Applicant.

11:17 6A - APPROVED - **RES. 24-27**, A RESOLUTION OF THE CLOVIS CITY COUNCIL: (1) CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT FOR THE SHEPHERD NORTH PROJECT; (2) ADOPTING CEQA FINDINGS OF FACT AND A STATEMENT OF OVERRIDING CONSIDERATION; AND (3) ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM.

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

11:18 6B - APPROVED – **RES. 24-28**, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING A REQUEST TO EXPAND THE CITY'S SPHERE OF INFLUENCE TO INCLUDE APPROXIMATELY 155 ACRES OF LAND.

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

11:18 6H - APPROVED - **RES. 24-29**, RO307, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING APPLICATION FOR THE ANNEXATION OF THE TERRITORY KNOWN AS THE SHEPHERD-SUNNYSIDE NORTHEAST REORGANIZATION FOR THE DEVELOPMENT AREA (APPROXIMATELY 77 ACRES).

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

11:18 Motion for continuance of items 6C, 6D, 6E, 6F, 6G, & 6I to May 6, 2024, by Councilmember Mouanoutoua, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

6C. CONTINUED- **RES. 24-XX**, GPA2021-006, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING A REQUEST TO AMEND THE CIRCULATION ELEMENT OF THE GENERAL PLAN TO ALLOW FOR THE PLACEMENT OF A SHEPHERD AVENUE ACCESS POINT ON THE NORTH SIDE OF SHEPHERD AVENUE, BETWEEN N. SUNNYSIDE AND N. FOWLER AVENUES.

6D. CONTINUED- **RES. 24-XX**, GPA2021-005, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING A REQUEST TO AMEND THE LAND USE ELEMENT OF THE GENERAL PLAN FOR THE DEVELOPMENT AREA (APPROXIMATELY 77 ACRES) FROM THE RURAL RESIDENTIAL LAND USE DESIGNATION TO THE MEDIUM-HIGH DENSITY RESIDENTIAL LAND USE DESIGNATION.

6E. CONTINUED INTRODUCTION - **ORD. 24-XX**, R2021-009, AN ORDINANCE OF THE CLOVIS CITY COUNCIL APPROVING A REQUEST TO PREZONE PROPERTY WITHIN THE DEVELOPMENT AREA (APPROXIMATELY 77 ACRES) OF THE PROJECT SITE FROM THE FRESNO COUNTY AL20 ZONE DISTRICT TO THE CLOVIS R-1-PRD ZONE DISTRICT.

6F. CONTINUED- **RES. 24-XX**, TM6205, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING A REQUEST TO APPROVE A VESTING TENTATIVE TRACT MAP FOR A 605-LOT SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT.

6G. CONTINUED- **RES. 24-XX**, PDP2021-004, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING A REQUEST TO APPROVE A PLANNED DEVELOPMENT PERMIT FOR A 605-LOT SINGLE-FAMILY RESIDENTIAL DEVELOPMENT.

6I. CONTINUED- **RES. 24-XX**, A RESOLUTION OF THE CLOVIS CITY COUNCIL APPROVING AN AMENDMENT TO THE 2017 AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF FRESNO AND CITY OF CLOVIS REGARDING A SPHERE OF INFLUENCE EXPANSION TO ADD APPROXIMATELY 155 ACRES AND THE STANDARDS OF ANNEXATION TO ADDRESS THE ANNEXATION OF APPROXIMATELY 77 ACRES OF PROPERTY (SHEPHERD-SUNNYSIDE NORTHEAST REORGANIZATION).

11:20 ITEM 7 - APPROVED - **RES. 24-30**, A RESOLUTION ACCEPTING AND AUTHORIZING THE SUBMISSION OF THE 2023 GENERAL PLAN ANNUAL PROGRESS REPORT, INCLUDING THE 2023 HOUSING ELEMENT ANNUAL PROGRESS REPORT TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.

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

COUNCIL ITEMS – 11:26

11:26 ITEM 8 - APPROVED – CHANGE OF COUNCIL MEETING SCHEDULE.

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

CITY MANAGER COMMENTS – 11:28

COUNCIL COMMENTS – 11:28

ADJOURNMENT – 11:28

Mayor Ashbeck adjourned the meeting of the Council to April 8, 2024

Meeting adjourned: 11:28 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: April 8, 2024

SUBJECT: Administration – Approval – Award the Request for Proposals (RFP) and approve the purchase of Cisco Network Hardware to Axelliant, LLC, for \$83,584.37.

ATTACHMENTS: None.

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to approve the purchase of Cisco Network hardware and award the Request for Proposal to Axelliant, LLC, for \$83,584.37.

EXECUTIVE SUMMARY

Included in the 2023-2024 Budget are funds to replace Cisco Network Switches and other network devices that run most of the City's network and telecommunications services. This network equipment has been in operation for several years and has met its life expectancy.

Staff requested proposals and received twelve (12) responses with Axelliant, LLC, submitting the lowest-cost, responsible proposal.

BACKGROUND

The City's current network infrastructure has been built out with network routers, switches and other components that provide network resiliency and connectivity to all city locations including the City Hall campus area, Fire Stations, Corporation Yard, Animal Services, Landfill, and others. This includes access from each site to critical systems like the Finance System, email, internet, telecommunications services, and connections to other agencies. Typically, this network equipment has a six (6) to ten (10) year life expectancy.

To ensure the stability and reliability of the network, staff conducts an annual assessment to determine which network devices:

- Are no longer supported or have been categorized as end-of-life,
- Will have limited support options within the next 18-24 months,
- Or if any device is no longer able to keep up with current operations.

Staff then prioritizes those with the highest impact on operations for replacement with new network equipment that would best support city services over the next six plus years and allow for future growth.

On March 4, 2024, staff went out with a Request for Proposals (RFP) for the replacement Cisco network hardware using the City’s Online Bidding system. A total of twelve (12) proposals were received. In an ‘apples to apples’ comparison of the proposals, the pricing (including tax) for the equipment and shipping was as follows:

VENDOR NAME	TOTAL
Axelliant, LLC	\$83,584.37
Saitech, Inc.	\$84,079.20
Mvation Worldwide, Inc.	\$86,899.78
ConvergeOne	\$89,792.05
Questivity, Inc.	\$97,126.81
Jaak Tech, LLC	\$99,495.32
XIT SOLUTIONS	\$99,733.31
IT Vision Networks, Inc.	\$102,625.40
JUNO Solutions	\$104,870.10
Sunflower Lab, LLC	\$105,783.37
Jaffer Business Systems, Inc.	\$106,374.63
ITEC USA, Inc.	\$109,615.27

Staff is recommending Axelliant, LLC, as they submitted the lowest-priced, responsible proposal. They are a certified Cisco ‘Gold Integrator’ Partner and have met all the requirements of RFP.

FISCAL IMPACT

The total cost for the Cisco network equipment and shipping is \$83,584.37. Funds have been allocated in the IT Division budget.

REASON FOR RECOMMENDATION

The current network switches have met their normal life expectancy and will no longer be supported by the vendor. Staff went out with an RFP for replacement Cisco Hardware and Axelliant, LLC, submitted the lowest-priced, responsible proposal.

ACTIONS FOLLOWING APPROVAL

Staff will order the network equipment; upon receipt, it will be installed and configured to run the City's network and telecommunications systems and services.

Prepared by: Jesse Velez, I.T. Deputy Director

Reviewed by: City Manager *AV*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: April 8, 2024

SUBJECT: Administration - Approval – Award the Request for Proposals (RFP) and approve the purchase of the Uninterruptible Power Supply (UPS) System for the Public Safety HQ building to Sacramento Computer Power, Inc., for \$317,052.96.

ATTACHMENTS: None.

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

That the Council award the Request for Proposals (RFP) and approve the purchase of the Uninterruptible Power Supply (UPS) System for the Public Safety HQ building to Sacramento Computer Power, Inc., for \$317,052.96.

EXECUTIVE SUMMARY

The Public Safety Headquarters Building has an existing Uninterruptible Power Supply (UPS) system providing emergency battery backup power to many critical areas of the building including the 911 Dispatch Center, the Emergency Operations Center (EOC), and the Network and Technology server room facilities. This UPS system has been in operation since 2009 and has reached its life expectancy.

Staff issued a Request for Proposals (RFP) to replace this UPS System. Two Proposals were received, and an evaluation team was assembled to review the proposals. The evaluation team found that based on the company's experience, the quality of the proposal, and the overall technical design, Sacramento Computer Power, Inc., was the preferred vendor for the UPS System.

Sacramento Power, Inc., proposed a UPS System from Eaton which is a global standard for UPS devices. The proposal meets or exceeds the City's specifications and design requirements.

BACKGROUND

The Public Safety Building has an existing Uninterruptible Power Supply (UPS) system providing emergency battery backup power to many critical areas of the building including the 911 Dispatch Center, the Emergency Operations Center (EOC), and the Network and Technology server room facilities. This UPS system has been in operation since 2009 and has reached its life expectancy. These large battery units protect the electronic systems including servers, video equipment and 911 dispatch terminals in the event of a power failure.

Staff developed and issued an RFP to replace the existing UPS System which has met its life expectancy. The new UPS system shall provide the needed redundancy, resiliency, and meet current and future needs. The RFP was published on January 25, 2024, with responses due on March 11, 2024. Two Proposals were received, and an evaluation team was assembled to review the proposals. The evaluation team found that based on the company’s experience, the quality of the proposal, and the overall technical design, Sacramento Power, Inc., was the preferred vendor for the UPS System.

Proposals were received from the following vendors:

Vendor	Unit Proposed	Proposed Cost
Sacramento Computer Power, Inc.	Eaton 93PM UPS	\$317,052.96
XIT Solutions	Liebert EXM UPS	\$771,254.30

Sacramento Power, Inc., proposed a UPS System from Eaton which is a global standard for UPS devices. The proposal meets or exceeds the City’s specifications and requirements.

FISCAL IMPACT

The cost of purchasing and installing the Uninterruptible Power Supply (UPS) System for the Public Safety Headquarters Building is \$317,052.96. Staff anticipates additional expenses may be necessary for electrical and mechanical modifications which are not to exceed \$30,000. These expenditures are included in the I.T. Division budget for fiscal year 2023-2024.

REASON FOR RECOMMENDATION

The current UPS system has been in operation since 2009 and has reached its life expectancy. Additionally, the City has standardized on Eaton UPS units to provide emergency battery backup power for most of our data, radio and telecommunications systems in our server rooms and other IT facilities.

ACTIONS FOLLOWING APPROVAL

Staff will order the UPS system and supporting equipment from Sacramento Power, Inc., and will commence any electrical and mechanical work necessary to install the new UPS System.

Prepared by: Jesse Velez, IT Deputy Director

Reviewed by: City Manager *AA*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: April 8, 2024

SUBJECT: Administration - Approval - City of Clovis Development Impact Fee Deferral Program and Guidelines.

ATTACHMENTS: 1. Proposed Program Requirements

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to approve the creation of the City of Clovis Development Impact Fee Deferral Program (Program).

EXECUTIVE SUMMARY

In accordance with the terms of the Judgment recently entered in the Martinez v. City of Clovis case, the City is required to establish a Development Impact Fee Deferral Program to assist in the development of up to 120 affordable housing units on an annual basis. Staff and the City Attorney's office have prepared the proposed Program Guidelines (Attachment 1), and request Council approval of the Program and attached Program Guidelines to satisfy one of the requirements of the Judgment.

BACKGROUND

Staff recommends Council approval of the creation of the City of Clovis Development Impact Fee Deferral Program and Guidelines, to assist in the development of up to 120 affordable housing units on an annual basis. The Program will provide for the deferral of up to 50% of a unit's major facility sewer and water impact fees, depending on income targeting/affordability of the unit.

Fee Deferrals will be applied as follows:

- Low-income units: 40% of fees may be deferred
- Very Low-Income units: 45% of fees may be deferred
- Extremely Low-Income Units: 50% of fees may be deferred

The deferred portion of the Impact Fees shall be provided as a zero-interest "residual receipts loan," payable in seventeen (17) years, or other term of years as may be required by senior affordable housing financing. All funded units will be required to record affordability agreements and covenants to ensure the long-term affordability of the unit assisted. The lien will remain in effect until the deferred fees have been paid in full.

The Program will be administered by the City's Affordable Housing Program office. The proposed Program Guidelines are included as **Attachment 1** to this staff report.

FISCAL IMPACT

Based on the current fee structure the maximum cost per unit is approximately \$6,000, or \$713,000 per the annual allocation of 120 units. Staff will be exploring funding options in the next year as the first use of the program is not expected for several years due to projects being in the pre-development phase. Funding options may include leveraging state affordable housing matching funds with General Funds, loan programs, or other grant programs. The funds are expected to be repaid as part of the program in the long term.

REASON FOR RECOMMENDATION

The recommended action is required as part of the Judgment.

ACTIONS FOLLOWING APPROVAL

Staff will develop necessary documents to implement and administer the Program consistent with the Program Guidelines and the Judgment. Any funding needed to establish the Program and annually administer the Program will be included in the City's annual budget process.

Prepared by: Claudia Cazares, Housing Program Manager

Reviewed by: City Manager *JA*



CITY OF CLOVIS
AFFORDABLE HOUSING DEVELOPMENT IMPACT FEE DEFERRAL PROGRAM

This Affordable Housing Development Impact Fee Deferral Program (Program) is established as required to implement the terms of the Judgment entered by the court on March 19, 2024, in the Martinez v. City of Clovis case (Fresno County Superior Court Case No. 19CECG03855) and is intended to assist in the development of affordable housing units for low-income households.

A. ELIGIBLE USES:

1. Program funds may be used to defer up to 50% of City of Clovis' major facility sewer and water fees, depending on income targeting/affordability.
2. Eligible housing units include multi-family and single-family housing units constructed after this Program is established (except as provided in Section B below) and must be subject to a recorded affordability covenant restricting the unit(s) as affordable housing as provided herein.

B. INELIGIBLE USES:

Program funds may not be used to defer City Development Impact Fees for any housing units constructed to satisfy any future Mixed Income Zoning Ordinance requirements.

C. PROPOSED NUMBER OF UNITS:

1. Up to 120 deed restricted (recorded covenant) Affordable Housing Units, per fiscal year.
2. Any unused fee deferrals in a given year shall be carried forward to the following fiscal year.

D. PROGRAM FUNDING AND FEE DEFERRAL ALLOCATION:

1. Depending on income targeting (see below), a portion of the City's major facility sewer and water fees may be deferred from payment, for a term of 17 years (or as

noted below). The balance of the fees (not deferred) are due and payable as is customary in the City of Clovis.

- a) Low-Income - Affordable Housing Units that are set aside (subject to recorded affordability covenant(s)) for those households earning 80% or below the applicable area median income (AMI), 40% of the major facility sewer and water fees for each affordable restricted unit may be deferred at project development.
 - b) Very Low-Income - Affordable Housing Units that are set aside (subject to recorded affordability covenant(s)) for those households earning 50% or below the applicable AMI, 45% of the major facility sewer and water fees for each affordable restricted unit may be deferred at project development.
 - c) Extremely Low-Income - Affordable Housing Units that are set aside (subject to recorded affordability covenant(s)) for those households earning 30% or below the applicable AMI, 50% of the major facility sewer and water fees for each affordable restricted unit may be deferred at project development.
2. The eligible fees for deferral under this Program shall be calculated as a percentage of each development's major facility sewer and water fees, and not as a prescribed dollar amount.
 3. The City Manager or designee is authorized to create, utilize, approve, and sign written documents and instruments as necessary to implement and administer this Program, including determining applicant/project eligibility and deferred fee unit allocations for applicants/projects. The Program is intended to be administered as a loan program for eligible deferred fees, with the loan terms being a zero-interest "residual receipts loan", payable in seventeen (17) years, or other term of years as may be required by senior affordable housing financing to the City's loan. The City may record documentation on any real property assisted under this Program as evidence of the deferred payment obligation, and such documentation will remain in effect until the deferred fees have been paid in full. Following payment of the deferred fees the City Manager or designee is authorized to approve, sign, and record any document necessary to release the City's recorded document evidencing the deferred payment obligation. The City Manager or designee is also authorized to approve, sign and record any document to subordinate the City's recorded document evidencing the deferred payment obligation if requested to do so by a lending institution providing funding for the construction of eligible affordable housing units.
 4. All affordable housing units for which deferred fees are allocated under this Program must be subject to recorded affordability agreements and covenants to ensure the long-term affordability of the affordable housing unit as presented in this Program's application. The affordability agreements and covenants will, without limitation, prescribe requirements such as occupancy, resale, notices to the City of changed circumstances, City's right of first refusal, options to purchase, equity share, and related terms to ensure long term Affordability of all units.

E. PROGRAM CRITERIA

The following criteria, without limitation and in no particular order, may be considered in determining Program funding allocation and priority:

1. Projects that provide senior housing and/or multi-family housing units.
2. Projects that are compliant with the Housing Needs Assessment identified in the City's Consolidated and Annual Action Plan for Community Development Block Grant Funds.
3. Projects that can provide evidence of site control.
4. Projects that have initiated/completed Site Plan Review or applicable land use entitlements.

F. PROGRAM ADMINISTRATION

1. The Program will be administered by the City's Affordable Housing Programs office under the direction of the City Manager or designee.
2. The Program shall be marketed immediately following City Council approval, and shall be available for use starting July 1, 2024.
3. On, or about April 15, of each Program year, City staff will publish a Notice of Funding Availability (NOFA) for the utilization of "Development Impact Fee Deferral Program" funds. The NOFA will be published on City social media, Planet Bids, by providing to interested Housing Developers, and other media. Interested parties will be required to submit a City developed application that provides sufficient information for project qualification.
4. The NOFA will be available year-round, on a first come first served basis, until annual funding depletion, at which time the annual Program closure will be published on the City's website, and interested parties notified.
5. Selected proposals will be reviewed for underwriting standards and Program qualifications. All funded units will be required to have affordability agreements and restrictions (covenants) recorded against the property securing both the on-going affordability of the units and repayment of the loan.
6. City staff will monitor compliance with all affordability covenants pursuant to the City's applicable Affordable Housing Unit Compliance Monitoring Policy.
7. City staff will prepare and present an annual report to the Clovis City Council on the status of the Program.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services

DATE: April 8, 2024

SUBJECT: General Services - Approval – Res. 24-____, General Services Budget Amendment to reflect \$1,131,630.00 in California Energy Commission loan funding for the solar panel project on Fire Station 6 and the Landmark Square Senior Center and Transit buildings.

ATTACHMENTS: 1. Budget Amendment Res. 24-____

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution amending the FY 2023-2024 General Services Department budget to reflect \$1,131,630.00 in California Energy Commission loan funding for the solar panel project on Fire Station 6 and the Landmark Square Senior Center and Transit buildings.

EXECUTIVE SUMMARY

Staff is requesting a budget amendment to include California Energy Commission loan revenue and subsequent expenditures for solar panel projects on Fire Station 6 and Landmark Square Senior Center and Transit buildings.

BACKGROUND

On April 3, 2023, City Council approved the application of a California Energy Commission (CEC) loan for \$962,625 for the purposes of installing solar panels on newly constructed Fire Station 6 and the Landmark Square Senior Center and Transit buildings. Materials and supplies costs continued to increase while Landmark Square buildings were being completed. Therefore, on August 7, 2023, Council approved an increased amount for the CEC loan not to exceed \$1,155,150.

With Landmark Square building completed in November 2023, the solar project is now commencing, and a budget amendment is required for the CEC loan revenue and the solar panel project expenditure. The final cost of the project is \$1,131,630 which is \$23,520 less than the not to exceed amount approved by Council.

FISCAL IMPACT

The budget amendment is to include both the CEC loan revenue and the solar project expenditure. The loan is paid back over a period of twelve (12) years through PG&E energy cost savings.

REASON FOR RECOMMENDATION

The budget amendment is to include both the CEC loan revenue and the solar project expenditure. While the project has upfront costs, the system is expected to pay for itself in power savings by year ten (10) and provides continued energy savings thereafter.

ACTIONS FOLLOWING APPROVAL

The solar panel project will continue with expected completion in June 2024.

Prepared by: Stephen Frankian, Facilities Maintenance and Purchasing Manager

Reviewed by: City Manager *AF*

RESOLUTION 24-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AMENDMENTS TO THE 2023-2024 GENERAL SERVICES BUDGET**

WHEREAS, the City Council approved the 2023-2024 budget on June 19, 2023; and

WHEREAS, on April 3, 2023, City Council approved an initial loan application through the California Energy Commission, and on August 7, 2023, approved an increased loan amount not to exceed \$1,155,150 for the purposes of funding the Landmark Square buildings and Fire Station 6 solar panel project; and

WHEREAS, the California Energy Commission loan is in place and the funds have been retained to fully fund the project; and

WHEREAS, the General Services Department has a need to contractually continue the solar panel projects on Landmark Square buildings and Fire Station 6 at the final project cost of \$1,131,630.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis 2023-2024 budget be amended as provided in **Attachment A** - Summary of Revenues and Expenditures by Fund and the Summary of Revenues and Expenditures by Department.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote, to wit.

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

DATED: April 8, 2024

Mayor

City Clerk

SUMMARY OF EXPENDITURES BY FUND

FUND

General Services \$1,131,630

TOTAL \$1,131,630

SUMMARY OF EXPENDITURES BY DEPARTMENT

DEPARTMENT

General Services – Facilities Maint. 33400-68569 \$1,131,630

TOTAL \$1,131,630

SUMMARY OF REVENUES BY FUND

FUND

General Services \$1,131,630

TOTAL \$1,131,630

SUMMARY OF REVENUES BY DEPARTMENT

DEPARTMENT

General Services – Facilities Maint. CEC Loan \$1,131,630

TOTAL \$1,131,630



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: April 8, 2024

SUBJECT: General Services - Approval - Res. 24-____, Authorizing Amendments to the City's Classification and Compensation Plans to Revise the Business Workflow Analyst Classification with a Salary Range of \$8,769 to \$10,658 per month.

ATTACHMENTS: 1. Res. 24-____ Classification and Compensation Plans

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For City Council to approve a resolution authorizing amendments to the City's Classification and Compensation Plans by revising the Business Workflow Analyst Classification with a Salary Range of \$8,769 to \$10,658 per month.

EXECUTIVE SUMMARY

The incumbent in this classification has been assigned additional duties and responsibilities. Therefore, it is necessary to update the Business Workflow Analyst classification to define revisions to the definition, class characteristics, duties, education, and qualifications sections for this position. It is recommended that the classification's monthly salary range be adjusted to \$8,769 to \$10,658 to align with the position's increased responsibility. Council approval is required for changes to the Classification and Compensation Plans.

BACKGROUND

The Planning and Development Services Department has recently needed to expand the duties and responsibilities of the Business Workflow Analyst classification. The position's responsibilities have increased to include implementing and programming various new software systems and processes, as well as administering and maintaining existing systems to comply with current, new, and expanded laws and regulations. This is to better support the expansion of business workflow functions citywide. The department recommends increasing the monthly

salary range to \$8,769 to \$10,658 to align with other similar classifications that perform similar job duties.

The classification revisions have been reviewed by the Clovis Professional and Technical Association (CPTA) bargaining unit, who agree to the revisions. These revisions are included in Attachment A .

FISCAL IMPACT

The fiscal impact of salary and benefits for the remainder of FY 23-24 is approximately an additional \$2,800. There are adequate funds in the Planning and Development Services Department budget to cover the costs of this position for this fiscal year.

REASON FOR RECOMMENDATION

The Business Workflow Analyst classification is recommended for revision in order to update each of the sections to better suit the department's current needs. The recommended changes to the City's Classification and Compensation Plans require Council approval.

ACTIONS FOLLOWING APPROVAL

The City's Classification and Compensation Plans will be updated to include the revised Business Workflow Analyst classification and salary range.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager *LS*

RESOLUTION 24-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY’S CLASSIFICATION AND COMPENSATION PLANS FOR THE BUSINESS WORKFLOW ANALYST CLASSIFICATION IN THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

WHEREAS, it has been determined that the City has a need to revise the Business Workflow Analyst classification to include the additional duties and responsibilities of the position; and

WHEREAS, it has been determined that the appropriate salary range for the Business Workflow Analyst is \$8,769 to \$10,658 per month.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City’s Classification and Compensation Plans for the Business Workflow Analyst classification (**Attachment A**) with a monthly salary range of \$8,769 to \$10,658.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: April 8, 2024

Mayor

City Clerk

City of Clovis
BUSINESS WORKFLOW ANALYST
Monthly Salary \$8,769 to \$10,658

DEFINITION

Under administrative direction performs analysis on business practices to improve overall customer satisfaction through the improvement or implementation of procedures, systems, and services for business workflow analysis functions; and performs related work as required.

CLASS CHARACTERISTICS

Under the direction of the ~~Assistant Director of Planning and Development or the Deputy Building Official~~ Director of Planning and Development Services or assigned designee, this single journey-level class position will be is responsible for the development of plans, and to organizing, administering, and implementing the City or department wide business workflow analysis projects. Shall provide training, staff support, and lead supervision of the business workflow staff. ~~Positions~~ The incumbent in this class have has considerable independence in selecting work methods from a variety of standard methods and procedures. Instructions given by the supervisor generally do not provide all of the information to complete the assignment. The incumbent receives minimal instruction and is expected to resolve most problems confronted through the application of judgment and precedent, referring to the supervisor only those which involve the establishment of new procedures, or which involve solutions which are inconsistent with departmental procedures and policies.

EXAMPLES OF DUTIES

Provides technical assistance and serves as the department business workflow analyst for the regulatory application and workflow systems for permits, plan review, licensing, and code compliance; program, manage, and provide support for new systems and processes for a variety of department and citywide software programs for business workflow analysis projects; performs analysis of processes to evaluate and recommend methods to continuously improve procedures, services, and systems; develop, implement, and maintain best practices and policies for business workflow analysis technology initiatives and projects; performs workflow analysis and implements improvements to procedures, services, and systems; perform project management functions for the development of business workflow analysis project plans, detailed objectives, and scheduling project deadlines; construct and monitor user interface and/or custom automated system processes; document program activities and monitor and develop corrective action methods; write application and/or system design specifications for system flow diagrams, schematics, and file structures; develop, implement, and maintain the online automated permit platform for the issuance of

ATTACHMENT A

real time code compliant residential solar energy system permits in compliance with the government code; defines SQL requirements; develops and maintains reports designed to aid in management of procedures, services, and systems including Crystal Reports; test and implement new versions and current systems, implement conversion of data to new systems, manage migrations and integrations of internal file systems to SharePoint, and perform system quality assurance activities; perform records management activities for investigation complaints, records storage and handling, public records request fulfillment, and record redaction for legal contracts and documents; gather information for procedural and user documentation, manuals, forms, and supporting materials; serve as a liaison with systems software and hardware suppliers and vendors for business workflow analysis projects and monitor contracted services for quality and compliance with City standards; perform procurement functions for the development of Request for Proposals (RFP's) and negotiate service-level agreements with vendors; provides training and system documentation, provides systems assistance, to staff in and problem resolution to new and current staff; participate fully in the work of the business workflow staff; train and provide system documentation and assign the work of subordinate staff for business workflow projects; instruct assigned staff in work methods; check and correct work in progress and upon completion; and performs related duties work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid and appropriate California Driver's License and a good driving record.

EDUCATION AND EXPERIENCE

~~Any combination of training and experience that provides the required knowledge, skills, and abilities is required.~~

Education:

- ~~Typical education would include a Bachelor's Degree from an accredited college or university with major course work in Business Administration or Business Management with an emphasis in quantitative methods, operations research, or a closely related field.~~
- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Business Management, or a closely related field.

Experience:

- ~~Typical experience would include~~ A minimum of five (5) years of progressively responsible department business workflow analysis experience is required preferably related to permits, plan reviews, licensing, and code compliance

preferably in a municipal government.

QUALIFICATIONS

Knowledge of:

- Business English, spelling, grammar, vocabulary, and report writing standards;
- Definitions and configurations of web base applications;
- Federal, State, and local laws and regulations relating to assigned areas of responsibility including the permit system and financial transactions;
- **Government Code Real Time Solar Program Senate Bill 379;**
- GIS concepts and principles;
- Interview techniques to collect, interpret, define, and conceptualize information and data to develop functional and technical specifications to establish workflow definitions;
- Office and administrative business practices;
- Personal computer operation;
- Principles and practices of department business workflow analysis to include system organization, database structures, workflow, data collection, and analysis related to permits, plan reviews, licensing, and code compliance;
- Report creation and maintenance software including Crystal Reports;
- Research; analytical and statistical methods and techniques;
- Research methods and techniques;
- Spreadsheet, database, and word processing at an advanced level;
- State and local government organization and operation;
- Statistics and graphic presentation;
- **Appropriate safety precautions and procedures.**

Ability to:

- **Manage new systems and processes for Tyler Technologies Suite of products (Enterprise Permitting and Licensing, CSS Portal, Decision Engine, eReviews, Tyler Cashiering), Bluebeam, OnBase, Microsoft SharePoint, Timekeeping Systems, PDS Telecommunications Accounts, Python, JavaScript, WordPress Content Management System, or similar systems based on future vendor selections;**
- **Create Cascading Style Sheets (CSS);**
- **Program Python and JavaScript system software;**
- SQL stored procedures, views, and triggers;
- Create SQL stored procedures, views, and triggers;
- Define SQL data types and table structures;
- Gather and analyze factual data and summarize findings;
- Interpret, understand, and apply laws, rules, and regulations;
- Make clear and concise oral presentations;
- Prepare clear, complete, and concise reports;
- Produce detailed, complex, and precise work;
- Communicate ~~effectively, both~~ **clearly** orally and in writing;
- Understand and carry out oral and written instructions;

- Work independently and as part of a team;
- Provide direction to professional and support staff;
- Establish and maintain effective relationships with ~~persons~~ those contacted in the course of work including working well with others in a team environment;
- Operate a vehicle observing legal and defensive driving practices.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; may be exposed to outdoor cold and hot temperatures, and inclement weather conditions; moderate public contact; and moderate to loud noise levels.
- Strength: Light-work-lifting ~~in an office setting-lifting~~, carrying, and/or pushing 25 pounds ~~maximum~~ with frequent lifting and/or carrying of objects weighing up to ~~25~~ 50 pounds;
- Vision: Corrected to normal.
- ~~Work is primarily sedentary and performed in an office environment;~~
- ~~Incumbent is required to travel within and out of City to attend meetings.~~
- Working conditions: Work is primarily sedentary; may be required to attend periodic evening meetings; and may be required to travel within and out of the City to attend meetings.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: April 8, 2024

SUBJECT: General Services – Approval - Claim Rejection of the General Liability Claim by Cibele Nascimento.

ATTACHMENTS: None

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

Reject the General Liability Claim filed by Cibele Nascimento.

EXECUTIVE SUMMARY

The City received a claim from Cibele Nascimento (claimant) on March 5, 2024, alleging the City of Clovis failed to maintain a sidewalk, which caused her to trip and fall. Ms. Nascimento is seeking compensation in an amount of one million dollars. It is recommended that the City reject the claim at this time, send notice of rejection, and refer the matter to the City's third-party administrator for liability claims for further investigation and handling.

BACKGROUND

On September 15, 2023, Ms. Cibele Nascimento fell and injured herself on Sunnyside Avenue between the intersections of Palo Alto Avenue and Burlingame Avenue due to an allegedly raised, and uneven sidewalk while riding her scooter. Ms. Nascimento further stated that she sustained serious injuries due to the unsafe condition of the sidewalk, and the City's negligence.

On March 5, 2024, a General Liability Claim was filed against the City of Clovis by Ms. Nascimento. The claim was considered legally sufficient and timely. Ms. Nascimento seeks settlement in the amount of one million dollars from the City of Clovis to avoid legal action.

FISCAL IMPACT

Rejection of the claim does not result in any fiscal impact.

REASON FOR RECOMMENDATION

It is recommended that the claim be rejected. The City's liability is disputed, and although the claim is legally sufficient, the amount of the alleged damages sustained by the claimant may also be disputed. Rejecting the claim and sending notice of rejection in accordance with the Government Claims Act will commence the time in which the claimant may file a lawsuit against the City based on the claims.

ACTIONS FOLLOWING APPROVAL

A rejection notice letter will be sent to the claimant informing her that the claim has been rejected.

Prepared by: Charles W. Johnson, Management Analyst

Reviewed by: City Manager *AH*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: April 8, 2024

SUBJECT: General Services – Approval - Claim Rejection of the General Liability Claim submitted by Braulio Paulino.

ATTACHMENTS: None

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

Reject the General Liability Claim filed by Braulio Paulino.

EXECUTIVE SUMMARY

Braulio Paulino (claimant) filed a General Liability Claim against the City of Clovis on March 5, 2024. The claim alleges excessive and unreasonable force when officers conducted a traffic enforcement stop. The claimant seeks to recover alleged monetary damages from the City. It is recommended that the claim be rejected at this time, send notice of rejection, and refer the matter to the City's third-party administrator for liability claims for further investigation and handling.

BACKGROUND

On March 5, 2024, a General Liability Claim was filed against the City of Clovis by Braulio Paulino. The claim was considered legally sufficient and timely. Mr. Paulino alleges that on November 21, 2023, the Clovis Police Department unlawfully arrested him without probable cause and used excessive force, which caused bodily injuries.

Mr. Paulino seeks damages against the City in excess of \$25,000. The claim has been filed as a "civil unlimited case".

FISCAL IMPACT

Rejection of the claim does not result in any fiscal impact.

REASON FOR RECOMMENDATION

It is recommended that the claim be rejected. The City's liability is disputed, and although the claim is legally sufficient, the amount of the alleged damages sustained by the claimant may also be disputed. Rejecting the claim and sending notice of rejection in accordance with the Government Claims Act will commence the time in which the claimant may file a lawsuit against the City based on the claim.

ACTIONS FOLLOWING APPROVAL

A rejection notice letter will be sent to the claimant informing him that the claim has been rejected.

Prepared by: Charles W. Johnson, Management Analyst

Reviewed by: City Manager AA



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: April 8, 2024

SUBJECT: General Services – Approval – Res. 24-____, Authorizing Amendments to the City’s Classification Plan by Revising the Firefighter Classification in the Fire Department.

ATTACHMENTS: 1. Res. 24-____ Classification Plan

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For City Council to approve a resolution authorizing amendments to the Firefighter classification in order to update the classification to meet current industry standards and also revise the license and certification sections.

EXECUTIVE SUMMARY

It is necessary to revise the Firefighter classification in order to update the classification and revise the license and certification sections. Modification of the City’s Classification Plan requires City Council’s approval.

BACKGROUND

An analysis of the Firefighter classification conducted recently in preparation for the upcoming recruitment indicated the need for minor revisions and updates, especially in the license and certification sections. It was determined that this classification should be revised to allow the Department to utilize the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by the closing date of a recruitment, with a passing score of 70% or greater. The City Eligibility List will then be established based on the FCTC score plus any veterans’ points. With fewer candidates currently applying for firefighter positions, the Department believes that this change will help increase the applicant pool. The revised classification will now require candidates to submit their Candidate Physical Ability Test (CPAT) or Biddle Physical Ability Test certification at the time of application submission, rather than within twelve (12) months of the application date. These updated classification amendments reflect the current needs of the Fire Department.

The Firefighter classification is assigned to the Clovis Firefighters Association (CFFA) bargaining unit for purposes of employee representation. Representatives of the CFFA bargaining unit have been advised of the proposed revisions to the classification and are supportive of the recommended changes.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

The Firefighter classification is recommended for revision to update and revise the classification for the upcoming recruitment. Modification of the City's Classification Plan requires City Council approval.

ACTIONS FOLLOWING APPROVAL

The City's Classification Plan will be updated to include the revised Firefighter classification.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager *AS*

RESOLUTION 24-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY’S CLASSIFICATION PLAN FOR THE FIREFIGHTER CLASSIFICATION IN THE FIRE DEPARTMENT

WHEREAS, determinations have been made that revisions to the license and certification section of the Firefighter classification are necessary to increase the applicant pool; and

WHEREAS, modification of the City’s Classification Plan requires authorization by the City Council.

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City’s Classification Plan to include the revised Firefighter classification (Attachment A).

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote to wit:

- AYES:
NOES:
ABSENT:
ABSTAIN:

Dated: April 8, 2024

Mayor

City Clerk

City of Clovis FIREFIGHTER

DEFINITION

Under general supervision, to respond to fire alarms and other emergency calls for the protection of life and property; to render first aid and lifesaving assistance; to participate in fire prevention and training activities; to perform firefighting and fire station equipment maintenance; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform both probationary and journey level firefighting and fire prevention work. When initially employed, incumbents may not have prior practical firefighting experience and are expected to successfully complete an entry-level firefighter training program as established by the City of Clovis. Incumbents generally operate at various types of emergency incidents and perform duties under supervision. Incumbents are expected to render first aid in the event of extreme conditions. A major effort is spent in training for hazardous situations. Incumbents are called upon to work in potentially hazardous conditions when at the scene of an emergency.

EXAMPLES OF DUTIES

Performs fire control activities and utilizes strategies in the areas of victim rescue, exposure tactics, ventilation, fire containment, and extinguishment; fights structural, residential, commercial, industrial, chemical, petroleum, vehicle, and wildland fires; operates fuel and oil pumps, building heating and cooling systems, cutting, boring, and sawing tools, lighting, lifting and air moving equipment, various types of extinguishers, appliances, elevators, fire protection and escape systems, radio equipment and meters; uses a variety of tools, ropes, knots, ladders, lifelines, and belts; couples, reels, unreels, and carries hoses; connects nozzles and valve fittings; extends and reduces hose lines; lays single and multiple hose lines; lays hoses and operates hose streams above and below street level; raises, climbs, and works from extension ladders; makes forcible entries and transmits alarms; controls traffic; provides emergency rescue and medical care; lifts, carries, and transports victims; identifies common, special, structural, and panic hazards; responds to incidents involving hazardous materials; examines the storage, handling, and use of flammable and combustible liquids and of other hazardous materials; makes recommendations regarding the correction of hazards; operates City vehicles; inspects and maintains nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid, and related equipment; engages in public information activities; conducts fire drills and demonstrates fire equipment; writes incident reports; interprets federal, state, local, and department rules and regulations; assists in the maintenance of fire station and grounds; conducts inspections of dwellings, public assemblies and commercial, industrial, and government buildings; interprets fire and building codes; inspects and tests fire protection systems; assists in the investigation of fires; responds to complaints and requests for information from the public; may perform Fire Engineer duties when qualified; and performs related work as required.

ATTACHMENT A

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATION REQUIRED

- Possession of a valid Driver's License and a good driving record;
- Possession of a valid California Emergency Medical Technician (EMT-1) Certificate or National Registry of Emergency Medical Technicians Certification or higher;
- Possession of a valid healthcare provider Cardiopulmonary Resuscitation (CPR) Certificate;
- ~~Possession of a Candidate Physical Ability Test (CPAT) or Biddle Physical Agility completed within twelve (12) months of application date;~~
- Possession of valid Candidate Physical Ability Test (CPAT) or Biddle Physical Ability Test certification at the time of application submittal;
- Possession of a California State Board of Fire Services Fire Fighter I Certificate (FF-1) or completion of an approved Basic Fire Fighter I Academy;
- Possession of a Hazardous Materials First Responder Operational Level Certificate within twelve (12) months of appointment;
- Possession of a California State Board of Fire Services Fire Fighter II Certificate (FF-2) within twelve (12) months of appointment;
- Possession of a California State Board of Fire Services Fire Apparatus Driver/Operator 1A Certificate within twelve (12) months of appointment;
- Possession of an appropriate California Driver's License for operating firefighting equipment within twelve (12) months of appointment;
- Must be currently on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by the application closing date with a passing score of 70% or greater.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to the following:

Education:

- High school diploma or equivalent.

Experience:

- One (1) year of firefighting experience as a full-time Fire Fighter in a municipal setting is desirable.

QUALIFICATIONS

Knowledge of:

- Basic mathematics and mechanical relationships;
- Simple record-keeping methods;
- Proper methods, materials, tools, and equipment used in firefighting;
- General principles of fire suppression and prevention;
- Appropriate safety precautions and procedures;
- Emergency Medical Care;
- Computer operation and use of electronic media.

Ability to:

- Read, understand firefighting materials, and apply firefighting concepts;
- Respond quickly to changing situations under emergency pressures;
- Perform limited mechanical work;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION
PHYSICAL DEMANDS AND WORKING CONDITIONS

Hearing:

- Adequate to hear and respond to instructions both in person and on the radio.

Physical fitness:

- Ability to walk, stand, sit, and climb to perform various firefighting/rescue duties;
- Ability to reach, push, pull, grab, and carry equipment of varying sizes and weights;
- Requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Smell:

- Must be able to perceive odors.

Strength:

- Physical strength to operate heavy equipment including firefighting apparatus and rescue equipment, and to lift and carry people with or without assistance of varying sizes and weights.

Verbal:

- Ability to be understood orally in person, on the telephone, or on the radio.

Vision:

- Must be able to perceive color and shapes;
- Vision to properly operate equipment and perform firefighting and rescue operations.

Other physical requirements include:

- Manual dexterity to use tools and equipment;
- May be subject to uncomfortable working conditions including exposure to odors, toxic agents, machinery, explosives, dust, noise, and smoke;
- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of personal computer or other office equipment or supplies and operation of a motor vehicle



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: April 8, 2024

SUBJECT: General Services – Approval – Res. 24-____, Authorizing the Execution of the Certificates of Assurances for the Low Carbon Transit Operations Program (LCTOP), and Submittal of One (1) Project for Fiscal Year 2023-2024.

ATTACHMENTS: 1. Resolution 24-____

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution authorizing the execution of the Certificate of Assurances for the Low Carbon Transit Operations Program (LCTOP) allocation, and submittal of one (1) project for fiscal year 2023-2024.

EXECUTIVE SUMMARY

The City of Clovis is eligible for annual allocations of Low Carbon Transit Operations Program (LCTOP) funds effective FY 2014-2015. At least 50% of the funds must be spent in a manner which provides a direct, meaningful, and assured benefit to the designated disadvantaged communities. According to the California Air Resource Board (CARB) CalEnviroScreen Tool, the disadvantaged areas in the City of Clovis are bordered by Gettysburg Avenue to the south, Clovis Avenue to the east, Winery Avenue to the west south of Bullard, and Villa Avenue to the west between Herndon and Bullard.

Caltrans administers the LCTOP project funding and requires City Council approval of the Certifications and Assurances document (**Attachment 1B**). The document lists the application, reporting requirements, and authorizes the Deputy General Service Director to oversee the grant for the City of Clovis (**Attachment 1A**).

In addition, Caltrans requires approval of the application of the FY 2023-2024 project. This year's projected allocation of \$369,727 will be applied to one (1) project. This project is on a multi-year cumulative allocation to complete bus stop improvements.

BACKGROUND

LCTOP is one of the several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by SB 862. Greenhouse Gas Reduction Fund will be appropriated for LCTOP. The City of Clovis is eligible for funding on a formulaic basis. This program was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility with an emphasis on serving disadvantaged communities. At least 50% of the funds must be spent in a manner which provides direct, meaningful, and assured benefit to the designated disadvantaged areas. In the City of Clovis, the disadvantaged areas according to the California Air Resources Board (CARB) CalEnviroScreen Tool are bordered by Gettysburg Avenue to the south, Clovis Avenue to the east, Winery Avenue to the west south of Bullard, and Villa Avenue to the west between Herndon and Bullard.

Caltrans administers the LCTOP project funding and the required reporting. Caltrans is requiring City Council approval of the Certifications and Assurances document (attached). The document lists the application and reporting requirements and authorizes the Deputy General Services Director to oversee the grant for the City of Clovis.

Also included in the resolution is approval of one (1) project for the FY 2023-2024 allocation request. The projected FY 2023-2024 allocation of \$369,727 will be combined with prior and future funding for a multi-year bus stop improvement project.

FISCAL IMPACT

The fiscal impact is revenue from the FY 2023-2024 LCTOP allocation in the amount of \$369,727. These funds will be combined with prior and future allocations for bus stop improvements.

REASON FOR RECOMMENDATION

The resolution and Certifications and Assurances documents are required by Caltrans for LCTOP funds.

ACTIONS FOLLOWING APPROVAL

Staff will submit a copy of the resolution and the signed Certifications and Assurances documents to Caltrans. The Deputy General Services Director will continue to apply for the LCTOP annual funding and will complete the necessary program reporting and documentation requirements.

Prepared by: Susanna Herrera, Management Analyst

Reviewed by: City Manager *AH*

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AUTHORIZING THE DEPUTY GENERAL SERVICES DIRECTOR TO EXECUTE THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECT:
BUS STOP IMPROVEMENTS \$369,727**

WHEREAS, the City of Clovis is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the City of Clovis wishes to delegate authorization to execute these documents and any amendments thereto to Amy Hance, Deputy General Services Director as indicated in **Attachment A**; and

WHEREAS, the City of Clovis wishes to implement the following LCTOP project listed above.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations, and guidelines for all LCTOP funded transit projects as shown in **Attachment B**.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City of Clovis authorizes Amy Hance, Deputy General Services Director, to execute all required documents of the LCTOP program and any amendments thereto with the California Department of Transportation as indicated in **Attachment A**.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City of Clovis hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY2023-2024 LCTOP Funds: Bus Stop Improvements \$369,727.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote, to wit.

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

DATED: April 8, 2024

Mayor

City Clerk



FY 2023-2024 LCTOP Authorized Agent

AS THE General Services Director
(Chief Executive Officer/Director/President/Secretary)

OF THE City of Clovis
(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Local Assistance. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Amy Hance, Deputy General Services Director OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Click here to enter text. OR
(Name and Title of Authorized Agent)

Shonna Halterman General Services Director
(Print Name) (Title)

(Signature)

Approved this 9 day of April, 2024

FY 2023-2024 LCTOP Certifications and Assurances

Lead**Agency:** City of Clovis**Project Title:** Bus Stop Improvements**Prepared by:** Amy Hance

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.

FY 2023-2024 LCTOP

6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

C. Reporting

1. The Lead Agency must submit the following LCTOP reports:

- a. **Annual Project Activity Reports October 30th each year.**
- b. **A Close Out Report within six months of project completion.**
- c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
- d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
- e. **Jobs Reporting as defined by CARB Funding Guidelines.**

2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government,

FY 2023-2024 LCTOP

and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per CARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State

FY 2023-2024 LCTOP

Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.

2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.
3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the Civil Rights Department, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all these conditions will be met.

Amy Hance
(Print Authorized Agent)

(Signature)

Deputy General Services Director
(Title)

(Date)



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: April 8, 2024

SUBJECT: General Services - Approval – Res. 24-____; Amending the City's FY 23-24 Position Allocation Plan by deleting one (1) Staff Analyst position and adding one (1) Administrative Assistant position within the Fire Department.

ATTACHMENTS: 1. Resolution 24-____, Position Allocation Plan

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

Approve a resolution amending the City's FY 23-24 Position Allocation Plan by deleting one (1) Staff Analyst position and adding one (1) Administrative Assistant position in the Fire Department.

EXECUTIVE SUMMARY

The Fire Department currently has authorization for two (2) Staff Analyst positions. It is recommended that the City's Position Allocation Plan be amended to include one (1) Administrative Assistant position within the Fire Department, and in conjunction, eliminate one (1) Staff Analyst position. Council approval is required for any changes to the Position Allocation Plan.

BACKGROUND

The Fire Department has recently evaluated the work assignments in the department and has determined that the addition of one (1) Administrative Assistant position and the elimination of one (1) Staff Analyst position will more efficiently support the current needs of the department. The Administrative Assistant will assume some of the duties that will include advanced reporting and training development projects within the Fire Training Bureau. The desired change results in the need to modify the City's Position Allocation Plan which requires Council approval.

FISCAL IMPACT

The fiscal impact of salary and benefits for the remainder of FY 23-24 is approximately an additional \$878.00. There are adequate funds in the Fire Department budget to cover the costs of this position.

REASON FOR RECOMMENDATION

The addition of one (1) Administrative Assistant and the elimination of one (1) Staff Analyst position better suits the staffing needs of the Fire Department. The change must be reflected in the authorized FY23-24 Fire Department position allocation. Modification of the Position Allocation Plan requires Council Approval.

ACTIONS FOLLOWING APPROVAL

The position allocation for the Fire Department will be modified as noted in **Attachment 1A**. The position vacancy will be filled through the current eligible list.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager *LS*

RESOLUTION 24-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY’S FY 2023-2024 POSITION ALLOCATION PLAN

WHEREAS, the FY 2023-2024 Position Allocation Plan in the Fire Department was approved as part of the FY 2023-2024 City budget adoption process; and

WHEREAS, a review of the staffing needs of the City indicates that the addition of one (1) Administrative Assistant and the deletion of one (1) Staff Analyst position is necessary in order to provide the needed capacity to cover the administrative needs within the Fire Department; and

WHEREAS, amending the City’s adopted FY 2023-2024 Position Allocation Plan requires City Council authorization.

NOW THEREFORE, BE IT RESOLVED by the City of Clovis that the City’s FY 2023-2024 Position Allocation Plan shall be amended as noted in **Attachment A**.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote to wit:

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

DATED: April 8, 2024

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 2023-2024

DEPARTMENT		NUMBER OF POSITIONS
Fire Department		
Add:	Administrative Assistant	1.0
Delete	Staff Analyst	1.0



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: April 8, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 17-18 Senior Center- Façade Modification to Geometric Construction, Inc., for \$129,309.70; and Authorize the City Manager to Execute the Contract on behalf of the City, and Approval - Res. 24-____, amending the 2023-2024 Community Investment Program.

ATTACHMENTS: 1. Budget Amendment Res. 24-____
2. Vicinity Map

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

1. For the City Council to award a contract for CIP 17-18, Senior Center (850 4th St. Clovis, CA 93612) – Façade Modification to Geometric Construction, Inc., in the amount of \$129,309.70; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City; and
3. For the City Council to approve a resolution amending the 2023-2024 Community Investment Program (CIP) to include the Senior Center – Façade Modification Project and authorize expenditures from the General Government Facilities Fund in the amount of \$60,000.

EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract to Geometric Construction, Inc., who was the lowest responsible bidder from a bid opening that took place on March 19, 2024.

The project consists of removal of the existing exterior trellis and removal and replacement of portions of the exterior siding. Construction shall also consist of retrofitting damaged exterior beams and painting portions of the exterior of the building.

BACKGROUND

The following is a summary of the bid results of March 19, 2024:

<u>BIDDERS</u>	<u>BASE BIDS</u>
Geometric Construction, Inc.	\$129,309.70
GCB1, Inc.	\$152,765.00
MW Construction, Inc.	\$165,217.00
ENGINEER'S ESTIMATE	\$129,600.00

All bids were examined, and the bidder's submittals were found to be in order except for a discrepancy between words and figures for the bid item #11 from the apparent low bidder (Geometric Construction, Inc.). The discrepancy decreased the Geometric Inc. bid by \$5.30 with Geometric Construction, Inc., as the lowest responsible bidder. Staff has validated the lowest bidder's contractor license status.

FISCAL IMPACT

This project was budgeted in the 2023-2024 Community Investment Program. The project is funded by the General Government Facilities Fund through the City Community Investment Program. A budget amendment will add \$60,000 to the 2023-2024 Community Investment Program.

REASON FOR RECOMMENDATION

Geometric Construction, Inc., is the lowest responsible bidder.

ACTIONS FOLLOWING APPROVAL

1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately one (1) week after contract execution and be completed in thirty-five (35) working days thereafter.
3. Funds will be appropriated and accounted for in the City of Clovis 2023-2024 CIP Budget as specified in the attached budget amendment.

Prepared by: Jorge Aguilera, Project Engineer

Reviewed by: City Manager *[Signature]*

RESOLUTION 24-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AN AMENDMENT TO THE FY 2023-2024 CIP BUDGET**

WHEREAS the City Council adopted the FY2023-2024 City budget on June 19, 2023; and

WHEREAS the City Council approved the expenditure of funds for the 2023-2024 Community Investment Program – General Government Facilities Fund, and

WHEREAS, the additional expenditures needed for the Senior Center – Façade Modification project were not included in the 2023-2024 Community Investment Program – General Government Facilities Fund; and

WHEREAS, it has been determined that the funds for the costs can be allocated from the General Government Facilities Fund in the amount of \$60,000.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis hereby approves the budget amendment as shown in the “Summary of Expenditures by Section” and the “Summary of Expenditures by Fund” as shown as **Attachment A**.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote, to wit.

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

DATED:

Mayor

City Clerk

SUMMARY OF EXPENDITURES BY SECTION

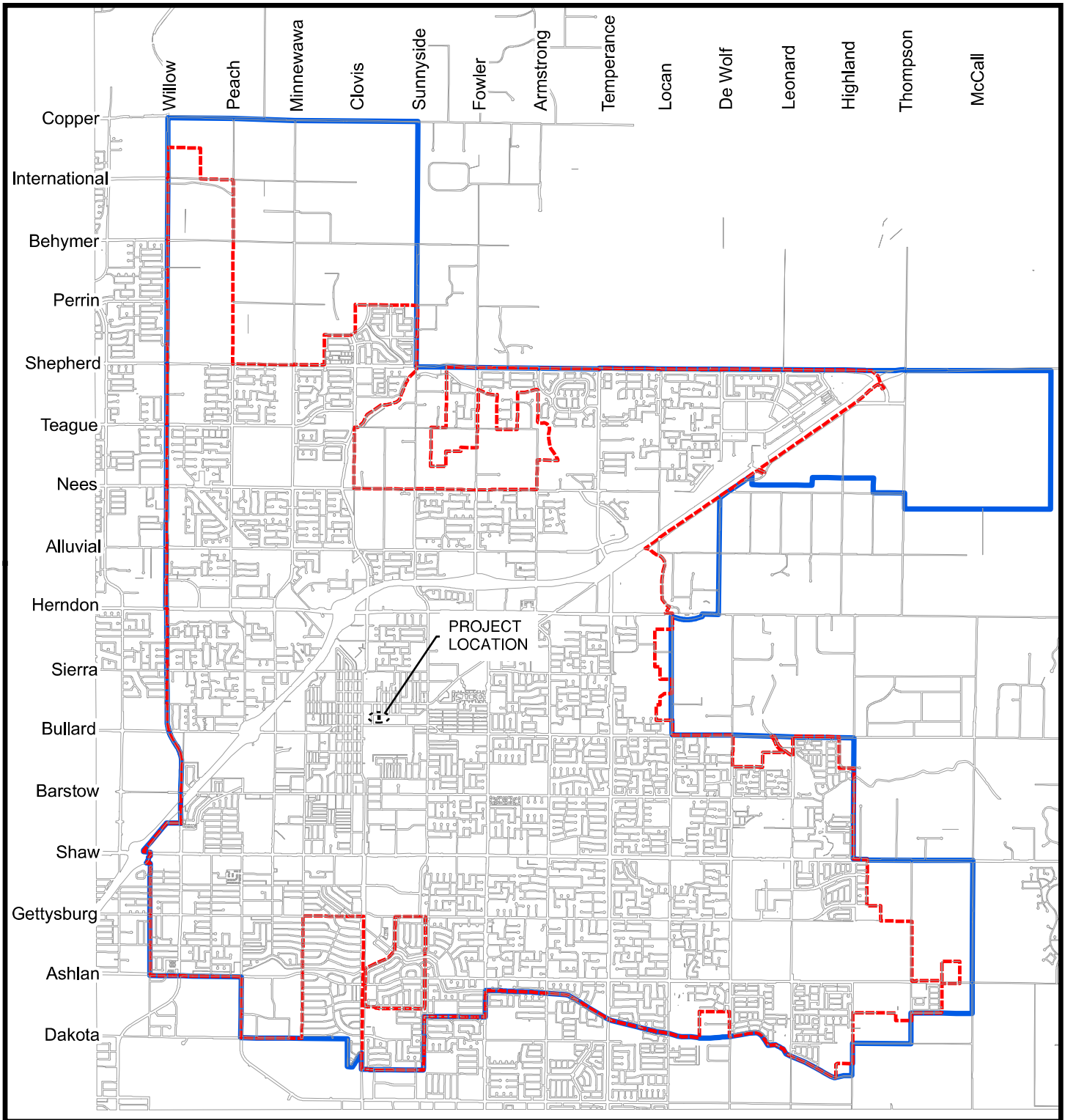
GENERAL GOVERNMENT FACILITIES FUND	<u>\$60,000</u>
TOTAL SECTION	\$60,000

SUMMARY OF EXPENDITURES BY FUND

GENERAL GOVERNMENT FACILITIES FUND	<u>\$60,000</u>
TOTAL FUND	\$60,000

VICINITY MAP

CIP 17-18 Senior Center - Facade Modification



Attachment 2

 CITY LIMITS  SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: April 8, 2024

SUBJECT: Planning and Development Services - Approval - Bid Award for CIP 24-01, Rubberized Cape Seal 2024 to VSS International, Inc., for \$2,050,120.00; and Authorize the City Manager to Execute the Contract on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

1. For the City Council to award a contract for CIP 24-01 Rubberized Cape Seal 2024 to VSS International, Inc. in the amount of \$2,050,120.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract to VSS International, Inc., who was the lowest responsible bidder from a bid opening that took place on March 26, 2024.

The construction consists of installation of approximately 185,887 square yards of rubberized cape seal, approximately 222,249 square yards of Type II slurry seal in various local streets in the City of Clovis. Locations are shown on the vicinity map in **Attachment 1**.

The work includes removal of all existing traffic striping, markings, and markers, furnishing and installation/application of asphalt rubber chip seal, Type II slurry seal, traffic control, street sweeping, cleanup, reinstallation of traffic striping and all other items or details required as described in the Contract Documents.

BACKGROUND

The following is a summary of the bid results of March 26, 2024:

BIDDERS	BASE BIDS
VSS International, Inc.	\$2,050,120.00
Pavement Coatings Company	\$2,128,826.85
Doolittle Construction, LLC	\$2,171,171.00
American Pavement Systems, Inc	\$2,236,942.00
American Asphalt South, Inc.	\$2,378,134.42
 ENGINEER'S ESTIMATE	 \$1,980,325.75

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

FISCAL IMPACT

This project was budgeted in the 2023-2024 Community Investment Program. The street rubber chip seal and slurry seal portion of the project is supported by Measure “C” pass-through funding.

REASON FOR RECOMMENDATION

VSS International, Inc., is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

ACTIONS FOLLOWING APPROVAL

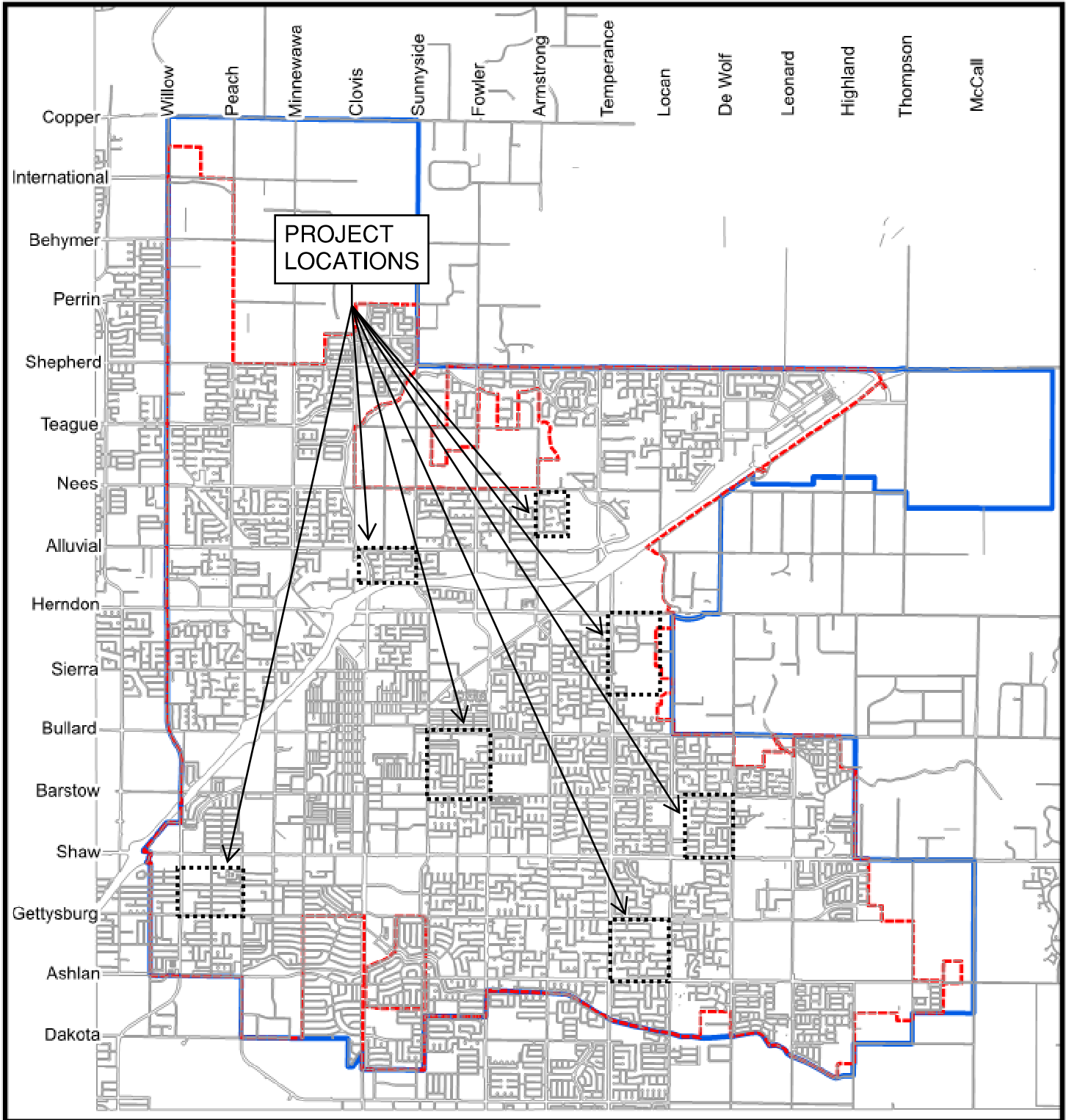
1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and shall be completed in forty-five (45) working days thereafter.

Prepared by: Nav Chahal, Engineer I

Reviewed by: City Manager AA

VICINITY MAP

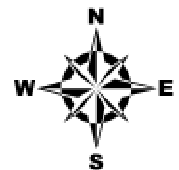
CIP 24-01 Rubberized Cape Seal 2024



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: April 8, 2024

SUBJECT: Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a 2024 Ford F750 Super Duty Truck from Tom’s Truck Center in the Amount of \$124,679.04.

ATTACHMENTS: None

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to approve waiving the City’s formal bidding requirements and authorize purchasing a 2024 Ford F750 truck from Tom’s Truck Center in the amount of \$124,679.04, including fees and taxes.

EXECUTIVE SUMMARY

There are funds in this fiscal year’s Fleet Renewal budget to purchase a 2024 Ford F750 for the Public Utilities Department Water Division. The existing equipment is scheduled to be replaced due to its age. Tom’s Truck Center’s bid price is \$124,679.04, including tax, freight, and wheelbase shortening. The new truck meets current emissions requirements.

Staff is requesting to waive formal bidding procedures due to the lack of viable vendors, as authorized by Clovis Municipal Code Section 2.7.06(a) and Section IV.C. of the City’s Purchasing Manual. City staff has requested multiple quotes and only one vendor was able to supply a quote to order the vehicle.

BACKGROUND

The recommended vehicle is available from Tom’s Truck Center and meets the department’s needs. The vehicle is available to be ordered and will be built according to Public Utilities Department Water Division needs.

The Fleet Fund includes a vehicle and equipment replacement program where the different divisions within City departments budget for and contribute a set amount of money annually for the future scheduled replacement of a vehicle or piece of equipment. This allows each department, and the divisions within the departments, to financially plan for the large capital expense of purchasing new vehicles and equipment that need to be replaced due to age, wear and tear, or to meet regulatory requirements. Depending on the condition and need of the vehicle or equipment being replaced, it will be moved from front-line operation and may be kept as a back-up, or it will be auctioned off in the City's vehicle and equipment surplus program.

FISCAL IMPACT

Funds were included in the 2023-2024 Fleet Capital Acquisition budget, often referred to as the Fleet Renewal or Fleet Replacement budget. The Water Division in the Public Utilities Department has accumulated the necessary funds for replacement of the equipment.

REASON FOR RECOMMENDATION

The existing truck has been in service for almost 12 years and is scheduled for replacement. Sufficient replacement funds have been collected. Staff has evaluated the available equipment, and it meets the needs of the Public Utilities Department Water Division. The proposed method of purchasing the equipment is cost-effective and sufficient funds are available.

ACTIONS FOLLOWING APPROVAL

Purchase orders will be prepared for the City Manager's approval and sent to the vendors.

Prepared by: Jim Stringfield, Fleet Manager

Reviewed by: City Manager *AS*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: April 8, 2024

SUBJECT: Consider Approval – Bid Award for CIP 23-16, Gould Canal Trail Improvements to Eslick Construction, Inc., in the Total Amount of \$155,348.00; Authorize the City Manager to Execute the Contract on Behalf of the City; and Receive and File – Presentation on the Gould Canal Trail Improvements.

Staff: Sarai Yanovsky, Civil Engineer

Recommendation: Approve

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

1. For the City Council to award a contract for CIP 23-16, Gould Canal Trail Improvements to Eslick Construction, Inc., in the total amount of \$155,348.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City; and
3. Receive and file a presentation on the Gould Canal Trail Improvements.

EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract with Eslick Construction, Inc., in the total amount of \$155,348.00. Eslick Construction, Inc., was the lowest responsible bidder from the bid opening that took place on March 12, 2024.

This project involves the installation of entry features and pedestrian-friendly improvements along the Gould Canal between Peach and Minnewawa Avenues near Ashlan Avenue. The work consists of the installation of a gateway monument, masonry wall, concrete drive approaches,

curb and gutter, sidewalk, concrete pedestal for Helm Ranch sign, trail bench and trash receptacle, fence improvements, and irrigation modifications.

BACKGROUND

This project is intended to enhance pedestrian access and encourage the use of the existing Gould Canal bank as an informal trail under the newly established Master Trails Agreement (MTA). The MTA is a mutually beneficial agreement between the City of Clovis and Fresno Irrigation District (FID) which allows for existing canal banks within the City of Clovis to be used as informal trails. The MTA has created the opportunity for this project, making it the first of many cooperative projects between the City and FID.

The following is a summary of the bid results of March 12, 2024.

BIDDERS	BASE BID
Eslick Construction, Inc.	\$155,348.00
ENGINEER'S ESTIMATE	\$110,300.00

The bid was examined, and the bidder's submittals were found to be in order. Staff have validated the bidder's contractor's license.

FISCAL IMPACT

This project was budgeted in the 2023-2024 budget year. The project is funded by Community Development Block Grant (CDBG) funding.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

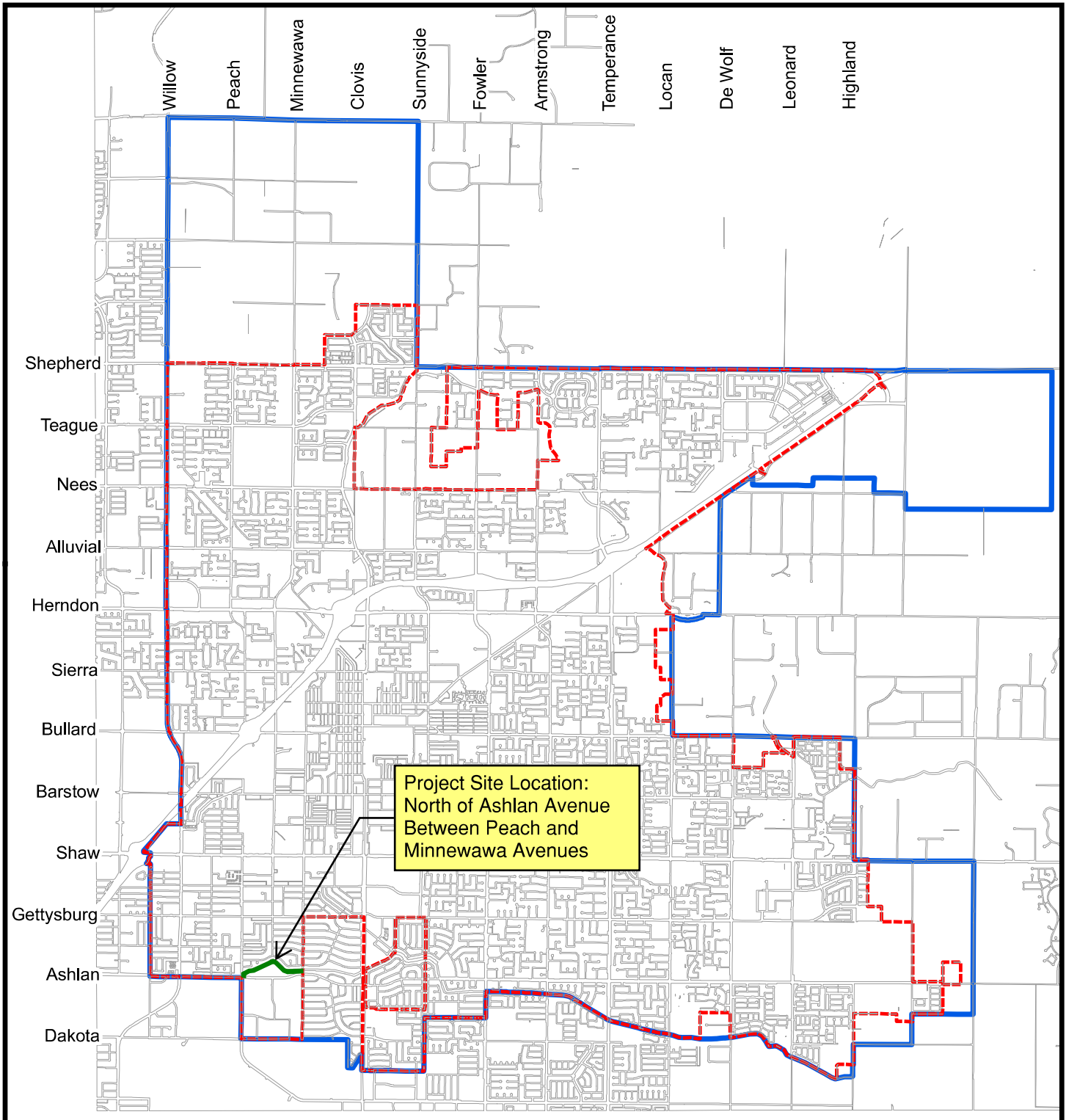
The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.

Prepared by: Sarai Yanovsky, Civil Engineer

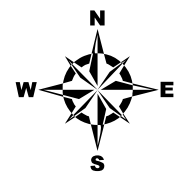
Reviewed by: City Manager *JH*

VICINITY MAP

CIP 23-16 Gould Canal Trail Improvements



ATTACHMENT 1





CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: April 8, 2024

SUBJECT: Consider and Provide Direction – Results of the Akel Engineering Group Analysis of the City of Clovis Water Master Plan Project Cost Estimates.

Staff: Paul Armendariz, Deputy Public Utilities Director

Recommendation: Consider and Provide Direction

ATTACHMENTS: 1. Akel Engineering Group Technical Memorandum – 2017 Water Master Plan CIP Costs Methodology Review

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

Staff is recommending City Council consider the results of the Akel Engineering Group analysis of the City of Clovis Water Master Plan project cost estimates. Staff is further recommending Council provide direction regarding the use of the results of the analysis in the annual Development Impact Fee (DIF) report coming back in the next few months. Staff is highly recommending Council direct staff to incorporate the results from the consultant's analysis in the 2024 DIF recommendation.

EXECUTIVE SUMMARY

During the 2023 (DIF) update, staff recommended a 60 percent increase to water major facility fees based on the estimated project costs provided by the City's Water Master Plan consultant, Provost & Pritchard Consulting Group. Interested parties expressed concerns about the proposed fee increase and requested City Council delay adoption of the fees and to have a third-party consultant review the estimates and the methodology used.

Akel Engineering Group, Inc. (Akel) completed the report of their analysis (**Attachment 1**) of the 2017 Water Master Plan CIP costs methodology and made recommendations for bringing the costs into alignment with current industry trends. The City of Clovis is generally at or below

industry trends (not charging enough). Additionally, Clovis is generally lower than other agencies throughout the Central Valley and the State as a whole, when considering the contingency values applied to the construction costs.

City staff initiated this audit and methodology evaluation to validate the costs presented by Provost & Pritchard, which drove the decision to request a 60% increase in DIFs. In summary, the attached report recommends an overall increase of approximately 90% to water major facility fees versus the previously recommended 60% increase.

BACKGROUND

At the June 5, 2023, City Council Meeting, Council directed staff to review and analyze the City's DIF Program, including a review of a proposed 60% increase to the water major facilities fee.

Staff initiated a Request for Proposals to evaluate the unit construction costs included in the Water Master Plan and subsequent updates, which serve as a basis of the water major facilities development impact fees. Akel was selected on October 9, 2023, as the consultant to move forward with auditing the unit costs and providing an assessment of the Water Major Facilities development impact fees consistent with industry trends for costs and methodology.

CIP Cost Estimating Methodology

Akel's review of the cost estimating methodology found that the methodology was consistent with industry standards. Master plans generally identify infrastructure locations, with limited site-specific information and constraints known at the time of the planning. Accordingly, Akel used a high-level representation of estimated costs known in the industry as a Class 5 opinion of probable construction costs. This is consistent with the Association for the Advancement of Cost Engineering framework, is suitable for master planning applications, and is in alignment with common industry practice.

Unit Cost Methodology

Akel performed a comprehensive review of the unit costs included in the 2017 Water System Master Plan, as well as subsequent planning documents that contributed to costs in the DIF Program. Akel then provided a comparison of those costs with current industry trends in similar unit costs. This comparison was provided in detail in their report and summarized in their recommendations. The findings and recommendations as compared to 2023 cost estimates are generally as follows:

- Pipelines: Low and should be increased by approximately 24%
- Storage Tanks: Adequate and defensible
- Pump Stations: Very low and should be increased by 90%
- Groundwater Wells: Adequate and defensible
- Surface Water Treatment Plant: Low and should be increased to match estimates completed by Stantec (subconsultant to Akel who specializes in treatment plants)

Cost Estimating Contingencies

Akel's report also reviewed the contingencies applied to the master planning costs, which account for items such as engineering, project administration, environmental, right-of-way acquisition, and overall site conditions that are unknown at the time of planning. These contingencies are intended as a mark-up to help staff account for the overall uncertainty of

conditions that will exist when the infrastructure is constructed. Akel's evaluation found that Clovis's contingency for engineering and administration was generally low when compared to other similar agencies and recommended it be increased from 18% to 30%.

The Akel report recommended a general increase in the unit costs and contingencies used in the 2017 Water System Master Plan and other subsequent CIP documents. The use of unit costs and Class 5 cost estimates are common practice in master planning.

Akel conducted a workshop with City staff on February 13, 2024. On February 27, 2024, City staff hosted a workshop with the development community where Akel Engineering presented their findings.

FISCAL IMPACT

In a growing city that has to plan for future major projects such as a water treatment plant expansion or water tank, it is imperative that an appropriate amount of fees are collected to be able to build them when they become due. Failure to collect necessary fees today will result in the city not having the funding necessary when those major projects become due and will hinder future development.

REASON FOR RECOMMENDATION

Staff is in the process of completing its annual DIF review and will be recommending fee updates in the coming months to Council based on estimates provided by the City's master plan consultants.

ACTIONS FOLLOWING APPROVAL

If approved, staff will incorporate the results of the analysis in the annual DIF report coming back to Council in the next few months.

Prepared by: Paul Armendariz, Deputy Public Utilities Director

Reviewed by: City Manager *JA*



CITY OF CLOVIS

TECHNICAL MEMORANDUM

2017 WATER MASTER PLAN

CIP COSTS
METHODOLOGY REVIEW
THIRD-PARTY QC REVIEW

FINAL

February 2024



City of Clovis
2017 Water Master Plan - CIP Costs Methodology Review

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APPENDIX

Table 3.1 of City of Clovis Surface Water Treatment Plant Evaluation Capital Improvement Plan prepared by Stantec.

ABBREVIATIONS AND DEFINITIONS

2017 WSMP	City of Clovis 2017 Water System Master Plan (prepared by P&P)
2017 Clovis CIP	City of Clovis 2017 Water System Master Plan – CIP (prepared by P&P)
2022 Clovis CIP	City of Clovis 2017 WSMP – 2022 CIP Updated Costs (prepared by P&P)
2023 Clovis CIP	City of Clovis 2017 WSMP – 2023 CIP Updated Costs (prepared by P&P)
2023 CIP Trends	2023 Industry Trends (prepared by Akel)
AACE International	Association for the Advancement of Cost Engineering, International
AACE Practice 56R-08	Recommended Practice 56R-08, Cost Estimate Classification System – As Applied in Engineering, Procurement and Construction for the Building and General Construction Industries
Akel	Akel Engineering Group, Inc.
CCI	Engineering News Record Construction Cost Index
City	City of Clovis
CIP	Capital Improvement Plan (or Program)
LF	Linear Feet
MG	Million Gallons
MGD	Million Gallons Per Day
GPM	Gallons Per Minute
OPCC	Opinion of Probable Construction Costs
P&P	Provost and Pritchard Consulting Group
Third-Party QC Review	Third-Party Quality Control Review
WSMP	Water System Master Plan



Smart Planning Our Water Resources

February 27, 2024

FINAL

City of Clovis
 155 N. Sunnyside Avenue
 Clovis, CA 93611

Attention: Mr. Kevin Tuttle, P.E.
 Project Manager

Subject: 2017 Water Master Plan CIP Costs Methodology Review (Third-Party QC Review)

Dear Kevin,

We are pleased to submit this technical memorandum (TM) summarizing a Third-Party Quality Control (QC) Review of the 2017 Water Master Plan Capital Improvement Plan (CIP) costs methodology, and the subsequent CIP unit costs updates.

The City requested that Akel Engineering Group, in collaboration with Stantec, review the CIP cost methodology used in the 2017 Water Master Plan (2017 WSMP) and provide a comparison to industry trends. This TM's organization is documented in [Table 1](#).

Table 1 – Technical Memorandum Organization

Section	Description
1.0	Project Description
2.0	Relevant Reports
3.0	Class 5 Opinion of Probable Construction Costs
4.0	CIP Costs Review Methodology
5.0	CIP Costs Review – Pipelines
6.0	CIP Costs Review – Storage Tanks, Pump Stations, and Groundwater Wells
7.0	CIP Costs Review – Surface Water Treatment Plant (SWTP)
8.0	Contingencies
9.0	Recommendations

1.0 PROJECT DESCRIPTION

The City of Clovis (City) completed a 2017 Water System Master Plan (2017 WSMP) which identified the water system improvements needed to mitigate existing deficiencies and those required to expand the system to service future developments. This 2017 WSMP was completed by the consulting firm Provost and Pritchard Consulting Group (P&P) in April 2017, and included a capital improvement plan for the recommended water system projects (2017 Clovis CIP).

In January 2022, P&P issued a capital improvement plan cost update (2022 Clovis CIP) to the capital improvement plan cost estimates contained in the 2017 WSMP CIP, along with a discussion of the updated costing methodology to account for inflation and uncertainty in market conditions. In January 2023, P&P issued another update to the capital improvement plan (2023 Clovis CIP), to bring the costs to 2023 market conditions.

1.1 Project Objectives

The City of Clovis retained the services of Akel Engineering Group (Akel) to provide a third-party quality control review (Third-Party QC Review) of both the 2017 Clovis CIP and the 2023 Clovis CIP. This Third-Party QC Review focuses on verifying the methodology used for estimating the capital improvement plan construction costs in the 2017 Clovis CIP and 2023 Clovis CIP, comparing them to existing 2023 industry trends (2023 CIP Trends), and making observations on their adequacy or providing recommendations to amend the costs.

1.2 Important Abbreviations

Though they have been defined in previous sections, the abbreviations listed on **Table 2** are considered important, as this Third-Party QC Review focused on reviewing and comparing them. These terminologies are used often throughout this report.

Table 2 – Important Abbreviations

Abbreviation	Description
2017 Clovis CIP	City of Clovis 2017 Water System Master Plan – Capital Improvement Plan (prepared by P&P)
2023 Clovis CIP	City of Clovis 2017 WSMP – 2023 CIP Updated Costs (prepared by P&P)
2023 CIP Trends	2023 CIP Industry Trends (prepared by Akel)

2.0 RELEVANT REPORTS

The most relevant reports that were consulted during this Third-Party QC Review are documented in **Table 3**.

Table 3 – Relevant Documents

Document	Document Type	Prepared by	Date Issued
City of Clovis - Water Master Plan Update Phase III	Report	<i>P&P</i>	April 2017
City of Clovis - Capital Improvement Plan Cost Update	Technical Memo	<i>P&P</i>	January 2022
City of Clovis - Capital Improvement Plan Cost Update	Technical Memo	<i>P&P</i>	January 2023
City of Clovis – Surface Water Treatment Plant Evaluation (TM 4) – Capital Improvement Plan	Technical Memo	<i>Stantec</i>	November 2022
City of Clovis – Surface Water Treatment Plant Evaluation – Opinion of Probable Construction Cost	Technical Memo	<i>Stantec</i>	March 2023

3.0 CLASS 5 OPINION OF PROBABLE CONSTRUCTION COSTS

The Association for the Advancement of Cost Engineering International (AACE) suggested a framework of classifications with corresponding levels of accuracy that depend on data availability. This AACE cost estimating framework is documented in the publication titled “*Recommended Practice 56R-08, Cost Estimate Classification System – As Applied in Engineering, Procurement and Construction for the Building and General Construction Industries*” (AACE Practice 56R-08).

AACE Practice 56R-08 suggests a five level Class System (5, 4, 3, 2, and 1), which corresponds to different cost estimate types prepared at various stages of project development. Class 5 cost estimates are developed during the project screening and feasibility phase and is intended for long-range capital planning and master plans. It typically includes hydraulic capacity evaluations. As the project progresses from the feasibility phase to the conceptual phase and ending in the bid phase, the quantity and quality of information increases allowing for more accurate estimates. Class 1 estimates, for example, are detailed unit costs based on detailed take-off estimates with complete annotated drawings and complete specifications.

The opinion of probable construction cost (OPCC) estimates presented in the 2017 Clovis CIP were prepared for general master planning purposes and are thus considered “Class 5”. This Third-Party QC Review compared the 2017 Clovis CIP and 2023 Clovis CIP with AACE Class 5 industry trends (2023 CIP Trends).

4.0 CIP COSTS REVIEW METHODOLOGY

This Third-Party QC Review evaluated the methodology documented in the 2017 Water System Master Plan and which was used for estimating the capital improvement plan costs (2017 Clovis CIP). The same methodology was also used for adjusting the costs in the 2023 update (2023 Clovis CIP).

4.1 Unit Cost Methodology

The methodology relies on applying **unit costs** to the project quantity to yield the estimated project cost. The following diagram illustrates this calculation.



As an example, for pipelines, the unit cost is applied to pipeline lengths (in linear feet) to yield the total project cost. For storage tanks, the unit cost is applied to the storage tank volume (in million gallons) to yield the estimated project cost. The methodology for each infrastructure element reviewed is documented in [Table 4](#).

Table 4 – Estimating Construction Costs

Infrastructure	Unit Cost Methodology
Pipelines	Unit Cost, applied to pipe length in linear feet (LF).
Storage Tanks	Unit Cost, applied to volume in million gallons (MG).
Pump Stations	Unit Cost, applied to capacity in gallons per minute (gpm).
Supply Facility – Groundwater Wells	Unit Cost, applied to supply capacity in gpm.
Supply Facility – SWTP Expansion	Total Expansion Cost. The SWTP cost included a more detailed review and cost estimate completed by Stantec, and referenced in this review.

It should be noted that the approach for the Surface Water Treatment Plant Expansion third-party review was different, as it included a more thorough evaluation and estimate, which was completed by Stantec.

4.2 Project Contingencies

Project contingencies are an important element of the CIP cost estimates and are typically divided into 2 categories: 1) Construction and Market contingency, and 2) Engineering and Administration contingency, also known as the “soft” costs. These costs are further defined in this section, and the methodology of applying the contingencies is itemized in **Table 5**.

Table 5 – Methodology for Applying Contingencies

Item	Description	Calculation Methodology
A	Baseline Construction Cost	Calculated by applying unit cost to the project quantity (LF of Pipe, MG of storage, etc.) <ul style="list-style-type: none"> $A = \text{Unit Cost} \times \text{Quantity}$
B	Construction and Market (CM) Contingency , in percent (% CM)	Percent applied to baseline construction cost. <ul style="list-style-type: none"> $B = A \times (\% \text{ CM contingency})$
C	Engineering and Administration (EA) Contingency , in percent (% EA)	Percent applied to the baseline construction cost. <ul style="list-style-type: none"> $C = A \times (\% \text{ EA contingency})$
D	Total CIP Cost	The total CIP cost includes the baseline construction cost plus the CM and EA contingencies. <ul style="list-style-type: none"> $D = A + B + C$

- **Baseline Construction Cost.** The baseline construction cost typically includes the contractors’ overhead and profit, mobilization and demobilization, and permitting.
- **Construction and Market (CM) Contingency.** This contingency is expressed as a percent of the baseline construction cost and is intended to account for unexpected conditions encountered during construction. These unforeseen events are considered unavoidable and related to the conceptual planning level of these projects and potential variations in final quantities (final alignment lengths and final selected sites). This contingency also accounts for market conditions and the resulting unexpected fluctuations in the prices of material and/or labor.

Applying this CM contingency to the Project Construction Cost: This contingency is applied directly to the project baseline construction cost.

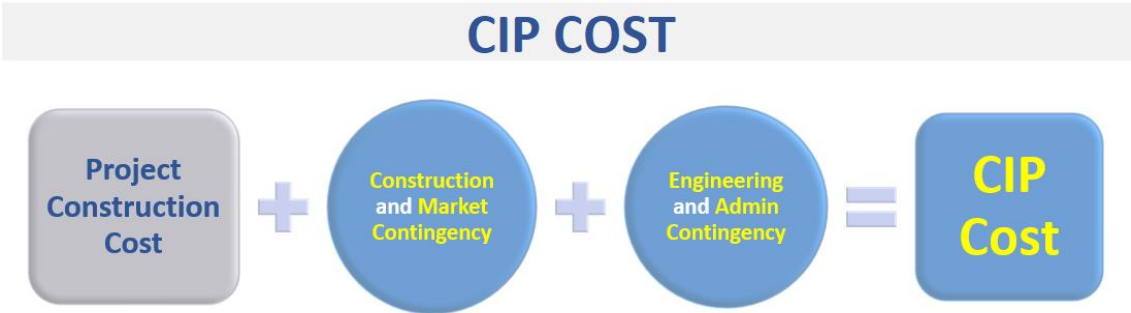
- **Engineering and Administrative (EA) Contingency.** This contingency is also known as the “soft cost”, and includes engineering and administrative costs. Engineering costs may include, but not be limited to, preparation of drawings and specifications, surveying and staking, construction, and inspection support. Administrative costs may include, but not be

limited to, construction management and inspection, legal costs, environmental/CEQA compliance requirements, administrative costs, and financing and interest expenses. Applying this EA contingency to the Project Construction Cost: There are two methods for applying this contingency to the baseline construction costs:

- **Method 1.** In this method, the Engineering and Administration contingency is applied to the baseline construction cost. This method was used in the Clovis 2017 Water System Master Plan CIP cost (2017 Clovis CIP), and subsequent 2023 CIP update (2023 Clovis CIP), completed by Provost and Pritchard.
- **Method 2.** In this method, the Engineering and Administration contingency is applied as a percent of the baseline construction cost plus the Construction and Market contingency. This method was used in the Clovis 2017 Wastewater System Master Plan CIP costs, and subsequent 2023 CIP update, completed by BC&F.

Since the industry trends may also be using either of these two methodologies, and for equitable comparisons, this Third-Party QC Review uses Method 1. Thus, where Method 2 is used, the percentages were adjusted to reflect a Method 1 comparison.

- **Total CIP Cost.** This cost is calculated by adding the baseline construction cost, the Construction and Market Contingency, and the Engineering and Administration Contingency. The following diagram illustrates this calculation.



4.3 2023 Industry Trends

This effort compared the 2017 Clovis CIP and 2023 Clovis CIP **unit costs** with the 2023 industry trend unit costs (2023 CIP Trends) developed by Akel. Akel maintains a historical database of unit costs developed from a variety of master plans, completed by Akel or by other consultants, for municipalities throughout the state of California. This database is kept up to date using the Engineering News-Record Construction Cost Index (ENR CCI). The ENR CCI is the standard indicator that measures cost changes in the construction industry, and it reflects the 20-City Average index.

Akel references the ENR CCI 20-City Average, rather than ENR CCI of Los Angeles (LA) or San Francisco (SF), since the 20-City Average appears to be based on more consistent economic indicators. Historically, CCI of the 20-City Average shows a consistently smooth monthly increase, compared to the CCI of LA and SF which have longer periods lasting many years without monthly increases, followed by sometimes large spikes to self-correct and catch up with 20-City Average.

In addition to the historical database, Akel completed a new online survey in September 2023, to supplement the existing database by reviewing over 40 recent master planning documents which included more recent trends in rising construction costs. It should be noted that the industry trends survey included municipalities of various sizes within the state of California, and it excluded major urban municipalities with high traffic conditions.

Though Akel maintains current industry trends based on the most recently published ENR CCI, the comparison in this Third-Party QC Review reflects unit costs based on the **ENR CCI 20-City Average index of 13,486 for September 2023**. The CCI has been applied to escalate the unit costs extracted from the City of Clovis Water System Master Plan (2017 Clovis CIP and 2023 Clovis CIP), and to the industry trends (2023 CIP Trends).

ENR CCI

This Third-Party QC Review is reflecting unit costs based on the **ENR CCI 20-City Average** index of 13,486, reflecting adjusted costs for **September 2023**.

5.0 CIP COSTS REVIEW – PIPELINES

This section includes the pipelines unit-cost methodology review which was used for estimating the capital improvement plan in the City of Clovis 2017 Water System Master Plan (2017 Clovis CIP), and the subsequent updated CIP costs issued in January 2023 (2023 Clovis CIP). These unit costs are compared to the industry trends unit costs (2023 CIP Trends) developed by Akel.

While reviewing pipeline unit costs, it is important to evaluate each individual cost component as previously discussed: 1) the Baseline Construction Cost, 2) the Construction and Market Contingency, and 3) the Engineering and Administration Contingency. This section focuses on comparing the Baseline Construction unit cost for pipelines. The contingencies are reviewed in another section.

The unit costs included in the City of Clovis 2023 Updated CIP costs table (Table 1: Unit Cost Progression) incorporated the contingencies. For an accurate comparison for estimating the Baseline Construction Cost, this Third-Party QC Review used these values and back calculated unit costs that exclude the contingencies, and for an accurate comparison of each CIP cost component. The **Baseline Construction** unit costs for pipelines used in the 2017 Clovis CIP and the 2023 Clovis CIP are summarized in **Table 6A**, and for each relevant pipe diameter.

Table 6A lists and compares the Baseline Unit costs for each pipeline diameter and includes the following items:

- **Column 1.** Pipe Diameter
- **Column 2.** Initial 2017 unit cost included in the Clovis 2017 Water Master Plan
- **Column 3.** Column 2 unit cost values, escalated using the ENR CCI of September 2023, for equitable comparison purposes.
- **Column 4.** Updated 2023 Unit Cost included in the Clovis 2023 CIP Cost Updates.
- **Column 5.** Column 4 unit cost values, escalated using the ENR CCI of September 2023, for equitable comparison purposes.
- **Column 6.** 2023 Industry Trends unit costs (2023 CIP Trends). It should be noted that the “2023 Trends” unit costs are not based on a specific pipe material (thus, some may include Ductile Iron), or geographic region (some may include more urbanized settings).

Based on the comparisons between the 2017 Clovis CIP, the 2023 Clovis CIP cost updates, and the 2023 CIP Trends documented in **Table 6A** for baseline construction costs (excluding contingencies), this Third-Party QC Review is adding the following observations:

- The 2017 Clovis CIP unit costs for pipeline baseline construction are considered **very low** as they are much lower than 2023 industry trends. Akel recommends increasing these costs to get them closer to industry trends.
- The 2023 Clovis CIP unit costs for pipeline baseline construction have integrated the CCI escalation but also included a significant increase and adjustment, which brings the 2023 CIP costs much closer to industry trends, though still considered **low**. This Third-Party QC Review **recommends increasing the 2023 Clovis CIP unit costs by 24%.**

Pipelines

Compared to 2023 industry trends, the 2017 Clovis CIP unit costs are considered **very low** while the 2023 Clovis CIP unit costs are considered **low**. This Third-Party QC Review **recommends increasing the 2023 Clovis CIP unit costs by 24%.**

The comparison between the 2017 Clovis CIP Methodology, the 2023 Clovis CIP methodology, and the 2023 industry trends is further illustrated on **Figure 1**. Please note that this figure reflects the escalation of costs, for all methodologies, to an ENR CCI of September 2023 for equitable comparisons.

Lastly, **Table 6B** includes the same content as **Table 6A**, though it adds the contingencies used in estimating the total CIP. This table is provided for completeness and direct comparison with the unit costs included in the Clovis master plans. Akel does not recommend contingencies be included with the baseline construction unit costs, for the purpose of disclosing and tracking the baseline construction cost assumptions and associated contingencies.

6.0 CIP COSTS REVIEW – STORAGE TANKS, PUMP STATIONS, AND GROUNDWATER WELLS

This Third-Party QC Review for the storage tanks, pump stations, and groundwater wells is similar to the one followed for pipelines and described in the previous section.

Based on the comparisons between the 2017 Clovis CIP, the 2023 Clovis CIP cost updates, and the 2023 CIP Trends documented in **Table 7A** for baseline construction costs (excluding contingencies), this Third-Party QC Review is adding the observations within the respective sections.

Similar to pipelines, **Table 7B** includes the same content as **Table 7A**, though it adds the contingencies used in estimating the total CIP. This table is provided for completeness and direct comparison with the unit costs included in the Clovis master plans.

6.1 Storage Tanks

The storage tank baseline construction unit costs are listed and compared on **Table 7A**, item A. They are also graphically shown on **Figure 2**.

Compared to 2023 industry trends, both the 2017 Clovis CIP unit costs and 2023 Clovis CIP unit costs are considered **adequate** and defensible.

The CIP costs for storage tanks, including the contingencies, are listed on **Table 7B**, item A.

Storage Tanks

Compared to 2023 industry trends, both the 2017 Clovis CIP unit costs and 2023 Clovis CIP unit costs are considered **adequate** and defensible.

6.2 Pump Stations

The pump stations unit costs are listed and compared on **Table 7A**, item B. They are also graphically shown on **Figure 3**.

Both the 2017 Clovis CIP and 2023 Clovis CIP unit costs for the pump stations baseline construction costs are considered very low for all the sizes included. If the historical City of Clovis bid tabs justify these baseline unit costs, then no action is necessary. Otherwise, this Third-Party QC Review **recommends increasing the 2023 Clovis CIP unit costs by 90%**.

The CIP costs for pump stations, including the contingencies, are listed on **Table 7B**, item B.

Pump Stations

Compared to 2023 industry trends, the 2017 Clovis CIP unit costs are considered **very low**. Similarly, the 2023 Clovis CIP unit costs are considered **very low**. This Third-Party QC Review **recommends increasing the 2023 Clovis CIP unit costs by 90%**.

6.3 Groundwater Wells

The groundwater wells unit costs are listed and compared on [Table 7A](#), item C. They are also graphically shown on [Figure 4](#).

Both the 2017 Clovis CIP unit costs and 2023 Clovis CIP unit costs, for the groundwater wells baseline construction costs, are considered adequate and defensible and reflecting industry trends.

The CIP costs for groundwater wells, including the contingencies, are listed on [Table 7B](#), item C.

Groundwater Wells

Compared to 2023 industry trends, both the 2017 Clovis CIP unit costs and 2023 Clovis CIP unit costs are considered **adequate** and defensible.

7.0 CIP COSTS REVIEW – SURFACE WATER TREATMENT PLANT (SWTP)

In 2022, this City of Clovis retained the services of Stantec, a global firm specializing in water and wastewater conveyance and treatment design, to provide a CIP cost estimate for the following alternatives associated with expanding the surface water supplies: 1) 22.5 MGD SWTP expansion at the existing site, and 2) New 20 MGD SWTP.

7.1 22.5 MGD SWTP Expansion

The Third-Party QC Review for the surface water treatment plant (SWTP) was completed with a higher level and more detailed effort, as documented in the technical memoranda issued by Stantec in 2022 and 2023.

Relevant memorandums completed by Stantec are referenced in a previous section of this report, and it included Stantec “TM 4” and “SWTP Opinion of Probable Construction Costs”. The methodology for the SWTP expansion baseline is based on the following items extracted from the Stantec TM 4, Table 3.1 ([Appendix](#)). Since these costs were based on an ENR CCI of 13,176, reflecting March 2023, they were escalated to September 2023 (ENR CCI of 13,486).

It should be noted that the expansion costs included in this report reflect the total cost of the project, as anticipated for future needs. There may be other costs associated with the SWTP that are not reflected in this expansion cost, and that are included in the Appendix. These costs may be associated with maintenance projects or upgrades to existing infrastructure that are not included as expansion related items.

The SWTP expansion baseline construction costs are listed and compared on **Table 7A**, item D. The total CIP costs for the SWTP expansion, including the contingencies, are listed on **Table 7B**, item B.

Table 7B (including contingencies) indicates that the 2017 Clovis CIP cost estimate was at \$38M and is considered very low, while the 2023 CIP cost estimate at \$60M is considered low. This Third-Party QC Review recommends increasing the cost estimate to \$87 based on Stantec.

22.5 MGD SWTP Expansion

The 2017 Clovis CIP cost at \$38M is considered **very low**, while the 2023 Clovis CIP cost at \$60M is considered low. This Third-Party QC Review **recommends increasing the estimate to \$87M** based on Stantec.

7.2 New 20 MGD SWTP

Stantec also provided a high-level opinion of probable construction costs for a new 20 MGD SWTP, and based on projects they recently completed, and which have similar treatment processes.

The SWTP expansion baseline construction costs for the new SWTP are listed and compared on **Table 7A**, item D. The total CIP costs for the new SWTP, including the contingencies, are listed on **Table 7B**, item B.

Table 7B (including contingencies) indicates that the 2017 Clovis CIP cost estimate was at \$35M and is considered very low, while the 2023 CIP cost estimate at \$73M is considered low. This Third-Party QC Review recommends increasing the cost estimate to \$100 based on Stantec.

New 20 MGD SWTP

The 2017 Clovis CIP cost at \$35M is considered **very low**, while the 2023 Clovis CIP cost at \$73M is considered low. This Third-Party QC Review **recommends increasing the estimate to \$100M** based on Stantec.

8.0 CONTINGENCIES

This section reviews and compares the contingencies used in the 2017 Clovis CIP and 2023 Clovis CIP, and compares them to the industry trends. This comparison is illustrated on **Figure 5** which delineates bar graphs consisting of both contingency components for several agencies, and compares them to the City of Clovis.

- **Construction and Market (CM) contingency.** Compared to 2023 industry trends, both the 2017 Clovis CIP and 2023 CIP contingency at 30% are considered **adequate**.
- **Engineering and Administrative (EA) contingency.** Compared to 2023 industry trends, the Clovis 2017 CIP and Clovis 2023 CIP contingency at 18% is considered **low**. This

Third-Party QC Review **recommends increasing it from 18% to 30%.**

Furthermore, **Figure 5** suggests that the overall total contingency for the listed agencies, consisting of both the CM and EA contingencies, has an average of approximately 61%. In the Central Valley alone, this total average is estimated at 57%.

In comparison, the City of Clovis total applied contingency is only at 48% and considered low. Increasing the Engineering and Administrative contingency will mitigate this condition.

Contingencies

Market and Construction contingency of 30% is considered **adequate** and defensible.

Engineering and Administrative contingency of 18% is considered **low**. This Third-Party QC Review **recommends increasing it from 18% to 30%.**

9.0 RECOMMENDATIONS

This Third-Party QC Review of both the 2017 Clovis CIP and the 2023 Clovis CIP focused on verifying the capital improvement construction costs and the methodology for estimating these costs. It provides recommendations as to whether the costing methodology in the 2017 Clovis CIP and 2023 Clovis CIP is adequate or should be revised based on the comparison with current industry trends (**2023 CIP Trends**). The recommendations are further summarized on **Table 8**.

The following observations and recommendations are related to the methodology applied for estimating the baseline construction costs:

- **Pipelines.** Compared to 2023 industry trends, the 2017 Clovis CIP unit costs are considered **very low** while the 2023 Clovis CIP unit costs are considered **low**. This Third-Party QC Review **recommends increasing the 2023 Clovis CIP unit costs by 24 %.**
- **Storage Tanks.** Compared to 2023 industry trends, both the 2017 Clovis CIP unit costs and 2023 Clovis CIP unit costs are considered **adequate** and defensible.
- **Pump Stations.** Compared to 2023 industry trends, the 2017 Clovis CIP unit costs are considered **very low**. Similarly, the 2023 Clovis CIP unit costs are considered **very low**. This Third-Party QC Review **recommends increasing the 2023 Clovis CIP unit costs by 90 %.**
- **Groundwater Wells.** Compared to 2023 industry trends, both the 2017 Clovis CIP unit costs and 2023 Clovis CIP unit costs are considered **adequate** and defensible.
- **22.5 MGD SWTP Expansion.** The 2017 Clovis CIP cost at **\$38M** is considered **very low**, while the 2023 Clovis CIP cost at **\$60M** is considered **low**. This Third-Party QC Review **recommends increasing the estimate to \$87M** based on Stantec.

- **New 20 MGD SWTP.** The 2017 Clovis CIP cost at **\$35M** is considered **very low**, while the 2023 Clovis CIP cost at **\$73M** is considered low. This Third-Party QC Review **recommends increasing the estimate to \$100M** based on Stantec.

The following observations are related to the contingencies used and applied to the baseline construction costs, and for the purpose of estimating the capital improvement plan project costs:

- **Market and Construction** contingency of 30%, applied in the Clovis 2017 CIP and Clovis 2023 CIP, is considered **adequate** and defensible.
- **Engineering and Administrative** contingency of 18%, applied in the Clovis 2017 CIP and Clovis 2023 CIP, is considered **low**. This Third-Party QC Review recommends increasing it from 18% to 30%.

Sincerely,

AKEL ENGINEERING GROUP, INC.



Tony Akel, P.E., D. WRE
President

City of Clovis

**2017 Water Master Plan CIP Costs Methodology Review
(Third-Party QC Review)**

TABLES

Table 6A Baseline Construction Unit Cost Comparison for Water Pipelines
 (Excluding Contingencies)
 Water Master Plan CIP Costs Methodology Review
 City of Clovis

Pipe Diameter	Clovis 2017 CIP Unit Cost		Clovis 2023 CIP Cost Estimate Update		2023 Industry Trends
	Initial Estimate ¹	Escalated to Sept. 2023	Initial Estimate ²	Escalated to Sept. 2023	ENR CCI Sept. 2023
(in)	(\$/LF)	(\$/LF)	(\$/LF)	(\$/LF)	(\$/LF)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
12	88	111	154	158	259
14	96	121	195	200	290
16	100	126	222	228	311
18	104	131	270	277	320
24	130	163	334	342	410
30	207	260	416	426	512
36	280	352	499	511	574
42	305	383	584	598	722
48	330	415	667	683	841



COMPARISON

1/3/2024

Notes:

1. Extracted from City of Clovis Water Master Plan Update Phase III (April 2017), Table 12.3-1. Unit costs were reduced by excluding the 48% contingency.
2. Extracted from the City of Clovis Capital Improvement Plan Cost Update (January 2023), Table 1. Unit costs were reduced by excluding the 48% contingency.

Table 6B CIP Unit Cost Comparison for Water Pipelines (Including Contingencies)
 Water Master Plan CIP Costs Methodology Review
 City of Clovis

Pipe Diameter	Clovis 2017 CIP Unit Cost		Clovis 2023 CIP Cost Estimate Update		2023 Industry Trends
	Initial Estimate ¹	Escalated to Sept. 2023	Initial Estimate ²	Escalated to Sept. 2023	ENR CCI Sept. 2023
(in)	(\$/LF)	(\$/LF)	(\$/LF)	(\$/LF)	(\$/LF)
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
12	130	164	228	233	384
14	142	178	289	296	429
16	148	186	329	337	461
18	154	193	400	409	473
24	192	242	494	506	606
30	306	385	616	631	758
36	414	521	739	756	849
42	451	567	864	884	1068
48	488	613	987	1010	1245



COMPARISON

1/3/2024

Notes:

1. Extracted from City of Clovis Water Master Plan Update Phase III (April 2017), Table 12.3-1.
2. Extracted from the City of Clovis Capital Improvement Plan Cost Update (January 2023), Table 1.
3. Unit costs include a contingency of 48%.

Table 7A Baseline Construction Unit Cost Comparison for Major Facilities (Excluding Contingencies)
 Water Master Plan CIP Costs Methodology Review
 City of Clovis

Description	Clovis 2017 CIP Unit Cost		Clovis 2023 CIP Cost Estimate Update		2023 Industry Trends ^{3,4}
	Initial Estimate ¹	Escalated to Sept. 2023	Initial Estimate ²	Escalated to Sept. 2023	ENR CCI Sept. 2023
	(\$)	(\$)	(\$)	(\$)	(\$)
¹	²	³	⁴	⁵	⁶
A. Storage Tanks					
2 MG Storage Tank	2,900,000	3,643,000	3,702,703	3,791,000	3,920,000
3.5 MG Storage Tank	5,075,000	6,375,000	6,479,730	6,633,000	6,140,000
B. Pump Stations					
2,500 gpm Booster Station	248,077	312,000	436,486	447,000	1,439,000
4,900 gpm Booster Station	486,231	611,000	855,405	876,000	2,397,000
6,500 gpm Booster Station	645,000	811,000	1,135,135	1,162,000	2,969,000
22,000 gpm Booster Station	2,183,077	2,743,000	3,841,892	3,933,000	7,484,000
42,000 gpm Booster Station	4,167,693	5,235,000	7,334,459	7,508,000	12,220,000
C. Supply Facilities: Groundwater Wells					
500 gpm Well	1,400,000	1,759,000	1,735,135	1,777,000	1,046,000
1500 gpm Well	2,000,000	2,513,000	2,835,135	2,903,000	3,138,000
D. Supply Facilities: SWTP Expansion					
22.5 MGD SWTP Expansion	20,250,000	25,436,000	45,000,000	46,063,000	56,834,000
20 MGD New SWTP	18,783,784	23,594,000	55,076,923	56,377,000	65,000,000



COMPARISON

02/12/2024

Notes:

1. Extracted from the City of Clovis Water Master Plan Update Phase III (April 2017), Table 12.3-1, Table 12.4-2 and Page 12-4. Unit costs were reduced by excluding the 48% contingency.
2. Extracted from the City of Clovis Capital Improvement Plan Cost Update (January 2023), Table 1 and Table 2. Unit costs were reduced by excluding the 48% contingency, except SWTP cost which was reduced by excluding 30 % contingency.
3. 2023 Industry Cost for 22.5 MGD SWTP Expansion is extracted from 2023 City of Clovis Surface Water Treatment Plant Evaluation Capital Improvement Plan Table 3.1 (Appendix), and escalated to September 2023 ENRCCI of 13,486. The overall expansion cost is based on 33% of item 1 from Phase 1 + 33% of item 1 and item 5 from Phase 2 + all Phase 3 items.
4. 2023 Industry Cost for 20 MGD New SWTP is provided by Stantec.

Table 7B CIP Unit Cost Comparison for Major Facilities (Including Contingencies)

Water Master Plan CIP Costs Methodology Review

City of Clovis

Description	Clovis 2017 CIP Unit Cost		Clovis 2023 CIP Cost Estimate Update		2023 Industry Trends ^{3,4}
	Initial Estimate ¹	Escalated to Sept. 2023	Initial Estimate ²	Escalated to Sept. 2023	ENR CCI Sept. 2023
	(\$)	(\$)	(\$)	(\$)	(\$)
¹	²	³	⁴	⁵	⁶
A. Storage Tanks					
2 MG Storage Tank	4,292,000	5,392,000	5,480,000	5,610,000	5,792,000
3.5 MG Storage Tank	7,511,000	9,435,000	9,590,000	9,817,000	9,074,000
B. Pump Stations					
2,500 gpm Booster Station	367,154	462,000	646,000	662,000	2,129,000
4,900 gpm Booster Station	719,622	904,000	1,266,000	1,296,000	3,547,000
6,500 gpm Booster Station	954,600	1,200,000	1,680,000	1,720,000	4,394,000
22,000 gpm Booster Station	3,230,954	4,059,000	5,686,000	5,821,000	11,076,000
42,000 gpm Booster Station	6,168,185	7,748,000	10,855,000	11,112,000	18,085,000
C. Supply Facilities: Groundwater Wells					
500 gpm Well	2,072,000	2,603,000	2,568,000	2,629,000	1,549,000
1500 gpm Well	2,960,000	3,718,000	4,196,000	4,296,000	4,645,000
D. Supply Facilities: SWTP Expansion					
22.5 MGD SWTP Expansion	29,970,000	37,645,000	58,500,000	59,881,000	87,194,000
20 MGD New SWTP	27,800,000	34,919,000	71,600,000	73,290,000	100,000,000



COMPARISON

02/12/2024

Notes:

1. Extracted from the City of Clovis Water Master Plan Update Phase III (April 2017), Table 12.3-1, Table 12.4-2 and Page 12-4. Unit Cost include 48% contingency.
2. Extracted from the City of Clovis Capital Improvement Plan Cost Update (January 2023), Table 1 and Table 2. Unit Costs include 48% contingency except SWTP costs which include 30% contingency.
3. 2023 Industry Cost for 22.5 MGD SWTP Expansion is extracted from 2023 City of Clovis Surface Water Treatment Plant Evaluation Capital Improvement Plan Table 3.1 (Appendix), and escalated to September 2023 ENR CCI of 13,486. The overall expansion cost is based on 33% of item 1 from Phase 1 + 33% of item 1 and item 5 from Phase 2 + all Phase 3 items. Costs include overall contingency of 53.4%.
4. 2023 Industry Cost for 20 MGD New SWTP is provided by Stantec.

Table 8 Recommendations (ENR CCI of September 2023)
 Water Master Plan CIP Costs Methodology Review
 City of Clovis

Construction Costs and Contingencies	Clovis 2017 CIP	Clovis 2023 CIP	Recommendations
Construction Costs			
Pipelines	Very Low	Low	Increase all Clovis 2023 CIP unit costs by 24%
Storage Tanks	Adequate	Adequate	No change
Pump Stations	Very Low	Very Low	Increase all Clovis 2023 CIP unit costs by 90%
Groundwater Wells	Adequate	Adequate	No change
22.5 MGD SWTP Expansion	Very Low \$38M	Low \$60M	Increase Total CIP cost to \$87M per Stantec
20 MGD New SWTP	Very Low \$35M	Low \$73M	Increase Total CIP cost to \$100M per Stantec
Contingencies			
Construction and Market	Adequate 30%	Adequate 30%	No change
Engineering and Administration	Low 18%	Low 18%	Increase EA contingency from 18% to 30%

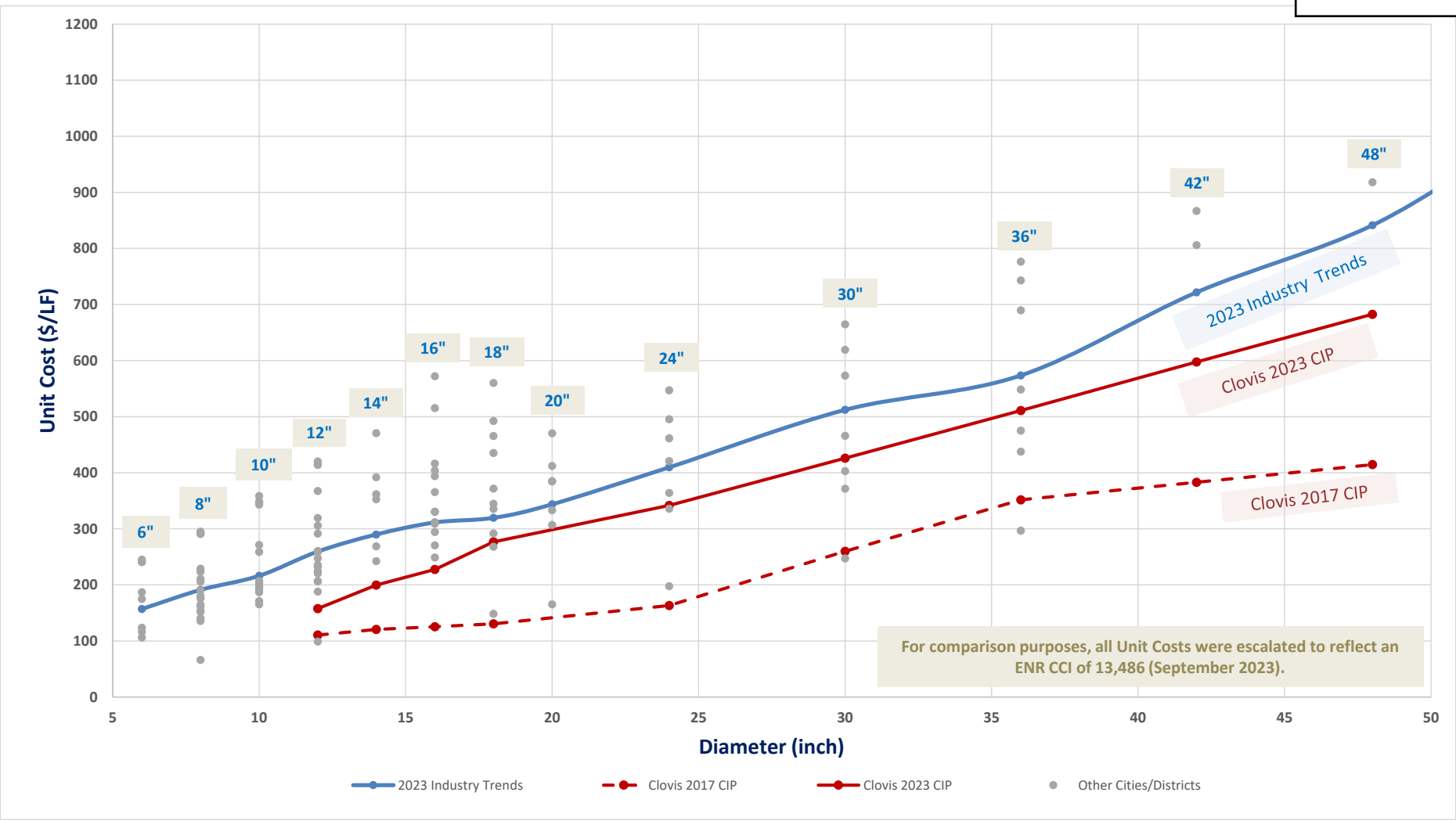


2/22/2024

City of Clovis

**2017 Water Master Plan CIP Costs Methodology Review
(Third-Party QC Review)**

FIGURES



Notes:

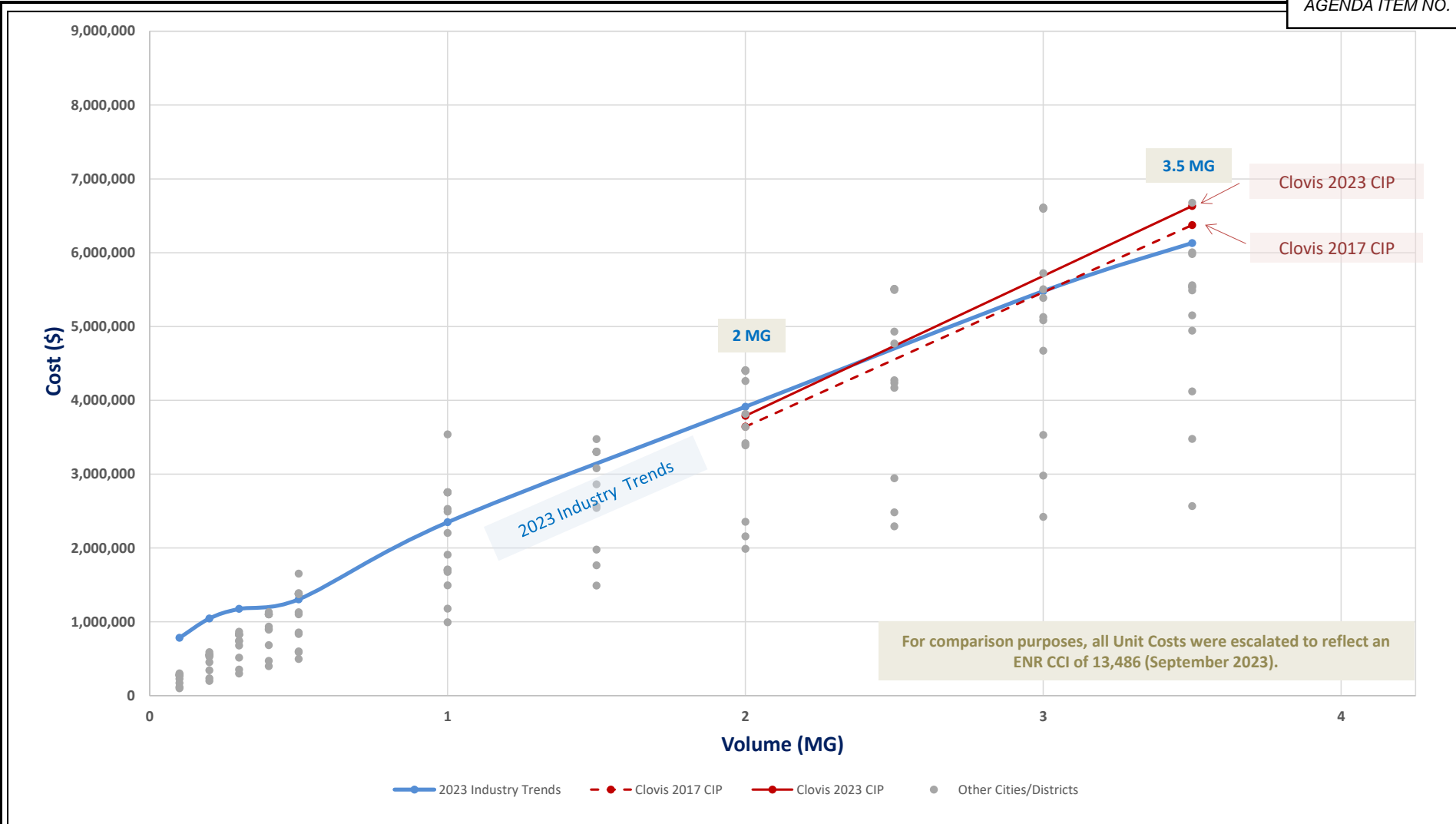
1. The Unit Costs obtained from each master plan have been escalated to September 2023 ENR CCI of 13,486.
2. Where an ENR CCI was not specified in a master plan, escalation to September 2023 ENR CCI was achieved by assuming the average ENR CCI value of the year the master plan was published.
3. Unit Prices do not include contingencies.



January 2, 2024

Figure 1
Water Pipelines
Unit Costs Comparison
 Water Master Plan
 CIP Costs Methodology Review
 City of Clovis





Notes:

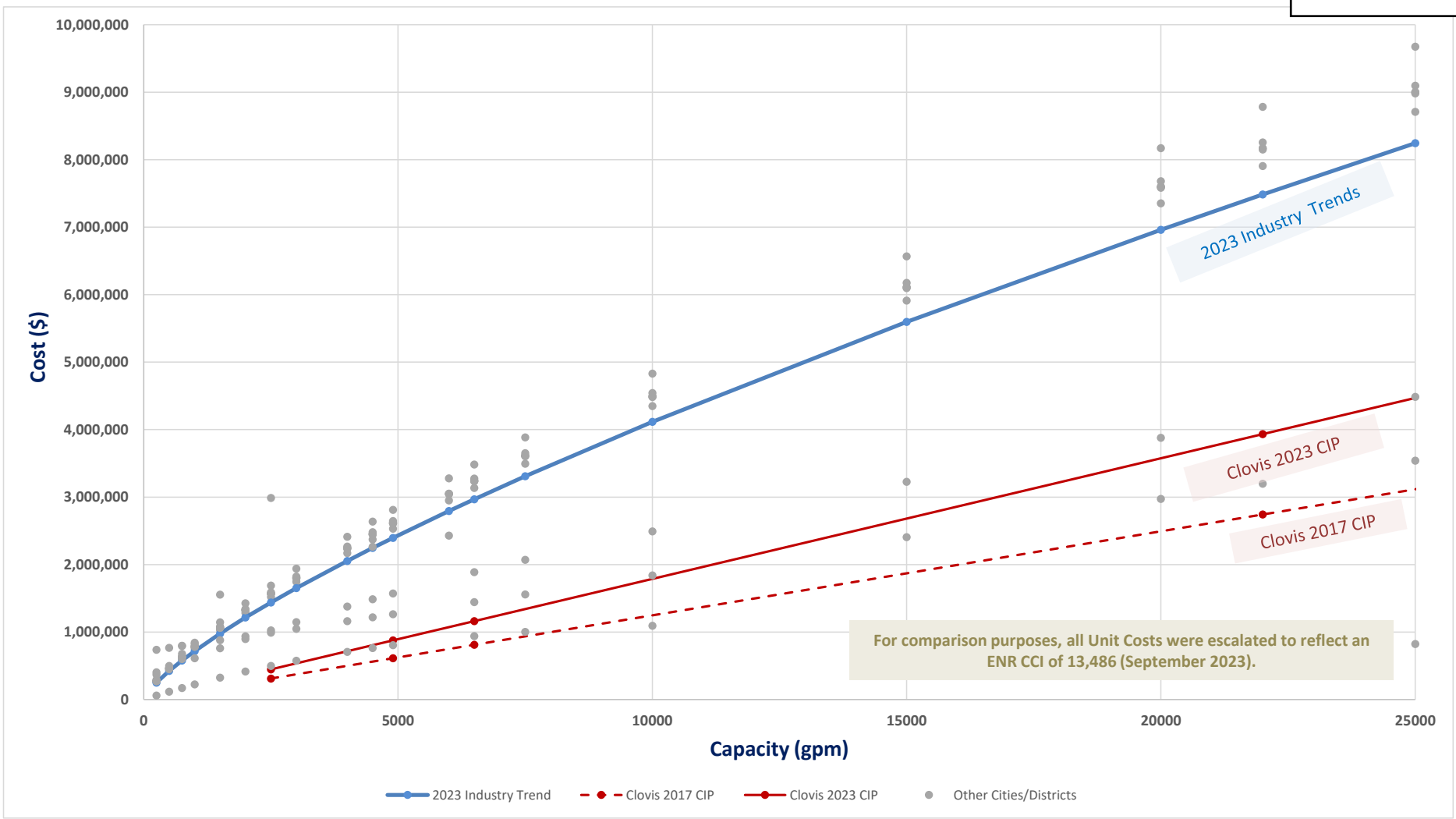
1. The Unit Costs obtained from each master plan have been escalated to September 2023 ENR CCI of 13,486.
2. Where an ENR CCI was not specified in a master plan, escalation to September 2023 ENR CCI was achieved by assuming the average ENR CCI value of the year the master plan was published.
3. Unit Prices do not include contingencies.



January 25, 2024

Figure 2
Storage Tanks
Costs Comparison
 Water Master Plan
 CIP Costs Methodology Review
 City of Clovis





Notes:

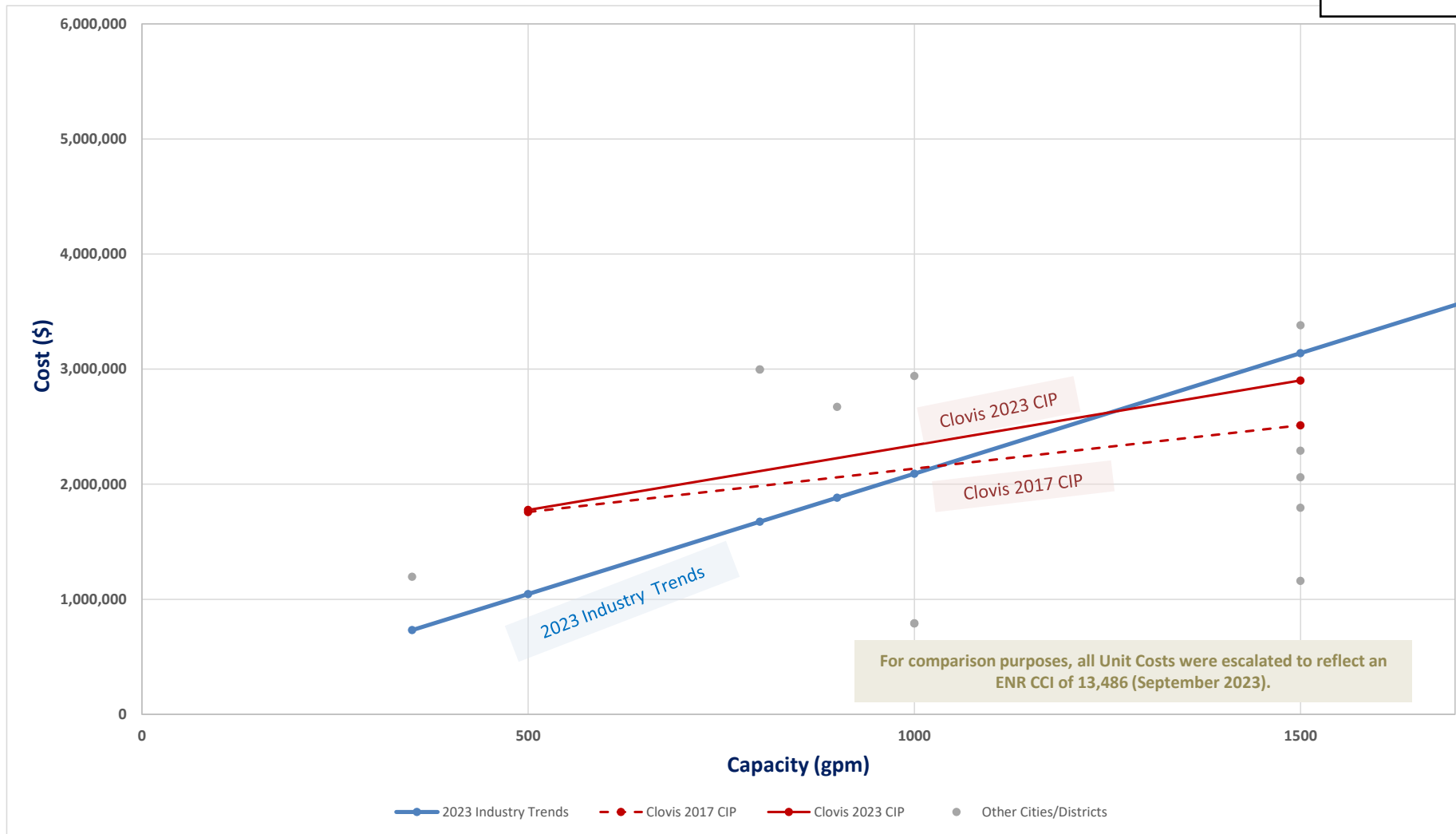
1. The Unit Costs obtained from each master plan have been escalated to September 2023 ENR CCI of 13,486.
2. Where an ENR CCI was not specified in a master plan, escalation to September 2023 ENR CCI was achieved by assuming the average ENR CCI value of the year the master plan was published.
3. Unit Prices do not include contingencies.



November 16, 2023

Figure 3
Pump Stations
Costs Comparison
 Water Master Plan
 CIP Costs Methodology Review
 City of Clovis





Notes:

1. The Unit Costs obtained from each master plan have been escalated to September 2023 ENR CCI of 13,486.
2. Where an ENR CCI was not specified in a master plan, escalation to September 2023 ENR CCI was achieved by assuming the average ENR CCI value of the year the master plan was published.
3. Unit Prices do not include contingencies.

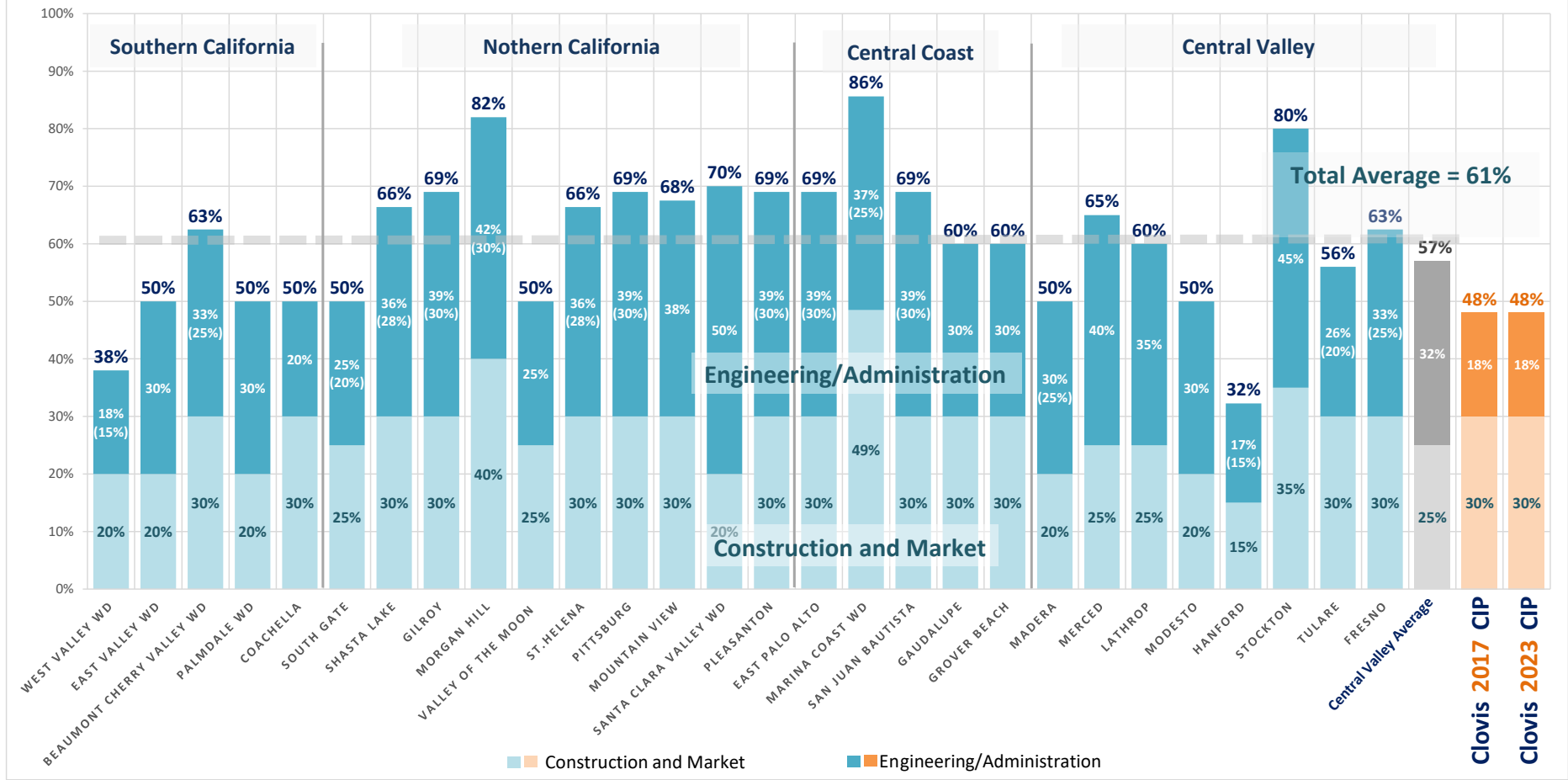


November 16, 2023

**Figure 4
Groundwater Wells
Costs Comparison**
Water Master Plan
CIP Costs Methodology Review
City of Clovis



WATER MASTER PLANS CONTINGENCIES COMPARISON



Note:

1. The total contingency = The Construction and Market (CM) contingency + Engineering/Administration (AE) contingency. This is an additive contingency.
2. Some municipalities choose to apply the Engineering/Administration (AE) contingency to the (Construction Cost + CM contingency). These compounded contingency values are shown in parenthesis, and their converted additive equivalent values are shown for comparison on purposes.



February 15, 2024

Figure 5
Water Master Plans
Contingencies Comparison

CIP Costs Methodology Review
City of Clovis



City of Clovis

**2017 Water Master Plan CIP Costs Methodology Review
(Third-Party QC Review)**

APPENDIX



Table 3.1 Proposed Capital Improvement Plan – Estimated Capital Costs and Phasing

Priority	Recommended Improvements	Construction Cost ¹	Contingency	Eng & Admin	Total Capital Cost	Benefits
Phase 1 - Immediate Process and Facility Needs						
1	Pretreatment - Flocculation/ Sedimentation with Plate Settlers	\$11,730,000	\$3,520,000	\$2,750,000	\$18,000,000	<ul style="list-style-type: none"> Allows plant to operate at turbidities > 15 NTU Improves MF performance Takes load off washwater treatment system and eliminates need for additional clarifier(s)
2	I&C Architecture and Equipment	\$330,000	\$100,000	\$80,000	\$510,000	<ul style="list-style-type: none"> Replaces outdated equipment and software
3	Canal Intake	\$20,000	\$10,000	\$10,000	\$40,000	<ul style="list-style-type: none"> Replaces aging control panel
Subtotal of Construction Costs		\$12,080,000	\$3,630,000	\$2,840,000	\$18,550,000	
Contingency (30%)		\$3,630,000				
Engineering and Administration Costs (18% of Construction + Contingency)		\$2,840,000				
Total Capital Cost		\$18,550,000				
Phase 2 - Upgrades to Maintain 22.5 mgd Capacity						
1	Post-Ozonation	\$8,930,000	\$2,680,000	\$2,090,000	\$13,700,000	<ul style="list-style-type: none"> Removes taste & odor compounds better than PAC
2	MF Feed Pumps and Strainers	\$2,910,000	\$870,000	\$680,000	\$4,460,000	<ul style="list-style-type: none"> Replaces aging equipment Improves maintenance of equipment
3	Pall Microfiltration System Upgrades	\$970,000	\$290,000	\$230,000	\$1,490,000	<ul style="list-style-type: none"> Reduces chemical cleaning Improves flow distribution among MF modules
4	Chemical Storage and Feed Facilities	\$1,140,000	\$340,000	\$270,000	\$1,750,000	<ul style="list-style-type: none"> Improves long-term reliability and equipment life
5	Washwater Solids Thickener	\$1,430,000	\$430,000	\$330,000	\$2,190,000	<ul style="list-style-type: none"> Reduces volume of sludge directed to drying beds and labor required to handle the flows
6	High Service Pump Station VFD	\$1,500,000	\$450,000	\$350,000	\$2,300,000	<ul style="list-style-type: none"> Allows pumps to better match system demand
7	3.5 MG Clearwell with Outer Ring	\$10,780,000	\$3,230,000	\$2,520,000	\$16,530,000	<ul style="list-style-type: none"> Improves control of disinfection process Provides additional system storage
8	Increased Power Supply	\$1,000,000	\$300,000	\$230,000	\$1,530,000	<ul style="list-style-type: none"> Required for addition of post-ozonation
Subtotal of Construction Costs		\$28,660,000	\$8,590,000	\$6,700,000	\$43,950,000	
Contingency (30%)		\$8,590,000				
Engineering and Administration Costs (18% of Construction + Contingency)		\$6,700,000				
Total Capital Cost		\$43,950,000				



Priority	Recommended Improvements	Construction Cost ¹	Contingency	Eng & Admin	Total Capital Cost	Benefits
Phase 3 - Upgrades for 45 mgd Capacity						
1	Add Flocculation/ Sedimentation Basin	\$5,770,000	\$1,730,000	\$1,350,000	\$8,850,000	Required for additional production capacity
2	Expand MF System	\$22,120,000	\$6,640,000	\$5,180,000	\$33,940,000	
3	Expand Post-Ozonation System	\$4,400,000	\$1,320,000	\$1,030,000	\$6,750,000	
4	Expand Chemical Feed Systems	\$3,430,000	\$1,030,000	\$800,000	\$5,260,000	
5	Add Washwater Clarifiers	\$2,020,000	\$610,000	\$470,000	\$3,100,000	
6	Add Thickener and Deskins Drying Beds	\$990,000	\$300,000	\$230,000	\$1,520,000	
7	Add Canal Intake	\$1,310,000	\$390,000	\$310,000	\$2,010,000	
8	Add Raw Water Pumping	\$5,610,000	\$1,680,000	\$1,310,000	\$8,600,000	
9	Increase Power Supply	\$2,000,000	\$600,000	\$470,000	\$3,070,000	
10	Upgrade I&C System	\$590,000	\$180,000	\$140,000	\$910,000	I&C systems require upgrades about every 15 years
Subtotal of Construction Costs		\$48,240,000	\$14,480,000	\$11,290,000	\$74,010,000	
Contingency (30%)		\$14,480,000				
Engineering and Administration Costs (18% of Construction + Contingency)		\$11,290,000				
Total Capital Cost		\$74,010,000				
¹ Costs are in 2023 dollars.						



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: April 8, 2024

SUBJECT: Consider Approval - Res. 24-_____, approving the creation of the City of Clovis Housing Trust Fund and authorize the Housing Trust Fund to hold title to real property.

Staff: Claudia Cazares, Housing Program Manager
Recommendation: Approve

ATTACHMENTS: 1. Resolution

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to approve a resolution creating the City of Clovis Housing Trust Fund and authorize the Fund to hold title to real property, which will allow the Fund to hold and expend funds and be available to accept the future transfer of real property into the name of the Housing Trust Fund to assist in the development and preservation of affordable housing.

EXECUTIVE SUMMARY

In accordance with the terms of the Judgment recently entered in the Martinez v. City of Clovis case, the City is required to establish a Local Housing Trust Fund (HTF) that meets the requirements of the California Department of Housing and Community Development. The attached Resolution will create the HTF, and Staff requests Council approval of the Resolution to satisfy one of the requirements of the Judgment. Staff requests Council approval of the Resolution creating the City of Clovis Housing Trust Fund for the development and preservation of affordable housing. An initial funding amount of at least \$1,000,000 will be funded from the Clovis general fund. A unique Fund number will be established by the City for Housing Trust Fund monies. Staff expects to apply for State of California Housing Trust Fund program monies in 2025, for a 1:1 match of these affordable housing development funds.

BACKGROUND

Staff recommends Council approval of the creation of the City of Clovis Housing Trust Fund for the development and preservation of affordable housing. The initial cash deposit into the Housing Trust Fund (HTF) will total at least \$1,000,000 from Clovis General Fund dollars, and is expected to be matched 1:1 by the State of California Housing Trust Fund, upon City application for such funds.

City staff will establish a separate related Fund for the HTF within the City's Budget. Initial funding for the Clovis HTF will occur in the FY 2024-2025 Budgeting Process. As part of the California HTF Program Regulations, the City is required to have a dedicated on-going revenue source sufficient to pay for the HTF operating costs for a minimum of 5 years after the California HTF award. To satisfy this requirement (and as required by the Judgment) staff intends to annually budget for the transfer of \$100,000 of City General Fund dollars into the HTF for the next eight fiscal years after the HTF is created, as identified in the attached Resolution.

Clovis HTF monies will not be expended until the City makes every effort to apply for and receive an award of California HTF. If matching funds are awarded by the State, the Clovis HTF program total is expected to equal at least \$2,000,000. Of this amount, up to 5% will be eligible to be utilized for City staff administration of the program. Subsequently, staff will publish a Request for Proposals from qualified affordable housing developers for the use of the balance of HTF funds (up to \$1,900,000).

Activities that are eligible for the use of HTF monies include: loans for acquisition, predevelopment, and development costs of affordable rental housing projects, and homeownership projects, including down payment assistance to qualified first-time homebuyers, and home rehabilitation assistance to income-eligible homeowners. HTF monies are to be provided in the form of a construction loan and/or deferred payment permanent loan at a rate of no more than 3% per annum. Staff intends to utilize HTF funds to prioritize projects addressing housing needs for low-income families and seniors.

FISCAL IMPACT

Creating the Housing Trust Fund has no immediate fiscal impact. The initial transfer of at least \$1,000,000 in General Fund money will be included in the upcoming FY 2024-2025 budget, with the actual transfer of funds into the Housing Trust Fund to occur during FY 2024-2025 to coincide with timing for seeking State matching funds. In addition to the initial General Fund contribution, the Housing Trust Fund will be able to accept other funding and resources from a variety of different sources (State Permanent Local Housing Allocation - PLHA - Program, real property, interest earned on fund balance, and potential in lieu fees from a future mixed-income zoning ordinance) to assist in the development and preservation of affordable housing in Clovis. After the initial contribution of funds and property into the Housing Trust Fund in FY 2024-2025, annual contributions of \$100,000 of General Fund for at least the 8 following fiscal years (FY 25-26 through 32-33) will be included in the annual budgets in those years.

REASON FOR RECOMMENDATION

The recommended action is required to satisfy one of the requirements of the Judgment.

ACTIONS FOLLOWING APPROVAL

Staff will implement the creation of the HTF, include the initial General Fund contribution to the HTF in the upcoming FY 24-25 Budget, and subsequently apply for State of California housing programs for matching funds. The future transfer of real property from the City to the HTF will return to the City Council for necessary action before the transfer occurs.

Prepared by: Claudia Cazares, Housing Program Manager

Reviewed by: City Manager *JA*

RESOLUTION 24-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE CREATION OF THE CITY OF CLOVIS HOUSING TRUST FUND**

WHEREAS, the City Council of the City of Clovis (City) desires to provide safe and quality affordable housing for lower income households in the City with the creation of new affordable housing programs; and

WHEREAS, pursuant to the terms of the Judgment recently entered in the Martinez v. City of Clovis case (Fresno County Superior Court Case No. 19CECG03855), the City is required to establish a Local Housing Trust Fund (HTF) to support affordable housing meeting the requirements of the California Department of Housing and Community Development, and contribute at least \$1.8 million of general fund money to the HTF over a period beginning with the 2024-2025 fiscal year and extending at least through the 2032-2033 fiscal year; and

WHEREAS, establishing the HTF will satisfy one of the requirements in the Judgment and will provide for a programmatic approach to address the need for safe and quality affordable housing throughout the City for the benefit of lower income households, assist the City in meeting its Regional Housing Needs Allocation, and fulfill housing program goals as identified in the City's Consolidated and Annual Action Plans, and Housing Element.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis approves the creation of the City of Clovis Housing Trust Fund (HTF), as the City of Clovis designated Housing Trust Fund to be established and maintained in accordance with applicable California Department of Housing and Community Development (HCD) requirements with HTF funds to be utilized for the preservation and creation of affordable housing.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that staff is directed to include no less than the minimum deposits of City general fund money into the HTF in future fiscal year budgets for Council approval as required to satisfy the terms of the Judgment and applicable HCD requirements.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the HTF is authorized to accept the transfer of real property into the name of the HTF and to hold and dispose of real property subject to City Council approval and applicable HCD requirements.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the City's Affordable Housing Program staff, under the direction of the City Manager or designee, shall provide direct oversight and administration of the HTF as necessary to satisfy HCD requirements, including, without limitation, pursuing grants or funding from State or other agencies and organizations,

drafting program guidelines, maintaining records, publishing NOFAs/RFPs, and overseeing community input.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on April 8, 2024, by the following vote, to wit.

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

DATED:

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Administration
 DATE: April 8, 2024
 SUBJECT: Consider Approval – Vision, Mission, and Goals.

Staff: Mayor Ashbeck
Recommendation: Approve

ATTACHMENTS: 1. 2010 Vision, Mission, and Goals
 2. Proposed 2024 Vision, Mission, and Goals

CONFLICT OF INTEREST

Councilmembers should consider recusal if a campaign contribution exceeding \$250 has been received from the project proponent (developer, applicant, agent, and/or participants) within the preceding 12 months (Government Code 84308).

RECOMMENDATION

For the City Council to adopt an updated Vision, Mission, and Goals.

EXECUTIVE SUMMARY

The Current Vision, Mission, and Goals were adopted in 2010 and have not been reviewed or updated (**Attachment 1**). It is proposed an updated Vision, Mission and Goals be adopted (**Attachment 2**).

BACKGROUND

The Current Vision, Mission, and Goals were adopted in 2010 and have not been reviewed or updated. It is proposed an updated Vision, Mission, and Goals be adopted by City Council.

Several workshops were conducted as indicated below to review the current and proposed Vision, Mission, and Goals:

Mayor's Roundtable #1 **March 24, 2023**

City Council/Staff Strategic Planning Workshop **April 14, 2023**

City Council Vision, Mission, Goals Workshop **September 9, 2023**

Mayor's Roundtable #2 **October 13, 2023**

Mayor's Roundtable #3 **March 8, 2024**

An updated Vision, Mission, and Goals is attached as **Attachment 2** for consideration.

FISCAL IMPACT

None.


REASON FOR RECOMMENDATION

The Vision, Mission, and Goals have not been reviewed or updated since 2010. Council and staff have updated the document based on Council, staff, and public input.

ACTIONS FOLLOWING APPROVAL

If adopted, staff will implement and achieve the new Vision, Mission, and Goals.

Prepared by: Andrew Haussler, Assistant City Manager

Reviewed by: City Manager 

VISION, MISSION, AND PRIORITY GOALS – MARCH 2010

Vision

A City that is committed to the Clovis Community Family, their needs, their values and a quality way of life for all; reflecting that commitment in how it develops and in the activities it undertakes.

Mission

To define and deliver local government better than anyone today and tomorrow.

Priority Goals

- Provide for orderly and planned community growth consistent with the vision adopted with the General Plan and regularly seek community response.
- Make Clovis the safest City in the Valley providing quick and effective response to high priority calls for emergency services.
- Provide for cutting edge economic development strategies to grow business, jobs and to enhance the revenue base of the community; position city resources to support businesses competing in today's global market.
- Provide for a financially sustainable City as the community grows and look to the long term.
- Make Clovis a great place for all families to live healthy, work productively, learn continuously, and play actively from generation to generation.
- Provide strong and effective local leadership for the community, demonstrating a model for others; provide regional leadership and influence decision making through active participation in the big issues.
- Maintain and articulate a distinct community identity and community pride.
- Promote citizen engagement and develop a shared responsibility for community involvement.
- Maintain Clovis as a public sector employer of choice and ensure that this team advances the city Mission.

PROPOSED VISION, MISSION, VALUES, GOALS

Vision

Home.

Clovis is more than a city. It is a place to call home – where shared values, diverse perspectives, and a commitment to one another come together to create a thriving and cherished community. We aspire to be a beacon of unity, safety, civility, prosperity, innovation, and sustainable living, ensuring that Clovis is always more than just a place to live, but rather, a place to belong.

Mission Statement

To set the standard for excellence in defining, delivering, and protecting local governance.

Community Values

- **“Do the right thing:”** We make decisions that are in the best interests of our community. We are honest, ethical, and transparent in our dealings with others.
- **Heritage, history, and traditions:** We are committed to preserving, educating, and passing on our heritage, history, and traditions while welcoming new traditions along the way.
- **Safest city in the Valley:** We prioritize the safety and well-being of our residents by providing effective public safety services, maintaining our infrastructure, and promoting community preparedness to create a secure and resilient environment.
- **Strong neighborhoods, engaged residents, and planned growth:** We plan and implement orderly community growth consistent with the City’s Vision. We actively engage the community in determining how our community grows, from our earliest neighborhoods to our newer growth areas.
- **Education, innovation, and collaboration to support a vibrant economy:** We are committed to growing a vibrant and sustainable local economy by continuing to attract new businesses, supporting existing businesses, and cultivating an environment that encourages entrepreneurship, job growth, and economic prosperity. We provide educational opportunities for all to ensure the current workforce and future generations are prepared for success.
- **Stewardship, sustainability, and good governance:** We are good stewards of our resources, making careful and thoughtful choices in the best interest of our community’s future.
- **Healthiest community in the Valley:** We plan our community to provide recreational opportunities, parks, trails, a world-class senior center, and community programs, promoting an active and healthy lifestyle and fostering a strong sense of community connection.
- **Employer of choice:** We maintain Clovis as the public sector employer of choice.

Priority Goals

1. **Safest City in the Valley:** Resource and implement creative strategies to address increasing trends in crime, improve emergency medical response, and maintain high code enforcement standards in all neighborhoods in a deliberate and conscientious effort to improve the safety of our community and maintain our status as the Safest City in the Valley.
 - Develop financial strategies to expand the Police Department's staffing levels to improve proactive policing and code enforcement capabilities.
 - Plan for an additional fire station and staffing to serve the growing northern area of the community.
 - Provide additional training and resources for emergency medical responders to improve response times and advanced medical care.
 - Invest in technology such as surveillance cameras and crime mapping tools to aid in crime prevention and investigation.
 - Educate residents, especially transplants, how they can be part of the solution by contacting the City when they see a crime or graffiti.
 - Plan for staffing a two-person squad to improve emergency medical aid responses in the areas of Clovis with extended response times and higher call volume.
 - Ensure that there are adequate resources dedicated to upholding the standards important to our community through proactive code enforcement.

2. **Sustainable and smart growth:** Develop innovative plans for sustainable growth that preserve community identity and meet the needs of changing demographics, ensuring that all neighborhoods – old and new – reflect the best of our community with a variety of housing options for all who choose to live here.
 - Update the General Plan and Master Infrastructure plans.
 - Implement the Housing Element to meet the needs of all who choose to call Clovis home.
 - Implement new financing models to encourage the fruition of the General Plan while prioritizing fiscal sustainability.
 - Make investments to enhance the core of Clovis including the Southwest area, Shaw Avenue, and Old Town Clovis, ensuring that no neighborhood is left behind.
 - Implement and encourage the development of Heritage Grove, Loma Vista, and Northeast Growth Areas.
 - Incorporating robust technological advancements into future planning to provide for long term sustainability.
 - Ensuring growth areas receive public safety services in alignment with adopted standards.

3. **Strong community engagement:** Implement new strategies for engaging residents, businesses, and potential newcomers with a focus on engaging our youth and 'next generation' leaders.
 - Engage in surveying residents on priorities and critical issues on a regular basis.

- Utilize communication tools and special events to meet the residents where they are.
- Continue to engage youth commission and other demographics to ensure all voices in the community are heard.
- Interacting with city residents on a day-to-day basis to educate and promote city services.

4. Core community infrastructure: Maintain and strengthen core competencies in areas such as infrastructure maintenance (sewer, water, streets, safety, parks) and planning for future facility needs, ensuring residents' confidence in local government's commitment to their well-being.

- Conduct facility needs assessment to strategically plan for and ensure the provision of sufficient and efficient public facilities to meet the evolving needs of the community.
- Develop a comprehensive infrastructure maintenance plan to address aging infrastructure and prevent service disruptions.
- Conduct regular assessments of infrastructure needs and prioritize projects based on community priorities and safety considerations.
- Ensure adequate funding for parks and recreational facilities to enhance quality of life for residents.
- Invest in existing infrastructure to improve the efficiency and reliability of essential services such as water, sewer, community sanitation, and public safety.
- Prioritize funding for parks, streets, and recreational facilities to enhance quality of life for residents.
- Plan for the changing energy demands, needs, and sources in our Valley.

5. Collaborations and partnerships: Foster healthy regional collaborations and partnerships to address major community needs, including housing, workforce development, economic growth, infrastructure, and education to improve the quality of life for all Clovis residents.

- Participate in regional initiatives and efforts to improve the quality of life for the residents of Clovis and the County of Fresno.
- Collaborate with local businesses, nonprofit organizations, and special districts to leverage resources and expertise for community development initiatives.
- Engage with educational institutions to promote workforce development and skills training programs.
- Foster relationships with state and federal agencies to access grants and support for community projects and programs.

6. Diversified economic model: Define and embrace new economic models for the city by diversifying revenue sources and investing in workforce development, job-ready land, and strategic alliances with educational partners.

- Partner with the local business community to provide an environment that encourages investment.
 - Identify key industries for diversification based on market trends and local resources.
 - Seek investments that create jobs and revenues for the community.
 - Review alternative and/or additional revenue streams to provide the necessary resources for the City to achieve its vision and goals.
- 7. Employer of choice:** Be the employer of choice in the public sector, focusing on retention, recruitment, training, benefits, and adaptability to changing work environments.
- Review enhancements that can be made to improve the working environment.
 - Provide ongoing training and professional development opportunities for employees to enhance skills and advance careers.
 - Conduct employee surveys to solicit feedback and address concerns to improve overall satisfaction and retention rates.
 - Provide mentorship opportunities to enhance succession planning.
 - Stay competitive and provide opportunities for employees to grow within the organization.
- 8. Technological advancements:** Maximize technology and build systems with a long-term vision, ensuring the city advances technologically over the next decade.
- Implement Information Technology Master Plan.
 - Encourage every aspect of the City to embrace new technologies.
 - Ensure technology systems are resilient, secure, and enable efficient operations.
 - Incorporate technological advancements in city operational facilities and workforce.
- 9. Preserving old traditions and welcoming new ones:** Invest in preserving our heritage and communicating the city's brand at every opportunity while defining what makes Clovis unique and welcoming new traditions as our community grows.
- Encourage and support new and long-time events in the community.
 - Consider guidance from the Historic Preservation Committee.
 - Incorporate Loma Vista's The Village Green into future activity and event planning.
- 10. Healthiest community in the Valley:** Strive to become the healthiest community in the valley by focusing on amenities including recreation, trails, access to healthcare, safety, walkability, and quality of life enhancements for young and old.
- Address health in all aspects in the upcoming General Plan update.
 - Expand recreational opportunities for all ages in all portions of the City.
 - Improve pedestrian and bicycle infrastructure to promote active transportation.
 - Operate city facilities in the cleanest and safest methods and practices available.