



CITY of CLOVIS

AGENDA • CITY COUNCIL MEETING

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

March 11, 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 Mouanoutoua

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

1. Presentation of Proclamation Recognizing Retiring Police Lieutenant Jim Koch for his 27 years of dedicated service to the City of Clovis.
2. Presentation of Proclamation declaring March as American Red Cross Month.

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.

3. Administration - Approval - Minutes from the February 20, 2024, Council Meeting.
4. Administration - Approval – Award the Request for Proposals and approve the purchase of the Microsoft Enterprise Agreement to Dell Marketing, L.P., for \$426,200.78 per year for three years.
5. Finance – Receive and File – Investment Report for the Month of October 2023.
6. Finance – Receive and File – Treasurer's Report for the Month of October 2023.
7. Fire – Approval – Award Weed and Rubish Abatement Contract to Iron Cross Tractor Services, LLC, for discing, handwork, trash hauling, grading, tire disposal, and tree stump removal.
8. Planning and Development Services – Approval – Bid Award for CIP 24-03 ADA Curb Return Ramps 2024 – T2; and Authorize the City Manager to Execute the Contract on behalf of the City with Kroeker, Inc., in the amount of \$269,716.00.
9. Planning and Development Services – Approval – Bid Award for CIP 24-04 ADA Curb Return Ramps 2024 – T3; and Authorize the City Manager to Execute the Contract on behalf of the City with Geometric Construction, Inc., in the amount of \$211,156.00.

- [10.](#) Planning and Development Services – Approval – Bid Award for CIP 22-05 Trail Pavement Maintenance 2022; and Authorize the City Manager to Execute the Contract on behalf of the City with Seal Rite Paving & Grading in the amount of \$129,870.00.
- [11.](#) Planning and Development Services – Approval – Final Acceptance for Final Map Tract 6050, located at the northwest corner of Shepherd and Clovis Avenues (6050 Enterprises, LP (Wilson Homes)).
- [12.](#) Planning and Development Services - Approval – Res. 24-____, Final Map Tract 6340, located at the southeast corner of Ashlan Avenue and Thompson Avenue (KB Home South Bay, Inc., a California Corporation).
- [13.](#) Planning and Development Services - Approval – Res. 24-____, Annexation of Proposed Tract 6340, located at the southeast corner of Ashlan Avenue and Thompson Avenue to the Landscape Maintenance District No. 1 of the City of Clovis (KB Home South Bay, Inc., A California Corporation).

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

- [14.](#) Consider Approval – Res. 24-____, A resolution approving the annual review and update to the Regional Housing Needs (RHN) Overlay District map of parcels and associated list reflecting those parcels that qualify for development as an RHN Overlay project.

Staff: Dave Merchen, City Planner
Recommendation: Approve

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

- [15.](#) Consider Approval – Award Consulting Services Contract to APTIM in the Total Amount of \$100,000 and Authorize the City Manager to Execute the Contract on Behalf of the City; and Receive and File – Update on SB 1383.

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

- [16.](#) Receive and File - 2024 Five-Year Financial Forecast for the City of Clovis through 2028/29 and discuss options for budget preparation for 2024/25.

Staff: Jay Schengel, Finance Director
Recommendation: Receive and File

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.

17. Government Code Section 54956.9(d)(2)
Conference with legal counsel – Anticipated litigation
Significant exposure to litigation
One potential case

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

ADJOURNMENT

FUTURE MEETINGS

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

- Mar. 18, 2024 (Mon.)
- Apr. 1, 2024 (Mon.)
- Apr. 8, 2024 (Mon.)
- Apr. 15, 2024 (Mon.)

CITY of CLOVIS

Proclamation

Honoring Clovis Police Lieutenant Jim Koch

WHEREAS, Lieutenant Jim Koch began his career with the Clovis Police Department in June 1989 as a Reserve Police Officer. In 1994, he left the Department and returned in January 1997 as a full-time Police Officer; and

WHEREAS, Lieutenant Jim Koch has capably served the City of Clovis and the Clovis Police Department in a professional, dedicated, and loyal manner. He has served in Patrol, as a K9 Handler and Supervisor, as a Detective in Investigations, as a Sergeant in Detectives, and has had numerous ancillary duties, which include Field Training Officer, Taser Instructor, and Public Information Officer (PIO). He previously served as a Board Member and President of the Clovis Police Officer's Association; and

WHEREAS, Lieutenant Jim Koch served as the lead investigator on many major crimes and homicide cases while assigned to our Investigations Division. A few of the cases include a homicide when the estranged wife of the victim placed him in a 55-gallon barrel of acid after rendering him unconscious. This case gained media attention and had a change of venue to southern California. The case also was made into several television shows that are still shown to this day. Another gruesome homicide was when a husband murdered his wife and mother-in-law and fled the area. Detectives worked the case tirelessly until the suspect was arrested and brought back to the area for prosecution; and

WHEREAS, Lieutenant Jim Koch was recognized with a "Unit Citation" for his work while assigned to the Investigations Division, and several other Department awards throughout his career; and

WHEREAS, Lieutenant Jim Koch represented the Clovis Police Department over the last few years as the PIO to the media. This included numerous interviews regarding issues of concern that occurred in the City of Clovis. He also responded to several large crime scenes and provided the media with accurate information in a timely manner.

NOW, THEREFORE, BE IT RESOLVED, that the Clovis City Council, on behalf of the citizens of Clovis, does honor and celebrate the retirement of

Clovis Police Lieutenant Jim Koch

IN WITNESS THEREOF, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 11th day of March 2024.



Lynne Ashbeck

 Mayor

CITY of CLOVIS

Proclamation

Declaring March 2024 as American Red Cross Month

***WHEREAS,** During American Red Cross Month in March, we recognize the compassion of people in the City of Clovis and reaffirm our commitment to care for one another in times of crisis; and*

***WHEREAS,** This generous spirit is woven into the fabric of our community and advances the humanitarian legacy of American Red Cross founder Clara Barton — one of the most honored women in our country's history — who nobly dedicated herself to alleviating suffering; and*

***WHEREAS,** Today, kindhearted individuals in our community exemplify Barton's commitment as they step up to provide a beacon of hope for our neighbors in need. Through their voluntary and selfless contributions, they make a lifesaving difference in people's darkest hours — whether it's delivering shelter, food, and comfort during disasters; supporting military families, veterans, and caregivers through the unique challenges of service; saving lives with first aid, CPR and other skills; or delivering aid and reconnecting loved ones separated by global crises; and*

***WHEREAS,** We hereby recognize this month of March in honor of all those who lead with their hearts to serve people in need, and we ask everyone to join in this commitment to strengthen our community.*

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

American Red Cross Month

***IN WITNESS THEREOF,** I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 11th day of March 2024.*



Lynne Ashbeck

Mayor

CLOVIS CITY COUNCIL MEETING

February 20, 2024

6:03 P.M.

Council Chamber

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

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

PRESENTATION – 6:04

6:04 – ITEM 1 - PRESENTATION OF PROCLAMATION HONORING MIKE LEONARDO FOR OVER 35 YEARS OF SERVICE TO THE REGION IN VARIOUS POSITIONS IN THE TRANSPORTATION FIELD.

6:13 – ITEM 2 - PRESENTATION - UPDATE ON TOURISM BY LISA OLIVEIRA, PRESIDENT/CEO FRESNO CLOVIS CONVENTION AND VISITORS BUREAU.

PUBLIC COMMENTS – 6:20

NONE

CONSENT CALENDAR – 6:21

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

- 3. Administration - Approval - Minutes from the February 5, 2024, Council Meeting.
- 4. Administration - Approval – Agreement Between City of Clovis and the Business Organization of Old Town for Fiscal Year 2023-2024.
- 5. Administration - Receive and File – Business Organization of Old Town (BOOT) First Quarter Report, July through September 2023.
- 6. Administration - Receive and File – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2023.
- 7. Finance – Receive and File – Investment Report for the Month of September 2023.
- 8. Finance – Receive and File – Treasurer’s Report for the Month of September 2023.
- 9. General Services – Approval - **Res. 24-15**, Approving a Side Letter Agreement with The Clovis Professional and Technical Association to Add a 401(a) Plan.
- 10. General Services – Approval – **Res. 24-16**, Amending the City’s FY 2023-2024 Position Allocation Plan by adding one (1) Information Technology Technician and two (2) Information Technology Specialists, and removing (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst Position within the Administration Department
- 11. Planning and Development Services – Approval – Bid Award for CIP 23-26 ADA Curb Return Ramps 2024 – T1; and Authorize the City Manager to execute the contract on behalf of the City.

ADMINISTRATIVE ITEMS – 6:23

6:23 ITEM 12 - RECEIVE AND FILE - UPDATE ON THE RESTAURANT REWARDS PROGRAM.

Motion to continue to a date uncertain by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

6:23 ITEM 13 - RECEIVE AND FILE – UPDATE ON THE INFORMATION TECHNOLOGY DIVISION.

Motion to continue to a date uncertain by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

COUNCIL ITEMS

6:24 ITEM 14 - CONSIDER APPROVAL – CHANGE OF COUNCIL MEETING SCHEDULE.

Motion to cancel the March 4th, 2024 City Council meeting by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

CITY MANAGER COMMENTS – 6:24

COUNCIL COMMENTS – 6:26

CLOSED SESSION – 6:29

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

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION – 6:58

Motion by Councilmember Mouanoutoua, seconded by Councilmember Bessinger to approve the settlement agreement signed by petitioner and her counsel in the Desiree Martinez v. City of Clovis, et al., Case No. F082914 litigation, and motion carried by unanimous vote. The primary substantive deal points of the settlement agreement were reported for the record.

ADJOURNMENT

Mayor Ashbeck adjourned the meeting of the Council to March 11, 2024

Meeting adjourned: 7:01 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: March 11, 2024

SUBJECT: Administration - Approval – Award the Request for Proposals and approve the purchase of the Microsoft Enterprise Agreement to Dell Marketing, L.P., for \$426,200.78 per year for three years.

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 Microsoft Enterprise Agreement to Dell Marketing, L.P., for \$426,200.78 per year for three years.

EXECUTIVE SUMMARY

In order to remain in compliance with Federal and States licensing laws, the City must renew its Microsoft Client Access Licensing Agreement. Microsoft offers Enterprise Agreement (EA) levels of licensing for three-year terms through specified vendors. The three-year term provides for a more flexible, consistent, and overall lower-cost option for Microsoft licensing.

There are ten (10) vendors certified by Microsoft as Large Volume Resellers (LVR) for California State and Local Government from which the City could purchase from. Staff requested proposals from the vendors using the City's online bidding system and received three (3) responses. Staff is recommending that the City Council approve the purchase of the Microsoft Enterprise Agreement to Dell Marketing, L.P.

BACKGROUND

As computer systems were introduced into the City, the decision was made to standardize on the Microsoft operating system and Microsoft-compliant applications. This has allowed the City to take advantage of the industry-standard applications that have been developed for the Microsoft platform.

As systems become more complex and integrated into the City’s processes, managing the various support agreements and licensing requirements also becomes more complex. With the number of users and computers city-wide, the City qualifies for the volume licensing levels Microsoft offers with three-year Enterprise Agreements (EA) through specific vendors certified as Large Volume Resellers (LVR) for California State and Local Government. These agreements provide for more flexible and lower-cost solutions than purchasing licenses individually, as well as help to manage Microsoft licensing and assurance that the City will remain in compliance through a single agreement.

Staff developed and issued a Request for Proposals for Microsoft Enterprise Agreement (EA) that would cover legal requirements for each employee with the Microsoft Office 365 Client Access License (CAL). As well as other core CALs / system licensing for Windows Server Data Center, Windows Desktop Enterprise edition and SQL Server to cover the City’s use of these systems in our environment.

A total of three (3) proposals were received as follows:

Vendor Name	Year 1 Amount	Three-year Total (with no changes)
Dell Marketing, L.P.	\$426,200.78	\$1,278,602.34
Zones, LLC	\$428,801.72	\$1,286,405.16
Insight Public Sector	\$431,838.40	\$1,295,515.20

The cost of purchasing the Microsoft EA volume licenses has increased since our last three-year renewal due to a growing user base, Microsoft moving to a subscription model for most of its software, and an increased number of servers and applications needing licensing. Staff is recommending the City enter into the three-year Microsoft Enterprise Licensing agreement with Dell Marketing, L.P., for \$426,200.78 per year for three years.

FISCAL IMPACT

The cost of purchasing the Microsoft EA volume licenses is included in the I.T. Division budget for fiscal year 2023-2024.

REASON FOR RECOMMENDATION

The City is required by state and federal law to properly license the software used on City desktop computers and servers. The Microsoft EA volume license is the most appropriate and cost-effective program. Dell Marketing, L.P., submitted the lowest cost proposal.

ACTIONS FOLLOWING APPROVAL

The City will enter into a contract with Dell to provide Microsoft EA licensing and coverage.

Prepared by: Jesse Velez, Information Technology Deputy Director

Reviewed by: City Manager *AH*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
 FROM: Finance Department
 DATE: March 11, 2024
 SUBJECT: Finance – Receive and File – Investment Report for the Month of October 2023.

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

CONFLICT OF INTEREST

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

EXECUTIVE SUMMARY

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

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

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

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

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

The Finance Department invests the City's assets with an expectation of achieving a total rate of return at a level that exceeds the annualized rate of return on short-term government guaranteed or insured obligations (90-day Treasury bills) and to assure that the principal is preserved with minimal risk of depreciation or loss. In periods of rising interest rates, the City of Clovis portfolio return may be less than that of the annualized 90-day Treasury bill. In periods of decreasing interest rates, the City of Clovis portfolio return may be greater than the annualized 90-day Treasury bill. The current 90-day Treasury bill rate (annualized) is 4.96%. The rate of return for the City of Clovis portfolio is 3.21%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 65% of the Treasury bill rate.

In accordance with the Investment Policy, the investment period on each investment does not exceed three years and can be extended to five years with the City Manager's approval. As of October 2023, the average investment life of the City's investment portfolio is 2.01 years.

Current Investment Environment and Philosophy

During the month of October 2023, the federal funds rate remained at 5.25%-5.50%. On October 31, 2023, the Treasury yield curve decreased from 3-month to 10-year notes.

Certificates of Deposit (CD's)

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

Purchases and Maturities

- 2 government securities totaling \$5,245,000 were purchased.
- 0 government securities were called or matured.
- 1 certificate of deposit totaling \$250,000 was purchased.
- 0 certificates of deposit were called or matured.
- 1 municipal security totaling \$1,000,000 was purchased.
- 0 municipal securities were called or matured.

Market Environment

- During October the federal funds rate remained at 5.25%-5.50%.
- On October 31, the yield curve decreased from 3-month to 10-year notes. See Attachment 5, Graph of Treasury Rates on October 31, 2023.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AB*

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

AGENDA ITEM NO. 5.

	<u>COST</u>	<u>NET BOOK VALUE</u>	<u>MARKET VALUE *</u>	<u>YIELD TO MATURITY</u>	<u>STATED INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>DAYS TO MATURITY FROM 10/31/2023</u>
<u>GOVT SECURITIES</u>								
FFCB	5,000,000	5,000,000	4,910,700	0.250%	0.250%	03/01/21	03/01/24	122
FHLB	4,998,000	4,999,437	4,957,900	3.276%	3.250%	08/17/22	03/08/24	129
FHLB	1,994,000	1,998,225	1,986,880	3.835%	3.625%	09/14/22	03/08/24	129
FFCB	1,999,000	1,999,844	1,961,540	0.317%	0.300%	03/24/21	03/18/24	139
FHLB	5,000,000	5,000,000	4,846,200	0.350%	0.350%	06/07/21	06/07/24	220
FHLB	941,770	973,324	969,070	4.500%	0.700%	11/17/22	06/24/24	237
FHLB	4,969,000	4,987,600	4,775,600	1.274%	1.050%	01/20/22	11/15/24	381
FHLB	1,595,506	1,652,743	1,637,406	4.515%	0.500%	11/16/22	12/30/24	426
FNMA	1,857,400	1,896,088	1,874,280	4.415%	0.500%	03/23/23	02/24/25	482
FNMA	930,300	949,184	937,280	4.338%	0.520%	03/23/23	02/25/25	483
FHLB	932,200	950,517	938,390	4.328%	0.625%	03/23/23	02/27/25	485
FHLB	3,980,000	3,990,566	3,809,440	1.922%	1.750%	02/28/22	02/28/25	486
FHLB	4,000,000	4,000,000	3,857,800	2.750%	2.750%	04/25/22	04/25/25	542
FAMCMTN	3,947,600	3,973,522	3,697,280	1.121%	0.750%	12/16/21	07/28/25	636
FHLB	5,000,000	5,000,000	4,855,600	3.600%	3.600%	08/30/22	08/28/25	667
FAMCMTN	4,948,500	4,974,377	4,594,050	0.869%	0.600%	10/14/21	09/08/25	678
FHLB	871,150	884,333	863,645	3.886%	0.500%	04/26/23	11/25/25	756
FHLB	4,963,000	4,980,207	4,510,350	0.750%	0.580%	09/08/21	02/11/26	834
FHLB	3,922,000	3,955,268	3,617,440	1.229%	0.750%	12/16/21	02/24/26	847
FHLB	2,751,000	2,783,959	2,709,600	3.916%	0.790%	05/17/23	03/16/26	867
FFCB	4,967,500	4,980,356	4,438,700	1.075%	0.940%	10/14/21	09/28/26	1,063
FHLB	3,649,200	3,750,760	3,567,000	3.342%	1.150%	06/29/22	10/28/26	1,093
FHLB	5,988,000	5,992,436	5,350,260	1.291%	1.250%	11/24/21	11/24/26	1,120
FHLB	5,127,757	5,083,550	4,592,900	1.580%	2.125%	01/20/22	12/11/26	1,137
FHLB	4,043,250	4,166,232	3,925,844	3.397%	1.020%	06/29/22	02/24/27	1,212
FHLB	4,550,000	4,661,411	4,392,451	3.173%	1.020%	08/17/22	02/24/27	1,212
FHLB	3,695,200	3,788,356	3,615,522	2.564%	0.900%	03/31/22	02/26/27	1,214
FHLB	6,072,400	6,195,689	5,913,026	3.737%	0.900%	01/19/23	02/26/27	1,214
FHLB	5,247,000	5,362,688	5,118,029	4.329%	0.900%	02/16/23	02/26/27	1,214
FHLB	5,050,770	5,173,426	4,986,474	3.971%	1.000%	12/14/22	02/26/27	1,214
FHLB	4,000,000	4,000,000	3,660,440	2.375%	2.375%	03/08/22	03/08/27	1,224
FFCB	5,160,000	5,249,282	5,012,340	3.996%	0.830%	03/23/23	02/22/28	1,575
FFCB	2,123,750	2,124,448	2,102,525	4.812%	1.000%	09/27/23	03/02/28	1,584
FHLB	1,893,209	1,893,209	1,886,339	5.018%	1.000%	10/18/23	03/10/28	1,592
FHLB	3,124,500	3,114,809	2,953,530	3.553%	4.500%	05/17/23	03/10/28	1,592
FFCB	6,102,000	6,093,230	5,717,100	3.501%	3.875%	04/26/23	04/25/28	1,638
FFCB	5,354,250	5,363,175	5,150,860	4.349%	3.740%	06/14/23	04/27/28	1,640
FFCB	2,955,000	2,956,992	2,870,520	4.814%	4.470%	07/12/23	06/22/28	1,696
FHLB	2,981,700	2,981,700	2,980,080	4.892%	4.750%	10/18/23	09/08/28	1,774
SECURITIES TOTAL	<u>\$ 146,685,911</u>	<u>\$ 147,880,942</u>	<u>\$ 140,544,390</u>					
LAIF		<u>\$ 56,142,817</u>	<u>\$ 56,142,817</u>					
Municipal Issuance		<u>\$ 56,265,639</u>	<u>\$ 54,033,514</u>					
Sweep Account (Union Bank)		<u>\$ 13,554,212</u>	<u>\$ 13,554,212</u>					
TOTAL CD'S		<u>\$ 27,245,000</u>	<u>\$ 26,545,011</u>					
TOTAL INVESTMENTS		<u>\$ 301,088,610</u>	<u>\$ 290,819,944</u>					

* Market values for securities obtained from US Bank.

City of Clovis
Monthly Investment Transactions
As of October 31, 2023

AGENDA ITEM NO. 5.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FHLB	Gov. Sec.	Purchase	2,245,000	1,893,209	1.000%	10/18/23	03/10/28
FHLB	Gov. Sec.	Purchase	3,000,000	2,981,700	4.750%	10/18/23	09/08/28
Gardena Calif Pension	Mun Iss.	Purchase	1,000,000	897,610	2.663%	10/19/23	04/01/28
First GTY Bank Hammond	CD	Purchase	250,000	250,000	5.100%	10/13/23	10/13/26

PORTFOLIO DATA

Current Month (10/23)

	Book	Market
CD'S	\$ 27,245,000	\$ 26,545,011
Gov't Securities*	147,880,942	140,544,390
Municipal Securities	56,265,639	54,033,514
LAIF	56,142,817	56,142,817
Sweep Account (Union Bank)	13,554,212	13,554,212
TOTAL	\$ 301,088,610	\$ 290,819,944

Prior Month (09/23)

	Book	Market
CD'S	\$ 26,995,000	\$ 26,265,805
Gov't Securities*	143,006,374	135,435,648
Municipal Securities	55,366,986	53,208,549
LAIF	55,589,725	55,589,725
Sweep Account (Union Bank)	12,584,965	12,584,965
TOTAL	\$ 293,543,050	\$ 283,084,692

Three Months Previous (07/23)

	Book	Market
CD'S	\$ 26,245,000	\$ 25,548,434
Gov't Securities*	140,516,837	133,631,352
Municipal Securities	59,228,719	57,461,565
LAIF	65,589,725	65,589,725
Sweep Account (Union Bank)	6,314,423	6,314,423
TOTAL	\$ 297,894,704	\$ 288,545,499

Six Months Previous (04/23)

	Book	Market
CD'S	\$ 23,495,000	\$ 22,922,645
Gov't Securities*	126,238,741	121,131,050
Municipal Securities	58,870,000	55,008,657
LAIF	75,000,000	75,000,000
Sweep Account (Union Bank)	30,757,183	30,757,183
TOTAL	\$ 314,360,924	\$ 304,819,535

One Year Previous (10/22)

	Book	Market
CD'S	\$ 18,495,000	\$ 17,880,661
Gov't Securities*	130,726,400	123,301,840
Municipal Securities	48,025,000	43,617,521
LAIF	74,905,243	74,905,243
Sweep Account (Union Bank)	29,977,956	29,977,956
TOTAL	\$ 302,129,599	\$ 289,683,221

*Adjusted Quarterly for Premium/Discount Amortization

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

AGENDA ITEM NO. 5.

Negotiable CDs	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 10/31/23	INTEREST FREQUENCY
New York Cmnty Bank	250,000	248,595.00	0.350%	12/11/20	12/11/23	41	QUARTERLY
Transportation Alliance Bk Preferred Bank	250,000	245,315.00	0.250%	03/12/21	03/12/24	133	QUARTERLY
Bankunited Natl Assn	250,000	244,852.50	0.250%	03/25/21	03/25/24	146	QUARTERLY
Greenstate Credit Union	245,000	239,916.25	0.450%	03/31/21	04/01/24	153	QUARTERLY
Eaglemark Savings Bank	250,000	242,100.00	0.450%	06/16/21	06/17/24	230	QUARTERLY
Texas Exchange Bk	250,000	241,697.50	0.400%	06/30/21	06/28/24	241	QUARTERLY
BMW Bk North Amer	250,000	241,350.00	0.500%	07/09/21	07/09/24	252	QUARTERLY
Toyota Finl Svgs	250,000	240,710.00	0.550%	07/30/21	07/30/24	273	QUARTERLY
State Bk India	250,000	239,577.50	0.650%	09/09/21	09/09/24	314	QUARTERLY
Ubs Bank Usa	250,000	239,307.50	0.650%	09/17/21	09/17/24	322	QUARTERLY
Webbank Salt Lake City	250,000	237,422.50	0.750%	11/17/21	11/18/24	384	QUARTERLY
Medallion Bank Salt Lake City	250,000	237,195.00	0.750%	11/29/21	11/29/24	395	QUARTERLY
Beal Bank	250,000	236,810.00	0.900%	12/20/21	12/20/24	416	QUARTERLY
Mountian Amer Fed	250,000	236,312.50	0.950%	01/19/22	01/15/25	442	QUARTERLY
Barclays Bk	250,000	242,780.00	3.450%	08/31/22	02/28/25	486	QUARTERLY
Goldman Sachs Bk	250,000	237,092.50	1.700%	03/09/22	03/10/25	496	QUARTERLY
Safra National Bk	250,000	236,930.00	1.650%	03/09/22	03/10/25	496	QUARTERLY
Pentagon Federal Cr Un	250,000	237,740.00	2.000%	03/23/22	03/24/25	510	QUARTERLY
Beal Bank	250,000	237,540.00	2.000%	03/28/22	03/28/25	514	QUARTERLY
JP Morgan Chase	250,000	238,210.00	2.200%	04/06/22	04/02/25	519	QUARTERLY
First Natl Bank	250,000	239,072.50	2.500%	04/08/22	04/08/25	525	QUARTERLY
One Community Bank	250,000	237,945.00	2.200%	04/12/22	04/11/25	528	QUARTERLY
Americu Credit Union	250,000	239,330.00	2.700%	04/29/22	04/29/25	546	QUARTERLY
Synchrony Bank Retail	250,000	239,632.50	2.800%	05/02/22	05/02/25	549	QUARTERLY
Connexus Credit Union	250,000	240,462.50	3.100%	05/20/22	05/20/25	567	QUARTERLY
Bmo Harris Bank	250,000	239,992.50	3.000%	05/26/22	05/27/25	574	QUARTERLY
Saco Biddeford	250,000	240,192.50	3.150%	06/17/22	06/17/25	595	QUARTERLY
Baxter Credit Union	250,000	239,030.00	2.850%	06/17/22	06/17/25	595	QUARTERLY
Capital One Bank	250,000	250,000.00	3.400%	06/28/22	06/30/25	608	QUARTERLY
American First Cr Un	250,000	240,870.00	3.350%	06/29/22	06/30/25	608	QUARTERLY
Trustone Financial Cr Un	250,000	240,170.00	3.250%	07/15/22	07/15/25	623	QUARTERLY
American Natl Bank	250,000	240,085.00	3.250%	07/19/22	07/21/25	629	QUARTERLY
TCM Bank	250,000	239,360.00	3.100%	07/27/22	07/28/25	636	QUARTERLY
Generations Bank	250,000	240,392.50	3.350%	07/28/22	07/28/25	636	QUARTERLY
Direct Fed Credit	250,000	240,542.50	3.400%	08/03/22	08/04/25	643	QUARTERLY
Resource One Credit	250,000	240,137.50	3.500%	08/17/22	08/18/25	657	QUARTERLY
Connex Credit	250,000	239,925.00	3.300%	08/17/22	08/18/25	657	QUARTERLY
Skyone Fed Credit	250,000	240,670.00	3.500%	08/31/22	08/29/25	668	QUARTERLY
Credit Union of Texas	250,000	241,022.50	3.600%	08/30/22	09/02/25	672	QUARTERLY
Forbright Bank	250,000	240,992.50	3.600%	09/14/22	09/15/25	685	QUARTERLY
Ally Bank Sandy Utah	250,000	240,395.00	3.500%	09/16/22	09/16/25	686	QUARTERLY
Alabama Credit Union	250,000	240,787.50	4.050%	09/29/22	09/19/25	689	QUARTERLY
Kemba Finl Credit Union	250,000	242,555.00	3.600%	09/20/22	09/22/25	692	QUARTERLY
Farmers Merchants	250,000	242,745.00	4.000%	09/21/22	09/22/25	692	QUARTERLY
Jefferson Finl FCU	250,000	241,380.00	3.750%	09/28/22	09/29/25	699	QUARTERLY
Dort Finl Credit Union	250,000	243,190.00	4.150%	09/29/22	09/29/25	699	QUARTERLY
First National Bank	250,000	242,517.50	4.000%	09/30/22	09/30/25	700	QUARTERLY
Numerica Credit Union	250,000	241,347.50	3.625%	09/30/22	09/30/25	700	QUARTERLY
Vystar Credit Union	250,000	243,835.00	4.200%	09/30/22	09/30/25	700	QUARTERLY
Bell Bank Fargo	250,000	244,060.00	4.350%	09/30/22	09/30/25	700	QUARTERLY
Pacific Alliance	250,000	243,035.00	4.150%	10/13/22	10/14/25	714	QUARTERLY
z1st Financial Bank	250,000	243,035.00	4.200%	10/14/22	10/14/25	714	QUARTERLY
Great Southern Bank	250,000	243,265.00	4.150%	10/13/22	10/17/25	717	QUARTERLY
American Bank	250,000	244,607.50	4.500%	10/20/22	10/20/25	720	QUARTERLY
Queensborough Natl Bank	250,000	243,890.00	4.350%	10/21/22	10/21/25	721	QUARTERLY
Public Alliance Cr Un	250,000	243,437.50	4.100%	10/21/22	10/21/25	721	QUARTERLY
First Citizens Bank	250,000	244,565.00	4.500%	10/25/22	10/27/25	727	QUARTERLY
LCA Bank Corp	250,000	245,467.50	4.700%	10/28/22	10/28/25	728	QUARTERLY
Sharonview Fed Cr Un	250,000	244,075.00	4.400%	10/28/22	10/28/25	728	QUARTERLY
	250,000	246,940.00	4.850%	10/31/22	10/31/25	731	QUARTERLY

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

AGENDA ITEM NO. 5.

<u>Negotiable CDs</u>	<u>COST</u>	<u>MARKET PRICE</u>	<u>INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>MATURITY FROM 10/31/23</u>	<u>INTEREST FREQUENCY</u>
United Heritage Cr Un	250,000	245,792.50	4.700%	11/04/22	11/04/25	735	QUARTERLY
Capital One Natl Assn	250,000	246,512.50	4.900%	11/16/22	11/17/25	748	QUARTERLY
Morgan Stanley Bank	250,000	246,947.50	5.000%	11/18/22	11/18/25	749	QUARTERLY
Spokane Teachers Cr Un	250,000	246,992.50	5.000%	11/23/22	11/23/25	754	QUARTERLY
Morgan Stanley Private	250,000	245,730.00	4.750%	12/09/22	12/09/25	770	QUARTERLY
Community Bank Topeka	250,000	243,527.50	4.300%	12/14/22	12/15/25	776	QUARTERLY
Austin Telco Fed	250,000	246,790.00	4.950%	12/16/22	12/16/25	777	QUARTERLY
Rogue Credit Union	250,000	247,547.50	5.100%	12/23/22	12/23/25	784	QUARTERLY
Alliant Credit Union	250,000	247,575.00	5.100%	12/30/22	12/30/25	791	QUARTERLY
First Technology Fed Cr Un	250,000	247,830.00	5.150%	06/30/23	12/30/25	791	MONTHLY
Liberty First Cr Un	250,000	244,817.50	4.550%	01/17/23	01/19/26	811	QUARTERLY
Capital Educators Fed Cr	250,000	244,850.00	4.550%	01/19/23	01/20/26	812	QUARTERLY
Manufacturers Traders	250,000	243,810.00	4.250%	01/31/23	01/23/26	815	QUARTERLY
City Natl Bank	250,000	243,282.50	4.350%	01/25/23	01/26/26	818	QUARTERLY
Coastlife Cr Un	250,000	245,360.00	4.650%	02/13/23	02/13/26	836	QUARTERLY
Achieve Finl Cr Un	250,000	245,367.50	4.650%	02/17/23	02/17/26	840	QUARTERLY
California Cr Un Glendale	250,000	244,500.00	4.500%	02/23/23	02/23/26	846	QUARTERLY
Truiliant Fed Cr Un	250,000	245,142.50	4.600%	02/28/23	02/27/26	850	QUARTERLY
Pioneer Fed Cr Un Mtn Home	250,000	245,142.50	4.600%	02/28/23	03/02/26	853	QUARTERLY
Tradition Cap Bankk	250,000	244,837.50	4.600%	03/03/23	03/03/26	854	MONTHLY
Alaska Fed Cr	250,000	245,892.50	4.650%	03/05/23	03/09/26	860	MONTHLY
Mid Carolina Credit	250,000	247,285.00	4.600%	03/13/23	03/13/26	864	MONTHLY
Blue Ridge Bank	250,000	247,332.50	4.500%	03/16/23	03/16/26	867	MONTHLY
Northwest Bank	250,000	247,362.50	4.600%	03/17/23	03/17/26	868	MONTHLY
Valleystar Credit Union	250,000	247,375.00	4.600%	03/20/23	03/20/26	871	MONTHLY
First Community Bank	250,000	247,120.00	4.500%	03/22/23	03/23/26	874	MONTHLY
Technology Credit Union	250,000	247,415.00	4.650%	03/23/23	03/23/26	874	MONTHLY
Cibc Bank	250,000	247,092.50	4.650%	03/24/23	03/24/26	875	MONTHLY
Signature Bank	250,000	247,395.00	4.500%	03/24/23	03/24/26	875	MONTHLY
Point West Credit Union	250,000	247,497.50	5.000%	04/12/23	04/13/26	895	MONTHLY
Flagstar Bank	250,000	247,557.50	4.650%	03/30/23	04/24/26	906	MONTHLY
Utah Cmnty Credit Union	250,000	245,267.50	4.600%	04/26/23	04/27/26	909	MONTHLY
Cross River Bank	250,000	245,540.00	4.650%	05/19/23	05/19/26	931	MONTHLY
Raiz FCU	250,000	246,522.50	4.650%	05/24/23	05/26/26	938	MONTHLY
Usalliance FCU	250,000	245,922.50	4.700%	05/26/23	05/26/26	938	MONTHLY
Chartway Fed Cr Un	250,000	247,195.00	4.900%	06/09/23	06/09/26	952	MONTHLY
Customers Bank	250,000	246,025.00	4.700%	06/14/23	06/15/26	958	MONTHLY
Latino Cmnty Cr Un	250,000	247,332.50	4.900%	06/27/23	06/29/26	972	MONTHLY
Leaders Cr Un	250,000	247,927.50	5.000%	06/30/23	06/30/26	973	MONTHLY
Farmers Insurance	250,000	248,062.50	5.000%	07/21/23	07/21/26	994	MONTHLY
Maine Svgs FCU	250,000	248,062.50	5.000%	07/21/23	07/21/26	994	MONTHLY
Popular Bank New York	250,000	247,450.00	4.850%	09/06/23	09/04/26	1,039	QUARTERLY
Freedom Northwest Cr Un	250,000	250,845.00	5.350%	09/19/23	09/18/26	1,053	QUARTERLY
Amex National Bank	250,000	248,585.00	5.000%	09/20/23	09/21/26	1,056	QUARTERLY
First Gty Bank	250,000	249,352.50	5.100%	10/13/23	10/13/26	1,078	MONTHLY
People Bank Co	250,000	246,307.50	4.650%	03/30/23	03/30/27	1,246	MONTHLY
Carroll County	250,000	241,100.00	4.650%	03/30/23	03/30/28	1,612	MONTHLY
Discover Bank	250,000	239,567.50	4.350%	04/26/23	04/24/28	1,637	MONTHLY
TTCU Fed Cr Un	250,000	245,857.50	5.000%	07/26/23	07/26/28	1,730	MONTHLY
Negotiable CD TOTAL	<u>\$ 27,245,000</u>	<u>\$ 26,545,011</u>					
CD TOTAL	<u>\$ 27,245,000</u>	<u>\$ 26,545,011</u>					

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

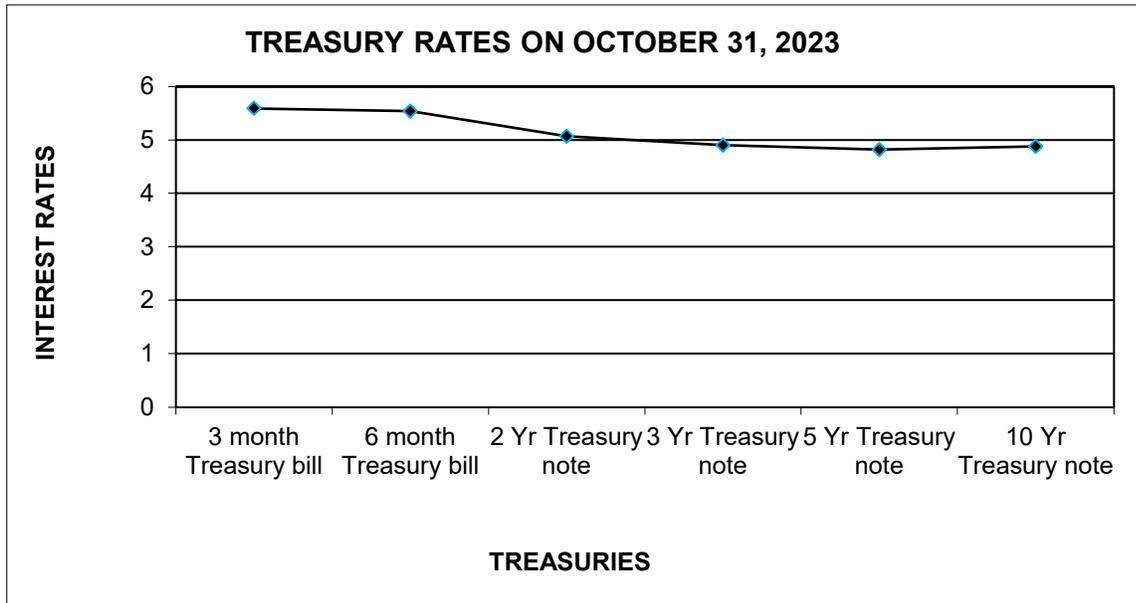
AGENDA ITEM NO. 5.

Municipal Securities	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 10/31/23	INTEREST FREQUENCY
California St Univ Ref Bond	3,450,074	3,455,000	0.475%	04/01/22	11/01/23	1	QUARTERLY
San Diego CA Convention Ref Bond	1,435,929	1,423,088	1.527%	08/18/22	04/15/24	167	QUARTERLY
Santa Ana College Ref Bond	438,735	424,345	0.644%	12/17/21	08/01/24	275	QUARTERLY
University CA Rev Bond	985,983	962,190	4.350%	09/15/22	05/15/25	562	QUARTERLY
Antelope Valley CA Ref Bond	1,436,902	704,430	1.767%	05/12/22	08/01/25	640	QUARTERLY
Chabot Las Positas Cmnty Clg Bond	731,645	1,377,743	0.880%	04/29/22	08/01/25	640	QUARTERLY
Foothill De Anza Bond	239,443	775,072	0.906%	03/24/23	08/01/25	640	QUARTERLY
San Dieguito High School Ref Bond	952,381	938,290	1.661%	10/13/22	08/01/25	640	QUARTERLY
Santa Ana CCD Ref Bond	786,781	230,803	0.744%	05/12/22	08/01/25	640	QUARTERLY
Orange County Water Dist Ref Bond	863,081	850,698	2.095%	10/13/22	08/15/25	654	QUARTERLY
San Jose CA Txble Ser B	2,271,085	2,235,719	2.450%	10/13/22	09/01/25	671	QUARTERLY
Los Angeles CA USD Ref Bond	1,005,950	894,840	1.455%	11/15/21	07/01/26	974	QUARTERLY
Chabot Las Positas Cmnty Clg CA	2,125,000	3,127,862	1.080%	07/27/22	08/01/26	1,005	QUARTERLY
Chaffey CA High School Ref Bond	3,152,187	1,453,556	2.475%	06/30/22	08/01/26	1,005	QUARTERLY
Huntington Beach HS Dist Ref Bond	459,823	2,956,157	1.208%	04/29/22	08/01/26	1,005	QUARTERLY
Placentia Yorba USD Ref Bond	1,054,276	991,585	1.070%	05/31/22	08/01/26	1,005	QUARTERLY
San Diego CA Cmnty Ref Bond	1,521,019	435,009	2.299%	04/29/22	08/01/26	1,005	QUARTERLY
San Ramon Valley CA USD Ref Bond	1,942,267	1,904,956	1.147%	11/03/21	08/01/26	1,005	QUARTERLY
Sonoma Cnty Jr College Ref Bond	3,314,277	1,853,760	2.447%	06/30/22	08/01/26	1,005	QUARTERLY
San Diego CA Pub Facs Ref Bond	1,551,549	1,466,758	1.812%	08/18/22	10/15/26	1,080	QUARTERLY
CA ST Univ Rev Ref Bond	2,265,521	2,214,000	1.142%	02/17/23	11/01/26	1,097	QUARTERLY
El Dorado CA Irr Dist Ref Bond	1,110,889	1,044,305	1.687%	08/18/22	03/01/27	1,217	QUARTERLY
Rancho Santiago Cmnty Clg	295,971	289,614	1.106%	11/17/22	03/01/27	1,217	QUARTERLY
University Gen Rev Bond	2,135,398	2,071,706	1.316%	10/13/22	05/15/27	1,292	QUARTERLY
El Monte Ca Ref Bond	538,675	522,282	1.326%	03/24/23	06/01/27	1,309	QUARTERLY
Los Angeles CA Dept Wtr Ref Bond	2,103,176	2,022,320	5.516%	04/27/23	07/01/27	1,339	QUARTERLY
Colton CA Jt Uni Sch	1,098,295	930,267	1.603%	11/17/22	08/01/27	1,370	QUARTERLY
Contra Costa Ref Bond	2,903,148	791,639	2.163%	09/15/22	08/01/27	1,370	QUARTERLY
Corona Norco Ref Bond	827,390	224,050	2.297%	09/28/23	08/01/27	1,370	QUARTERLY
Foothill De Anza CCD	1,313,764	472,392	1.473%	12/15/22	08/01/27	1,370	QUARTERLY
Fremont CA Uni Sch Dist	984,032	945,560	1.113%	11/17/22	08/01/27	1,370	QUARTERLY
Fremont CA USD Ref Bond	373,717	1,013,893	2.000%	05/31/22	08/01/27	1,370	QUARTERLY
Marin CA Cmnty Clg Dist	953,851	311,825	3.330%	11/17/22	08/01/27	1,370	QUARTERLY
Mount San Antonio Cmnty Clg	970,469	246,115	1.139%	11/17/22	08/01/27	1,370	QUARTERLY
Mount San Antonio Ref Bond	320,434	365,954	2.329%	10/13/22	08/01/27	1,370	QUARTERLY
Saddleback VY Uni Ref Bond	250,557	2,713,200	2.400%	08/10/22	08/01/27	1,370	QUARTERLY
San Diego CA Com CD	410,813	534,670	2.407%	12/15/22	08/01/27	1,370	QUARTERLY
San Ramon Valley Ref Bond	176,351	1,253,745	3.415%	09/15/22	08/01/27	1,370	QUARTERLY
Santa Monica Cmnty Clg Ref Bond	486,760	936,890	3.050%	09/15/22	08/01/27	1,370	QUARTERLY
Sierra CA Cmnty Clg Dist	551,873	401,253	1.129%	11/17/22	08/01/27	1,370	QUARTERLY
William Hart CA Un High	226,617	173,072	1.174%	11/17/22	08/01/27	1,370	QUARTERLY
San Jose CA Txble Ser B	848,277	827,590	2.600%	10/13/22	09/01/27	1,401	QUARTERLY
Soquel Creek Cnty Ref Bond	485,471	464,634	1.445%	05/18/23	03/01/28	1,583	QUARTERLY
Gardena Calif Pension Oblig	897,610	897,240	2.663%	10/19/23	04/01/28	1,614	QUARTERLY
Beverly Hills Ref Bond	559,497	532,276	1.514%	06/15/23	06/01/28	1,675	QUARTERLY
Redondo Beach Ref Bond	1,596,487	566,055	1.430%	09/28/23	08/01/28	1,736	QUARTERLY
San Ramon Valley CA Uni	1,290,372	1,551,241	1.670%	07/13/23	08/01/28	1,736	QUARTERLY
Santa Ana College Impt	571,842	1,253,865	1.320%	07/13/23	08/01/28	1,736	QUARTERLY
Mun. Securities TOTAL	\$ 56,265,639	\$ 54,033,514					
Municipal Securities TOTAL	\$ 56,265,639	\$ 54,033,514					

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

Treasury Rates as of October 31, 2023

3 month Treasury bill	5.59
6 month Treasury bill	5.54
2 Yr Treasury note	5.07
3 Yr Treasury note	4.90
5 Yr Treasury note	4.82
10 Yr Treasury note	4.88



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



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: March 11, 2024

SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of October 2023.

ATTACHMENTS:

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

CONFLICT OF INTEREST

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

EXECUTIVE SUMMARY

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

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

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AA*

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

Previous Balance	\$	6,046,089.19
Deposits		30,916,785.96
Disbursements		(31,834,281.01)
		(31,834,281.01)
Current Balance	\$	5,128,594.14

FUNDS	BALANCE
100 General Fund	\$ 8,668,856.27
201 Local Transportation	19,987,730.57
202 Parking and Business Improvements	179,910.49
203 Off Highway Use	73,218.82
204 Community Facilities District 2020-1	189,272.61
205 Senior Citizen Memorial Trust	56,096.27
207 Landscape Assessment District	6,334,409.88
208 Blackhorse III (95-1) Assessment District	2,981.96
209 Blackhorse III (95-1) Assessment District 2	37,847.45
275 HCD Block Grant Fund	719,810.26
301 Park & Recreation Acquisition	10,277,949.29
305 Refuse Equipment Reserve	2,448,150.99
310 Special Street Deposit Fund	49,447,901.72
314 Housing Successor Agency	395,899.68
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	422,893.06
501 Community Sanitation Fund	15,838,433.05
502 Sewer Service Fund	37,840,114.65
504 Sewer Capital Projects-Users	517,926.07
506 Sewer Capital Projects-Developer	6,715,989.37
507 Water Service Fund	44,153,996.80
508 Water Capital Projects-Users	6,211,067.26
509 Water Capital Projects-Developer	11,940,203.07
515 Transit Fund	5,534,946.93
540 Planning & Development Services	15,930,535.02
601 Property & Liability Insurance	(362,154.25)
602 Fleet Maintenance	23,791,653.08
603 Employee Benefit Fund	7,931,388.09
604 General Government Services	23,875,961.89
605 Facilities Maintenance	466,916.11
606 Information Technology	4,460,928.90
701 Curb & Gutter Fund	167,109.17
703 Payroll Tax & Withholding Fund	1,498,330.98
712 Temperance/Barstow Assmt Dist (98-1)	78,836.64
713 Shepherd/Temperance Assmt Dist (2000-1)	5,879.13
715 Supp Law Enforcement Serv	193,436.86
716 Asset Forfeiture	338,231.36
720 Measure A-Public Safety Facility Tax	1,879.50
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(185,369.04)
747 Housing Successor Trust Fund	1,137.98
SUBTOTALS	\$ 306,217,204.57
999 Invested Funds	(301,088,610.43)
TOTAL	\$ 5,128,594.14

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

<hr/> <hr/>	
<u>Balance of Investments Previous Month End</u>	<u>\$ 293,543,048.96</u>
 <u>Time Certificates of Deposit Transactions</u>	
Investments	250,000.00
Withdrawals	<u>0.00</u>
Total CD Changes	250,000.00
 <u>Other Changes</u>	
Government Securities	4,874,568.50
Local Agency Investment Fund	553,092.40
Municipal Securities	898,653.00
Sweep Account	<u>969,247.57</u>
Total Other Changes	<u>7,295,561.47</u>
Balance of Investments Current Month End	<u>\$ 301,088,610.43</u>

City of Clovis
Distribution of Investments
As of October 31, 2023

<hr/> <hr/>	
Insured CD's	27,245,000.00
Government Securities	147,880,942.35
US Treasury Notes	0.00
Local Agency Investment Fund	56,142,817.04
Municipal Securities	56,265,638.55
Sweep Account	<u>13,554,212.49</u>
Investment Total	<u>\$ 301,088,610.43</u>

**City of Clovis
Government Maturities Exceeding One Year
As of October 31, 2023**

Institution	Face Value	Investment Balance At Amortized Cost	Maturity	Stated Rate
FFCB	5,000,000.00	5,000,000	3/1/2024	0.250%
FHLB	5,000,000.00	4,999,437	3/8/2024	3.250%
FFCB	2,000,000.00	1,998,225	3/8/2024	3.625%
FHLB	2,000,000.00	1,999,844	3/18/2024	0.300%
FHLB	5,000,000.00	5,000,000	6/7/2024	0.350%
FHLB	1,000,000.00	973,324	6/24/2024	0.700%
FHLB	5,000,000.00	4,987,600	11/15/2024	1.050%
FHLB	1,735,000.00	1,652,743	12/30/2024	0.500%
FNMA	2,000,000.00	1,896,088	2/24/2025	0.500%
FNMA	1,000,000.00	949,184	2/25/2025	0.520%
FHLB	1,000,000.00	950,517	2/27/2025	0.625%
FHLB	4,000,000.00	3,990,566	2/28/2025	1.750%
FAMCMTN	4,000,000.00	4,000,000	4/25/2025	2.750%
FAMCMTN	4,000,000.00	3,973,522	7/28/2025	0.750%
FHLB	5,000,000.00	5,000,000	8/28/2025	3.600%
FHLB	5,000,000.00	4,974,377	9/8/2025	0.600%
FHLB	980,000.00	884,333	11/25/2025	0.500%
FFCB	5,000,000.00	4,980,207	2/11/2026	0.580%
FHLB	4,000,000.00	3,955,268	2/24/2026	0.750%
FHLB	3,000,000.00	2,783,959	3/16/2026	0.790%
FHLB	5,000,000.00	4,980,356	9/28/2026	0.940%
FHLB	4,000,000.00	3,750,760	10/28/2026	1.150%
FHLB	6,000,000.00	5,992,436	11/24/2026	1.250%
FHLB	5,000,000.00	5,083,550	12/11/2026	2.125%
FHLB	4,500,000.00	4,166,232	2/24/2027	1.020%
FHLB	5,000,000.00	4,661,411	2/24/2027	1.020%
FHLB	4,000,000.00	3,788,356	2/26/2027	0.900%
FHLB	6,800,000.00	6,195,689	2/26/2027	0.900%
FHLB	5,700,000.00	5,362,688	2/26/2027	0.900%
FHLB	6,000,000.00	5,173,426	2/26/2027	1.000%
FHLB	4,000,000.00	4,000,000	3/8/2027	2.375%
FHLB	6,000,000.00	5,249,282	2/22/2028	0.830%
FFCB	2,500,000.00	2,124,448	3/2/2028	1.000%
FHLB	3,000,000.00	3,114,809	3/10/2028	4.500%
FFCB	2,245,000.00	1,893,209	3/10/2028	1.000%
FFCB	6,000,000.00	6,093,230	4/25/2028	3.875%
FFCB	5,500,000.00	5,363,175	4/27/2028	3.740%
FFCB	3,000,000.00	2,956,992	6/22/2028	4.470%
FFCB	3,000,000.00	2,981,700	9/8/2028	4.750%

**City of Clovis
Municipal Maturities Exceeding One Year
As of October 31, 2023**

Institution	Face Value	Investment Balance At Amortized Cost	Maturity	Stated Rate
CSU Rev Bonds	3,455,000.00	3,450,074	11/1/2023	0.475%
San Diego Conv Ctr Expansion	1,450,000.00	1,435,929	4/15/2024	1.527%
Sana Ana College Improv Dist	440,000.00	438,735	8/1/2024	0.644%
UC General Revenue Bonds	1,000,000.00	985,983	5/15/2025	4.350%
Antelope Valley Comm Coll	750,000.00	731,645	8/1/2025	1.767%
Chabot Las Positas Comm Coll	1,490,000.00	1,436,902	8/1/2025	0.880%
Foothill De Anza Ref Bds 2021B	835,000.00	786,781	8/1/2025	0.906%
San Dieguito USD GO Bonds	1,000,000.00	952,381	8/1/2025	1.661%
Santa Ana Coll Improv Dist	250,000.00	239,443	8/1/2025	0.744%
Orange County Water Dist	900,000.00	863,081	8/15/2025	2.095%
San Jose Ca Taxable Series B	2,355,000.00	2,271,085	9/1/2025	2.450%
LA CUSD GO Bonds	1,000,000.00	1,005,950	7/1/2026	1.455%
Chabot Las Positas Comm Coll	3,505,000.00	3,314,277	8/1/2026	1.080%
Chaffey Joint Union HS	1,565,000.00	1,521,019	8/1/2026	2.475%
Huntington Beach Union HS	3,305,000.00	3,152,187	8/1/2026	1.208%
Placentia Yorba Linda USD	1,110,000.00	1,054,276	8/1/2026	1.070%
San Diego Comm Coll Dist	470,000.00	459,823	8/1/2026	2.299%
San Ramon Valley CUSD	2,125,000.00	2,125,000	8/1/2026	1.147%
Sonoma County Jr Coll Dist	2,000,000.00	1,942,267	8/1/2026	2.447%
San Diego Pub Facilities Dist	1,625,000.00	1,551,549	10/15/2026	1.812%
California St Univ Taxable 2021B	2,500,000.00	2,265,521	11/1/2026	1.142%
El Dorado Irrigation Dist	1,175,000.00	1,110,889	3/1/2027	1.687%
Rancho Santiago CC Ref 2020	335,000.00	295,971	3/1/2027	1.106%
UC Taxable Gen Bds 2020 B	2,385,000.00	2,135,398	5/15/2027	1.316%
El Monte HSD Taxable Ref 2021	600,000.00	538,675	6/1/2027	1.326%
LA Dept Wtr Pwr Rev Bonds 2010C	2,000,000.00	2,103,176	7/1/2027	5.516%
Colton CA USD Ref Bonds 2020	1,060,000.00	953,851	8/1/2027	1.603%
Contra Costa Comm College Dist	880,000.00	827,390	8/1/2027	2.163%
Foothill De Anza CC Taxable 2021	540,000.00	486,760	8/1/2027	1.473%
Fremont USD Taxable Ref 2021	1,100,000.00	970,469	8/1/2027	1.113%
Fremont USD Alameda County	1,140,000.00	1,098,295	8/1/2027	2.000%
Marin County Comm Coll 2016	335,000.00	320,434	8/1/2027	3.330%
Mount San Antonio CC 2021	285,000.00	250,557	8/1/2027	1.139%
Mount San Antonio Comm Coll	405,000.00	373,717	8/1/2027	2.329%
Saddleback Valley USD	3,000,000.00	2,903,148	8/1/2027	2.400%
San Diego CCD Taxable 2019	590,000.00	551,873	8/1/2027	2.407%
San Ramon Valley CUSD	1,435,000.00	1,313,764	8/1/2027	3.415%
Santa Monica Comm College Dist	1,000,000.00	984,032	8/1/2027	3.050%
Sierra CA CCD 2021A Ref	465,000.00	410,813	8/1/2027	1.129%
William Hart USD 2020 Ref	200,000.00	176,351	8/1/2027	1.174%
San Jose Ca Taxable Series B	910,000.00	848,277	9/1/2027	2.600%
Soquel Creek Wtr Ref 2020	545,000.00	485,471	3/1/2028	1.445%
Gardena Calif Pension Obligation	897,610.00	897,610	4/1/2028	2.663%
Beverly Hills Taxable Ref 2020B	635,000.00	559,497	6/1/2028	1.514%
San Ramon Valley CA USD	1,820,000.00	1,596,487	8/1/2028	1.670%
Santa Ana College Impt	1,500,000.00	1,290,372	8/1/2028	1.320%
Corona Norco USD Ref Bond 2019	250,000.00	226,617	8/1/2028	1.670%
Redondo Beach CA Uni Bond 2018	675,000.00	571,842	8/1/2028	1.320%



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Fire Department

DATE: March 11, 2024

SUBJECT: Fire – Approval – Award Weed and Rubbish Abatement Contract to Iron Cross Tractor Services, LLC, for discing, handwork, trash hauling, grading, tire disposal, and tree stump removal.

ATTACHMENTS: 1. Iron Cross Tractor Services, LLC, Proposed Contract

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 authorize the Fire Chief to award and sign a contract for Weed Abatement services with Iron Cross Tractor Services, LLC.

EXECUTIVE SUMMARY

The Weed and Rubbish Abatement Program is an annual program administered by the Community Risk Reduction Bureau to abate fire and health hazards in the City of Clovis. The Fire Department requests bidding on work every two years through printed public notices to encourage qualified contractors to submit competitive bids for the abatement of nuisances per Article 2 of Chapter 4 of Title 4 of the Clovis Municipal Code. This bid period five bids were submitted.

BACKGROUND

Pursuant to the commencement of the Weed Abatement Program for 2024, a bid announcement was placed on Planet Bids and directly mailed to previous contractors in the area who have an interest in weed abatement and debris removal work. Advertisements were placed in accordance with our purchasing policy.

Five bids were submitted and received by the closing date of February 23, 2024. The received complete bids were from:

- 1) T and R Restore
- 2) Iron Cross Tractor Services, LLC
- 3) Elite Maintenance and Tree Service
- 4) Deangelo Contracting Services, LLC
- 5) A and S Grading Services

FISCAL IMPACT

The cost of abatement plus a \$300.00 administrative fee is billed directly to the property owner. If the cost is not paid to the City within the code-specified time of at least 21 days, the cost is field as a lien on the property through the Fresno County Recorder's Office.

REASON FOR RECOMMENDATION

Based upon the bids received, it is recommended that the selected contractor, Iron Cross Tractor Services, LLC, be awarded the contract.

ACTIONS FOLLOWING APPROVAL

A one-year contract will be executed, with the option to extend to two years based upon performance with Iron Cross Tractor Services, LLC. The Fire Chief will execute and manage the contract performance.

Prepared by: Chad Fitzgerald, Life Safety Enforcement Manager

Reviewed by: City Manager *AH*

Phone Number **5590-906-0031**

2. 5329 West Yale Ave Fresno CA 93722

Business Address

City/State

Zip Code

3. *Zane Reeves* _____ **Zane Reeves** _____ **2/22/24**

Signature of Authorized Person

Type or Print Name of Authorized Person

Date

References



February 13, 2024

Re: Iron Cross Tractor Service

To Whom It May Concern

I am writing this letter to highly recommend Iron Cross Tractor Service as an outstanding firm, and Zane Reeves as an outstanding person as he is always patient, responsive, respectful, and extremely considerate and concerned of our best interests. Zane always attended meetings upbeat, prepared, and well-organized and he maximized the efforts of everyone involved. Zane's conscientiousness was evident at all times, at both the site of projects and in the paperwork and other correspondence, which was always very clear and accurate. Even the smallest details were looked after carefully and thoroughly. We feel strongly that Iron Cross Tractor Service would be an important asset to any development team, business, or individual seeking assistance. "If you want quality work, honest and reliable communication, and you want to know you are doing everything right the first time, then you want Zane Reeves to assist you." In summary, we are absolutely certain that we will continue to work with Iron Cross Tractor Services and would recommend them to anyone seeking the services of a professional. Please do not hesitate to contact me if you have any questions or would like to discuss any of this in further detail.

Sincerely,

Reno Coletti, COO

Cook Land Development

2780 N. Miami Ave., Suite 101

Fresno, CA 93727

(559) 346-1400 x 204

(559) 346-1444 fax

(559) 213-2735 mobile

reno@cooklanddevelopment.com

www.cooklandcompany.com

Kelsey Jacobs

37144 Avenue 12 Suite 102
Madera, CA 93636
559-660-5320
kelseygreteam@gmail.com

20th February 2024

City of Clovis

To whom it may concern, I am writing to wholeheartedly recommend Zane Reeves for any dirt work and land preparation services. As a realtor, I have had the pleasure of working with Zane on multiple properties, and his work has consistently exceeded my expectations.

Zane's expertise in grading, excavation, and site preparation has been extremely valuable in getting properties ready for sale. His attention to detail ensures that every job is completed with the utmost care and precision, which is crucial in presenting properties in their best light. His reliability and dedication to his craft have made him an indispensable asset.

Moreover, Zane's professional demeanor and strong work ethic make him a joy to collaborate with. He communicates clearly and is always willing to go the extra mile to meet tight deadlines, which is especially important in the real estate business.

Zane also takes pride in doing everything he can to help reduce air pollution while being as efficient as possible. He runs new equipment that has up-to-date emission systems that produce clean air from the engine while creating a smaller footprint on the ground. With all this, there is no sacrifice

to the quality of work performed.

I am confident that Zane's skills and dedication will be an asset to any project he undertakes.

Sincerely, Kelsey Jacobs

Guthrie Real Estate Team | Real Broker

Ralph Arceneaux

6219 N. Del Rey

Clovis, CA

To Whom It May Concern: I am happy to write a letter of recommendation on behalf of Zane Reeves. I have known Zane for 3-4 years. Zane has been responsible for tilling, cutting grass, and managing weed growth on our 2.5-acre parcel. He has always been professional in all of our conversations. Zane has offered practical ways to deal with weed growth while taking care not to disturb neighbors or outlying properties. His work is always performed well. If you have any questions, please contact me.

Sincerely,

Ralph Arceneaux

415-225-5124

City of Clovis

I am writing a letter of recommendation for Zane Reeves for the weed abatement program. I have a lot in Northwest Fresno which Mr. Reeves has taken care of for me for the past three years. Each spring he plowed my lot and removed all the weeds. He returned in the summer and went over it again. He also checked on it in between. He did an excellent job. I highly recommend him for a job in the weed abatement program.

If you have any questions you can contact me at (559)289-2990 or carfiore@earthlink.net



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 11, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 24-03 ADA Curb Return Ramps 2024 – T2; and Authorize the City Manager to Execute the Contract on behalf of the City with Kroeker, Inc., in the amount of \$269,716.00.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

RECOMMENDATION

1. For the City Council to award a contract for CIP 24-03 ADA Curb Return Ramps 2024 – T2 – to Kroeker, Inc., in the amount of \$269,716.00; 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 Kroeker, Inc., who was the lowest responsible bidder from a bid opening that took place on February 20, 2024.

The project shall include furnishing all labor, materials, services and equipment, and performing all work necessary as specified for, but not be limited to, reconstruction of concrete curb ramps, curbs, gutters, valley gutters, and sidewalks at various locations within the City boundary.

BACKGROUND

The following is a summary of the bids received on February 20, 2024:

BIDDERS	BASE BID
Kroeker, Inc.	\$269,716.00
Geometric Construction, Inc.	\$292,083.00
Tosted Asphalt, Inc.	\$298,632.96
Seal Rite	\$305,227.00
ARES ENG LLC.	\$306,051.00
TCW Concrete	\$306,263.20
Soto Brother Custom Concrete	\$307,251.32
Eslick Construction, Inc.	\$309,508.00
Dave Christian Construction Co., Inc.	\$318,483.00
Truxell & Valentino	\$335,563.00
Clean Cut Landscape Inc.	\$434,749.00
 ENGINEER'S ESTIMATE	 \$293,551.00

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

FISCAL IMPACT

This project was budgeted in the 2023-2024 Community Investment Program. The project is supported by the Street Fund through the City Community Investment Program.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed in thirty-five (35) working days thereafter.

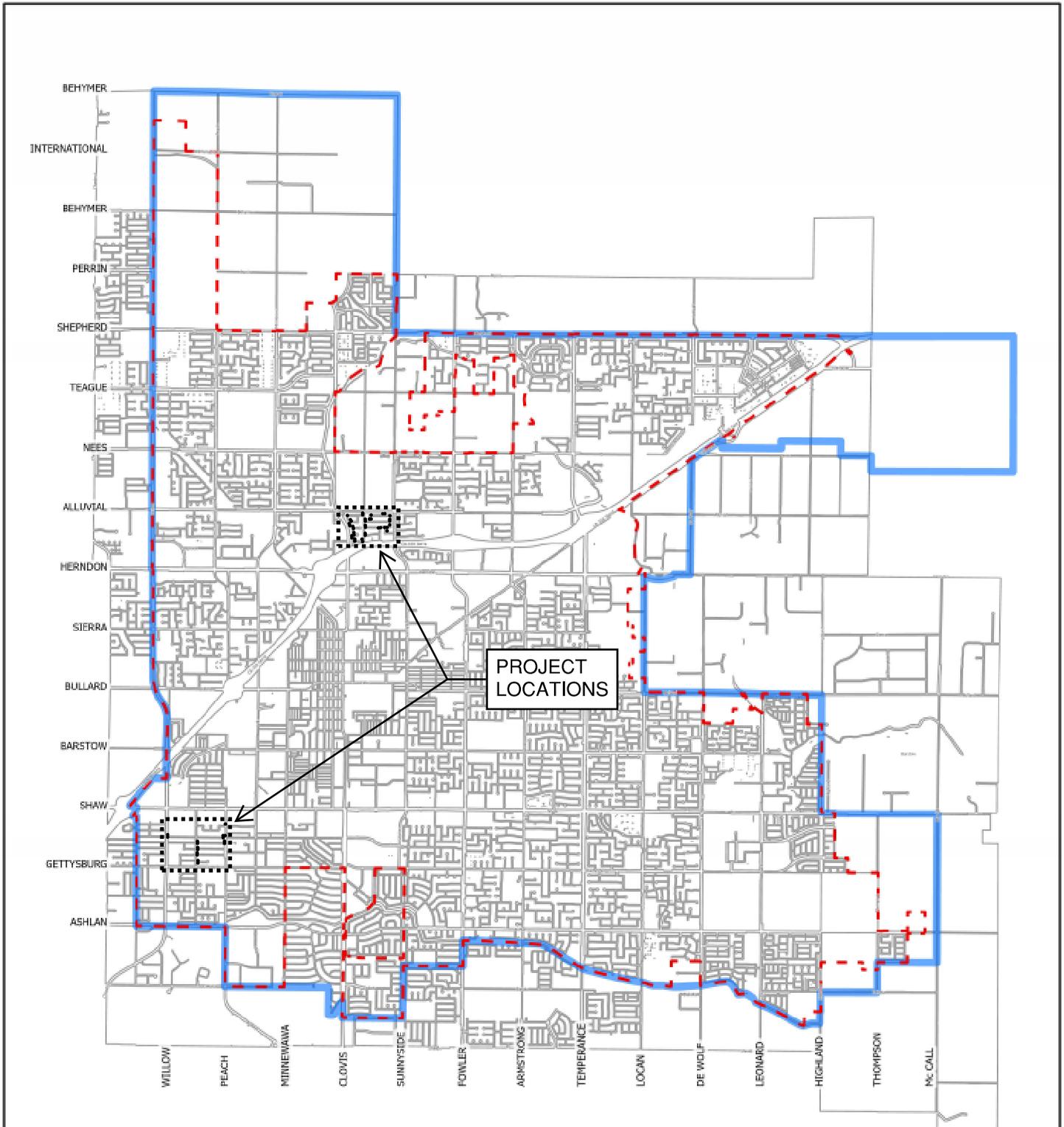
Prepared by: Tiffany Ljuba-Silguero, Engineer II

Reviewed by: City Manager *AK*

Vicinity Map

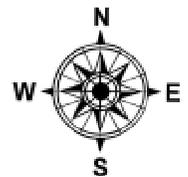
AGENDA ITEM NO. 8.

CIP 24-03 ADA Curb Return Ramps 2024 - T2



ATTACHMENT 1

 CITY LIMITS  SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 11, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 24-04 ADA Curb Return Ramps 2024 – T3; and Authorize the City Manager to Execute the Contract on behalf of the City with Geometric Construction, Inc., in the amount of \$211,156.00.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

RECOMMENDATION

1. For the City Council to award a contract for CIP 24-04 ADA Curb Return Ramps 2024 – T3 – to Geometric Construction, Inc., in the amount of \$211,156.00; 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 Geometric Construction, Inc., who was the lowest responsible bidder from a bid opening that took place on February 27, 2024.

The project shall include furnishing all labor, materials, services and equipment, and performing all work necessary as specified for, but not be limited to, reconstruction of concrete curb ramps, curbs, gutters, valley gutters, and sidewalks at various locations within the City boundary.

BACKGROUND

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

BIDDERS	BASE BID
Geometric Construction, Inc.	\$211,156.00
TCW Concrete	\$223,767.00
Tosted Asphalt, Inc.	\$234,249.75
Eslick Construction, Inc.	\$234,934.00
Soto Brother Custom Concrete	\$239,395.29
Seal Rite	\$252,621.00
Dave Christian Construction Co., Inc.	\$267,542.00
Granite Construction	\$401,578.00
 ENGINEER'S ESTIMATE	 \$241,698.00

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

FISCAL IMPACT

This project was budgeted in the 2023-2024 Community Investment Program. The project is supported by Measure C Funding through the City Community Investment Program.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

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

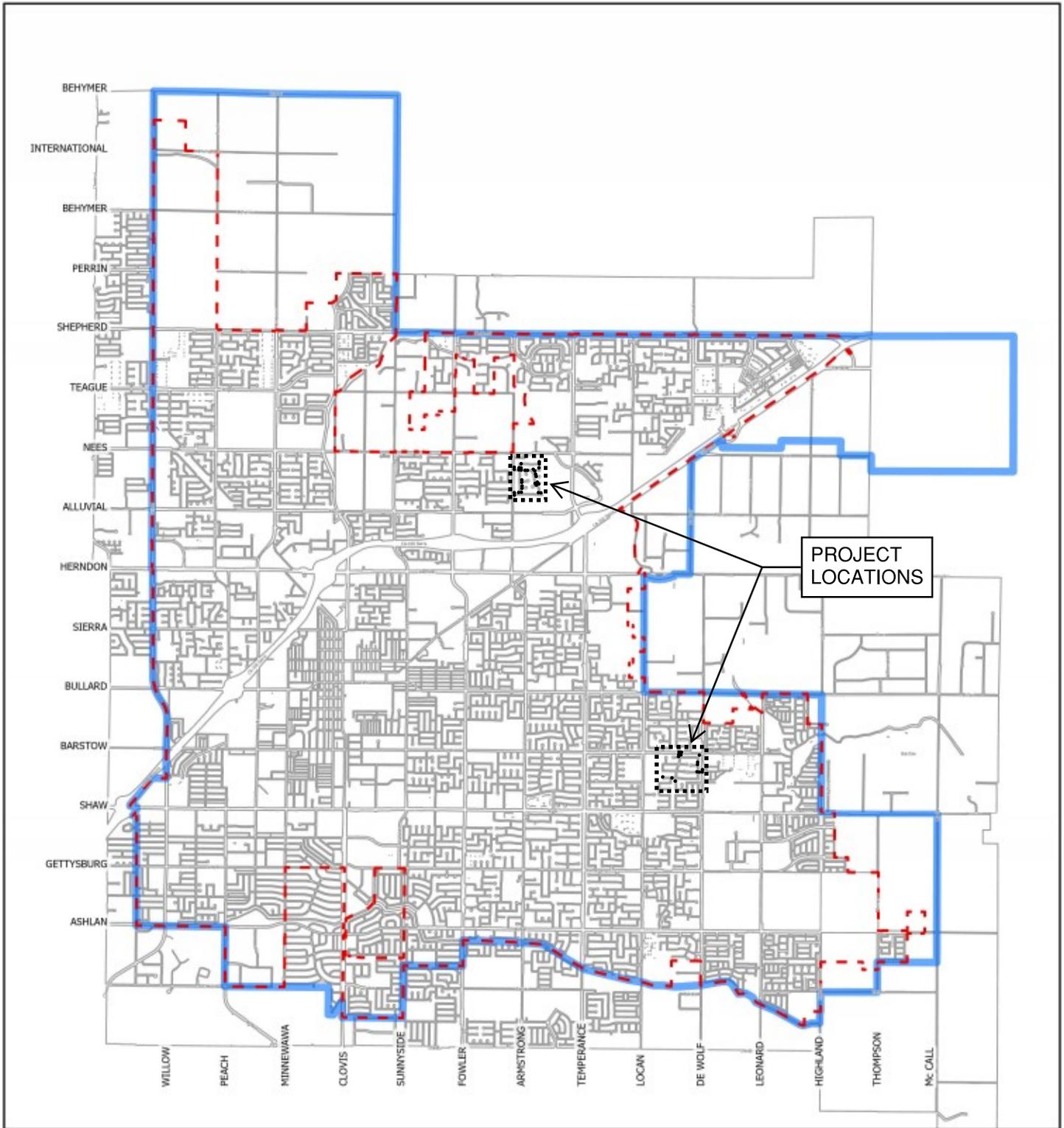
Prepared by: Tiffany Ljuba-Silguero, Engineer II

Reviewed by: City Manager *AH*

Vicinity Map

AGENDA ITEM NO. 9.

CIP 24-04 ADA Curb Return Ramps 2024 - T3



ATTACHMENT 1

 CITY LIMITS  SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 11, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 22-05 Trail Pavement Maintenance 2022; and Authorize the City Manager to Execute the Contract on behalf of the City with Seal Rite Paving & Grading in the amount of \$129,870.00.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

RECOMMENDATION

1. For the City Council to award a contract for CIP 22-05 Trail Pavement Maintenance to Seal Rite Paving & Grading in the amount of \$129,870.00; 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 Seal Rite Paving & Grading who was the lowest responsible bidder from a bid opening that took place on February 20, 2024.

The project shall include furnishing all labor, materials, services and equipment, and performing all work necessary as specified for, but not be limited to, demolition of the existing asphalt trail, construction of a new concrete trail, reconstruction of curb ramps and installation of sod between Filbert Avenue and McKelvy Avenue, north of Gibson Avenue.

BACKGROUND

The following is a summary of the bid results of February 20, 2024:

BIDDERS	BASE BIDS
Seal Rite Paving & Grading	\$129,870.00
Kroeker Inc.	\$134,134.00
Tosted Asphalt, Inc.	\$137,443.35
Dave Christian Construction Co., Inc.	\$140,729.00
Smith Construction Co., Inc.	\$141,414.56
Juarez Brothers General Engineering Inc.	\$150,062.00
Garcia Paving Inc.	\$151,216.76
NOECON, Inc.	\$156,330.00
R.J. Berry Jr., Inc.	\$165,206.00
TCW Concrete, Inc.	\$167,030.00
Eslick Construction, Inc.	\$169,520.00
Redstone Construction Inc.	\$176,130.00
Truxell & Valentino Landscape Development, Inc.	\$216,155.00
B&M Builders, Inc.	\$224,125.00
Heavy Road & Rail, Inc.	\$231,126.00
 ENGINEER'S ESTIMATE	 \$156,310.00

All bids were examined, and the bidder’s submittals were found to be in order except for a discrepancy between words and figures for bid item #3 from the apparent low bidder (Kroeker Inc.). The discrepancy increased the Kroeker Inc. bid by \$22,500 and changed the order of bids and the result of the lowest bidder. Seal Rite Paving & Grading is the lowest responsible bidder. Staff has validated the lowest bidder contractor’s license status and bid bond.

FISCAL IMPACT

This project was budgeted in the 2023-2024 Community Investment Program. The project is supported by Measure C Funding through the City Community Investment Program.

REASON FOR RECOMMENDATION

Seal Rite Paving & Grading is the lowest bidder. There are sufficient funds available for the anticipated cost of this project.

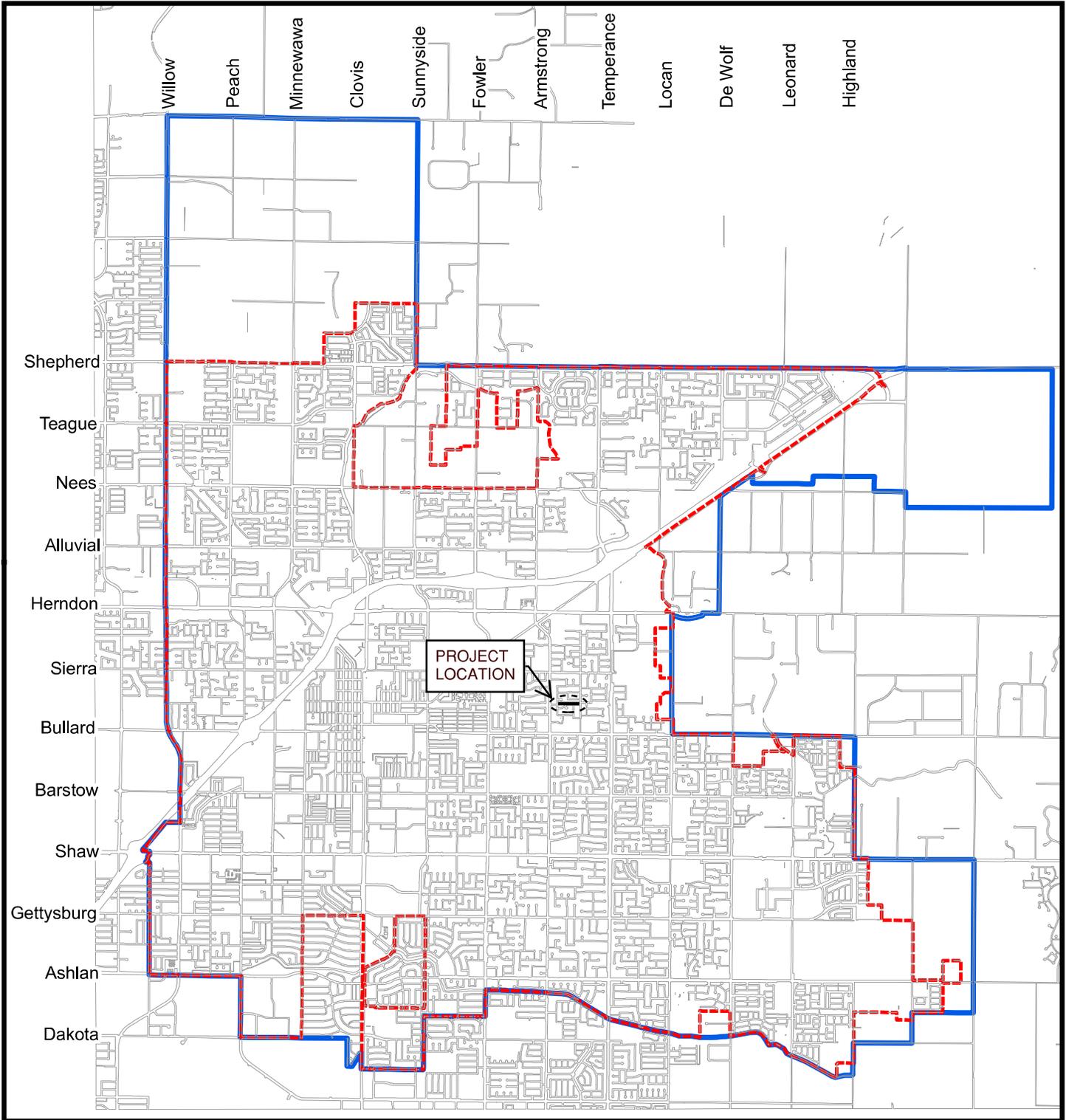
ACTIONS FOLLOWING APPROVAL

1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed in twenty (20) working days thereafter.

Prepared by: Nate Stava, Project Civil Engineer
 Reviewed by: City Manager *AS*

VICINITY MAP

CIP 22-05 Trail Pavement Maintenance 2022



ATTACHMENT 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 11, 2024

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

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

For the City Council to:

1. Accept the public improvements for Tract 6050, and authorize recording the Notice of Completion; and
2. Authorize the release of the Performance Surety immediately and then release of the Labor and Materials Surety ninety (90) days after the recordation of the Notice of Completion, (provided no liens have been filed) and release of Public Improvements Maintenance Surety upon the expiration of the one-year warranty period and provided any defective work has been repaired to the City's satisfaction.

EXECUTIVE SUMMARY

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

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

FISCAL IMPACT

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

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

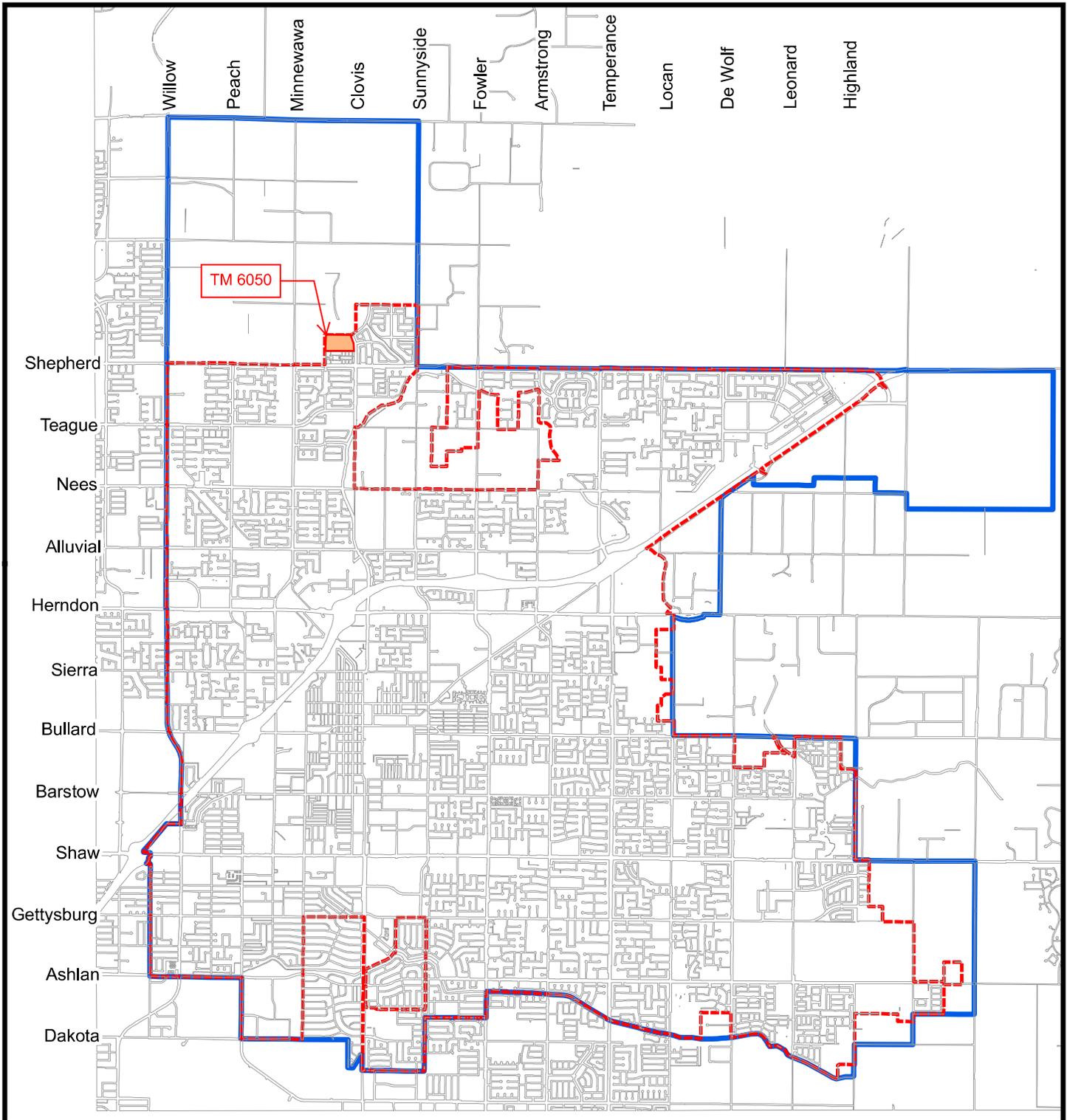
Record the Notice of Completion and release the Performance, Labor and Materials, and Maintenance Sureties as appropriate.

Prepared by: Jeff Brown, Engineer II

Reviewed by: City Manager *AH*

VICINITY MAP

6050 Enterprises, LP (Wilson Homes)



ATTACHMENT 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 11, 2024

SUBJECT: Planning and Development Services - Approval – Res. 24-____, Final Map Tract 6340, located at the southeast corner of Ashlan Avenue and Thompson Avenue (KB Home South Bay, Inc., a California Corporation).

ATTACHMENTS: 1. Res. 24-____
2. Vicinity Map
3. Final Map Copy

CONFLICT OF INTEREST

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

RECOMMENDATION

For the City Council to approve Res. 24-____, which will:

1. Accept the offer of dedication of parcels and public utility easements within Tract 6340; and
2. Authorize the recording of the final map.

EXECUTIVE SUMMARY

The owner, KB Home South Bay, Inc., a California Corporation, acting as the subdivider, has submitted a final map. The improvement plans are being processed by City staff. The improvements to be installed include curb, gutter, sidewalk, streetlights, fire hydrants, street paving, sanitary sewer, water mains, and landscaping. The subject tract is at the southeast area of Ashlan Avenue and Thompson Avenues. It contains approximately 9 acres and consists of 39 residential units, zoned R-1-MD.

FISCAL IMPACT

The subdivider will be installing curb, gutter, sidewalk, fire hydrants, street paving, sanitary sewer, water mains, and landscaping, which will be perpetually maintained by the City of Clovis. For the streetlights, the City will pay for the power and PG&E will provide the maintenance.

REASON FOR RECOMMENDATION

The subdivision agreement has been executed by the subdivider and all development fees paid or deferred in accordance with the Municipal Code. The agreement provides for the developer to complete a technically correct map and improvement plans, and to complete all the required improvements in compliance with the conditions of approval. The improvements are adequately secured.

ACTIONS FOLLOWING APPROVAL

The final map will be filed with the Fresno County Recorder's office for recording.

Prepared by: Jeff Brown, Engineer II

Reviewed by: City Manager *AH*

RESOLUTION 24-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING FINAL SUBDIVISION MAP FOR TRACT NO. 6340**

WHEREAS, a final map has been presented to the City Council of the City of Clovis for Tract 6340, by The City of Clovis, a Municipal Corporation; and

WHEREAS, said final tract conforms to the requirements of Chapter 2, Part 2, of Division 4 of the Business and Professions Code and to local ordinances.

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

1. The final map of Tract 6340, consisting of three (3) sheets, a copy of which is on file with the City Clerk, be and the same is hereby approved.
2. The subdivision improvement plans for said tract have been approved by City Staff.
3. The preliminary Engineer's Cost Estimate of development cost of said tract, a copy of which is on file with the City Clerk, be and the same is hereby approved and adopted as the estimated cost of improvements for said subdivision in the sum of \$1,309,430.80.
4. The offer and dedication for public use of the parcels and easements specified on said map are accepted by the City of Clovis and the City Clerk is authorized and directed to execute said subdivision map.
5. This Council finds that the proposed subdivision, together with the provisions for its design and improvement, are consistent with applicable general and specific plans of the City of Clovis.
6. Improvement Security, as provided hereunder and in said Subdivision Agreement, is fixed at one hundred percent (100%) of the remaining improvements to be constructed or the sum of \$1,309,000.00 for guaranteeing specific performance of said agreement and fifty percent (50%) of the remaining improvements or the sum of \$655,000.00 for payment of labor and materials furnished by contractors, subcontractors, labormen and materialmen in connection with the improvements required to be made or constructed by said subdivider in conformity with said subdivision map or said agreement.
7. Subdivider shall furnish a bond in the sum of \$130,900.00 being the amount determined by the City Council of the City as necessary for the guarantee and warranty of the work for a period of one year following the completion and acceptance of the tract against any defective work or labor done, or defective materials furnished. Said bond is required to be furnished prior to acceptance of the tract by the City Council.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on March 11, 2024 by the following vote, to wit.

AYES:
NOES:
ABSENT:
ABSTAIN:

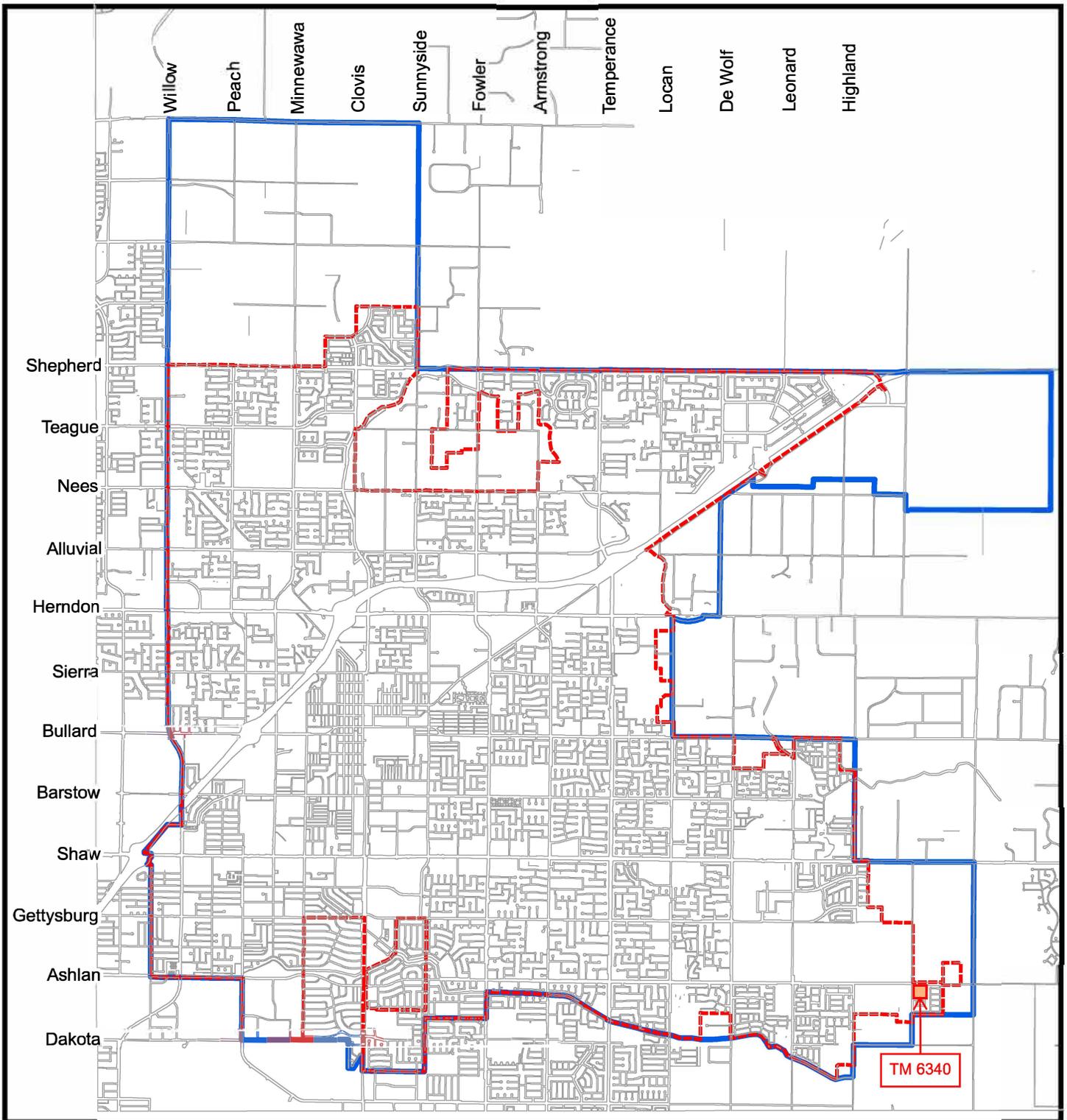
DATED: March 11, 2024

Mayor

City Clerk

VICINITY MAP

TM 6340 (KB Home South Bay Inc., A California Corporation)



Attachment 2



FINAL MAP OF TRACT NO. 6340

IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA SURVEYED AND PLATTED IN MAY 2021, BY LANDESIGN CONSULTING

CONSISTING OF THREE SHEETS SHEET ONE OF THREE SHEETS

OWNER'S STATEMENT

THE UNDERSIGNED, BEING ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND WITHIN THIS SUBDIVISION, HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS MAP AND OFFER FOR DEDICATION FOR PUBLIC USE THE RIGHT-OF-WAY FOR ROAD PURPOSES; AND EASEMENTS SPECIFIED ON SAID MAP AS INTENDED FOR PUBLIC USE FOR THE PURPOSES SPECIFIED THEREIN.

KB HOME SOUTH BAY INC., A CALIFORNIA CORPORATION

BY: _____ DATE _____
ZACH GOMES, VICE PRESIDENT, OPERATIONS-FRESNO

THIS PROPERTY IS SUBJECT TO THE FOLLOWING:

1. THE EFFECT OF AN INSTRUMENT ENTITLED "BEFORE THE BOARD OF DIRECTORS OF THE FRESNO METROPOLITAN FLOOD CONTROL DISTRICT RESOLUTION PROVIDING FOR THE RECORDATION OF A MAP IDENTIFYING AREAS SUBJECT TO PAYMENT OF DRAINAGE FEES AND/OR REQUIREMENTS TO CONSTRUCT PLANNED LOCAL DRAINAGE FACILITIES", EXECUTED BY FRESNO METROPOLITAN FLOOD CONTROL DISTRICT AND CITY OF FRESNO, RECORDED JULY 31, 1995 AS INSTRUMENT NO. 95092128 OF OFFICIAL RECORDS.
2. THE LAND LIES WITHIN THE BOUNDARIES OF PROPOSED COMMUNITY FACILITIES DISTRICT NO. 2004-1 (POLICE AND FIRE SERVICES), AS DISCLOSED BY A MAP FILED FEBRUARY 19, 2004 IN BOOK 40, PAGE 57 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS RECORDED FEBRUARY 19, 2004 AS INSTRUMENT NO. 2004-0038483 OF OFFICIAL RECORDS, DOCUMENT(S) DECLARING MODIFICATIONS THEREOF RECORDED JUNE 10, 2022 AS INSTRUMENT NO. 2022-0077288 OF OFFICIAL RECORDS, DOCUMENT(S) DECLARING MODIFICATIONS THEREOF RECORDED JUNE 10, 2022 AS INSTRUMENT NO. 2022-0077289 OF OFFICIAL RECORDS.
3. THE LIEN OF SUPPLEMENTAL TAXES, IF ANY, ASSESSED PURSUANT TO CHAPTER 3.5 COMMENCING WITH SECTION 75 OF THE CALIFORNIA REVENUE AND TAXATION CODE.
4. AN EASEMENT FOR REDBANK DITCH AND INCIDENTAL PURPOSES, RECORDED JANUARY 12, 1951 AS INSTRUMENT NO. 1951-2475, BOOK 2935, PAGE 126 OF OFFICIAL RECORDS. IN FAVOR OF FRESNO IRRIGATION DISTRICT, AN IRRIGATION DISTRICT, AFFECTS.
5. THE TERMS AND PROVISIONS CONTAINED IN THE DOCUMENT ENTITLED "MEMORANDUM OF AGREEMENT" RECORDED AUGUST 12, 2022 AS INSTRUMENT NO. 2022-0102129 OF OFFICIAL RECORDS.

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF _____
ON _____, BEFORE ME, _____, NOTARY PUBLIC,
PERSONALLY APPEARED _____,
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND

SIGNATURE _____
NAME _____
COUNTY OF _____
MY COMMISSION EXPIRES _____
MY COMMISSION NUMBER _____

LEGAL DESCRIPTION

REAL PROPERTY IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 19, TOWNSHIP 13 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN, IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA.

EXCEPTING THEREFROM THE NORTH 181.00 FEET OF THE SOUTH 188.00 FEET OF THE WEST 297.00 FEET THEREOF.

ALSO EXCEPTING THEREFROM THAT PORTION DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID NORTHEAST QUARTER, THENCE SOUTH 00°01'26" EAST, ALONG THE EAST LINE OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID NORTHEAST QUARTER, A DISTANCE OF 321.09 FEET TO A POINT BEING 10.00 FEET NORTH OF THE SOUTH LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SAID NORTHEAST QUARTER, PARALLEL WITH AND 10.00 FEET NORTH OF SAID SOUTH LINE, A DISTANCE OF 167.11 FEET; THENCE NORTH 00°48'37" EAST, A DISTANCE OF 321.12 FEET TO A POINT ON THE NORTH LINE OF SAID NORTHEAST QUARTER; THENCE SOUTH 89°54'30" EAST, ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, A DISTANCE OF 162.50 FEET TO THE POINT OF BEGINNING.

ALSO EXCEPTING THEREFROM THE SOUTH 10.00 FEET OF THE NORTH 30.00 FEET THEREOF.

ALSO EXCEPTING THEREFROM THAT PORTION DEEDED FOR STREET PURPOSES AS SHOWN ON PARCEL MAP NO. 908, RECORDED IN BOOK 4 AT PAGE 26, OF PARCEL MAPS, F.C.R., DESCRIBED AS FOLLOWS:

THE NORTH 20.00 FEET AND THE WEST 20.00 FEET OF THE NORTHEAST QUARTER OF SAID SECTION 19, TOWNSHIP 13 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN.

FURTHER EXCEPTING THEREFROM THAT PORTION OF LAND CONVEYED TO CITY OF CLOVIS, A CALIFORNIA MUNICIPAL CORPORATION BY GRANT DEED RECORDED AUGUST 12, 2022 AS INSTRUMENT NO. 2022-0102127 OF OFFICIAL RECORDS.

THIS LEGAL DESCRIPTION IS MADE PURSUANT TO THAT CERTAIN CERTIFICATE APPROVING A LOT LINE ADJUSTMENT, CERTIFICATE NO. 2021-004, RECORDED JUNE 17, 2021, AS INSTRUMENT NO. 2021-0099727 OF OFFICIAL RECORD.

SURVEYOR'S STATEMENT

THE SURVEY FOR THIS MAP WAS MADE BY ME OR UNDER MY DIRECTION AND IS TRUE AND COMPLETE AS SHOWN.

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF ZACH GOMES, ON MAY 2021. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, OR THAT THEY WILL BE SET IN THOSE POSITIONS ON OR BEFORE ONE YEAR AFTER THE DATE THIS MAP IS RECORDED, OR ANY TIME EXTENSION APPROVED BY THE CITY ENGINEER. THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP.



RUBEN APARICIO III, P.L.S. 8026 DATE _____

CITY ENGINEER'S CERTIFICATE

I, THAD M. AVERY, CITY ENGINEER OF THE CITY OF CLOVIS, HEREBY STATE THAT I HAVE CAREFULLY EXAMINED THIS MAP, THAT THE SUBDIVISION SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, AND ANY APPROVED ALTERATIONS THEREOF, THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL ORDINANCES APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.



THAD M. AVERY, R.C.E. 62251 DATE _____
CITY ENGINEER

CITY SURVEYOR'S STATEMENT

I, JEFFREY S. LAND, CITY SURVEYOR OF THE CITY OF CLOVIS, HEREBY STATE THAT I AM SATISFIED THAT I AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT, PURSUANT TO THE PROVISIONS OF THE SUBDIVISION MAP ACT.



JEFFREY S. LAND, P.L.S. 8634 DATE _____
CITY SURVEYOR

CITY CLERK'S CERTIFICATE

I, KAREY CHA, HEREBY STATE THAT THE CITY COUNCIL OF THE CITY OF CLOVIS, BY RESOLUTION ADOPTED _____, APPROVED THE WITHIN MAP AND ACCEPTED, SUBJECT TO IMPROVEMENT, ON BEHALF OF THE PUBLIC, ANY REAL PROPERTY AND EASEMENTS OFFERED FOR DEDICATION FOR PUBLIC USE IN CONFORMITY WITH THE TERMS OF THE OFFER OF DEDICATION.

KAREY CHA, CITY CLERK DATE _____

RECORDER'S CERTIFICATE

DOCUMENT NO. _____ FEE PAID \$ _____
FILED THIS _____ DAY OF _____, 2023,
AT _____ M. IN VOLUME _____ OF PLATS, AT PAGE(S) _____,
AND _____, FRESNO COUNTY RECORDS, AT THE REQUEST OF FIRST AMERICAN
TITLE COMPANY

PAUL A. DICTOS, CPA
FRESNO COUNTY ASSESSOR-RECORDER

BY: _____
DEPUTY

FINAL MAP OF TRACT NO. 6340

IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA
SURVEYED AND PLATTED IN APRIL 2021, BY LANDESIGN CONSULTING

CONSISTING OF THREE SHEETS
SHEET TWO OF THREE SHEETS

BASIS OF BEARINGS

THE NORTH LINE OF THE NORTHEAST QUARTER OF SECTION 19, TOWNSHIP 13 SOUTH, RANGE 22 EAST, MOUNT DIABLO BASE AND MERIDIAN, TAKEN TO BE N89°54'30"W AS SHOWN ON PARCEL MAP NO. 2091 RECORDED IN BOOK 13 OF PARCEL MAPS AT PAGE 52, FRESNO COUNTY RECORDS.

NOTES

1. SET 3/4" IRON PIPE, 6" DOWN, TAGGED PLS 8026 AT ALL PARCEL CORNERS AND ANGLE POINTS WHERE POSSIBLE, OTHERWISE SET 3" WITNESS CORNER AS NOTED OR SHOWN.
2. ALL DISTANCES SHOWN ARE IN FEET.
3. FOUND 3/4" IRON PIPE, 6" DOWN, TAGGED PLS 8026, AS PER RECORD DATA AS PER TRACT 6161 RECORDED IN BOOK ___ AT PAGE ___ THROUGH ___ OF PLATS, F.C.R.
4. N89°54'45"W[N89°54'45"W] 125.42'[125.42']
N89°54'45"W[N89°54'45"W] 52'

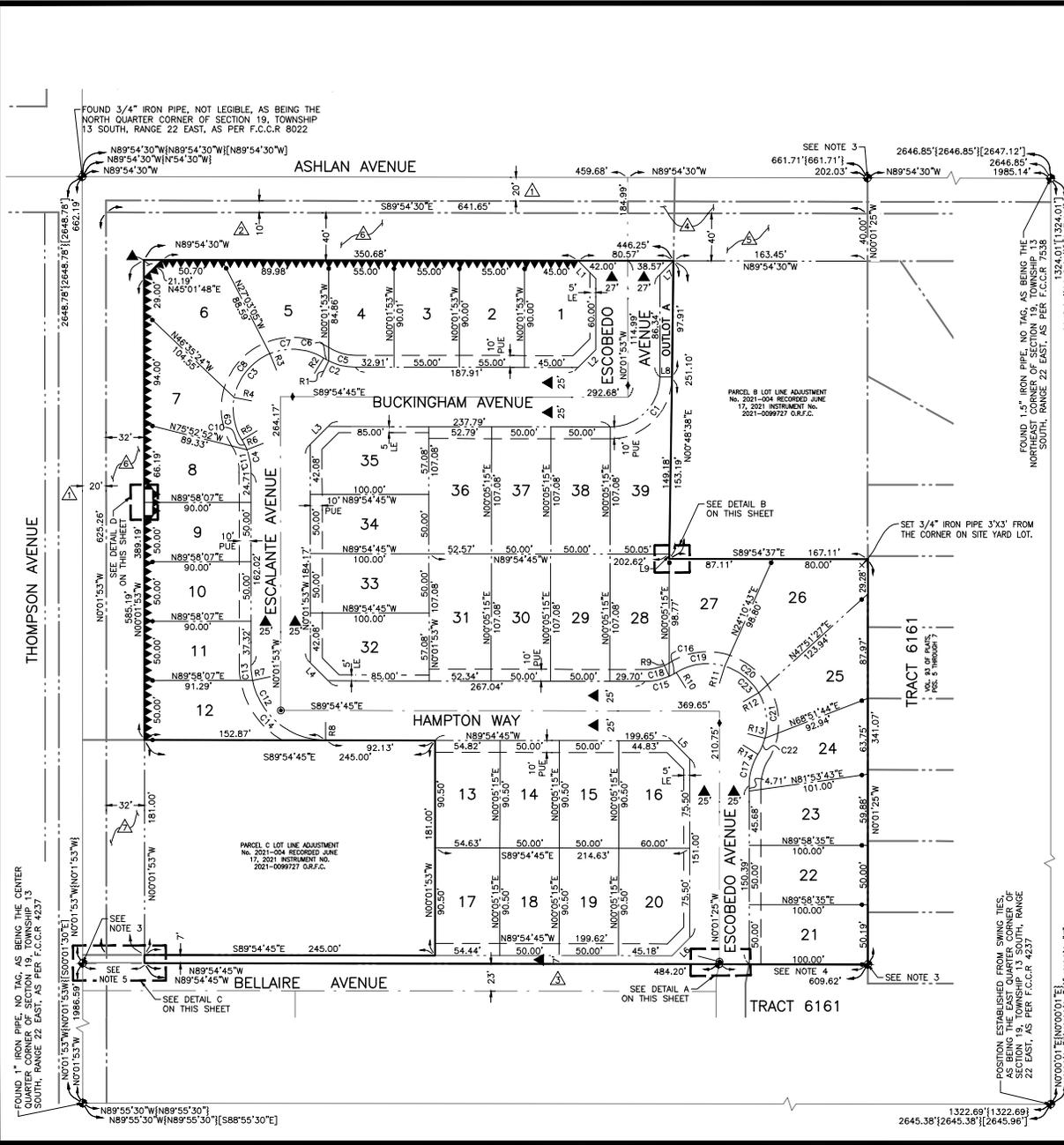
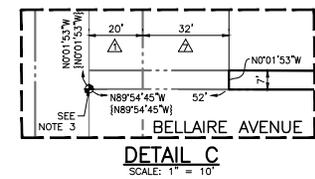
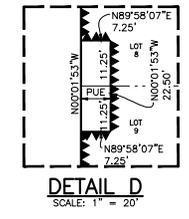
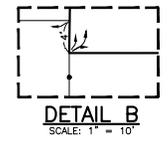
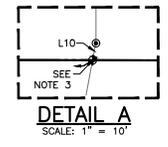
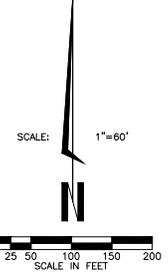
LEGEND:

- MONUMENT FOUND AND ACCEPTED UNLESS OTHERWISE NOTED.
- ⊙ SET 3/4" IRON PIPE, 6" DOWN, TAGGED PLS 8026
- ⊙ SET BRASS CAP FLUSH IN CONCRETE, STAMPED PLS 8026 PER CITY OF CLOVIS STANDARD ST-32.
- SET 3/4" I.D. IRON PIPE, 30" LONG, 6" DOWN BELOW GROUND, TAGGED P.L.S. 8026 AT 3' FROM LOT CORNER ON SIDE YARD LOT LINE OR AS NOTED.
- ⊕ INDICATES SET CENTERLINE MONUMENT PER CITY STD. ST-32, AT 10.00' OFFSETS ALONG STREET CENTERLINES AT ANGLE POINTS AND STREET INTERSECTIONS.
- ⊖ INDICATES RELINQUISHMENT OF DIRECT ACCESS RIGHTS.
- () RECORD DATA PER PARCEL MAP NO. 908 RECORDED IN BOOK 4 AT PAGE 26 OF PARCEL MAPS, FRESNO COUNTY RECORDS.
- [] RECORD DATA PER PARCEL MAP NO. 2091 RECORDED IN BOOK 13 AT PAGE 52 OF PARCEL MAPS, FRESNO COUNTY RECORDS.
- | | RECORD DATA PER TRACT MAP 6161 PH 1 RECORDED IN BOOK ___ AT PAGE ___ THROUGH ___ OF PLATS, FRESNO COUNTY RECORDS.
- ▲ PREVIOUSLY DEDICATED FOR STREET PURPOSES PER PARCEL MAP NO. 908 RECORDED IN BOOK 4 AT PAGE 26 OF PARCEL MAPS, F.C.R.
- ▲ PREVIOUSLY DEDICATED FOR STREET PURPOSES PER DOC. NO. 2007-0213824 OF OFFICIAL RECORDS, F.C.R.
- ▲ PREVIOUSLY DEDICATED FOR STREET PURPOSES PER TRACT MAP 6161 PH 1 RECORDED IN BOOK ___ AT PAGE ___ THROUGH ___ OF PLATS, FRESNO COUNTY RECORDS.
- ▲ PREVIOUSLY DEDICATED FOR STREET PURPOSES PER DOC. NO. 2007-0206657 OF O.R.F.C.
- ▲ PREVIOUSLY DEDICATED FOR STREET AND PUBLIC UTILITY PURPOSES PER DOC. NO. 2022-0102125 OF O.R.F.C.
- ▲ PREVIOUSLY DEDICATED FOR STREET AND PUBLIC UTILITY PURPOSES PER DOC. NO. 2022-0102127 OF O.R.F.C.
- ▲ PREVIOUSLY DEDICATED FOR STREET AND PUBLIC UTILITY PURPOSES PER DOC. NO. 2022-0102128 OF O.R.F.C.
- F.C.R. FRESNO COUNTY RECORDS
- BOLD BORDER LINE INDICATES SUBDIVISION BOUNDARY
- F.C.C.R. FRESNO COUNTY CORNER RECORDS
- O.R.F.C. OFFICIAL RECORDS FRESNO COUNTY

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED IN FEE FOR PUBLIC PURPOSES:
▲ NOW DEDICATED IN FEE TO THE CITY OF CLOVIS FOR PUBLIC STREET AND PUBLIC UTILITY PURPOSES.

▲ OUTLOT A IS DEDICATED IN FEE TO THE CITY OF CLOVIS FOR LANDSCAPE AND PUBLIC UTILITY PURPOSES, AND THE MAINTENANCE THEREOF.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES:
PUE PUBLIC UTILITY EASEMENT NOW OFFERED FOR DEDICATION FOR PUBLIC USE



FINAL MAP OF TRACT NO. 6340

IN THE CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA
SURVEYED AND PLATTED IN APRIL 2021, BY LANDDESIGN CONSULTING

CONSISTING OF THREE SHEETS
SHEET THREE OF THREE SHEETS

CURVES

CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	TANGENT
C1	65.87'	42.00'	89°51'10"	41.89'
C2	27.74'	50.00'	31°47'18"	14.24'
C3	134.12'	50.00'	153°41'45"	213.98'
C4	29.26'	50.00'	33°32'02"	15.06'
C5	22.90'	50.00'	26°14'16"	11.65'
C6	4.84'	50.00'	5°33'02"	2.42'
C7	47.41'	50.00'	54°19'59"	25.66'
C8	49.52'	50.00'	56°44'53"	27.01'
C9	37.19'	50.00'	42°36'54"	19.50'
C10	9.20'	50.00'	10°32'17"	4.61'
C11	20.07'	50.00'	22°59'46"	10.17'
C12	98.83'	63.00'	89°52'51"	62.87'
C13	12.77'	63.00'	11°36'49"	6.41'
C14	86.06'	63.00'	78°16'04"	51.26'
C15	27.74'	50.00'	31°47'18"	14.24'
C16	6.84'	50.00'	7°50'00"	3.42'
C17	27.74'	50.00'	31°47'18"	14.24'
C18	20.90'	50.00'	23°57'17"	10.61'
C19	42.35'	50.00'	48°31'49"	22.54'
C20	37.19'	50.00'	42°36'41"	19.50'

CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	TANGENT
C21	39.71'	50.00'	45°30'23"	20.97'
C22	14.66'	50.00'	16°49'04"	7.39'
C23	133.93'	50.00'	153°27'57"	212.06'

LINES

LINE TABLE		
LINE #	LENGTH	BEARING
L1	21.24'	N44° 58' 12"W
L2	21.19'	N45° 01' 41"E
L3	21.19'	S45° 01' 41"W
L4	21.24'	S44° 58' 19"E
L5	21.23'	S44° 58' 05"E
L6	21.19'	S45° 01' 55"W
L7	16.34'	S45° 01' 48"W
L8	10.13'	S89° 54' 45"E
L9	4.00'	S0° 48' 38"W
L10	2.29'	N10° 30' 04"E

RADIALS

RADIAL TABLE	
RADIAL #	DIRECTION
R1	S26° 19' 31"W
R2	S31° 52' 33"W
R3	S22° 27' 25"E
R4	S79° 12' 18"E
R5	N58° 10' 49"E
R6	S68° 43' 05"W
R7	N78° 21' 19"E
R8	S0° 05' 15"W
R9	S23° 52' 02"E
R10	N31° 42' 03"W
R11	S16° 49' 46"W
R12	S59° 26' 27"W
R13	N75° 03' 10"W
R14	N58° 14' 07"W



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 11, 2024

SUBJECT: Planning and Development Services - Approval – Res. 24-____, Annexation of Proposed Tract 6340, located at the southeast corner of Ashlan Avenue and Thompson Avenue to the Landscape Maintenance District No. 1 of the City of Clovis (KB Home South Bay, Inc., A California Corporation).

ATTACHMENTS: 1. 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 Res. 24-____, which will annex proposed Tract 6340, located at the southeast corner of Ashlan Avenue and Thompson Avenue to the Landscape Maintenance District (LMD) No. 1 of the City of Clovis.

EXECUTIVE SUMMARY

The owner, KB Home South Bay, Inc., A California Corporation, acting as the subdivider, has requested to be annexed to the LMD No. 1 of the City of Clovis as set forth by the Conditions of Approval for Tentative Tract 6340.

BACKGROUND

KB Home South Bay, Inc., A California Corporation, the developer of Tract 6340, has executed a covenant that this development be annexed to the City of Clovis, LMD No. 1. An executed copy can be provided on request. Council formed the original District on July 15, 1985, for the purpose of funding the maintenance of landscaped areas and parks.

Under the provisions of the Landscaping and Lighting Act of 1972 and in accordance with Article XIII C and Article XIII D of Proposition 218, all the owners of property proposed for annexation have provided a written request and consent to annexation and have executed a covenant (petition) indicating acceptance of the annual assessment.

FISCAL IMPACT

	<u>Tract 6340</u>	<u>Year to Date</u>
LMD Landscaping added:	0.401 acres	0.564 acres
Resource needs added:	0.040 persons	0.056 persons

The resource needs estimate is based on 1 person per 10 acres of landscaped area.

REASON FOR RECOMMENDATION

The property owners for the subject tract have requested annexation into the City of Clovis LMD No. 1.

ACTIONS FOLLOWING APPROVAL

Tract 6340 shall become a part of City of Clovis LMD No. 1 and will be assessed next year for maintenance costs.

Prepared by: Jeff Brown, Engineer II

Reviewed by: City Manager *AH*

RESOLUTION 24-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING ANNEXATION TO LANDSCAPING MAINTENANCE DISTRICT NO. 1 OF THE CITY OF CLOVIS

WHEREAS, City of Clovis Landscape Maintenance District No. 1 ("District") was formed by Resolution No. 85-78, adopted July 15, 1985, pursuant to Part 2 of Division 15 of the Streets and Highways Code (Landscape and Lighting Act of 1972), herein the "Act"; and

WHEREAS, all of the owners of property proposed to be annexed to the District consisting of proposed Tract No. 6340, as described in Attachment A attached hereto and incorporated herein by reference, have consented to said annexation and such annexation may be ordered without notice and hearing or filing of engineer's report, or both.

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

- 1. That the public interest and convenience require that certain property described in Attachment A attached hereto and by reference incorporated herein be annexed into Landscape Maintenance District No. 1 of the City of Clovis for the maintenance and servicing of landscaping facilities.
2. The City Clerk shall receive and file the maps showing the boundaries of the areas annexed as set forth in Attachment A which boundaries shall be used for assessment proceedings until and unless a change of organization is approved pursuant to the Act.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on March 11, 2024, by the following vote, to wit.

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: March 11, 2024

Mayor

City Clerk

ATTACHMENT A

Legal Description

Lots 1 through 39, inclusive, of Tract Map 6340 recorded in Volume _____ of Plats at Pages _____ through _____, Fresno County Records.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: March 11, 2024

SUBJECT: Consider Approval – Res. 24-____, A resolution approving the annual review and update to the Regional Housing Needs (RHN) Overlay District map of parcels and associated list reflecting those parcels that qualify for development as an RHN Overlay project.

Staff: Dave Merchen, City Planner

Recommendation: Approve

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

Staff recommends that the Council adopt a resolution approving the annual review and update to the RHN Overlay District.

EXECUTIVE SUMMARY

On November 5, 2018, the City Council adopted Ordinance Amendment 2018-03 establishing the RHN (Regional Housing Needs) Overlay District to address requirements from the State Department of Housing and Community Development (“HCD”) with regard to the City’s Regional Housing Needs Allocation (“RHNA”). On November 2, 2020, the RHN Overlay District ordinance was amended to clarify that the RHN Overlay map and list of sites will be reviewed and updated annually. The Planning and Development Service Director may also remove sites at any time if it is determined they no longer qualify. Prior to the annual update, two properties were removed from the list of qualifying parcels because they have been developed or are in the process of being developed with non-RHN Overlay projects. Both sites are being developed as single-family residential subdivisions. No properties are proposed to be added to the RHN Overlay Map and list of sites.

BACKGROUND

Creation and Adoption of the RHN Overlay District

In 2018, the City implemented two new programs to address the shortfall of land to accommodate at least 4,209 affordable units in its housing inventory identified in the Fourth Cycle of the City's RHNA. These programs were designed to facilitate the development of high-density housing as required by HCD. The first program created the opportunity for residential units to be constructed on viable properties within the P-F Zone District, while the second program established the RHN Overlay District. The RHN Overlay District is a citywide zone that allows multi-family housing to be developed as a permitted use at a density between 35 and 43 dwelling units per acre on eligible properties. Eligible parcels must be shown on a map adopted by the Council. The map, together with a list of parcels, needs to be reviewed and updated annually to reflect the parcels that may be developed as RHN Overlay projects.

Properties Eligible for the RHN Overlay

The RHN Overlay applies to all residentially zoned properties citywide. Parcels between one (1) and ten (10) acres in size will qualify as RHN Overlay-eligible sites if they satisfy the requirements for a usable site, as described below. Parcels larger than ten (10) acres can qualify if they can be divided into usable sites of no more than ten (10) acres. Eligible parcels must be free of constraints which would preclude them from developing within the allowable density range and in conformance with the applicable development standards. The language in the Development Code includes evaluation of the following criteria:

- Physical characteristics of the parcel, such as size, shape, dimensions, topography, and environmentally sensitive features.
- Rules, regulations, policies, or other relevant guidance from the California Department of Housing and Community Development.
- Current or past use or development, entitlement or permit approvals, and applications for entitlements or permits.
- Encumbrances or other commitments appurtenant to or enforceable against the parcel or recorded against the property.
- Any legal mandates, restrictions, prohibitions, or commitments applicable to the parcel that requires a finding, determination, action, process, proceeding, or otherwise by the City, notwithstanding the purpose of the RHN Overlay District.

Modifications to the RHN Overlay Map and List of Sites

Prior to the completion of the annual review, staff identified two properties that needed to be removed from the RHN Overlay Map and list of sites because the properties have been or are in the process of being developed with alternative uses. Sites 22 and 23 are being developed with single family residential subdivisions. Because these sites no longer qualify, the Director removed them from the list, as follows:

Site #	Acreage	General Plan	Zoning	RHN Units	Action
Site 22	4.86	LDR	R-1	317	Removed
Site 23	5.2	LDR	R-1	275	Removed

Staff has not identified any new sites that should be added to the RHN Overlay District, and no requests have been received from property owners. The updated map of sites is included as Figure 1 on the following page.

Community Meeting

A public notice was published on February 26, 2024, informing the community of the annual review and update to the RHN Overlay District. No public comments have been received. In accordance with the requirements of the City's development code, an informational meeting was scheduled on March 5, 2024, to provide information to the public on the annual review and update, including potential changes to the map and list of sites. This staff report was completed prior to the March 5th meeting. Therefore, any comments received will be summarized during staff's presentation of this item.

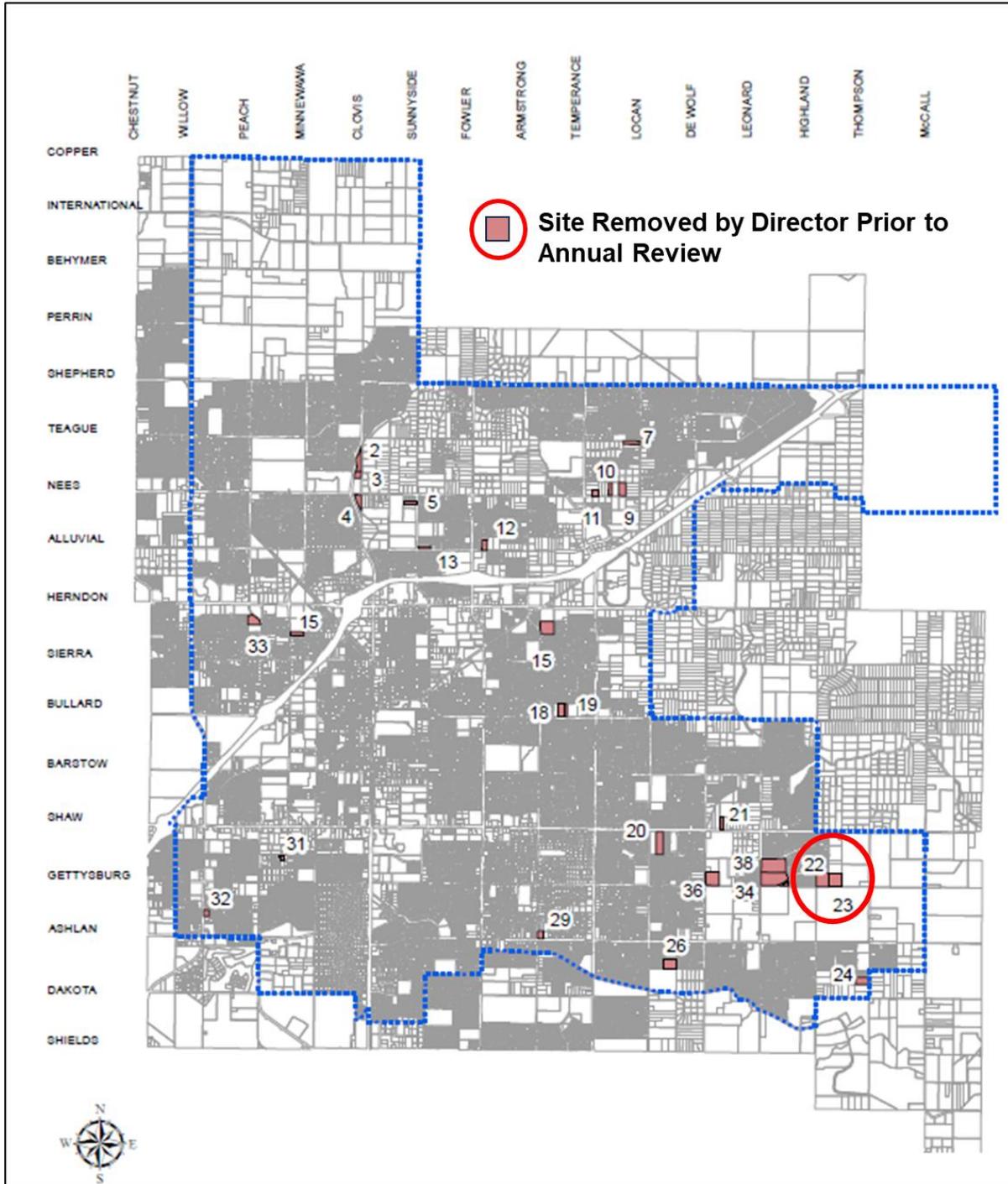
California Environmental Quality Act (CEQA)

The City has determined that the annual review and update is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), the "common sense exemption," which provides that CEQA applies only to projects that have the potential for causing a significant effect on the environment. The annual review and update will not result in the approval of any activities that are not already permitted under the Municipal Code, or otherwise exempt under CEQA Guidelines. Further, the addition of sites to the RHN Overlay map and list is exempt from CEQA pursuant to Government Code section 65584(g) and CEQA Guidelines Section 15283 as RHN determinations.

FISCAL IMPACT

No fiscal impacts have been identified with respect to the annual review and update.

Figure 1: 2024 Regional Housing Needs Overlay District Sites Map



REASON FOR RECOMMENDATION

The RHN Overlay District was a critical tool for the City to assist in meeting its previous RHNA obligations and is an important part of the City's proposed RHNA inventory for the pending Sixth Cycle Housing Element. The Municipal Code requires that an annual review and update of the RHN Overlay District map and list occur in conjunction with the City Council's consideration of the Housing Element Annual Progress Report. Sites may be added to or removed from the RHN Overlay map and list in conjunction with the review and update. Sites 22 and 23 have been removed by the Planning and Developed Services Director because they no longer qualify. No other changes to the map or list of sites have been identified.

ACTIONS FOLLOWING APPROVAL

None.

Prepared by: Dave Merchen, City Planner

Reviewed by: City Manager *AM*

RESOLUTION 24-____**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING THE ANNUAL REVIEW AND UPDATE OF THE RHN (REGIONAL HOUSING NEEDS) OVERLAY DISTRICT MAP OF PARCELS AND ASSOCIATED LIST REFLECTING THOSE PARCELS THAT QUALIFY FOR DEVELOPMENT AS RHN OVERLAY PROJECTS**

WHEREAS, on November 5, 2018, the City Council adopted Ordinance Amendment 2018-26 (“OA 2018-26”) to add Section 9.18.050, the RHN (Regional Housing Needs) Overlay District, to the Clovis Municipal Code to address the State Department of Housing and Community Development (“HCD”) Regional Housing Needs Allocation (“RHNA”) obligation; and

WHEREAS, on November 2, 2020, the City Council adopted revisions and clarifications to the RHN Overlay District ordinance, including language stating that the RHN Overlay map and list of sites will be reviewed and updated annually; and

WHEREAS, Section 9.18.050.C of the Municipal Code authorizes the Director of Planning and Development Services (Director) to remove parcels from the map and list as may be required; and

WHEREAS, prior to the conduct of the 2024 annual review and update of the RHN Overlay map and list the Director removed two sites because those sites no longer met the qualifications for inclusion; and

WHEREAS, the City Council reviewed and considered an update to the RHN Overlay map and list at a duly noticed regular meeting held on March 11, 2024; and

WHEREAS, in accordance with the requirements of the RHN Overlay District ordinance, Section 9.18.050 of the Clovis Municipal Code, a noticed community meeting was held on March 5, 2024 to provide information to the public on the annual review and update of the RHN Overlay District map and list; and

WHEREAS, the updated RHN Overlay District map and list, reflecting the sites previously removed by the Director, are attached hereto as Exhibits A and B, respectively, and are hereby incorporated by this reference; and

WHEREAS, the City Council has reviewed and considered the staff report and all written materials submitted in connection with the request, and heard, reviewed, and considered the comments from staff and the public at the community meeting and the regular City Council meeting (“Administrative Record”); and

WHEREAS, the City Council has considered the Administrative Record and finds that the annual review and update is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), Government Code section 65584(g), and CEQA Guidelines Section 15283.

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

- 1. The annual review and update is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), the “common sense exemption,” which provides that CEQA applies only to projects that have the potential for causing a significant effect on the environment. The annual review and update will not result in the approval of any activities that are not already permitted under the Clovis Municipal Code, or otherwise exempt under CEQA Guidelines. In addition to the “common sense exemption,” the addition of sites to RHN Overlay District map and list is exempt from CEQA pursuant to Government Code section 65584(g) and CEQA Guidelines Section 15283 as RHN determinations.
- 2. The annual review and update to the RHN Overlay District map and list of sites, attached hereto as Attachments A and B respectively, is hereby approved.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on March 11, 2024, by the following vote, to wit.

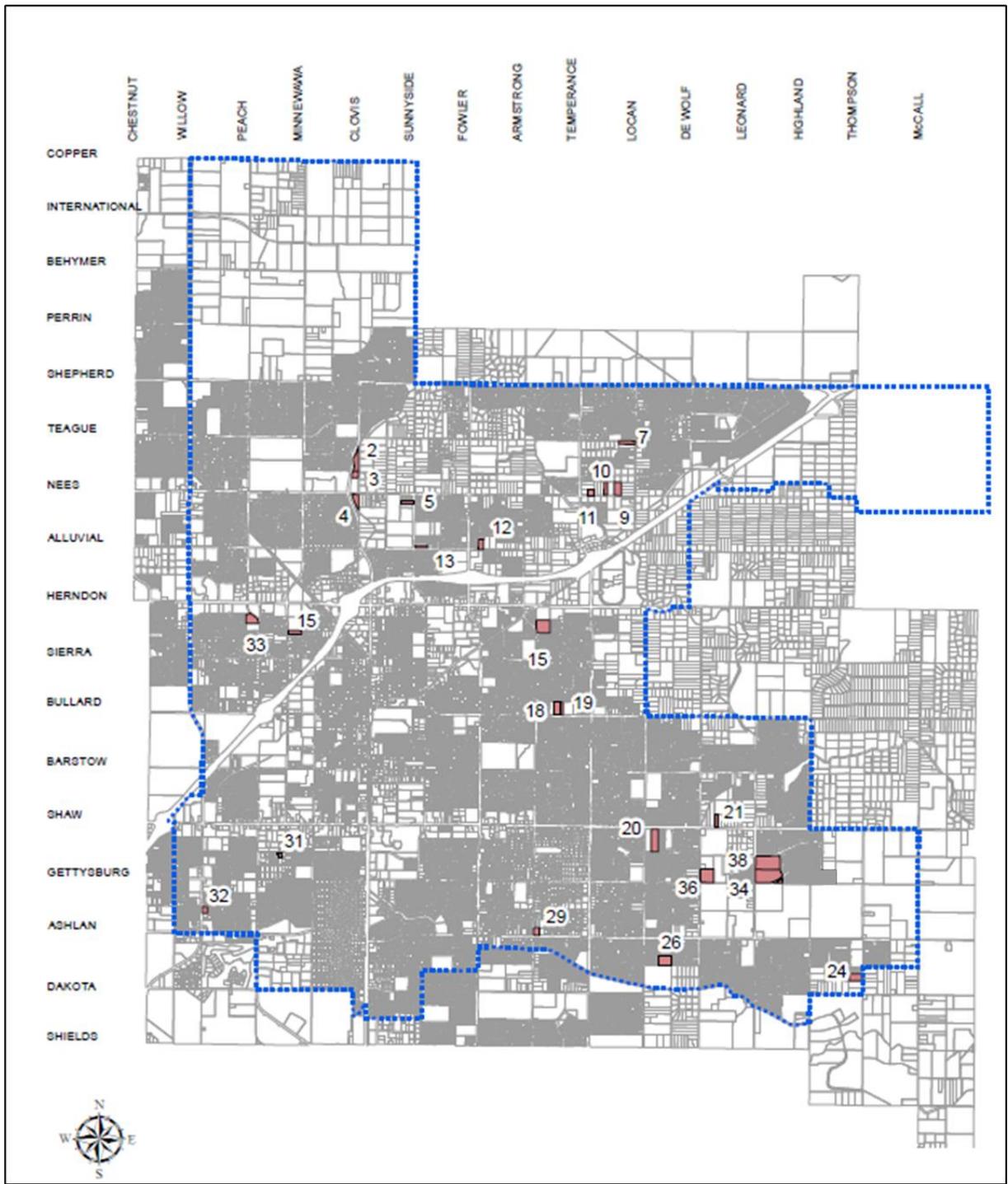
AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: March 11, 2024

Mayor

City Clerk

ATTACHMENT A MAP OF PARCELS QUALIFYING FOR DEVELOPMENT AS RHN OVERLAY SITES 3-11-24



ATTACHMENT B
LIST OF PARCELS QUALIFYING FOR DEVELOPMENT AS RHN OVERLAY SITES 3-11-24

Site	APN	Acreage
1	Removed	0
2	56005119	4.33
3	56005124	2.24
4	56201047T	3.06
5	56223012	2.17
6	Removed	0
7	5580201405	2.39
8	Removed	0
9	55908025	4.79
10	55908017	2.36
11	55908013	2
12	56303206	2.5
13	56314234	1.71
14	Removed	0
15	49134043	2.38
16	55002018	8.99
17	Removed	0
18	55026018	3.85
19	55026019S	2.1
20	55502061	8.28
21	55405354	2.28
22	Removed	9.05
23	Removed	7.85
24	30902102	4.86
25	Removed	0
26	31079524	6.93
27	Removed	0
28	Removed	0
29	55222081	2.2
30	Removed	0
31	49906074	1.25
32	43060101	1.83
33	41003113	4.8
34	55503222	10
35	Removed	0
36	55503127	5.3
37	Removed	0
38	55503224	9.5



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: March 11, 2024

SUBJECT: Consider Approval – Award Consulting Services Contract to APTIM in the Total Amount of \$100,000 and Authorize the City Manager to Execute the Contract on Behalf of the City; and Receive and File – Update on SB 1383.

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

ATTACHMENTS: 1. Consultant Service Agreement

CONFLICT OF INTEREST

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

RECOMMENDATION

1. Award a consulting services contract to APTIM in the total amount of \$100,000 and authorize the City Manager to execute the contract on behalf of the City; and
2. Receive and file an update on SB 1383.

EXECUTIVE SUMMARY

Staff is recommending that the City Council authorize the City Manager to award and execute a contract with APTIM, who responded to a Request for Proposals on December 29, 2023, and was selected as the most responsive proposer to assist City staff with implementation of SB 1383.

The scope of work will be to assist City staff – specifically the Solid Waste section of the Public Utilities Department – in complying with various SB 1383 program development requirements. The consultant will assist staff in reviewing the City's current programs and providing recommendations on establishing additional programs within Solid Waste organics collection operations. In addition, the consultant will aid the City in establishing the following: outreach and education programs, regulations for organic waste generators and requirements for biosolids generated by a publicly owned treatment plant, guidelines to regulate haulers, an edible food recovery program, a program for capacity planning for organic waste recycling and edible food

recovery, a review and update of the procurement policy regarding organic waste, and a reporting/recordkeeping and monitoring policy to meet SB 1383 requirements.

BACKGROUND

Signed into law in 2016, Senate Bill 1383 (SB 1383) establishes targets to achieve a statewide 50 percent reduction of organic waste disposal from the 2014 level by 2020, and a 75 percent reduction by 2025. This law grants CalRecycle the regulatory authority required to achieve the organic disposal reduction targets and establishes an additional target that requires the recovery of at least 20% of currently disposed edible food for human consumption by 2025. SB 1383 regulations outline specific requirements related to organics collections, edible food recovery, and compliance tracking and monitoring, mandating significant action by the City of Clovis, residential and commercial organics generators, and haulers to significantly reduce organics landfill disposal.

To date, the City has established critical baseline program elements as follows:

- 100% of single-family residents – except for about twenty (20) HOA communities – are enrolled in the City’s organic collection program.
- In March 2022, the City Council adopted a Mandatory Organics and Waste and Disposal Reduction chapter in the City’s Municipal Code.
- Education and outreach under SB 1383 requirements for residential, commercial, and multi-family accounts.

The City of Clovis is seeking professional services to continue the development of SB 1383 programs to ensure compliance with regulatory requirements and to optimize program participation and organic material diversion from the landfill. Completion of the request for services will result in a well-defined program for the City.

The following companies submitted proposals on December 29, 2023:

1. APTIM
2. HH&F
3. SCS Consultants

FISCAL IMPACT

This project was budgeted in the 2023-2024 budget year. The contract will be paid for by grant funding that was received from CalRecycle’s SB 1383 Local Assistance Grant Program.

REASON FOR RECOMMENDATION

APTIM was selected through an RFP process and was determined by City staff to be the most responsive proposer. Authorization for awarding this project will allow staff to continue working toward meeting the compliance requirements of SB 1383.

ACTIONS FOLLOWING APPROVAL

The Agreement will be executed, and the consultant will assist staff with continued implementation of SB 1383.

Prepared by: Glenn Eastes, Assistant Public Utilities Director

Reviewed by: City Manager *AH*

**CITY OF CLOVIS
CONSULTANT SERVICE AGREEMENT**

This Consultant Services Agreement ("Agreement") is entered into between the City of Clovis, a California general law city ("City") and APTIM Environment & Infrastructure, LLC ("Consultant") with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on _____ ("Effective Date").

RECITALS

- A. City desires to obtain professional consulting services for the preparation of a SB 1383 Consulting Services ("Services") more fully described in **Exhibit A**, and, if applicable, as further set forth in the proposal from Consultant attached as **Exhibit B**, which are incorporated herein by reference.
- B. Consultant is engaged in the business of furnishing the Services and hereby warrants and represents that Consultant is qualified, experienced, and capable of performing the Services, and possesses any required licenses, certifications, security/bonding, and/or training necessary to perform the Services.
- C. City desires to retain Consultant, and Consultant desires to provide the City with the Services, on the terms and conditions as set forth in this Agreement.

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

AGREEMENT

- 1. Scope of Services. Consultant shall perform the Services described in the Recitals and detailed in **Exhibits A & B**. Changes in the scope of Services, including the work performed and/or deliverables produced, shall be made in writing and particularly describe the changes in Services, including payment/costs and schedule/term, as applicable.
- 2. Priority and Conflicts; Exclusions. If the terms and requirements of this Agreement and/or **Exhibit A** conflict with **Exhibit B**, this Agreement and **Exhibit A** shall control. No contractual terms and/or conditions found in **Exhibit B** shall purport to waive, disclaim, or limit Consultant's liability, indemnification obligations, warranties, damages for breach or delay, or any security, bonding, or insurance requirements, and any such provisions shall have no force or effect with respect to this Agreement and the Services performed by Consultant.
- 3. Term of Agreement; Commencement of Services; Schedule. Consultant shall begin performing the Services on _____, unless otherwise instructed by City, and continue with the Services until satisfactorily completed, as determined by City. Consultant shall complete the Services not later than _____ ("Completion Date"), unless extended beyond this date by mutual consent of the Parties. This Agreement may be terminated prior to the Completion Date pursuant to Section 17 herein.
Consultant shall perform the Services according to the schedule set forth in **Exhibits A and/or B**, if applicable. If no schedule is set forth in **Exhibits A and/or B**, City and Consultant shall mutually agree on a schedule for performance of the Services and completion of any deliverables. The schedule shall be subject to modification based on the City's operational needs. City will notify Consultant in advance of any modification to the schedule.

4. Payment for Services. City shall pay Consultant for the Services performed pursuant to this Agreement according to the rate(s) stated in **Exhibit A** or in Consultant's Proposal, which is set forth in **Exhibit B**, as applicable. The total amount paid by City to Consultant shall not exceed One Hundred Thousand Dollars (\$100,000.00).

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

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

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

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

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

9. Power to Act on Behalf of City. Consultant is not acting as an agent of City and shall not have any right, power, or authority to create any obligation, express or implied, or make representations on behalf of City except as may be expressly authorized in advance in writing from time to time by City and then only to the extent of such authorization.
10. Record Keeping; Reports. Consultant shall keep complete records showing the type of Services performed. Consultant shall be responsible and shall require its subcontractors to keep similar records. City shall be given reasonable access to the records of Consultant and its subcontractors for inspection and audit purposes. Consultant shall provide City with a working draft of all reports upon reasonable request by City and of all final reports prepared by Consultant under this Agreement.
11. Ownership and Inspection of Documents. All data, tests, reports, analyses, documents, records, conclusions, opinions, recommendations and other work product generated by or produced for Consultant or its subcontractors in connection with the Services, regardless of the medium, including physical drawings and materials recorded on computer discs or other electronic devices ("Work Product"), shall be and remain the property of City. City shall have the right to use, copy, modify, and reuse the Work Product as it sees fit. Upon City's request, Consultant shall make available for inspection and copying all such Work Product and all Work product shall be turned over to City promptly at City's request or upon termination of this Agreement, whichever occurs first. Consultant shall not release any Work Product to third parties without prior written approval of City. This obligation shall survive termination of this Agreement and shall survive for four (4) years from the date of expiration or termination of this Agreement.
12. Confidentiality. All Work Product prepared and performed by and on behalf of Consultant in connection with the Services performed pursuant to this Agreement shall be kept confidential and shall be disclosed only to City, unless otherwise provided by law or expressly authorized by City. Consultant shall not disclose or permit the disclosure of any confidential information acquired during performance of the Services, except to its agents, employees and subcontractors who need such confidential information in order to properly perform their duties relative to this Agreement. Consultant shall also require its subcontractors to be bound to these confidentiality provisions.
13. City Name and Logo. Consultant shall not use City's name or insignia, photographs relating to the City projects or work for which Consultant's services are rendered, or any publicity pertaining to the Consultant's Services under this Agreement in any magazine, trade paper, newspaper, television or radio production, internet website, social media, or other similar medium without the prior written consent of City.
14. Conflicts of Interest. Consultant warrants that neither Consultant nor any of its employees have an improper interest, present or contemplated, in the Services which would affect Consultant's or its employees' performance of the Services and the Work Product produced. Consultant further warrants that neither Consultant nor any of its employees have real property, business interests or income that will be affected by the Services. Consultant covenants that no person having any such interest, whether an employee or subcontractor shall perform the Services under this Agreement. During the performance of the Services, Consultant shall not employ or retain the services of any person who is employed by the City or a member of any City Board or Commission.
15. Non-liability of Officers and Employees. No officer or employee of City shall be personally liable to Consultant, or any successors in interest, in the event of a default or breach by City for any amount which may become due Consultant or its successor, or for any breach of any obligation under the terms of this Agreement.

16. City Right to Employ Other Consultants. Unless **Exhibit A** specifically provides that the Services City seeks pursuant to this Agreement are exclusive to Consultant, this Agreement and performance of the Services are non-exclusive and City reserves the right to employ other consultants in connection with the Services while this Agreement is in effect.

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

a. Termination by City: For Convenience. City may at its discretion terminate this Agreement for convenience and without cause upon fourteen (14) days prior written notice to Consultant. Upon receipt of a termination notice pursuant to this subsection, Consultant shall promptly discontinue all Services affected, unless the notice directs otherwise.

b. Termination by City or Consultant: For Cause. Either party may terminate this Agreement upon ten (10) days prior written notice to the other party of a material breach, and a failure within that time period to cure or commence reasonable steps to cure the breach.

c. Compensation to Consultant Upon Termination. Consultant shall be paid compensation for Services satisfactorily performed prior to notice of termination. As to any phase partially performed but for which the applicable portion of Consultant's compensation has not become due, Consultant shall be paid the reasonable value of its Services provided. However, in no event shall such payment when added to any other payment due under the applicable part of the work exceed the total compensation of such part as specified Section 4. In the event of termination due to Consultant's failure to perform in accordance with the terms of this Agreement through no fault of City, City may withhold an amount that would otherwise be payable as an offset to City's damages caused by such failure.

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

18. Insurance. Consultant shall satisfy the insurance requirements set forth in **Exhibit C**.

19. Indemnity and Defense. Consultant hereby agrees to indemnify, defend and hold the City, its officials, officers, employees, agents, and volunteers harmless from and against all claims, demands, causes of action, actions, damages, losses, expenses, and other liabilities, (including without limitation reasonable attorney fees and costs of litigation) of every nature arising out of or in connection with the alleged or actual acts, errors, omissions or negligence of Consultant or its subcontractors relating to the performance of Services described herein to the fullest extent permitted by law, unless the injuries or damages are the result of City's sole negligence or willful misconduct, subject to any limitations imposed by law. Consultant and City agree that said indemnity and defense obligations shall survive the expiration or termination of this Agreement for any items specified herein that arose or occurred during the term of this Agreement.

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

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

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

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

b. Delivered by e-mail to a known address of the party to whom it is directed provided the e-mail is accompanied by an acknowledgment of receipt by the other party. Service shall be deemed the date of acknowledgement.

c. Delivery by a reliable overnight delivery service, ex., Federal Express, receipted, addressed to the addressees set forth below the signatories to this Agreement. Service shall be deemed the date of delivery.

d. Delivery by deposit in the United States mail, first class, postage prepaid. Service shall be deemed delivered ninety-six (96) hours after deposit.

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

24. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

25. Authority. The signatories to this Agreement warrant and represent that they have the legal right, power, and authority to execute this Agreement and bind their respective entities. Evidence of Consultant's authority is attached as **Exhibit D**.

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

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

28. Amendments and Waiver. This Agreement shall not be modified or amended in any way, and no provision shall be waived, except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.

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

30. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

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

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

32. Non-Discrimination. Consultant shall not discriminate on the basis of any protected class under federal or State law in the provision of the Services or with respect to any Consultant employees or applicants for employment. Consultant shall ensure that any subcontractors are bound to this provision. A protected class, includes, but is not necessarily limited to race, color, national origin, ancestry, religion, age, sex, sexual orientation, marital status, and disability.

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

CONSULTANT

CITY OF CLOVIS

By: _____

By: _____

John Holt, City Manager

Date: _____

Date: _____

Party Identification and Contact Information:

Consultant

APTIM Environmental & Infrastructure, LLC
Attn: Kelly York
Project Manager
4005 Port Chicago Highway, Suite 200
Concord, CA 94520
Kelly.York@APTIM.com
(805) 403-2251

City of Clovis

Public Utilities Department
Attn: Glenn Eastes
Assistant Public Utilities Director
155 N. Sunnyside Ave.
Clovis, CA 93611
gleene@cityofclovis.com
(559) 324-2684

ATTEST

_____, City Clerk

APPROVED AS TO FORM

_____, City Attorney

file:///J:\WDOCS\00601\037\AGT\00661286.DOC

EXHIBIT A

DESCRIPTION OF SERVICES

SCOPE OF SERVICES

The City of Clovis is interested in contracting with a Consultant that will help the City by developing an SB 1383 Program outlining how the City of Clovis will obtain and maintain compliance with SB 1383, including proposed services to implement the plan.

The work shall comply with the requirements of all of the following without limitation, and shall apply to this RFP and any subsequent contract as though incorporated herein by reference:

1. Federal laws
2. State laws
3. Local laws

The consultant is asked to further define the scope of work and to make suggested scope enhancements based on their knowledge SB 1383 and other regulations. It is requested that the Consultant include proposed deliverables in their scope of work based on the generalized scope below. The consultant shall comply with all insurance requirements of the City of Clovis.

The consultant selected shall complete the following tasks, including but not limited to:

TASK 1: PROJECT MANAGEMENT

This task includes all work by the consultant to effectively manage the scope, cost, and schedule of the Project. This may include but is not limited to the following activities and deliverables identified below:

- A. Contract Administration:
 1. Prepare and submit monthly progress reports and invoices.
 2. Prepare and submit invoices accompanied with backup support at project milestones or as negotiated within the contract in conformation with Sample Contract. At a minimum, all invoices shall include the hours worked on the project by scope of work task, the estimated remaining budget for each scope of work task, the percent complete for each scope of work task, and a brief description of the work completed during the billing period. Each invoice shall include a summary of the project as a whole, and the budget expended and percent complete for all tasks included in the scope of work.
- B. Project Control:
 1. Prepare a detailed schedule and submit an updated electronic file schedule on a quarterly or as-needed basis.
 2. Maintain project records.
- C. Project Communication

1. Prepare and submit correspondence and memos, including all meeting minutes.
 2. Support and prepare materials as may be requested for meetings beyond those dictated as part of the environmental process including but not limited to: City presentations, Technical Advisory Committees, and other stakeholders.
- D. Project Meetings:
1. Initiate and conduct monthly Project Development Team meetings.
 2. Project Kickoff and Data Collection and Review. The consultant shall provide a request for information matrix detailing potential data needs two weeks prior to the project kickoff meeting. During the kickoff meeting, it is anticipated that City staff will have either obtained the necessary information or provide a status update by the Kickoff Meeting to enable the consulting team to move forward.
- The Kickoff Meeting shall consist of the required key personnel to establish positive direction for the project. The consultant shall provide City staff a list of desired personnel to attend the Kickoff Meeting. Meeting minutes from the Kickoff Meeting shall be documented and submitted to City staff for review and approval.
3. Coordination meetings as may be required to obtain required deliverables.

Consultant Deliverables:

- Project Schedule
- Project Correspondence and Meeting Minutes

TASK 2: DEVELOP AN SB 1383 PROGRAM

This task includes all work by the consultant to develop a City of Clovis SB 1383 Program, outlining how the City of Clovis will obtain and maintain compliance with SB 1383. All work shall be performed under the direction of the City Solid Waste Division Manager. The Plan shall include but is not limited to the following activities and deliverables identified below.

- A. High Priority Work: The consultant shall review the City's current SB 1383 programs and activities and identify areas of immediate concern for compliance with the regulation. The work shall include the preparation of a plan to perform the high priority work while also initiating work on the SB 1383 Program.
- B. Organic Waste Collection Program: The program shall include:
1. City's Current Three-Container Organic Waste Collection Services
 2. Container Contamination Minimization: Develop a strategy to reduce contamination.
 3. Organic Waste Generator Requirements: Develop a plan to help the City identify the organic waste generator requirements.
 4. Commercial Business Owner Responsibilities: Develop an outline of the commercial business owner responsibilities.
 5. Waivers: Assess appropriateness of waivers (de minimis and/or space constraint) is requested by the customer.
- C. Education and Outreach: The consultant will establish an outreach and education program for SB 1383. The program shall include creating notices, flyers, and other

education materials to educate waste generators about SB 1383 requirements. The program will include a plan for in-person outreach to educate residents and businesses via direct contact, as well as commercial edible food generators about donating food to food recovery services and organization.

- D. Regulation of Organic Waste Generators: The consultant will develop a program to implement SB 1383 requirements for organic waste generators, including non-local entities and local education agencies.
- E. Regulation of Biosolids Generated at a Publicly Owned Treatment Works (POTW): The consultant will establish the requirements for the disposal of biosolids generated by a POTW.
- F. Regulation of Haulers: The consultant will establish a program to regulate haulers, including:
1. Methods of approval for haulers and self-haulers
 2. Requirement for haulers of organic waste
- G. Edible Food Recovery Programs: The consultant will develop an edible food recovery program to satisfy SB 1383 requirements. The program shall address requirements for food generators and food recovery.
- H. Organic Waste Recycling Capacity Planning: The consultant shall develop a capacity plan for (1) organic waste recycling capacity and (2) edible food recovery capacity and create a system for reporting. This work shall include capacity calculations and capacity planning for the City's future growth and expansion of SB 1383 programs.
- I. Procurement of Recovered Organic Waste Products: This task involves tracking the amount of procured organic waste products that meet or exceed the annual recovered organic waste procurement target. Second, the consultant will determine the recycled content paper procurement requirements for paper products, printing paper, and writing paper.
- J. Reporting / Recordkeeping: The consultant will establish a reporting/recordkeeping and monitoring program, and policy to meet SB 1383 requirements.

Consultant Deliverables:

- Draft Program Documents (including draft forms, outreach and education materials, etc.)
- Draft Policy Documents
- Final City of Clovis SB1383 Program (including all the final draft Program and Policy Documents)

REVIEW OF DELIVERABLES

The City will provide oversight of the preparation of the documents required for the evaluation packages. All work products and deliverables shall be prepared in accordance with the latest regulations, policies, procedures, manuals, and standards.

In case of conflict, ambiguities, discrepancies, errors, or omissions among the reference materials obtained by the Consultant from other agencies, the Consultant shall submit the matter to City of Clovis for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors, or omissions which is performed by the Consultant before clarification by City of Clovis shall be at the Consultant's risk. Such conflicts, ambiguities, discrepancies, errors, or omissions among the references shall not give rise to a claim by the Consultant for extra work unless the Consultant can demonstrate that it has incurred additional expenses as a result thereof.

All submittals of final technical reports and drawings shall be provided electronically in PDF format, Microsoft Word format, and/or Microsoft Excel format, and AutoCAD format, as directed by City of Clovis. City of Clovis will require five (5) sets of hard copies for its use.

The Consultant shall assume a minimum review time of 10 working days for City of Clovis's review of the following documents.

SCHEDULE

(CONSULTANT WILL PROVIDE A PROJECT SCHEDULE)

COMPENSATION AND RATES

City of Clovis Cost Proposal - Two Year Project										
Task 1: Project Management	Task 1.A.1	Task 1.A.2	Task 1.B.1	Task 1.B.2	Task 1.C.1	Task 1.C.2	Task 1.D.1	Task 1.D.2&3		
Key Staff	Hourly Rate	Contract Administration Prepare & Submit Monthly Progress Reports & Invoices	Prepare & Submit Invoices Accompanied with Back Up Support	Project Control Prepare detailed Schedule Updated Schedule Quarterly	Maintain Project Records	Prepare & Submit Correspondence, Memos, Meeting Minutes	Prepare Materials for City Presentations, TAC, & Other Stakeholders	Initiate and conduct Monthly Project Development Team Meetings	Project Kickoff, Data Collection & Review (Matrix)	Total Hours
Patti Toews : Subject Matter Expert	\$175.00								1	1
Kelly York : Project Manager	\$165.00	6		3.75		2	3.75	23	1	40
Anna Malone : Task Manager	\$ 85.00							19	5	24
Danielle Tomb: Task Manager	\$ 85.00		32	10	5	5	7		1	60
Daisy Tinajero : Project Analyst	\$ 80.00			2.25					1	3
Abigail Bunnell : Project Analyst	\$ 80.00				3.5				1	5
Timothy B Jones : Field Auditor	\$ 75.00									0
Daniela Lara : Field Auditor	\$ 75.00									0
Michael "Max" Lauro : Marketing Manager	\$130.00									0
Matthew Elliot : Creative Director	\$119.00									0
Alexa Smith : Marketing Specialist	\$ 78.00									0
Admin/Biller : Admin/Biller	\$ 75.00	24								24
										0
Other Direct Costs (Mileage, etc.)		0	0	0	0	0	0	0	0	0
Total "Estimated" Task Hours		30	32	16	9	7	11	42	10	156
Two Year "Estimated: Task Budget	\$	2,790.00	2,720.00	1,648.75	705.00	755.00	1,213.75	5,410.00	1,010.00	\$16,252.50

City of Clovis Cost Proposal - Two Year Project												
Task 2: Develop an SB 1383 Program	Task 2.A	Task 2.B	Task 2.C	Task 2.D	Task 2.E	Task 2.F	Task 2.G	Task 2.H	Task 2.I	Task 2.J		
Key Staff	Hourly Rate	High Priority Work	Organic Waste collection Program	Education & Outreach	Regulation of Organic Waste Generators	Regulation of Biosolids Generated at a POTW	Regulations of Haulers	Edible Food Recovery Programs	Organic Waste Recycling Capacity Planning	Procurement of Recovered Organic Waste Products	Reporting & Recordkeeping	Total Hours
Patti Toews : Subject Matter Expert	\$175.00	0.5		0.25	0.75	7.5	5.75	0.25	0.75	0.25	0.25	16.25
Kelly York : Project Manager	\$165.00	5.5	3.75	5.75	3.75	4.75	6.25	3.75	3.25	2	2.25	41
Anna Malone : Task Manager	\$ 85.00	17	18	7.25	5	2.5		3.25				53
Danielle Tomb: Task Manager	\$ 85.00					5.75	6.5		12.75	5	3.75	35.75
Daisy Tinajero : Project Analyst	\$ 80.00	11							12.75	11.25	12.75	47.75
Abigail Bunnell : Project Analyst	\$ 80.00		47		47		3.75	10.25				108
Timothy B Jones : Field Auditor	\$ 75.00		82		73			23				178
Daniela Lara : Field Auditor	\$ 75.00		82		73			23				178
Michael "Max" Lauro : Marketing Manager	\$130.00			9.75								9.75
Matthew Elliot : Creative Director	\$119.00			17								17
Alexa Smith : Marketing Specialist	\$ 78.00			27								27
Admin/Biller : Admin/Biller	\$ 75.00											0
												0
Other Direct Costs (Mileage, etc.)					\$ 22,000.00							0
Total "Estimated" Task Hours		34	233	67	203	21	24	64	30	19	19	712
Two Year "Estimated: Task Budget	\$3,320.00	\$18,208.75	\$7,005.25	\$ 37,885.00	\$ 2,797.50	\$ 3,060.00	\$ 5,208.75	\$ 2,771.25	\$ 1,698.75	\$ 1,753.75	\$83,709.00	

Total Task 1 & Task 2	Task 1	Task 2	Total Hours
Key Staff	Hourly Rate		
Patti Toews : Subject Matter Expert	\$175.00	1	16.25
Kelly York : Project Manager	\$165.00	40	41
Anna Malone : Task Manager	\$ 85.00	24	53
Danielle Tomb: Task Manager	\$ 85.00	60	35.75
Daisy Tinajero : Project Analyst	\$ 80.00	3	47.75
Abigail Bunnell : Project Analyst	\$ 80.00	5	108
Timothy B Jones : Field Auditor	\$ 75.00	0	178
Daniela Lara : Field Auditor	\$ 75.00	0	178
Michael "Max" Lauro : Marketing Manager	\$130.00	0	9.75
Matthew Elliot : Creative Director	\$119.00	0	17
Alexa Smith : Marketing Specialist	\$ 78.00	0	27
Admin/Biller : Admin/Biller	\$ 75.00	24	0
		0	0
		0	0
		0	0
Other Direct Costs (Mileage, etc.)		0	0
Total "Estimated" Task Hours	156	712	868
Two Year "Estimated: Task Budget	\$ 16,252.50	\$ 83,709.00	\$ 99,961.50
	Two (2) Year	Not to Exceed	\$ 100,000.00

EXHIBIT B CONSULTANT PROPOSAL

SB 1383 CONSULTING SERVICES



DATE: January 12, 2024

The information contained in this proposal contains proprietary and confidential financial and business information and shall not be used or disclosed, except for evaluation purposes, without the written consent of Aptim Environmental & Infrastructure, LLC, provided that if a contract is awarded to Aptim Environmental & Infrastructure, LLC as a result of or in connection with the submission of this proposal, the requester shall have the right to use or disclose the data to the extent provided in the contract. This restriction does not limit the requester's right to use or disclose any technical data obtained from another source without restriction.

036082

PROPOSED TO:
CITY OF CLOVIS
Public Utilities Department
155 N Sunnyside
Clovis, CA 93611

PROPOSED BY:
APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC
4005 Port Chicago Highway, Suite 200
Concord, CA 945

1. Cover Letter

January 12, 2023

Sarai Yanovsky, Civil Engineer
City of Clovis
Public Utilities Department
155 N. Sunnyside
Clovis, CA 93611
saraiy@ci.clovis.ca.us

Subject: SB 1383 Consulting Services

Dear Sarai Yanovsky,

Aptim Environmental & Infrastructure, LLC (APTIM) appreciates the opportunity to present our proposal in response to the City of Clovis' (City) Request for Proposals (RFP) for SB 1383 Consulting Services. APTIM understands that the City is seeking a skilled and competent firm to develop a step-by-step plan to ensure that the City is SB 1383 compliant and to support Solid Waste operations with SB 1383 program development. With more than two decades of experience advising local government jurisdictions on solid waste programs by designing, implementing, and maintaining programs to meet federal, state, and local regulations, APTIM is well-poised to provide the support necessary to bring the City into regulatory compliance. In brief, APTIM:

- ▶ Specializes in comprehensive solid waste program development, route review audits, SB 1383 organic diversion, Tier One and Tier Two planning, implementation, education, and outreach services
- ▶ Provides similar services to multiple California agencies, including the cities of Davis, Moorpark, Menifee, Fremont, Oakland, and Los Angeles
- ▶ Offers an awarding winning marketing team that collaborates with our SB 1383 subject matter experts to create regulatory related strategic marketing plans, delivering effective and impactful messaging to communities

Greg Coffman, Executive Sponsor, is authorized to contractually bind the firm and negotiate a contract with the City; and Kelly York, Project Manager, is the designated contact person for this proposal. APTIM certifies that the City of Clovis' insurance requirements will be met as noted in Exhibit C of the Sample Agreement. We have reviewed the RFP and Addenda ([Appendix C](#)). APTIM is excited to work with the City of Clovis, and we appreciate your consideration of our committed project team. We look forward to discussing this engagement further.

Kind Regards,

Aptim Environmental & Infrastructure, LLC



Greg Coffman
Executive Sponsor
Greg.Coffman@APTIM.com
913.317.2638



Kelly York
Project Manager
Kelly.York@APTIM.com
805.403.2251

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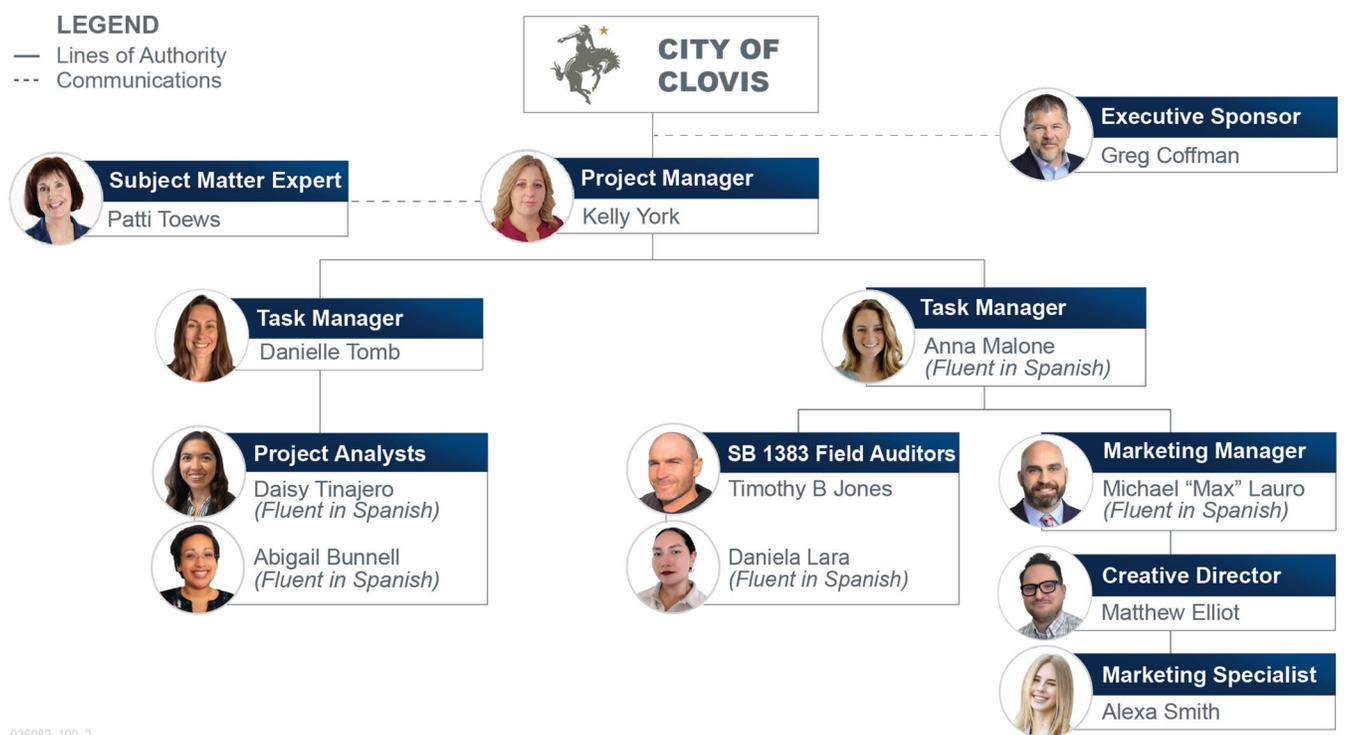
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2. Firm Profile



For 22 years, APTIM has been delivering comprehensive solid waste program development and long-term planning, thus successfully providing implementation services to multiple California public agencies across the golden state. Projects for cities such as Los Angeles, Moorpark, Fremont, Menifee, Oakland, and Davis reflect our unwavering commitment to community betterment through waste minimization and SB 1383 compliance. Our team specializes in navigating solid waste regulatory compliance, so our clients do not have to. APTIM's integrated team of over 440 California-based professionals uniquely positions us to navigate SB 1383 challenges and make tested programmatic recommendations that foster strategies for organic diversion compliance, edible food recovery, and creating culturally sensitive, multilingual educational materials for program education and outreach. As your partner, we bring versatility, efficiently managing multiple project tasks, ensuring timely delivery, and strict adherence to budget constraints. This project will be performed by staff that are **predominantly from California**. APTIM has five offices in California, including one in nearby Bakersfield that can provide any office resources, if needed.

Team Qualifications



036082_100_2

Figure 1. Organizational Chart

Our very qualified APTIM team lead by **Project Manager Kelly York**, stands as a dedicated and highly skilled project leader committed to surpassing the project management needs of the City. Kelly is a proficient consultant with extensive experience implementing California waste regulations and will ensure the City is complying with all applicable solid waste regulations. Demonstrating strategic leadership, she serves as the primary point of contact for the City, managing day-to-day project operations. Complementing Kelly is **Subject Matter Expert Patti Toews**, a seasoned professional with 17 years of experience managing solid waste divisions, updating franchise agreements, providing policy development, and POTW training. Kelly will assign specific projects to two **Task Managers, Danielle Tomb, and Anna Malone**, both of whom are task management professionals experienced in directing and overseeing field auditors, route reviews, hauler compliance, edible food recovery programs, capacity planning, and procurement programs.

Additionally, **Project Analysts Daisy Tinajero and Abigail Bunnell** offer a combined experience of over 30 years in analytics and will track activities and progress towards SB 1383 objectives, including submitting reports to CalRecycle. Both analysts have extensive waiver, route review, procurement, and capacity planning experience. Moreover, they currently provide start-to-finish SB 1383 recordkeeping and report services for multiple California clients. In addition, our dedicated **SB 1383 Field Auditors Daniela Lara and Timothy Jones** specialize in in-person waste and/or waiver assessments for refuse, recycling, and organics. They have worked as field auditors on residential and commercial SB 1383 route reviews for multiple jurisdictions, have provided edible food education and outreach, and compliance monitoring for all SB 1383 related programs. Their roles are instrumental in fostering community engagement, adherence to regulations, and ensuring the success of the City's SB 1383 initiatives.

The marketing and communications team, under the leadership of **Marketing Manager Michael "Max" Lauro**, boasts over ten years of expertise in strategic marketing, consumer research, and brand building. **Creative Director Matthew Elliott** brings innovative graphic design skills to craft compelling SB 1383 campaigns through impactful storytelling. **Marketing Specialist Alexa Smith**, the team's lead sustainability content strategist, is highly skilled with community-driven behavior SB 1383 change campaigns that significantly expand reach, elevate user experience, strengthen community ownership, and fortify stakeholder loyalty. This dynamic team is committed to delivering measurable impact.

Ensuring team resources, seamless execution, and fulfillment of contractual obligations for the City of Clovis' project is our **Executive Sponsor Greg Coffman**. With over 30 years of experience in environmental protection, compliance, and project management, Greg brings a wealth of knowledge and strategic oversight to the initiative. In his role, he will observe project progress working collaboratively with the team to guarantee that the City's expectations are not only met but surpassed.

Below are short biographies for key personnel. Resumes for all team members are in the [Appendix](#).

Key Personnel Biographies

	<p>KELLY YORK - PROJECT MANAGER</p> <ul style="list-style-type: none"> ▶ Serves as primary point-of-contact with the City ▶ Lead for developing SB 1383 matrix checklist, high priority work, and current program gap analysis
<p>Kelly has nine years' experience in the solid waste, recycling, and organic industry designing, rolling out, implementing, and providing long-term management of solid waste programs for multiple jurisdictions. Currently, she leads two California Resource Recovery Technical Councils where she excels at providing unique, cost effective regulatory and programmatic solutions for California local government organizations. For this project, Kelly will provide oversight for each task of this project, balance competing priorities, and provide swift cost-effective execution solutions to meet SB 1383 compliance and enhance the City's solid waste program resiliency.</p>	<p>Education/Certifications</p> <ul style="list-style-type: none"> ▶ General Education, Certificate in Emergency Medicine, Santa Barbara City College, CA <p>Relevant Experience</p> <ul style="list-style-type: none"> ▶ City of Moorpark, Solid Waste & Recycling Consulting Services ▶ City of Fremont, Organics Service Enrollment ▶ City of Los Angeles, Reusable Foodware Program ▶ City of Menifee, SB 1383 Program

	<p>ANNA MALONE, TRUE ADVISOR - TASK MANAGER I</p> <ul style="list-style-type: none"> ▶ Oversees field auditors conducting organic waste evaluations, Tier One and Tier Two generators, and SB 1383 route review field teams ▶ Anna is fluent in Spanish
<p>Anna has five years of experience driving sustainability efforts globally, with expertise in planning and executing comprehensive waste management strategies. She conducted extensive onsite waste audits for diverse facilities identifying and implementing innovative solutions. She spearheaded developing a robust waste management framework for a factory in Belize, collaborating seamlessly with waste pickers, recovery facilities, and corporate partners. She can execute waste assessments, promote organic waste disposal practices, ensure compliance through strategic enforcement strategies, conduct effective program education and outreach, and diligently manage program administration and reporting requirements.</p>	<p>Education/Certifications</p> <ul style="list-style-type: none"> ▶ BS, Economics, Clemson University, Clemson, SC ▶ TRUE Advisor Certificate <p>Relevant Experience</p> <ul style="list-style-type: none"> ▶ City of Los Angeles, Reusable Foodware Program ▶ City of Denver, Sustainable Sports Index ▶ Guatemala City, Semillas del Oceano

	<p>DANIELLE TOMB - TASK MANAGER II</p> <ul style="list-style-type: none"> ▶ Strategic lead for Procurement of Recovered Organic Waste Products ▶ Direct, evaluated, and compile Organic Waste Recycling Capacity Planning ▶ Manages CalRecycle/EAR reporting and recordkeeping ▶ Meticulously tracks regulation of haulers
<p>Danielle has a 12-year background in customer service and project administration, focusing on ensuring information is processed efficiently, accurately, and thoroughly. She has directed numerous cross functional teams ensuring accurate data tracking on various electronic systems and running client reports as needed to provide project transparency and stakeholder updates. Danielle is accountable for the delivery of the procurement, capacity planning, all recordkeeping/reporting, and hauler compliance for this project.</p>	<p>Education/Certifications</p> <ul style="list-style-type: none"> ▶ High School Diploma <p>Relevant Experience</p> <ul style="list-style-type: none"> ▶ City of Moorpark, Solid Waste & Recycling Consulting Services ▶ City of Los Angeles, Reusable Foodware Program ▶ City of Fremont, Organics Service Enrollment

	<p>PATTI TOEWS, TRUE ADVISOR – SB 1383 SUBJECT MATTER EXPERT</p> <ul style="list-style-type: none"> ▶ Offers strategic counsel on franchise hauler SB 1383 negotiations ▶ Biosolid Material Management Strategies ▶ Capacity Planning and Creative Organic Waste Procurement Solutions
<p>Patti has 17 years of experience providing comprehensive solid waste divisional leadership and policy development for multiple California jurisdictions. She provides a wide variety of regulatory compliance expertise on solid waste and wastewater issues. Recently, she has provided strategic leadership updating 21 franchise hauler contracts ensuring compliance with SB 1383 regulations. At conferences, she regularly speaks on topics related to SB 1383, PFAS, and other heavy metal issues often associated with biosolid/sludge management. Backed by APTIM’s nationwide team of waste, water, and wastewater structural engineering project experts, the City will be provided with solutions to ensure robust and resilient environmental policies/programs.</p>	<p>Education/Certifications</p> <ul style="list-style-type: none"> ▶ Master of Public Policy, California Polytechnic State University, San Luis Obispo ▶ BS, California State University, Fresno <p>Relevant Experience</p> <ul style="list-style-type: none"> ▶ City of Moorpark, Solid Waste & Recycling Consulting Services ▶ City of Davis, SB 1383 Route Reviews ▶ City of Menifee, SB 1383 Program ▶ City of Fremont, Organics Service Enrollment



DANIELA LARA – SB 1383 FIELD AUDITOR

- ▶ Provides Business, Multi-family Ensures on-site compliance and effective waste management under SB 1383
- ▶ Conducts thorough waste assessments, waiver evaluations, and technical assistance
- ▶ **Daniela is fluent in Spanish**

Daniela first experience in the solid waste arena was as a field auditor for a Los Angeles hauling company. More recently, with APTIM, her skill set has greatly expanded including converting local business from disposable food ware to reusables. In addition, she has conducted comprehensive commercial and residential route reviews, provided technical assistance for SB 1383 businesses, residential, and multi-family complexes, and walked businesses through complicated waiver application processing. Given her past hauler work experience, she excels at coordinating with local haulers to right-size account services and provides impeccable account follow-up. Daniela has received performance praise from prominent political figures, multiple jurisdiction leaders and their associated staff. With a strong educational background in environmental sciences and a passion for environmental justice, food sustainability, and policy, she is dedicated to creating a more sustainable future through interdisciplinary approaches for the City of Clovis.

Education/Certifications

- ▶ BS, Environmental Science, UCLA

Relevant Experience

- ▶ City of Moorpark, Solid Waste & Recycling Consulting Services
- ▶ City of Los Angeles, Reusable Foodware Program



MICHAEL “MAX” LAURO – MARKETING MANAGER

- ▶ Graphic Team Lead - Actively Tracks Outreach Effectiveness Using Built in Analytics
- ▶ Responsible for Team Developing the City’s Cohesive Community-Based Marketing Campaign Templates
- ▶ **Max is fluent in Spanish**

Max is an experienced strategic marketing professional with extensive experience in webpage development and digital marketing. He is committed to creating for the City an **SB 1383 compliant** webpage enhanced with intuitive navigation, clear call-to-action buttons, and responsive layouts that facilitate user experience to increase engagement. Additionally, Max will oversee the development of **SB 1383 compliant** templates for the educational notices, fliers, and other materials, featuring scannable QR codes linking to relevant online information. The effectiveness of the APTIM education/outreach (i.e., Analytics) will be provided to the City in monthly meetings and documented on monthly invoices and quarterly reports. Keeping the City of Clovis’s needs first, his focus will meet SB 1383 education/outreach regulatory requirements while at the same time, minimizing expenditures.

Education/Training/Certifications

- ▶ MA, Marketing, Louisiana State University, Baton Rouge
- ▶ BA, Marketing, Louisiana State University, Baton Rouge

Relevant Experience

- ▶ City of Los Angeles, Reusable Foodware Program
- ▶ City of Moorpark, Solid Waste & Recycling Consulting Services

3. Scope of Work

APTIM understands that the City has released this RFP to garner proposals from qualified firms to expand upon, or create new, existing long-term SB 1383 programs, meet associated compliance obligations, and at the same time increase material diversion from landfills. APTIM has developed the following scope of work detailing tasks to be performed and deliverables outlined in orange, aligning with Section 3. Scope of Work in the RFP.

Task 1: Project Management List of Tasks

A. Contract Administration

1. **Develop and submit to the City Monthly Progress Reports.** These reports will be submitted with monthly invoices providing transparent data/documentation on Task 1 and Task 2 deliverables, milestones, projections, and deadline obligation summaries.
2. **Prepare Monthly Invoices and backup documentation.** Monthly Invoices will be prepared by APTIM's billing team and will include hours worked on the project, detailed by task. Supporting the invoice, a **Summary Report** will be provided outlining a description of work performed for each task invoiced, a description of work to be performed in the upcoming month, a summary of the overall project, the budget expanded and percent complete for all tasks, and the estimated remaining budget for the project detailed by task. All invoices and associated Summary Reports will be placed in the Project Records file, and City staff will have linked access.



B. Project Control

1. **Prepare a detailed schedule.** APTIM will develop a **Project Schedule** that lists tasks/subtasks clearly summarizing deliverables for each, maintaining a running hourly log of work performed/completed per task, and target completion dates. The Project Schedule will be submitted electronically in PDF and/or Excel format to the City on a quarterly basis or as otherwise directed. City staff will also be provided with linked access to the Project Schedule files.
2. **Maintain project records.** **Project Records** will be maintained by the APTIM Project Analysts who will file records logically according to project task, subtask, date, and deliverable. City staff will be provided with linked access to all files.

C. Project Communication

1. **Prepare and submit correspondence memos.** APTIM will prepare and submit **correspondence** and memos to City staff. **Meeting minutes** will be distributed to meeting attendees within two days following the associated meeting. City staff will be provided with a linked access meeting folder.
2. **Support and prepare materials** as requested for meetings, City presentations, Technical Advisory Committees, and other stakeholders. As requested by the City, APTIM will support and prepare **materials for meetings**, presentations, committees, and other requested engagements.

D. Project Meetings

1. **Initiate and conduct monthly Project Development Team meetings.** APTIM's Project Manager will schedule and host monthly Project Development Team meetings and provide a **meeting agenda** a minimum of three days prior to the scheduled meeting. As previously noted above, meeting minutes will be distributed by APTIM to meeting attendees within two days following the associated meeting.
2. **Project kick-off and data collection and review.** Two weeks prior to the project kick-off, the APTIM Project

Manager will provide City staff with an **SB 1383 Matrix Checklist** listing potential data needs to begin project tasks. In addition, the APTIM Project Manager will provide the City with a **kick-off meeting agenda** and **a list of key project personnel** to attend the meeting for the City's review and approval.

3. **Coordination meetings as needed.** APTIM will host and coordinate with City Staff and/or other stakeholders any meetings necessary to present and/or communicate project deliverables.

Task 1 Project Management Deliverables will at a minimum include:

- ▶ Monthly Progress Reports
- ▶ Monthly Invoices and Summary Reports
- ▶ **Project Schedule** and Quarterly Updates
- ▶ Project Records
- ▶ **Project Correspondence**
- ▶ **Meeting Minutes**
- ▶ Materials for Meetings
- ▶ Meeting Agendas
- ▶ SB 1383 Matrix Checklist
- ▶ Kick-Off Meeting Agenda
- ▶ List of Requested Key Personnel to Attend the Kick-Off Meeting

Task 2: Develop an SB 1383 Program

A. High Priority Work

Once awarded this project, APTIM will conduct an **SB 1383 program gap analysis** that will provide the City with a developed program baseline allowing City staff to measure where City programs currently stand related to SB 1383 compliance. Concluding program gap analysis, APTIM will develop a written **Implementation Plan**, outlining/prioritizing tasks (high, moderate, low) and provide recommendations based on tested compliance strategies.

B. Organic Waste Collection Program

The Implementation Plan will include the **development of the City's Organic Waste Collection Program** which will focus on the following:

1. The City's Current **Three-Container Organic Waste Collection Service**
2. Strategies to **Reduce Container Contamination**
3. **A Plan Identifying Organic Waste Generator Requirements** and Key Step to Meet SB 1383 Compliance
4. Developing **Education/Outreach Materials Outlining Commercial Business Owner Responsibilities**
5. Providing **Waiver Technical Assistance** that Includes Waiver Evaluation Assessments

C. Education and Outreach

To fulfill SB 1383 education and outreach goals, APTIM will develop a user-friendly community marketing strategy, collaborating closely with the City. This includes **enhancing the City's website, creating templates for online and offline materials (notices, flyers, and other education materials)**, and ensuring multilingual accessibility. APTIM's approach emphasizes sustainability, user engagement, and **proven public relations**



strategies. Following collateral development, the field team will provide **in-person support** for generator compliance.

D. Regulation of Organic Waste Generators

Information gathered through the SB 1383 Matrix Checklist will provide our team with data which will be reviewed by our analyst through a **desk-top audit** to confirm project allocations. Following the desk-top audit, APTIM will **customize our proprietary data tool, APTView**, and **deploy a boots-on-the-ground field team** to conduct site visits to expedite SB 1383 compliance. Our field teams will provide **business and waiver technical assistance** through site visits offering guidance and assistance in meeting state mandates. All site visit information gathered during site visits will be stored in the shared file keeping system providing easy access to the City's **implementation records**.

E. Regulation of Biosolids Generated at a Publicly Owned Treatment Works (POTW)

As part of the Implementation Plan previously mentioned, APTIM will outline the SB 1383 POTW requirements, provide **comprehensive SB 1383 biosolid staff training**, and **develop a policy for SB 1383 POTW compliance**.

F. Regulation of Haulers

APTIM will work with City staff to better understand current practices for haulers and self-haulers within the City.

1. **Methods of approval for haulers and self-haulers.** Building off the City's current practices, APTIM will **establish requirements for hauler and self-hauler programs** ensuring application and information provided and obtained by the City align with the requirements of SB 1383.
2. **Requirements for haulers of organic waste.** In addition to developing the methods of approval, APTIM will work closely with the City and Republic Services to **review the franchise agreement, conduct interviews with City staff and Republic Services staff to uncover regulatory compliance issues/challenges (if any), and develop a streamlined plan for compliance**.

G. Edible Food Recovery Programs.

To meet SB 1383 commercial edible food generator requirements, APTIM will develop an **edible food recovery program** reviewing the City's current **list of Tier One and Tier Two commercial edible food generators** and identify newly established generators. APTIM will conduct a **desk-top audit** to gather compliance status information and provide education through phone and email. Upon completion of the desk-top audit, APTIM is prepared to **conduct in-person site visits for edible food generators** who have yet to engage in a contact/agreement with a food recovery organization/service to facilitate compliance.

H. Organic Waste Recycling Capacity Planning

APTIM will work with the City and County of Fresno as directed to develop a capacity plan for organic waste and edible food recovery.

1. **Organic Waste Recycling Capacity.** APTIM will work with the City to **calculate capacity needs** for organic waste recycling on behalf of the City. We will **develop a capacity plan for organic waste** by reviewing **tonnage and waste characterization reports, conducting community outreach, and estimating new or expanded recycling facility capacity needs**. If the City is found to have insufficient capacity, APTIM will **develop an implementation schedule** pursuant to Article 11 Section 18992.1.
2. **Edible Food Recovery Capacity.** APTIM will **calculate capacity needs for edible food by developing a capacity plan for edible food recovery**. APTIM will **survey the City's food recovery organizations and services, develop a current baseline for capacity and donations, and estimate future capacity needs**. Moreover, through our shared file system APTIM will **create a reporting system to share reports** with the County of Fresno or CalRecycle as needed. If the City is found to have insufficient capacity, APTIM will **develop an implementation schedule pursuant to Article 11 Section 18992.2**.

I. Procurement of Recovered Organic Waste Products

1. **Recovered Organic Waste.** APTIM's analysts will conduct a **recovered organic waste analysis** to identify SB 1383 qualifying compost and mulch. Additionally, APTIM will **explore procurement options outside of compost and mulch** to identify other opportunities to procure recovered organic waste. Our Analysts will **coordinate with procuring entities** to **track facility information, procurement amounts, and records and receipts**.
2. **Paper Procurement.** APTIM will review the City's **current paper procurement practices and written processes** (if any) to establish the framework for expanding the City's paper procurement program. We will **review recent purchases** and **train City staff**. Moreover, we will **provide paper procurement recommendations** to align the City's paper procurement with SB 1383 requirements.

J. Reporting / Recordkeeping

APTIM will **create a shared recordkeeping system and policy** to ensure well-organized record retention. The recordkeeping system will house the City's **Implementation Record files** and **other solid waste files**. APTIM will **develop a data tracking/management system** that will meet the requirements for SB 1383 recordkeeping and reporting and satisfy CalRecycle Jurisdiction and Agency Compliance and Enforcement (JACE).

Task 2 Develop an SB 1383 Program Deliverables List Including Draft Documents, Forms, Educational Documents, Policies, Final SB 1383 Program Development, Etc.:

- ▶ SB 1383 Program Gap Analysis
- ▶ SB 1383 Implementation Plan
- ▶ SB 1383 Program Baseline
- ▶ Development of the City's Organic Waste Collection Program
- ▶ Three-Container Organic Waste Collection Services
- ▶ A Plan Identifying Organic Waste Generator Requirements
- ▶ **Education/Outreach Material Outlining Commercial Business Owner Responsibilities**
- ▶ **Waiver Technical Assistance**
- ▶ **Enhance City Website**
- ▶ **Create Templates (Notices, Flyers, Other Educational Materials)**
- ▶ Deploy Proven Public Relations Strategies
- ▶ Provide In-Person Support
- ▶ Desk-Top Audit
- ▶ **Customized APTView Tool and Dashboard for Site Visits**
- ▶ Deploy Boots-on-the-ground Field Team
- ▶ Business Technical Assistance
- ▶ Waiver Assistance
- ▶ **Implementation Records**
- ▶ **Comprehensive SB 1383 Biosolid Training**
- ▶ **Develop a Policy for SB 1383 POTW Compliance.**
- ▶ **Establish Requirements for Hauler and Self Hauler Program**
- ▶ **Hauler and Self-Hauler Application and Approval**
- ▶ **Review the Franchise Agreement**
- ▶ Conduct Interviews With City Staff and Republic Services Staff
- ▶ **Develop a Streamlined Plan for Compliance (Haulers of Organic Waste)**
- ▶ Edible Food Recovery Program
- ▶ **List of Edible Food Generators**
- ▶ **Desktop Audit and Survey of Edible Food Generators**
- ▶ Conduct In-Person Site Visits for Edible Food Generators
- ▶ **Capacity Plan for Organic Waste**
- ▶ Calculate Capacity Needs
- ▶ Review Tonnage and Waste Characterization Reports
- ▶ Conducting Community Outreach
- ▶ **Estimate New or Expanded Recycling Facility Capacity Needs.**
- ▶ **Develop an Implementation Schedule (if needed)**
- ▶ **Capacity Plan for Edible Food Recovery**
- ▶ Calculate Capacity for Edible Food Recovery

- ▶ **Survey Food Recovery Organizations and Services**
- ▶ Develop a Current Baseline for Capacity
- ▶ **Estimate Future Capacity Needs.**
- ▶ **Develop an Implementation Schedule (if needed)**
- ▶ **Reporting System**
- ▶ **Recovered Organic Waste Product Analysis**
- ▶ Explore Procurement Options Outside of Compost and Mulch
- ▶ Coordinate with Procuring Entities
- ▶ Track Facility Information, Procurement Amounts, and Records
- ▶ **Review of Current Paper Procurement Practices and Processes**
- ▶ Review Recent Purchases
- ▶ Provided Staff Training
- ▶ **Paper Procurement Recommendations**
- ▶ Shared Recordkeeping System
- ▶ **Implementation Record Files**
- ▶ Create Recordkeeping for Other Solid Waste Files
- ▶ Develop a Data Tracking/Management System

4. Work Approach

The following section outlines APTIM's work approach for the proposed endeavor, addressing the City's specific requests. Each heading includes a detailed description of the approach/methodology, task priorities, and APTIM's relevant past task/project experience. Under labeled sectional headings like "compliance check," we not only showcase our knowledge of SB 1383 regulatory compliance to City staff, but also highlight the tangible regulatory deliverables that will be achieved by selecting APTIM for this important endeavor.

Task 1: Project Management List of Tasks

A. Contract Administration

Contract administration documents will be collected from field auditors and project analysts by Task Managers Anna Malone and Danielle Tomb who will provide the documentation for review to Project Manager Kelly York. As part of the monthly invoicing, the City will receive from APTIM Monthly Progress Reports identifying the percentage of task(s) completed, deliverable(s) statuses, milestones achieved, and task/project work scheduled for the upcoming month. Details on the Progress Reports and Invoicing include:

1. **Monthly Progress Reports.** These reports will be developed by APTIM's Task Manager outlining work performed during the previous month, work planned for the upcoming month, and document/deliverable statuses. They will be provided to the City at the beginning of each month, in addition to the monthly invoices and summary report identified below. Progress reports will offer the City a snapshot of work performed during the previous month, providing the City with documentation to support grant reporting to CalRecycle and updates at a glance for Department and/or City Manager updates as needed.
2. **Monthly Invoices and backup documentation.** Monthly invoices will be supported by a summary report providing a brief description outline of work performed for each task within the invoiced month, a description of work to be performed in the upcoming month, a summary of the overall project, the budget expended and percent complete for all tasks, and the estimated remaining budget for the project, detailed by task.

Task Priorities

- ▶ Monthly Progress Reports
- ▶ Monthly Invoices and Summary Reports

B. Project Control

Organization and timeliness are essential for running a successful project. APTIM's Task Managers will ensure that project deadlines are met, and project records are filed as outlined below. Tracking tasks and deliverables along with consistent communication ensures projects stay on schedule and reduces the possibility of project slippage.

1. **Prepare a detailed schedule.** APTIM will confirm project and task deliverables through the kick-off meeting with City staff. Based on the confirmed deliverables and City priorities, APTIM will develop a project schedule identifying milestones and key deliverables. The schedule will cover the entirety of the two-year project, clearly identifying beginning and end dates for the project and its tasks, as well as dates for final deliverables. The project schedule will be submitted electronically to the City for approval one week following the project kick-off meeting. The Project Schedule will be updated as needed and submitted electronically to the City on a quarterly basis, highlighting any changes and documenting reasons for change.
2. **Maintain project records.** APTIM's Project Analysts will develop an electronic file system for project records that will be shared with City staff. Records will be retained according to project tasks and deliverables with clear dates and labels. Our Project Analysts will ensure that all project records are uploaded to the shared files within two days of generation, ensuring timely access to materials.



Task Priorities

- ▶ Project Schedule and Quarterly Updates
- ▶ Project Records

C. Project Communication

We value the opportunity to exchange ideas and information, receive feedback, and streamline the project performance process. We will work closely with the City throughout the project to ensure internal and external communication methods and the frequency of communications meet the City's expectations. APTIM's Project Manager will be the City's primary point of contact and will manage the projects overall day-to-day communication and directives.



1. **Prepare and submit correspondence memos.** As previously stated, clear communication is critical for project success. In the absence or in-between of project meetings, APTIM will communicate by email and/or phone unless otherwise directed. APTIM will ensure correspondence is clear and concise limiting confusion and unnecessary costs to the project. We will prepare and submit correspondence and memos to City staff as needed. Additionally, meeting minutes and/or notes will be distributed to all attendees within two days following the associated meeting.
2. **Support and prepare materials as requested for meetings.** At the request of the City, APTIM will draft meeting materials such as agendas, presentations, and other requested meeting materials. Drafted meeting materials will be provided to the City for review and feedback prior to the scheduled meeting/presentation. Once drafts are approved and at the request of the City, APTIM will distribute agendas and meeting materials to meeting attendees. All finalized materials will be filed and stored in a shared file system between the City and APTIM.

Task Priorities

- ▶ Project Correspondence
- ▶ Meeting Minutes
- ▶ Materials for Meetings

D. Project Meetings

APTIM will schedule and host monthly meetings with City staff to discuss project schedules, progress, status updates on tasks and deliverables, and identify project concerns (if any) early on to minimize overall project impact and prevent project slippage.

1. **Initiate and conduct monthly Project Development Team meetings.** APTIM's Project Manager will coordinate with the Project Development Team to identify a date and time to hold monthly meetings. Once established, monthly meeting agendas will be provided to attendees a minimum of two days prior to the scheduled meeting. Monthly meeting agendas will include a recap of the prior month's meeting, an outline and status of work in progress, and a record of all work completed including the date of completion.
2. **Project kick-off and data collection and review.** Once an agreement has been executed, APTIM will compile a list of project personnel to attend the kick-off meeting. APTIM will focus the kick-off meeting as an opportunity to introduce key project personnel who will be directing and managing deliverables and executing project work. Additionally, APTIM will develop a kick-off meeting agenda to introduce our team, establish communication protocols, discuss the City's goals and vision for this engagement, set expectations, confirm the project schedule, and other project parameters. Lastly, APTIM has developed an SB 1383 Matrix Checklist to aid jurisdictions in identifying SB 1383 program and data gaps. APTIM will customize the Checklist with data needs to begin project tasks which will allow us to better understand available data and identify any perceived barriers, ensuring the City's goals are met. Two weeks prior to the project kick-off meeting, APTIM will provide the City with the list of key personnel, kick-off meeting agenda, and the SB 1383 Matrix Checklist for review and approval.
3. **Coordination meetings as needed.** APTIM will manage and communicate deliverable needs through regular

monthly meetings. However, we understand that additional communication and meetings may be necessary to obtain and/or communicate deliverable information. APTIM’s Project Manager will communicate to City Staff recommendations for meetings as needed and coordinate meeting dates with key project personnel.

Task Priorities

- ▶ Meeting Agendas
- ▶ SB 1383 Matrix Checklist
- ▶ Kick-Off Meeting Agenda
- ▶ List of Requested Key Personnel to Attend the Kick-Off Meeting

Task 2: Develop an SB 1383 Program

A. High Priority Work

Setting priorities is pivotal for success. APTIM recognizes this importance and commits to collaborating closely with City staff. Our project analysts will meticulously collect documents and data identified in the SB 1383 Matrix Checklist to conduct a robust SB 1383 program gap analysis.

Methodology. APTIM’s project analysts bring proven methods to identify program gaps. Focused on jurisdiction compliance requirements, our analysts will review gathered documents and data to establish a baseline of current programs. This analysis will uncover perceived versus real compliance, enabling the prioritization of program expansion efforts.

Implementation Plan and Prioritization. Results from the program analysis will feed into a tailored Implementation Plan. This plan will identify key **strategies**, **outline** forward progress, and provide detailed **plans** for tasks and activities, categorized into high, moderate, and low priorities. APTIM’s approach ensures City staff have a measurable project baseline, enabling effective resource allocation. This strategic support aims to minimize expenses while maximizing the impact of SB 1383 compliance efforts.

MAIN ELEMENTS OF SB 1383



High Priority Work Areas. Based on the City’s responses to questions submitted and CalRecycle SB 1383 regulatory deadlines, the following three categories are designated as high priority:

- ▶ Business recycling/organic collection (or waived) compliance
- ▶ Multi-family recycling/organic collection compliance
- ▶ Tier One and Tier Two commercial edible food generator compliance

Task Priorities

- ▶ SB 1383 Program Gap Analysis
- ▶ SB 1383 Implementation Plan
- ▶ Develop a Program Baseline

B. Organic Waste Collection Program

This section outlines components of the **Implementation Plan**, covering the City’s established three-container collection system, our unique yet **tested strategies** for contamination reduction, **plans** for organic waste generator compliance, an **outline** of commercial business owner responsibilities, and our efficient practices for

evaluating waivers. These components make up the Organic Waste Collection Program and overlap into other areas of implementation as indicated in sections below. APTIM will use proven practices to develop tailored organic waste collection program(s) for the City which will include the following:

1. The City’s Current Three-Container Organic Waste Collection Services
2. Strategies to Reduce Container Contamination
3. A Plan Identifying Organic Waste Generator Requirements and Key Step to Meet SB 1383 Compliance
4. Developing Education/Outreach Materials Outlining Commercial Business Owner Responsibilities
5. Providing Waiver Technical Assistance Including Waiver Evaluation Assessments

Methodology. The City’s three-container organic waste collection services will serve as a foundation for expanding the City’s organic collection program. Collaborating closely with City staff and Republic Services, APTIM will delve into the intricacies of refuse, recycling, and organics collection, understanding materials accepted by container, container colors, labels, and sizes for all lines of business. This collaborative effort ensures alignment with SB 1383 requirements.



In compliance with SB 1383 Article 3. Organic Waste Collection Services, jurisdictions must monitor provided containers to minimize contamination and prohibited materials. SB 1383 prescribes **strategies to reduce container contamination** in the form of route reviews or waste evaluations. APTIM employs route reviews as the primary strategy, proven to be the most impactful approach for targeted education and contamination reduction. We utilize container tags, such as “Good Job” in sorting materials properly, and “Let’s Sort Things Out” for generators who need additional guidance. To minimize field auditor time, and route review data crunching, APTIM uses the APTView tool, capturing crucial data for evaluating contamination in organics, recycling, and refuse streams while providing City staff with real-time access through our dashboard. This specialized survey methodology aligns precisely with CalRecycle regulatory requirements, providing City staff with immediate insights into disposal practices and contamination rates. This data-driven approach **enables us to pinpoint top contaminants, facilitating targeted educational collateral, and engage in discussions on right-sizing service levels and pricing with account holders.**

Leveraging our developed and proven practices, APTIM is prepared to assist the City in building a comprehensive route review program that will satisfy SB 1383 mandates and help close the gap on the City’s compliance efforts.

To further develop the City’s organic waste collection program, APTIM will develop a **plan identifying organic waste generator requirements and key steps to meet SB 1383 compliance.** Our marketing team will generate educational collateral and social media posts (described in Section C below) to guide generators into compliance. Educational materials will be provided through in person outreach and technical assistance (described in Section D below).

In addition to generator requirements, APTIM will **develop education/outreach materials outlining commercial business owner responsibilities,** including Tier One and Tier Two Commercial Edible Food Generators. These materials will provide step-by-step compliance assistance, as further described in Section C below.



Under SB 1383, all organic generators must subscribe to organic collection or obtain a waiver with City approval. Section D below outlines APTIM’s commitment to **providing waiver technical assistance, including waiver evaluation assessments** to assist generators in meeting SB 1383 requirements.

Task Priorities

- ▶ Organics Waste Collection Program Development
- ▶ Strategies to Reduce Contamination
- ▶ Plans for Organic Waste Generator Compliance
- ▶ Outline of Commercial Business Owner Responsibilities
- ▶ Waiver Evaluation Assessments

C. Education and Outreach

In response to the City’s request for a template system, APTIM’s award-winning marketing team will collaborate closely with the City to develop community-based marketing material. This initiative aims to educate and engage businesses, single-family residents, and multi-family tenants/properties.

Methodology. APTIM will work with the City to transform the City’s website into a central information hub for SB 1383 regulated entities, including residents, businesses, and multifamily properties. **Our objective is to create an environment characterized by intuitive navigation, clear call-to-action buttons, and responsive layouts.** These enhancements will facilitate user experience, increase engagement, and improve conversion rates. Our team will develop website content focusing on the user, separating information by generator type for easily identified generator requirements. Once the website has been upgraded, APTIM will work with the City to develop a cohesive community-based social marketing campaign through the development of customizable templates. APTIM will provide eight (one per quarter over the two-year project) template/layouts focusing on the general public, multi-family complexes, businesses, edible food generators, and general organic waste and recycling.

To expand the City’s education and outreach platform beyond the internet, APTIM will develop templates for educational notices, flyers, and other materials, featuring scannable QR codes linking to relevant online information. Materials will be delivered through community outreach programs described in sections below. Educational flyers and other branded assets will be translated in English, Spanish, and other languages upon the City’s request. APTIM will also provide contact options for individuals to initiate a follow-up call, schedule a virtual meeting, or request an on-site visit, enhancing the accessibility and user-friendly nature of our engagement process.

APTIM will work with the City to identify a local printer (if possible) to print outreach materials on 30% or more post-consumer recycled-content paper in alignment with SB 1383 jurisdiction requirements.

Harnessing the power of Google Analytics, social media platforms, and user input, APTIM will actively monitor, analyze, and offer suggestions for refining web design, fostering ongoing enhancement in user engagement. APTIM understands the importance of

COMPLIANCE CHECK ✔

- ▶ Article 3 – Three-container Organic Waste Collection Services- Section 18984.1
- ▶ Article 3 – Container Contamination Minimization – Section 18984.5 & 18984.6
- ▶ Article 3 – Container Color Requirements-Section 18984.7
- ▶ Article 3 – Container Label Requirements-Section 18984.8
- ▶ Article 3 – Organic Waste Generator Requirements – 18984.9
- ▶ Article 3 – Commercial Business Owner Responsibilities – Section 18984.10
- ▶ Article 3 – Waivers Granted by a Jurisdiction 18984.11 & 18984.14

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Figure 1: City of Los Angeles Promotional Flyer

implementing public relations and media strategies to promote the SB 1383 organics program, including showcasing advocates and ambassadors, issuing press releases, and leveraging media coverage. Integrating successful approaches used for the City of Los Angeles, Bureau of Sanitation and Environment (LASAN), City staff are assured that we will use proven methodologies to reinforce program recognition and effectively communicate SB 1383 regulatory requirements.

Following the development of educational collateral, APTIM will deploy our field team to support generator compliance and provide in-person outreach and education to residents and businesses, including multi-family owners/managers, and edible food generators, as detailed below in Section D Regulation of Organic Waste Generators.

Task Priorities

See [Appendix B](#) for Sample Marketing Materials Developed by APTIM.

- ▶ Enhance City Website
- ▶ Create Templates for Online and Offline Materials (Notices, Flyers, Other Educational Materials)
- ▶ Deploy Proven Public Relations Strategies
- ▶ Provide In-Person Support

COMPLIANCE CHECK

- ▶ **Article 4. Organic Waste Recovery Education and Outreach – Section 18985.1**
- ▶ **Article 4. Edible Food Recovery Education and Outreach – Section 18985.2**

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D. Regulation of Organic Waste Generators

APTIM is providing this organic waste service to: the City of Fremont

Nothing facilitates and expedites compliance like face-to-face interaction with businesses including edible food generators, multifamily complex managers/owners/tenants, residents, and non-local entities which will be APTIM's priority. APTIM has developed comprehensive waste assessments and compliance checks for multiple jurisdictions, and our proven practices and seasoned field team will quickly and efficiently bring the City into compliance with SB 1383's organic waste generator requirements.

Methodology. Under SB 1383, all organic generators are required to subscribe to organic collection or be waived from these services with an approved City waiver. Based on the City's answers to questions submitted there are approximately 3,500 to 4,000 businesses within the City, and an estimated 1,000 out of compliance. Moreover, the City has an estimated 400 to 450 multi-family complexes whose compliance is not known. As requested, prior to the kick-off meeting, APTIM will submit the SB 1383 Matrix Checklist requesting account service data necessary to execute this two-year endeavor. To ensure efficient project resource allocation for the above tasks, APTIM's Analysts will scrub the account data, through a desk-top audit, for locations that will provide the City with immediate compliance return(s). Once data has been reviewed, APTIM's analysts will tailor APTIM's proprietary APTView survey tool and associate dashboard for Clovis specific generator compliance and contamination minimization efforts. APTView surveys are customized for each project's needs allowing our field auditors to record/track location specific information providing the City with compliance information for implementation records. To maximize field outreach effectiveness, our analysts will then strategically route/map and deploy the field auditors to locations that will allocate auditor field time/efforts efficiently. The APTView tool offers a customizable dashboard providing real-time access for City staff to see field auditors move from location to location conducting education and compliance checks. Moreover, the data field auditors collect provides City staff with real-time compliance status/progress. City staff can rest assured that they will be able to demonstrate and document to CalRecycle efficient and effective compliance progress.

Site Visit Methodology - Field auditors, equipped with the APTView survey tool and associate dashboard will evaluate designated locations, engaging with owners, managers, or decision-makers to provide feedback/educational materials highlighting commercial business owner responsibilities and organic waste generator requirements. During these assessments, our auditors observe current materials generated on-site and disposal and diversion practices. Utilizing their expertise, they will then offer informed recommendations to address recycling/organic collection, contamination challenges, **waiver assistance** (if applicable), and facilitate with the City's hauler any necessary service additions and/or adjustments. In short, our field auditors will provide site-specific solutions and guidance the technical assistance to guide locations into compliance.

Task Priorities

- ▶ Desk-top Audit
- ▶ Customize the APTView Tool and Dashboard Site Visits
- ▶ Deploy a Boots-on-the-ground Field Team
- ▶ Business Technical Assistance
- ▶ Waiver Assistance
- ▶ Implementation Records

E. Regulation of Biosolids Generated at a Publicly Owned Treatment Works

APTIM understands the current journey of wastewater from the Fresno/Clovis metro area travels through 1,600 miles of sanitary sewer lines to the Fresno-Clovis Regional Wastewater Reclamation Facility (RWRF) located at Jensen and Cornelia in southwest Fresno. Treating approximately 68 million gallons per day, RWRF produces Title 22-compliant secondary treatment level water suitable for irrigation but not for human consumption. Approximately 15% of the treated wastewater acre-feet are allocated for neighboring farmer land lease/reuse, with the remainder directed to percolating ponds. In addition, the City of Clovis operates a Water Reuse Facility (surface water treatment plant) supplying approximately 2.8 million gallons per day of recycled water to the City’s parks, paseos, green belts, and median islands. Based on the City’s response to questions submitted, APTIM commits to delivering comprehensive SB 1383 related **biosolid staff education and recommendations for a biosolid management plan/policy**. Additionally, at the request of the City, APTIM is prepared to assist with the development of a Publicly Owned Treatment Works

Team provided this service to the seven Cities (Arroyo Grande, Atascadero, Paso Robles, Morro Bay, Pismo Beach, San Luis Obispo, Grover Beach) of the IWMA's regional agency

(POTW) Waste to Fuel Program, focusing on converting residential and commercial food scraps, fats, oils, and grease (FOG), into Renewable Compressed Natural Gas (R-CNG) via anaerobic digestion at the City’s wastewater quality control facility. Ideally, the R-CNG could power the City’s growing waste collection vehicle fleet, aligning with SB 1383’s organic waste procurement target.

Methodology. Using our expertise in training City staff on POTW related matters, APTIM will provide a virtual comprehensive SB 1383 biosolid regulatory requirement training. The first segment will introduce staff to the current regulatory requirements, covering generator requirements, recovery/measurement requirements, recordkeeping, reporting, and an in-depth discussion of material received at the City’s POTW. The segment will provide City staff with a list of tested

recommendations/best practices, and projections on future biosolid regulatory challenges, including **heavy metals and PFAS management issues, aiming to heighten public awareness**. The virtual training guides staff on the relevant public resource code sections and health/safety code sections referenced by SB 1383 for regulatory compliance. Next, APTIM will ensure the City’s POTW compliance with exclusions described in section 17896.6(a)(1). As part of City policy development, APTIM will include language requiring the POTW to document (if applicable) tons of organic waste received and assist with calculating resulting procurement based on production capacity generated from the organic material, segregating materials that constitute landfill disposal upon City request.

Task Priorities

- ▶ Comprehensive SB 1383 Biosolid Training
- ▶ Develop a Policy for SB 1383 POTW Compliance.

COMPLIANCE CHECK 

- ▶ Article 3 – Organic Waste Generator Requirements – Section 18984.9
- ▶ Article 3 – Commercial Business Owner Responsibilities – Section 18984.10
- ▶ Article 3 – Waivers Granted by a Jurisdiction – Section 18984.11 & 18984.14
- ▶ Article 5 – Non-Local Entities Requirements – Section 18985.1
- ▶ Article 5 – Local Education Agencies Requirements – Section 18985.2

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COMPLIANCE CHECK 

- ▶ Article 6 - Biosolids Generation at a POTW – Section 18987.1

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F. Regulation of Haulers

SB 1383 requires significant modifications to franchise hauler agreements and practices. APTIM offers comprehensive franchise services, supporting jurisdictions through contract negotiations with existing haulers, to overseeing the entire competitive procurement process. As we work with jurisdictions and their haulers, we often see SB 1383 tasks being delegated to haulers to ease the regulatory burden on cities. However, this delegation often leads to increased monitoring and agreement management for City staff. APTIM is prepared further develop the City’s hauler program by:

1. **Methods of Approval for Haulers and Self-Haulers.** Our initial research indicates that the City has approved six non-franchise C&D material haulers through July 1, 2024, and ten non-franchise C&D haulers through July 1, 2025. Working closely with the City, we are prepared to deliver SB 1383 Non-Franchise Hauler and Self-Hauler compliance and policy recommendations. We will work closely with the City to better understand current practices and identify gaps (if any). We will review applications and information provided to non-franchised haulers and self haulers to ensure processes and information obtained and provided align with SB 1383 requirements.
2. **Requirements For Haulers of Organic Waste.** APTIM understand Republic Services currently provides organics collection for the City. APTIM will work with the City and Republic services to **review the franchise agreement, conduct interviews with City staff and Republic Services staff to uncover regulatory compliance issues/challenges (if any), and develop a streamlined plan for compliance.** APTIM is prepared to host up to three meetings between the City and Republic Service to discuss delegated duties, compliance gaps, and other related matters. APTIM will promptly document the meetings, providing written notes to both parties within three days.

Task Priorities

- ▶ Establish Requirements for Hauler and Self Hauler Program
- ▶ Hauler and Self-Hauler Application and Approval
- ▶ Review the Franchise Agreement
- ▶ Conduct Interviews With City Staff and Republic Services Staff
- ▶ Develop a Streamlined Plan for Compliance

COMPLIANCE CHECK

- ▶ Article 7 – Jurisdiction Approval of Haulers, and Self-Haulers – Section 18988.1
- ▶ Article 7 – Haulers of Organic Waste Requirements – Section 18988.2
- ▶ Article 7 – Self-Haulers of Organic Waste Section 18988.3

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G. Edible Food Recovery Programs

SB 1383 sets methane reduction targets that include the increased recovery (20%) of edible food for human consumption by January 1, 2025. CalRecycle requires each jurisdiction to establish and monitor a robust food recovery program that includes signed agreement between edible food generators and a food recovery organization, keep edible food diversion records, and divert the maximum amount of edible food possible. Based on the City’s answers to questions submitted, the City has identified 15 Tier One and 65 Tier Two Commercial Edible Food Generators whose compliance is not presently known.

APTIM is providing this service to the City of Moorpark and the City of Menifee

Methodology. APTIM is well-positioned to conduct outreach initiatives for Tier One and Tier Two Commercial Edible Food Generators, focusing on conveying the imperative SB 1383 requirements. Our proactive approach involves supporting the establishment of edible food donation programs from generator to recovery organizations, ensuring written agreements are firmly in place, maximum amounts are donated, and required records are kept. APTIM’s analysts will work closely with City staff to review the City’s current list of edible food

generators and identify any newly established business, prior to the list’s generation, that may qualify as an edible food generator. Once the list of edible food generators has been reviewed, our analyst will conduct desk-top surveys of each edible food generator location. Through the survey process, our analyst will provide educational collateral and an edible generator checklist developed by APTIM’s SB 1383 experts to help facilitate Commercial Edible Food Generator compliance. Moreover, analysts will identify current practices for donations, recordkeeping, and will determine if a signed agreement is in place. Concluding the desk-top surveys, APTIM will

coordinate a field team to conduct boots-on-the-ground technical assistances to expedite edible food generator compliance.

APTIM’s field auditors specialize in SB 1383 technical assistance, offering training on agreements, preparing donations, and recording donation information to ensure long lasting compliance efforts for Tier One and Tier Two generators. Our expertise also encompasses compliance monitoring, we stand ready to integrate compliance checks into concurrent commercial business monitoring activities. Furthermore, we are equipped to conduct compliance monitoring for food recovery organizations and services, ensuring a well-rounded approach to compliance checks that run parallel to commercial business and Tier One and Tier Two generator evaluations. APTIM’s approach fosters partnerships that facilitate safe edible food diversion while encouraging community program participation.

If, however, a Tier One/Tier Two location remains unwilling to comply with the regulations after three attempts, APTIM will provide City staff with a list of non-compliant edible food generator(s) including any mitigating circumstances associated with each account. To facilitate reluctant account compliance, APTIM will develop the written compliance notification letter(s) for each location, provide them to City staff to send out (as required by SB 1383) and provide on-going compliance follow-up/tracking for the City.

Task Priorities

- ▶ Edible Food Recovery Program
- ▶ List of Edible Food Generators
- ▶ Desktop Audit and Survey of Edible Food Generators
- ▶ Conduct In-Person Site Visits for Edible Food Generators

COMPLIANCE CHECK

- ▶ **Article 10 – Edible Food Recovery Program – Section 18991.1**
- ▶ **Article 10 – Recordkeeping Requirements for Jurisdiction Edible Food Recovery Program – Section 18991.2**
- ▶ **Article 10 – Commercial Edible Food Generators – Section 18991.3**
- ▶ **Article 10 – Recordkeeping Requirements for Commercial Edible Food Generators – Section 18991.4**
- ▶ **Article 10 – Food Recovery Services and Organizations – Section 18991.5**

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H. Organic Waste Recycling Capacity Planning

SB 1383 put forth ambitious goals to achieve the state's diversion targets. To achieve these goals, SB 1383 requires counties and cities to work together to better understand current and future capacity needs for organic waste and edible food recovery. Aligned with CalRecycle’s schedule for capacity planning, APTIM will assist the City and as directed coordinate with the County of Fresno, to calculate capacity needs for January 1, 2025, through December 31, 2034, by the August 1, 2024, reporting deadline through the approach outlined below.

Organic Waste Recycling Capacity Methodology. APTIM will work closely with the City to obtain capacity planning reports for the 2022 reporting year. In addition, we will work with the City and Republic Services to estimate the amount of organic waste, in tons, that has been disposed of for the past two years by the Clovis community. Using this information, we will establish baseline and current capacity for organic waste disposal and observe trends within the community. Using recent waste characterization studies, our analysts will calculate the estimated amount of organic waste in tons that will be disposed of by the City for the reporting period of January 1, 2025, through December 31, 2034. Furthermore, we will estimate the amount of new or expanded organic waste recycling facility capacity needed through the reporting period and provide recommendations for the short-term and long-term expansion. We will estimate the amount of new or expanded organic waste recycling facility capacity that will be needed to process organic waste. In addition, and as directed, APTIM will collaborate with the City and County of Fresno to facilitate community outreach to the Clovis community to identify locations being considered for new and/or expanded operations, as required by SB 1383. If capacity planning results determine insufficient capacity for the City’s organic waste recycling, APTIM will work with the City to develop an implementation schedule pursuant to Section 18992.1 including timelines and milestones for planning efforts to submit to CalRecycle.

Team provided this service to the seven Cities (Arroyo Grande, Atascadero, Paso Robles, Morro Bay, Pismo Beach, San Luis Obispo, Grover Beach) of the IWMA's regional agency and for the City of Moorpark

Edible Food Recovery Capacity Methodology – Alongside our approach to edible food generator review described above, APTIM will coordinate with food recovery organizations and services within the City to identify current capacity. APTIM’s analysts will customize our desk-top surveys to capture information from food recovery organizations and services. The survey will provide APTIM with information regarding partnered agencies, current recovery methods, transportation, storage, and more to develop a baseline of edible food recovery. With an established baseline, APTIM analysts will work with recovery organizations and partnered agencies to review current donations and plan for future donations anticipated for January 1, 2025, through December 31, 2034, to align with CalRecycle requirements. Moreover, we will work with the City and County of Fresno to identify any proposed new or expanded food recovery organizations and/or

services. Concluding the surveys for Commercial Edible Food Generators and Food Recovery Organizations and Services, APTIM will calculate the City’s current capacity and identify any capacity needs through December 31, 2034, providing recommendations for short-term and long-term expansion. If capacity planning results determine insufficient capacity for the City’s edible food recovery capacity, APTIM will work with the City to develop an implementation schedule pursuant to Section 18992.2 including timelines and milestones for planning efforts to submit to CalRecycle.

Reporting- Through our shared filed system, APTIM will record, track, and report on the City’s behalf, all capacity planning documentation and reports. If the City is found to have insufficient capacity, APTIM will assist the City in developing and reporting an implementation schedule pursuant to Section 18992.1 or 18992.2, APTIM will ensure the schedule is uploaded to the shared files and submitted to CalRecycle prior to the 120-day deadline.

Task Priorities

- ▶ Calculate Capacity Plan for Organic Waste
- ▶ Review Tonnage and Waste Characterization Reports
- ▶ Develop an Implementation Schedule (if needed)
- ▶ Calculate Capacity Plan for Edible Food Recovery
- ▶ Survey Food Recovery Organizations and Services
- ▶ Develop an Implementation Schedule (if needed)
- ▶ Report Capacity for the City

COMPLIANCE CHECK

- ▶ **Article 11 – Organic Waste Product Procurement Target - Section 18992.1**
- ▶ **Article 11 – Edible Food Recovery Capacity – Section 18992.2**

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I. Procurement of Recovered Organic Waste Products

As required by SB 1383, beginning on January 1, 2022, all “jurisdiction shall annually procure a quantity of recovered organic waste products that meets or exceeds its current annual recovered organic waste product procurement target as determined by this article (Title 14, Article 12, Section 18993.1.a).”

Recovered Organic Waste Procurement Methodology. Leveraging our expertise in navigating complex compliance frameworks and facilitating procurement services, APTIM will meticulously analyze and develop a comprehensive plan/report to assist the City in identifying multiple SB 1383 procurement options/compliance pathways. Our analysis estimates compost/mulch quantities suitable for parks, open spaces, and other City-owned properties, ensuring a well-rounded understanding of resource allocation. We will also explore diverse procurement avenues, including renewable energy transportation fuel, electricity, and gas for heating from anaerobic digestion options and even electricity from biomass conversion, including potential partnerships with direct service providers or special districts, aiming to present the City with a diverse array of local and viable options. For the method, or methods, the City determines to procure organic waste, we will assist in developing agreements with service providers so that the City receives credit for the amount procured.

APTIM’s Analyst will work with entities responsible for procuring SB 1383 qualifying compost/mulch for the City. Coordinating with each entity, APTIM will verify that facilities from which the material was purchased meets the regulation requirements, document the facilities information, track the amount/weight of recovered organic waste procured, and obtain records and receipts for the City’s implementation records and ensuring the City meets or

exceeds its annual recovered organic waste procurement targets. These records will be maintained in a shared filing system for the City to have up to date status on achieving procurement targets.

Team provided this service to the seven Cities (Arroyo Grande, Atascadero, Paso Robles, Morro Bay, Pismo Beach, San Luis Obispo, Grover Beach) of the IWMA's regional agency

Recycled Content Paper Procurement Methodology. APTIM will review the current paper purchasing practices and written processes (if any) establishing a framework with paper purchasing requirements and policies. APTIM's Analyst are seasoned in the art of SB 1383 Paper procurement and have worked with centralized and decentralized purchasing departments. Our Analysts will review recent paper product purchases to better understand products utilized by City staff and understand preferences for specific products. Our Analyst will work with City staff communicating directly with those involved in the purchasing process to establish guidelines and best practices to achieve SB 1383 paper procurement compliance. Analyst will train staff on the intricacies of paper procurement purchase, records recycled

content paper, unqualified labels, and provide recommendations for future purchases that will align with the regulation requirements.

Task Priorities

- ▶ Recovered Organic Waste Product Analysis
- ▶ Explore Procurement Options Outside of Compost and Mulch
- ▶ Coordinate with Procuring Entities
- ▶ Track Facility Information, Procurement Amounts, and Records
- ▶ Review of Current Paper Procurement Practices and Processes
- ▶ Review Recent Purchases
- ▶ Provided Staff Training
- ▶ Paper Procurement Recommendations

COMPLIANCE CHECK

- ▶ Article 12 – Recovered Organic Waste Product Procurement Target – Section 18993.1
- ▶ Article 12 – Recordkeeping Requirements for Recovered Organic Waste Procurement Targets – Section 18993.2
- ▶ Article 12 – Recycled Content Paper Procurement Requirements – Section 19993.3
- ▶ Article 12 – Recordkeeping Requirements for Paper Procurement Requirements – Section 18993.4

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J. Reporting / Recordkeeping

APTIM provided this service to the Cities of Moorpark, the City of Fremont and the City of Davis.

APTIM thoroughly understands the importance of precise data collection, recordkeeping, and reporting practices. As we have done for other jurisdictions, Project Manager Kelly York and our Analysts will collaborate closely with City staff to review the existing data collection and reporting practices, aiming to either enhance the current database or construct a new, customized repository. Whether using a current database or a new system, APTIM will ensure that this repository will serve as the City's platform to house SB 1383 Implementation Records

and Electronic Annual Report (EAR) documents.

Methodology. Our strategy encompasses the development of an SB 1383 Implementation Record and EAR reporting tracking tool to track, maintain, and update all necessary documents and reports within the mandated 60-day timeframe. This document repository will come with a built-in user-friendly dashboard, providing City staff with push-button oversight, and the ability to quickly pull records to provide City Council or CalRecycle with real-time project/compliance status reports. Our Analysts will use information gathered by the SB 1383 Matrix Checklist to establish a baseline of reporting and recordkeeping practices. Focusing on SB 1383's requirements for the Implementation Record, we will establish files that align with each section of the Implementation Record as a starting point for record retention, creating files that are well-organized, easily identified, and provided in a user-friendly format. Moreover, the recordkeeping system will also allow for tracking of grant-related projects and other solid waste related projects providing a central location for all solid waste related documents for ease of use and convenient reporting to CalRecycle's LoGIC/WebPass system. Our goal is to establish a robust and responsive

data tracking/management system that lifts this regulatory burden off of City staff and at the same time aligns seamlessly with SB 1383 requirements, ensuring compliance and accuracy in reporting.

Bonus APTIM Solid Waste Division Form Review - The importance of well-developed and easily accessible forms, letter templates, etc. are a local government/organizational imperative. Under performance in this area raises red flags, frustrates City staff, the community, and signals inefficiencies. The APTIM team understands the importance of updated forms, letters, templates, etc. as they increase accuracy, timely reporting, provide quality assurance and quality control measures for report preparation.

Task Priorities

- ▶ Shared Recordkeeping System
- ▶ Implementation Record Files
- ▶ Create Recordkeeping for Other Solid Waste Files
- ▶ Develop a Data Tracking/Management System

COMPLIANCE CHECK

▶ **Article 14 – Implementation Record and Recordkeeping Requirements – Section 18995.2**

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APTIM has a strong history of preparing and filing state and local solid waste reports—on schedule.

5. Experience

Renowned as a solid waste industry leader, APTIM is a distinguished environmental services provider, delivering comprehensive solid waste audit, planning, and implementation services to over 60 public agencies across 16 states, including the notable California cities such as the City of Moorpark, Fremont, Davis, Menifee, and Los Angeles (LASANs). With over 410 California-based APTIM professionals positions us to navigate the complex SB 1383 challenges/deadlines that the City faces.

Our seasoned team boasts expertise in the nuanced understanding of solid waste regulations specializing in regulatory compliance. We thoroughly understand **SB 1383, AB 1826, AB 341, and AB 939**, guiding clients through adherence processes and providing CalRecycle negotiating services. With over 100 years of collective experience, our **team's experience as it relates to this project** is demonstrated in the following reference projects.

Solid Waste Services
60+ Public Agencies

410 California Employees

3,500+ Employees Worldwide

5 California Offices

1,600 CA Projects in 10 years

As your partner, APTIM understands the City’s need to be good stewards of programmatic funding. We are committed to executing each project task, ensuring timely delivery, and with a strict adherence to budget constraints. **But don’t take our word for it, please reach out to the contacts listed as reference cities for project testimonials.**

Below are four project descriptions and references for relevant projects.

	<p>Solid Waste and Recycling Consulting Services Moorpark, CA</p> <ul style="list-style-type: none"> ▶ Start-to-finish CalRecycle Implementation Record, EAR, and Local Assistant Grant tracking, recordkeeping, and reporting ▶ Comprehensive management of the City’s Waiver Program ▶ Successfully conducted SB 1383 route reviews ▶ Provided tier one and tier two outreach, education, and compliance evaluations ▶ Franchise hauler compliance & rate review assistance ▶ SB 1383 Gap Analysis
<p>The City engaged APTIM to provide franchise agreement, rate review analytics, and SB 1383 comprehensive compliance services. Currently, the project team is working primarily to bring the community into compliance with SB 1383. Services include:</p> <ul style="list-style-type: none"> ▶ APTIM developed the SB 1383 data management system for the City including data collection that supports CalRecycle’s Electronic Annual Report (EAR) ▶ Provided comprehensive SB 1383 program gap analysis ▶ Conducted in-person Tier One and Tier Two commercial edible food generator outreach, education, and subsequent compliance checks 	<p>Project Dates</p> <ul style="list-style-type: none"> ▶ August 2023 – Present <p>Project Team Members</p> <ul style="list-style-type: none"> ▶ Kelly York, Project Manager ▶ Patti Toews, Subject Matter Expert ▶ Daisy Tinajero, Project Analyst ▶ Abigail Bunnell, Project Analyst ▶ Daniela Lara, Field Auditor

- ▶ Developed and manage the City’s **Waiver program** from designing on-line fillable forms to evaluating, approving, and/or denial of applicants.
- ▶ Provide start-to-finish **SB 1383 Local Assistance Grant management**, including drafting grant language, working closely with CalRecycle, documenting expenditures, and maintaining all records associated with grant expenditures.
- ▶ **Graphic Design** - Developed content for multiple solid waste divisional webpages, route review cart tags, social media, and other SB 1383 educational materials.
- ▶ Providing on-going **hauler compliance, franchise agreement subject matter expertise, and hauling rate review** evaluation services.
- ▶ Provide **real-time residential and business question and services support** through an APTIM provided toll-free number.

▶ Timothy B. Jones, Field Auditor

Client Reference
 Roger Pichardo, MBA
 rpichardo@moorparkca.gov
 (805) 517-6241



Organic Services Enrollment | Fremont, CA

- ▶ SB 1383 business and multi-tenant in-person outreach
- ▶ Right sizing audits and compliance checks
- ▶ Providing start-to-finish waiver support from site evaluations including photographs to submitting the waiver on behalf of the business.
- ▶ Providing application support for grant funded interior organic collection containers

Having completed Phase I, Phase II, and currently set to compliance Phase III **on schedule**, APTIM has provided the City of Fremont with the following services:

- ▶ Conducted desktop audit of 600 non-compliant business, calling, and emailing businesses
- ▶ Conducted 800+ in-person SB 1383 education right-sizing waste evaluations for refuse, recycling, and organics
- ▶ Coordinated with the hauler for container deliveries and service changes for 150+ businesses.
- ▶ Submitted on behalf of eligible businesses 276 waiver and 77 grant applications

Project Dates
 ▶ October 2022 – Present

Project Team Members

- ▶ Patti Toews, Project Manager & Kelly York, Task Manager
- ▶ Daisy Tinajero, Abigail Bunnell, Project Analysts
- ▶ Timothy B. Jones, Field Auditor

Client Reference
 Allyn McAuley
amcauley@fremont.org
 (510) 494-4576



SB 1383 Route Reviews | Davis, CA

- ▶ SB 1383 Field Auditor Contamination Compliance Checks
- ▶ Cart / Bin Tag Education and Outreach Feedback
- ▶ Haul Route Coordination
- ▶ Desktop Audit
- ▶ Provided City Staff Training

APTIM provided SB 1383 route review evaluation services for the City of Davis Public Works Utilities and Operations Department. For this project,

Project Dates

APTIM developed a customized route review survey tool to accurately evaluate the City’s **unique collection structure** (i.e., a three-cart system, but a two-sided recycling cart for residential accounts and cardboard collected from the ground for commercial). For this project, APTIM:

- ▶ Conducted a desk-top audit/scrub of 48,789 accounts
- ▶ Provided City staff with route review survey tool **training**
- ▶ Randomly selected 1,007 accounts for route evaluations
- ▶ Executed commercial and residential route reviews
- ▶ Provided educational tags on proper source separation
- ▶ Collected and analyzed route review data providing the City with top contaminants per material stream for both residential and commercial accounts.

▶ December 2022–September 2023

Project Team Members

- ▶ Patti Toews, Project Manager
- ▶ Abigail Bunnell, Project Analyst
- ▶ Timothy B. Jones, Field Auditor

Client Reference

Jennifer Gilbert
jjgilbert@cityofdavis.org
 (530) 757-5688



SB 1383 Support Services | Menifee, CA

- ▶ SB 1383 services technical assistance
- ▶ Presentations and public outreach events
- ▶ Tier One & Tier Two education and compliance assistance

APTIM has provided on-going guidance for the City of Menifee on two separate projects. We provided support for SB 1383, AB 341, and AB 1826 data management, the Electronic Annual Report (EAR), and the hazardous waste report Form 303 for CalRecycle. APTIM reviewed and provided recommendations for up to 10 documents to ensure they are compliant with SB 1383 regulations, including but not limited to: waiver forms, self-hauler applications, paper procurement certification documents, edible food recovery, special event waivers, and large event waste plans. APTIM was then asked to create and host two webinars to provide SB 1383 technical assistance for businesses and Tier One edible food generators. APTIM is currently providing on-call SB 1383 education and outreach support services to businesses inside the city limits. The team is providing additional regulatory guidance, designing **Tier One and Tier Two** outreach letters, a draft edible food agreement, and small generator waiver form development.

Project Dates

- ▶ 2022–Present

Project Team Members

- ▶ Patti Toews, Project Manager
- ▶ Kelly York, Task Manager
- ▶ Daisy Tinajero, Project Analyst
- ▶ Abigail Bunnell, Project Analyst

Client Reference

Kori Jones
kjones@cityofmenifee.us
 (951) 723-3890

6. Cost

The following tables provide the City with fee schedule(s) including the proposed team members, titles, hourly rates, number of estimated hours per task and subtask. These cost tables have been designed to explain all billable costs over the course of this two-year project. At the request of the City, we are prepared to expand and/or contract services to best meet the needs of the project and are prepared to mutually negotiate agreed upon scope/pricing. Additionally, APTIM understands that the hourly rates listed will be locked in for the entire two-year project.

City of Clovis Cost Proposal - Two Year Project										
Task 1: Project Management		Task 1: A.1	Task 1.A.2.	Task 1.B.1	Task 1.B.2.	Task 1.C.1.	Task 1.C.2	Task 1.D.1.	Task 1.D.2.&3.	Total Hours
Key Staff	Hourly Rate	Contract Administration Prepare & Submit Monthly Progress Reports & Invoices	Prepare & Submit Invoices Accompanied with Back Up Support	Project Control Prepare detailed Schedule Updated Schedule Quarterly	Maintain Project Records	Prepare & Submit Correspondence, Memos, Meeting Minutes	Prepare Materials for City Presentations, TAC, & Other Stakeholders	Initiate and conduct Monthly Project Development Team Meetings	Project Kickoff, Data Collection & Review (Matrix)	
Patti Toews : Subject Matter Expert	\$175.00								1	1
Kelly York : Project Manager	\$165.00	6		3.75		2	3.75	23	1	40
Anna Malone : Task Manager	\$ 85.00							19	5	24
Danielle Tomb: Task Manager	\$ 85.00		32	10	5	5	7		1	60
Daisy Tinajero : Project Analyst	\$ 80.00			2.25					1	3
Abigail Bunnell : Project Analyst	\$ 80.00				3.5				1	5
Timothy B Jones : Field Auditor	\$ 75.00									0
Daniela Lara : Field Auditor	\$ 75.00									0
Michael "Max" Lauro : Marketing Manager	\$130.00									0
Matthew Elliot : Creative Director	\$119.00									0
Alexa Smith : Marketing Specialist	\$ 78.00									0
Admin/Biller : Admin/Biller	\$ 75.00	24								24
										0
										0
Other Direct Costs (Mileage, etc.)		0	0	0	0	0	0	0	0	0
Total "Estimated" Task Hours		30	32	16	9	7	11	42	10	156
Two Year "Estimated: Task Budget		\$ 2,790.00	\$ 2,720.00	\$ 1,648.75	\$ 705.00	\$ 755.00	\$ 1,213.75	\$ 5,410.00	\$ 1,010.00	\$16,252.50

City of Clovis Cost Proposal - Two Year Project												
Task 2: Develop an SB 1383 Program		Task 2.A	Task 2.B	Task 2.C	Task 2.D	Task 2.E	Task 2.F	Task 2.G	Task 2.H	Task 2.I	Task 2.J	
Key Staff	Hourly Rate	High Priority Work	Organic Waste collection Program	Education & Outreach	Regulation of Organic Waste Generators	Regulation of Biosolids Generated at a POTW	Regulations of Haulers	Edible Food Recovery Programs	Organic Waste Recycling Capacity Planning	Procurement of Recovered Organic Waste Products	Reporting & Recordkeeping	Total Hours
Patti Toews : Subject Matter Expert	\$175.00	0.5		0.25	0.75	7.5	5.75	0.25	0.75	0.25	0.25	16.25
Kelly York : Project Manager	\$165.00	5.5	3.75	5.75	3.75	4.75	6.25	3.75	3.25	2	2.25	41
Anna Malone : Task Manager	\$ 85.00	17	18	7.25	5	2.5		3.25				53
Danielle Tomb: Task Manager	\$ 85.00					5.75	8.5		12.75	5	3.75	35.75
Daisy Tinajero : Project Analyst	\$ 80.00	11							12.75	11.25	12.75	47.75
Abigail Bunnell : Project Analyst	\$ 80.00		47		47		3.75	10.25				108
Timothy B Jones : Field Auditor	\$ 75.00		82		73			23				178
Daniela Lara : Field Auditor	\$ 75.00		82		73			23				178
Michael "Max" Lauro : Marketing Manager	\$130.00			9.75								9.75
Matthew Elliot : Creative Director	\$119.00			17								17
Alexa Smith : Marketing Specialist	\$ 78.00			27								27
Admin/Biller : Admin/Biller	\$ 75.00											0
												0
												0
Other Direct Costs (Mileage, etc.)					\$ 22,000.00							0
Total "Estimated" Task Hours		34	233	67	203	21	24	64	30	19	19	712
Two Year "Estimated: Task Budget		\$3,320.00	\$18,208.75	\$7,005.25	\$ 37,885.00	\$ 2,797.50	\$ 3,060.00	\$ 5,208.75	\$ 2,771.25	\$ 1,698.75	\$ 1,753.75	\$83,709.00

Total Task 1 & Task 2	Task 1	Task 2	Total Hours
Key Staff			
Hourly Rate			
Patti Toews : Subject Matter Expert	\$175.00	1	16.25
Kelly York : Project Manager	\$165.00	40	41
Anna Malone : Task Manager	\$ 85.00	24	53
Danielle Tomb: Task Manager	\$ 85.00	60	35.75
Daisy Tinajero : Project Analyst	\$ 80.00	3	47.75
Abigail Bunnell : Project Analyst	\$ 80.00	5	108
Timothy B Jones : Field Auditor	\$ 75.00	0	178
Daniela Lara : Field Auditor	\$ 75.00	0	178
Michael "Max" Lauro : Marketing Manager	\$130.00	0	9.75
Matthew Elliot : Creative Director	\$119.00	0	17
Alexa Smith : Marketing Specialist	\$ 78.00	0	27
Admin/Biller : Admin/Biller	\$ 75.00	24	0
		0	0
		0	0
Other Direct Costs (Mileage, etc.)		0	\$ 22,000.00
Total "Estimated" Task Hours	156	712	868
Two Year "Estimated: Task Budget	\$ 16,252.50	\$ 83,709.00	\$ 99,961.50
	Two (2) Year	Not to Exceed	\$ 100,000.00

Appendix A: Resumes

KELLY YORK PROJECT MANAGER

Kelly is a result driven environmental professional with nine years of experience in the solid waste, recycling, organics, and hauling industry managing **regulatory compliance** programs for local governments. For this project, she will develop trusted relationships with City staff, the hauler, and other stakeholders. Additionally, Kelly quickly **identifies programmatic and compliance gaps, prioritize work**, and provide clear, cost-effective SB 1383 implementation solutions strategies. Kelly is experienced in project implementation and roll-out including expertise working with local jurisdictions, haulers, City Council members, and community stakeholders to review, update, and engage support while navigating competing priorities. She has successfully **executed several SB 1383 public outreach campaigns**, creating educational tools, and providing jurisdictions and CalRecycle with the data necessary to document programs, progress, and compliance.

Relevant Experience

APTIM; Sustainability/Waste Minimization Manager; August 2022–Present

Project Manager; Solid Waste and Recycling Consulting Services; City of Moorpark, CA
August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services to the city as well as providing start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Kelly is managing a team of waste minimization experts through conducting a desktop audit to compile Tier One & Tier Two Commercial Edible Food Generators, providing all education outreach and compliance services.

Project Task Manager; Organics Service Enrollment City of Fremont; Fremont, CA

October 2022– Present (Phase I, II, & III)

Kelly oversees the project’s field technicians, day-to-day site visit operations, and tracks budget and schedule as APTIM is assists the city in meeting SB 1383 compliance by conducting outreach to businesses, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics needs.

Assistant Project Manager; Reusable Foodware Program; City of Los Angeles Bureau of Sanitation (LASAN); Los Angeles, CA

October 2022–Present

APTIM is designing and implementing a pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Kelly is assisting in leading a team to transition food service providers



9 years

supporting facilities collection and infrastructure

Key Scope Experience

- ▶ Project Controls
- ▶ Organic Waste Compliance Programs
- ▶ Hauler Compliance
- ▶ Education Program Development

Education

- ▶ General Education, Certificate in Emergency Medicine, Santa Barbara City College, CA

Professional Affiliations

- ▶ Co-Chair for CRRRA Local Agency Technical Council
- ▶ Co-Chair for SBC Sustainable Business Council Technical Council
- ▶ Solid Waste Association of America, 2021
- ▶ California Resource Recovery Association, 2021
- ▶ California Organics Recycling Council

away from single use plastics to reusable foodware through boots on the ground technical assistance and support. APTIM is developing multilingual outreach and educational materials to promote the program and is administering a \$500,000 microgrant application and funding program.

Deputy Director/Program Manager; San Luis Obispo, CA; February 2021–July 2022

Kelly monitored and analyzed state mandated planning requirements, directed, and coordinated work plans for program staff and assisted member agencies with ordinances. She developed, coordinated, and led webinars for member agencies, local nonprofit groups, and commercial businesses to educate them on state regulations.

Waste Management; Operations Specialist; Atascadero, CA; January 2015–February 2021

Kelly oversaw and managed the daily operations of the local customer service office, assisted in hauler routing, and solid waste and recycling education related to state mandates. She managed recycling efforts at local site to assist businesses in complying with the mandatory recycling ordinance and AB 341. Kelly maintained and monitored truck cameras, reviewed contamination, overloaded containers, and provided direct and immediate outreach to customers by phone/emails.

PATTI TOEWS, TRUE ADVISOR

SB 1383 SUBJECT MATTER EXPERT

Patti has 17 years of experience providing comprehensive solid waste strategic and administrative program expertise for California counties, cities, and special districts. She provides a wide variety of regulatory compliance and solid waste support services for California local government agencies, including environmental programming insight, and regulatory guidance such as SB 1383.

Relevant Experience

APTIM; Local/State Government Sustainability/Waste Management Solutions; March 2022–Present

Project Manager; Solid Waste & Recycling Consulting Services; City of Oakland, CA

October 2023–Present

Patti is leading the APTIM team in providing SB 1383 compliance, and business technical assistance, monitoring the conduct of material characterization and processing diversion audits/studies, franchise agreement compliance and landfill disposal record analysis, rate adjustment and diversion calculation oversight, administering construction and demolition (C&D) debris collection and transportation and employing a non-exclusive permit system for collecting recyclable materials from businesses by third party haulers.

Subject Matter Expert; Solid Waste and Recycling Consulting Services; City of Moorpark, CA

August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services to the city as well as start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Patti supports a team of waste minimization experts providing expertise on SB 1383 implementation, including Tier One & Tier Two Commercial Edible Food Generator compliance, organics collection, recordkeeping, education, and outreach.

Project Manager; Comprehensive Facility Waste Characterization Study; Simpson Strong-Tie; Stockton, CA

March 2023

Patti managed and led the boots-on the-ground team in conducting a comprehensive waste audit of office, distribution, and manufacturing facilities to help build company’s diversion strategy and provide documentation necessary for the company’s environmental, social, and governance (ESG) annual report. APTIM provided a comprehensive final project report, including project background, scope of work, facility background, California legislative drivers, the material management facilities, audit findings, data collection and extrapolation, limitations, recommendations, conclusions, case studies, and additional informational resources.

Project Manager; SB 1383 Route Reviews; City of Davis, CA

December 2022–September 2023

Patti led the APTIM IT team as they developed a customized route review tracking system/dashboard for city staff allowing real-time access to the field



17 years

leading local governments in regulatory compliance

Key Scope Experience

- ▶ SME SB 1383
- ▶ Policy Development
- ▶ Hauler Franchise Agreements

Education

- ▶ Master of Public Policy, California Polytechnic State University, San Luis Obispo
- ▶ BS, California State University, Fresno

Professional Certifications

- ▶ TRUE Advisor Certificate
- ▶ SWANA Certified Zero Waste Principles/Practices
- ▶ SWANA Certified HHW & CESQG Collection Operations

audit as APTIM provided contamination documentation for the city. In addition, Patti led both the internal project analyst and external field auditing team providing SB 1383 lid lift route reviews for five organics, three recycling, and five trash commercial routes totaling 330 containers and eight organics, six recycling, and five trash residential routes totaling 575 containers.

Project Manager; Organics Service Enrollment; City of Fremont, CA
October 2022–Present (Phase 1, Phase II & Phase III)

Patti manages the team as they navigate organics service enrollment for businesses, managing budgets, maintaining schedules, addressing the city’s day-to-day project needs, and ensuring key milestones are achieved. APTIM is assisting the city in meeting SB 1383 compliance by conducting outreach to businesses, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics right-sizing needs.

Project Manager; SB 1383 Support Services; City of Menifee, CA
September 2022–Present

Patti is providing SB 1383 education and outreach support services to businesses inside the city limits and regulatory guidance, designing waiver forms, reviewing, and providing guidance on large venue event forms, multifamily property owner forms, Tier One and Tier Two generator outreach letters, and small generator waiver form assistance.

San Luis Obispo City Integrated Waste Management Authority; Interim Executive Director September 2021–March 2022; Deputy Director April 2021–September 2021; Program Director March 2008–April 2021

- ▶ Planned and directed overall agency operations, programs, and budgetary functions for solid waste, recycling, food scrap/green waste diversion, hazardous waste, and extended producer responsibility collection programs, including countywide planning activities
- ▶ Provided strategic, administrative leadership to comply with a range of solid waste resource management initiatives, including AB 1276, SB 1383, AB 1826, AB 827, AB 341, and AB 939
- ▶ Managed agency staff, field staff, and oversaw the management of six hazardous waste facilities
- ▶ Monitored and analyzed state mandated 18-member agency program requirements verifying operational efficiencies and regulatory compliance
- ▶ Assisted director in developing and monitoring the annual budget for mandated programs, controlled and authorized expenditures
- ▶ Implemented, educated, and provided compliance for nine separate ordinances. All EPR retail take-back programs related to battery (365 locations), fluorescent lighting (112 locations), paint (23 locations), mercury thermostats, sharps, and unwanted medications.

ANNA MALONE, TRUE ADVISOR TASK MANAGER

Anna is a highly dedicated and results-driven sustainability professional with a proven track record in waste minimization and circular economy initiatives. With more than five years of experience in driving sustainability efforts globally, she brings expertise in planning and executing comprehensive waste management strategies. Anna has conducted extensive onsite waste audits across diverse facilities in Central America and Kenya, showcasing her proficiency in identifying and implementing innovative solutions. Notably, she spearheaded the development of a robust waste management framework for a factory in Belize, collaborating seamlessly with waste pickers, recovery facilities, and corporate partners. Her background emphasizes her ability to execute waste assessments, promote organic waste disposal practices, ensure compliance through strategic enforcement strategies, conduct effective program education and outreach, and diligently manage program administration and reporting requirements.

Relevant Experience

APTIM; Sustainability Assistant Project Manager; July 2023–Present

Project Assistant; Reusable Foodware Program; City of Los Angeles Bureau of Sanitation (LASAN); Los Angeles, CA; November

December 2023–Present

APTIM is designing and implementing a pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Anna provides comprehensive project support by overseeing weekly project progress tracking and facilitating communication channels between the city, field assessors, and food service providers.

Data Specialist; Sustainable Sport Index; Denver, CO

August 2023 –Present

Anna contributed to a nationwide sustainability initiative by organizing data collection and report creation, aimed at enhancing and broadening the scope of a comprehensive survey for sports venues across the nation. The survey encompassed crucial aspects such as energy consumption, carbon emissions, water conservation, waste management, and wellness initiatives. The overarching mission centered on advancing sustainability and environmental practices within the sports industry.

Project Development Manager; Semillas Del Oceano; Guatemala City, Guatemala; January 2018–November 2020

Anna created a local recycling network, increasing participation from 12 to 48 individuals and incentivizing waste diversion from the ocean. She facilitated waste characterization studies in six coastal communities over a one-year period, which reduced single-use plastic consumption by 30%. Anna assisted with execution of 20 beach cleanup events under the Corona X Parley project, lobbied, worked for and with, local government officials to increase capacities while assisting The Great Ocean Cleanup in R&D, and organized



5 years

driving waste management efforts worldwide

Key Scope Experience

- ▶ SB 1383 Education and Outreach
- ▶ Program Administration and Reporting
- ▶ Speaks fluent Spanish

Education

- ▶ BS, Economics, Clemson University, Clemson, SC

Professional Certifications

- ▶ TRUE Advisor Certificate
- ▶ Market Leadership Advisory Board – USGBC
- ▶ Executive Certificate in Social Impact Strategy, University of Pennsylvania
- ▶ From Linear to Circular, Ellen MacArthur Foundation

local handcrafters to convert salvaged pollutants into consumer goods, creating jobs and boosting the local economy.

Environmental Impact Coordinator; Ocean Sole; Nairobi, Kenya; August 2018–February 2019

Anna conducted onsite visits and waste audits assessing model for applicability to Central American wastescape and developed a model and framework for the first international 'impact factory' in Belize, coordinating with local waste pickers, recovery facilities, and corporate partners. She utilized municipal grant funds to create waste bins for coastal communities from misprinted packaging waste in partnership with Tetra Pak and developed and proposed plan for global expansion/ relevance to USA market. Anna assisted with the launch of online store and USA office for global distribution and expansion, resulting in 40% YoY increase in online sales.

DANIELLE TOMB

TASK MANAGER

Danielle has a 12-year background in customer service and project administration, focusing on ensuring information is processed efficiently, accurately, and thoroughly. She has worked on numerous cross functional teams entering and tracking data in various electronic systems and running standard reports as needed to ensure quality. Danielle is accountable for the delivery of outstanding client service through a strong commitment to client needs with a demonstrated commitment to adhering to all service levels with superior communication skills.

Relevant Experience

APTIM; Waste Minimization Task Lead; January 2024–Present

CVS Health; Retail Hiring Agent; July 2017–March 2019; February 2020–December 2023

Danielle started on the talent acquisition team and served in various positions including hiring qualified employees. She worked with retail store managers on the administrative recruiting function for store level positions using the Applicant Tracking System as well as other HR systems and predefined business processes to hire candidates in accordance with the company hiring practices. She excelled at timely and efficient response to hiring manager inquiries concerning recruiting, staffing, and onboarding. She was a key component in the store hiring process that helped keep over 9,500 retail stores fully staffed with engaged professionals.

Circle K; Store Accounting Analyst; March 2019–February 2020

Danielle performed daily reconciliation of assigned electronic settlements, including credit card transactions, ATM pay outs, lottery sales, payouts, and commissions, money order sales, prepaid card sales, fuel loyalty programs, and store bank deposits. She performed daily job steps using ReconNet software and recorded any variances. She researched these variances daily to find cause and followed up with operations/management and identified and communicated problems as they occurred within ReconNet.

Martin Resorts; Accounts Payable Specialist; July 2016–July 2017

Danielle provided accurate and timely processing of up to 2,000 invoices per month for a multi-site organization, assessing and closing A/P sub-ledger monthly, validating content and resolving various issues. She reviewed all invoices for appropriate documentation and approval prior to payment, processed check requests, matched invoices to checks, obtained all signatures for checks and distributed checks accordingly. Danielle charged expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries, responded to all vendor inquiries, reconciled vendor statements, researched, and corrected discrepancies.



12 years

in project administration, customer service, and team building

Key Scope Experience

- ▶ Project Controls
- ▶ Education and Outreach
- ▶ Data Management
- ▶ Recordkeeping and Reporting
- ▶ Product Procurement

Education

- ▶ High School Graduate

Professional Affiliations

- ▶ California Product Stewardship Association
- ▶ National Product Stewardship Association

DAISY TINAJERO

PROJECT ANALYST

Daisy has more than 17 years’ experience working in analytic roles, tracking data, managing budgets, and preparing analytical reports. Her experience includes helping governments to comply with California regulations such as SB 1383. She has processed hundreds of waiver applications, led coordination efforts for developing program education, organizing, and directed field staff in implementation efforts for seven cities (Arroyo Grande, Atascadero, El Paso de Robles, Grover Beach, Morro Bay, Pismo Beach, and the City of San Luis Obispo) and 12 special districts. She supports analyzing capacity needs, conducting account audits, and providing account drill-down analysis for recommended/right size container service, waiver and/or certification eligibility. Daisy conducts phone/email educational outreach and step-by-step compliance assistance with businesses and multifamily owners/property managers and compiles data, manages budgets and prepares analytical reports.

Relevant Experience

APTIM; Waste Management Business Analyst; October 2022–Present

Project Analyst; Solid Waste and Recycling Consulting Services; City of Moorpark, CA

August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services for the city and providing start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Daisy is building a customized repository for the city’s Implementation Record, conducts comprehensive data sorts, and manages records for SB 1383 compliance and prepares for CalRecycle audits.

Project Administrator; Organics Service Enrollment; Fremont, CA

October 2022–Present (Phase 1, Phase II & Phase III)

APTIM is assisting the city in meeting SB 1383 compliance by conducting outreach to businesses, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics needs. Daisy conducts desktop audits of businesses, prescreens for waiver eligibility and/or organics enrollment. She routes field team efforts and documents, tracks, and analyzes business data and information providing waiver/organics enrollment information and assistance.

Project Analyst; SB 1383 Support Services; City of Menifee CA

September 2022–Present

APTIM is providing SB 1383 education and outreach support services to businesses within the city limits. Daisy and the team are designing waiver forms, reviewing, and providing guidance on large venue event forms, multifamily property owner forms, Tier One and Tier Two generator outreach letters, and small generator waiver form assistance.



17 years
working in analytic roles, tracking data, budget management, and prepping reports.

Key Scope Experience

- ▶ SME SB 1383
- ▶ Reporting/data system development
- ▶ Client stakeholder communications
- ▶ Fluent in Spanish

Education

- ▶ MBA, California State University, Fresno, CA
- ▶ BS, California Polytechnic State University, San Luis Obispo

Professional Affiliations

- ▶ Solid Waste Association of America, 2022
- ▶ California Product Stewardship Association
- ▶ National Product Stewardship Association

San Luis Obispo County Integrated Waste Management Authority; Program Coordinator; San Luis Obispo, CA; April 2022–September 2022

- ▶ Discussed with jurisdiction representatives a plan to maintain compliance with state mandates (SB 1383, AB 1826, AB 341)
- ▶ Coordinated with local waste haulers to assist the county with their efforts
- ▶ Created a countywide route review and contamination audit procedure manual
- ▶ Documented activity and collected data to show compliance with state policies
- ▶ Communicated with CalRecycle to discuss compliance of jurisdiction
- ▶ Assisted development of RFPs for public education, recycling, and composting programs
- ▶ Guided contractor's workflow to assist in reaching goals
- ▶ Promoted public awareness and community involvement in solid waste source reduction, recycling, composting and household hazardous waste programs
- ▶ Created a brand-style-guide and ADA compliant logos
- ▶ Answered community questions on source reduction, recycling, and composting issues

ABIGAIL BUNNELL

PROJECT ANALYST

With 16 years of expertise, Abigail excels in data management, data validation, analytics, budget management, cost allocation, and the preparation of comprehensive data reports for government compliance with California regulations, including SB 1383. She is well-versed in project and team coordination, schedule forecasting, resource scheduling, as well as cost and scheduling analytics. Additionally, she brings valuable experience in developing multilingual educational collateral as she is fluent in Spanish.

Relevant Experience

APTIM; Project Manager Analyst; April 2023–Present

Abigail tracks, reviews, and analyzes all raw data—whether provided, received, or collected—presenting it to the client for statistical purposes. She supports the analysis of capacity needs and conducts phone and email-based educational outreach, providing step-by-step compliance assistance to businesses and multifamily owners/property managers. Abigail’s responsibilities extend to compiling data, managing budgets, and preparing analytical reports and educational material.

Project Analyst; Solid Waste and Recycling Consulting Services; City of Moorpark, CA

August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services for the city as well as start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Abigail is conducting a comprehensive desktop audit of the City’s Tier One and Tier Two Commercial Edible Food Generators.

Project Analyst; Organics Service Enrollment City of Fremont; Fremont, CA

October 2022 – Present (Phase 1, Phase II & Phase III)

APTIM is assisting the city in meeting SB 1383 compliance by conducting outreach to businesses, evaluating waste streams, determining waiver eligibility, and assisting businesses with their waste, recycling, and organics needs. Abigail is providing comprehensive desktop audit, routing, and data field data collection assistance. She is uploading field team results into Program Tracker and providing SB 1383 waiver application services (start to finish) for any location requesting a waiver inside the City limits.

Project Analyst; Comprehensive Facility Waste Characterization Study; Simpson Strong-Tie; Stockton, CA

March 2023

Abigail provided comprehensive auditing services for multiple material haulers tickets, invoices, and hauling receipts. She managed the analytics of the entire waste audit of the Stockton office, distribution, and manufacturing locations to help build their diversion strategy and provide documentation necessary for the company’s ESG annual report. At the conclusion of the audit, she provided all the technical data and built graphical representations.



16 years

providing support for facilities collection/infrastructure

Key Scope Experience

- ▶ Recordkeeping, data management, data validation, and reporting
- ▶ Analytics
- ▶ Field mapping and coordination
- ▶ SB 1383 Implementation
- ▶ Fluent in Spanish

Education

- ▶ AA, Mathematics with Physics Emphasis, Allan Hancock College, Santa Maria, CA
- ▶ AA, Liberal Arts: Arts and Humanities, Allan Hancock College, Santa Maria, CA
- ▶ AS, Architectural Drafting, Allan Hancock College, Santa Maria, CA

Professional Affiliations

- ▶ Certified Practitioner in Zero Waste Principles and Practices
- ▶ California Resource Recovery Association, 2023

Project Analyst; City of Davis SB 1383 Route Reviews; Davis, CA*December 2022–September 2023*

APTIM is providing SB 1383 lid lift route review services for five organics, three recycling, and five trash commercial routes totaling 330 containers. In addition, APTIM is auditing eight organics, six recycling, and five trash residential routes totaling 575 containers. Abigail developed a customized route review tracking system/dashboard allowing the city to watch the audit team in real-time contamination documentation, including the top five contaminants.

Eligibility Worker II; Santa Barbara County Department of Social Services; Santa Maria, CA; February 2022–April 2023

Abigail interviewed people of diverse socioeconomic backgrounds and temperaments using a variety of standard interview and interaction techniques to determine eligibility and need for public social programs and services and explain program requirements. She assisted applicants in the completion of applications and declaration forms upon which eligibility decisions are based; elicited information in difficult and emotional situations on such matters as applicant earnings and financial obligations, parental status and living arrangements. She determined program eligibility in accordance with a variety of regulations using various automated eligibility systems and ancillary systems that include document imaging and task management tools, computed the amount of aid authorized using all potential income and allowable deductions from earnings; completed accurate computer entries by navigating through computer-guided workflows. Abigail managed inbound and outbound calls in a timely manner; prepared necessary documentation to initiate, continue and modify public assistance; planned and organized workload to ensure that necessary work is completed in accordance with regulations.

DANIELA LARA

SB 1383 FIELD AUDITOR

Daniela, a recent graduate, has one year of experience in the solid waste industry, focusing on citywide organic waste diversion programs. She collaborates with major food waste generators in southern California, implementing food donation and organic waste recycling programs. Daniela excels in implementing organic waste recycling programs for residential customers and leads outreach and training events for both residential and commercial customers. With a strong educational background in environmental sciences and a passion for environmental justice, food sustainability, and policy, she is dedicated to creating a more sustainable future through interdisciplinary approaches.

Relevant Experience

APTIM; Solid Waste Coordinator; June 2023–Present

Field Specialist; Solid Waste and Recycling Consulting Services; City of Moorpark, CA

August 2023–Present

APTIM is providing comprehensive solid waste, recycling, and organics services and start to finish grant management services for the SB 1383 Local Assistance Grant Program FY 2021-22 and SB 1383 Local Assistance Grant Program FY 2022-23. Daniela conducts boots-on-the-ground education and monitoring for the City’s Tier One and Tier Two Commercial Edible Food Generators and food recovery organizations.

Project Coordinator; Reusable Foodware Program; Bureau of Sanitation, City of Los Angeles; Los Angeles, CA

June 2023–Present

APTIM is designing and implementing a pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Daniela is assisting the team to transition food service providers away from single use plastics to reusable food ware through boots on the ground technical assistance and support. She is also working as a liaison between food service providers and the field team to ensure a smooth application process and transition to reusable foodware. She oversees document tracking, scheduling, coordination of all field visits and communication to all food service providers. She has also assisted in developing multi-lingual outreach and educational material to promote the program as part of a \$500,000 micro-grant application and funding program.

Recycling Specialist; Valley Vista Services; City of Industry, CA; March 2022–May 2023

Daniela assisted in developing the sustainability department for this hauler by establishing roles, duties, and procedures for the department and managed the implementation of an organics recycling program in the City of Industry following the passing of SB 1383 and AB 1826. She assisted in the implementation and compliance tracking of organics recycling in various other areas such as El Monte, La Puente, Pasadena, Arcadia, Walnut, Diamond Bar, Los Angeles County, and Cypress and led presentations and hosted outreach events on the importance of organic waste reduction and diversion for



1.5 Year
providing SB 1383
compliance and solid
waste services

Key Scope Experience

- ▶ SB 1383 Education, outreach & compliance
- ▶ Waste minimization & diversion practices
- ▶ Community and stakeholder outreach & training
- ▶ Leads presentations and hosts outreach events on organic waste reduction and diversion for residents, businesses, and schools

Education

- ▶ BS, Environmental Science, UCLA

audiences such as residents, businesses, and schools such as Caltech. Overall, she conducted over 400 waste assessments for businesses to determine organic waste reduction strategies or assist in a waiver process

Coordinator; SB 1383 Compliance; Los Angeles County; Unincorporated Los Angeles County, CA

April 2023–May 2023

Daniela led the sustainability team in coordinating organic waste recycling services to contracted areas of Los Angeles County. She successfully managed a team to bring over 2,600 accounts into compliance within the deadline imposed by the County and ensured every client received proper communication and education while program was being rolled out.

Program Manager; SB 1383 Compliance, City of Industry, CA

July 2022–May 2023

Daniela managed the implementation of an organics recycling program in the City of Industry following the passing of Senate Bill 1383 and Assembly Bill 1826. She worked with city representatives to help achieve full compliance and met with various large food waste generators to create programs for food waste diversion from business manufacturing and employee lunchroom waste. Daniela led training for various businesses, including restaurants. She worked with the mayor and other city officials in creating and implementing an organics recycling program for the largest venue in the city, the Industry Expo Center and conducted hundreds of waste assessments to determine organic waste reduction strategies or assist in applying for SB 1383 waiver.

TIMOTHY JONES

SB 1383 FIELD AUDITOR

Tim performs SB 1383 outreach, education, and compliance assistance to both residents and business owners. His approach is non-confrontational and highly effective in delivering right-sizing services. Moreover, Tim has led the field team through route review/collection container audits and has participated in several waste characterization audits for some of APTIM's largest nationwide retail clients. He performs formal, hands-on assessments to discover how much paper, glass, cans, organics, etc. is being discarded to determine current and potential waste diversion; helping clients develop plans for reducing waste and set up recycling programs leading to savings on money and resources.

Relevant Experience

APTIM; Environmental Technician; January 2021–Present

Field Auditor; Organics Service Enrollment; City of Fremont; Fremont, CA

October 2022–Present (Phase I, II, & III)

Tim provides door-to-door contact to business owners in Fremont to educate them and evaluate them on SB 1383. He assesses waste streams, determines waiver eligibility, and assists businesses with their waste, recycling, and organics needs. APTIM was retained by the City to evaluate, categorize, and provide comprehensive auditing services for 300 businesses. Additionally, APTIM was required to engage with and achieve 250+ organic subscription sign-ups and/or submit waiver applications on behalf of any business that is eligible for a waiver.

Field Audit; SB 1383 Route Reviews; City of Davis, CA

December 2022–September 2023

Mr. Jones provided both residential and commercial lid lift contamination evaluations in the City of Davis in compliance with SB 1383. The reviews involve five organics, three recycling, and five trash commercial routes totaling 330 containers. He also reviews eight organics, six recycling, and five trash residential routes totaling 575 containers. He uses a customized route review tracking system/dashboard to allow City to see the field audit team's activities in real-time.

Field Auditor; Waste Characterization Audit; Global Online Retail Client; Nationwide

February 2021–Present

Mr. Jones performs waste characterization audits at multiple locations following a zero-waste policy. This includes all environmental media plus OSHA compliance and management systems.

Field Auditor; Waste Characterization Audit; National Department Store Client; Nationwide

January 2021–Present

Mr. Jones performs waste characterization audits at multiple locations, including environmental media plus OSHA compliance and management systems.



3 years

focusing on waste characterization audits and SB 1383 outreach

Key Scope Experience

- ▶ SB 1383 Outreach, Education & Compliance
- ▶ Business Technical Assistance
- ▶ Waste Assessment Surveys

Education

- ▶ High School Graduate

**Field Auditor; Waste Characterization Audit; National Discount Department Store;
Nationwide**

January 2021–Present

Mr. Jones performs waste characterization audits at multiple locations, including environmental media plus OSHA compliance and management systems

MICHAEL “MAX” LAURO

MARKETING MANAGER

Max is an experienced strategic marketing and business development professional with responsibilities in digital marketing, account management, and direct sales, prioritizing the creation of value for clients. Keeping a customer first mindset, he focuses on developing and implementing marketing strategies as well as long-term partnerships. This mindset, coupled with a commitment to excellence and a passion for problem solving, are the foundations for his success and ability to adapt.

Relevant Experience

Digital Marketing Manager; APTIM; August 2021-Present

Max is responsible for both internal and external corporate communications, social media marketing strategy and execution, search engine optimization (SEO), and local optimization for APTIM's online business listings. He manages APTIM's Google advertising and email marketing strategy and execution.

Marketing Project Manager, Reusable Foodware Program, Bureau of Sanitation, City of Los Angeles, CA

October 2022–Present

APTIM is designing and implementing a pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Max is the project manager of the marketing and outreach plan, ensuring deliverables are completed on time and within budget. He leads the creation of print collateral, as well as social media and email content. This includes crafting social media messaging and graphics, developing email content and designs, and designing certificates for participating restaurants. Additionally, he manages and submits all deliverables, adheres to LASAN branding and their style guide, organizes calls with APTIM's internal team, and collects marketing metrics and KPIs to track and measure success.

Strategic Marketing / Digital Transformation Consultant / Systems and Reliability Sales; John H. Carter Company, Inc.; August 2019-July 2021

Max was tasked with developing customer needs analyses, implementing email/content/social strategies, managing existing accounts, facilitating customer-facing events and training offerings. He developed content and meta information for the build out of Digital Transformation pages on corporate website and executed personalized email marketing campaigns for products, services, upgrades, training, and events that resulted in 17%-23% open rate, 7%-20% response rate, requests for quotes, purchase orders, and event registrations. Max also designed promotional material (digital flyers, handouts, etc.) for products, services, upgrades, training, and events, managed social media strategy for business unit and created strategic content (graphics and videos) for various aspects of the business to build awareness and consideration of the company's digital transformation, process systems, and electrical panel fabrication capabilities.



10 years
leading marketing and communication teams driving results and impact for clients

Key Scope Experience

- ▶ Integrated marketing and communication strategies
- ▶ Relationship building and community engagement
- ▶ Traditional and digital marketing
- ▶ Data analytics

Education

- ▶ MA, Marketing, Louisiana State University, Baton Rouge
- ▶ BA, Marketing, Louisiana State University, Baton Rouge

MATT ELLIOTT

CREATIVE DIRECTOR

Matt is an accomplished, award-winning Creative Director with over 12 years of expertise in design, creative and art direction, and storytelling. He specializes in pioneering digital, experiential marketing, and brand elevation through impactful storytelling. Proficient in harnessing strategy and design thinking and leveraging it to push creative boundaries and drive innovative campaigns.

Relevant Experience

APTIM; Creative Director; 2023–Present

Matt leads and delivers APTIM’s visionary creative strategy. His role involves creating the narrative for global company APTIM through compelling messaging, impactful marketing, and communication campaigns, as well as the adept use of video and photography. Every creative design asset is crafted by his team, finding applications across diverse mediums, including advertising, social media, print, product launches, and branding initiatives. He is proficient in all creative software applications such as Adobe Photoshop, Illustrator, InDesign, Adobe Creative, and MS Office Suite.

Creative Director; Reusable Foodware Program; Bureau of Sanitation; City of Los Angeles, CA

October 2022–Present

APTIM is designing and implementing a pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Matt assists with the design and creation of print collateral such as flyers and manages video production spotlighting APTIM’s involvement with LASAN and the Reusable Foodware Program.

The Henry Ford Museum; Head of Creative & Digital Experience; 2016–2023

Matt led in-house creative and brand strategy for the museum. He initiated design thinking, and focusing on process, developed and executed brand campaigns, managed external agencies and partners, and lead all digital experiences and innovation throughout the institution. His responsibilities included:

- ▶ Creative direction and strategy for innovative digital customer experience enhancements and projects throughout the institution; collaborating with partners like Adobe and Microsoft
- ▶ Strategy and management of website platform and external partners, digital creative direction, user experience development and optimization and digital innovation support
- ▶ Web design for digital ads, and innovation projects

Pitch Black Media, Designer, 2013–2016

Matt was the lead UX designer for presentation deck design and web. He led content creation, including video, motion graphics and photography.



12 years

creating innovative user experiences through creative and visual brand strategy

Key Scope Experience

- ▶ Creative and visual strategy
- ▶ Project Management
- ▶ User experience development and optimization
- ▶ Traditional and digital marketing
- ▶ Storytelling

Education

- ▶ BA, Western Michigan University
- ▶ College for Creative Studies, Graphic & Web Design – Certification

ALEXA SMITH

MARKETING SPECIALIST

As a sustainability strategist and environmental activist, Alexa is the author of the #1 Amazon best-selling book in Green Business, *An Economic Eclipse: Shifting Toward a Sustainable Future by Eliminating Waste*. Her career has been marked by directing marketing efforts for various circular economy startups and sustainability-focused organizations. Proficient in executing climate action plans, she conducts lifecycle analyses, aiding companies in minimizing their environmental footprint. In addition, she hosts a compelling podcast delving into the evolution of circular fashion. Through a combination of academic pursuits and professional experience her work has championed the cause of SDG #12: Responsible Consumption & Production, advocating for the adoption of circular, closed-loop systems and promoting businesses committed to environmental, social and corporate governance (ESG) principles.

Relevant Experience

APTIM; Content Marketing Specialist; August 2022–Present

Alexa develops and executes marketing content strategy for the Environmental & Energy Services strategic business unit, to support projects in sustainability planning, the Sustainable Sport Index (SSI), e-mobility, and waste minimization. She leads creative content for a variety of platforms, including newsletter, advertisement, website, social media, media/press, articles, and Environmental, Social, and Governance (ESG) initiatives.

- ▶ Leads content expert in the development of APTIM’s SSI report, including the role of project manager for the marketing campaign to build brand awareness and lead generation around the report launch. The report analyzes the environmental and social practices of the sports industry with the goal of advancing sustainability across the industry. Participation has grown by 64% since 2021 and retained 96% of past participants.
- ▶ Leads content expert and writer for APTIM’s ESG report, including the role of project manager for the marketing campaign to build brand awareness and lead generation around the report launch.

Marketing Specialist; Reusable Foodware Program; City of Los Angeles Bureau of Sanitation (LASAN); City of Los Angeles, CA

October 2022–Present

APTIM is designing and implementing a pilot program to reduce single-use plastic and other foodware distributed by providers located in the disinvested neighborhoods of Boyle Heights, Pacoima, Wilmington, and South Los Angeles. Alexa supports the creation of marketing content for social media and email campaigns.



3 years
 developing and
 executing content
 strategies to drive
 impact

Key Scope Experience

- ▶ Project management
- ▶ Storytelling
- ▶ Data analytics
- ▶ Communication and outreach
- ▶ Traditional and digital marketing
- ▶ Sustainability content strategist

Education

- ▶ BS, Natural Resources and Environmental Science, University of Illinois at Urbana-Champaign

GREG COFFMAN, PE

EXECUTIVE SPONSOR

Greg is **Senior Vice President** for APTIM's Environmental and Energy Solutions Division and has more than 30 years of experience as a leading authority on environmental protection, compliance issues, **extensive problem solving, and project management expertise**. As an Executive, he is positioned to guarantee the APTIM team has the resources and support necessary to ensure the team meets your goals and exceeds your expectations.

Relevant Experience

APTIM; Senior Vice President, Environmental & Energy Solutions; 2003–Present

Executive Sponsor; On-call Services; City of Los Angeles Bureau of Sanitation (LASAN); Los Angeles, CA

June 2017–Present

As Executive Sponsor for this on-call contract, Greg stays actively engaged in monthly and quarterly project status meetings, provides annual in-person project reviews, and in-person project closeout meetings. He offers strategic project guidance as needed to execute scope of services and ensures that the APTIM team's performance exceeds LASAN's expectations.

Executive Sponsor; Solid Waste & Recycling Consulting Services; City of Oakland; Oakland CA

October 2023–Present

Greg is the Executive Sponsor for the City of Oakland project where APTIM is providing SB 1383 compliance, and business technical assistance, monitoring the conduct of material characterization and processing diversion audits/studies, franchise agreement compliance and landfill disposal record analysis, rate adjustment and diversion calculation oversight, administering construction and demolition (C&D) debris collection and transportation and employing a non-exclusive permit system for collecting recyclable materials from businesses by third party haulers. Greg offers strategic project guidance as needed to execute scope of services and ensures that the APTIM team's performance exceeds Oakland's expectations.

Program Manager; Environmental Program Management; Confidential National Retail Client; Nationwide

July 2003–Present

Greg's role began by designing compliance strategies and implementing those strategies across this big-box chain's operating facilities. In 2008, he took over as the national account manager for all APTIM's activities with this client. His responsibilities include providing overall program direction and management, ensuring resources are appropriately assigned and functioning (approximately 100 APTIM staff), directing pricing and financial performance, and client relationship management. Greg provides support services at all their retail and logistics facilities nationwide. The services include all aspects of environmental compliance, including permitting, due diligence, assessments, data management, reporting support, and information management.



30 years

leading teams of environmental professionals and ensuring client satisfaction

Key Scope Experience

- ▶ Project management
- ▶ Contract management
- ▶ Strategic oversight
- ▶ Client satisfaction

Education

- ▶ BSE, Mechanical Engineering, University of Columbia, MO

Professional Registrations

- ▶ PE, Mechanical, NE #14831
- ▶ PE, Mechanical, KS #20834

Training

- ▶ Successful Property Condition Assessment
- ▶ 40-hour OSHA Health and Safety, Business and Technology College, Kansas City, MO
- ▶ Various Project Manager Training Courses

Appendix B: Sample Marketing Materials

Included below are samples of marketing material created by APTIM for various clients.

Reusable Foodware Program City of Los Angeles Bureau of Sanitation & Environment (LASAN)	
Platform	Flyers, Emails, Social Media, Website
Audience	The program is designed to specifically engage Food Service Establishments (FSEs) within four designated disadvantaged communities in the City of Los Angeles: Boyle Heights, Pacoima, Wilmington, and South Los Angeles.
Objective	The Reusable Foodware Program aims to distribute microgrants equitably, reduce single-use plastic waste and litter, drive a targeted marketing campaign encouraging FSEs to minimize single-use plastics, offer technical support through direct engagement, and sustain program visibility via continuous digital and social media outreach to foster extensive FSE involvement.
Metrics	Phase 1 targeted 613 FSEs, resulting in 125 applications being received. To date, 49 approvals have been granted under the ongoing rolling application and approval process.



Reusable Foodware Microgrant Program

Switch to reusable foodware at no cost to you.



To apply and for more information, scan me.

The Reusable Foodware Microgrant Program provides financial support to eligible food service establishments within the City of Los Angeles to assist with the purchase of washable, durable, reusable foodware. Eligible food service establishments will receive FREE technical assistance, training, and the purchase, delivery, and set up of reusable foodware.

CONTACT US



(833) 612-0623



lacitysan.org/sourcereduction



LASANReusableFoodwareGrant@aptim.com

APPLY FOR A MICROGRANT TODAY!

Simple steps to save money and reduce waste!



Apply online or in person



Get approved for microgrant



Receive free consultation and needs assessment



Order your stock of reusables with help from our technical staff



Accept delivery of reusables, receive training and help setting up



Use your new reusables and let us determine your results and cost savings

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.





Programa de Microsubvenciones para Vajillas Reutilizables

Cámbiate a la vajilla reutilizable sin pagar nada.



Para aplicar y para más información, escanéame.

El Programa de Microsubvenciones para Vajillas Reutilizables ofrece ayuda económica a los establecimientos de alimentación de la ciudad de Los Ángeles que cumplen con los requisitos para adquirir vajillas reutilizables, duraderas y lavables. Los establecimientos de alimentación que cumplan con los requisitos recibirán asistencia técnica y entrenamiento GRATUITO, y la compra, entrega e instalación de vajilla reutilizable.

¡SOLICITE UNA MICRO-SUBVENCIÓN HOY MISMO!

CONTACTA CON NOSOTROS

(833) 612-0623

lacitysan.org/sourcereduction

LASANReusableFoodwareGrant@aptim.com

¡Pasos sencillos para ahorrar dinero y reducir los residuos!

- Solicitar** en línea o en persona
- Obtenga la aprobación** para una microsubvención
- Recibe consulta y evaluación** de necesidades gratuita
- Ordene su inventario** de reutilizables con ayuda de nuestro personal técnico
- Aceptar la entrega** de reutilizables, recibir formación y ayuda para su instalación
- Utilice sus nuevos reutilizables** y déjenos determinar sus resultados y ahorro de gastos

En relación con el Artículo II del Acto de Americanos con Incapacidades, la Ciudad de Los Ángeles no discrimina en base de incapacidad física, y si Ud. lo pide, la Ciudad proveerá en un nivel razonable, igual acceso a sus programas, servicios y actividades.





Reusable Foodware Microgrant Program

Programa de Microsubvenciones
para Vajillas Reutilizables

APPLY TODAY!
¡APLICA HOY!

Food Service Establishment Permit Number

The City wants to help you go towards zero waste!

The Reusable Foodware Microgrant Program provides free technical assistance and funding to help food service establishments switch from disposable to reusable foodware.

¡La Ciudad quiere ayudarle a avanzar hacia la eliminación de residuos!

El Programa de Microsubvenciones para Vajillas Reutilizables ofrece asistencia técnica gratuita y microsubvenciones para ayudar a los establecimientos de alimentación a reemplazar las vajillas desechables por vajillas reutilizables.

By switching to reusables your business will:

- Save money
- Attract new customers
- Reduce waste

Cambiando a productos reutilizables, su negocio:

- Ahorrará dinero
- Atraerá nuevos clientes
- Reducirá los residuos

To apply and for more information visit



Para aplicar y para más información visite
lacitysan.org/sourcereduction

Call or Email
Llame o Envíe un Correo Electrónico
(833) 612-0623 or LASANReusableFoodwareGrant@aptim.com

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

En relación con el Artículo II del Acto de Americanos con Incapacidades, la Ciudad de Los Ángeles no discrimina en base de incapacidad física, y si Ud. lo pide, la Ciudad proveerá en un nivel razonable, igual acceso a sus programas, servicios y actividades.



Solid Waste Guidance & SB 1383 Technical Assistance City of Menifee, California

Platform	Webinar, Business Technical Assistance, Best Management Practices and Solutions for SB 1383 Compliance
Audience	The webinar and technical assistance cater to individuals seeking clear, actionable guidance on meeting SB1383 compliance requirements and includes business owners, facility managers, property owners, and stakeholders from multifamily complexes in Menifee.
Objective	The primary goal of the webinar was to educate and empower businesses and multifamily complexes within the City of Menifee by providing a comprehensive understanding of SB1383 regulations. Through informative content and interactive sessions, the objective is to guide participants towards compliance with clarity and confidence.
Metrics	The Webinar was recorded and posted on the City’s website for community access; KPI’s were not recorded for this project.

[Link to Website Here](#)



SB 1383 ORGANICS RECYCLING PROGRAM

With over two decades of experience advising local government jurisdictions on solid waste practices, APTIM is well-poised to bring unparalleled expertise to this crucial initiative.

Our Presentation for City of Menifee, CA

California’s state regulation Senate Bill (SB) 1383 is driving many jurisdictions to find a solution to providing community-based education and outreach. The City of Menifee sought virtual training to provide target solutions and contracted APTIM to develop and present a webinar to business and property owners, highlighting the state regulation requirements.

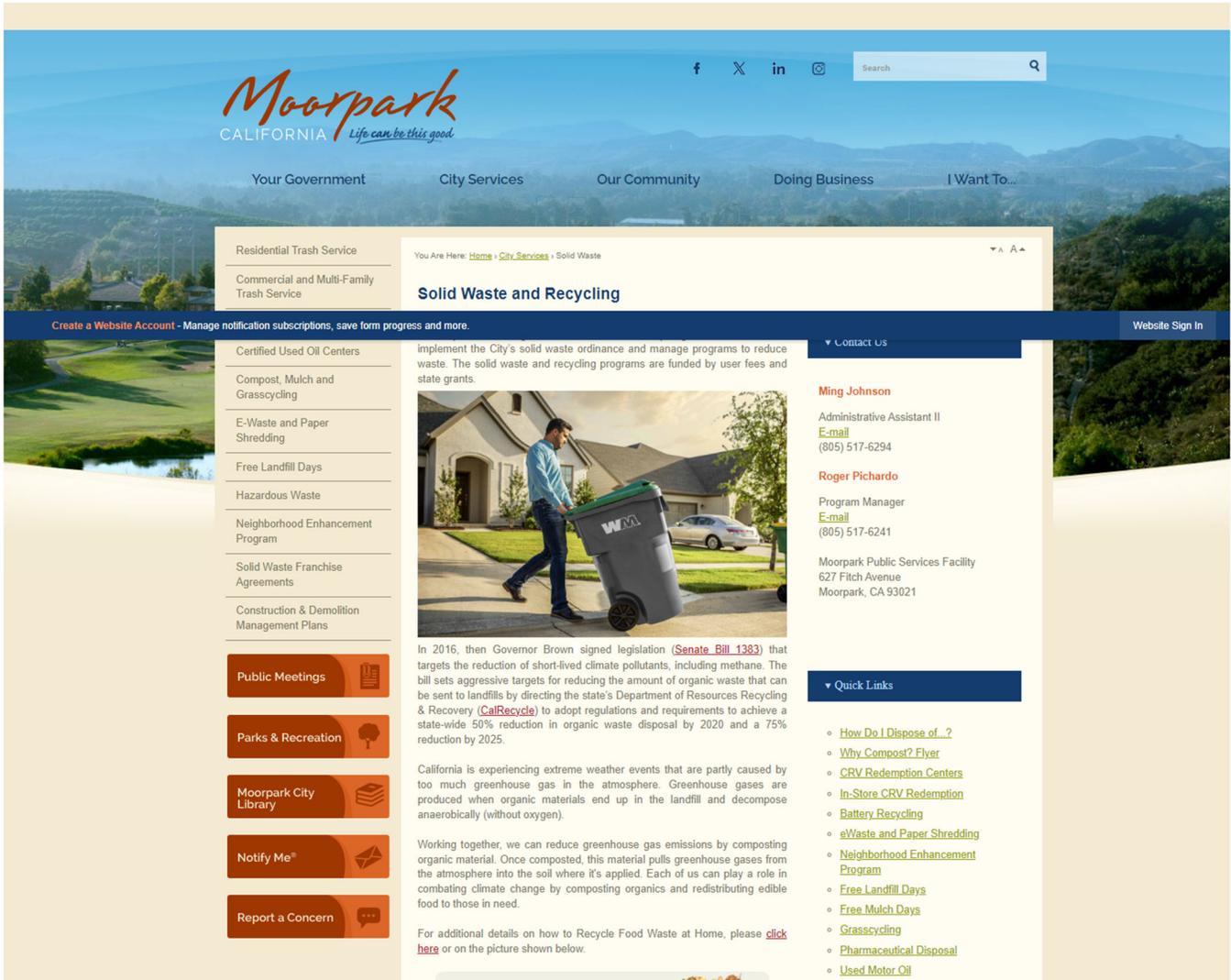
[Download the presentation.](#)



Solid Waste & Recycling Consulting Services City of Moorpark, California

Platform	Website, Recordkeeping, Educational Collateral, Generator Compliance
Audience	City Council members, committee members, stakeholders, and organic waste generators in the city of Moorpark.
Objective	APTIM's objective is to facilitate well-prepared, informative content that provides clarity on initiatives, programs, and legislative requirements in Moorpark. By engaging stakeholders through comprehensive and accessible content, the aim is to foster aligned thinking, gather incremental feedback, and enhance stakeholder satisfaction through regular and insightful updates.
Metrics	Ongoing

[Link to website here](#)



Moorpark CALIFORNIA *Life can be this good*

Your Government | City Services | Our Community | Doing Business | I Want To...

You Are Here: [Home](#) > [City Services](#) > [Solid Waste](#) > Residential Trash Service

Residential Trash Service

SB 1383 requires all residents to subscribe to regular collection services for trash, recycling, and organics (yard waste and food waste). Residents must separate their recycling materials and organic materials from the trash. Below, you will find information on subscribing or changing your service levels, sorting materials, and contacting the City of Moorpark's residential waste hauler, Waste Management.

Service Rates

Moorpark residents are billed bi-monthly, during odd-numbered months. Service charges will vary based on the size and quantity of trash carts you subscribe to. Click the following link for a full listing of the [2022-23 solid waste service rates](#).

If you have any questions about your service or wish to start service or make changes, please contact Waste Management at (805) 522-9400 or (800) 675-1171.

Discounted rates for seniors (62 years and older) and smaller (or fewer) bins are also available by contacting Waste Management and showing proof of eligibility.

Residents who choose to opt out of regular trash collection service provided by Waste Management may apply for a residential self-haul waiver.

Residential Carts

Residential cart lids are color-coded based on what goes inside them and are available in multiple sizes:

- Green Organics; available in 64 and 96 gallons
- Blue Recycling; available in 32, 64, 96 gallons
- Gray Trash; available in 64 and 96 gallons

For additional information, please click on photo depicted below.

ORGANICS | RECYCLING | TRASH
Right Materials - Right Cart - Know Which Cart to Use

Place Organics, Recycling and Trash containers together with proper signage so everyone places the right materials in the right cart.

What Goes in the Organics Cart:	What Goes in the Recycling Cart:	What Goes in the Trash Cart:
<p>FOOD WASTE & FOOD-COOLED MEATS</p> <p>YARD WASTE</p> <p>PRODUCE</p> <p>MEAT, FISH & POULTRY</p> <p>DAIRY</p> <p>IDEALLY WITH: BIRD, GRAIN, COUNTRY COTTAGES & FOOD WASTE BINNERS</p> <p>DO NOT INCLUDE: LOOSE PLASTIC BAGS SEVENNARS/UTENSILES PLASTIC CONTAINERS FOAM CONTAINERS HAZARDOUS WASTE</p> <p><small>Ensure food wastes are placed in a plastic bag or paper bag before placing in your organics cart.</small></p>	<p>PLASTIC BOTTLES & CONTAINERS</p> <p>GLASS BOTTLES & CONTAINERS</p> <p>PAPER</p> <p>PLASTIC BOTTLES & CONTAINERS</p> <p>FOOD & BEVERAGE CANS</p> <p>FOOD & BEVERAGE CARTONS</p> <p>PLASTIC TOYS, ELECTRONICS & APPLIANCES</p> <p>DO NOT INCLUDE: LOOSE PLASTIC BAGS FOAM CONTAINERS CLOTHING, FURNITURE OIL CANS HAZARDOUS WASTE</p> <p><small>Place recyclables directly into your recycling cart. Don't bag your recyclables.</small></p>	<p>GARDEN HOSE</p> <p>BROKEN CERAMIC DEVICES & POTS</p> <p>YARD WASTE</p> <p>SNACK & FOOD WRAPUPS</p> <p>CLIP BAGS</p> <p>DIAPERS</p> <p>FOAM CONTAINERS</p> <p>DO NOT INCLUDE: ORGANICS/RECYCLABLES HAZARDOUS WASTE ELECTRONICS BATTERIES, TINS OR INK/PAINT FLAMMABLE MATERIAL</p>

To Learn More Visit: wm.com

Moorpark CALIFORNIA Life can be this good

Your Government | City Services | Our Community | Doing Business | I Want To...

Residential Trash Service
Commercial and Multi-Family Trash Service
How Do I Dispose of...?
Certified Used Oil Centers
Compost, Mulch and Grasscycling
E-Waste and Paper Shredding
Free Landfill Days
Hazardous Waste
Neighborhood Enhancement Program
Solid Waste Franchise Agreements
Construction & Demolition Management Plans

Public Meetings

You Are Here: Home > City Services > Solid Waste > Commercial and Multi-Family Trash Service

Commercial and Multi-Family Trash Service

Beginning in 2022, [California Senate Bill 1383 \(SB 1383\)](#) requires all City of Moorpark businesses/multi-family complexes with five or more units to sign-up for waste collection services (trash, recycling, organics). These requirements apply to for-profit and non-profit businesses, including multi-family residential properties, government offices, and industrial facilities.

Reducing Landfill Waste and Pollution

SB 1383 Commercial Business and Multi-Family Requirements

Businesses and multi-family complexes must subscribe to waste (trash, recycling, organics) collection service through the City's franchised hauling company Waste Management. Alternatively, self-hauling is permissible as long as organics and recyclables are not landfilled, and records of receipts and weight tickets are kept for 5 years.

Website Account - Manage notification subscriptions, save form progress and more. Website Sign In

Employees, contractors, tenants, and customers.

Business employees and multi-family complex tenants must have access to a sufficient number of containers, appropriately sized, and conveniently located.

Containers for organics and recycling must be provided in all areas where trash containers are present, except for restrooms or inside multi-family units.

As new containers are delivered, container bodies or lids shall conform to the following color scheme: gray for trash, blue for recycling, and green for organics. In addition, containers shall have labels with graphic images to indicate primary materials accepted and prohibited.

Business employees and multi-family complex owners/managers shall annually provide educational information to tenants and staff about the requirements to separate organics and recycling from the trash. In addition, education must be provided on how to properly sort the three waste streams into correct containers. *Please note, for new tenants, this information must be provided before or within 14 days of move-in.

Business and multi-family complex owners/property managers must periodically inspect recycling and organic containers and inform employees and/or tenants if and when contamination is discovered.

ORGANICS | RECYCLING | TRASH
Right Materials - Right Container - Know Which Container to Use
RESIDUOS ORGANICOS | RECICLAJE | RESIDUOS GENERALES
Los materiales correctos. El contenedor correcto. Sepa qué contenedor utilizar.

Place Organics, Recycling and Trash containers together with proper signage so everyone places the right materials in the right container.
Coloque los contenedores de Residuos Organicos, Reciclaye y Residuos Generales junto con la señalización adecuada para que todos pongan los materiales correctos en el contenedor correspondiente.

What Goes in the Organics Container: Lo que va en el contenedor de Residuos Organicos.	What Goes in the Recycling Container: Lo que va en el contenedor de Reciclaye.	What Goes in the Trash Container: Lo que va en el contenedor de Residuos Generales.
<p>FOOD WASTE AND FOOD SOILED PAPER RESIDUOS DE ALIMENTOS Y PAPEL MANCHADO POR ALIMENTOS.</p> <p>YARD WASTE RESIDUOS DE JARDIN.</p> <p>PRODUCE FRUTAS Y VERDURAS.</p> <p>MEAT, FISH & POULTRY CARNE, PESCADO Y AVES.</p> <p>BREAD, PASTA, RICE, GRAPE, CORN PAN, PASTA, ARROZ, UVA, GRANOS DE MAIZ Y TUBERAS MANCHADAS POR ALIMENTOS.</p> <p>DIAPER LACTICOS.</p>	<p>PLASTIC BOTTLES & CONTAINERS BOTELLAS, ENVASES Y RECIPIENTES DE PLASTICO.</p> <p>GLASS BOTTLES & CONTAINERS BOTELLAS Y ENVASES DE VIDRIO.</p> <p>PAPER PAPEL.</p>	<p>GARDEN HOSE MANGUERA DE GARDIN.</p> <p>BROKEN CERAMIC DISHES & POTS FRASCOS Y OJOS DE CERAMICA ROTOS.</p> <p>DIRTY SHOES & FOOD WRAPPERS ZAPATILLAS DE SUELO, DOGONES Y ALMORZOS.</p> <p>CARP BAGS BOLSAS DE CARPETAS.</p> <p>PUMP CONTAINERS MOTOS, MANTENIMIENTO DE MOTOCICLETAS Y OTRAS MAQUINARIAS.</p> <p>DIAPERS MASCOS.</p>
<p>DO NOT INCLUDE: NO INCLUIR: LOOSE PLASTIC BAGS BOLSAS DE PLASTICO SUeltas DISPENSERS/OTROS PLASTIC CONTAINERS RECIPIENTES DE PLASTICO FOAM CONTAINERS VASOS Y RECIPIENTES DE ESPUMA DE POLIESTIRENO HAZARDOUS WASTE RESIDUOS PELIGROSOS</p>	<p>DO NOT INCLUDE: NO INCLUIR: LOOSE PLASTIC BAGS BOLSAS DE PLASTICO SUeltas FOAM CONTAINERS VASOS PLASTICOS Y RECIPIENTES DE ESPUMA DE POLIESTIRENO CLOTHING, FURNITURE OJOS, CABLES ROAS, MUEBLES O ALUMBRAS HAZARDOUS WASTE RESIDUOS PELIGROSOS</p>	<p>DO NOT INCLUDE: NO INCLUIR: DIRTY SHOES/RECIPIENTES ZAPATILLAS DE SUELO HAZARDOUS WASTE RESIDUOS PELIGROSOS ELECTRONICS SEÑALES ELECTRICAS BATTERIES, TUBES OR PAINT BATERIAS, TUBOS O PINTURAS PLASMABLE MATERIAL MATERIA PLASMABLE</p>

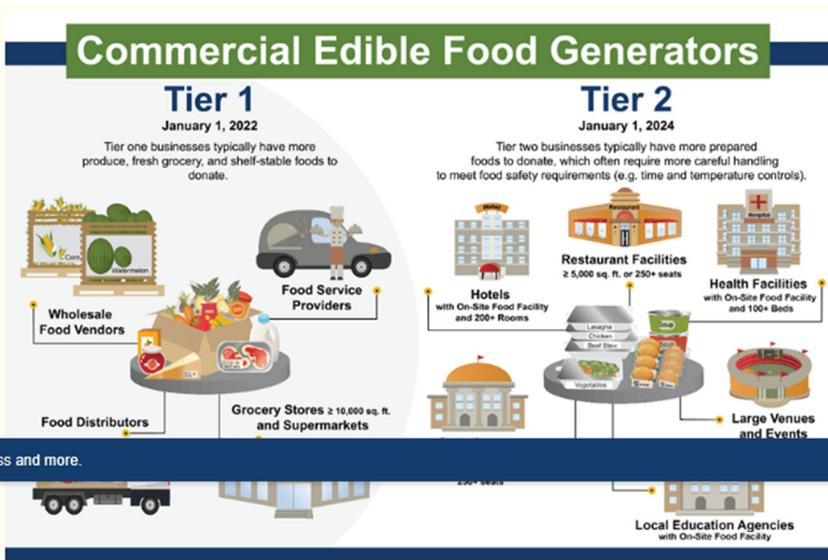
Ensure food scraps are placed in a plastic bag or paper bag before placing in your organics container.
Asegure de poner los restos de alimentos en una bolsa de plástico o una bolsa de papel antes de colocarlos en su contenedor de residuos organicos.

Place recyclables directly into your recycling container.
Coloque los reciclables directamente en su contenedor de reciclaje.
No meta sus materiales reciclables en bolsas.

Place organics directly into your organics container.
Coloque los residuos orgánicos directamente en su contenedor de residuos orgánicos.

To Learn More Visit: wm.com
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For additional information on what can be placed in each container, please click on the photo above or click [here](#).



Local Food Recovery Organizations

Catholic Charities
www.catholiccharitiesvc.org
 Moorpark Community Services Center (Moorpark Pantry Plus)
 612 Spring Rd, Unit 101
 Moorpark, CA 93021
 Email: dcmp@ccharities.org
 (805) 529-0720

Food Insecurity Resources

- [Food Pantries](#) provide access to emergency food, meals, groceries, and other forms of aid to individuals and families in need of assistance.
- [Food Share of Ventura County](#) distributes more than 17 million pounds of food, or more than 20 million meals annually through its 190 pantry and program partners. As Ventura County's regional food bank, Food Share provides food for over 75,000 hungry friends and neighbors monthly. Food Share is a member of [Feeding America](#), the nation's largest hunger-relief network of food banks, as well as the California Association of Food Banks.
- [Waste-Free Ventura County](#) seeks to build a coalition of partners to reduce food waste, eliminate hunger, and recover edible food before it is sent to the landfill. Since its inception in 2018, Waste-Free VC has been coordinated by Ventura County Public Health and many other local government and nonprofit stakeholders. A number of important goals have already been achieved. Join the [Waste-Free Ventura County Coalition](#) to eliminate food waste and end hunger.

To make sure your residents and employees are properly recycling material on your property, please click on the picture below for a brief video.



Moorpark CALIFORNIA *Life can be this good*

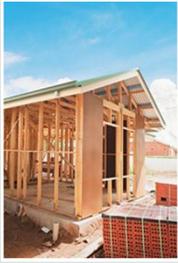
Your Government City Services Our Community Doing Business I Want To...

Residential Trash Service
Commercial and Multi-Family Trash Service
How Do I Dispose of...?
Certified Used Oil Centers
Compost, Mulch and Grasscycling
E-Waste and Paper Shredding
Free Landfill Days
Hazardous Waste
Neighborhood Enhancement Program
Solid Waste Franchise Agreements
Construction & Demolition Management Plans

You Are Here: [Home](#) > [City Services](#) > [Solid Waste](#) > Construction & Demolition Management Plans

Construction & Demolition Management Plan

The 2016 California [Green Building Standards Code](#) and the City of Moorpark [Municipal Code § 8.36 SOLID WASTE Article VI](#), require a Construction & Demolition Materials Management Plans (C&DMMP's) prior to issuance of building permits for large projects. The purpose of the C&DMMP's are to reduce landfill waste and ensure that 65% of the scrap materials generated onsite are diverted for reuse and/or recycling. To determine if your building permit requires a C&DMMP and/or a deposit, please call or email the Building & Safety Division at (805) 517-6272 or building@moorparkca.gov



Diversion Security Deposit - For very large projects and demolition permits, a refundable deposit may be required to ensure that 65% of the scrap materials generated onsite are diverted for reuse and/or recycling. Large projects will need to submit a refundable security deposit amounting to 3% of the project's valuation, with a maximum deposit of \$25,000 for single-phased projects or \$50,000 for multi-phased projects. If a 65% diversion rate is achieved, the deposit will be refunded, minus any applicable review fees.

Within 90 days of the final project permit sign-off, you may request a refund for your

the completed application is submitted **including premium gate tickets from the hauler and/or C&D processing facility receipt documentation**, one of the following refund determinations will be made:

- o **Full Compliance** – full refund of the diversion security deposit, less the review fee of \$380 per project phase.
- o **Good Faith Effort to Comply** – full refund of the diversion security deposit, less the review fee of \$380 per project phase.
- o **Failure to Comply** – full security deposit will be withheld.
- o **Partial Refund** – refund will be calculated at the same ratio as the demonstrated amount of diverted C&D material.
- o **Withdrawal of Permit Application** – full refund of the diversion security deposit, so long as the project was cancelled prior to work commencing.

City staff will calculate the diversion rate achieved by the project and process a refund as applicable. If a project does not meet the diversion goal, the Diversion Security Deposit, or a portion thereof, will be forfeited.

The [Construction & Demolition Materials Management Plan](#) provides detailed information on the requirements of the program. If you have any questions on the application or program, please contact the Building & Safety Division at (805) 517-6272 or building@moorparkca.gov

Contact Us

Building & Safety Division

799 Moorpark Ave.
Moorpark, CA 93021

Tom Juzwiak, Building Official
(805) 377-8558
[E-mail](#)

Dane Lovett, Deputy Building Official
(805) 517-6276
[E-mail](#)

Inspection Hotline
(805) 517-6274

Appointments
(805) 517-6200

Hours:
Monday - Thursday
7:30A - 1:00P Walk-in Service

Friday
8:00A - 1:00P Walk-in Service
1:00P - 4:00P Appointments Only
4:00P - 5:00P Phone/Online Only

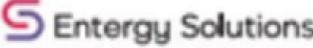
Quick Links

- o [How Do I Dispose of...?](#)
- o [Why Compost? Flyer](#)
- o [CRV Redemption Centers](#)
- o [In-Store CRV Redemption](#)
- o [Battery Recycling](#)
- o [eWaste and Paper Shredding](#)
- o [Neighborhood Enhancement Program](#)
- o [Free Landfill Days](#)

[Manage notification subscriptions, save form progress and more.](#) Website Sign In

Entergy Louisiana, Entergy Solutions program	
Platform	Newspaper advertisement
Audience	Farmers, agribusinesses, and mid-stream processors within localized communities reached through print media. The campaign aimed to engage and inform this specific demographic across newspapers such as the Teche News, Richland Beacon-News, Tensas Gazette, and others.
Objective	The primary goal was to raise awareness as the second tactic within the 'Power Through' campaign. This print media initiative sought to enhance visibility and engagement among the targeted audience, emphasizing awareness as a key outcome.
Metrics	The ELL team tracked responses through phone calls, emails, and form submissions received between October 29 and November 12.





Power through this year's agriculture challenges

Entergy Solutions is here to help you power through the challenges brought by extreme temperatures, drought, wildfires and economic losses. We provide cash incentives for energy-saving upgrades to your farm or agribusiness. Work with us to save money and energy now and into the future.

Call **844-829-1300**,
 email entergysolutionsla@entergy.com
 or visit entergysolutionsla.com/ag.

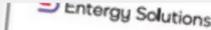
A message from Entergy Louisiana, LLC ©2023 Entergy Services, LLC. All Rights Reserved. The Energy Solutions program is an energy efficiency program and not affiliated with Entergy Solutions, LLC.







Gean Joery, Joey's Goods
Jacob Caval...



Power through this year's agriculture challenges

Entergy Solutions is here to help you power through the challenges brought by extreme temperatures, drought, wildfires and economic losses. We provide cash incentives for energy-saving upgrades to your farm or agribusiness. Work with us to save money and energy now and into the future.

Call **844-829-1300**,
 email entergysolutionsla@entergy.com
 or visit entergysolutionsla.com/ag.

A message from Entergy Louisiana, LLC ©2023 Entergy Services, LLC. All Rights Reserved. The Energy Solutions program is an energy efficiency program and not affiliated with Entergy Solutions, LLC.





Appendix C: Acknowledgements

ACKNOWLEDGMENT FORM

Proposer acknowledges that they have read the enclosed Request for Proposal (RFP) to provide the professional services to support the Solid Waste Division staff with SB 1383 program development and are satisfied with its content, acknowledges proposer's ability to conform to all conditions of this RFP, and acknowledges that the undersigned is an authorized representative of the proposing firm.

Aptim Environmental & Infrastructure, LLC
Name of Proposer/Contractor (Person, Firm, or Corporation)



Signature of Proposer/Contractor's Authorized Representative

Greg Coffman, Vice President
Printed Name & Title of Authorized Representative

CITY OF CLOVIS, CALIFORNIA
Request for Proposals for SB 1383 Consulting Services
PROJECT NO. PUD 23-04
ADDENDUM NO. 2

NOTICE TO ALL PROPOSERS

THIS ADDENDUM NO. 2 SHALL BE SIGNED, DATED, AND SUBMITTED WITH THE PROPOSAL. The following corrections, modifications, and/or additions apply to the Proposal Documents for the subject project and alter the Proposal Documents to the extent indicated below. All other provisions and conditions of the Proposal Documents remain unchanged.

AMENDMENTS AND CLARIFICATIONS

Request for Information:

See the RFI's below, these questions were received from consultants via e-mail:

Q1. May the consultant use the City's logo in the proposal?

A1. Yes, the City logo may be used by the consultants in their proposals.

Q2. How many businesses does the City have?

A2. Between 3,500 and 4,000 businesses.

Q3. How many businesses are not in compliance with SB 1383?

A3. This is not definitively known currently. It is the City's estimate that approximately 1,000 businesses may not be compliant with SB 1383.

Q4. How many multi-family complexes does the City have?

A4. The City has between 400 and 450 multi-family complexes.

Q5. How many multi-family complexes are not in compliance with SB 1383?

A5. This is not definitively known currently.

Q6. What is the City's preferred method for educating residents (e.g., door-to-door, outreach events, webinars, route reviews, etc.)?

A6. The City does not have a preferred method of educating customers. The Consultant should propose a well-rounded approach for education and outreach based on their expertise and experience.

Q7. How many residential accounts does the City have?

A7. The City has approximately 34,500 residential accounts.

Q8. Has the City identified its Tier One and Tier Two commercial edible food generators? If yes, how many Tier One and Tier Two generators does the City have?

A8. Yes, 15 Tier 1 and 65 Tier 2.

Q9. How many Tier One generators are in compliance with SB 1383?

A9. This is not definitively known currently.

Q10. How many Tier Two generators are in compliance with SB 1383?

A10. This is not definitively known currently.

Q11. Has the City identified how many food recovery organizations and services are within the City? If yes, how many?

A11. This is not definitively known currently.

Q12. Do any of the food recovery organizations/services take Tier Two edible food?

A12. The City does not have this information at this time.

Q13. How many notices will the consultant be asked to develop annually?

A13. The City is requesting the Consultant to develop an education and outreach program with template materials for the City to modify and update annually as needed.

Q14. How many flyers will the consultant be asked to develop annually?

A14. The City is requesting the Consultant to develop an education and outreach program with template materials for the City to modify and update annually as needed.

Q15. How many other educational materials will the consultant be asked to develop annually?

A15. The City is requesting the Consultant to develop an education and outreach program with template materials for the City to modify and update annually as needed.

Q16. What other educational materials will the consultant be asked to develop? For example: Will we be able to use digital marketing tactics such as social media, website, etc. to market the programs? Will we be able to use email marketing as a tactic for program awareness and conversions.

A16. The City is requesting the Consultant to develop an education and outreach program with template materials for the City to modify and update annually as needed. The City currently uses Instagram, FACEBOOK, and Next Store Ap for educational awareness. The Consultant should propose a well-rounded approach for education and outreach based on their expertise and experience as a part of the Work Approach. The proposals will be evaluated as outlined in Sections 5 of the RFP.

Q17. Will the City or the consultant be responsible for printing and/or mailing of educational materials? How will notices and flyers be delivered to residential and commercial?

A17. The City will be responsible for printing and mailing educational materials.

Q18. As part of the RFP submission, would the City like us to show drafts of potential outreach and education materials that we would use for the program? If yes, will these be part of the 30-page count, or can we include them in an appendix?

A18. The Consultant is welcome to provide example materials in the RFP. Examples of educational materials in the Appendix will not be included in the 30-page count.

Q19. Does the City intend to use press releases and media to promote the program, showcase advocates, and ambassadors of the program, etc.?

A19. The City is requesting the Consultant to develop an education and outreach program with template materials for the City to modify and update annually as needed.

Q20. Is the City seeking guidance on SB 1383 POTW regulation?

A20. Yes.

Q21. Regarding Task 2(E), is the City seeking to have the consultant develop a practice and/or policy for the disposal of biosolids generated by the City's POTW?

A21. Yes.

Q22. Did the City find that it had sufficient capacity in the 2022 capacity plan for organic waste?

A22. A capacity plan was performed by SCS in 2022, and SCS concluded that the City has sufficient capacity available to process organic waste through 2024. However, the City would like the consultant to review and complete an updated capacity plan per Task 2 Section H of the RFP.

Q.23 Did the City find that it had sufficient capacity in the 2022 capacity plan for edible food?

A23. Based on a capacity plan performed by SCS in 2022, SCS did not conclude that the City has sufficient capacity for edible food available. However, the City would like the consultant to review and complete an updated capacity plan per Task 2 Section H of the RFP.

Q24. Does the City have any direct service provider agreements for the recovery of organic waste?

A24. The City has an agreement with Republic Services to collect and dispose of organics at a compost facility.

Q25. Does the City have a current recordkeeping and reporting system, or is the City interested in having the consultant provide a recordkeeping solution?

A25. See Task 2 Section J of the RFP.

Q26. What specific policies is the City interested in having the consultant draft (e.g., paper procurement, recovered organic waste procurement, etc.)

A26. Please refer to Task 2: Develop an SB 1383 Program. (e.g., organic waste collections, regulation of organic waste generators, regulation of biosolids generated by POTW, regulation of haulers, edible food recovery, paper procurement and recovered organic waste procurement).

Q27. Does the City have an existing list of Tier 1 and Tier 2 food generators as well as food recovery organizations and services? If not, what resources are available to identify these entities (e.g., business licenses, customer account list, Health Department lists)?

A27. Please refer to Question 8 in this addendum.

Q28. Do you currently utilize GIS for your solid waste or SB 1383 programs? If so, please explain current use cases.

A28. The City uses GIS for solid waste routing only. The City does not use GIS for SB 1383 programs.

Q29. Is there a segment of the population or sector you would like to focus programs or education on?

A29. The Consultant should propose a well-rounded approach for which programs and education and outreach the City should focus on based on their expertise and experience as a part of the Work Approach.

Q30. The proposal states "The term is two (2) years with the rates locked through the term of the contract." Is the City open to completing the project on a more expeditious timeframe?

A30. Yes, the City is open to completing the project on a more expeditious timeframe.

CITY OF CLOVIS, PUD 23-04
REQUEST FOR PROPOSALS FOR SB 1383 CONSULTING SERVICES

ADDENDUM NO. 2



Nicholas Torstensen
PRINCIPAL UTILITIES ENGINEER

Date 1/5/2024

PROPOSER SHALL SIGN BELOW INDICATING HE/SHE HAS THOROUGHLY READ AND UNDERSTANDS THE CONTENTS OF THIS ADDENDUM NO. 2. Proposer shall submit a signed copy of this Addendum with his/her proposal. A proposal without a signed Addendum will not be a cause for rejection of the proposal; however, the Addendum must be signed and submitted by the proposer prior to award of the Contract.



CONTRACTOR SIGNATURE

Date 1/12/24

END OF ADDENDUM NO. 2

EXHIBIT C

INSURANCE REQUIREMENTS

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

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

(i) Professional Liability Insurance (Errors and Omissions) in an amount not less than \$2,000,000.00 per occurrence or claim and \$2,000,000 in the aggregate. Said insurance shall be maintained for an additional period of five years following the earlier of completion of Consultant's Services under this Agreement or termination of this Agreement.

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

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

(iv) Automobile Liability Insurance in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

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

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

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

(i) The City, its officers, officials, employees, agents, and volunteers are to be covered as insured's with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant; and with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the

Consultant's insurance (at least as broad as ISO Form 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33 or CG 20 38; and CG 20 37 forms if later revisions used).

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

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

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

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

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

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

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

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

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

**EXHIBIT D
SIGNING AUTHORITY**



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: March 11, 2024

SUBJECT: Receive and File - 2024 Five-Year Financial Forecast for the City of Clovis through 2028/29 and discuss options for budget preparation for 2024/25.

Staff: Jay Schengel, Finance Director

Recommendation: Receive and File

ATTACHMENTS: 1. Five-Year Financial Forecast through 2028/29

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 City Council receives, provides comment, and files the Five-Year Financial Forecast.

EXECUTIVE SUMMARY

The Five-Year Financial Forecast is a management tool that is updated and prepared each year to provide the City Council and City management with information on trends for the City's long-term financial condition. The forecast represents a continuing effort to analyze the City's fiscal condition based upon a reasonable set of economic and operational assumptions. It is a very important management tool for identifying fiscal trends and issues which must be addressed early to assure continued financial success. This report will serve as an opportunity to review the information and provides guidance on delivering the City's core services in a sustainable manner.

BACKGROUND

The Five-Year Financial Forecast is intended to be utilized in identifying financial issues confronting the City. The Five-Year Financial Forecast represents a continuing effort to analyze the City's long-term fiscal condition based upon a reasonable set of economic and operational assumptions. As such, any change in any one of the assumptions can impact the forecasted projections.

The document is presented in several sections that include Introduction, Executive Summary, Analysis of Funds, Narratives, and Exhibits.

The report presents exhibits that are the financial forecast spreadsheets and assumptions. This provides a quick review of the revenues, expenditures, and fund balances for operations of the General Fund as well as operations of the Public Utility Enterprise Funds, Planning and Development Services, and Transit.

Based on current growth figures, the City of Clovis is expected to reach 136,000 in population over the next five years. The City pays very close attention to growth in our analysis of the General Fund to estimate revenues and expenditures for the day-to-day operations and servicing of the City's population including police, fire, parks, recreation, senior services, and street maintenance.

General Fund Status

The current Five-Year Financial Forecast is a shift from recent years in the General Fund. The forecast projections indicate that there may not be sufficient resources to maintain current operations or increase staffing to meet the growing demand for services at established levels, even if revenues meet expectations.

The Five-Year forecast for the General Fund shows that expenses are growing faster than revenues over the five-year period. The current fiscal year and next end with a positive fund balance. Beginning in 2024/25, staff is forecasting that total expenses will exceed revenues by \$1.3 million, and this imbalance increases every year thereafter. The only additional staff positions in the forecast are three sworn police officers per year, for a total of 15 over the five years. To address this imbalance, we will need to begin cutting costs over the next 18 months in the General Fund or pursue an additional revenue source.

It should be noted that this forecast only includes a limited transfer to the General Government Facilities Fund for the next fiscal year and does not include transfers for the other four forecasted years due to lack of funding. Transfers to General Government Facilities Fund are for future capital projects and major repairs and maintenance. Without funding, construction of or repairing public facilities will not be possible.

Finally, ongoing transfers to the emergency reserve have been ceased due to the same constraints; however, the reserve balance remains above the 15% minimum throughout the forecast period.

General Fund revenues are projected to exceed the current working budget by \$0.2 million for the current fiscal year. There are many increases that are projected for this current year, but most of those increases are being offset by a significant decrease to Sales Tax receipts. Since the quarter ended March 2023, Sales Tax revenue has been declining compared to the same period in the prior year. Sales Tax revenues are currently 3% less than the prior year's receipts. Sales Tax revenues have been reduced by \$2.0 million in the current year based on this trend. State reimbursements for wildfires are coming in with an additional \$0.5 million over working

budget. Property Taxes are projected to be \$0.9 million above budget. If Card Room Fees remain flat for the remaining months, this category will experience a reduction of \$0.1 million from the prior year. Franchise Fees are projected to be declining by \$0.1 million as more residents are opting into streaming services for home entertainment which are not subject to Franchise Fees. Positively, the City was awarded a Police grant for \$6.0 million to fund five police officers and a police service officer. \$0.6 million of this grant was projected for the current year. All additional grant revenues projected are offset with corresponding additional expenditure increases in salaries, benefits, and overtime allowing the City to improve public safety services despite the revenue constraints being experienced. In summary, this leaves the operating budget projected at a deficit of \$0.4 million for the current fiscal year.

The Forecast shows that the General Fund is on an unsustainable fiscal path with significant challenges beginning in the 2025/26 fiscal year. Since 2008, the City has been struggling to meet increasing service needs in the community. The inability to keep up with rising costs and service demands while current revenue streams aren't designed to match those needs is evident. The unprecedented revenue growth during the pandemic delayed the issue for several years, but we are now seeing a new normal that is similar to the challenges pre-pandemic. In the past, the City has been able to seek efficiencies in operations, shifted priorities, and deferred critical expenditures to work within the current revenue, but many of those tools have been used. While staff will seek efficiency in all services the City provides, there is little room to maneuver compared to the changes made during the Great Recession. This leaves the City with some difficult choices, adjusting services levels to match revenues or revenue increases to maintain the standards the community expects.

Enterprise Funds Status

The Water Enterprise Fund forecast maintains adequate but declining reserves with annual 3% rate increases that have been adopted and are included in each year of the forecast. The forecast includes continued contributions to the reserves for drought contingency and for the Sustainable Groundwater Management Act (SGMA) through 2028/29. A water rate study is currently in progress and is expected to be completed in the 2024 calendar year with a goal of ensuring adequate revenues to operate the water system.

The Sewer Enterprise Fund forecast maintains stable reserves throughout the forecast period. Beginning in 2023/24, a 3% rate increase is included in each year of the forecast period to keep up with rising operating, maintenance, and capital costs, and to maintain a sufficient fund balance for future bonding capacity. An interfund loan is shown beginning in 2024/25 of the forecast because it is projected that the collection of development impact fees for Sewer Major Facilities will be insufficient to cover the debt service payments. However, there are sufficient funds in the bond charge fund balance collected in prior years to continue the full \$7.30 per month rebate to customers until 2026/27. The ability to continue to rebate funds back to ratepayers will be monitored closely throughout the forecast period.

The Community Sanitation Fund maintains stable reserves in this forecast. A 4% annual increase, or portion thereof, was approved by City Council in November 2004 to be implemented as necessary. For Refuse, a 4% rate increase is projected for the forecast period.

To keep pace with the recycling and green waste contract increases, the approved 4% annual increase is projected for these operations. Additionally, a 4% rate increase is projected for the forecast period for street cleaning.

The Transit Fund reflects enough revenues throughout the forecast period to support its operational and capital needs because of revenues from the Transportation Development Act, which includes Local Transportation Funds (LTF) and State Transit Assistance (STA) funds allocated to Transit based on population, taxable sales, and transit performance. With funding for Transit constantly in flux, and the Measure C sales tax due to expire after 2027, the types and levels of funding will be closely monitored to make any necessary adjustments to current service levels should the need arise.

The Planning and Development Services Enterprise Fund forecast maintains stable reserves throughout the forecast period. There have been several years of relatively high numbers of residential units per year; however, starting in 2021/22, those numbers have declined from the most recent three-year average of 918 units. As a result, the current fiscal year will draw from the fund's working capital but will increase working capital in the projection years beginning in 2024/25. The fund maintains a healthy working capital balance throughout the forecast period.

FISCAL IMPACT

The forecast provides an opportunity to review the historical trends for actual results and consider current economic factors for future decisions. It provides guidance for the City to maintain fiscally sustainable operations into the future.

REASON FOR RECOMMENDATION

The financial forecast provides an assessment of the impacts of past budgetary policy and possible future outcomes based on current budget strategies. Enhancing services while maintaining financial sustainability are shown to be critical to the City's future success. The forecast is a tool to be used for prudent management of the City's resources.

ACTIONS FOLLOWING APPROVAL

The staff will receive comments from the Council to assist with the preparation of the 2024/25 Annual Budget.

Prepared by: Jay Schengel, Finance Director

Reviewed by: City Manager *JH*



City of Clovis

Five-Year Financial Forecast

Through Fiscal Year 2028/29

Prepared March 2024



CITY OF CLOVIS

Five-Year Financial Forecast

Through Fiscal Year 2028/29

PREPARED BY:

John Holt, City Manager

Andrew Haussler, Assistant City Manager

Jay Schengel, Finance Director

Gina Daniels, Assistant Finance Director

Jeff Blanks, Deputy Finance Director

Susan Evans, Finance Manager

Jose Reynoso, Senior Accountant

Jose Cortez, Accountant

Ran Chan, Accountant

CITY OF CLOVIS

FIVE-YEAR FINANCIAL FORECAST

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INTRODUCTION

The Five-Year Financial Forecast through 2028/29 represents a continuing effort to analyze the City's long-term fiscal condition based upon a reasonable set of economic and operational assumptions. It is an important management tool used by both the City Council and senior management to identify fiscal trends and issues which must be addressed to assure continued financial stability. The set of forecasts contained in this report is not a prediction of what will occur. Rather, this forecast is a snapshot in time and an **approximate view of what could occur** in the future if all the assumptions are realized. As with any forecast or prediction, the assumptions and projections for the nearer years carry more certainty and confidence than for the years further into the future.

While the forecast has become a valuable management tool to examine the ever-changing fiscal conditions the City is faced with, we have also learned of its limitations. The first few years of the forecast are a fairly good indicator of coming events while the later years are subject to less certainty as actual economic conditions become known. Also, the many financial and regulatory changes by the State which require new programs and other unanticipated expenses and adjustments can have a dramatic financial impact to the City's revenue and expenditures. Despite these challenges, staff is committed to providing the best projections for these years based upon what is known at the time in order to reveal trends in both revenue and expenditure growth or decline, while staying abreast of local, state and national economic conditions and policies that will impact the City's financial health.

The report reviews actual financial performance over the past three years, determines an estimated financial performance for the current year, and projects financial performance for the next five years. All the forecasts are based upon a specific set of assumptions that are utilized throughout the report and identified with each forecast. In addition, the report contains a mid-year review for the current fiscal year.

The report is presented to initiate discussion that will ultimately result in policy guidelines for the development of the 2024-25 Annual City Budget and the Five-Year Community Investment Program and budgetary planning for future years. This forecasting tool has proven useful for examining spending policies which have resulted in the City's ability to live within its means, provide for important programs and adequate service levels for the growing community, and begin to set aside reserve funding for major capital investment in public facilities.

In 1986, Fresno County voters passed Measure C, a half-cent sales tax that improves the overall quality of Fresno County's transportation system, including the County and all its 15 cities. In November 2006, Fresno County voters chose to extend Measure C for an additional 20 years through 2027. At present, Fresno County's current half-cent sales tax Measure C will expire in 2027 resulting in a significant loss of revenue which will impact several City departments. These funds help to fund the design and construction of many street, pedestrian, and bicycle improvements throughout the City each year. Additionally, the funds are used to leverage grant funding, including grant match requirements. Finally,

the funds sustain the operation of the City's Transit program. If the Measure C renewal effort is unsuccessful, the City will have to make some very hard decisions regarding the projects and services currently being completed and provided. The impact of the loss of Measure C sales tax would be significant to Clovis but the loss of revenue has not been reflected in this year's Forecast in fiscal year's 2027/28 and beyond, as there is still time for Fresno County voters to pass an extension on Measure C.

EXECUTIVE SUMMARY

The current Five-Year Financial Forecast is a shift from recent years in the General Fund. The forecast projections indicate that there may not be sufficient resources to maintain current operations or increase staffing to meet the growing demand for services at established levels, even if revenues meet expectations.

The City's Staffing for Adequate Fire and Emergency Response (SAFER) grant, which funded the hiring of additional fire fighters in May 2021 for Fire Station 6, will end this year. From that point forward, the General Fund will incur the additional cost of the nine firefighters – approximately \$1.5 million annually. In December 2023, the City partnered with the City of Fresno to apply for the Organized Retail Theft Prevention grant from the Board of State and Community Corrections (BSCC). Clovis received approximately \$6.0 million for a three-year period to cover five police officers and one police service officer to address increasing retail theft crime in the City. The BSCC grant will end in 2026/27. From that point forward, the General Fund will incur the additional cost of the six new police positions – approximately \$1.2 million annually.

It should be noted that this forecast includes a limited transfer to the General Government Facilities Fund for the next fiscal year but does not include transfers for the other four forecasted years due to lack of funding. Transfers to General Government Facilities Fund are for future capital projects and without funding, one-time capital projects including public facilities will not be possible. Finally, ongoing transfers to the emergency reserve have been ceased due to the same constraints; however, the reserve balance remains above the 15% minimum throughout the forecast period.

The Five-Year forecast for the General Fund shows that expenses are growing faster than revenues over the five-year period. The current fiscal year and next end with a positive fund balance. Beginning in 2024/25, staff is forecasting that total expenses will exceed revenues by \$1.3 million, and this imbalance worsens every year thereafter. The only additional staff positions in the forecast are three sworn police officers per year, for a total of 15 over the five years. To address this imbalance, we will need to begin cutting costs over the next 18 months in the General Fund or pursue an additional revenue source.

In an effort to engage the community regarding these challenges and potential solutions, we recently conducted a community survey to obtain input on service priorities. Some of the key priorities identified by our community members include:

- Keeping public areas safe and clean
- Retaining local small businesses and jobs
- Maintaining the City's long-term financial stability
- Maintaining 911 emergency medical, police, and fire response
- Maintaining streets and roads
- Ensuring emergency rescue workers have updated life-saving tools such as the "jaws of life"
- Addressing homelessness

As we navigate through some of the financial challenges ahead, we are exploring innovative approaches to ensure the continued provision of high-quality services. This may involve a comprehensive review of City operations, prioritizing projects, and continuing to seek input from our employees and residents on their preferences for the allocation of resources. We will continue to reach out to the community in preparation for the 2024/25 Annual Budget presentations in May and June 2024.

The Water Enterprise Fund forecast maintains adequate but declining reserves with annual 3% rate increases that have been adopted and are included in each year of the forecast. The forecast also includes continued contributions to the reserves for drought contingency and for the Sustainable Groundwater Management Act (SGMA) through 2028/29. In 2020/21, there was a \$5 million down payment as required by the Firm Water Supply Agreement with the Fresno Irrigation District (FID). The remaining balance of \$30 million will be paid by development impact fees in future years. The forecast includes an interfund loan of \$7.5 million in 2021/22 from the Trichloropropane (TCP) reserves to General Services to fund the construction of Fire Station 6, and annual loan repayments for ten years that began in 2022/23. This loan will not affect the City's ability to treat for TCP during the term of the loan. A water rate study is currently in progress and is expected to be completed in the 2024 calendar year with a goal of ensuring adequate revenues to operate the water system.

The Sewer Enterprise Fund forecast maintains stable reserves throughout the forecast period. Beginning in 2023/24, a 3% rate increase is included in each year of the forecast period to keep up with rising operating, maintenance, and capital costs, and to maintain a sufficient fund balance for future bonding capacity. An interfund loan is shown beginning in 2024/25 of the forecast because it is projected that the collection of development impact fees for Sewer Major Facilities will be insufficient to cover the debt service payments. However, there are sufficient funds in the bond charge fund balance collected in prior years to continue the full \$7.30 per month rebate to customers until 2026/27. The ability to continue to rebate funds back to ratepayers will be monitored closely throughout the forecast period.

The Community Sanitation Fund maintains stable reserves in this forecast. A 4% annual increase, or portion thereof, was approved by City Council in November 2004 to be implemented as necessary. For Refuse, a 4% rate increase is projected for the forecast period. To keep pace with the recycling and green waste contract increases, the approved 4% annual increase is projected for these operations. Additionally, a 4% rate increase is projected for the forecast period for street cleaning.

The Transit Fund reflects enough revenues throughout the forecast period to support its operational and capital needs because of increased revenues from the Transportation Development Act, which includes Local Transportation Funds (LTF) and State Transit Assistance (STA) funds allocated to Transit based on population, taxable sales, and transit performance. With funding for Transit constantly in flux, and the Measure C sales tax due to expire after 2027, the types and levels of funding will be closely monitored to make any necessary adjustments to current service levels should the need arise. Project-specific funding, including SB1 and various cap-and-trade grants, are used for capital expenses for enhancement of rider amenities. Beginning with the 2017/18 fiscal year, the Transit Fund was required to defer revenue that it had received but not yet spent. Any working capital that is required to be deferred can be seen on the Transit Fund forecast on the line labeled "Deferred Revenue."

The Planning and Development Services Enterprise Fund forecast maintains stable reserves throughout the forecast period. The reserves are included in case of a slow-down and prudent funding is maintained to absorb development declines. There have been several years of relatively high numbers of residential units per year; however, starting in 2021/22, those numbers have declined from the most recent three-year average of 918 units. As a result, the current fiscal year will draw from the fund's working capital but will increase working capital in the projection years beginning in 2024/25. The fund maintains a healthy working capital balance throughout the forecast period.

Internal Service Funds are projected to be self-balancing throughout the forecast period. Each of the Internal Service Funds is continually monitored, and more cost-effective programs are implemented wherever possible to reduce costs to all other City operations.

Debt Service Funds will be fully funded to make all debt payments and meet all legal obligations.

ANALYSIS OF FUNDS

The purpose of this forecast is to provide the City Council and senior management with an early identification of financial trends. With early detection, financial trends identified as possible problems can be dealt with in a reasonable manner rather than waiting for a crisis to occur.

The City's Annual Budget represents a total financing plan for all City operations and must be analyzed by its component parts to make any meaningful adjustments. Unlike a

private holding company, the City cannot remove cash from any one enterprise operation to help support general tax funded operations. Although there is certainly some financial interdependence between the funds, such as internal service fund charges to allocate common costs, each fund represented in the budget must stand alone.

When analyzing City operations, it is appropriate to look at the budget department by department. However, when reviewing long range financial policies, it is best to look at the fund structure rather than the department structure. The major fund groups reviewed in this forecast are the operating funds of the City, including:

General Fund - This fund includes the functions of general government, including elected officials, administration and finance, public safety, and some field maintenance activities, such as parks, street lighting, and street maintenance.

Enterprise Funds - These funds include operations for water, sewer, solid waste, street cleaning, transit, and planning and development services.

Internal Service Funds - These funds include property and liability insurance, employee benefits, fleet maintenance, and general services.

Debt Service Funds - These funds include all debt service activity for which the City is responsible.

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GENERAL FUND

Current Year – 2023/24

The 2023/24 Annual Budget was developed to grow the City's operations to match growth and provide targeted investments in the City to improve the quality of life for its residents. Eight new positions were added in the General Fund to help with the City's growth along with continued investments in community programs such as parks, senior services and recreation programs. Developing accurate revenue estimates during a constantly evolving economy has proven to be challenging to help pay for growth in positions and community programs. Rising interest rates, inflation at a forty-year high, along with production and supply chain disruptions have compounded the uncertainty. Based on current estimates, revenues are currently projected to be approximately \$0.4 million below expenditures for fiscal year 2023/24.

General Fund revenues are projected to exceed the current working budget by \$0.2 million for the current fiscal year. There are many increases that are projected for this current year, but most of those increases are being offset by a significant decrease to Sales Tax receipts. Since the quarter ended March 2023, Sales Tax revenue has been declining compared to the same period in the prior year. Sales Tax revenues are currently 3% less than the prior year's receipts. Sales Tax revenues have been reduced by \$2.0 million in the current year based on this trend. State reimbursements for wildfires are coming in with an additional \$0.5 million over working budget. Property Taxes are projected to be \$0.9 million above budget. If Card Room Fees remain flat for the remaining months, this category will experience a reduction of \$0.1 million from the prior year. Franchise Fees are projected to be declining by \$0.1 million as more residents are opting into streaming services for home entertainment which are not subject to Franchise Fees. Positively, the City was awarded a Police grant for \$6.0 million to fund five police officers and a police service officer. \$0.6 million of this grant was projected for the current year. All additional grant revenues projected are offset with corresponding additional expenditure increases in salaries, benefits, and overtime allowing the City to improve public safety services despite the revenue constraints being experienced. In summary, this leaves the operating budget projected at a deficit of \$0.4 million for the current fiscal year.

Forecast Years – 2024/25 through 2028/29

Revenues

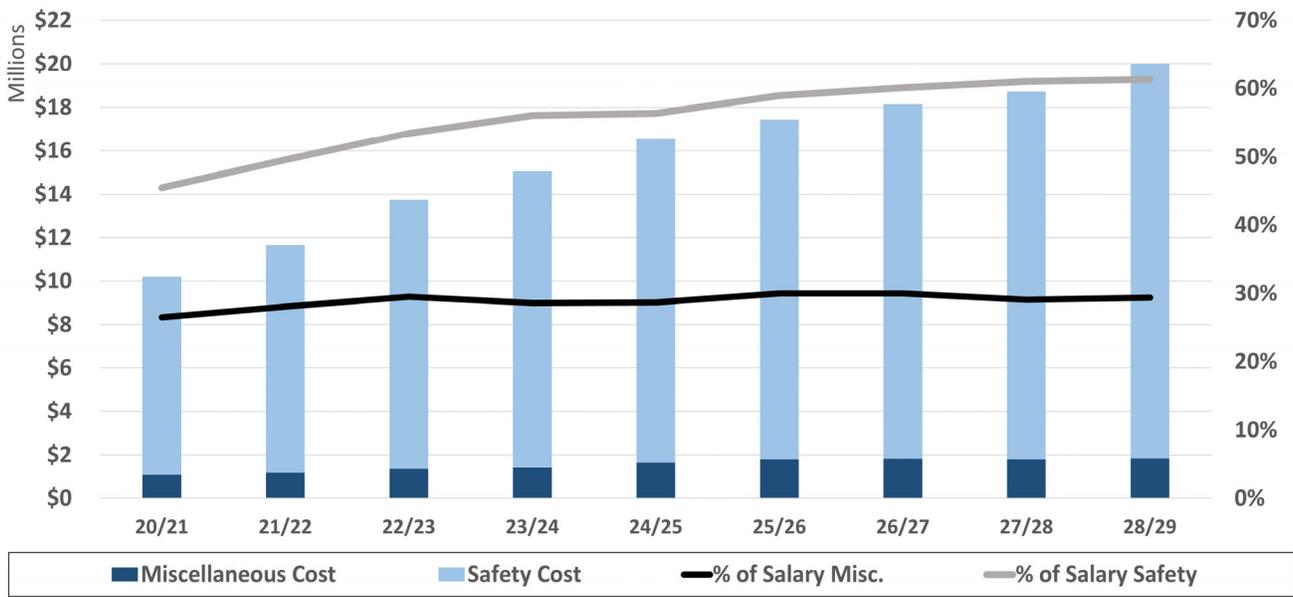
Property taxes and sales taxes are the two largest sources of discretionary revenue making up 81% of the total discretionary revenues on average; franchise fees, business licenses, and transient occupancy taxes make up most of the remainder. Property tax growth is largely driven by growth in the City. When residential, commercial, or industrial growth occurs, there is a corresponding increase in the demand for services. However, the increase in property tax revenues to support the additional demand for services will not be received by the City until potentially two years after the growth occurs. In addition, the property tax rate cannot exceed 2% growth annually due to Proposition 13 statutory limitations. Property tax growth during the forecast period is projected to increase at a rate corresponding to the 15-year average of approximately 800 single and multi-family residential units. The forecast does not project a prolonged housing downturn because those are difficult to anticipate. However, if one was to occur, this would result in property tax growth being lower than forecasted.

Sales Tax is projected to experience a decrease of 1% in 2023/24 after experiencing the first reduction in growth in 2022/23 of \$921,000 or 3% since the Great Recession. Prior to the 2022/23 fiscal year, the City experienced robust growth in 2020/21 and 2021/22 totaling 36%, which is unprecedented. Sales tax is now declining due to inflationary pressures on households, shifting household dollars away from discretionary spending as a larger portion of income goes to essentials such as non-taxable food, transportation, and housing costs. For the remaining projected years, Sales Tax is expected to experience normalized growth at 3% annually with population growth at 700-800 residential units per year.

Growth in Franchise Taxes is largely due to electricity rate increases. As more households move away from traditional hard-wired phone and cable TV service towards cellular and satellite services which are not taxed, there is a decline in franchise taxes for these services. All other discretionary revenues are forecast to increase at average growth plus inflation based on the Pacific Cities Consumer Price Index for October 2023 of 4%.

PERS

PERS costs are projected to continue to rise significantly during the forecast period due to the overall stock market declines resulting in a decline of investment returns for the PERS investment portfolio. Over the last several years, PERS has continued to underperform its expected rate of return of 6.8%. In 2021/22 and 2022/23, their rate of return was negative 6.1% and 5.8%, respectively. At this point, the full impact of the investment fluctuations has not been determined, however. The following chart shows the expected General Fund PERS costs, both as a percentage of salary and in dollars, for the forecast period.



As can be seen in the chart, annual General Fund PERS costs are projected to rise by almost \$5 million between the current year and the end of the forecast period. The impact of the PERS costs is significant; those costs will rise from 13% of the General Fund budget a few years ago to 16% by 2028/29. Essentially, that means the level of service plus the transfers to the reserve that can be provided in 2028/29 will be only 97% of what could have been provided without this rise in PERS costs.

Approach to the Forecast

The Five-Year Financial Forecast represents staff’s best estimate of the City’s finances for the next five years and will be the basis on which the budget is developed. The forecast is structurally sound but demonstrates that expenses are growing faster than revenues and future years will be structurally unbalanced unless changes are made to reduce expenses or increase revenues. Some of the components of these revenues, expenditures, and transfers are more easily controllable than others. Major increases to revenues, either through tax increases or extraordinary commercial growth, are not currently realized at this time so they were not considered in the development of the forecast. In addition to major increases in revenues that were not considered in the forecast, City Departments were asked during the development of the forecast for a list of their new expenditures that are “absolutely necessary” for their department to be successful during the forecast period. These essential expenditures included items such as positions, public safety communication equipment, building repairs, and facility replacement. In the current projected condition of the General Fund Forecast, incurring these additional expenditures was deemed infeasible, so they were not considered in the development of the forecast. The total amounts of these essential expenditures that were not included in the Forecast were approximately \$17 million.

Growing Demands

The City continues to grow, and in recent years, it has grown faster than the long-term average. The growth drives some revenue growth, but it also drives a growing demand for services. Police and Fire comprise the largest expenditures in the General Fund (87% of the City’s discretionary revenues go to Police and Fire) and are most impacted by this growing

demand. Staff will continue to evaluate different ways of delivering services using technology, social media, and best practices to narrow the gap between increased demand for services and the City's ability to respond without lowering service levels. Failure to grow these departments, as well as other General Fund departments at a rate corresponding to the growth of the City, will eventually result in a reduction in the level of service for our residents.

The Forecast shows that Clovis is on an unsustainable fiscal path with significant challenges beginning in the 2025/26 fiscal year. Since 2008, the City has been struggling to meet increasing service needs in the community. The infeasibility of keeping up with rising costs and service demands while current revenue streams aren't designed to match those needs is evident. The volatile revenues during the pandemic stayed the issue for several years, but we are now seeing a new normal that is similar to the challenges pre-pandemic. In the past, the City has been able to seek efficiencies in operations, shifted priorities, and deferred critical expenditures to work within the current revenue, but many of those tools have been used. While staff will seek efficiency in all services the City provides, there is little room to maneuver compared to the changes made during the Great Recession. This leaves the City with some difficult choices, adjusting services levels to match revenues or revenue increases to maintain the standards the community expects.

The City has never fully recovered from the Great Recession from a financial standpoint. With inflation being what it has for the past few years, expenses for City operations are growing faster than the City's revenue base. Between 2007 and 2023, we have seen a 13% increase in the total number of City employees and a 39% increase in the population of the City. At some point, it will be difficult to continue to provide the same level of service our residents have become accustomed to.

How has the City been able to maintain this level of service over the past fifteen years? In 2007, for example, the Police Department was budgeted for 117 sworn officers. In the recession that followed, the City is just now back to being budgeted for 117 sworn officers. Over the past fifteen years, we have taken a majority of what we had in prevention programs and moved it all to patrol. We have already reduced or eliminated; FBI task force officer, municipal code enforcement, juvenile counseling, Police Activities League (PAL), Drug Abuse Resistance Education (D.A.R.E.), community watch, community events, explorer post, community day school resource officer, reduced traffic unit, eliminated separate gang and narcotics unit, and eliminated our bike and mounted patrol units. A similar story could be told in every department.

General Fund Financial Forecast - Summary

(dollars in thousands)

	ACTUALS			ESTIMATED	PROJECTED				
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Beginning Available Fund Balance	4,110	1,280	8,420	8,060	3,420	730	(2,240)	(5,870)	(9,810)
Reappropriation/Encumbrances	290	(790)	230	(1,250)					
REVENUES									
Discretionary	66,100	73,630	76,290	80,030	82,960	85,100	87,970	90,910	93,940
Non-Discretionary	30,440	30,170	23,340	25,610	25,710	26,150	26,170	26,190	26,850
Total Revenues	96,540	103,800	99,630	105,640	108,670	111,250	114,140	117,100	120,790
EXPENDITURES									
Public Safety	58,590	63,300	72,210	79,210	82,130	85,370	88,200	90,900	94,290
Public Utilities	10,600	11,000	12,400	13,820	14,380	14,790	15,100	15,460	15,870
General Government	8,630	9,660	10,700	13,050	13,500	13,710	14,120	14,330	14,880
Total Expenditures	77,820	83,960	95,310	106,080	110,010	113,870	117,420	120,690	125,040
Resources Above/(Below) Operating Expenditures	18,720	19,840	4,320	(440)	(1,340)	(2,620)	(3,280)	(3,590)	(4,250)
ADDITIONAL ITEMS									
Transfers Out to General Government Facilities Fund	(11,950)	(5,550)	(2,020)	(2,580)	(1,000)	0	0	0	0
Transfers Out to PDS/Projects	(300)	(310)	(300)	(370)	(350)	(350)	(350)	(350)	(350)
Transfers Out to Fleet Fund	(6,040)	(3,010)	(990)	0	0	0	0	0	0
Total Additional Items	(18,290)	(8,870)	(3,310)	(2,950)	(1,350)	(350)	(350)	(350)	(350)
Net Increase/(Decrease) to Fund Balance	430	10,970	1,010	(3,390)	(2,690)	(2,970)	(3,630)	(3,940)	(4,600)
OTHER ITEMS									
(Use of)/Addition to Emergency Reserve	3,550	3,040	1,600	0	0	0	0	0	0
Total Other Items	3,550	3,040	1,600	0	0	0	0	0	0
Ending Available Fund Balance	1,280	8,420	8,060	3,420	730	(2,240)	(5,870)	(9,810)	(14,410)
Emergency Reserve-(Dollars)	16,360	19,400	21,000	21,000	21,000	21,000	21,000	21,000	21,000
Emergency Reserve as a % of Expenditures	21.00%	23.10%	22.00%	19.80%	19.10%	18.40%	17.90%	17.40%	16.80%

General Fund - Financial Forecast (dollars in thousands)

REVENUES	ACTUALS			ESTIMATED	PROJECTED				
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Residential Units (SF + MF)	1,238	859	658	550	700	750	800	800	800
<u>Discretionary</u>									
Property Taxes	16,960	18,230	19,890	21,360	22,260	22,340	23,190	24,050	24,930
Property Tax In Lieu-VLF	11,160	11,900	12,910	13,880	14,350	14,910	15,520	16,160	16,820
Sales Tax	27,180	30,640	29,720	29,500	30,390	31,300	32,240	33,210	34,210
Franchise Fee	2,600	2,770	2,950	3,150	3,280	3,400	3,500	3,600	3,700
Business License Tax	3,710	4,000	4,120	4,410	4,670	4,900	5,100	5,300	5,510
Other Taxes	4,100	5,780	6,040	7,070	7,350	7,570	7,720	7,870	8,030
Interest	120	40	400	410	410	420	430	440	450
Other Revenues-Discretionary	270	270	260	250	250	260	270	280	290
<u>Total Discretionary</u>	66,100	73,630	76,290	80,030	82,960	85,100	87,970	90,910	93,940
<u>Non-Discretionary</u>									
Community Facility Fees	2,110	2,170	2,680	3,250	3,520	3,780	4,020	4,270	4,530
Sales Tax-Public Safety	350	470	520	480	490	500	520	540	550
Licenses & Permits	40	60	70	80	80	80	80	80	80
Fines & Forfeitures	150	190	260	190	200	200	200	200	200
Building Rentals	0	50	50	250	250	260	270	280	290
State Subventions-Gas Tax	1,340	1,580	1,780	2,480	2,520	2,550	2,580	2,610	2,640
Grants	3,410	3,900	3,110	3,060	2,270	1,950	1,340	700	700
From Other Agencies	840	620	880	830	870	900	920	940	960
Current Services	1,380	1,640	2,280	2,120	2,230	2,300	2,350	2,400	2,450
Landscape Maintenance Charges	4,000	4,270	4,650	5,300	5,510	5,680	5,790	5,910	6,030
Other Revenues-Non Discretionary	10,770	8,780	410	590	610	630	640	650	660
Impact/Rental Fees	1,760	1,830	1,870	1,960	2,040	2,100	2,140	2,180	2,220
Admin Charges	4,290	4,610	4,780	5,020	5,120	5,220	5,320	5,430	5,540
<u>Total Non-Discretionary</u>	30,440	30,170	23,340	25,610	25,710	26,150	26,170	26,190	26,850
Total Revenues	96,540	103,800	99,630	105,640	108,670	111,250	114,140	117,100	120,790

Revenue Assumptions (dollars in dollars)

AGENDA ITEM NO. 16.

PROPERTY TAXES:	<u>ANNUAL INCREASE</u>	<u>INCREASE IN ASSESSED VALUE</u>	<u>CITY TAX RATE (Before reductions)</u>
	2.00%	\$203,000,000	18.34% of 1%
<i>Increase in Assessed Value above is based on 700 residential units</i>		<i>Nonresidential Units based on % of Residential Units is 23%</i>	
PROPERTY TAX IN LIEU-VEHICLE LICENSE FEES (VLF):	INCREASE BY ASSESSED VALUE GROWTH		3.40% (Based on 550 units)
SALES TAX:	<u>CURRENT CPI</u>	<u>SALES TAX RATE</u>	<u>POPULATION GROWTH</u>
	4.00%	1.00%	1,900 PER YEAR
COUNTY SHARE:	5.00% OF GROSS SALES TAX		(Based on 700 units)
	<u>2024/25</u>		<u>PER CAPITA PER YEAR</u>
SALES TAX GROWTH %:	PROJECTED	3.0%	\$251
FRANCHISE FEE:	<u>CURRENT CPI</u>	<u>NEW RES UNITS PER YEAR</u>	<u>FEE OF GROSS</u>
	4.00%	700	1.00%
			<u>PARTICIPATION %</u>
			50.00% Comcast/AT&T
			\$90 Per Unit per Month
			<u>P G & E</u>
			\$250 Per Unit per Mo
Note: 5 year average for residential units is 940, 10 year average is 955, 15 year average is 797 units			
BUSINESS LICENSE TAX:	4.00%	INCREASE BY CURRENT CPI	NEW BUSINESSES 2.00%
OTHER TAXES:	<i>Includes Transient Occupancy Tax, Cardroom Fees, and Real Property Transfer Tax</i>		
	4.00%	INCREASE BY CURRENT CPI	
INTEREST RATE:	3.00%	ON PRIOR YEAR'S BALANCE	
OTHER REVENUES:	4.00%	INCREASE BY CURRENT CPI	
COMMUNITY FACILITY FEE:	2/3 OF NEW RESIDENTIAL UNITS:	470	ANNUAL FEE: \$282 CURRENT CPI: 4.00%
SALES TAX-PUBLIC SAFETY:	PROPOSITION 172 - HALF CENT SALES TAX FOR PUBLIC SAFETY - ESTIMATES PROVIDED BY CONSULTANT		
LICENSES & PERMITS:	4.00%	INCREASE BY CURRENT CPI	
FINES AND FORFEITURES:	PARKING AND VEHICLE	\$200,000	BASED ON THREE YEAR AVERAGE
BUILDING RENTALS:	2.00%	ANNUAL INCREASE	
STATE SUBVENTIONS:	<u>PER CAPITA</u>	<u>GAS TAX</u>	<u>POPULATION GROWTH</u>
		\$14.30	1,900 PER YEAR
			(Based on 700 units)
		Gas Tax Per Capita based on last year actuals	
GRANTS:	\$700,000	CURRENT AVERAGE OF ONGOING GRANTS	
FROM OTHER AGENCIES:	4.00%	INCREASE BY CURRENT CPI	
CURRENT SERVICES:	4.00%	INCREASE BY CURRENT CPI	
LANDSCAPE MAINTENANCE CHARGES:	4.00%	INCREASE BY CURRENT CPI	
IMPACT/RENTAL FEES:	BASED ON ADD'L ROUTES PROJECTED IN THE ENTERPRISE FUND AND INCREASE BY CURRENT CPI		
ADMIN CHARGES:	2.00%	ANNUAL INCREASE	

General Fund - Financial Forecast (dollars in thousands)

EXPENDITURES	ACTUALS			ESTIMATED	PROJECTED				
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
PUBLIC SAFETY									
Salaries									
Police - Sworn	9,890	9,820	11,740	13,470	14,770	15,390	16,030	16,680	17,350
Fire	6,040	6,810	7,640	7,770	8,000	8,160	8,320	8,490	8,660
Public Safety - Management	3,380	3,860	4,330	4,120	4,240	4,320	4,410	4,500	4,590
Police - Non Sworn	3,790	3,890	4,250	4,980	5,130	5,230	5,330	5,440	5,550
Fire - Non Firefighters	220	300	340	360	370	380	390	400	410
Overtime									
Overtime - Police	2,880	3,090	3,320	3,460	3,600	3,710	3,780	3,860	3,940
Overtime - Fire	2,880	2,800	2,620	2,540	2,100	2,160	2,200	2,240	2,280
Extra Help	760	820	1,130	1,090	1,090	1,090	1,090	1,090	1,090
Benefits									
Health	3,510	3,640	3,830	4,400	4,760	5,140	5,550	5,990	6,460
Retirement	9,140	10,510	12,400	13,670	14,890	15,650	16,310	16,920	18,160
Other	3,290	3,650	4,300	4,900	4,620	4,710	4,800	4,900	5,000
SMS	12,250	13,490	15,530	17,560	17,830	18,680	19,210	19,590	19,980
Capital Outlay	560	620	780	890	730	750	780	800	820
Total Public Safety	58,590	63,300	72,210	79,210	82,130	85,370	88,200	90,900	94,290
PUBLIC UTILITIES									
Salaries	2,350	2,400	2,780	3,110	3,200	3,260	3,330	3,400	3,470
Overtime	120	130	130	120	120	120	120	120	120
Extra Help	10	30	40	0	0	0	0	0	0
Benefits									
Health	540	530	550	670	720	770	820	880	940
Retirement	450	510	540	630	690	700	690	710	770
Other	360	320	280	280	290	300	310	320	330
SMS	6,740	7,020	8,040	8,950	9,310	9,590	9,780	9,980	10,180
Capital Outlay	30	60	40	60	50	50	50	50	60
Total Public Utilities	10,600	11,000	12,400	13,820	14,380	14,790	15,100	15,460	15,870
GENERAL GOVERNMENT									
Salaries	3,540	3,730	3,830	4,220	4,350	4,440	4,530	4,620	4,710
Overtime	10	50	10	20	20	20	20	20	20
Extra Help	170	440	610	800	800	800	800	800	800
Benefits									
Health	650	660	660	790	850	910	970	1,040	1,110
Retirement	710	830	850	1,020	1,110	1,130	1,110	1,140	1,230
Other	250	270	290	340	350	360	380	410	450
SMS	3,290	3,680	4,420	5,590	5,950	5,980	6,240	6,220	6,480
Capital Outlay	10	0	30	270	70	70	70	80	80
Total General Government	8,630	9,660	10,700	13,050	13,500	13,710	14,120	14,330	14,880
Total Expenditures	77,820	83,960	95,310	106,080	110,010	113,870	117,420	120,690	125,040

Expenditure Assumptions (dollars in thousands)

AGENDA ITEM NO. 16.

SALARIES:		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
<u>POLICE-CPOA</u>	7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
SALARY BASE		\$13,470	\$14,460	\$15,070	\$15,700	\$16,350	\$17,010
Additional Officers-Salary		\$0	\$310	\$320	\$330	\$330	\$340
Number of Additional Officers		10	3	3	3	3	3
Additional Non-Sworn Positions		2	0	0	0	0	0
Total Sworn Officer Positions		122	125	128	131	134	137
<u>FIRE</u>	7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
SALARY BASE		\$7,770	\$8,000	\$8,160	\$8,320	\$8,490	\$8,660
Additional Firefighter-Salary		\$0	\$0	\$0	\$0	\$0	\$0
Number of Addl Firefighters		0	0	0	0	0	0
Total Sworn Positions		67	67	67	67	67	67
<u>PUBLIC UTILITIES</u>	7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
SALARY BASE		\$3,110	\$3,200	\$3,260	\$3,330	\$3,400	\$3,470
Additional Salaries-Park/Street		\$0	\$0	\$0	\$0	\$0	\$0
Addl Park/Street employees		0	0	0	0	0	0
<u>GENERAL GOVT</u>	7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
<u>MANAGEMENT</u>	7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
OVERTIME:	INCREASE BY CPI		4.00%	3.00%	2.00%	2.00%	2.00%
EXTRA HELP:	FLAT FOR NEXT FIVE YEARS						
HEALTH:	INCREASE PER YEAR				7.0%		
					(PERS ESTIMATE)		
RETIREMENT:		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
POLICE-SAFETY		56.40%	58.98%	60.10%	61.00%	61.30%	63.40%
FIRE		56.40%	58.98%	60.10%	61.00%	61.30%	63.40%
PUBLIC UTILITIES		28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
GENERAL GOVERNMENT		28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
MANAGEMENT		28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
PERS EE COST SHARING -MISC		-8.40%	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%
PERS EE COST SHARING -SAFETY		-8.00%	-8.00%	-8.00%	-8.00%	-8.00%	-8.00%
WORKERS COMP:	Police-CPOA	15.07%	15.00%	15.00%	15.00%	15.00%	15.00%
(included in other benefits)	Fire	3.49%	3.00%	3.00%	3.00%	3.00%	3.00%
	Mgmt & Admin	1.85%	2.00%	2.00%	2.00%	2.00%	2.00%
	Public Utility	4.13%	4.00%	4.00%	4.00%	4.00%	4.00%
OTHER BENEFITS:	Previous year's amount increased by contracted and estimated salary increases. Includes 2% of non-safety salaries for deferred comp, 1% of total salaries for sick leave incentive, 1.45% for medicare and 1% for other benefits.						
OTHER SMS:	INCREASE BY CPI		4.00%	3.00%	2.00%	2.00%	2.00%
CAPITAL OUTLAY:	INCREASE BY CPI		4.00%	3.00%	2.00%	2.00%	2.00%
	FOUR YEAR AVERAGE-PUBLIC SAFETY			\$710			
	FOUR YEAR AVERAGE-PUBLIC UTILITIES			\$50	+ ADDITIONAL EQUIP FOR NEW EMPLOYEES		
	FOUR YEAR AVERAGE-GEN GOV'T			\$70			
CONTINGENCY RESERVE:	Maintain not less than 15% with a goal to reach 25% of total expenditures. See the Summary Sheet for reserve amounts.						

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ENTERPRISE FUNDS

The purpose of the forecast for the Enterprise Funds is to provide the City Council and the City Manager with an early identification of financial trends, along with the future financial costs of legislative and regulatory requirements, and the ability to respond appropriately. Enterprise Funds, by definition, are supported by rates set to recover the full cost of services, including capital outlays and debt service. The rate setting process requires advance planning, preparation of rate studies, a public hearing process, and a final decision to implement new rates if approved. This process can take up to six months to complete. For this reason, the forecast is a critical management tool for the City.

Further detail regarding each Enterprise Fund is discussed in the following pages. Annually, staff re-evaluates all enterprise operations to determine if any adjustments to rates are needed. At this time, water, sewer, and community sanitation enterprise operations have increases approved sufficient to carry the operations through the forecast period, barring any unforeseen or catastrophic event. Once these rate increases meet their objectives, staff will begin to evaluate implementing smaller, more measured increases on an annual basis to avoid large one-time increases.

Water Enterprise

The Water Enterprise Fund is projected to have a working capital balance of approximately \$17.9 million at June 30, 2024. The City Council approved adjusted water rates in the Water Enterprise Fund beginning in June 2016 to comply with state legal requirements regarding a tiered water rate structure. The rate adjustment was revenue neutral. Council also approved a 3% annual increase that can be implemented when necessary to fund the increased cost to treat and distribute potable water, for capital improvements, and to provide debt service coverage for the 2013 Surface Water Treatment Plant bonds. A 3% rate increase to water rates is included in each of the five years of the projected forecast. In 2020/21, there was a \$5 million down payment as required by the Firm Water Supply Agreement with the Fresno Irrigation District (FID). The remaining balance of \$30 million is anticipated to be paid by development impact fees in future years. In 2016/17, the Water Enterprise Fund received a legal settlement for Trichloropropane (TCP) treatment. The Water Enterprise Fund is required to treat potable water for any TCP present, and a reserve for TCP treatment has been established for the treatment costs. Included in 2023/24 is a \$1.7 million transfer from the Parks Development Fund to reimburse the Water Enterprise Fund for its share of a property purchase for a future basin and park site. The capital outlay includes an expenditure of \$2.5 million per year for five years to fund an Advanced Metering Infrastructure (AMI) project. Contributions to the reserves for the Sustainable Groundwater Management Act (SGMA) and for drought contingency have been suspended during the forecast period. A water rate study is currently in progress and is expected to be completed in the 2024 Calendar Year. It is anticipated that a Proposition 218 protest hearing to increase water charges will be needed in 2025 to generate funds for high-cost maintenance projects and to sustain a revenue neutral budget with rising operation and maintenance costs.

Water Enterprise - Financial Forecast (dollars in thousands)

	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Actual 2022/23</u>	<u>Estimated 2023/24</u>	<u>Projected 2024/25</u>	<u>Projected 2025/26</u>	<u>Projected 2026/27</u>	<u>Projected 2027/28</u>	<u>Projected 2028/29</u>
BEGINNING WORKING CAPITAL	27,100	22,510	22,060	20,210	17,940	13,870	11,390	8,980	6,890
<u>REVENUES</u>									
WATER CHARGES	18,580	19,190	19,980	21,920	22,700	23,520	24,370	25,250	26,150
DBCP-LEGAL SETTLEMENTS	240	130	210	170	180	190	190	190	190
TOTAL REVENUES	18,820	19,320	20,190	22,090	22,880	23,710	24,560	25,440	26,340
<u>EXPENDITURES</u>									
SALARIES	3,100	3,190	3,630	3,920	4,100	4,320	4,520	4,700	4,790
EXTRA HELP	10	0	20	0	0	0	0	0	0
OVERTIME	120	130	140	150	150	150	150	150	150
BENEFITS									
RETIREMENT	620	680	710	840	890	930	940	990	1,070
HEALTH	570	570	590	750	810	870	930	1,000	1,070
OTHER	510	390	410	360	430	450	470	490	500
SERVICES, MATERIALS & SUPPLIES	14,180	11,900	11,350	14,250	15,880	15,190	15,430	15,670	15,280
MEMBRANE REPLACEMENT	300	450	0	0	0	1,100	0	0	0
TCP TREATMENT	100	100	150	150	150	150	150	150	150
CAPITAL OUTLAY	1,420	910	3,720	4,380	3,780	3,780	3,780	3,780	3,780
TOTAL EXPENDITURES	20,930	18,320	20,720	24,800	26,190	26,940	26,370	26,930	26,790
<u>OTHER REVENUE AND EXPENSE</u>									
INTEREST/RENTAL/GRANTS	620	1,250	760	440	440	750	750	750	750
	620	1,250	760	440	440	750	750	750	750
TRANSFERS-OUT (CAPITAL)	(1,000)	(1,000)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
WATER BANKING LOAN TO DEV FUND	0	0	0	0	0	0	0	0	0
PARK DEV PAYBACK - BASIN/PARK	0	0	0	1,700	0	0	0	0	0
INTERFUND LOAN TO GENERAL SERVICES	0	(7,500)	770	770	770	770	770	770	770
CONTRIBUTION-SURFACE WTP	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	0
MEMBRANE REPLACEMENT RESERVE	300	450	(100)	(100)	(100)	1,100	(250)	(250)	(250)
RESERVE FOR DROUGHT CONTINGENCY	(500)	(500)	(500)	(500)	0	0	0	0	0
RESERVE FOR SGMA	(1,250)	(1,000)	(1,000)	0	0	0	0	0	0
RESERVE FOR TCP TREATMENT	100	7,600	0	(620)	(620)	(620)	(620)	(620)	(620)
ENDING WORKING CAPITAL	22,510	22,060	20,210	17,940	13,870	11,390	8,980	6,890	6,590
RESERVE FOR MEMBRANE REPLACEMENT	1,430	980	1,080	1,180	1,280	180	430	680	930
RESERVE FOR DROUGHT CONTINGENCY	6,000	6,500	7,000	7,500	7,500	7,500	7,500	7,500	7,500
RESERVE FOR SGMA	3,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
RESERVE FOR TCP TREATMENT	15,250	7,650	7,650	8,270	8,890	9,510	10,130	10,750	11,370

Water Enterprise - Revenue Assumptions (dollars in dollars)

Bi-monthly Meter Charges: Residential - \$26.12 Commercial - \$21.02

Residential Usage Rates: \$1.07 per 1,000 gallons for 0 to 23,000 gallons, \$1.78 per 1,000 gallons for 23,000 - 40,000 gallons, \$2.19 per 1,000 gallons above 40,000 gallons. Dwelling unit charge \$13.06 per month (\$26.12 bi-monthly).

Commercial Usage Rates: \$1.07 per 1,000 gallons 0 to 23,000 gallons, \$1.45 per 1,000 gallons over 23,000 gallons. Monthly charge from \$10.51 (1") to \$1,065.47 (10").

Current Charges: INCREASED EACH YEAR BY THE AVERAGE INCREASE OF THE PREVIOUS THREE YEARS

		<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Rate Increase:	7/1	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Rate Increase:	3% Based on Council approved annual rate increase unless not necessary.						
Interest:	3.00% OF PREVIOUS YEAR'S WORKING CAPITAL OR A MINIMUM OF \$10,000						

Water Enterprise - Expense Assumptions (dollars in thousands)

Salaries: CPWEA	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
Salary Base	\$3,920	\$4,090	\$4,320	\$4,410	\$4,610	\$4,790
Additional Employee	\$50	\$150		\$110	\$90	

Extra Help: FLAT FOR NEXT FIVE YEARS

Overtime: FLAT FOR NEXT FIVE YEARS

Retirement:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
	28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
PERS Cost Sharing:	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%

Health: INCREASE PER YEAR 7.00%

Other Benefits:

- WORKERS COMP 4.13% FOR CPWEA 1.85% FOR ADMIN
- MEDICARE 1.45% OF SALARIES
- DEFERRED COMP/SICK LEAVE/OTHER 5.25% OF SALARIES

Other SMS: INCREASE BY CPI FOR FUTURE YEARS 4.00%

(Increase energy cost by 50% for the Surface Water Treatment Plant operation beginning in 2004/05)

Rental of the New Corp Yard-beginning 2002/03 \$320 per year

Capital Outlay: CURRENT CPI 4.00%

Transfers Out: FOR CAPITAL CONTRIBUTIONS FOR DISTRIBUTION SYSTEM IMPROVEMENTS
FOR LAND ACQUISITION DESIGN AND CONSTRUCTION OF RECHARGE FACILITIES-100%

Reserves: WELLHEAD TREATMENT CONTINGENCY ESTABLISHED FOR CLEANUP OF DBCP CONTAMINATION
MEMBRANE REPLACEMENT RESERVE ESTABLISHED FOR NEW MEMBRANE COSTS
DROUGHT CONTINGENCY ESTABLISHED FOR WATER PURCHASE DURING POSSIBLE DROUGHT
TCP TREATMENT RESERVE FOR TREATMENT CAPITAL AND O&M
SUSTAINABLE GROUNDWATER MANAGEMENT ACT RESERVE

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Sewer Enterprise

The Sewer Enterprise Fund is projected to have a working capital balance of approximately \$26.2 million at June 30, 2024. The City Council approved a series of rate increases for the Sewer Enterprise Fund beginning August 1, 2010. Rate increases are driven by the rising cost of treatment and capital improvements at the Regional Treatment facility as well as the increase in the costs to operate new pump stations, the Sewer Treatment Water Reuse Facility (ST-WRF), and to meet bond covenants normally borne by development fees which are projected to be insufficient to meet the City's obligations in a portion of the forecast period. A 3% rate increase is included in each year of the forecast period to keep up with rising operating, maintenance, and capital costs, and to maintain a sufficient fund balance for future bonding capacity. An interfund loan is shown beginning in 2024/25 of the forecast because it is projected that the collection of development impact fees for Sewer Major Facilities will be insufficient to cover the debt service payments. However, there are sufficient funds in the bond charge fund balance collected in prior years to continue the full \$7.30 per month rebate to customers until 2026/27. The ability to continue to rebate funds back to ratepayers will be monitored closely throughout the forecast period.

Sewer Enterprise - Financial Forecast (dollars in thousands)

	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Actual 2022/23</u>	<u>Estimated 2023/24</u>	<u>Projected 2024/25</u>	<u>Projected 2025/26</u>	<u>Projected 2026/27</u>	<u>Projected 2027/28</u>	<u>Projected 2028/29</u>
BEGINNING WORKING CAPITAL	24,820	26,260	26,720	28,270	26,260	22,590	20,610	20,810	21,380
<u>REVENUES</u>									
SEWER CHARGES	13,540	13,780	14,510	15,350	16,010	16,710	17,440	18,190	18,970
PRETREATMENT CHARGES	50	50	50	50	50	50	50	50	50
TOTAL REVENUES	13,590	13,830	14,560	15,400	16,060	16,760	17,490	18,240	19,020
<u>EXPENDITURES</u>									
SALARIES	1,030	1,090	1,280	1,480	1,610	1,740	1,770	1,810	1,850
EXTRA HELP	0	0	0	0	0	0	0	0	0
OVERTIME	10	20	20	20	20	20	20	20	20
BENEFITS									
RETIREMENT	200	230	250	300	300	380	370	380	410
HEALTH	180	190	200	240	260	280	300	320	340
OTHER	160	120	130	130	130	180	180	190	190
SERVICES, MATERIALS & SUPPLIES	4,400	5,090	4,840	6,110	6,090	6,260	6,380	6,500	6,300
FRESNO TREATMENT PLANT	2,900	3,180	3,770	4,600	4,870	5,020	5,120	5,220	5,320
CLOVIS TRMT/REUSE PLANT (ST-WRF)	2,300	2,460	2,380	2,670	2,850	2,960	3,050	3,140	3,230
DEBT SERVICE	1,220	1,220	1,220	1,240	0	0	0	0	0
CAPITAL	70	110	440	520	420	210	210	220	220
CAPITAL-FRESNO PLANT IMPROVEMENTS	690	460	1,080	2,400	2,750	500	500	500	500
TOTAL EXPENDITURES	13,160	14,170	15,610	19,710	19,300	17,550	17,900	18,300	18,380
<u>OTHER REVENUE AND EXPENSE</u>									
INTEREST	540	500	860	740	740	990	940	960	990
GRANTS/MISC/SALE OF ASSETS/REFUNDS	430	350	40	60	60	50	50	50	50
BOND COVERAGE CHARGES/(REBATE)	40	0	0	0	0	0	1,850	1,850	1,850
	1,010	850	900	800	800	1,040	2,840	2,860	2,890
TRANSFERS IN-DEBT SERVICE	430	430	430	430	0	0	0	0	0
TRANSFERS OUT-CAPITAL	(200)	0	0	(200)	(500)	(500)	(500)	(500)	(500)
FROM DEVELOPER-PLANT CAPITAL IMPROV	270	270	270	270	270	270	270	270	270
INTERFUND (LOANS)/REPAYMENT	0	0	0	0	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)
(INC)/USE OF FRESNO PLANT CAP RESERVE	(500)	(750)	1,000	1,000	500	(500)	(500)	(500)	(500)
ENDING WORKING CAPITAL	26,260	26,720	28,270	26,260	22,590	20,610	20,810	21,380	22,680
RESERVE FOR FRESNO PLANT CAPITAL	2,000	2,750	1,750	750	250	750	1,250	1,750	2,250
RESERVE FOR RATE STABILIZATION	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000

Sewer Enterprise - Revenue Assumptions (dollars in dollars)

Current Charges:	Population Increase 1,900	New Units Per Year 700	Additional Commercial \$42,000	Residential: 2023/24 Per Unit Per Month \$23.46	Bond Charge Per Unit Per Month \$7.30	Pretreatment Per Unit Per Month \$0.06
Rate Rebate:	(\$7.30) Beginning FY 20/21					
Rate Increase:*	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Percentage	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Revised Monthly Rate	\$23.46	\$24.16	\$24.89	\$25.64	\$26.40	\$27.20
Interest:	3.00% OF PREVIOUS YEAR'S WORKING CAPITAL					

* **Rate Increase:** Note: The Council can approve up to a 3% annual rate increase if deemed necessary.

Sewer Enterprise - Expense Assumptions (dollars in thousands)

Salaries: (CPWEA)	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
SALARY BASE	\$1,480	\$1,520	\$1,650	\$1,770	\$1,810	\$1,850
Additional employee		\$100	\$90			
Extra Help:	FLAT FOR NEXT FIVE YEARS					
Overtime:	FLAT FOR NEXT FIVE YEARS					
Retirement:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
	28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
PERS Cost Sharing:	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%
Health:	INCREASE PER YEAR					
Other Benefits:				7.00%		
				28.70%	OF EXTRA HELP	
				4.13%	FOR CPWEA	
				1.45%	OF SALARIES	
				5.25%	OF SALARIES	
Other SMS:	INCREASE BY CURRENT CPI				4.00%	
	Rental of the New Corp Yard-Beginning in 2002/03				\$320	
	Clovis Treatment/Reuse Plant Operations-Beginning 1/1/2009				\$1,000	
Regional Treatment Plant:	Annual payment for original plant buy-in plus O&M costs. Adjusted for current CPI and per capita amount				4.00%	
Debt Service:	Fresno/Clovis Regional WWTP Renovation 96/97 - 2023				\$1,250	
Capital Outlay:	FUTURE YEARS @				\$200	
	- ADJUSTED BY CURRENT CPI				4.00%	
Cap-Plant Improvements:	Based on estimates from the City of Fresno for sewer main and plant refurbishments					
Transfers In-Debt Service:	In from Major Facilities-34.57% of debt service for 1993 WWTP Renovation				\$427	
Transfers Out:	Out for on-going capital improvements-per Five Year CIP					
Interfund Loans:	Temporary cash loans to conform with various bond covenants					

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Community Sanitation Enterprise

The Community Sanitation Enterprise Fund is projected to finish the current fiscal year with a working capital balance of approximately \$10.7 million at June 30, 2024. A 4% annual increase, or portion thereof, was approved by Council in November 2004 to be implemented as necessary. In 2023/24, the Council implemented a refuse rate increase of 4%. For refuse, an increase of 4% is recommended in 2024/25, and increases of 4% are projected thereafter for the remainder of the forecast period. To keep pace with the recycling and green waste contract increases, the approved 4% annual increase is projected for these operations. An increase to the Street Sweeping charges of 4% is recommended in 2024/25.

CITY OF CLOVIS

Community Sanitation - Financial Forecast (dollars in thousands)

	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Actual 2022/23</u>	<u>Estimated 2023/24</u>	<u>Projected 2024/25</u>	<u>Projected 2025/26</u>	<u>Projected 2026/27</u>	<u>Projected 2027/28</u>	<u>Projected 2028/29</u>
BEGINNING WORKING CAPITAL	12,420	13,520	13,390	13,100	10,710	9,000	8,910	9,620	11,100
<u>REVENUES</u>									
REFUSE CHARGES	16,510	17,770	18,100	18,830	19,730	20,680	21,690	22,740	23,840
RECYCLING CHARGES	1,880	2,110	2,210	2,320	2,420	2,540	2,660	2,790	2,920
GREEN WASTE CHARGES	2,380	2,540	2,680	2,770	2,910	3,060	3,220	3,380	3,550
STREET SWEEPING CHARGES	1,250	1,280	1,570	1,630	1,700	1,780	1,870	1,960	2,050
TOTAL REVENUES	22,020	23,700	24,560	25,550	26,760	28,060	29,440	30,870	32,360
<u>EXPENDITURES</u>									
SALARIES	3,660	3,900	4,400	4,880	5,180	5,360	5,460	5,570	5,680
EXTRA HELP	90	70	90	150	150	150	150	150	150
OVERTIME	370	400	390	460	460	460	460	460	460
BENEFITS									
RETIREMENT	740	840	870	1,040	1,050	1,160	1,130	1,170	1,270
HEALTH	780	790	810	1,050	1,120	1,200	1,280	1,370	1,470
OTHER	660	610	530	470	550	570	580	590	600
SERVICES, MATERIALS & SUPPLIES	8,630	10,350	10,600	11,150	11,870	12,230	12,470	12,720	12,650
RECYCLING	1,640	1,640	1,610	1,850	1,910	2,120	2,180	2,250	2,320
GREEN WASTE PROGRAM	1,920	2,010	2,010	2,090	2,160	2,430	2,510	2,590	2,670
STREET SWEEPING	1,580	1,770	1,810	1,920	2,040	2,100	2,140	2,180	2,220
LANDFILL CLOSURE	340	380	340	370	390	400	410	420	430
CAPITAL	800	1,390	1,190	1,930	1,390	600	600	600	600
LANDFILL IMPROVEMENTS	60	30	720	1,360	950	300	300	300	300
TOTAL EXPENDITURES	21,270	24,180	25,370	28,720	29,220	29,080	29,670	30,370	30,820
<u>OTHER REVENUE AND EXPENSE</u>									
INTEREST	150	170	270	380	350	480	490	530	580
GRANTS/MISC/SALE OF ASSETS	50	30	100	250	250	250	250	250	250
	200	200	370	630	600	730	740	780	830
TRANSFERS	150	150	150	150	150	200	200	200	200
ENDING WORKING CAPITAL	13,520	13,390	13,100	10,710	9,000	8,910	9,620	11,100	13,670
RESERVE FOR CLOSURE	4,620	5,000	5,340	5,710	6,100	6,500	6,910	7,330	7,760
RESERVE FOR LIABILITY INS	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000

Note: Maintain minimum ending working capital at 15% of expenditures or the bond covenant requirements.

Community Sanitation - Revenue Assumptions (dollars in dollars)

Current Charges:	New Units	23/24 Avg Unit	Recycling	Green Waste	Street Cleaning		
	Per Year	Per Month	Per Month	Per Month	Per Month		
	700	\$26.44	\$4.61	\$6.76	\$2.86		
Additional Commercial Annual Revenue ----->	\$35,000						
	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Rate Increase/(Decrease):	7/1	4.0%	4.0%	4.0%	4.0%	4.0%	
Adjusted Monthly Rate:		\$26.44	\$27.50	\$28.60	\$29.74	\$30.93	\$32.17

Rate Increase: Based on Council approved 4% annual rate increase unless not necessary.
Green Waste/Recycling: Based on current year charges, increased by new unit growth and projected rate increases of 4% per year.
Street Cleaning: Based on current year charges, increased by new unit growth and projected rate increases of 4% per year.
Interest: 3.00% OF PREVIOUS YEAR'S WORKING CAPITAL

Community Sanitation - Expense Assumptions (dollars in thousands)

Salaries: (CPWEA)	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
Salary Base:	\$4,880	\$5,180	\$5,280	\$5,460	\$5,570	\$5,680
Additional Personnel: Res/Comm			\$75			
Extra Help:	\$150 for Operations per year					
Overtime:	FLAT FOR FUTURE YEARS					
	(PERS ESTIMATE)					
Retirement:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
	28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
PERS Cost Sharing:	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%
Health:	INCREASE PER YEAR				7.00%	
Other Benefits:	-WORKERS COMP			4.13%	FOR CPWEA	
	-MEDICARE			1.45%	OF SALARIES	
	-DEFERRED COMP/SICK LEAVE/OTHER			5.25%	OF SALARIES	
Other SMS:	INCREASE BY CURRENT CPI				4.00%	
Capital Outlay:	Rental of the Corp Yard beginning 2002/03				\$320 per year	
	Flat for future years				\$600	
	Adjusted by current CPI				4.00%	
Transfers:	In-For Toters			\$200 /year		
Reserve For Closure:	FROM 98/99, INCREASE BY CURRENT CPI				4.00%	

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Transit Enterprise

The Transit Fund reflects adequate revenues throughout the forecast period to support its operational and capital needs. Revenues from the Transportation Development Act, which includes Local Transportation Funds (LTF) and State Transit Assistance (STA) funds are allocated to Transit based on population, taxable sales, and transit performance. Recently, LTF and STA funds have been used to cover construction costs of a transit center, which was completed in November of 2023. A transit station is projected to be built in 2025/26 and 2026/27 utilizing state Transit and Intercity Rail Capital Program (TIRCP) funding for construction. Clovis Transit has also completed the process to accept federal funding beginning in 2024/25, which will provide additional revenue for operations and access to compete for capital grants. With funding for Transit constantly in flux, and the Measure C sales tax due to expire after 2027, the types and levels of funding will be closely monitored to make any necessary adjustments to current service levels should the need arise. The Transit Fund is required to defer LTF and STA revenue that has been received but not yet spent. Ending working capital that is available but is required to be deferred can be seen on the Transit Fund forecast on the line labeled "Deferred Revenue."

Transit - Financial Forecast (dollars in thousands)

	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Actual 2022/23</u>	<u>Estimated 2023/24</u>	<u>Projected 2024/25</u>	<u>Projected 2025/26</u>	<u>Projected 2026/27</u>	<u>Projected 2027/28</u>	<u>Projected 2028/29</u>
BEGINNING WORKING CAPITAL	(150)	320	620	300	0	0	0	0	0
<u>REVENUES</u>									
MEASURE C FUNDS *	1,820	2,130	2,190	2,200	2,260	2,320	2,380	2,440	2,500
LOCAL TRANSPORTATION FUNDS (LTF)	4,250	5,050	5,340	6,420	4,060	3,470	3,550	3,840	4,120
STATE TRANSIT ASSISTANCE (STA) **	2,870	1,020	200	3,150	1,080	7,960	7,010	1,060	1,110
FEDERAL TRANSIT ADMINISTRATION (FTA)	0	0	0	0	3,250	3,250	3,250	3,250	3,250
OTHER (Fares, Advertising, Trolley Rents)	0	50	70	40	40	40	40	40	40
TOTAL REVENUES	8,940	8,250	7,800	11,810	10,690	17,040	16,230	10,630	11,020
<u>EXPENDITURES</u>									
SALARIES	1,540	1,690	1,890	2,170	2,440	2,490	2,540	2,590	2,640
EXTRA HELP	940	1,050	1,540	1,600	1,680	1,760	1,850	1,940	2,040
OVERTIME	40	80	60	100	100	110	120	130	140
BENEFITS									
RETIREMENT	310	360	380	440	530	540	530	540	590
HEALTH	330	330	350	430	530	570	610	650	700
OTHER	530	550	570	630	640	690	700	740	790
SERVICES, MATERIALS & SUPPLIES	2,390	2,900	3,100	3,520	3,770	3,880	3,880	4,040	4,120
CAPITAL-OTHER	220	160	170	680	0	0	0	0	0
CAPITAL-BUSES	0	110	110	3,070	1,000	1,000	0	0	0
TOTAL EXPENDITURES	6,300	7,230	8,170	12,640	10,690	11,040	10,230	10,630	11,020
<u>OTHER REVENUE AND EXPENSE</u>									
INTEREST/GRANTS/MISC	490	180	50	530	0	0	0	0	0
	490	180	50	530	0	0	0	0	0
TRANSFERS (TRANSIT STATION)	(2,660)	(900)	0	0	0	(6,000)	(6,000)	0	0
ENDING WORKING CAPITAL	320	620	300	0	0	0	0	0	0
DEFERRED REVENUE	4,050	5,740	10,820	8,890	11,300	17,020	22,080	27,280	32,660

Transit - Revenue Assumptions

Transit Revenue:	Measure C revenue is projected to grow by its historical average increase	2.50%
	* Subject to availability for FY 2027/28 and FY 2028/29 *	
	LTF revenue is projected to grow by its historical average increase	5.00%
	** State Transit Assistance, for fiscal years 2019/20 through 2025/26, a transit agency may expend funds apportioned on any operating or capital costs to maintain transit service levels. For fiscal years 2025/26 and 2026/27, significant increase is due to one-time funds from the Transit and Intercity Rail Capital Program TIRCP **	
	Other revenue is projected to grow by the Current CPI	4.00%
Interest:	3.00% OF PREVIOUS YEAR'S WORKING CAPITAL	
Deferred Revenue:	REVENUE RECEIVED AND NOT SPENT	

Transit - Expense Assumptions

Salaries:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
Salary Base:	\$2,170	\$2,230	\$2,490	\$2,540	\$2,590	\$2,640
Additional Personnel:		\$210				
Extra Help:	INCREASE PER YEAR FOR ADDITIONAL DEMAND IN ROUNDUP TRANSIT SERVICES					5.00%
Overtime:	INCREASE BY CURRENT CPI					4.00%
	(PERS ESTIMATE)					
Retirement:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
	28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
PERS Cost Sharing:	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%
Health:	INCREASE PER YEAR					7.00%
Other Benefits:	-WORKERS COMP			4.13% OF SALARIES		1.85% FOR ADMIN
	-MEDICARE			1.45% OF SALARIES and EXTRA HELP		
	-DEFERRED COMP/SICK LEAVE/OTHER			5.25% OF SALARIES		
Other SMS:	INCREASE BY CURRENT CPI					4.00%
Capital Outlay:	BASED ON BEST ESTIMATES FOR BUSES AND OTHER ADJUSTED BY CURRENT CPI					4.00%

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Planning and Development Services Enterprise

The Planning and Development Services (PDS) Department transitioned into an Enterprise Fund in 2012/13. This allows for services to be adjusted as demand fluctuates. The 2024/25 forecast estimates 700 residential units to be constructed; this is shy of our historical average of 800 units per year. The 2023/24 forecast estimates 550 residential units (450 single-family, 100 multi-family) will be constructed this year. This is primarily due to rising interest rates lowering consumer demand for housing. Revenues fluctuate based on construction valuation for different project types; census housing unit numbers are just one indicator. Commercial activity is performing better than our historical average. Over the past ten years, we have averaged \$35 million per year in commercial valuation. This year, we are anticipating finishing \$15 million higher at \$50 million.

The PDS Department is projected to finish 2023/24 with a working capital balance of approximately \$9.2 million. In addition, PDS has shifted staff resources from its Development Review Unit to its Community Investment Program as development has slowed down. The forecast reflects that the PDS Department will continue to maintain a prudent reserve that allows for immediate adjustments, should they become necessary.

Planning & Development Services - Financial Forecast (dollars in thousands)

RESIDENTIAL UNITS PER YEAR	1,238	859	658	550	700	750	800	800	800
	<u>Actual 2020/21</u>	<u>Actual 2021/22</u>	<u>Actual 2022/23</u>	<u>Estimated 2023/24</u>	<u>Projected 2024/25</u>	<u>Projected 2025/26</u>	<u>Projected 2026/27</u>	<u>Projected 2027/28</u>	<u>Projected 2028/29</u>
BEGINNING WORKING CAPITAL	9,090	10,080	9,890	9,520	9,200	9,290	9,320	9,530	9,660
<u>REVENUES</u>									
BUILDING PERMITS	4,020	3,390	3,650	4,120	4,110	4,170	4,480	4,640	4,800
PLANNING FEES	1,870	1,310	1,300	1,810	1,480	1,720	1,660	1,730	1,800
GENERAL PLAN CONSULTANT	250	180	320	910	1,580	2,140	2,420	1,090	890
ENGINEERING FEES	2,580	2,700	2,410	1,710	1,920	2,330	2,560	2,640	2,720
CAPITAL IMPROVEMENT CHARGES	2,500	2,690	3,840	3,990	5,110	5,180	5,180	5,280	5,390
TOTAL REVENUES	11,220	10,270	11,520	12,540	14,200	15,540	16,300	15,380	15,600
<u>EXPENDITURES</u>									
SALARIES	5,080	5,060	5,990	6,060	6,660	7,280	7,430	7,580	7,730
EXTRA HELP	190	70	120	170	170	170	170	170	170
OVERTIME	70	80	80	100	90	90	90	90	90
BENEFITS									
RETIREMENT	970	1,050	1,150	1,230	1,400	1,610	1,570	1,630	1,760
HEALTH	780	790	870	910	940	1,010	1,080	1,160	1,240
OTHER	460	420	440	550	570	590	600	610	620
SERVICES, MATERIALS & SUPPLIES	2,940	3,460	3,840	3,490	3,460	3,590	3,680	3,750	3,830
GENERAL PLAN CONSULTANT	250	180	320	850	1,430	1,990	2,290	1,090	890
CAPITAL	20	40	10	220	40	10	10	10	10
TOTAL EXPENDITURES	10,760	11,150	12,820	13,580	14,760	16,340	16,920	16,090	16,340
<u>ADDITIONAL ITEMS</u>									
INTEREST	150	180	260	220	220	280	280	290	290
OTHER REVENUES/GRANTS	310	200	370	150	80	200	200	200	200
TRANSFERS FROM GENERAL FUND	300	310	300	350	350	350	350	350	350
TOTAL ADDITIONAL ITEMS	760	690	930	720	650	830	830	840	840
NET INC/(DEC) TO WORKING CAPITAL	1,220	(190)	(370)	(320)	90	30	210	130	100
<u>OTHER ITEMS</u>									
(USE OF)/ADDITION TO EMERGENCY RESERVE	230	0	0	0	0	0	0	0	0
ENDING WORKING CAPITAL	10,080	9,890	9,520	9,200	9,290	9,320	9,530	9,660	9,760
Emergency Reserve - (Dollars)	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Emergency Reserve as a % of Expenditures	23.2%	22.4%	19.5%	18.4%	16.9%	15.3%	14.8%	15.5%	15.3%

Planning & Development Services - Revenue Assumptions (dollars in dollars)

AGENDA ITEM NO. 16.

	<u>2022/23 (Act.)</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Residential Units Per Year:	658	550	700	750	800	800	800	
Non-Residential Valuation %:	13%	20%	20%	20%	20%	20%	20%	
<i>Averages based on two years actuals and estimate to close</i>								
Average Permit Fees Per Unit:		<u>Building</u>	<u>Planning</u>	<u>Engineering</u>	<u>International Code Council 2% Increase:</u>			
		\$4,900	\$1,900	\$2,900	<u>2022/23</u>	<u>2025/26</u>	<u>2028/29</u>	
Current CPI:	4.00%							
	<u>2022/23 (Act.)</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Planning Program Fee (Staff):	\$940,000	\$770,000	\$940,000	\$970,000	\$1,000,000	\$1,030,000	\$1,060,000	
Gen. Plan Consultant Admin Fee:	\$0	\$60,000	\$150,000	\$150,000	\$130,000	\$0	\$0	
Plan. Prgm. Fee (Consultant):	\$320,000	\$850,000	\$1,430,000	\$1,990,000	\$2,290,000	\$1,090,000	\$890,000	
Other Planning Fees:	\$360,000	\$1,040,000	\$540,000	\$750,000	\$660,000	\$700,000	\$740,000	
Total FY	\$1,620,000	\$2,720,000	\$3,060,000	\$3,860,000	\$4,080,000	\$2,820,000	\$2,690,000	
Capital Improvement Charges:	BASED ON HOURLY RATE CHANGES (AS NEEDED)							
Interest:	3.00%	OF PREVIOUS YEAR'S WORKING CAPITAL						
Other Revenues:					4.00%			
Grants:	BASED ON AWARDED GRANTS							

Planning & Development Services - Expense Assumptions (dollars in thousands)

	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
Salaries: (CPTA)						
7/1	3.00%	3.00%	2.00%	2.00%	2.00%	2.00%
Salary Base:	\$6,790	\$6,990	\$7,280	\$7,430	\$7,580	\$7,730
Additional Personnel:		\$150				
Extra Help:	\$170	\$170	\$170	\$170	\$170	\$170
Overtime:	WILL REMAIN FLAT THROUGHOUT PROJECTION YEARS					
					(PERS ESTIMATE)	
Retirement:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
	28.70%	30.00%	30.00%	29.10%	29.40%	30.70%
PERS Cost Sharing:	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%	-8.40%
Health:	INCREASE PER YEAR				7.00%	
Other Benefits:	INCREASE BY CURRENT CPI				4.00%	
Other SMS:	INCREASE BY CURRENT CPI				4.00%	
General Plan Consultant:	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>
General Plan Update & Housing Element	\$300	\$1,000	\$1,000	\$850	\$0	\$0
Misc. Services (Legal, Housing, Design, Engr)	\$240	\$230	\$230	\$230	\$230	\$230
Specific Plan/Master Plan Prep/Updates	\$70	\$0	\$450	\$850	\$300	\$0
Utility Plans & Engineering Studies	\$100	\$100	\$100	\$100	\$100	\$100
Planning Studies Guidelines	\$80	\$40	\$150	\$200	\$400	\$500
LAFCO Budget Contribution	\$60	\$60	\$60	\$60	\$60	\$60
Total FY	\$850	\$1,430	\$1,990	\$2,290	\$1,090	\$890
Capital Outlay:	BASED ON CAPITAL NEEDS PROJECTED FOR DEPARTMENT					
Transfers:	GENERAL FUND DISCRETIONARY FUNDING					\$350 PER YEAR

INTERNAL SERVICE FUNDS

The Internal Service Fund group is projected to be self-balancing throughout the Five-Year Forecast. Since the Internal Service Fund group is funded by charges to the operating funds, issues that will affect the Internal Service Funds are dealt with in conjunction with analysis of the impact on the operating funds. Each of the funds within the Internal Service Fund group is continually reviewed to determine where more cost-effective programs and services can be utilized, and expenditure reductions have been made in recent years to reduce the impact of cost sharing on all other City operations.

DEBT SERVICE FUNDS

The Debt Service Fund group, out of necessity and legal obligation, will be fully funded in order to make the required debt payments.