



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

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

June 10, 2024

6:00 PM

Council Chamber

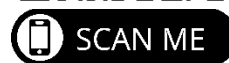
In compliance with the Americans with Disabilities Act, if you need special assistance to access the City Council Chamber to participate at this meeting, please contact the City Clerk or General Services Director at (559) 324-2060 (TTY – 711). Notification 48 hours prior to the meeting will enable the 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 honoring Captain Katy Benham upon her retirement and commending her for 31 years of service to the Clovis Community.

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 3 minutes or less, or 10 minutes per topic. Anyone wishing to be placed on the Agenda for a specific topic should contact the City Manager's office and submit correspondence at least 10 days before the desired date of appearance.

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

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

2. Administration - Approval - Minutes from the June 3, 2024, Council Meeting.
3. Administration – Approval – Award the Request for Proposals and approve the purchase of Storage Area Network equipment from Dreadnought Endeavors, Inc., in the amount of \$118,858.14.
4. Administration – Approval – Adoption of the City of Clovis Citizen Participation Plan for the administration of Community Development Block Grant Funds.
5. Administration - Approval – Adoption of the City of Clovis Language Access Plan for the administration of Community Development Block Grant Funds.
6. General Services - Approval – Res. 24____, Approving a Side Letter Agreement with the Confidential Technical and Financial Professionals (CTFP) Bargaining Unit to Include Part-Time/Extra-Help Accounting Intern and Contract Finance Analyst; and Authorizing the City Manager to Execute the Agreement.
7. Planning and Development Services – Approval – Final Acceptance for CIP 21-20 Sierra Ave. Street Improvements.
8. Planning and Development Services – Approval – Final Acceptance for CIP 22-09 Santa Ana Avenue Sewer and Water Mains.

- [9.](#) Planning and Development Services – Approval – Bid Award for CIP 23-29, Armstrong Avenue Street Rehabilitation to Dave Christian Construction Co., Inc., in the amount of \$904,284.00; and authorize the City Manager to execute the contract on behalf of the City.
- [10.](#) Public Utilities – Approval – Award Non-Exclusive Franchise Agreements for Hauling of Construction and Demolition Debris, and Update the City's Approved Hauler List.
- [11.](#) Public Utilities – Approval – Bid Award for CIP 23-17, Sierra Bicentennial Park Dog Park Improvements, to Dynamic Underground Services in the Amount of \$65,639.75; and Authorize the City Manager to Execute the Contract on Behalf of the City.
- [12.](#) Public Utilities – Approval – Bid Award for CIP 23-18, Letterman Park Dog Park Improvements to Ares Eng, LLC, in the Total Amount of \$153,374.00; and Authorize the City Manager to Execute the Contract on Behalf of the City.

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.

- [13.](#) Consider Approval - Res. 24-____, 2024-2025 City of Clovis Annual Budget, Five Year Capital Improvement Program, and Information regarding the Clovis Successor Agency. (Continued from the May 20, 2024, meeting)

Staff: Jay Schengel, Finance Director/John Holt, City Manager

Recommendation: Approve

- [14.](#) Consider Approval – Debt Management Policy Updates and Statement of Goals and Policies for the use of Mellos-Roos Community Facility Districts and Tax Increment Financing Districts.

Staff: Andrew Haussler, Assistant City Manager / Jay Schengel, Finance Director

Recommendation: Approve

- [15.](#) Consider Introduction - Ord. 24-____, Amending Various Sections of the Municipal Code Relating to Development Fees; and Consider Approval - Res. 24-____, Revising the Master Development Fee Schedule and Providing a Description of Fees to be requested for County Adoption.

Staff: Thad Avery, City Engineer / Paul Armendariz, Deputy Public Utilities Director

Recommendation: Approve

COUNCIL ITEMS

- [16.](#) Consider Approval – Res. 24-____, in Support of Initiative 23-0014A1, the Homelessness, Drug Addiction, and Theft Reduction Act.

Staff: John Holt, City Manager

Recommendation: Approve

CITY MANAGER COMMENTS

COUNCIL COMMENTS

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

17. 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

ADJOURNMENT

FUTURE MEETINGS

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

June 17, 2024 (Mon.)
July 1, 2024 (Mon.)
July 2 - Aug. 4 Summer Recess
August 5, 2024 (Mon.)

CITY of CLOVIS

Proclamation

Honoring Captain Katy Benham

WHEREAS, Captain Katy Benham, began her part-time career in 1993 as a Police Aide in the Records Division of the Clovis Police Department. In 1994 the Department converted all the Police Aide positions to Community Service Officers. In 1996, she was sponsored by the department to attend the Fresno City College Police Academy Class #68. In 1997, she was hired as a sworn peace officer for the Clovis Unified Police Department and returned to the Clovis Police Department in 1999; and

WHEREAS, Captain Benham graduated from California State University of Fresno receiving her Bachelor of Arts degree in Psychology, with a minor in Criminology. While working full-time as a sworn Police Officer, she received her Master's degree in Organizational Leadership from National University; and

WHEREAS, Captain Benham served as a patrol officer until 2001 and then became the first female K9 Handler with her partner "Ruger". They were partners for 5 years while on patrol and received multiple awards with the American Legion Department of California - Jaws of Justice for their outstanding service, dedication to duty, and community. She was promoted to the rank of Police Corporal in 2006, to Police Sergeant in 2013, to Police Lieutenant in 2015, and to Police Captain in 2018. Throughout her career, she served as a Patrol Officer, K9 Handler, DARE Officer, Public Information Officer, Field Training Officer, Crisis Negotiator, Neighborhood Services Corporal, Background Investigator, Patrol Supervisor, Collision Reconstruction Unit Supervisor, Traffic Supervisor, Crisis Negotiations Supervisor, Certified Voice Stress Analyst, Recruitment Background and Hiring Supervisor, Training Coordinator, Volunteer Supervisor, Chaplain Supervisor, Reserve Officer Supervisor, Investigations Supervisor, Crime Scene Investigations Supervisor, Dispatch Supervisor, Records Supervisor and Administrative Captain; and

WHEREAS, Captain Benham was assigned to the Neighborhood Services Division where she was given the task to get all the massage establishments and massage therapists in the city in compliance with the local and state laws due to many allegations of prostitution surfacing. She organized and supervised the City's first Massage Establishment Operation, which was very successful in citing massage therapists, revoking licenses, and closing down eleven massage establishments involved in prostitution activity; and

WHEREAS, Captain Benham is known for her compassion for others, organizational skills, and work ethic. For the past 12 years, she has organized the police department's largest community outreach event called "Clovis Night Out." This truly has been an outstanding opportunity for the police department to give back to the community they protect and serve. Because of this significant accomplishment, she was awarded a Medal of Merit.

NOW, THEREFORE, BE IT RESOLVED, that the Clovis City Council, on behalf of the citizens of Clovis and its Police Department, honorably recognizes Captain Katy Benham for her 31 years of service to the City as she retires on June 12, 2024 being her 50th birthday.

IN WITNESS THEREOF, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed on the 10th day of June, 2024.



Lynne Ashbech
Mayor

CLOVIS CITY COUNCIL MEETING

June 3, 2024

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Ashbeck **at 6:00**
Flag Salute led by Councilmember Bessinger

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

PUBLIC COMMENTS – 6:02

Bryan Wilson, resident, commented on increasing staffing and corresponding revenues levels for the Police Department and public safety.

Paul Haros and Bruce Bryant, the coordinators of the Central Valley Veteran's Parade, invited Council to the 105th Central Valley Veterans Parade.

Shawn Berdine, resident, commented on the budget and overall fiscal conditions with a request to prioritize public safety.

Eric Rollins, resident, commented on the possibility of becoming a charter city and encouraged Council to support public safety.

COUNCIL ITEMS – 6:14

6:14 ITEM 1 - APPROVED - CONFIRMATION OF CITY MANAGER'S APPOINTMENT OF CITY CLERK.

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

CONSENT CALENDAR – 6:18

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

2. Administration - Approved - Minutes from the May 20, 2024, Council Meeting.
3. Administration - Adopted – Ord. 24-04, an Ordinance of the City Council of the City of Clovis Amending Sections 5.22.02 and 5.22.05 of Chapter 5.22, of Title 5 of the Clovis Municipal Code Pertaining to Regulations for the Delivery of Medicinal Marijuana. (Vote: 5-0)
4. Administration - Adopted - Ord. 24-07, R2021-006, An Ordinance approving a request to prezone the properties within the annexation area (246 acres) from the Fresno County AE-

20 Zone District to the Clovis O, P-F, R-A, R-1, and R-1-PRD Zone Districts, associated with approximately 246 acres of land located southwest of the intersection of Behymer Avenue and the Sunnyside Avenue alignment, within the Heritage Grove Urban Center. (Vote: 5-0)

5. Administration - Adopted - Ord. 24-08, R2024-001, An ordinance of the City Council approving an exemption from further environmental review under CEQA Guidelines Section 15183, and approving a rezone, adjusting the existing zoning designation from the R-1-7500 (Single Family Residential – 7,500 sq. ft.) Zone District to the C-P (Administrative and Professional Office) Zone District for the property located at 488 N. Armstrong Avenue. Dale and Mary De Geode, owner; GMA Engineering, applicant and representative. (Vote: 5-0)
6. Administration - Approved – Request from California Classic to Hold a 5K Event on November 28, 2024, in Old Town Clovis.
7. General Services – Approved – Res. 24-66, Authorizing the City Manager to Execute the Fresno Council of Governments (FCOG) Agreement for the Demand Response Wheelchair Accessible Service – Access for All Program 2023.
8. Planning and Development Services – Approved – Bid Award for CIP 21-18 Clovis Avenue Street Improvements to A.J. Excavation, Inc. for \$806,879.60; and Authorize the City Manager to Execute the Contract on behalf of the City.
9. Planning and Development Services – Approved – Bid Award for CIP 21-21, Sunnyside Avenue Street Improvements to Cal Valley Construction, Inc. in the amount of \$1,824,639.40; and authorize the City Manager to execute the contract on behalf of the City.

PUBLIC HEARINGS – 6:19

- 6:19 ITEM 10 - APPROVED – RES. 24-67, A RESOLUTION CONFIRMING THE DIAGRAM AND ASSESSMENTS FOR THE ANNUAL LEVY, 2024-2025 LANDSCAPE MAINTENANCE DISTRICT NO. 1.

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

CITY MANAGER COMMENTS – 6:23

COUNCIL COMMENTS – 6:23

CLOSED SESSION – 6:32

ITEM 11 - GOVERNMENT CODE SECTION 54957.6 CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: JOHN HOLT, ANDREW HAUSSLER, SHONNA HALTERMAN, AMY HANCE, SCOTT CROSS EMPLOYEE ORGANIZATION: TRANSIT EMPLOYEES BARGAINING UNIT/OPERATING ENGINEERS 3

ITEM 12 - GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION TITLE: CITY MANAGER

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION – 7:47

No action taken.

ADJOURNMENT

Mayor Ashbeck adjourned the meeting of the Council to June 10, 2024

Meeting adjourned: 7:47 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 10, 2024

SUBJECT: Administration – Approval – Award the Request for Proposals and approve the purchase of Storage Area Network equipment from Dreadnought Endeavors, Inc., in the amount of \$118,858.14.

ATTACHMENTS: None.

CONFLICT OF INTEREST

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

RECOMMENDATION

For the City Council to Award the Request for Proposals (RFP) and approve the purchase of Storage Area Network equipment from Dreadnought Endeavors, Inc., in the amount of \$118,858.14.

EXECUTIVE SUMMARY

The Information Technology Division is tasked with maintaining equipment and keeping vital technology systems running. In the event of a disaster (e.g. fire, flood, virus infection) to one or more of those systems occurs – an effective and reliable backup system is needed to resume operation of these critical applications.

The current backup storage area network (SAN) system at the Disaster Recovery site is starting to show its age and is running out of available resources. Staff went out with an RFP for a replacement system and received 11 responses. Dreadnought Endeavors, Inc., provided the most complete and responsive proposal.

BACKGROUND

The Information Technology Division maintains all technology servers, storage and data and is tasked with keeping these vital technology systems running. In the event of a disaster (e.g. fire, flood, virus infection) an effective and reliable backup system is needed to resume operation of these critical applications.

With the increased use of technology in all departments, the current storage area network (SAN) system at our Disaster Recovery site is running out of available resources, backup jobs are taking longer to complete, and the limited compute time is putting a strain on data recovery services. Additionally, it is very common now for hackers to target backup systems, creating a need for end-to-end encryption and other protective measures of backup systems.

Staff went out with an RFP for a replacement system and received 11 responses, including three (3) that were incomplete. Staff assembled an evaluation team to review the proposals. The selection criteria for this RFP included the written proposal, cost, quality of components, the vendor's qualifications and experience, and a thorough review of the proposed systems technology specifications such as security, speed, redundancy, available capacity, system expandability and performance.

Dreadnought Endeavors, Inc., provided the most complete and responsive proposal. While their overall proposal was not the lowest priced, they (Dreadnought Endeavors) did provide the best value when looking at an 'apples to apples' comparison of the 'cost per gigabyte' of storage capacity.

Vendor Name	Bid Amount	Cost per Gigabyte
Dreadnought Endeavors, Inc.	\$118,858.14	\$150.11
IXsystems	\$102,414.00	\$159.10
R Associates, Inc.	\$67,732.72	\$194.81
The Drala Project, Inc.	\$108,807.00	\$305.64
Zones, LLC	\$157,263.17	\$375.36
Vaske Computer DBA Collier-IT	\$125,810.00	\$419.37
Southland Technology, Inc.	\$241,350.00	\$450.80
XIT SOLUTIONS	\$764,363.19	\$1,327.02

Their proposed solution using Seagate technology offers an enterprise-grade platform, the needed encryption at the hardware level, as well as being a VEEAM (backup system software vendor) premier partner. Based on the above comparison, the evaluation teams thorough review, and the overall system design, staff is recommending the purchase the backup Storage Area Network equipment from Dreadnought Endeavors, Inc.

FISCAL IMPACT

The total cost for the SAN and networking equipment is \$118,858.14. Funds have been allocated in the IT Division budget.

REASON FOR RECOMMENDATION

There has been significant growth in the City's data center storage and computing needs. Maintaining secure and reliable backups of the City's data is critical. Finally, Dreadnought Endeavors, Inc., provided the most complete and responsive proposal.

ACTIONS FOLLOWING APPROVAL

Staff will order the storage and network equipment. When it arrives, it will be configured and seamlessly integrated into the City's Disaster Recovery data center.

Prepared by: Jesse Velez, IT Deputy Director

Reviewed by: City Manager AA



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 10, 2024

SUBJECT: Administration – Approval – Adoption of the City of Clovis Citizen Participation Plan for the administration of Community Development Block Grant Funds.

ATTACHMENTS: 1. Citizen Participation Plan

CONFLICT OF INTEREST

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

RECOMMENDATION

For the City Council to approve the City of Clovis Citizen Participation Plan for the administration of programs funded by the U.S. Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG) funded activities.

EXECUTIVE SUMMARY

The City of Clovis, as a recipient of the federally funded CDBG Program, is required to develop a Citizen Participation Plan that describes how the City of Clovis will involve the Clovis community in planning, implementation, and assessment of CDBG programming. The Plan includes the City's policies and procedures for public participation in the development of proposed programming of CDBG funds.

BACKGROUND

The Citizen Participation Plan (Plan) is designed to meet the citizen participation requirements of the Federal Housing and Community Development Act of 1974, as amended. Through the development of the Plan, the City encourages public involvement, especially by those living in low and moderate-income neighborhoods. The Plan identifies necessary and appropriate actions to be undertaken by City staff to encourage the participation of potential grant beneficiaries, protected classes, minorities, limited English proficient persons, and persons with disabilities in the development of the HUD Consolidated Plan, Annual Action Plan and Annual Performance Reviews.

The Plan includes the following:

1. Public noticing requirements for meetings and public hearings, as well as requirements for public review periods, including noticing procedures, locations, and physical copy availability.
2. Public meeting and public hearing scheduling requirements, including number of meetings to be held in the processing the 5-year Consolidated Plan, Annual Action Plan, Annual Performance Review, and Substantial Amendments. The Plan also identifies what is considered a "Substantial Amendment" to the Consolidated Plan and Action Plan.
3. Establishes the Citizens Advisory Committee, a five-member committee that will provide guidance to staff in the preparation of the Consolidated Plan, Annual Action Plan, Annual Performance Reviews, and Substantial Amendments.
4. Incorporates the Language Access Plan by reference.
5. Establishes participation goals, and, amongst others.
6. How to submit public comments and feedback.

The Citizen Participation Plan applies to all CDBG Programming, and will be administered by Housing Program staff.

FISCAL IMPACT

The costs of implementing the Citizen Participation Plan will be borne by Housing Program budget, and analyzed on a yearly basis for funding recommendations.

REASON FOR RECOMMENDATION

Adoption of an updated Citizen Participation Plan is required by HUD to ensure compliance with the Federal Housing and Community Development Act of 1974, as amended.

ACTIONS FOLLOWING APPROVAL

Housing Program staff will commence implementation of the program.

Prepared by: Claudia Cazares, Housing Program Manager

Reviewed by: City Manager AA



City of Clovis Citizen Participation Plan

**Adopted by Clovis City Council:
June __, 2024**

**City of Clovis
Affordable Housing Programs
1033 Fifth Street
Clovis, CA 93612
(559) 324-2080**

City of Clovis **Citizen Participation Plan**

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I. INTRODUCTION

This Citizen Participation Plan (Plan) describes how the City of Clovis will involve the Clovis community in the planning, implementation, and assessment of Community Development Block Grant (CDBG) programming. The Plan includes the City's policies and procedures for public participation in the Consolidated Plan process and the proposed programming of CDBG funds.

II. CONSOLIDATED PLAN REQUIREMENTS

The City of Clovis is a recipient of federal grant funding administered by the U.S. Department of Housing and Urban Development (HUD). The program allocates funds to eligible ("entitlement") cities and counties throughout the nation to assist low- and moderate-income households and neighborhoods in the elimination or prevention of slum and blight. As an entitlement city, Clovis receives CDBG Program funds on an annual basis. The CDBG grant funds may be used for activities such as housing rehabilitation, affordable homeownership assistance, neighborhood improvements, community or public services, as well as community development activities such as the construction or rehabilitation of community facilities, and economic development.

The City is required to prepare the following Consolidated Plan documents:

- Annual Action Plan
- Five-Year Consolidated Plan
- Consolidated Annual Performance Evaluation Report (CAPER)
- Citizen Participation Plan
- Amendments to the Plan Documents listed above.

The Plan is designed to meet the citizen participation requirements of the Federal Housing and Community Development Act of 1974, as amended. The City encourages public involvement, especially by those living in low and moderate-income neighborhoods. The City will take necessary, appropriate actions to encourage the participation of potential grant beneficiaries, protected classes, minorities, limited English proficient persons, and persons with disabilities. This Citizen Participation Plan is a public document and is available in Spanish by contacting the City of Clovis at (559) 324-2060. Este documento está disponible en español llamando a la Ciudad de Clovis al (559) 324-2060.

III. CITIZEN PARTICIPATION POLICIES

The Citizen Participation Plan is designed to facilitate and encourage citizens to participate in the Consolidated Plan process. Entitlement and State recipients must identify in their citizen participation plans how they will publish their Consolidated Plans, Annual Action Plans, CAPERs, Citizen Participation Plan and any Substantial Amendments thereto, in a manner that permits their residents, public agencies, and other interested parties an

opportunity to examine their contents and submit comments. To encourage and facilitate citizen participation, the City will provide for the following public noticing, meeting and hearing noticing, public comment periods and physical availability of documents for public review and comment:

A. Public Notices, Meetings/Public Hearings and Public Review Periods

1. Legal Advertisements: The City will place legal advertisements, in English and in Spanish, noticing public hearings/meetings and draft documents available for public review and comments, in at least four (4) newspaper/newsletters/online community forums in its jurisdiction, at least two (2) of which must be in print. The City will publish Spanish-language and other LEP-language print notices in pertinent LEP-language newspaper(s), accessible free of charge and without a paid subscription. If there are no print newspapers available whose classified ads aren't behind a paywall or without a paid subscription, then the City will use an available newspaper and increase the amount of the newsletters/online forums/social media platforms from four (4) to six (6). City staff may identify additional print or online newspapers for advertising, as appropriate.
2. Public Posting of Notices: The City will post public display notices, in English and in Spanish, noticing the date of public hearings/meetings and the availability and locations of draft documents available for public review and comments, at the following locations:
 - Clovis City Hall: 1033 Fifth Street, Clovis, CA 93612
 - Clovis Senior Center: 735 Third Street, Clovis, CA 93612
 - Clovis Transit Center: 785 Third Street, Clovis, CA 93612
 - Fresno County Public Library in Clovis: 1155 Fifth Street, Clovis, CA 93612
 - Clovis Recreational Center: 3495 Clovis Ave., Clovis, CA 93612
 - City of Clovis Web Site: www.cityofclovis.com
 - City of Clovis social media sites, such as: Facebook, Instagram, and NextDoor

All of the above facilities are readily accessible to individuals with mobility impairments.

3. Additional Public Posting of Notices: Additionally, the City may post or provide for public notices, including affirmative marketing and other outreach efforts, in English and in Spanish, noticing public hearings/meetings and draft documents available for public review and comments, intended to reach persons with disabilities, LEP individuals and

minorities living in CDBG income eligible areas, at the following locations and forums:

- Local laundromats
- Clovis Pet Adoption Center
- Local thrift stores
- Distributed via e-mail to interested parties and agencies servicing low-income individuals and those with limited English proficiency (a minimum of 10 agencies is required for contact)
- Distributed to City staff, state and federal agencies, neighboring local governments and regional agencies
- Distributed to private agencies, including local non-profit service providers and advocates such as the local public housing agency, health agencies, homeless service providers, non-profit housing developers, and social service agencies (including those focusing on services to children, the elderly, persons with disabilities, persons with HIV/AIDS, persons with substance abuse problems, etc.).
- Other areas or groups as may be identified by City staff

Individuals or agencies can be added to the *interested parties* list by sending an email to housing@cityofclovis.com, by calling the City of Clovis at (559) 324-2060, or by writing to City of Clovis, CDBG Programs, 1033 Fifth Street, Clovis, CA 93612.

4. Physical Copies of Documents: Physical copies of draft documents available for public review and comments will be placed at the following locations:

- Clovis City Hall: 1033 Fifth Street, Clovis, CA 93612
- Clovis Senior Center: 735 Third Street, Clovis, CA 93612
- Clovis Transit Center: 785 Third Street,, Clovis, CA 93612
- Fresno County Public Library in Clovis: 1155 Fifth Street, Clovis, CA 93612
- Clovis Recreational Center: 3495 Clovis Ave., Clovis, CA 93612
- City of Clovis Web Site: www.cityofclovis.com (electronic version)

All of the above facilities are readily accessible to individuals with mobility impairments.

5. Public Review and Comment Periods: The City will provide the following public review and comment periods for the documents identified below:

- Consolidated Plan review period: 30 days
- Annual Action Plan review period: 30 days
- Substantial Amendments: 30 days

- CAPER review period: 15 days
- Amendments to Citizen Participation Plan: 15 days

B. Public Meetings and Public Hearings Requirements

1. Consolidated Plan (every 5 years) - three public meetings (inclusive of the meeting held by the CDBG Advisory Committee), and one public hearing (City Council hearing) will be held during the Consolidated Plan development period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 30-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.
2. Annual Action Plan (yearly) - two public meetings (inclusive of the meeting held by the CDBG Advisory Committee – see below), and one public hearing (City Council hearing) will be held during the Annual Action Plan development period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 30-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.
3. CAPER (yearly) - one public meeting (the meeting held by the CDBG Advisory Committee), and one public hearing (City Council hearing) will be held during the CAPER development period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 15-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.
4. Substantial Amendments - one public meeting (the meeting held by the CDBG Advisory Committee), and one public hearing (City Council hearing) will be held during the substantial amendment processing period to encourage community participation and public comment. The City Council hearing will include outreach to protected classes at least 30-days prior to the meeting. City staff will work closely with community organizations and provide translated materials in LEP languages identified in the City's approved LAP as vital documents subject to translation requirements.

C. Submitting Public Comments:

Interested individuals/agencies can submit public comment(s) on draft plans, assessments or amendments via e-mail housing@cityofclovis.com, by calling

the City of Clovis at (559) 324-2060, or by writing to City of Clovis, CDBG Programs, 1033 Fifth Street, Clovis, CA 93612. Public comments can also be made at any noticed public hearing of the Clovis City Council.

IV. SUBSTANTIAL AMENDMENTS TO CONSOLIDATED PLAN DOCUMENTS

Amendments are considered "Substantial" whenever one, or more, of the following situations occurs:

- An addition or deletion of a funded activity or program, not previously identified in the Consolidated Plan or Action Plan
- A change which increases or decreases by 25%, or more, the CDBG funding amount allocated to an activity or program.

Any other amendments will be considered minor amendments and will not require public noticing or public hearings.

V. CITIZENS ADVISORY COMMITTEE

The City shall establish a citizens advisory committee of at least five (5) community members to review CDBG Project development, Consolidated Plan development, Annual Action Plans, CAPERs and substantial amendments. Members will be appointed by the City Manager, or his designee, and shall serve for a renewable 2-year period.

The committee may include members of protected classes, staff of community-based organizations serving Clovis residents, such as LEP service providers, youth counseling organizations, food banks, Fair Housing organizations, etc. The committee shall be chaired by the Assistant City Manager, or their designee.

A. Committee Responsibilities

1. Assist City staff in the development and review of community needs for the Consolidated Plan.
2. Participate every 5 years in the development of the Consolidated Plan, and review the draft document for recommendation to the Clovis City Council for their approval.
3. Meet annually, or as needed, for the development of, and providing input on, projects, programs, or activities for the Annual Action Plan, including making annual allocation recommendations to the City Council. Committee members will also be notified of the City Council public hearing dates, and encouraged to attend regarding the CDBG matters.
4. Meet annually for review of the City of Clovis' CAPER detailing the progress made towards accomplishing the goals set forth in the

Consolidated and Annual Action Plans, and recommend the CAPER for City Council approval.

5. Committee meetings will also provide an opportunity for public comment.
6. Meeting minutes will be prepared by the Assistant City Manager or their designee and presented to the committee for approval at the subsequent board meeting.

VI. LANGUAGE ACCESS PLAN

Incorporated by reference herein is the City of Clovis' Language Access Plan.

VII. PROVISION OF TECHNICAL ASSISTANCE

The City shall provide technical assistance, particularly to groups or individuals representing protected classes, LEP individuals and very-low or low-income persons. Said assistance shall be used to develop funding proposals for assistance under any of the formula programs covered by the Consolidated Plan. The City shall determine the necessary level and degree of assistance. This technical assistance may include:

- Assisting with forms/applications;
- Explaining the process for submitting proposals;
- Explaining federal and local requirements;
- Providing comments and advice on the telephone or in meetings;
- Reviewing and commenting on draft proposals.

VIII. PUBLIC COMMENT

The City shall consider any comments or complaints from interested persons or groups received in writing or orally at public hearings or meetings in preparing the Consolidated Plan, any amendments to the Plan, Annual Action Plans, or Annual Performance Reports.

A summary of public comments or complaints accepted and a summary of any comments or complaints not accepted and the reasons, therefore, shall be attached to the final Consolidated Plan, Plan Amendment, Annual Action Plans, and Annual Performance Reports. The final documents will have a section that includes all comments, plus explanations why any comments were not accepted.

IX. CITIZEN SURVEYS

The City of Clovis will employ the use of surveys to obtain information from the community regarding community development needs, use of CDBG funds, outreach effectiveness, and yearly assessments. City staff may choose to distribute Community Needs Surveys, door-to-door for citizen participation in the Consolidated Plan process.

X. PARTICIPATION GOALS AND EVALUATION OF EFFECTIVENESS OF OUTREACH

To generate significant public participation in the Consolidated Plan process, input will be sought regularly from the public at the public meetings and hearings identified above. The City will target the outreach and marketing for these meetings to potential beneficiaries of the program, including protected classes and residents of low-income neighborhoods. Residents will be asked to identify community needs and priorities in the drafting of the Plans.

All public hearings and meetings shall be conducted in the afternoon or evening hours and shall be held at convenient locations that accommodate persons with disabilities. The City shall provide interpreters for non-English speaking citizens when requests are made at least 48 hours prior to the meeting or hearing.

PARTICIPATION GOAL: The City has set a public meeting and public hearing attendee goal of a minimum of five persons per meeting, either online or virtual. City staff will review public participation after each public meeting/hearing and adjust outreach plans accordingly.

XI. SOLICITING FEEDBACK FROM COMMUNITY ORGANIZATIONS

The City will provide forms soliciting feedback from interested community organizations and individuals. The type of feedback to be solicited includes: effectiveness of outreach and outreach materials, ease of participation, level of information provided, etc.

XII. ACCESSIBILITY AND LANGUAGE SERVICES

If you require reasonable accommodation or need language assistance, services or interpretation services to participate in this meeting please contact the City of Clovis at (559) 324-2060. Notification of 48-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

Translation services shall only be provided by qualified translators as defined by the City.

XIII. NOTICE OF NON-DISCRIMINATION

It is the policy of the City of Clovis to not discriminate on the basis of race, color, national origin, religion, sex, and sexual preference. If you have a complaint or concern, please contact the City of Clovis 504 Coordinator at (559) 324-2060.

Need Assistance Contacting the City of Clovis? California Relay Service provides specially trained Communication Assistants to relay conversations between deaf, hard of

hearing, or speech-loss individuals and people who use a standard telephone. You can use this service to contact the City of Clovis by dialing 711.

This notice is available in Spanish by contacting our offices at (559) 324-2060. Esta notificación está disponible en español llamando al (559) 324-2060. Si usted requiere servicios de interpretación o traducción favor de llamar a Claudia Cázares al (559) 324-2060.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 10, 2024

SUBJECT: Administration - Approval – Adoption of the City of Clovis Language Access Plan for the administration of Community Development Block Grant Funds.

ATTACHMENTS: 1. Language Access Plan

CONFLICT OF INTEREST

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

RECOMMENDATION

For the City Council to approve the City of Clovis Language Access Plan (LAP) for the provision of language services to Limited English Proficient (LEP) persons in the administration of programs funded by the U.S. Department of Housing and Urban Development (HUD), including Community Development Block Grant (CDBG) funded activities.

EXECUTIVE SUMMARY

The City of Clovis is committed to ensuring equal and meaningful access to its programs, services, and activities by all residents, regardless of the primary language spoken. Therefore, consistent with federal guidelines (Title VI), staff has drafted the attached Language Access Plan to identify actions the City will take to ensure reasonable efforts are made to provide language assistance to LEP individuals, including applicants, residents, and/or individuals eligible for HUD-funded programs operated by the Affordable Housing Programs Office.

BACKGROUND

The LAP was prepared to ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.) that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be disadvantaged in effectively participating or benefitting from federal programs.

With HUD guidance, staff engaged a consultant to determine the extent of the City's obligations in providing LEP services, particularly within HUD funded programs. The "4-Factor Analysis", and subsequent Language Access Plan, was provided by Language Equity & Access Partners, LLC (LEAP), and identified the following:

1. The total service population (age 5 and over) includes 112,189 persons. Of these, 26,974 persons speak a language other than English at home; and 7,940 speak English less than "very well". Spanish is spoken by 3,733 residents who speak English less than "very well". Hmong is spoken by 1,285 residents who speak English less than "very well". Therefore, important HUD documents ("vital documents") will be required to be translated into Spanish and Hmong.
2. The majority of LEP persons who request services primarily speak Spanish.
3. The services provided by HUD funded activities, such as housing rehabilitation, infrastructure, public services and economic development activities are essential and at times critical. The City of Clovis understands that to receive assistance or be able to participate in programs offered by the City of Clovis, beneficiaries and/or applicants must be able to understand the program information and requirements to access and/or receive the assistance.
4. The resources and costs associated with providing meaningful reasonable language access may cease to be reasonable where the costs imposed substantially exceed the benefit. Currently, the City administers a list of Certified Bilingual staff (with direct contact information) who can provide direct translation services to LEP persons. Translation services can also be provided through the translation phone service called "Language Line."

The LAP incorporates the 4-Factor Analysis, and develops a Language Access Policy to provide the necessary actions to provide language access programming. The following policies and actions are identified in the LAP, and will be carried out by Housing Program staff:

1. Delivery of Services - Assigning 0.15 full time employees (FTE) from Housing Program staff to coordinate and administer language access activities, including annual program review, provision of training, contracting with language service providers as needed.
2. Program Budgeting – adequately budget for staffing and services as needed, including signage and consulting contracts.
3. Translation Services – provide translation of all vital documents, development of all inserts and brochures, applications and other documents in the identified languages.
4. Interpretation Services – coordinate the utilization of on-demand over-the-phone interpretation services as needed, provide for one-on-one interpretation services and ensure only qualified staff is employed for in-person translation.
5. Quality Assurance – maintain records and oversee procedures to monitor compliance with all language access policies and federal requirements.

6. Public Notification – provide for proper identification of language services provided, in various languages, including the provision of “I Speak” cards, and other related notices.
7. Public Outreach – conduct direct outreach and develop culturally and linguistically targeted communications strategies to reach individuals with LEP.
8. Written Translation Services – translate all vital documents (signage, applications, forms, notices, etc.) into Spanish and Hmong.

Implementation of the language access policy and LAP will be undertaken by the City’s Housing Program staff and reviewed periodically for updates.

FISCAL IMPACT

The costs of implementing the LAP will be borne by Housing Program staff, and analyzed on a yearly basis for funding recommendations.

REASON FOR RECOMMENDATION

Adoption of the LAP is required by HUD to ensure compliance with Title VI of the Civil Rights Act of 1964.

ACTIONS FOLLOWING APPROVAL

Housing Program staff will commence implementation of the program, including translation of vital documents and public involvement.

Prepared by: Claudia Cazares, Housing Program Manager

Reviewed by: City Manager *AM*



CITY OF CLOVIS

Language Access Plan (LAP)

Adopted by the City of Clovis on _____, 2024

I. Introduction

The City of Clovis provides a variety of programs, funding, and services to City of Clovis residents. This Language Access Policy and Plan is intended for use by the City of Clovis' Community Development Block Grant (CDBG) Program, administered by the Affordable Housing Programs Office which is within the Economic Development, Housing and Communications Department, operating under the City Administration office.

The City Administration office and the Clovis City Manager receive direction from the City of Clovis Mayor and Council.

II. Purpose

The City of Clovis is committed to ensuring equal and meaningful access to its programs, services, and activities by all residents, regardless of the primary language spoken. Consistent with federal guidelines, the City will ensure reasonable efforts are made to provide language assistance to LEP (Limited English Proficient) individuals, including applicants, residents, and/or individuals eligible for HUD-funded programs operated by the Affordable Housing Programs Office, including but not limited to CDBG funded programs.

This Language Access Plan (LAP) defines the actions the City will take to ensure Title VI compliance with respect to LEP persons. The City will periodically review and update the LAP to ensure continued responsiveness to community needs and compliance with Title VI.

III. Authority

This LAP was prepared to ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.) that prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be disadvantaged in effectively participating or benefitting from federal programs. On August 11, 2000, President Clinton signed Executive Order 13166 requiring all recipients of federal funds to take reasonable steps to ensure that persons with limited English proficiency (LEP persons) have meaningful access to federal programs and activities.

On January 22, 2007, HUD issued Final Guidance to recipients of HUD funding concerning compliance with the Title VI prohibition against national origin discrimination affecting LEP persons. HUD's Final Guidance outlines a four-factor self-assessment method (the "four-factor analysis"), which assists agencies receiving HUD funds in determining the extent of their obligations to provide LEP services.

IV. Definitions

Beneficiaries – persons who seek assistance or are current participants of the City's CDBG Program, or residents of low-to-moderate income CDBG eligible areas.

Interpretation – for oral language services, the act of listening to something in one language and orally translating into a different language.

Language Service Provider (LSP) – an entity or business that offers professional translation and interpretation services.

Limited English Proficiency (LEP) Persons – persons who, as a result of national origin, do not speak English as their primary language and who have a limited ability to speak, read, write, or understand English.

Translation – for written language services, the replacement of written text from one language into an equivalent written text in another language.

V. Four-Factor Analysis

(Identification of Language Needs within the City of Clovis' service area)

The City of Clovis' LAP is based on the four-factor analysis outlined in the Final Guidance. The City will periodically assess and update its four-factor analysis as necessary to ensure that persons with LEP have meaningful access to CDBG funded programs, services, and activities. These four factors are:

Factor 1: The number or proportion of LEP Persons eligible to be served or likely to be encountered by the City of Clovis.

The City of Clovis seeks to communicate with LEP persons who seek or require interpretation and/or translation to have meaningful access to the City of Clovis programs. The following tables provide the analysis to identify the number or proportion of LEP persons likely to interact with the City of Clovis' CDBG program.

Eligible Service Area

The City of Clovis's eligible service area is primarily City-wide, within the City of Clovis city limits as shown in the map attached as Appendix A. A secondary eligible service area includes the low-moderate income Census Tracts located within the City of Clovis City Limits, as shown in the map attached in Appendix B.

Eligible LEP Language Groups

Guidance provided by HUD states that written translations of vital documents should be provided for each eligible LEP language group that constitutes either at least 1,000 persons or five percent, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. According to the data in Table 1 for the City of Clovis, 24% of the population speaks a language other than English at home. Five percent of the eligible population of the City of Clovis is more than 1,000 persons, therefore languages with more than 1,000 individuals who Speak English less than "very well" is the threshold that applies for the safe harbor guidance for written translation of vital documents. For the City of Clovis the languages that meet this criterion are Spanish and Hmong (Other Asian and Pacific Islander Languages).

Table 1: Language Spoken at Home

Language Spoken at Home	(Service area)
Population 5 years and over	112,289
English only	85,315
Language other than English	26,974
Speak English less than “very well”	7,940
Spanish	14,969
Speak English less than “very well”	3,733
Other Asian and Pacific Islander languages (Hmong)	3,184
Speak English less than “very well”	1,285
Other Indo-European languages (Punjabi)	2,774
Speak English less than “very well”	819
Tagalog (inc. Filipino)	1,842
Speak English less than “very well”	435
Chinese	1,246
Speak English less than “very well”	790
ACS 5-year estimate from U.S. Census Bureau 2022	

Table 2. Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over

Language	(Service area) Population Estimate
Total	112,289
Spanish	14,969
Speak English “very well”	11,236
Speak English less than “very well”	3,733
Other Asian and Pacific Islander languages	3,184
Speak English “very well”	1,899
Speak English less than “very well”	1,285
Other Indo-European languages	2,774
Speak English “very well”	1,955
Speak English less than “very well”	819
Tagalog (inc. Filipino)	1,842
Speak English “very well”	1,407
Speak English less than “very well”	435
Chinese	1,246
Speak English “very well”	456
Speak English less than “very well”	790
ACS 5-year estimate from U.S. Census Bureau	

Factor 2: The frequency with which LEP Persons come into contact with the City of Clovis' programs.

The City of Clovis completed an informal, in-office survey to determine how many LEP persons visited or called the office, and what was their primary language, over a one-month period. This informal survey revealed that there was a small number of Spanish-speaking LEP persons contacting the City of Clovis, and there were no LEP persons who spoke languages other than Spanish.

The result of the analysis is that the majority of LEP persons who encounter the City of Clovis through phone and in-person contact are primarily Spanish speaking. Providing Spanish speaking services occurs 1-2 times per week. Instances of languages other than Spanish and English are largely infrequent (no more than once a month). In these circumstances, staff assist LEP persons with resources to provide translation and/or interpretation services.

Factor 3: The nature of importance of the City of Clovis program, activity, or service to the LEP person's life.

Housing is a basic human need, the lack of which can have serious or life-threatening implications for any individual. The City of Clovis assists low-income individuals and households in meeting their housing needs by providing federal Community Development Block Grant (CDBG) funds through the Owner-Occupied Housing Repair Program. The housing repairs program provides grants to low-income households to conduct repairs that address health and safety deficiencies in their homes.

The City's other CDBG funded programs provide services including micro-enterprise activities, infrastructure improvements and public services. The micro-enterprise program provides assistance to low-income persons who want to start their own business at the Clovis Culinary Center. Assistance is provided by assisting the qualifying participants with space rental. Infrastructure improvements can include reconstruction of alleys, streets, sidewalks, and ADA improvements, as well as walking trail improvements, to ensure that low-mod income neighborhoods have adequate public facilities. Additionally, the City is a partner agency with the local Fresno-Madera Continuum of Care, a collaborative of various homeless assistance service providers, to which we can refer persons seeking assistance if they are unhoused or at risk of becoming homeless.

The City of Clovis understands that to receive assistance or be able to participate in programs offered by the City of Clovis, beneficiaries and/or applicants must be able to understand the program information and requirements to access and/or receive the assistance.

Factor 4: The resources and the costs to the City of Clovis in providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefit.

The resources for providing translation and interpretation services for meaningful access is within the City of Clovis's financial ability and is provided by one of the following two methods:

1. Certified bilingual staff - A listing of staff who can provide translation is available in a shared electronic file for all the City of Clovis staff who may require the services.
2. Translation services through the translation phone service called "Language Line" – the City of Clovis staff are trained and provided the resource on how to contact the City of Clovis contracted translation provider that offers over 200 languages and is easily accessed by telephone.

Translation services are provided by third party vendors contracted by the City of Clovis, when certified bilingual staff is unavailable. Vital documents (identified in Appendix C) are translated in the languages as identified under Factor 1. The cost for translating vital documents can be significant. For that reason, translation of documents beyond the identified languages under Factor 1 will be completed upon request.

LEP Populations to be Served or Encountered and the Frequency of Encounters

Based on the four-factor analysis, the most encountered languages are Spanish and Hmong.

VI. Language Assistance Policies

LEP persons are entitled to language assistance with respect to a particular type of service, benefit, or encounter. The City of Clovis seeks to provide meaningful access to its LEP beneficiaries according to the actions below.

Delivery of Services

The CDBG Program Language Access Policy (Policy) applies to the CDBG Program and grantees that receive federal funding and provide services, programs, or activities directly to the public. Grantees, subgrantees, recipients and subrecipients must comply with the policy. The language access responsibilities covered under this language access policy and plan include language access plan development, implementation, and maintenance. Responsibilities of the CDBG Program include:

- a. Assigning a .15 FTE CDBG Program Language Access Coordinator to administer and monitor language access activities in accordance with programmatic needs and the CDBG Program Language Access Administrative Responsibilities.
- b. Meeting annual planning requirements, including developing and reviewing the CDBG Program Language Access Plan and assessing and setting annual goals in consultation with CDBG Program staff.
- c. Ensuring language access training for all staff who might interact with residents eligible to receive or participate in CDBG-funded programs, activities, and services annually.
- d. Conducting ongoing data collection and reporting to illustrate annual language service usage data and encounters with individuals with LEP.
- e. Negotiating and overseeing language services provider contract/s, including, but not limited to, the provision of oral interpretation services, translation services, and developing multilingual materials, such as audio and video content.

Program Budgeting

The CDBG Program shall allocate funding for language access services and the implementation of language access administrative responsibilities. The budget for language access services shall be determined based on programmatic needs.

Annual budget line items should include the following:

- a. Staffing: to cover the salaries and benefits of .15 FTE CDBG Program Language Access Coordinator.
- b. Language Access Services: to cover the costs of providing language services to individuals with LEP, including interpretation services, translation services, and other language assistance services. The services may be provided via a contract with a Language Service Provider.
- c. Signage: to cover the costs of providing multilingual signage and other visual notices to assist individuals with LEP.
- d. Training: to cover the costs associated with providing language access training to the CDBG Program staff, including language access policy training, and other relevant training.
- e. Bilingual Staff Evaluation and Premium Pay: for non-management staff, to cover the costs associated with formalizing the role of bilingual employees who use their language skills to communicate with LEP individuals or provide translation and interpretation services.
- f. Technology Budget: to cover the costs associated with procuring and maintaining technology solutions to facilitate language access services, including over-the-phone interpreting and video remote interpreting.
- g. Compliance Monitoring & Evaluation: to cover the costs associated with monitoring compliance with language access policies and procedures, including conducting language access audits, focus groups, and survey assessment processes.

In alignment with the City of Clovis' budget cycle, the CDBG Program will review and revise the budget annually to ensure that it remains effective and responsive to the needs of the language access program and the public and is in accordance with the Language Access Policy, the CDBG Program will carry out the language access plan outlined in this document and complete all implementation steps over the three years of implementation.

Language Access Staffing

The CDBG Program shall ensure adequate staffing for all language access administrative responsibilities as follows:

- a. Assigning and establishing the role of a Language Access Program Coordinator responsible for overseeing language access implementation within the CDBG Program at a minimum .15 FTE.

- b. Designating and employing bilingual staff based on programmatic needs.
- c. Ensuring that bilingual staff have demonstrated proficiency levels as required and that all staff receive requisite language access training pertaining to their roles and responsibilities.

Translation Services

The CDBG Program shall ensure that individuals with LEP have equal access to vital documents and services. Per the definitions in this Policy, “translation” is defined as “rendering of written text from one language (source language) into an equivalent written text in another language (target language).” To meet this requirement, the CDBG Program shall:

- a. Translate all vital documents into Spanish and Hmong. Vital documents shall be translated accurately, completely, and in a timely manner.
- b. Include multilingual inserts in the Top 5 - 10 languages on English-only or English/Spanish vital documents to notify individuals with LEP of their right to language assistance and provide them with a number they can call to receive the information in the document orally in the language.
- c. During the first year of implementation, prioritize the translation of the following types of vital documents:
 - i. Signage informing individuals with LEP of their rights to language assistance services and steps to take to request language assistance and CDBG Program Participation Notices, forms, and documents, including information on the application for services.
 - ii. Notices, forms, and documents individuals with LEP need to access CDBG services.
 - iii. Summary of services, benefits, programs offered by the CDBG Program, and key contact information.
- d. Report annually on its progress in meeting the following implementation goals:
 - i. Translating description of the program’s function and information
 - ii. Displaying multilingual signage on availability of language services
 - iii. Identifying translation completed for vital documents, prioritized by the importance of service/program and frequency of public use
 - iv. Identifying documents containing multilingual instructions/contact information
- e. Role of Bilingual Staff in Delivery of Translation Services: The CDBG Program shall formalize the role of bilingual staff in delivering translation services. To serve as translators, bilingual staff need to be formally evaluated, their language proficiency

and translation skills need to be assessed, and they need to receive translation training.

- i. Bilingual employees should be compensated for their role in delivering translation services.

Interpretation Services

The CDBG Program shall ensure that individuals with LEP have quality interpretation services when interacting with the CDBG Program. Per the definitions in this Policy, “interpretation” is defined as “the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.”

- a. On-Demand Over-the-Phone Interpretation Service: the CDBG Program shall set up an account with an on-demand over-the-phone interpretation service provider (e.g., Language Line) to ensure frontline and outreach staff can access an interpreter at any time. The CDBG Program should ensure that staff have access to appropriate tools such as dual handset phones, instructions, and language identification instructions. Furthermore, staff should be trained on using over-the-phone interpretation services and effective use of interpreters.
- b. In-Person Interpretation Services (face-to-face onsite oral interpretation): The CDBG Program shall use qualified and trained in-person interpreters via vetted language service providers for specific types of encounters with individuals with LEP, if certified bilingual City staff is not available. The CDBG Program should clearly define when staff need in-person interpreters or video remote interpretation (VRI) services and distinguish and prioritize encounters needing in-person or VRI interpretation during planning.
- c. Prohibition of Family and Friends as Interpreters: Using family and friends as interpreters is generally prohibited. However, if an individual with LEP requests to use their family or friends after being offered a trained interpreter by the service provider, City staff shall obtain a signed waiver from the individual with LEP who requested to use their own interpreter and allow the request. The CDBG Program should ensure that frontline staff can access waivers available in the City of Clovis' Top 5 - 10 languages. Staff should be trained on the use of waivers and procedures for obtaining and reporting signed waivers.
- d. Role of Bilingual Staff in Delivery of Interpretation Services: The CDBG Program shall formalize the role of bilingual staff in delivering interpretation services. In order to serve as interpreters, bilingual staff need to be formally evaluated, their language proficiency and interpretation skills need to be assessed, and they need to receive interpretation training.
 - i. Non-Management Bilingual employees should be compensated for their role in delivering interpretation services.

Quality Assurance

The CDBG Program shall develop and adopt quality assurance procedures to ensure the quality and accessibility of translation and interpretation services, monitor the need for and delivery of language assistance services, and maintain proper records and oversight procedures.

- a. The CDBG Program shall maintain proper records and oversight procedures that includes:
 - i. Documenting and tracking the quality of interpretation and translation services provided by vendors and equipping staff with skills and tools to monitor the quality of interpretation services
 - ii. Offering a public complaint process, made available online and in at least three (3) of the top languages spoken by individuals with LEP in the City of Clovis
 - iii. Conducting periodic testing of translated documents and interpretation services across languages

Public Notification

The CDBG Program shall ensure that the general public and individuals with LEP know of the language assistance services available and have information on how to request such services. Additionally, the CDBG Program shall provide multilingual notification of services in various formats. The communication of available language assistance services will assist LEP individuals in understanding the services provided by the CDBG Program, which can increase the general public's use of the CDBG Program's overall services and support public trust and confidence.

- a. The CDBG Program shall prominently display signs in the Top 5 – 10 languages, notifying individuals with LEP of their right to request interpretation and translation services. Notifications should be placed in visible areas and indicate that language services are available free of charge.
- b. Notices should be clear, legible, and include clear steps individuals with LEP need to take to request and receive language services. This includes how to request an interpreter or translated materials, as well as the CDBG Program's contact information and hours of operation.
- c. The CDBG Program should periodically review and update their public notices to ensure they are accurate and up-to-date and meet the needs of their populations with LEP.

Public Outreach

The CDBG Program shall conduct direct outreach and develop culturally and linguistically targeted communications strategies to reach individuals with LEP.

- a. The CDBG Program shall set clear and measurable outreach and community engagement goals and report progress annually.
- b. The CDBG Program shall build and utilize comprehensive distribution lists that include local, culturally, and linguistically diverse community-based organizations and linguistically diverse media outlets to disseminate translated documents, alerts, and notices effectively.
- c. The CDBG Program shall develop and translate informational materials introducing the service/benefit they offer, eligibility requirements, the application process, language assistance provided, and all similar services.

Modification and Public Comment

The CDBG Program shall follow the following Modification and Public Comment policies:

- a. **Biannual Review:** This policy shall be subject to biannual review and modifications by the CDBG Program Language Access Coordinator with approval by the City of Clovis leadership, except that any review and modifications that are intended to or can have the effect of reducing services or excluding groups from services shall be subjected to the Public Comments process.
- b. **Public Comments:** The CDBG Program shall provide an opportunity for individuals in the City of Clovis to comment and provide feedback on this policy and implementation. The CDBG Program shall post a Fact Sheet of the Language Access Policy and Plan to the Website. The Fact Sheet shall be translated into Spanish and Hmong.
 - i. Sufficient notice shall be provided on the City of Clovis' website and in the local papers, with translated ads in the Top 5- 10 languages in the City of Clovis, inviting the public to provide comments. Within 30 days of closing the comment period, the City of Clovis shall review and consider all comments when updating this policy.

Written Translation Services

Following the four-factor analysis and safe harbor guidance, the City of Clovis will translate vital documents into Spanish and Hmong.

HUD has defined "vital documents" to be forms or documents that are critical for ensuring meaningful access to federally funded services or benefits. The following documents are considered "vital" for the City of Clovis' programs because they are critical for accessing its programs and activities.

- Signage informing individuals with LEP of their rights to language assistance services and steps to take to request language assistance and CDBG Program Participation Notices, forms, and documents, including information on the application for benefits, services.

- Notices, forms, and documents individuals with LEP need to access CDBG services.
- Summary of services, benefits, programs offered by the CDBG Program, and key contact information.

VII. Updating LAP

The City of Clovis will review the LAP periodically, but no less than every five years, to evaluate its overall effectiveness and any changes in LEP populations or needs. Modifications to the Plan may be based on:

- U.S. Census data
- Frequency of contact analysis of LEP clients and callers by staff
- Analysis of requests for interpreters and translation, languages requested, costs, etc.
- Assessment of whether existing language assistance services are meeting the needs of persons with LEP
- Review of vital documents and appropriateness of translations available
- Assessment of whether staff members understand the LAP and procedures
- Nature and importance of activities and information to LEP clients
- Availability of resources, including costs
- Whether previously identified sources for assistance are still available and viable

VIII. Fair Housing

The City of Clovis is committed to affirmatively furthering fair housing and providing equal access to housing opportunities to all applicants and residents without regard to race, color, religion, sex, disability, familial status, national origin, sexual orientation, gender identity, gender expression, marital status, medical condition, ancestry, source of income, age, genetic information, or arbitrary discrimination, including those for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English.

IX. CDBG Program Language Access Coordinator

The City of Clovis' Language Access Coordinator is Claudia Cazares, Housing Program Manager. She can be contacted via email at housing@cityofclovis.com, or via telephone at (559) 324-2060, or in writing at:

City of Clovis
Affordable Housing Programs
1033 Fifth Street
Clovis, CA 93612



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services

DATE: June 10, 2024

SUBJECT: General Services - Approval – Res. 24____, Approving a Side Letter Agreement with the Confidential Technical and Financial Professionals (CTFP) Bargaining Unit to Include Part-Time/Extra-Help Accounting Intern and Contract Finance Analyst; and Authorizing the City Manager to Execute the Agreement.

ATTACHMENTS: 1. Resolution with Side Letter 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

For the City Council to approve a resolution approving a side letter agreement with the Confidential Technical and Financial Professionals (CTFP) bargaining unit to include part-time/extra-help Accounting Intern and contract Finance Analyst and authorize the City Manager to execute the agreement.

EXECUTIVE SUMMARY

A new state law allows bargaining units to include in their MOU part-time, extra-help, temporary, and contract employees and requires engaging in the meet and confer process. The side letter agreement allows CTFP to represent contract Finance Analysts and extra-help Accounting Interns and defines those items in the MOU which apply to the new group of employees.

BACKGROUND

Assembly Bill 1484, which became effective January 1, 2024, requires temporary, part-time, contract, and extra-help employees who have been hired to perform the same or similar type of work that is performed by permanent employees represented by a recognized employee organization, to be automatically included in the same bargaining unit as the permanent full-time employees. The law requires the City to promptly participate in collective bargaining to establish

certain employment conditions for the newly added temporary, part-time, extra-help, and contract employees.

The Confidential Technical and Financial Professionals (CTFP) bargaining unit has requested the inclusion of part-time/extra help Accounting Interns, and contract Finance Analysts. Following the request, City management met with CTFP representatives to discuss revisions to the current MOU in relation to adding part-time employees and to specify which items pertain to only part-time employees, only full-time employees, or both part-time and full-time. The attached side letter has been agreed upon by CTFP and City management. When the current MOU expires in June 2025, the changes in the side letter will be incorporated into the successor MOU.

In addition, AB1484 requires, upon hire, the City to provide part-time, extra-help, contract, or temporary workers with their job description, wage rates, eligibility for benefits, anticipated length of employment, and procedures to apply for open, permanent positions. The same information is provided to CTFP within 5 business days of hiring the new employee.

FISCAL IMPACT

No impact.

REASON FOR RECOMMENDATION

AB 1484 requires the City to meet and confer with bargaining units that want to include into their MOU, part-time, extra-help, temporary, and contract employees who do similar work as represented full-time employees. The side letter agreement complies with the regulation and defines which items apply to which employees.

ACTIONS FOLLOWING APPROVAL

The side letter agreement will be signed by all parties and effective once fully executed.

Prepared by: Shonna Halterman, General Services Director

Reviewed by: City Manager AK

RESOLUTION 24-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING A SIDE LETTER AGREEMENT WITH
CONFIDENTIAL TECHNICAL AND FINANCIAL PROFESSIONALS (CTFP)
BARGAINING UNIT**

WHEREAS, per Assembly Bill 1484, CTFP has requested to include in the Memorandum of Understanding, part-time, extra help, temporary, and contract employees who do the same or similar work as employees currently represented by CTFP; and

WHEREAS, CTFP has requested inclusion of Part-Time/Extra-Help Accounting Intern and Part-Time/Extra-Help Finance Analyst (Contract) into the bargaining unit; and

WHEREAS, the side letter clarifies revisions to the current MOU related to the new Part-Time/Extra-Help positions and distinguishes which portions of the current MOU relate to full-time employees, part-time employees, or both; and

WHEREAS, CTFP and City representatives met and conferred on the side letter and are in agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis approves the Side Letter Agreement with CTFP (Attachment A) and authorizes the City Manager to sign the agreement.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 10, 2024, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: June 10, 2024

Mayor

City Clerk

**SIDE LETTER OF AGREEMENT
BETWEEN CITY OF CLOVIS
AND
CONFIDENTIAL TECHNICAL AND FINANCIAL PROFESSIONALS BARGAINING UNIT**

The City of Clovis (City) and the Confidential Technical and Financial Professionals Bargaining Unit (CTFP), collectively referred to as “the Parties,” agree to the following Side Letter of Agreement (Side Letter) to the Parties’ Memorandum of Understanding (MOU) effective July 1, 2022, through June 30, 2025.

RECITALS

1. CTFP has requested inclusion of the following part-time, extra-help, positions into the bargaining unit pursuant to Assembly Bill 1484, which became law on January 1, 2024:

- Part-time/Extra Help Accounting Intern
- Part-time/Extra-Help Finance Analyst - Contract

2. The purpose of this Side Letter is to identify the sections and subsections of the MOU that will and will not apply to part-time/extra-help staff and specify revisions or addenda to the MOU necessitated by the inclusion of part-time/extra-help staff in the bargaining unit.

3. This Side Letter also specifies whether sections and subsections of the MOU apply to Full-Time Employees, hereby designated as FT, or to Part-Time/Extra-Help Accounting Interns and Contract Accountants, hereby designated as PT. Sections and subsections of the MOU shall apply to both FT and PT employees if not otherwise specified in this Side Letter.

TERMS AND CONDITIONS

1. Recitals. The above recitals are true and correct.
2. Application of the MOU to Part-time/Extra Duty Staff, FT, and PT.

1. Unit Description.

A. Recognition of Exclusive Representative:

The first sentence of this subsection shall be revised as follows: “representing full-time non-management, permanent and probationary confidential, technical and financial employees, and certain part-time/extra help employees listed in subsection B below...”

- B. Description of Bargaining Unit. The unit shall consist of all full-time and probationary employees (hereafter referred to as “FT”) in the following classifications:
1. Accountant
 2. Finance Business Systems Analyst
 3. Information Technology Analyst

4. Info Technology Cybersecurity Analyst
5. Information Technology Specialist
6. Information Technology Technician
7. Senior Accountant
8. Senior Accounting Systems Technician
9. Senior Information Technology Analyst
10. Senior Information Technology Specialist

The unit shall also consist of all part-time/extra-help and probationary employees (hereafter referred to as "PT") in the following classifications:

1. Accounting Intern
2. Finance Analyst – Contract

Extra help employees possess at will employment status, have no right to appeal upon termination, and are only paid for hours worked.

Section 5. Union Access

This section shall be revised as follows:

Access to new hire employee personal information:

Personal information on new FT and PT hires will be distributed to the Union President within 30 days after date of hire as required by AB 119. Due to the sensitive nature of the information, the Union President will pick up the provided information and sign for it. Only one e-mail notification will be sent out to the Union President. The Union President will be responsible for picking up the personal information in the Personnel office.

Per AB 1484, which became law on January 1, 2024, upon hire, the City shall provide new PT employees with their job description, wage rates, and eligibility for benefits, anticipated length of employment, and procedures to apply for open, permanent positions. The same information provided to PT employees shall be provided to the Union President via email within five business days of hiring the PT employee.

Section 7. Wage Scale and Retirement Contributions

B. Wage Adjustment

This subsection shall only apply to FT employees.

E. Deferred Compensation

This subsection shall only apply to FT employees.

Section 8. Health, Life, and Dental Insurance Compensation

B. Health Premium Waiver Incentive

This subsection shall only apply to FT employees.

A new subsection C. shall be added to Section 9. for PT employees:

Health Insurance for PT Employees. PT employees who average 30+ hours of work per week will be eligible for City health insurance after one year of employment. The one-year look-back period will be one year from the hire date for the first year of employment, then will move to the annual lookback period of November 1 through October 31 for every year thereafter. Only PT employees who average 30+ hours of work per week for the year look-back are eligible for City paid benefits. If a PT employee is determined to be eligible, benefits will be effective 60 days following the look-back period, and the benefits offered shall be for the employee only, no family or child coverage is included. Each year, Personnel will notify eligible PT employees who will then have 30 days to either sign-up for coverage, opt out of coverage, or opt to receive a cash-in-lieu benefit of \$420 per month by submitting a Request for Health Insurance Waiver form and providing evidence of being covered on another health plan. A PT employee's eligibility status may change year-to-year depending on the number of hours worked during the look-back period.

A new section D. shall be added to Section 9 for both FT and PT employees:

Employees who have exhausted their FMLA/CFRA leave rights and are on an unpaid leave of absence, or do not have sufficient wages to cover their portion of their health insurance premium, are eligible to continue their health insurance coverage for a period of up to three (3) months by paying the health insurance premium directly to the Finance department. After the three (3) month period, employees must enroll in COBRA to continue health insurance coverage through the City.

Subsection C. Supplemental Life Insurance shall become subsection E and shall only apply to FT employees.

Subsection D. State Disability Insurance, shall become subsection F.

Section 9. Holidays

This section shall only apply to FT employees.

Section 10. Sick Leave

Subsections A. and B. shall only apply to FT employees.

C. Sick Leave Cash-Out at Retirement

1. FT Employees who retire from the City on the regular PERS service retirement benefit may elect to receive a lump sum cash-out of up to 25% of their accrued sick leave balance as calculated at the time of retirement. This benefit is not applicable to employees who leave City service under any other conditions, including employees who retire under PERS disability retirements. Appropriate federal/state tax withholding will be made at the time of cash-out.
2. FT employees wishing to participate in this benefit shall notify the Personnel/Risk Management Division of their intention within thirty (30) days of their retirement date by completing a Sick Leave Cash-Out Benefit form.
3. Unused sick leave hours for FT employees will be cashed-out as noted above. For both FT and PT employees, sick leave hours that remain after any eligible cash-out will be certified to PERS for the benefit known as "Credit for Unused Sick Leave."

A new subsection D. shall be added to Section 10:

PT Sick Leave: On January 1, 2024, and every January 1 thereafter, PT employees will receive a forty (40) hour lump sum allocation of sick leave. Newly hired PT employees will receive forty (40) hours upon hire, then will receive an annual allocation each January as stated above. The maximum cap is forty (40) hours with no roll-over into the next year. Sick leave hours may be used for the diagnosis, care, or treatment of an existing health condition or for preventative care for the employee or a covered family member (parent, child, spouse or registered domestic partner, parent-in-law, sibling, grandchild, grandparent, or designated person). Sick leave hours may be used for a reproductive loss per California law. Sick leave hours may also be used by an employee who is the victim of domestic violence, sexual assault, or stalking for the purposes of:

1. Seeking medical attention for injuries cause by domestic violence or sexual assault.
2. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault.
3. To obtain psychological counseling related to an experience of domestic violence or sexual assault.
4. To participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Employees may be required by their department management to furnish a doctor's certificate or other proof of illness consistent with state and federal law.

CalPERS retired annuitants are not eligible for paid sick leave.

Accrued paid sick leave cannot be cashed out upon separation from employment and has no cash value.

Section 11. Family Illness Leave

This article only applies to FT employees.

Section 12 Vacation

The language in Section 12 shall be replaced with the following:

A. Full-time employees in this unit shall earn vacation credit on the following basis:

Years of Service	Accrual
1 through end of year 7	5 hours posted on each pay period to a maximum of 280 hours
8 through end of year 14	6 hours posted on each pay period to a maximum of 328 hours
15 through end of year 19	6.667 hours posted each pay period to a maximum of 360 hours
20 Years or more	8 hours posted on each pay period to a maximum of 360 hours

The time at which the employee shall be granted a vacation is at the discretion of the Department Head. Employee seniority, as defined in Section 23, shall govern selection of vacation time unless the needs of the City require a deviation from this procedure.

B. Part-Time/Extra Help employees who work an average of 20 hours or more per week for at least 5 consecutive years accrue Paid Time Off at the rate of 1.67 hours per pay period. If an employee works less than an average of 20 hours per week in a quarter year, then the leave accrual will discontinue. However, paid leave accrual may resume in a subsequent quarter if an employee works more than 20 hours per week on average in a subsequent quarter. Upon separation, the employee may cash out the balance of their Paid Time Off at their current hourly rate.

Section 13. Overtime

Existing language shall become subsection A. and shall only apply to FT employees.

A new subsection B. shall be added to Section 13:

B. PT employees shall be paid overtime at the rate of one and one-half times the normal rate of pay for all hours actually worked in excess of 40 hours in a work week.

14. Specialty Pay

This section shall only apply to FT employees.

15. Compensatory Time-Off

This section shall only apply to FT employees.

16. Bereavement Leave

The language in Section 16 shall be replaced with the following:

Per California law, employees who have worked for the City at least 30 days will have five days unpaid bereavement leave based on their regular schedule. Employees working a variable part-time schedule are entitled to a total of five days of leave based on when they would normally be scheduled to work. The five unpaid days do not need to be consecutive, but they must be taken within three months of the death of a covered family member. FT employees receive 40 hours bereavement pay per year. Documentation verifying the family member's death may be required.

See the chart below for qualifying family member definitions.

	Covered family members for 5 days unpaid bereavement. (5 days per qualifying family member death.) FT employees may use up to 40 hours bereavement pay per year.	Qualifying family members for 40 hours bereavement pay. (40 hours per year total.) The 40 hours is used concurrently with the 5 days unpaid time, not in addition to it. Example: A FT employee who works 4/10's would be entitled to 5 days leave. Four days (40 hours) would be paid bereavement, one day is unpaid or employee could use vacation or comp.
Full-time employee	<ul style="list-style-type: none"> • Spouse • Child • Parent • Sibling • Grandparent • Grandchild • Domestic partner • Parent-in-law 	<ul style="list-style-type: none"> • Spouse • Child/Step • Parent/Step • Sibling/Step • Grandparent • Grandchild • Domestic partner • Legal Dependents • Parent-in-law • Sibling-in-law • Child-in-law
Part-time employee	<ul style="list-style-type: none"> • Spouse • Child • Parent • Sibling • Grandparent • Grandchild • Domestic partner • Parent-in-law 	N/A

Section 17. Leave of Absence Without Pay

This section shall only apply to FT employees.

Section 18. Minimum Callback Pay

This section shall only apply to FT employees.

Section 19. Standby Time

This section shall only apply to FT employees.

Section 21. Jury Duty

This section shall only apply to FT employees.

Section 25. Military Leave

The language in Section 16 shall be replaced with the following:

- A. Military leave shall be granted in accordance with the provisions of federal and state law. All employees entitled to military leave shall give the City Manager and/or his authorized agent an opportunity, within the limits of military regulations, to determine when such leave shall be taken.
- B. FT Employees shall be paid their regular salary, and PT employee shall be paid for their regularly scheduled hours, for the first 30 days of called-up active duty within a fiscal year. For PT employees who work a variable schedule, regularly scheduled hours shall be the average number of hours worked weekly over the prior six-month period, or the average number of weekly hours worked since employment if employed less than six months. Starting on the 31st day of called-up active duty, employees will receive the difference between their military base pay and their City of Clovis pay. Military orders and wage statements will be required. See the Leave Guide for more details.

Section 26. Professional Development

This section shall only apply to FT employees.

Section 27. Time Bank

This section shall only apply to FT employees.

Section 28. Workweek

The language in Section 28 shall be replaced with the following:

- A. The workweek for all unit members shall be 168 consecutive regularly recurring hours.
- B. For all PT employees, and for FT employees assigned to a “5 / 8” or “4 / 10” work schedule, the workweek shall begin at 0700 hours on Sunday and end at 0700 hours the following Sunday.
- C. For FT employees assigned to a “9/80” work schedule, each employee’s designated FLSA workweek (i.e., 168 regularly recurring hours) shall begin exactly four (4) hours after the start time of the employee’s eight (8) hour shift on the weekday that corresponds with the employee’s regular alternating day off.

Section 29. Flexible Work Schedules

This section shall only apply to FT employees.

- 3. Inclusion of Side Letter in CTFP MOU. The additions and changes to the MOU that are described in Section 2. of this Side Letter shall be incorporated into the Parties’ MOU during the Parties’ next successor MOU negotiations.
- 4. Effective Date and Term of Side Letter. This Side Letter shall become effective upon ratification by the City Council and shall remain in effect through June 30, 2025.
- 5. Amendments. This Side Letter may only be amended in a writing signed by the Parties.
- 6. Attachments. The following documents are attached and hereby incorporated into the Side Letter:

Attachments:

- 1. CTFP FT Salary Schedule.

DATE SIGNED: _____

For the City:

John Holt, City Manager

Shonna Halterman, General Services Dir.

Lori Shively, Deputy General Services Dir.

For CTFP:

Arun Naina, CTFP Representative

Steve Nourian, CTFP Representative

Attest: _____
Briana Parra, City Clerk

Date: _____

ATTACHMENT 1
Applies to FT Employees

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

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



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: June 10, 2024

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 21-20 Sierra Ave. Street Improvements.

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 accept the work performed as complete and authorize the recording of the notice of completion for this project.

EXECUTIVE SUMMARY

The project included street improvements on Sierra Avenue from Peach to Willow Ave, approximately 0.60 mile. Construction included full street reconstruction, grinding, asphalt concrete paving, ADA concrete improvements, adjustment of existing manholes, water valves, utility boxes, and vaults to finish grade, installation of traffic markings and signs to current MUTCD standards.

BACKGROUND

Bids were received on August 22, 2023, and the project was awarded by the City Council to the low bidder, Dave Christian Construction Co., Inc., on September 05, 2023. The project was completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1.	Award	\$1,190,049.00
2.	Cost increases/decreases resulting from differences between estimated quantities used for award and actual quantities installed.	(\$29,011.84)
3.	Contract Change Orders	\$9,601.55
4.	Liquidated Damages Assessed	\$0.00

Final Contract Cost**\$1,170,638.71****REASON FOR RECOMMENDATION**

The Public Utilities Department, the City Engineer, the Engineering Inspector, and the Project Engineer agree that the work performed by the contractor is in accordance with the project plans and specifications and has been deemed acceptable. The contractor, Dave Christian Construction Co., Inc., has requested final acceptance from the City Council.

ACTIONS FOLLOWING APPROVAL

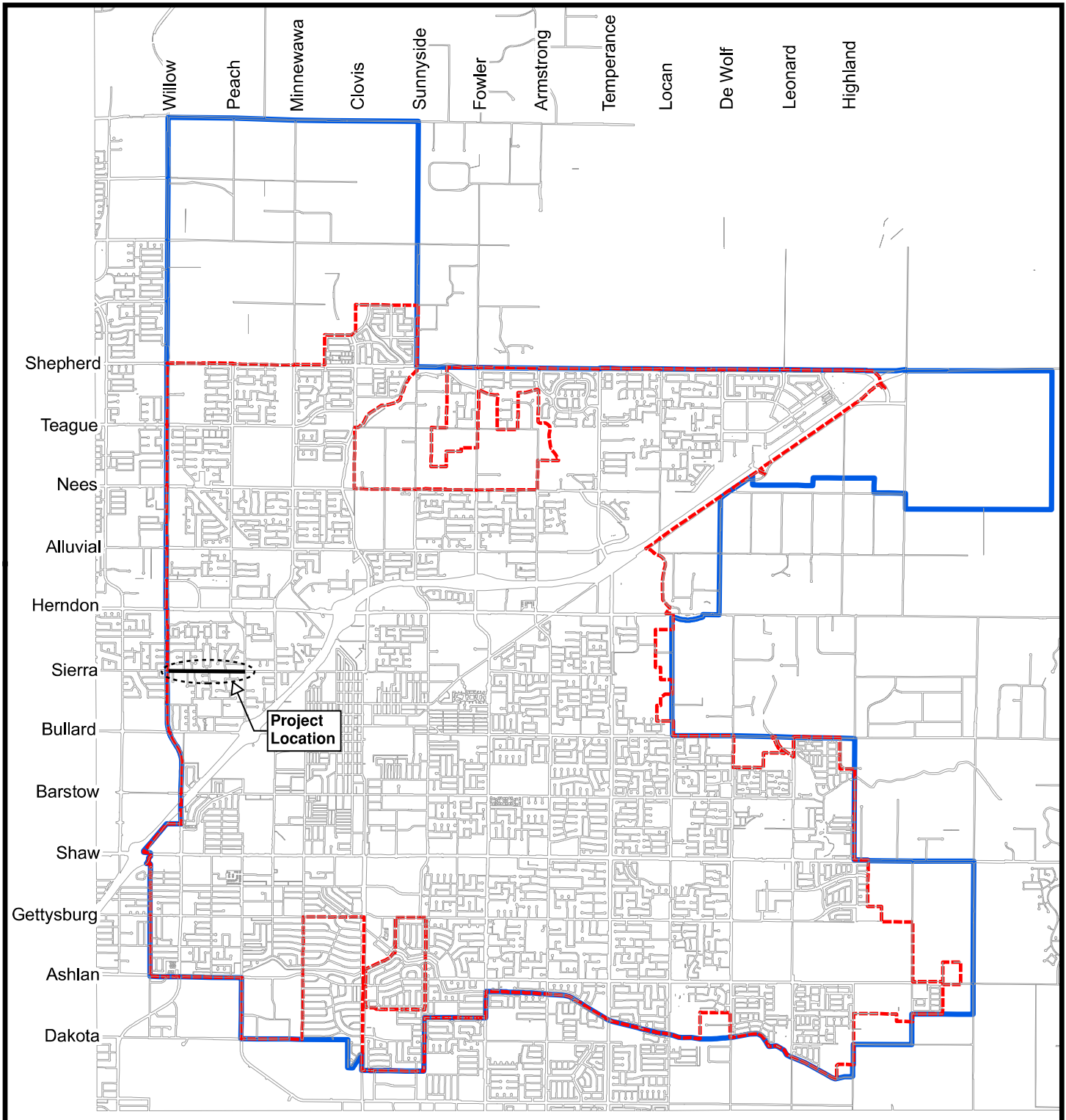
1. The Notice of Completion will be recorded; and
2. All retention funds will be released no later than 35 calendar days following recordation of the notice of completion, provided no liens have been filed. Retention funds may be released within 60 days after the date of completion, provided no liens have been filed, with "completion" defined as the earlier of either (a) beneficial use and occupancy and cessation of labor, or (b) acceptance by the City Council per Public Contract Code Section 7107(c)(2).

Prepared by: Rami Abunamous, Engineering Inspector

Reviewed by: City Manager *AA*

VICINITY MAP

CIP 21-20 Sierra Avenue Street Improvements



Attachment 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: June 10, 2024

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 22-09 Santa Ana Avenue Sewer and Water Mains.

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 accept the work performed as complete and authorize the recording of the notice of completion for this project.

EXECUTIVE SUMMARY

This project involved installation and abandonment of 1,600± feet of existing live-line sanitary sewer mains in Santa Ana Avenue from Harvard to Clovis and installation of 165± feet of ductile iron water main through the Clovis-Santa Ana intersection. The work included abandonment of existing 6 to 8-inch VCP sewer mains, installation of 8" PVC SDR 35 sewer mains, removal and construction of sewer manholes, modification of one sewer manhole, re-connection of existing 4 or 6-inch sewer laterals to new sewer main, installation of 12" ductile iron water main, abandonment of existing 12-inch AC water main in place, potholing, coordination with the public utility agencies for adjustments of dry utilities in conflicts, trench resurfacing, reconstruction of asphalt-concrete street undulation, replacement of traffic striping, markings, traffic loop detectors, and all work associated with the Santa Ana Sewer and Water Mains ("Project").

BACKGROUND

Bids were received on October 10, 2023, and the project was awarded by the City Council to the low bidder, Haydon Construction, Inc., on November 6, 2023. The project was completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1.	Award	\$683,789.75
2.	Contract Change Orders	\$13,277.50
3.	Liquidated Damages Assessed	\$0.00

Final Contract Cost**\$697,067.25**

This project was supported by the sewer enterprise fund and water enterprise fund through the City of Clovis Community Investment Program.

REASON FOR RECOMMENDATION

The Public Utilities Department, the City Engineer, the Engineering Inspector, and the Project Engineer agree that the work performed by the contractor is in accordance with the construction documents and has been deemed acceptable. The contractor, Haydon Construction, Inc., has requested final acceptance from the City Council.

ACTIONS FOLLOWING APPROVAL

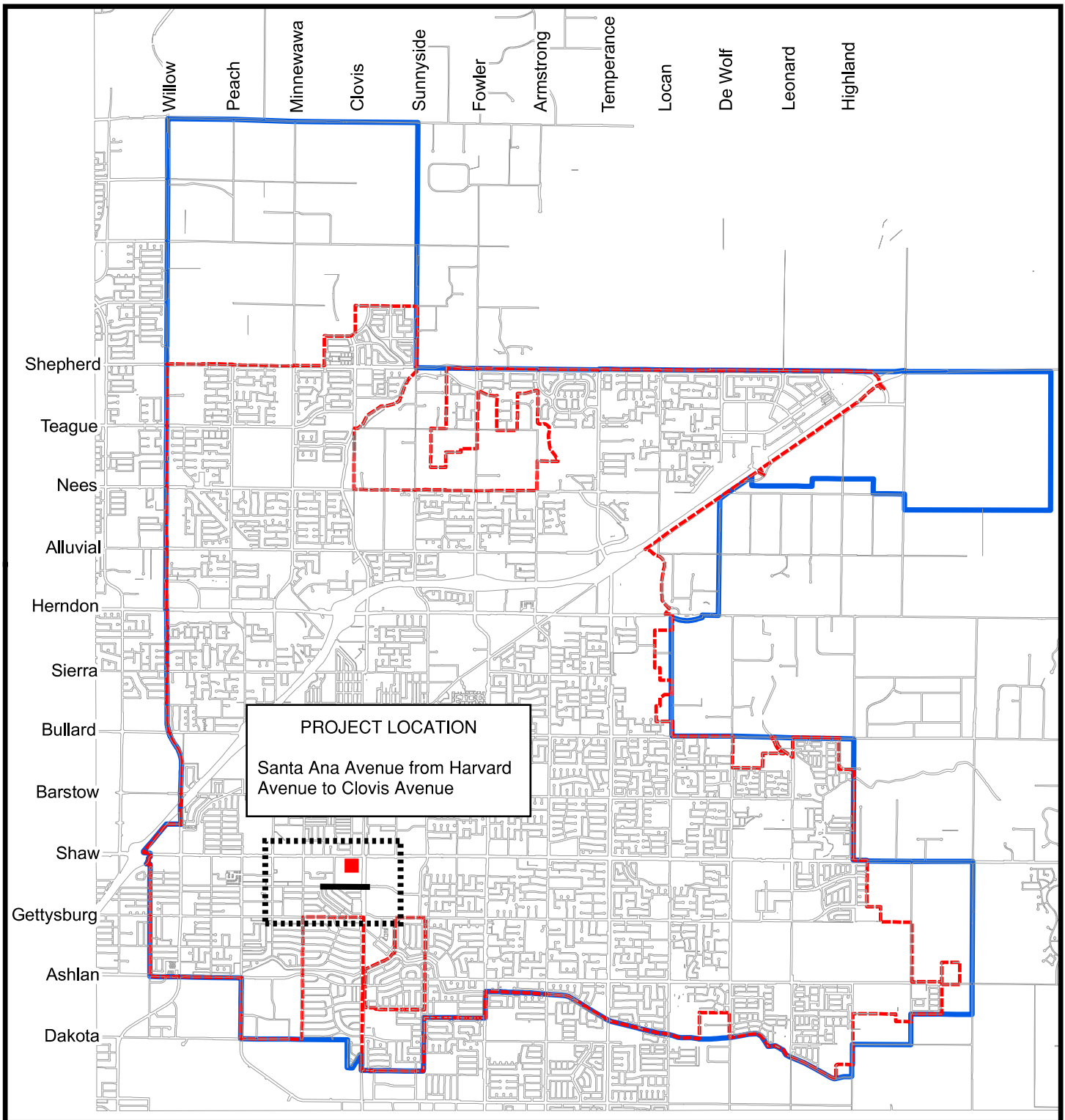
1. The Notice of Completion will be recorded; and
2. All remaining retention funds will be released no later than 35 calendar days following recordation of the notice of completion, provided no liens have been filed. Retention funds may be released within 60 days after the date of completion, provided no liens have been filed, with "completion" defined as the earlier of either (a) beneficial use and occupancy and cessation of labor, or (b) acceptance by the City Council per Public Contract Code Section 7107(c)(2).

Prepared by: Shawn Scott, Engineering Inspector

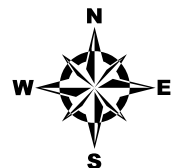
Reviewed by: City Manager AA

VICINITY MAP

CIP 22-09 Santa Ana Sewer and Water Mains



Attachment 1



■ COSTCO WHOLESALE COMPANY

--- 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: June 10, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 23-29, Armstrong Avenue Street Rehabilitation to Dave Christian Construction Co., Inc., in the amount of \$904,284.00; and authorize the City Manager to execute the contract on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

RECOMMENDATION

1. For the City Council to award a contract for CIP 23-29, Armstrong Avenue Street Rehabilitation – to Dave Christian Construction Co., Inc., in the amount of \$904,284.00; 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 the City Council authorize the City Manager to award and execute the contract to Dave Christian Construction Co., Inc., who was the lowest responsible bidder from a bid opening that took place on May 28, 2024.

This project involves street rehabilitation on Armstrong Avenue from Bullard to Sierra including pulverizing in place and replacing A.C. pavement; replacement of concrete curb returns, concrete sidewalk, concrete curb & gutter; adjustment of existing utility manholes and utility valve boxes to finish grades; replacement of traffic striping, markings and signage, traffic loop detectors; and traffic signal modification.

BACKGROUND

The following is a summary of the bids received on May 28, 2024:

BIDDERS	BASE BID
Dave Christian Const. Co., Inc.	\$904,284.00
Cal Valley Construction, Inc.	\$929,849.00
AJ Excavation, Inc.	\$952,415.50
Avison Construction, Inc.	\$966,509.00
RJ Berry Jr., Inc.	\$996,472.00
ENGINEER'S ESTIMATE	\$955,929.50

All bids were examined, and the bidder's submittals were found to be in order. Dave Christian Construction Co., 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 SB1 through the City of Clovis Community Investment Program.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

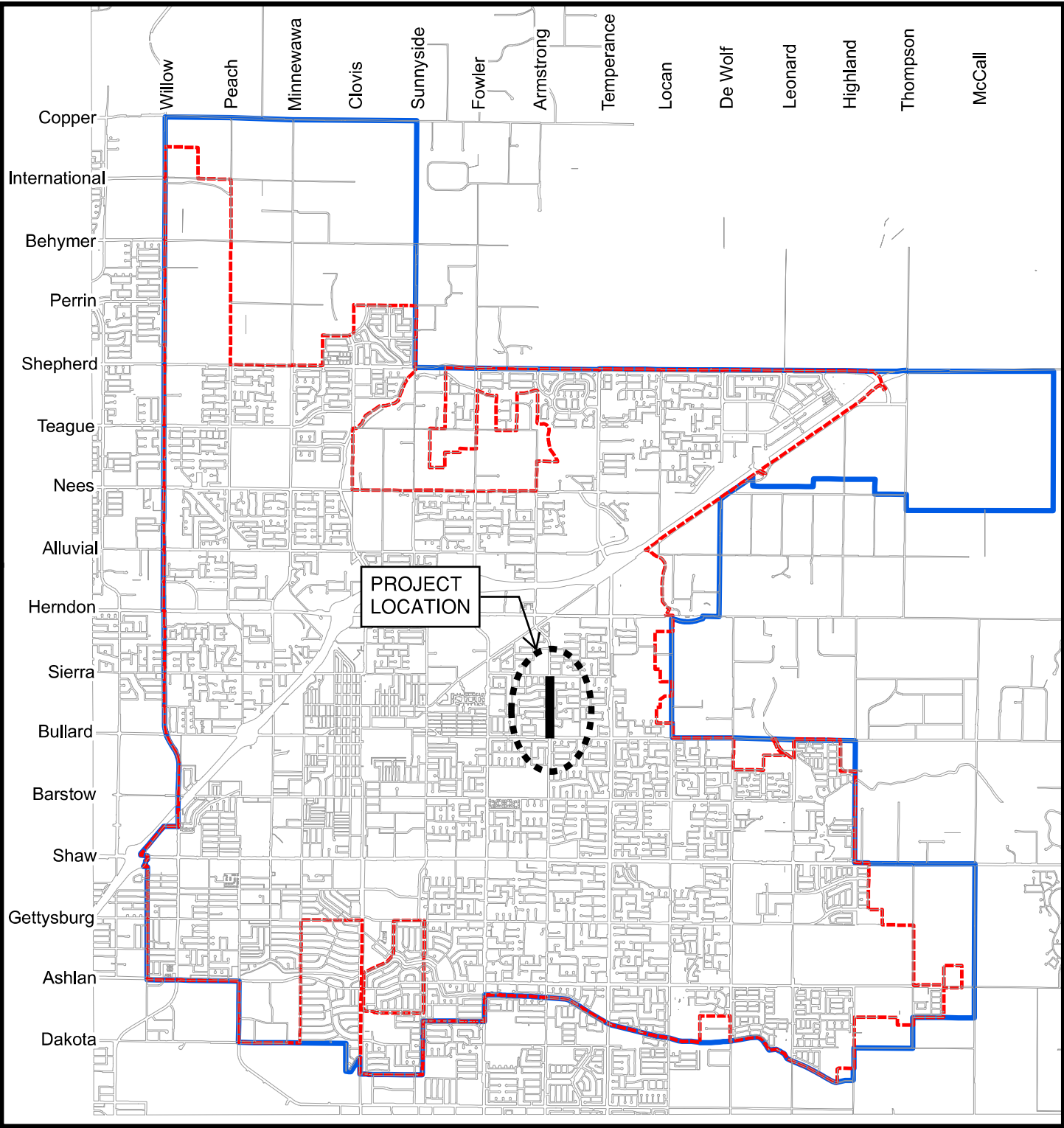
1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed in thirty (30) working days thereafter.

Prepared by: Jose Sandoval, Project Engineer

Reviewed by: City Manager AA

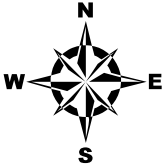
VICINITY MAP

CIP 23-29 Armstrong Avenue Street Rehabilitation



Attachment 1

 CITY LIMITS  SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 10, 2024

SUBJECT: Public Utilities – Approval – Award Non-Exclusive Franchise Agreements for Hauling of Construction and Demolition Debris, and Update the City's Approved Hauler List.

ATTACHMENTS: 1. Approved Hauler List

CONFLICT OF INTEREST

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

RECOMMENDATION

For the City Council to award non-exclusive construction and demolition (C&D) hauling franchise agreements for two (2) years to the following haulers:

1. Clovis Recycling, Inc.
2. F-N-F Roll-Off Service
3. Accurate Cleaning Systems
4. Hinojosa Cleanup Service (HCS 007)
5. Green Valley Recycling, Inc.

EXECUTIVE SUMMARY

On May 6, 2013, the City Council adopted Ordinance 13-12, pertaining to the recycling and diversion of construction and demolition (C&D) debris. One of the requirements of this ordinance is that all entities hauling C&D debris in the City of Clovis must apply for and be awarded a non-exclusive C&D hauling franchise agreement. This year, the City received five applications, all of which are renewing their current agreements that are set to expire on June 30, 2024. Staff has reviewed the applications for completeness and is recommending that all applicants be awarded two-year non-exclusive C&D hauling franchise agreements and be added to the City's updated list of approved haulers, which goes into effect on July 1, 2024.

BACKGROUND

AB 939 – the California Waste Management Act of 1989 (Public Resources Code §§ 40000 et seq.) – along with the California Green Building Standards Code (CCR, Title 24, Part 11), also known as CALGreen – require the City of Clovis to prepare, adopt, and implement source reduction and recycling plans to reach landfill diversion goals. The City has achieved the State's diversion goals, but AB 939 also requires the City to annually report to the State the quantities of waste that are disposed of in landfills and the quantities of waste that are diverted through recycling programs. CALGreen further instructs local jurisdictions to require contractors to develop and maintain a waste management plan and to divert a minimum of 65 percent of waste material.

Debris from construction, demolition, and renovation of buildings is the largest waste stream from Clovis that is not hauled by the City itself or the City's direct contractors. Prior to the adoption of Ordinance 13-12, the hauling of this waste was unregulated and the City had no means to track and report the quantities of this waste that were recycled or disposed of in landfills. The ordinance established non-exclusive C&D hauling franchises for haulers wishing to haul C&D debris generated within the City. The ordinance also prohibits non-franchised haulers from transporting C&D debris generated in Clovis. Lastly, the ordinance requires the franchised haulers to report to the City the quantities of this material that they recycle and dispose of in landfills and to pay the AB 939 surcharges associated with any C&D debris they dispose of in landfills.

The ordinance established a fee of \$1,000 for each two-year non-exclusive franchise. The fee is based on the estimated costs for the staff time that will be spent to process each application and to review the quarterly reporting from each hauler. The ordinance was prepared with input from the Building Industry Association (BIA) and from local waste haulers.

FISCAL IMPACT

There is no significant fiscal impact to the City associated with the award of these agreements. The application fee for the two-year non-exclusive franchise agreement to haul C&D debris is based on the estimated costs for staff time to process the applications and to review and process the quarterly reports from each hauler.

REASON FOR RECOMMENDATION

Haulers must be franchised in order to haul C&D debris in the City of Clovis. All applicants recommended for approval have met the requirements for the non-exclusive franchise as outlined in the application form.

ACTIONS FOLLOWING APPROVAL

Originals of the franchise agreements will be forwarded to the City Manager for signature. Staff will notify the haulers that they have been awarded the non-exclusive franchise agreements. Staff will provide the Building Official with the list of the approved C&D haulers. Staff will monitor the franchised haulers' reports for compliance with Ordinance 13-12.

Prepared by: Kristen Freberg, Senior Management Analyst

Reviewed by: City Manager *AFH*

APPROVED CONSTRUCTION AND DEMOLITION DEBRIS (C&D) HAULERS

Approval valid through 7-01-2025

Allied Waste Services of Fresno
 5501 N. Golden State Boulevard
 Fresno, CA 93722
 (559) 275-1551
www.republicservices.com

Nick's Trucking, Inc.
 183 W. Indianapolis Ave.
 Fresno, CA 93705
 (559) 281-2267

Industrial Waste & Salvage
 3457 S. Cedar Avenue
 Fresno, CA 93725
 (559) 233-1159
www.cagliaenvironmental.com

North Cal Hauling Company
 5716 Folsom Boulevard, PMB 285
 Sacramento, CA 95819
 (916) 381-9033
www.northcalhauling.com

Kroeker, Inc.
 4627 S. Chestnut Avenue
 Fresno, CA 93725
 (559) 237-3764
www.kroekerinc.com

Waste Management
 4333 E. Jefferson Avenue
 Fresno, CA 93725
 (559) 834-4070
www.wm.com

Mid Valley Disposal
 2721 S. Elm Avenue, Fresno, CA 93706
 15300 W. Jensen Avenue, Kerman, CA 93630
 (559) 237-9425
www.midvalleydisposal.com

Legacy Construction Debris Service
 1968 N. Gateway Boulevard, Ste. 103
 Fresno, CA 93727
 (559) 251-1600

True Clean Construction Cleanup, Inc.
 2505 E. Oakdale Avenue
 Tulare, CA 93274
 (559) 936-7557

Valley Dumpster Service LLC
 1187 N. Willow, Ste.103 #314
 Clovis, CA 93611
 (559) 999-5797
www.valleydumpsterservice.com

Approval valid through 7-01-2026

Clovis Recycling, Inc.
 dba C&W Enterprises
 1059 Hoblitt Avenue
 Clovis, CA 93612
 (559) 325-2128
www.cnwenterprises.com

Hinojosa Cleanup Service (HCS 007)
 777 Minnewawa Avenue, Suite 2
 Clovis, CA 93612
 (559) 647-2602
www.hcsrolloff.com

F-N-F Roll-Off Service
 P.O. Box 11807
 Fresno, CA 93775
 (559) 318-0644
www.fnfrolloffservices.com

Green Valley Recycling Inc.
 dba Kochergen Farms Composting, Inc.
 P.O. Box 11006
 Fresno, CA 93771
 (559) 498-0900
www.kochergenfarmscomposting.com

Accurate Cleaning Systems
 802 Industrial Drive, Suite 200
 Hollister, CA 95023
 (831) 636-9767



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 10, 2024

SUBJECT: Public Utilities – Approval – Bid Award for CIP 23-17, Sierra Bicentennial Park Dog Park Improvements, to Dynamic Underground Services in the Amount of \$65,639.75; and Authorize the City Manager to Execute the Contract on Behalf of the City.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

RECOMMENDATION

1. For the City Council to award a contract for CIP 23-17, Sierra Bicentennial Park Dog Park Improvements, to Dynamic Underground Services in the amount of \$65,639.75; 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 with Dynamic Underground Services in the amount of \$65,639.75. This amount includes awarding add alternate #1 of \$22,403.67 with the contract to install a shade structure. Dynamic Underground Services was the lowest responsible bidder from the bid opening that took place on April 30, 2024.

This project is to improve and expand the existing dog park improvements at Sierra Bicentennial Park, located at 84 N. Sunnyside Avenue. The work consists of the installation and relocation of fences and gates, additional concrete sidewalk, benches, and installation of a shade structure.

BACKGROUND

This project is intended to enhance dog park improvements for residents to enjoy under the City Dog Park Master Plan adopted in 2018 by City Council. The development of dog parks within

the City of Clovis was found to be a high priority during the Parks Master Plan development process.

The following is a summary of the bid results of April 30, 2024. The project is being awarded on the base bid amount.

BIDDERS	BASE BID
Dynamic Underground Services	\$43,236.08
Ares Eng, LLC	\$43,566.00
Eslick Construction, Inc.	\$79,327.00
Stockbridge General Contracting, Inc.	\$93,562.00
BMV Construction Group, Inc.	\$94,670.46
Brighith Construction, Inc. (Non-responsive)	\$132,020.00
ENGINEER'S ESTIMATE	\$44,000.00

All bids were examined and the bid from Brighith Construction, Inc., was found to be non-responsive. A letter was sent to Brighith Construction, Inc., for clarification of discrepancies and missing information in the bid proposal, and the bidder was not able to resolve the issues. There were some clerical errors in the other bids that were corrected to establish the appropriate total base bid. Dynamic Underground Services is the lowest responsible bidder. Staff have validated the bidder's contractor's license. The total amount of the award is for \$65,639.75, which includes alternate #1 in the bid proposal to install a shade structure for an additional \$22,403.67 above the base bid amount of \$43,236.08.

FISCAL IMPACT

This project was budgeted in the 2023-2024 budget year. The project is funded by the 2018 Parks Bond Act Per Capita Grant Program.

REASON FOR RECOMMENDATION

Dynamic Underground Services is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

ACTIONS FOLLOWING APPROVAL

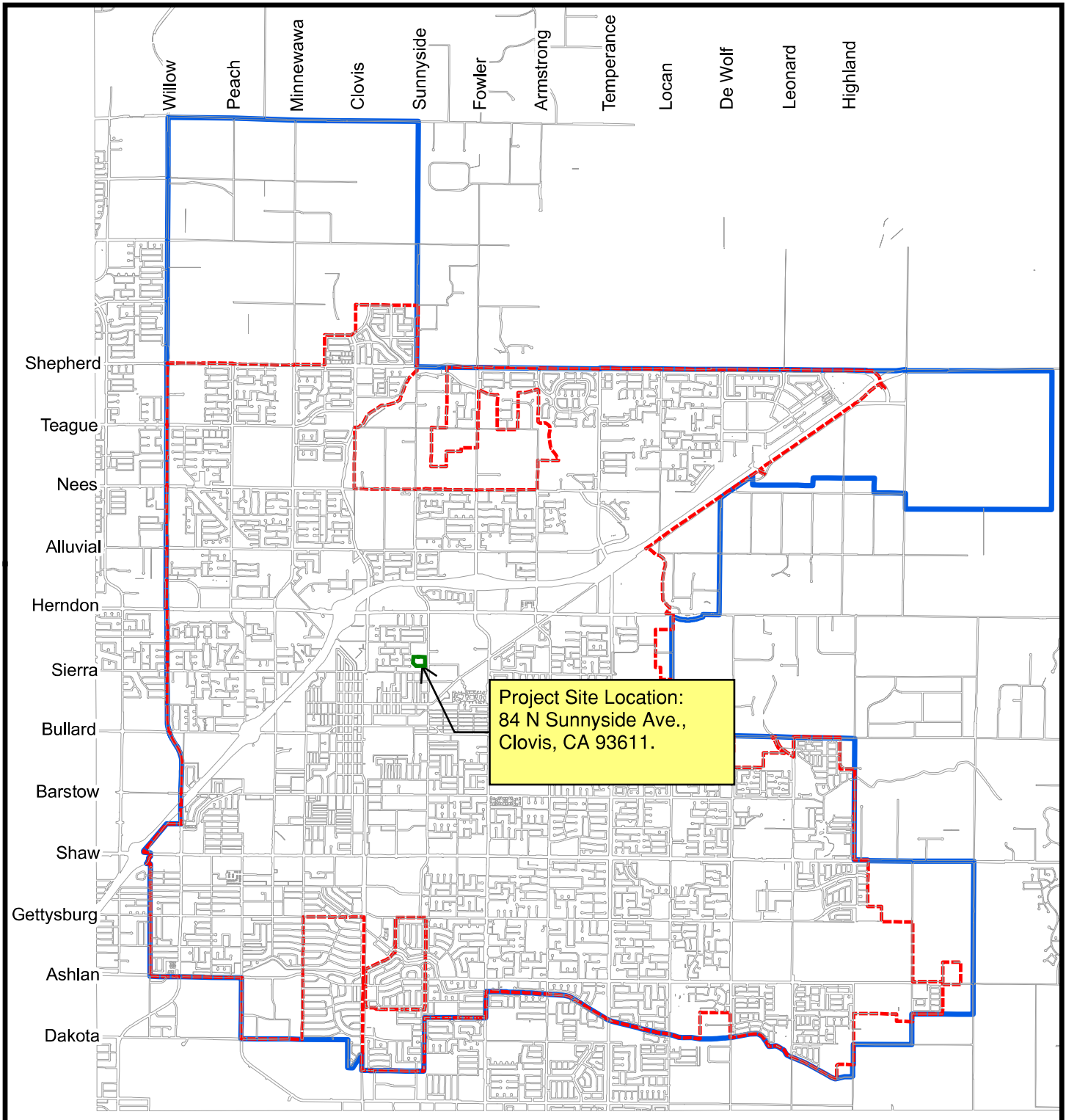
The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.

Prepared by: Dan Lumeya, Engineer I

Reviewed by: City Manager *AK*

VICINITY MAP

CIP 23-17 Sierra Bicentennial Park Dog Park Improvements



ATTACHMENT 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: June 10, 2024

SUBJECT: Public Utilities – Approval – Bid Award for CIP 23-18, Letterman Park Dog Park Improvements to Ares Eng, LLC, in the Total Amount of \$153,374.00; and Authorize the City Manager to Execute the Contract on Behalf of the City.

ATTACHMENTS: 1. Vicinity Map

CONFLICT OF INTEREST

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

RECOMMENDATION

1. For the City Council to award a contract for CIP 23-18, Letterman Park Dog Park Improvements, to Ares Eng, LLC, in the total amount of \$153,374.00.
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 with Ares Eng, LLC, in the total amount of \$153,374.00. Ares Eng, LLC, was the lowest responsible bidder from the bid opening that took place on April 30, 2024.

This project is for the installation of new dog park improvements for Letterman Park, located at 908 Villa Avenue. The work involves the installation of chain link fencing, drive gates, pedestrian gates, water fountains, water line, water meter, irrigation modifications, trash receptacles, dog trash bag dispenser, park benches, concrete sidewalk, and concrete pad.

BACKGROUND

This project is intended to provide dog park improvements for residents to enjoy according to the City Dog Park Master Plan adopted in 2018 by the Clovis City Council. The development of

dog parks within the City of Clovis was found to be a high priority during the Parks Master Plan development process.

The following is a summary of the bid results of April 30, 2024.

BIDDERS	BASE BID
Ares Eng, LLC	\$153,374.00
Buildings Unlimited	\$160,383.32
Eslick Construction, Inc.	\$163,322.00
BMV Construction Group, Inc.	\$192,457.11
Stockbridge General Contracting, Inc.	\$201,834.00
ENGINEER'S ESTIMATE	\$151,000.00

The bids were examined and the bidders' submittals were found to be in order, with the exception of clerical errors that were corrected to establish the appropriate base bid. The bid proposal submitted by the apparent low bidder, Stockbridge General Contracting, Inc., omitted bid items 11-15 from the total base bid. The discrepancy increased the bid submitted by Stockbridge General Contracting, Inc. by \$53,435.00 and changed the order of bids. After correcting clerical errors, the lowest responsible bidder is Ares Eng LLC. The bid submitted by Ares Eng, LLC, did not list the percentage of work to be performed by the subcontractor. The missing information is not a material item, and staff recommends waiving this requirement as immaterial and inconsequential. Staff have validated the bidder's contractor's license.

FISCAL IMPACT

This project was budgeted for in the 2023-2024 budget year. The project is funded by the 2018 Parks Bond Act Per Capita Grant Program.

REASON FOR RECOMMENDATION

Ares Eng, LLC, is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

ACTIONS FOLLOWING APPROVAL

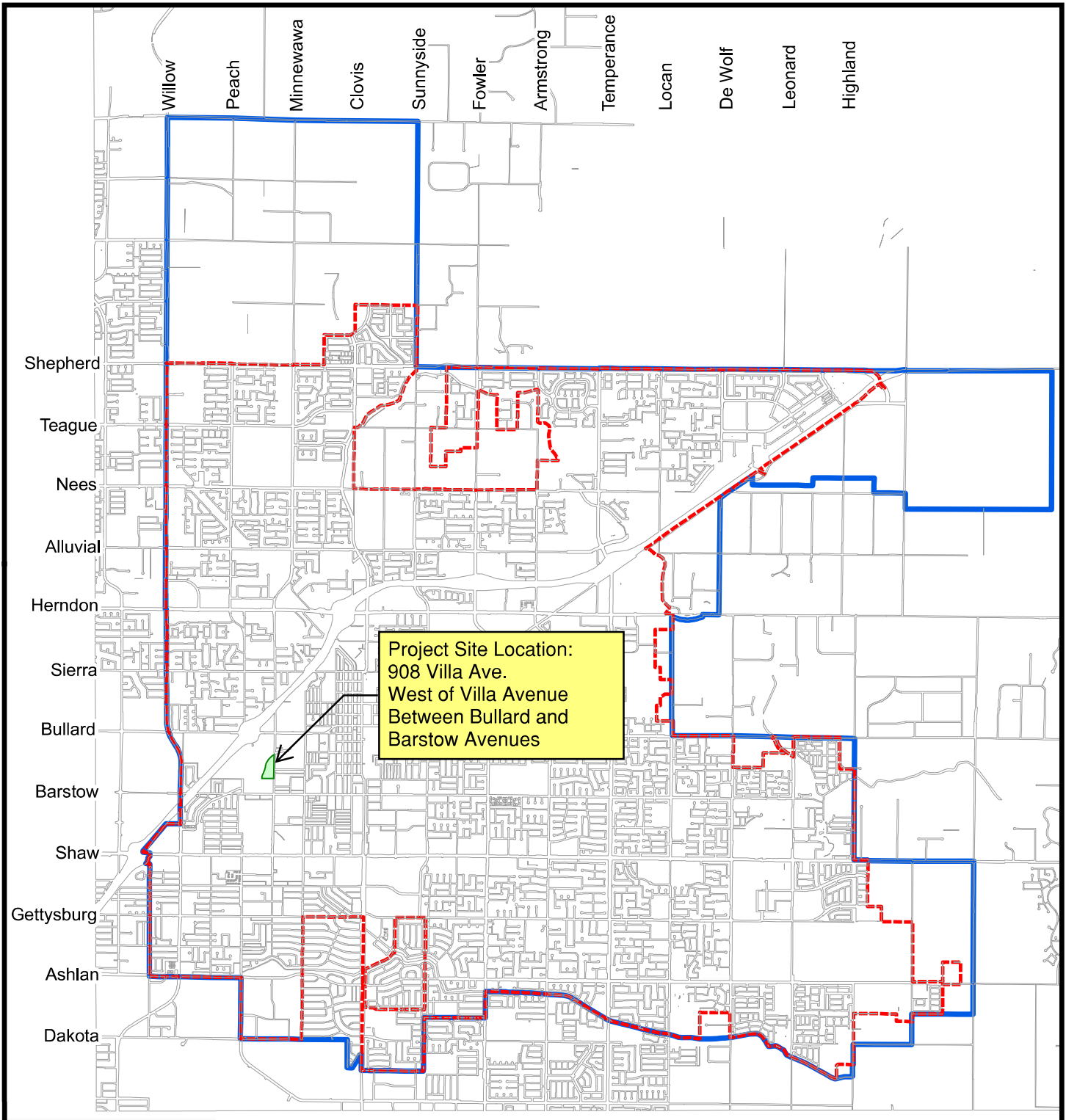
The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.

Prepared by: Haya Qutob, Engineer II

Reviewed by: City Manager *AH*

VICINITY MAP

CIP 23-18 Letterman Dog Park



ATTACHMENT 1





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 10, 2024

SUBJECT: Consider Approval - Res. 24-____, 2024-2025 City of Clovis Annual Budget, Five Year Capital Improvement Program, and Information regarding the Clovis Successor Agency. (Continued from the May 20, 2024, meeting)

Staff: Jay Schengel, Finance Director/John Holt, City Manager

Recommendation: Approve

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

Consider approval of the City of Clovis Annual Budget, Five Year Capital Improvement Program, and information regarding the Clovis Successor Agency. This item was introduced on May 13 & 20, 2024, and continued to the meeting of June 10, 2024. Staff is recommending the Council continue the public hearing and adopt the budget resolution.

EXECUTIVE SUMMARY

The 2024-2025 Annual Budget for general operations and capital improvement programs for the City of Clovis in the amount of \$358.5 million is balanced using current revenues, anticipated rate increases and prior year revenues and is hereby submitted, in accordance with the Clovis Municipal Code.

The 2024-2025 Annual Budget was developed as the revenues to grow the City's operations to match growth and keep up with rising inflationary pressure is becoming a challenge. Staff sought significant community input on budget priorities through surveys and community outreach events. The 2024-2025 Annual Budget focuses on the number one priority residents provided,

maintain Clovis as a safe community. This is the only area the General Fund is proposing to increase staffing with 3 sworn Police Officer positions. Other revenue sources are allowing the City to make targeted investments in the City to improve the quality of life for its residents. Economic uncertainty, inflationary pressure, and increased demand for services are pushing the General Fund to the edge of sustainability. Without changes in revenue streams and/or expenditures in future years the City will not be able to maintain the current solid fiscal position and the level of service our residents expect. Despite the headwinds the proposed budget solidifies the City's financial position by maintaining reserves but makes little investment in deferred maintenance and fleet replacement and does not anticipate additional funds being available to add to the emergency reserve. The major challenge in the current budget, and years to come, is focused on the \$111.3 million General Fund budget. Sales and property taxes make up 82% of the total General Fund discretionary revenues. Staff is estimating an ending General Fund emergency reserve balance for June 30, 2025, of \$22.6 million, or 20.3% of the General Fund expenditures.

BACKGROUND

The 2024-2025 Annual Budget projects sales tax revenues to be \$30.9 million, which represents a 3% decrease from the 2023-2024 Annual Budget. The City's sales tax experienced dramatic growth in fiscal years 2021 and 2022, due to the shift to online purchases which was exacerbated by the pandemic. California's AB 147, the Marketplace Facilitator's Act, also provided vigorous gains in the county pools due to online purchases, of which the City receives a share. The City is no longer experiencing this kind of significant growth, but instead experienced a 3% decline in fiscal year 2023. The City anticipates sales tax to decline again in 2024-2025 from what was budgeted in the 2023-2024 Annual Budget. One reason for the decline in sales tax is the inflationary pressures on households shifting dollars away from discretionary spending as larger portions of income go to essentials such as food, transportation, and housing costs. Sales tax comprises 37% of the projected discretionary revenue for fiscal year 2024-2025.

Property tax revenues are expected to continue to rise, although new housing development is not anticipated to continue at historical levels. Commercial property tax revenues will be closely monitored as they may be impacted by the accelerated shift to online shopping and remote office work. Property taxes, including in-lieu vehicle license fees, are projected to be \$41.4 million in fiscal year 2024-2025, which represents a 11% increase from the previous fiscal year. These property taxes comprise 45% of the projected discretionary revenue for fiscal year 2024-2025.

One of the keys for the long-term fiscal health of a growing community like Clovis is to accumulate savings sufficient to fund an emergency reserve that would adequately protect the City against an unexpected catastrophic event and protect City services until other options could be implemented during a rapid economic downturn. The emergency reserve is being maintained with \$22.6 million, which is 20.3% of expenditures.

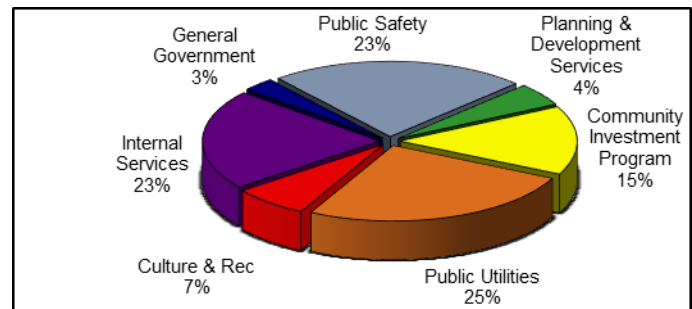
Enterprise operations and other funds need to be self-balancing with sufficient reserves to meet service obligations and debt coverage. All enterprise operations and other funds are balanced. In addition, Sewer and Water operations have an authorized 3% rate escalator and Community Sanitation operations have an authorized 4% rate escalator. Sewer will implement the rate increase in this year's budget and the full \$7.30 bond surcharge will be rebated. Water will

implement the authorized 3% increase and has two rate schedules: one for normal conditions and one for drought conditions. This year's budget anticipates normal conditions. Community Sanitation will implement the 4% increase for recycling and green waste services, refuse service, and street sweeping service. Each year, staff evaluates all Enterprise Funds to determine if any rate adjustments are necessary.

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

The 2024-2025 Annual Budget for all funds totals \$358.5 million and is balanced using current revenues, anticipated rate increases, and available reserves. This budget represents a 4% decrease compared to estimated expenditures for 2023-2024, due primarily to several large capital projects being completed in the current year and not reflected in the proposed budget. A summary of expenditures by function is provided below:

General Government	\$ 9,977,500
Public Safety	82,932,700
Planning & Development Services	15,047,200
Community Investment Program	53,775,500
Public Utilities	90,427,600
Culture & Rec.	24,853,100
Internal Services	81,517,100
TOTAL	\$ 358,530,700



The proposed General Fund is balanced using some past year revenues. Without changes in revenue streams and/or expenditures in future years the City will not be able to maintain the current solid fiscal position and the level of service our residents expect. Expenditures are projected at \$111.3 million and represent an increase of 5% compared to the estimated expenditures for 2023-2024. Revenues are projected at \$110.4 million, which is an increase of 4% when compared to the estimated revenues for 2023-2024.

FISCAL IMPACT

In accordance with the Municipal Code, and in compliance with State law, the City Council is required to adopt a balanced, annual budget for each fiscal year by June 30. The annual budget provides a spending plan for the upcoming year that is balanced with expenditures kept in line with revenues and includes a five-year capital investment plan for the community.

REASON FOR RECOMMENDATION

The City Council must conduct a public hearing to provide an opportunity for the public to comment on the proposed annual budget; must review the proposal to determine that the financial plan fairly represents the fiscal policies and priorities of the City Council; and is required by local ordinance, in compliance with state law, to adopt a balanced budget by no later than June 30, 2024. If the Council fails to adopt a budget by that date, then the City Manager's proposed budget will automatically become effective to avoid any interruption in City operations, but no capital projects or capital purchases would be allowed until final action by the City Council.

ACTIONS FOLLOWING APPROVAL

On May 13 & 20, 2024, the 2024-2025 City of Clovis Annual Budget was presented and recommended opening the public hearing for departmental review and comment, continue the public hearings to June 10, 2024, and adopt the budget resolution no later than June 30, 2024. The recommended Annual Budget has been available for review by the public since May 13, 2024, on the City's website found at www.cityofclovis.com.

Prepared by: Gina Daniels, Assistant Finance Director

Reviewed by: City Manager *JDH*

RESOLUTION 24-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING THE ANNUAL BUDGET FOR FISCAL YEAR 2024-2025, ORDERING
TRANSFERS, AND ADOPTING THE SUMMARY OF APPROPRIATIONS BY FUND AND
DEPARTMENT AND OTHER NECESSARY ACTIONS RELATED TO APPROVING THE
2024-2025 BUDGET**

WHEREAS, the City Council is required to adopt the Budget by June 30 of each year;
and

WHEREAS, the Council has conducted a public hearing on the recommended 2024-2025 Budget; and

WHEREAS, the adoption of Proposition 111 on June 5, 1990, requires the Council adopt an Appropriation Limit; and

WHEREAS, the Council intends to establish the City's Appropriation Limit in conformance with the provisions of Proposition 111; and

WHEREAS, the City Council finds it necessary to adopt the 2024-2025 Budget.

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

1. The 2024-2025 Annual Budget and corresponding Personnel Allocation is approved.
2. The City Council approves and orders the transfer of monies in and out of various funds as set forth in the "Notes to Resources and Appropriations Summary" of said 2024-2025 Budget Book.
3. The "Summary of Expenditures/Expenses 2024-2025 by Department within Fund-Legal Level of Budgetary Control" attached as **Exhibit A** is approved.
4. The Appropriation Limit as calculated and shown on Page 9 of the 2024-2025 Budget book is approved for \$425,335,156.
5. The Council orders that any budget savings or unanticipated revenue be transferred to reserves in accordance with the Appropriation Limit.
6. Any amendments to the appropriations as may be subsequently approved by the Council shall be in conformance with Section 2-8.11, Section 2-8.13 and Section 2-8.17 of the Clovis Municipal Code.

ATTACHMENT 1

7. The City Council orders that \$22,600,000 of the Fund Balance from the City's General Fund be designated as Emergency Reserve.
8. The City Council approves the Five-Year Capital Improvement Program that is included within the Annual Budget.
9. The Clovis Redevelopment Successor Agency's information is included in the City budget and accounting systems for administrative purposes and is shown on **Exhibit A.**
10. The updated Monthly Salary Schedules by bargaining group are attached as **Exhibit B.**
11. The City Council will implement the approved 3% annual increase in sewer user rates and will refund in full the \$7.30 per month sewer bond surcharge thereby adopting the fees itemized in **Exhibit C.**
12. The City Council will implement the approved 4% annual increase in user rates for refuse, residential recycling and greenwaste and street sweeping as shown in **Exhibit D.**
13. The City Council will implement the approved 3% annual increase in water user rates thereby adopting the fees itemized in **Exhibit E.** The non-drought rates on **Exhibit E** will be in effect for 2024-2025.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 10, 2024, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: June 10, 2024

Mayor

City Clerk

City of Clovis Summary of Expenditures/Expenses 2024-2025 By Department within Fund-Legal Level of Budgetary Control												Clovis Successor Agency
FUND	DEPARTMENT										City 2024-2025 Total	
	City Council	City Attorney	City Manager	General Services	Finance	Planning & Dev Serv	Police	Fire	Public Utilities	Capital Improvements		
GENERAL												
General Fund	\$ 563,500	\$ 1,123,900	\$ 3,126,400	\$ 4,625,700	\$ 4,021,900		\$ 58,442,500	\$ 24,490,200	\$ 14,881,800		\$ 111,275,900	
SPECIAL REVENUE FUNDS												
Housing & Community Development			759,000								759,000	
Landscape Assessment District									5,794,800		5,794,800	
Community Facilities Dist 2020-1									32,700		32,700	
Total Special Revenue			759,000						5,827,500		6,586,500	
INTERNAL SERVICE FUNDS												
Liability & Property Insurance				8,425,500							8,425,500	
Employee Benefits				42,893,200							42,893,200	
Fleet Maintenance									13,531,200		13,531,200	
General Government Services			6,901,500	9,765,700							16,667,200	
Total Internal Service			6,901,500	61,084,400					13,531,200		81,517,100	
ENTERPRISE FUNDS												
Community Sanitation									30,470,200		30,470,200	
Wastewater									19,713,800		19,713,800	
Water									27,830,800		27,830,800	
Transit				12,634,600							12,634,600	
Planning & Development Services						15,047,200					15,047,200	
Total Enterprise				12,634,600		15,047,200			78,014,800		105,696,600	
CAPITAL IMPROVEMENT FUNDS												
Sewer Construction												
Capital-Enterprise										-	-	
Capital-Developer										7,826,000	7,826,000	
Park Projects										1,775,000	1,775,000	
Street Construction										33,069,000	33,069,000	
Water Construction												
Capital-Enterprise										906,000	906,000	
Capital-Developer										5,603,000	5,603,000	
Housing & Community Development										3,325,600	3,325,600	
Community Sanitation Construction										500,000	500,000	
General Government Facilities										450,000	450,000	
Total Capital Improvement										53,454,600	53,454,600	
Citywide Grand Totals	\$ 563,500	\$ 1,123,900	\$ 10,786,900	\$ 78,344,700	\$ 4,021,900	\$ 15,047,200	\$ 58,442,500	\$ 24,490,200	\$ 112,255,300	\$ 53,454,600	\$ 358,530,700	
Clovis Successor Agency Grand Total												\$ 1,365,000

EXHIBIT A

Exhibit B**CITY OF CLOVIS****CPWEA - Monthly Salary Schedule - Effective July 1, 2024**

Revised 05/21/24

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1040	Assistant Building Technician	600	5,977	6,276	6,590	6,920	7,266
1080	Asst Water Systems Technician	670	6,098	6,403	6,723	7,059	7,412
1130	Building Maintenance Leadworker	800	6,702	7,037	7,389	7,758	8,146
1140	Building Maintenance Worker	300	5,026	5,277	5,541	5,818	6,109
1160	Disposal Leadworker	800	6,702	7,037	7,389	7,758	8,146
1175	Electrician	900	7,164	7,522	7,898	8,293	8,708
1200	Equipment Mechanic	650	6,078	6,382	6,701	7,036	7,388
1240	Equipment Mechanic Assistant	450	5,656	5,939	6,236	6,548	6,875
1280	Equipment Operator	700	6,275	6,589	6,918	7,264	7,627
1320	Equipment Service Worker	300	5,026	5,277	5,541	5,818	6,109
1360	Fleet Maintenance Leadworker	800	6,702	7,037	7,389	7,758	8,146
1370	Fleet Maintenance Service Writer	350	5,294	5,559	5,837	6,129	6,435
1400	Landfill Leadworker	800	6,702	7,037	7,389	7,758	8,146
1440	Maintenance Leadworker	800	6,702	7,037	7,389	7,758	8,146
1480	Maintenance Worker	150	4,465	4,688	4,922	5,168	5,426
1520	Meter Reader	200	5,047	5,299	5,564	5,842	6,134
1560	Parks Maintenance Leadworker	800	6,702	7,037	7,389	7,758	8,146
1600	Parks Sr. Maintenance Worker	400	5,644	5,926	6,222	6,533	6,860
1640	Parts Clerk	350	5,294	5,559	5,837	6,129	6,435
1650	Parts Runner	100	3,737	3,924	4,120	4,326	4,542
1680	Sanitation Operator	250	4,978	5,227	5,488	5,762	6,050
1720	Senior Maintenance Worker	400	5,644	5,926	6,222	6,533	6,860
1760	Senior Sanitation Operator	550	5,806	6,096	6,401	6,721	7,057
1800	Street Sweeper Operator	500	5,748	6,035	6,337	6,654	6,987
1820	Utility Worker	100	3,737	3,924	4,120	4,326	4,542
1830	Waste Recycling Maintenance Worker	150	4,465	4,688	4,922	5,168	5,426
1840	Water Systems Technician	850	7,304	7,669	8,052	8,455	8,878
1860	Water Treatment Plant Operator	850	7,304	7,669	8,052	8,455	8,878

CITY OF CLOVIS

CFFA Monthly Salary Schedule - Effective July 1, 2024

Revised 05/22/24

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
2125	Firefighter (Base)	100	7,310	7,676	8,060	8,463	8,886
2150	Firefighter (2.5%) Ed Incent		7,493	7,868	8,262	8,675	9,108
MOU 30.2	AA or AS Degree	CDH 1120	183.00	192.00	202.00	212.00	222.00
		PP	91.50	96.00	101.00	106.00	111.00
2175	Firefighter (5.0%) Ed Incent		7,680	8,065	8,469	8,892	9,336
MOU 30.2	AA or AS Degree AND	CDH 1121	370.00	389.00	409.00	429.00	450.00
	BS or BA Degree	PP	185.00	194.50	204.50	214.50	225.00
2225	Fire Engineer (Base)	200	8,096	8,501	8,926	9,372	9,841
2250	Fire Engineer (2.5%) Ed In		8,298	8,714	9,149	9,606	10,087
MOU 30.2	AA or AS Degree	CDH 1120	202.00	213.00	223.00	234.00	246.00
		PP	101.00	106.50	111.50	117.00	123.00
2275	Fire Engineer (5.0%) Educ Inc		8,505	8,932	9,378	9,846	10,339
MOU 30.2	AA or AS Degree AND	CDH 1121	409.00	431.00	452.00	474.00	498.00
	BS or BA Degree	PP	204.50	215.50	226.00	237.00	249.00
2325	Fire Captain (Base)	300	9,450	9,923	10,419	10,940	11,487
2350	Fire Captain (2.5%) Educ Inc		9,686	10,171	10,679	11,214	11,774
MOU 30.2	AA or AS Degree	CDH 1120	236.00	248.00	260.00	274.00	287.00
		PP	118.00	124.00	130.00	137.00	143.50
2375	Fire Captain (5.0%) Ed Inc		9,928	10,425	10,946	11,494	12,068
MOU 30.2	AA or AS Degree AND	CDH 1121	478.00	502.00	527.00	554.00	581.00
	BS or BA Degree	PP	239.00	251.00	263.50	277.00	290.50
2200	Prevention Captain (Base)	350	10,160	10,668	11,201	11,761	12,349
2210	Prevention Captain 2.5% Ed In		10,414	10,935	11,481	12,055	12,658
MOU 30.2	AA or AS Degree	CDH 1120	254.00	267.00	280.00	294.00	309.00
		PP	127.00	133.50	140.00	147.00	154.50
2220	Prevention Captain 5.0% Educ		10,674	11,208	11,768	12,356	12,974
MOU 30.2	AA or AS Degree AND	CDH 1121	514.00	540.00	567.00	595.00	625.00
	BS or BA Degree	PP	257.00	270.00	283.50	297.50	312.50
2800	Training Captain (Base)	350	10,160	10,668	11,201	11,761	12,349
2810	Training Captain (2.5%)		10,414	10,935	11,481	12,055	12,658
MOU 30.2	AA or AS Degree	CDH 1120	254.00	267.00	280.00	294.00	309.00
		PP	127.00	133.50	140.00	147.00	154.50
2820	Training Captain (5.0%)		10,674	11,208	11,768	12,356	12,974
MOU 30.2	AA or AS Degree AND	CDH 1121	514.00	540.00	567.00	595.00	625.00
	BS or BA Degree	PP	257.00	270.00	283.50	297.50	312.50

Prevention Captain and Training Captain positions are filled by Fire Captains

CITY OF CLOVIS

CPOA - Monthly Salary Schedule - Effective July 1, 2024

Revised 05/22/2024

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
4025	Police Officer (Trainee)	100	4,543	4,770	5,009	5,259	5,522
4050	Police Officer (Recruit)	250	6,887	7,231	7,593	7,973	8,372
4125	Police Officer (Base)	300	8,268	8,681	9,115	9,571	10,050
4175	Police Officer (5.0%) Ed Inc		8,681	9,115	9,571	10,050	10,553
	AP or AA-AS&IP or BA-BS	*CDH 1121	413.00	434.00	456.00	479.00	503.00
		**PP	206.50	217.00	228.00	239.50	251.50
4180	Police Officer (9.0%) Ed Inc		9,012	9,462	9,935	10,432	10,955
	BA/BS&AP	*CDH 1122	744.00	781.00	820.00	861.00	905.00
		**PP	372.00	390.50	410.00	430.50	452.50
4225	Police Corporal (Base)	350	9,285	9,749	10,236	10,748	11,285
4275	Police Corporal (5.0%) Ed Inc		9,749	10,236	10,748	11,285	11,849
	AP or AA-AS&IP or BA-BS	*CDH 1121	464.00	487.00	512.00	537.00	564.00
		**PP	232.00	243.50	256.00	268.50	282.00
4280	Police Corporal (9.0%) Ed Inc		10,121	10,626	11,157	11,715	12,301
	BA/BS&AP	*CDH 1122	836.00	877.00	921.00	967.00	1,016.00
		**PP	418.00	438.50	460.50	483.50	508.00
4325	Police Sergeant (Base)	400	10,415	10,936	11,483	12,057	12,660
4375	Police Sergeant (5.0%) Ed Inc		10,936	11,483	12,057	12,660	13,293
	AP or AA-AS&IP or BA-BS	*CDH 1121	521.00	547.00	574.00	603.00	633.00
		**PP	260.50	273.50	287.00	301.50	316.50
4380	Police Sergeant (9.0%) Ed Inc		11,352	11,920	12,516	13,142	13,799
	BA/BS&AP	*CDH 1122	937.00	984.00	1,033.00	1,085.00	1,139.00
		**PP	468.50	492.00	516.50	542.50	569.50

* These Codes are for internal use only

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

CITY OF CLOVIS
CEA - Monthly Salary Schedule - Effective July 1, 2024

AGENDA ITEM NO. 13.

Revised 05/21/2024

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5060	Administrative Assistant	490	5,763	6,051	6,354	6,672	7,006
5375	Custodian	90	3,888	4,082	4,286	4,500	4,725
5795	Principal Account Clerk	340	4,790	5,030	5,282	5,546	5,823
5805	Principal Office Assistant	340	4,790	5,030	5,282	5,546	5,823
5826	Recreation Leader	180	3,962	4,160	4,368	4,586	4,815
5830	Recreation Specialist	310	4,693	4,928	5,174	5,433	5,705
5840	Sr Center Nutrition Services Worker	180	3,962	4,160	4,368	4,586	4,815
5930	Senior Custodian	110	4,381	4,600	4,830	5,072	5,326
5860	Staff Analyst	200	5,474	5,748	6,035	6,337	6,654

CITY OF CLOVIS

Unit 6

MANAGEMENT (MSC) - Monthly Salary Schedule - Effective July 1, 20

AGENDA ITEM NO. 13.

Revised 05/22/24

3% Wage Increase & Add Deputy City Engineer

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
6010	Accounting Supervisor	220	8,773	9,212	9,673	10,157	10,665
6020	= Assistant City Manager	820	16,258	17,071	17,925	18,821	19,762
6100	Assist. Dir. Of Planning and Develop.	670	13,140	13,797	14,487	15,211	15,972
6050	Assistant Finance Director	640	12,761	13,399	14,069	14,772	15,511
6670	Assistant Public Utilities Director	670	13,140	13,797	14,487	15,211	15,972
6365	Battalion Chief	610	12,427	13,048	13,700	14,385	15,104
6150	Building Official	520	11,699	12,284	12,898	13,543	14,220
6220	Business Development Manager	290	10,204	10,714	11,250	11,813	12,404
6025	City Clerk	200	8,696	9,131	9,588	10,067	10,570
6120	City Engineer	670	13,140	13,797	14,487	15,211	15,972
6160	= City Manager	899	21,341	22,408	23,528	24,704	25,939
6780	City Planner	520	11,699	12,284	12,898	13,543	14,220
6170	Communications and Marketing Analyst	195	8,180	8,589	9,018	9,469	9,942
6180	Communications Supervisor	220	8,773	9,212	9,673	10,157	10,665
6225	Construction Manager	250	9,565	10,043	10,545	11,072	11,626
6228	Crime Analysis Supervisor	220	8,773	9,212	9,673	10,157	10,665
6145	Deputy Building Official/Plan Checker	385	10,109	10,614	11,145	11,702	12,287
6125	* Deputy City Engineer	490	11,367	11,935	12,532	13,159	13,817
6430	Deputy City Manager	850	12,510	13,136	13,793	14,483	15,207
6230	Deputy City Planner	400	10,457	10,980	11,529	12,105	12,710
6434	Deputy Director of Info Technology	470	11,520	12,096	12,701	13,336	14,003
6238	Deputy General Services Director	580	12,207	12,817	13,458	14,131	14,838
6240	Deputy Finance Director	580	12,207	12,817	13,458	14,131	14,838
6368	Deputy Fire Chief	680	13,674	14,358	15,076	15,830	16,622
6580	Deputy Police Chief	725	15,274	16,038	16,840	17,682	18,566
6370	Deputy Public Utilities Director	645	14,101	14,806	15,546	16,323	17,139
6540	= Director of Planning & Development Serv	720	15,248	16,010	16,811	17,652	18,535
6270	= Economic Develop, Housing & Communic	700	14,523	15,249	16,011	16,812	17,653
6275	Engineering Program Manager	250	9,565	10,043	10,545	11,072	11,626
6255	Engineering Program Supervisor	220	8,773	9,212	9,673	10,157	10,665
6251	Executive Assistant	110	6,342	6,659	6,992	7,342	7,709
6235	Facilities Maint & Purchasing Manager	385	10,109	10,614	11,145	11,702	12,287
6280	Facilities Maintenance Supervisor	220	8,773	9,212	9,673	10,157	10,665
6330	= Finance Director	720	15,248	16,010	16,811	17,652	18,535
6340	Finance Manager	460	11,283	11,847	12,439	13,061	13,714
6385	= Fire Chief	730	16,021	16,822	17,663	18,546	19,473
6395	Fleet Manager	250	9,565	10,043	10,545	11,072	11,626
6410	= General Services Director	720	15,248	16,010	16,811	17,652	18,535
6411	General Services Manager	460	11,283	11,847	12,439	13,061	13,714
6415	Housing Program Manager	280	9,662	10,145	10,652	11,185	11,744
6438	Information Technology Supervisor	230	10,195	10,705	11,240	11,802	12,392
6442	Landfill Supervisor	220	8,773	9,212	9,673	10,157	10,665
6420	Management Analyst	190	7,940	8,337	8,754	9,192	9,652
6445	Parks Manager	250	9,565	10,043	10,545	11,072	11,626
6470	Personnel/Risk Manager	550	11,737	12,324	12,940	13,587	14,266
6480	Personnel Technician	100	6,217	6,528	6,854	7,197	7,557
6520	Plan/Develop Administrative Manager	270	9,660	10,143	10,650	11,183	11,742
6570	Police Captain	690	14,233	14,945	15,692	16,477	17,301
6600	= Police Chief	830	16,771	17,610	18,491	19,416	20,387
6630	Police Lieutenant	625	12,866	13,509	14,184	14,893	15,638
6645	Police Services Manager	480	11,409	11,979	12,578	13,207	13,867
6643	Principal Utilities Engineer	620	12,513	13,139	13,796	14,486	15,210
6650	Property & Evidence Supervisor	220	8,773	9,212	9,673	10,157	10,665

CITY OF CLOVIS

Unit 6

MANAGEMENT (MSC) - Monthly Salary Schedule - Effective July 1, 20

AGENDA ITEM NO. 13.

Revised 05/22/24

3% Wage Increase & Add Deputy City Engineer

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
6675	Public Information Officer	195	8,180	8,589	9,018	9,469	9,942
6680	= Public Utilities Director	790	16,258	17,071	17,925	18,821	19,762
6720	Records Supervisor	220	8,773	9,212	9,673	10,157	10,665
6730	Recreation Coordinator	130	6,598	6,928	7,274	7,638	8,020
6743	Recreation Supervisor	220	8,773	9,212	9,673	10,157	10,665
6750	Senior Management Analyst	220	8,773	9,212	9,673	10,157	10,665
6755	Senior Personnel Technician	150	7,212	7,573	7,952	8,350	8,768
6790	Senior Planner	280	9,662	10,145	10,652	11,185	11,744
6835	Solid Waste Manager	275	10,294	10,809	11,349	11,916	12,512
6810	Solid Waste Supervisor	220	8,773	9,212	9,673	10,157	10,665
6825	Special Projects and Life Safety Mgr	420	11,331	11,898	12,493	13,118	13,774
6845	Street Maintenance Manager	250	9,565	10,043	10,545	11,072	11,626
6095	Supervising Civil Engineer	370	11,048	11,600	12,180	12,789	13,428
6850	Supervisor of Animal Services	220	8,773	9,212	9,673	10,157	10,665
6875	Transit Manager	275	10,294	10,809	11,349	11,916	12,512
6885	Transit Supervisor	220	8,773	9,212	9,673	10,157	10,665
6895	Utilities Manager	265	11,005	11,555	12,133	12,740	13,377
6950	Water Production Manager	260	10,302	10,817	11,358	11,926	12,522

* New Position / = Executive Management

CITY OF CLOVIS

AGENDA ITEM NO. 13.

TEBU - Monthly Salary Schedule - Effective July 1, 2024

Revised 05/21/2024

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5201	Bus Driver	150	4,419	4,640	4,872	5,116	5,372
5661	Lead Bus Driver	190	5,303	5,568	5,846	6,138	6,445
5986	Transit Dispatcher	250	4,853	5,096	5,351	5,619	5,900

CITY OF CLOVIS

AGENDA ITEM NO. 13.

CPTA - Monthly Salary Schedule - Effective July 1, 2024

Revised 05/21/24

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5126	Assistant Planner	570	6,665	6,998	7,348	7,715	8,101
5151	Associate Planner	650	7,528	7,904	8,299	8,714	9,150
5176	Building Inspector	610	6,729	7,065	7,418	7,789	8,178
5161	Business Workflow Analyst	760	9,032	9,484	9,958	10,456	10,979
5162	Business Workflow Specialist	555	6,081	6,385	6,704	7,039	7,391
5228	City Surveyor	620	9,631	10,113	10,619	11,150	11,708
5230	Civil Engineer	660	9,895	10,390	10,910	11,456	12,029
5627	Engineer I	640	7,606	7,986	8,385	8,804	9,244
5105	Engineer II	750	8,385	8,804	9,244	9,706	10,191
5526	Engineering Inspector	590	6,704	7,039	7,391	7,761	8,149
5551	Engineering Technician	450	5,488	5,762	6,050	6,353	6,671
5561	Geographic Info Sys Analyst	630	7,290	7,655	8,038	8,440	8,862
5564	Geographic Info Sys Specialist	555	6,081	6,385	6,704	7,039	7,391
5566	Geographic Info Sys Technician	390	5,005	5,255	5,518	5,794	6,084
5576	Housing Program Coordinator	780	8,220	8,631	9,063	9,516	9,992
5681	Permit Technician	355	5,336	5,603	5,883	6,177	6,486
5726	Planning Technician I	370	5,003	5,253	5,516	5,792	6,082
5751	Planning Technician II	530	5,701	5,986	6,285	6,599	6,929
5776	Plans Examiner	590	6,704	7,039	7,391	7,761	8,149
5901	Senior Building Inspector	690	7,748	8,135	8,542	8,969	9,417
5936	Senior Engineering Inspector	670	7,596	7,976	8,375	8,794	9,234
5951	Senior Engineering Technician	560	6,202	6,512	6,838	7,180	7,539
5955	Traffic Signal Operations Specialist	635	7,325	7,691	8,076	8,480	8,904

* New Position

CITY OF CLOVIS

AGENDA ITEM NO. 13.

CPSEA - Monthly Salary Schedule - Effective July 1, 2024

Revised 05/21/2024

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5076	Animal Control Officer	460	5,506	5,781	6,070	6,374	6,693
5081	Animal Services Aide	090	3,773	3,962	4,160	4,368	4,586
5301	Community Service Officer	460	5,506	5,781	6,070	6,374	6,693
5356	Crime Specialist	600	6,838	7,180	7,539	7,916	8,312
5481	Digital Forensic Analyst	760	8,010	8,411	8,832	9,274	9,738
5554	Fire & Life Safety Specialist	760	8,010	8,411	8,832	9,274	9,738
5635	Fire Inspector I	550	6,235	6,547	6,874	7,218	7,579
5636	Fire Inspector II	560	6,706	7,041	7,393	7,763	8,151
5664	Lead Public Safety Dispatcher	565	6,478	6,802	7,142	7,499	7,874
5786	Police Service Officer	450	5,780	6,069	6,372	6,691	7,026
5809	Property and Evidence Technician	350	5,316	5,582	5,861	6,154	6,462
5820	Public Safety Dispatcher	450	5,780	6,069	6,372	6,691	7,026
5875	Senior Animal Control Officer	430	5,623	5,904	6,199	6,509	6,834
5976	Senior Property/Evidence Technician	440	5,821	6,112	6,418	6,739	7,076
5979	Senior Systems Video Analyst	600	6,838	7,180	7,539	7,916	8,312
5981	Systems Video Technician	390	5,005	5,255	5,518	5,794	6,084

CITY OF CLOVIS

AGENDA ITEM NO. 13.

CTFP - Monthly Salary Schedule - Effective July 1, 2024

Revised 05/21/2024

3% Wage Increase

Code	Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5
5027	Accountant	710	7,644	8,026	8,427	8,848	9,290
5580	Finance Business Systems Analyst	760	9,032	9,484	9,958	10,456	10,979
5592	Information Technology Analyst	630	7,282	7,646	8,028	8,429	8,850
5593	Info Technology Cybersecurity Analyst	760	9,032	9,484	9,958	10,456	10,979
5594	Information Technology Specialist	555	6,081	6,385	6,704	7,039	7,391
5597	Information Technology Technician	390	5,200	5,460	5,733	6,020	6,321
5858	Lead Accounting Systems Technician	580	7,194	7,554	7,932	8,329	8,745
5847	Senior Accountant	770	8,026	8,427	8,848	9,290	9,755
5857	Senior Accounting Systems Technician	560	6,202	6,512	6,838	7,180	7,539
5962	Senior Information Technology Analyst	760	9,032	9,484	9,958	10,456	10,979
5963	Senior Information Technology Specialist	720	6,715	7,051	7,404	7,774	8,163

EXHIBIT C**Clovis Sewer Monthly Charges**

Residential Rates	7/1/2024
SFR per unit	\$24.16
MFR & Mobile Home per unit	\$18.77
Pretreatment per residential unit	\$0.06
Sewer Bond Charge per residential unit	\$7.30
Rebate per residential unit	(\$7.30)
School Rates	
Elementary school per student	\$9.00
Middle school per student	\$13.27
High school per student	\$17.73
College per student	\$4.13
Pretreatment per school connection	\$3.95
Commercial Rates	
Low per 1,000 gallons	\$3.12
Medium per 1,000 gallons	\$3.52
High (markets, convenience, mortuaries)	\$7.48
High (bakeries, ice cream, restaurant, hotels)	\$7.43
Industrial Rates	
Low - per 1,000 gallons	\$3.12
High - per 1,000 gallons	\$2.512
High – per lb BOD	\$0.357
High - per lb SS	\$0.385
Minimum commercial or industrial flow charge per account	\$18.77
Pretreatment charge per commercial or industrial unit	
Category I	\$27.54
Category II	\$4.05
Category III	\$1.29
Sewer Bond Charge per school, commercial or industrial connection	\$7.30
Rebate per school, commercial or industrial connection	(\$7.30)

Exhibit D

AGENDA ITEM NO. 13.

July 1, 2024

Residential Curbside Refuse Rates:

Basic Service (96-gallon)	\$27.50
Basic Service (48-gallon)	\$26.12
Additional Service (96-gallon)	\$13.75

Residential Recycling Rates:

Basic Service (96-gallon)	\$4.79
Additional Service (96-gallon)	\$4.79

Residential Curbside Organics Rates:

Basic Service (96-gallon)	\$7.03
Additional Service (96-gallon)	\$7.03

Commercial/Residential Street Sweeping: \$2.97

Commercial Refuse Rates:

1-yard commercial bin service:

No. of bins:	Once a week	Twice a week	Three times a week	Four times a week	Five times a week	Six times a week
1	\$77.44	\$154.88	\$232.32	\$309.76	\$387.20	\$464.64
2	\$154.88	\$309.76	\$464.64	\$619.52	\$774.40	\$929.28
3	\$232.32	\$464.64	\$696.96	\$929.28	\$1,161.60	\$1,393.92
4	\$309.76	\$619.52	\$929.28	\$1,239.04	\$1,548.80	\$1,858.56
5	\$387.20	\$774.40	\$1,161.60	\$1,548.80	\$1,936.00	\$2,323.20

2-yard commercial bin service:

No. of bins:	Once a week	Twice a week	Three times a week	Four times a week	Five times a week	Six times a week
1	\$135.60	\$271.20	\$406.80	\$542.40	\$678.00	\$813.60
2	\$271.20	\$542.40	\$813.60	\$1,084.80	\$1,356.00	\$1,627.20
3	\$406.80	\$813.60	\$1,220.40	\$1,627.20	\$2,034.00	\$2,440.80
4	\$542.40	\$1,084.80	\$1,627.20	\$2,169.60	\$2,712.00	\$3,254.40
5	\$678.00	\$1,356.00	\$2,034.00	\$2,712.00	\$3,390.00	\$4,068.00

3-yard commercial bin service:

No. of bins:	Once a week	Twice a week	Three times a week	Four times a week	Five times a week	Six times a week
1	\$201.23	\$402.46	\$603.69	\$804.92	\$1,006.15	\$1,207.38
2	\$402.46	\$804.92	\$1,207.38	\$1,609.84	\$2,012.30	\$2,414.76
3	\$603.69	\$1,207.38	\$1,811.07	\$2,414.76	\$3,018.45	\$3,622.14
4	\$804.92	\$1,609.84	\$2,414.76	\$3,219.68	\$4,024.60	\$4,829.52
5	\$1,006.15	\$2,012.30	\$3,018.45	\$4,024.60	\$5,030.75	\$6,036.90

Additional Service (extra bin):	\$39.42
Commercial Can Service:	\$38.68

EXHIBIT E

Clovis Water Rates Bi-Monthly		
	7/1/2024	7/1/2024
	Non-drought	Drought
Residential		
Dwelling Unit Charge	\$26.90	\$26.90
Water Use		
Tier 1 (0-23) (\$/kgal)	\$1.10	\$1.31
Tier 2 (23-40) (\$/kgal)	\$1.83	\$2.66
Tier 3 (40+) (\$/kgal)	\$2.26	\$3.37
Tarpey Unmetered (65kgal)-(63kgal)	\$135.00	\$168.10
Tarpey Large Lot	\$6.48	\$6.48
Tarpey Excess Use Charges (\$/kgal)	\$2.26	\$3.15
Commercial		
1" or smaller	\$21.65	\$21.65
1 1/2"	\$28.80	\$28.80
2"	\$39.78	\$39.78
3"	\$78.77	\$78.77
4"	\$198.14	\$198.14
6"	\$790.34	\$790.34
8"	\$1,401.00	\$1,401.00
10"	\$2,194.86	\$2,194.86
Commercial Water Use		
Tier 1 (0-23) (\$/kgal)	\$1.10	\$1.31
Tier 2 (23+) (\$/kgal)	\$1.49	\$1.77
Recycled Water		
2"	\$39.78	\$39.78
3"	\$78.77	\$78.77
4"	\$198.14	\$198.14
6"	\$790.34	\$790.34
8"	\$1,401.00	\$1,401.00
10"	\$2,194.86	\$2,194.86
Recycled Water Use (\$/kgal)	\$0.69	\$0.72
Construction Water	\$135.00	\$168.10

RECOMMENDED

2024-2025

Annual Budget



Including Five-Year Community Investment Program

Attachment 2



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Clovis
California**

For the Fiscal Year Beginning

July 1, 2023

Christopher P. Morill

Executive Director

GFOA DISTINGUISHED BUDGET AWARD PRESENTATION

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Clovis, California for its annual budget for the fiscal year beginning July 1, 2023.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe that our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

CITY OF CLOVIS



2024 - 2025 BUDGET

**Submitted to City Council
May 13, 2024**

Lynne Ashbeck
Mayor

Vong Mouanoutoua
Mayor Pro-Tem

Drew Bessinger
Council Member

Matt Basgall
Council Member

Diane Pearce
Council Member

HOW TO USE THIS BUDGET

This Budget document has been designed to provide the public concise and readable information about the City of Clovis. The Budget explains the services and objectives, annual spending plan for 2024-2025, debt obligations, and other vital information about the operations of the City.

This Budget document is separated into ten sections, designated by tabbed pages that provide quick identification of its contents. The Table of Contents lists every subject covered in this document and the associated page number.

The tabbed pages include brief descriptions of the data within each section. The following are the ten major sections and a brief explanation of each:

Table of Contents

A listing of all major sections, subsections, and the associated page numbers.

Executive Summary

The Executive Summary Section includes the City Manager's letter to the Mayor, City Council, and residents of the City of Clovis which provides an overview of the recommended Budget and its objectives, policies and goals, a discussion of funding for City services, a discussion of major capital projects, and a general economic outlook for the City.

Introduction

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

Summary of Revenues and Expenditures

The Summary of Revenues and Expenditures Section provides several summary presentations of financial transactions contained in the recommended Budget and a listing of primary revenue sources for the General Fund.

Debt Obligations

The Debt Obligation Section provides information about the City's policies on long-term debt, current long-term debt obligations, and the legal debt limit.

Personnel

The Personnel Section provides a summary and a detailed list of all the employee positions and the proposed changes in the recommended Budget.

Operations

The Operations Section provides detailed information about the programs and proposed expenditures for each department. Each department begins with a summary identifying all activities for the department. The summary is followed by department performance measures, which includes detail for each activity. Activity narratives include a brief "Five-Year Outlook" that addresses future budget considerations. Following the activity narratives is the activity budget detail including position allocations.

Community Investment Program

The Community Investment Program Section provides a general explanation of all capital projects planned for 2024-2025 and is organized by activity. Projects are identified on the basis of priority need and availability of funding.

Five-Year Community Investment Program

The Five-Year Community Investment Program Section provides a general explanation of all capital projects planned for 2024-2025 through 2028-2029 and beyond and is also organized by activity. Projects are identified on the basis of priority need and availability of funding.

Appendix

The Appendix Section provides demographic information, phone numbers of City offices, elected officials, miscellaneous statistics, and a glossary of terms used in this document.

Every attempt has been made to make this Budget document as easy to understand as possible. We apologize for the use of "technical terms"; but due to the nature of accounting, their use is sometimes unavoidable. We hope that including a Glossary of terms in the Appendix Section will help the reader through these technical areas. If you have any questions or need clarification of items in this Budget, contact the Finance Department by calling (559) 324-2130.

The Budget document is available for public inspection at City Hall, Clovis Civic Center, 1033 Fifth Street, and the Clovis Branch Library, 1155 Fifth Street, during regular business hours, as well as the City's website at www.cityofclovis.com. Individual copies may also be purchased from the Finance Department.

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EXECUTIVE *SUMMARY*

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





CITY *of* CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

May 13, 2024

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

EXECUTIVE SUMMARY

The 2024-2025 Annual Budget for general operations and capital improvement programs for the City of Clovis in the amount of \$358.5 million is hereby submitted, in accordance with the Clovis Municipal Code.

The 2024-2025 Annual Budget was developed as the revenues to grow the City's operations to match growth and keep up with rising inflationary pressure is becoming a challenge. Staff sought significant community input on budget priorities through surveys and community outreach events. The 2024-2025 Annual Budget focuses on the number one priority residents provided, maintain Clovis as a safe community. This is the only area the General Fund is proposing to increase staffing with 3 sworn Police Officer positions. Other revenue sources are allowing the City to make targeted investments in the City to improve the quality of life for its residents. Economic uncertainty, inflationary pressure, and increased demand for services are pushing the General Fund to the edge of sustainability. Without changes in revenue streams and/or expenditures in future years the City will not be able to maintain the current solid fiscal position and the level of service our residents expect. Despite the headwinds the proposed budget solidifies the City's financial position by maintaining reserves but makes little investment in deferred maintenance and fleet replacement and does not anticipate additional funds being available to add to the emergency reserve.

Highlights. The 2024-2025 Annual Budget is the spending plan for local services and investment in infrastructure of the community. The Annual Budget provides for a range of public services and focuses on those services that are essential to our citizens. Despite anticipated challenges with revenues the City is still pushing forward initiatives and improvements to maintain a high quality of life for its residents. The 2024-2025 Annual Budget highlights include:

- **Provide Targeted Neighborhood Revitalization Investments.** This is a long-term effort to improve community appearance, neighborhood stabilization, amenities in older neighborhoods, and economic opportunities. **These investments total \$9.97 million in the proposed 2024-2025 budget building on investments in 2022-2023 and 2023-2024 of over \$40 million, including the following for the 2024-2025 fiscal year:**
 - **Affordable Housing Programs Continue Unprecedented Level of Investment** of nearly \$4.56 million in Grant and City Funding.
 - \$2.6 million for **Housing Rehabilitation Loans**
 - \$0.7 million for **Down-Payment Housing Assistance**
 - \$1.0 million to **support the creation of new affordable housing.**
 - Continuing the **Emergency Housing Repairs Program** at \$0.26 million
 - **Active code enforcement** will continue with a cross-department effort.
 - **Public street improvements.** Reconstruct or Design:
 - Adaptive Signalization on Shaw Avenue
 - Reconstruct Ashlan Avenue – Winery to Peach Avenues.
 - Reconstruct Barstow Avenue – Sunnyside to Fowler & Villa to Minnewawa Avenues
 - Reconstruct Peach Avenue – Gettysburg to Ashlan Avenues
 - Reconstruct Sunnyside Avenue – Barstow to Shaw Avenues
 - Construct ADA Improvements as part of various street improvement projects.

- **Sidewalk Improvements.** Construction of sidewalks near Sierra Vista Elementary School and on Villa Avenue from Gettysburg to Santa Ana.
- **Alley Improvements.** Reconstruct various alleys in eligible lower-income neighborhoods.
- **Economic Development Investments.**
 - Revitalization planning for underutilized Shaw Avenue commercial properties.
 - Offer small and micro business incubation services in Southwest Clovis in partnership with the Clovis Culinary Center and regional partners.
 - Continue marketing the area for retail and job generating uses to serve adjacent the neighborhoods and the City as a whole.
- **Enhance Public Safety.** Public safety is a core service to the City.
 - Increase of 3 sworn Police personnel bringing the total authorized to 125 officers.
 - The budget provides for the replacement of 9 additional vehicles in the Police Department and a new bomb squad vehicle.
- **Provide Fiscal Security.** The Emergency Reserve is proposed to be 20.3% (of General Fund Expenditures), or \$22.6 million, set aside this year for unforeseen emergencies. This is a slight drop from the previous on a percentage basis. The City's auditors recommended a target amount of 20%-25% as a prudent reserve for a city operation the size of Clovis. This fund protects services levels from catastrophic and unexpected losses. Utilization of these funds requires a 4/5ths vote of the City Council.
- **Further Secure Water Supplies and Systems.**
 - Continue investments with the Fresno Irrigation District for the firm surface water supply.
 - Improve treatment at the Surface Water Treatment Plan and City water wells to improve the quality of the water and add additional groundwater recharge facilities.
 - Design of Wastewater diversion improvements to increase capacity of the Sewer System.
 - Update Sewer and Recycled Water Master Plans.
- **Invest in Employees.** The budget includes a budgeted cost of living increase and funds for employee benefits. Funds for training and educational opportunities have been included and encouraged to be used to allow employees to reach their full potential at the City.
- **Invest in Planning our Future.** The budget includes funding for the update to the General Plan.
- **Invest in the City's Economic Future.** Staff will be actively working on attracting commercial and industrial businesses to Clovis to add jobs and revenues to the City. Staff will continue to make strategic marketing efforts aimed at top revenue producing businesses to support the financial needs of the City. Relationships are being developed with critical development partners in the community and assisting projects through the development process. Staff will also be working with regional partners to develop entrepreneurial and small business growth resources. Staff will continue a focused marketing effort on reinforcing Clovis as a medical hub for services, education, and research leverage with the expansion of Clovis Regional Medical Center and the expansion of California Health Sciences University.
- **Expand the Trail System and Parks.** City funds are budgeted to design and construct the Dry Creek/Enterprise Trail Connection and a new park in the Loma Vista area that will also allow for groundwater recharge.

The 2024-2025 Annual Budget will be available for review at the City Clerk's Office - 1033 Fifth Street, at the Clovis Branch Library - 1155 Fifth Street, and at the City's website at www.cityofclovis.com as of May 13, 2024. Individual copies are available for purchase from the Finance Department. The public hearing to consider the Annual Budget will be at the regular City Council meeting of June 17, 2024, with adoption scheduled at the conclusion of the hearing.

Our Vision Mission, and Community Values

Vision

Home.

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

Mission

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

Community Values

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

Fiscal Overview

The City’s unemployment rate peaked in May of 2020 at 13%, dropped to as low as 2.5% in March of 2022, and in March of 2023 is at 3.8% and has held steady this past year, which is very close to the unemployment rate pre-pandemic. The City is beginning to see a decline of historically high sales tax revenue from last year as residents struggle with the impacts of high inflation and rapidly increasing interest rates. The City has also enjoyed higher than average retail sales when compared to other cities and the state, and significantly better occupancy at hotels experienced elsewhere. This has rapidly increased the City revenues, but the rate of increase is proving to be unsustainable and has begun to drop off while expenses have continued to grow. The recovery was coupled with historic inflation rates, nearing 10% in and coming down to 4% in April of 2024. This inflationary pressure pushed the Federal Reserve to make rapid increases in interest rates to moderate demand. The national economy is forecasted to slow but a recession is not being forecasted in the next year, but some signs of slowing are evident. As was evident during the 2020 recession, the City’s efforts over many years to build a strong and diverse economy that attracts high quality businesses, employees, and residents to our community will be key in walking through more uncertainty.

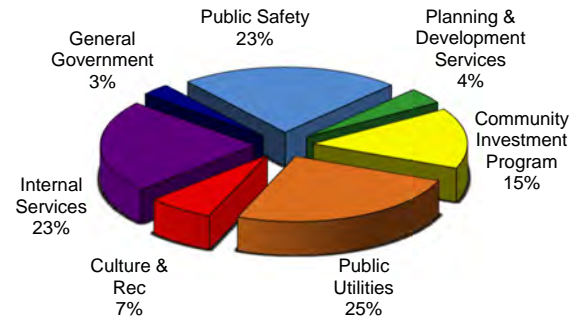
In addition, the City as a whole is faced with a rapidly changing environment. The method of product delivery is transitioning to non-taxable digital services and delivery services rather than brick and mortar locations. Many employees are continuing to telecommute, changing daily traffic patterns, and finding labor is a continued challenge. This has resulted in changes in real estate demand. In this, there are opportunities for the City to address the changes in the upcoming General Plan Update and projects such as the Shaw Avenue revitalization strategy being developed. The City has also supported and leveraged the large and continued increases in entrepreneurial start-ups.

As we gain deeper knowledge of the economic shifts that rapidly occurred during the pandemic, it has confirmed that the City is on solid ground economically with new businesses, ideas, and way of doing business coming forth to keep Clovis strong for the long run despite short term challenges in the labor market, inflationary pressures, and monetary policy. The fundamentals of a well-educated community, excellent infrastructure, good land use policies, and a heritage of hard work will provide for an economic engine that gives hope for the future. Continuing a spirit of partnership with Clovis businesses is going to be critical in reaching mutual goals of a vibrant community that allows for success of all residents.

Budget Overview

The 2024-2025 Annual Budget for all funds totals \$358.5 million, including \$305.1 million in operating expenses and \$53.4 million in capital improvement expenditures. The budget is balanced using current revenues, anticipated rate increases, and available reserves. This budget represents a 4% decrease compared to estimated expenditures for 2023-2024, due primarily to several large capital projects being completed in the current year and not reflected in the proposed budget. A summary of expenditures by function is provided below:

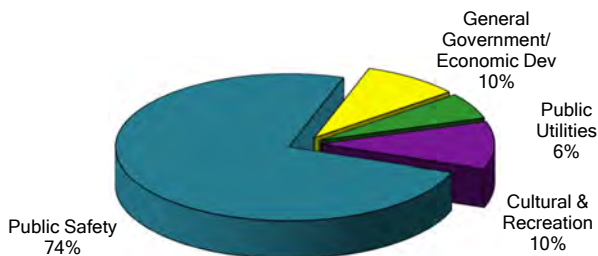
General Government	\$ 9,977,500
Public Safety	82,932,700
Planning & Development Services	15,047,200
Community Investment Program	53,775,500
Public Utilities	90,427,600
Culture & Recreation	25,853,100
Internal Services	81,517,100
TOTAL	\$ 358,530,700



General Fund

The proposed General Fund Budget is balanced using some past year revenues. Without changes in revenue streams and/or expenditures in future years the City will not be able to maintain the current solid fiscal position and the level of service our residents expect. Expenditures are projected at \$111.3 million and represent an increase of 5% compared to the estimated expenditures for 2023-2024. Revenues are projected at \$110.4 million, which is an increase of 4% when compared to the estimated revenues for 2023-2024.

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



Public Safety	\$ 82,932,700
General Government/Economic Dev.	9,977,500
Public Utilities	6,585,300
Cultural & Recreation	11,780,400
TOTAL	\$ 111,275,900

The 2024-2025 Annual Budget projects sales tax revenues to be \$30.9 million, which represents a 3% decrease from the 2023-2024 Annual Budget. The City's sales tax experienced dramatic growth in fiscal years 2021 and 2022 in particular, due to the shift to online purchases which was exacerbated by the pandemic. California's AB 147, the Marketplace Facilitator's Act, also provided vigorous gains in the county pools due to online purchases, of which the City receives a share. The City is no longer experiencing this kind of significant growth, but instead experienced a 3% decline in fiscal year 2023. The City anticipates sales tax to decline again in 2024-2025 from what was budgeted in the 2023-2024 Annual Budget. The City anticipates modest growth will be experienced in budgeted years to follow. One reason for the decline in sales tax is the inflationary pressures on households shifting dollars away from discretionary spending as larger portions of income go to essentials such as food, transportation, and housing costs. Sales tax comprises 37% of the projected discretionary revenue for fiscal year 2024-2025.

Property tax revenues are expected to continue to rise, although new housing development is not anticipated to continue at historical levels. Commercial property tax revenues will be closely monitored as they may be impacted by the accelerated shift to online shopping and remote office work. Property taxes, including in-lieu vehicle license fees, are projected to be \$41.4 million in fiscal year 2024-2025, which represents a 11% increase from the previous fiscal year. These property taxes comprise 45% of the projected discretionary revenue for fiscal year 2024-2025.

A key to ensuring Clovis' long-term fiscal health is to accumulate sufficient funds to maintain an Emergency Reserve that is adequate to protect the City against an unexpected catastrophic event and for the continuance of essential City services during a rapid economic downturn. The City's auditors recommend a target amount of 20%-25% as a prudent reserve for a city operation the size of Clovis. The 2024-2025 Annual Budget does not include a transfer to the Emergency Reserve due to budget constraints. The balance of \$22.6 million will remain and is 20.3% of expenditures. The Budget also includes an unassigned fund balance of \$1.0 million to be carried forward as a contingency for economic uncertainty and in case of unexpected expenditures or revenue shortfalls.

The General Fund is the only fund with discretionary revenues to fund all or portions of operations, such as Police and Fire protection, streets and parks maintenance, recreation, and senior services. The distinction between “discretionary” and “non-discretionary” revenues is key to understanding the financing of local government core services. It is also the key to understanding how decisions about funding of local government and use of revenues made at the state or local level can affect the City’s core services. Only 24% of the City’s total current year revenues are available for discretionary spending. The remaining revenues are designated for specific purposes. A more detailed description of the use of discretionary revenues is provided in the **Introduction Section** of this budget.

Other Funds

Although a major focus of the budget discussion is the General Fund because it represents the essential core services delivered to citizens and is supported by general tax revenues, other funds are no less important. These other funds include the community investment funds, enterprise funds, and internal service funds. All these funds are balanced for 2024-2025, utilizing current revenue and reserves when appropriate.

In the Public Utilities Department, Sewer will have a 3% rate increase in this year’s budget and will refund the full \$7.30 bond surcharge. The Water Fund will implement the authorized 3% increase and has two rate schedules: one for normal conditions and one for drought conditions. This year’s budget anticipates normal conditions. Community Sanitation will have a 4% increase for recycling and greenwaste services, a 4% increase for refuse service and a 4% increase for Street sweeping charges. The Transit Enterprise Fund and Planning and Development Services Fund (PDS) are fully funded this year. These funds are included in the Summary of Fund Balances and other tables in the **Summary of Revenue and Expenditures** section of this budget.

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

The 2024-2025 Annual Budget represents the City being in a strong fiscal position poised to make investments to continue Clovis’ heritage and mission to **“To set the standard for excellence in defining, delivering, and protecting local governance.”** I wish to thank the Council, the City’s Executive Management Team, and all City Employees for their extraordinary efforts during the past four years as we have continued to provide excellent public service during unprecedented and challenging times. I am confident that we will continue to excel in 2024-2025.

Respectfully submitted,



John Holt
City Manager

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INTRODUCTION *SECTION*

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



INTRODUCTION



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

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

FINANCIAL POLICIES

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

- The City's budget policy states that all operating budgets shall be balanced, and ongoing costs will not exceed current revenues plus the available fund balance that exceeds reserve fund requirements. The minimum reserve for any operational fund is 10% of the budgeted expenditures with the goal for reserves of 20-25% of budgeted expenditures unless capital borrowing or extraordinary fiscal conditions require that higher levels of reserves be maintained.
- The Enterprise Funds are to be fully supported by user fees and charges, and the Internal Services Funds are to be funded at appropriate levels to ensure reasonable ability to respond to unforeseen events. Annually, the City has designated a contribution of general funds to the General Government Services Fund (an Internal Service Fund) to address the building space needs for new fire stations, safety training facilities, regional park facilities, business and industrial parks, upgrades and new technology for improved productivity, and major remodeling, repairs, or additions to existing facilities.
- The City will not issue long-term debt to cover current operations. The City will consider the issuance of long-term debt to purchase/build capital assets when those assets will benefit users over several years and it is determined that it is more equitable to spread the capital investment and financing costs of the assets to current and future users of the assets.

- Annually, the City will have an independent audit of its financial records prepared by a certified public accountant, pursuant to generally accepted auditing standards, and will submit an annual financial report to the City Council by December 31 for the previous fiscal year.
- Fees for services provided will be charged directly to users of the services when appropriate and should cover the full cost of service delivery. Fees will be reviewed on an annual basis to ensure that the fee is appropriate for the service provided compared to actual cost or an approved cost index.
- Development impact fees will be established with the goal that new growth pays the cost of infrastructure improvements and minimizes the burden to existing residents.
- The City will invest available cash assets in a manner consistent with the safeguards and diversity that a prudent investor would adhere to with primary emphasis on preservation of principal, sufficient liquidity to cover anticipated payment outflows, and high yields consistent with the first two goals. The City's investments will be consistent with Section 53601 of the Government Code of the State of California that identifies which types of investments are eligible for investment of public funds, and the maximum percentage of an investment portfolio that is allowed for any one investment.

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

KEY BUDGET OBJECTIVES

The City intends to maintain facilities and deliver essential core services at levels that will meet the most urgent needs of the community, while keeping expenditures in line with revenues. This is proving to be a challenge as costs are accelerating faster than revenues and likely requiring adjustments in the next few years in either revenues or reducing expenses. The following are the key objectives of this budget. For more details on how these objectives relate to departmental goals, refer to the Department Summaries included in the Operations Section.

1. Maximize service levels for public safety, crime prevention, hazard prevention, and emergency response in the community by prioritizing the most urgent demands for services and seeking alternative methods to meet lesser priority demands consistent with the need for sustainable spending.
2. Implement and begin update of the General Plan and all service and infrastructure master plans.
3. Given funding limitations, maintain appropriate service levels that will best promote community appearance and the environment and seek to protect the substantial public investment in streetscapes, parks, and trails.
4. Implement an Economic Development Strategy that seeks to facilitate the growth of new or expanding businesses and jobs that improve the overall tax base of the City, improve the diversity of the local economy, and improve the income of residents in the community.
5. Given funding limitations, pursue an aggressive capital investment program to provide a safe, clean, and well-maintained community for the residents, to provide first-rate public facilities to serve the City's population well into the future, and to induce increased local employment from construction contracts; and to provide preventative maintenance as a priority expenditure to avoid greater costs in the future.
6. Provide targeted neighborhood revitalization investments. This is a long-term effort to improve community appearance, neighborhood stabilization, infrastructure improvements, amenities in older neighborhoods, and economic opportunities. These investments total \$9.97 million in the 2024-2025 budget on top of over \$40 million in the previous two budgets in funding primarily reinvesting in some of the City's older neighborhoods.

DISCRETIONARY VERSUS NON-DISCRETIONARY REVENUES

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

Discretionary revenues are those for which the City can decide, without restriction, how these funds will be expended and on which programs. Examples of discretionary revenues are property taxes, most sales taxes,

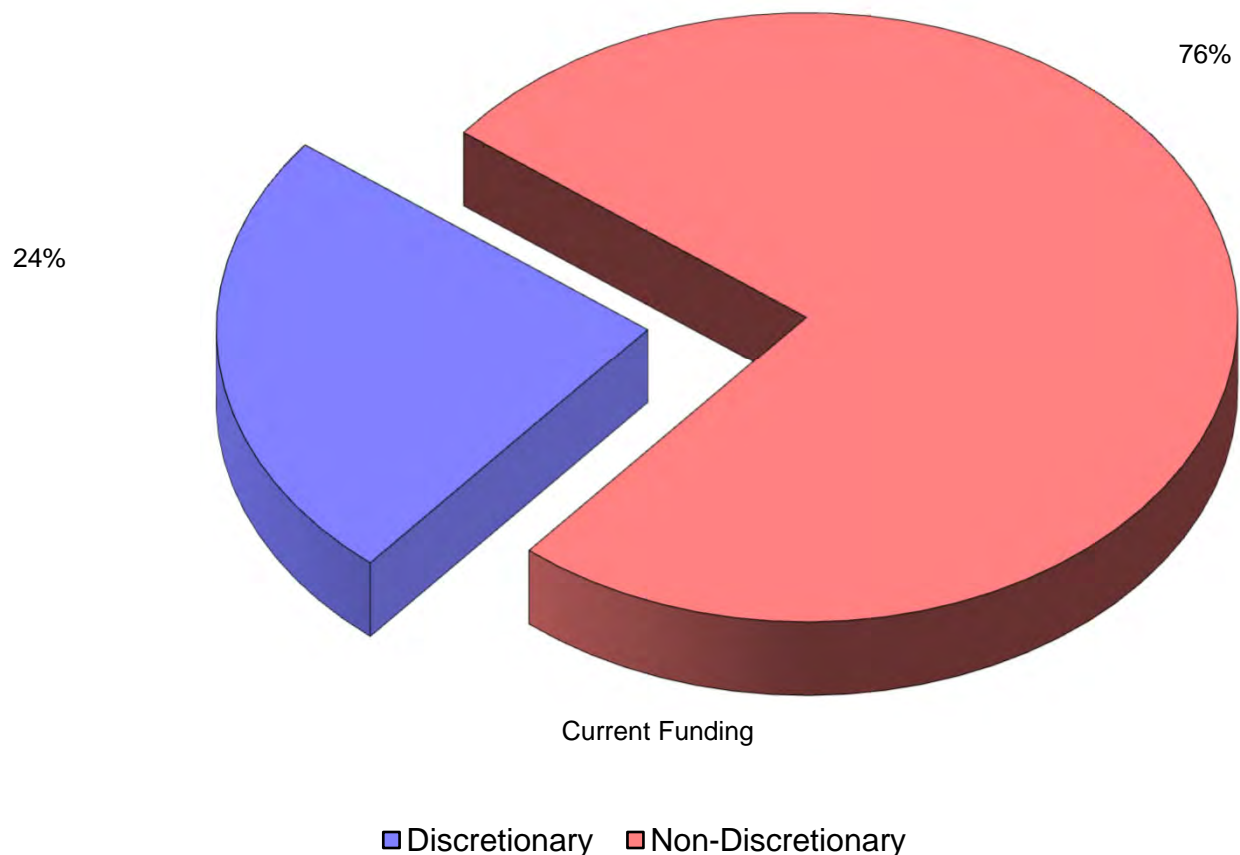
and business license fees, all of which may be allocated to support any lawful purpose of the City's choosing. Discretionary revenues are used to support the General Fund operations and programs. The primary sources of discretionary revenues are property, sales, and certain other taxes which account for more than 98% of total discretionary funding.

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

The chart on the following page titled "Summary of Discretionary and Non-Discretionary Revenues 2024-2025" illustrates that only 24% of total annual revenues are discretionary with the remaining 76% non-discretionary. The City's discretionary revenues this year total \$85.5 million, of which \$85.2 million are being appropriated in the General Fund and \$0.35 million are being transferred to the Planning and Development Services Fund to pay for the public benefit supported by that operation. The remaining \$273.0 million of revenues are non-discretionary. Of the discretionary revenues, the chart titled "Use of Discretionary Revenues 2024-2025" shows that the City will use 87%, or \$74.3 million, of the total \$85.5 million of discretionary funds for public safety.

SUMMARY OF DISCRETIONARY AND NON-DISCRETIONARY REVENUES 2024-2025

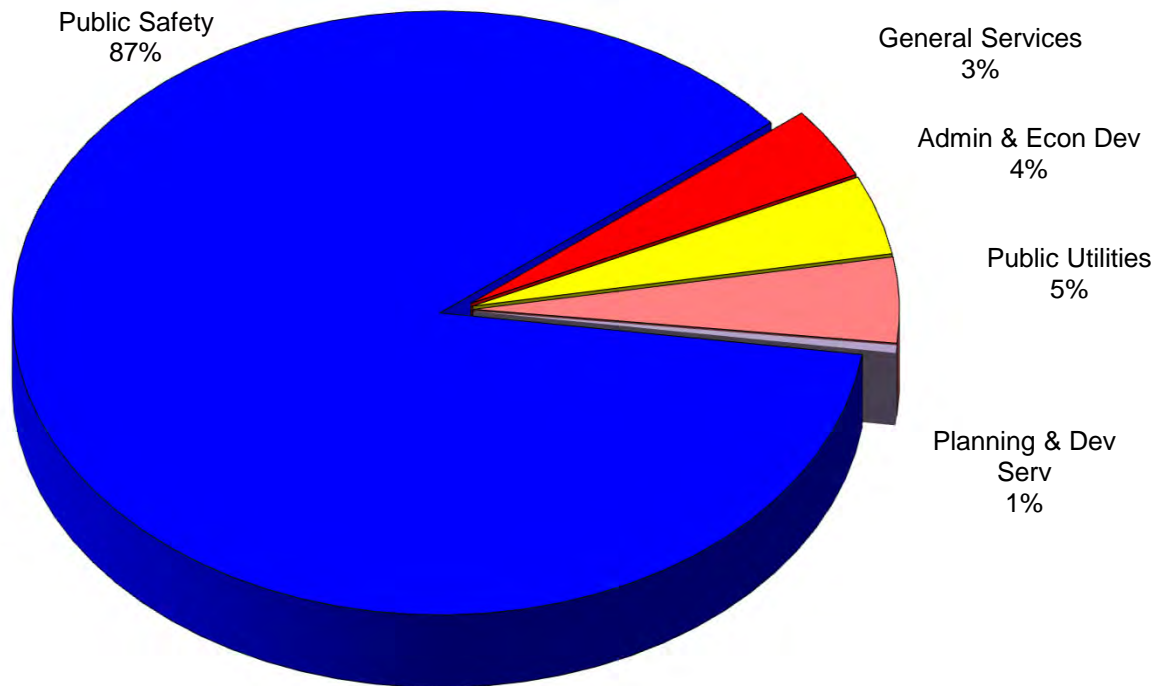
	Discretionary	Non-Discretionary	Total
Property Taxes	37,855,000	3,619,000	41,474,000
Sales & Other Taxes	44,416,000	557,000	44,973,000
Licenses & Permits	1,220,000	3,944,000	5,164,000
Fines & Forfeitures	0	199,000	199,000
Use of Money & Property	450,000	3,365,200	3,815,200
Revenue From Other Agencies	250,000	51,458,800	51,708,800
Charges For Current Services	52,000	199,024,100	199,076,100
Other Revenues	0	672,000	672,000
TOTAL CURRENT FUNDING	84,243,000	262,839,100	347,082,100
(Additions to)/Use of Available Balance	1,202,500	10,246,100	11,448,600
TOTAL	85,445,500	273,085,200	358,530,700



USE OF DISCRETIONARY REVENUES

2024-2025

Departments	Total Expenditures	Non- Discretionary Revenues	Use of Discretionary Revenues
City Council	563,500	192,000	371,500
City Attorney	1,123,900	751,000	372,900
City Manager	10,466,000	8,323,600	2,142,400
General Services	78,344,700	75,074,800	3,269,900
Finance	4,021,900	3,283,000	738,900
Police	58,442,500	6,851,300	51,591,200
Fire	24,490,200	1,786,000	22,704,200
Public Utilities	112,255,300	108,350,800	3,904,500
Planning & Development Services	15,047,200	14,697,200	350,000
Community Investment Program	53,775,500	53,775,500	0
TOTAL	358,530,700	273,085,200	85,445,500



ECONOMIC OUTLOOK

The City's unemployment rate peaked in May of 2020 at 13%, dropped to as low as 2.5% in March of 2022, in March of 2023 it was 3.8%. It has held steady this past year, which is very close to the unemployment rate pre-pandemic. The City is beginning to see a decline in historically high sales tax revenue from last year as residents struggle with the impacts of high inflation and rapidly increasing interest rates. The City has also enjoyed higher than average retail sales when compared to other cities and the state, and significantly better occupancy at hotels than experienced elsewhere. This has rapidly increased the City revenues, but the rate of increase is proving to be unsustainable and has begun to drop off. The recovery was coupled with historic inflation rates, nearing 10% and coming down to 4% in April of 2024. This inflationary pressure pushed the Federal Reserve to make rapid increases in interest rates to moderate demand. The national economy is forecasted to slow, but a recession is not being forecast in the next year. However, some signs of slowing are evident. As was evident during the 2020 recession, the City's efforts over many years to build a strong and diverse economy that attracts high quality businesses, employees, and residents to our community will be key in walking through more uncertainty.

In addition, the City as a whole is faced with a rapidly changing environment. The method of product delivery is transitioning to non-taxable digital services and delivery services rather than brick and mortar locations. Many employees are continuing to telecommute, changing daily traffic patterns, and finding labor is a continued challenge. This has resulted in changes in real estate demand. In this, there are opportunities for the City to address the changes in the upcoming General Plan Update and projects such as the Shaw Avenue revitalization strategy being developed. The City has also supported and leveraged the large and continued increases in entrepreneurial start-ups.

As we gain deeper knowledge of the economic shifts that rapidly occurred during the pandemic, it has confirmed that the City is on solid ground economically with new businesses, ideas, and way of doing business coming forth to keep Clovis strong for the long run despite short term challenges in the labor market, inflationary pressures, and monetary policy. The fundamentals of a well-educated community, excellent infrastructure, good land use policies, and a heritage of hard work will provide for an economic engine that gives hope for the future. Continuing a spirit of partnership with Clovis businesses is going to be critical in reaching mutual goals of a vibrant community that allows for success of all residents.

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

- California Health Sciences University (CHSU) increasing enrollment candidates for becoming medical doctors in the Sierra Gateway Commerce District;
- Further attraction of businesses to the Sierra Gateway Commerce District;
- Businesses locating in the expanded Dry Creek Industrial Park and nearby business developments;
- Additional expansion of medical facilities at Clovis Community Medical Center and on adjacent properties;
- Targeted investments of \$9.97 million that will improve older Clovis neighborhoods and provide economic opportunities;
- Development of approximately 400,000 square feet of industrial buildings on vacant parcels in the Clovis Industrial Business Park;
- The development on the Clovis and Dakota Avenue site into approximately 400,000 square feet of industrial will add at least 1,000 jobs to the City;
- The beginning of commercial development in the Heritage Grove growth area;
- Additional commercial development coming to the Herndon Avenue Corridor;
- Continued investment in the Shaw Avenue Corridor;
- Additional retail opening to the Loma Vista Urban Center;
- Construction of a six-lane expressway on Shaw Avenue from DeWolf to Leonard Avenues; and
- Proposed car dealerships at Clovis and Herndon Avenues.

FUND ACCOUNTING

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

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

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

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

BASIS OF BUDGETING

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

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

FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

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

coordinated with each other. Below are a few highlights of projects included in the Five-Year Community Investment Program:

- Design of Sewer Diversion Projects to extend life of Herndon Sewer Service Area
- Design and Construction of Recharge Basin Park at Barstow and Agua Dulce
- Construction of Roundabout at Owens Mountain Parkway and DeWolf Avenue
- Design and Construction of the Dry Creek and Enterprise Tails Connection
- Design of Various Street Rehabilitation Projects
- Design of the DeWolf Avenue sewer trunk line
- Signal Coordination on Shaw and Herndon Avenues
- Rehabilitation or Widening of Various Streets, including:
 - Armstrong Avenue – Shaw to Barstow Avenue
 - Ashlan Avenue – Winery to Peach Avenues
 - Barstow Avenue – Sunnyside to Fowler & Villa to Minnewawa Avenues
 - Herndon Avenue – Fowler to Armstrong Avenues
 - Minnewawa Avenue – Alluvial to Herndon Avenues
 - Peach Avenue – Gettysburg to Ashlan Avenues
 - Shaw Avenue – DeWolf to Leonard Avenues
 - Sunnyside Avenue – Barstow to Shaw Avenues

BUDGET PROCESS

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

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

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

BUDGET CALENDAR

Departmental Submittal (including CIP)	April 4, 2024
City Manager Budget Review	April 8 - April 12, 2024
Introduction of Recommended Budget to City Council	May 13, 2024
Council Budget Review and Public Hearings	June 17, 2024
Adoption of Budget	June 17, 2024

BUDGET CONTROL

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

APPROPRIATIONS LIMITATION

In November of 1979, California voters approved a constitutional amendment that established an Appropriations Limitation for the state and local governments. In June of 1990, the electorate approved Proposition 111 that amended the provisions of the constitution to provide for the adjustment of the Limitation. The formula now used to calculate the Appropriations Limit is the percentage change in California Per Capita Income (PCI) or the percentage change in valuations of non-residential construction (NRC) plus the percentage change in the City's population or the County's, whichever is greater. The State Department of Finance has provided the City with the population estimates and the Per Capita Income. The City's population increased approximately 1.42% from 2023. The percentage change in the California PCI was approximately 3.62%. The change in non-residential construction was 1.64%. Therefore, the change in PCI is used.

Appropriations Limitation 2023-2024	\$404,728,778
Add: Change in Population (1.42%)	<u>5,747,149</u>
	\$410,475,927
Add: Change in PCI (3.62%)	<u>14,859,229</u>
Appropriations Limitation 2024-2025	\$425,335,156
Less: Proposed Expenditures Subject to Limitation in 2024-2025	<u>95,318,639</u>
Amount of Unused Authorized Appropriations	<u>\$330,016,517</u>

Over the past five years, the City of Clovis' expenditures have been less than the appropriation (approximately 25% of the limit); therefore, it is not likely that the City of Clovis will reach the Appropriations Limit in the future. It is recommended that the Council's adoption of the Budget include the establishment of the City's Appropriations Limitation for the 2024-2025 fiscal year at \$425,335,156.

DESCRIPTION AND PURPOSE OF ACCOUNTING FUNDS

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

Community Facilities District 2020-1 Fund

The Community Facilities District 2020-1 Fund is a special revenue fund that houses the collection and spending of tax assessments within Community Facilities District 2020-1. Assessments collected will be used to finance all costs associated with the maintenance and operation of certain public sewer facilities and the eventual replacement thereof.

Community Sanitation Fund

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

Employee Benefits Fund

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

Fleet Maintenance and Replacement Fund

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

General Fund

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

General Government Services/Facilities Fund

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

Housing & Community Development Fund

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

Housing Successor Fund

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

Landscape Maintenance Fund

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

Liability and Property Insurance Fund

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

Park Projects Fund

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

Planning & Development Services Fund

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

Sewer Construction-Developer Fund

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

Sewer Construction-Enterprise Fund

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

Sewer Service Fund

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

Street Construction Fund

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

Successor Agencies Fund

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

Transit Fund

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

Water Construction-Developer Fund

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

Water Construction-Enterprise Fund

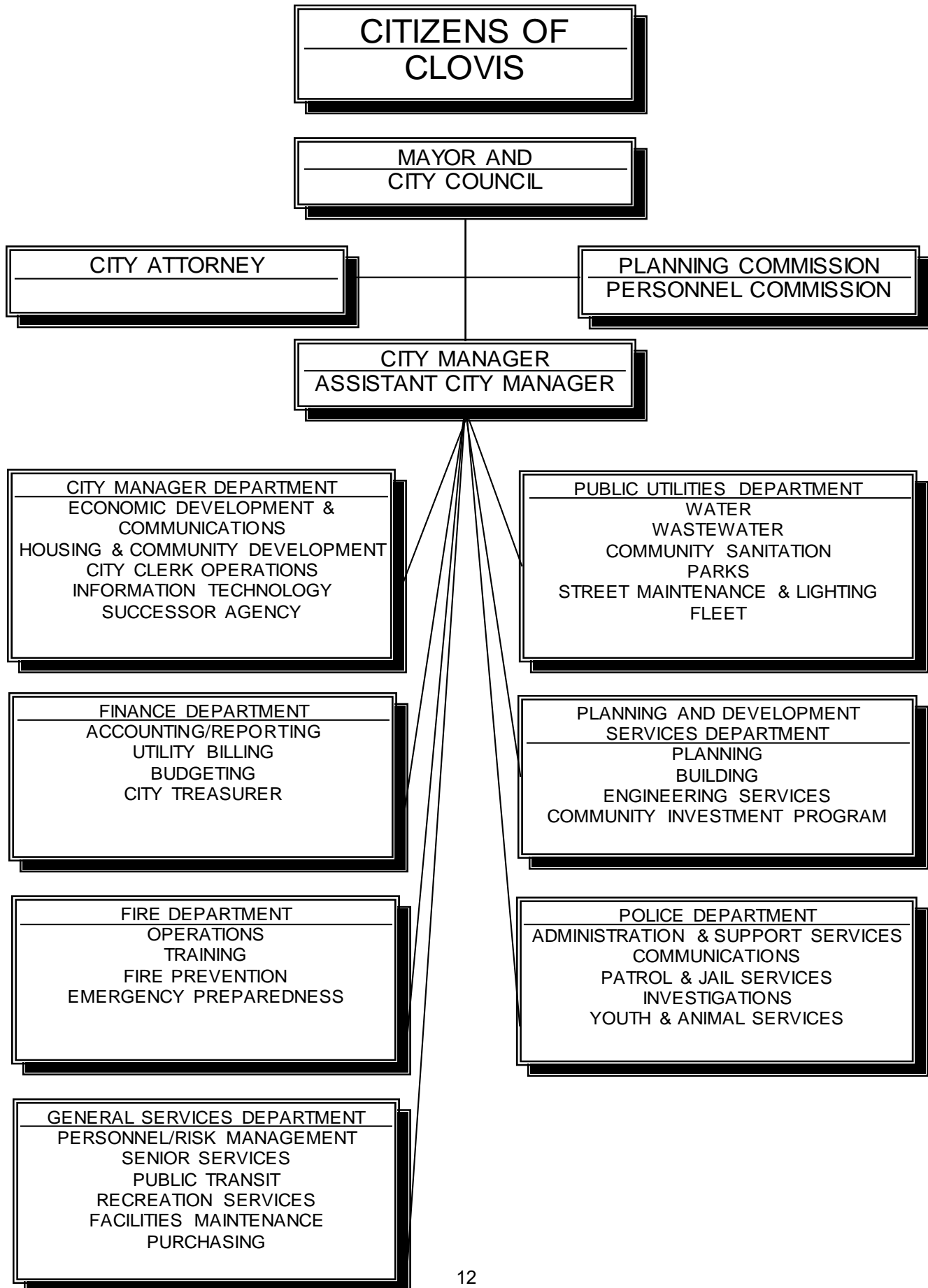
This fund accounts for revenue from developer fees and expenditures for installation of water mains.

Water Service Fund

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

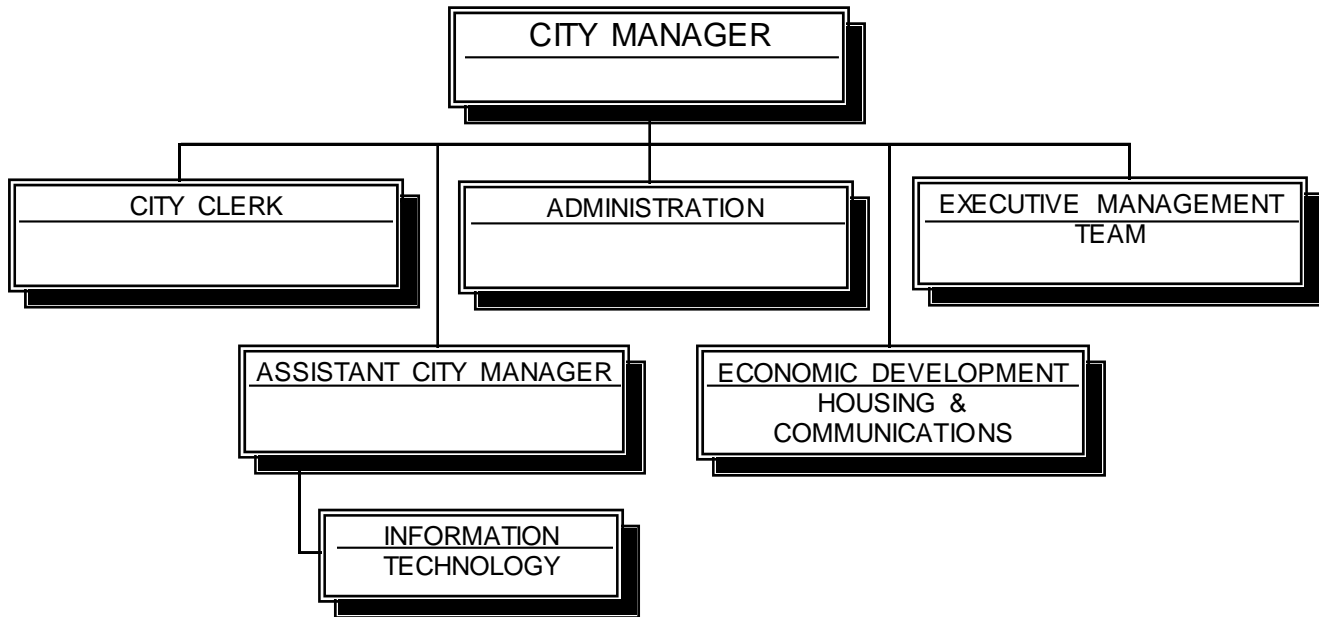
City Of Clovis Organization Chart

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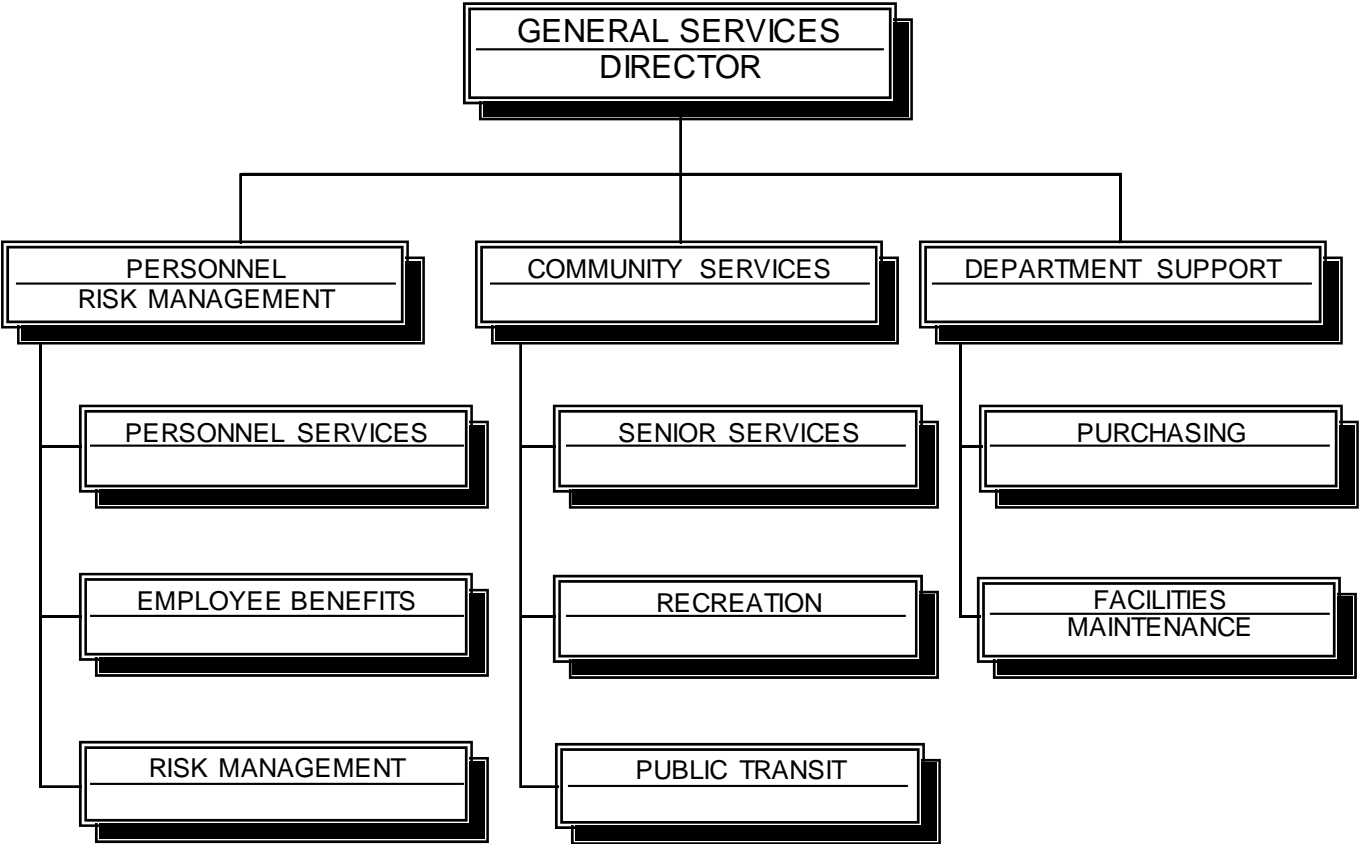


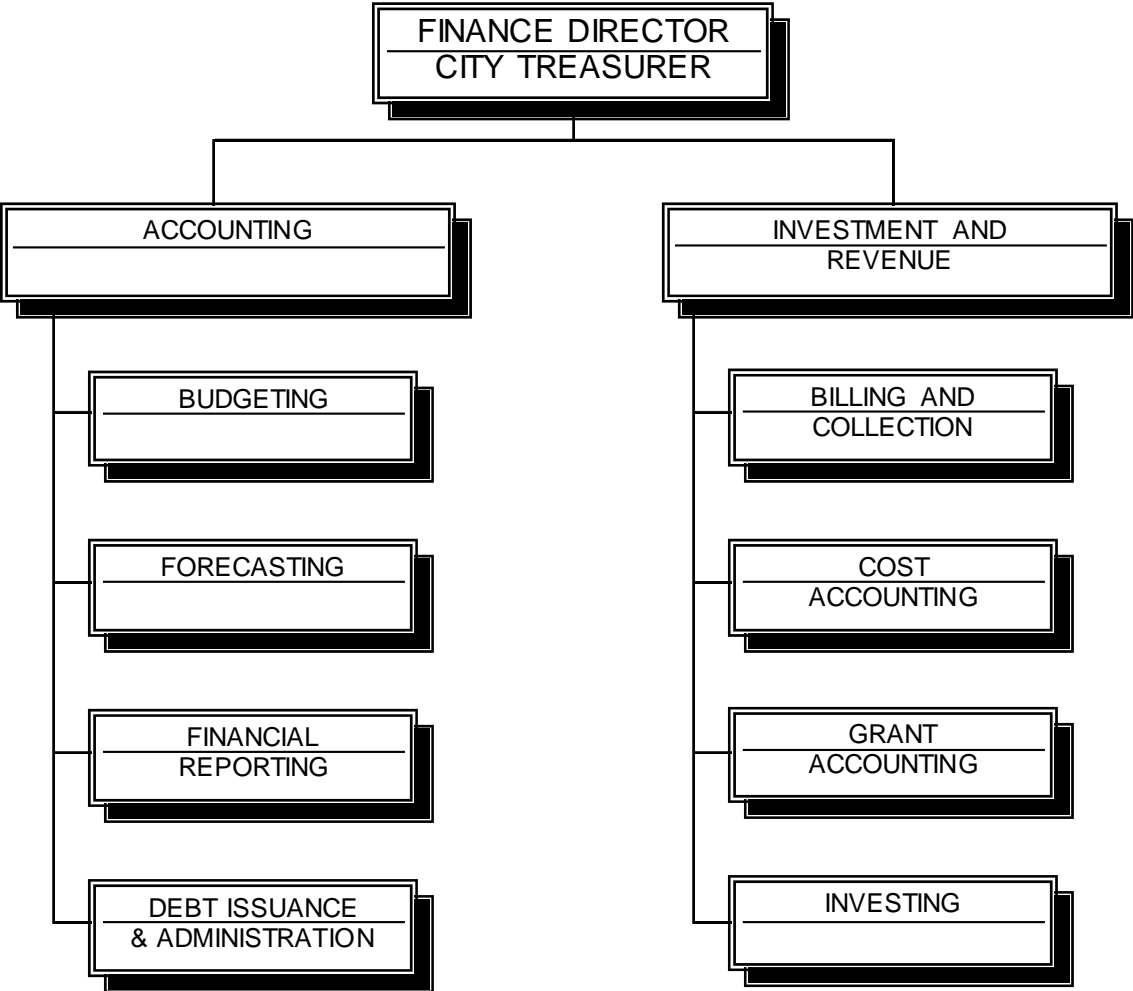
City Manager Department

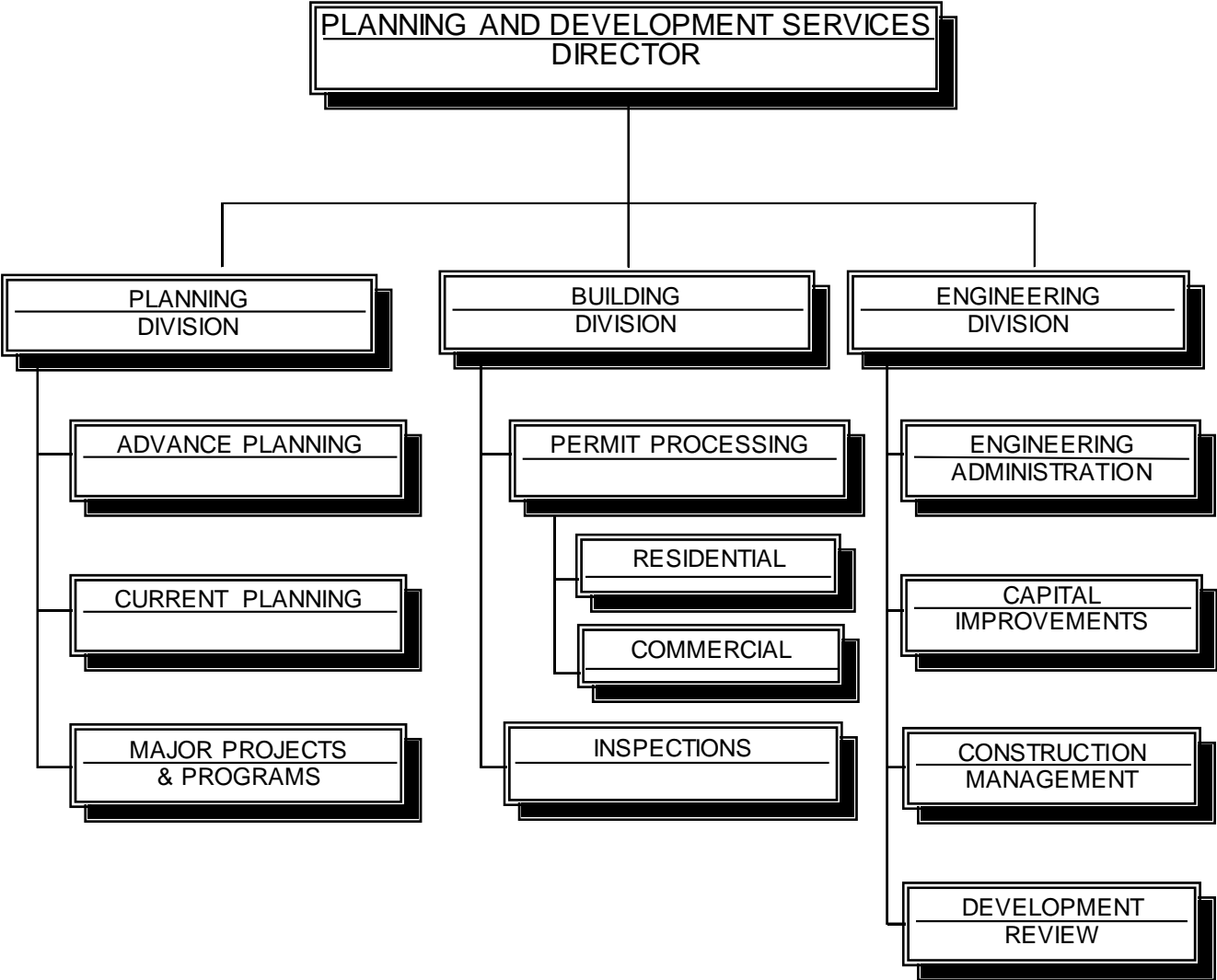
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General Services Department

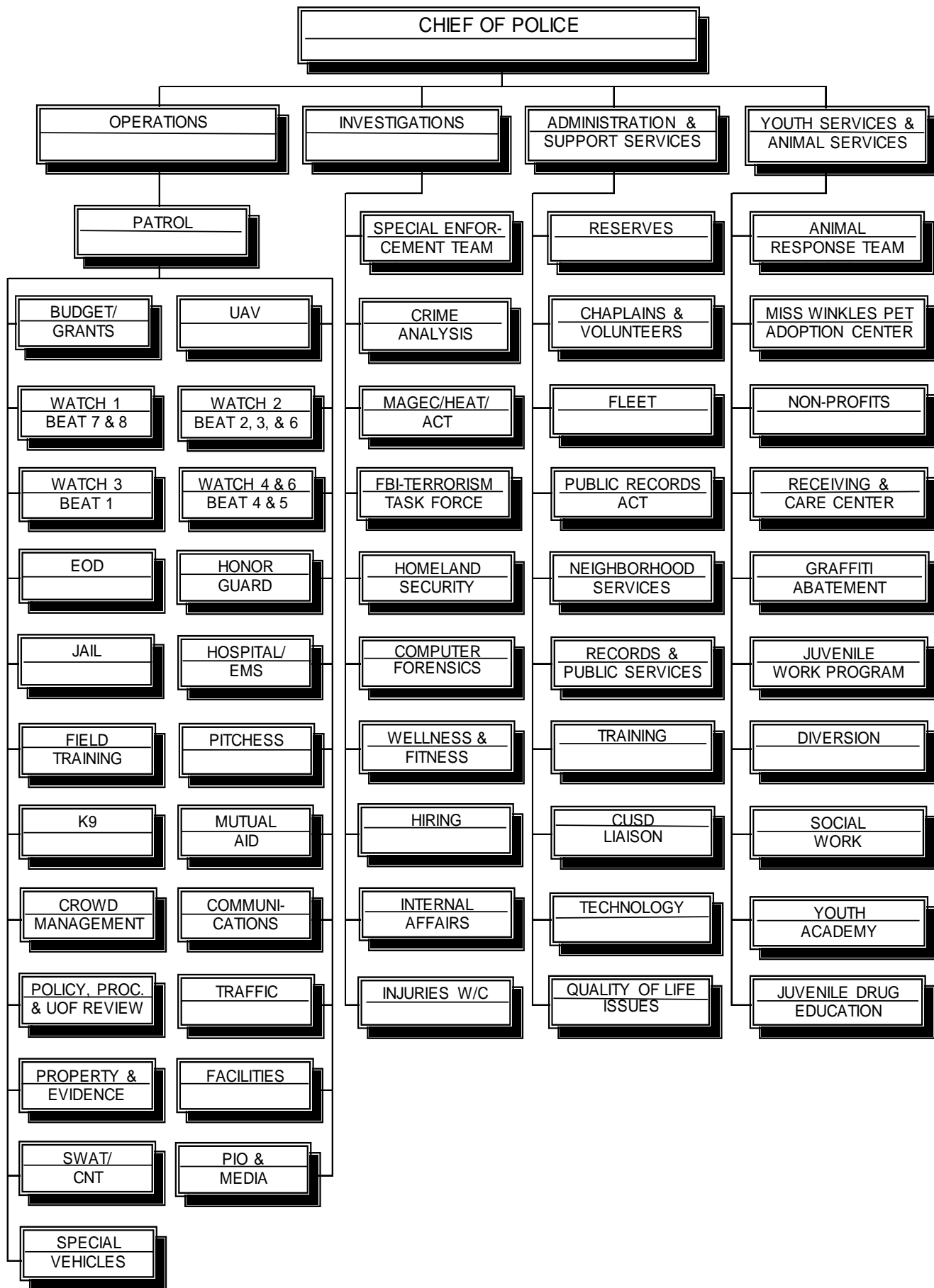




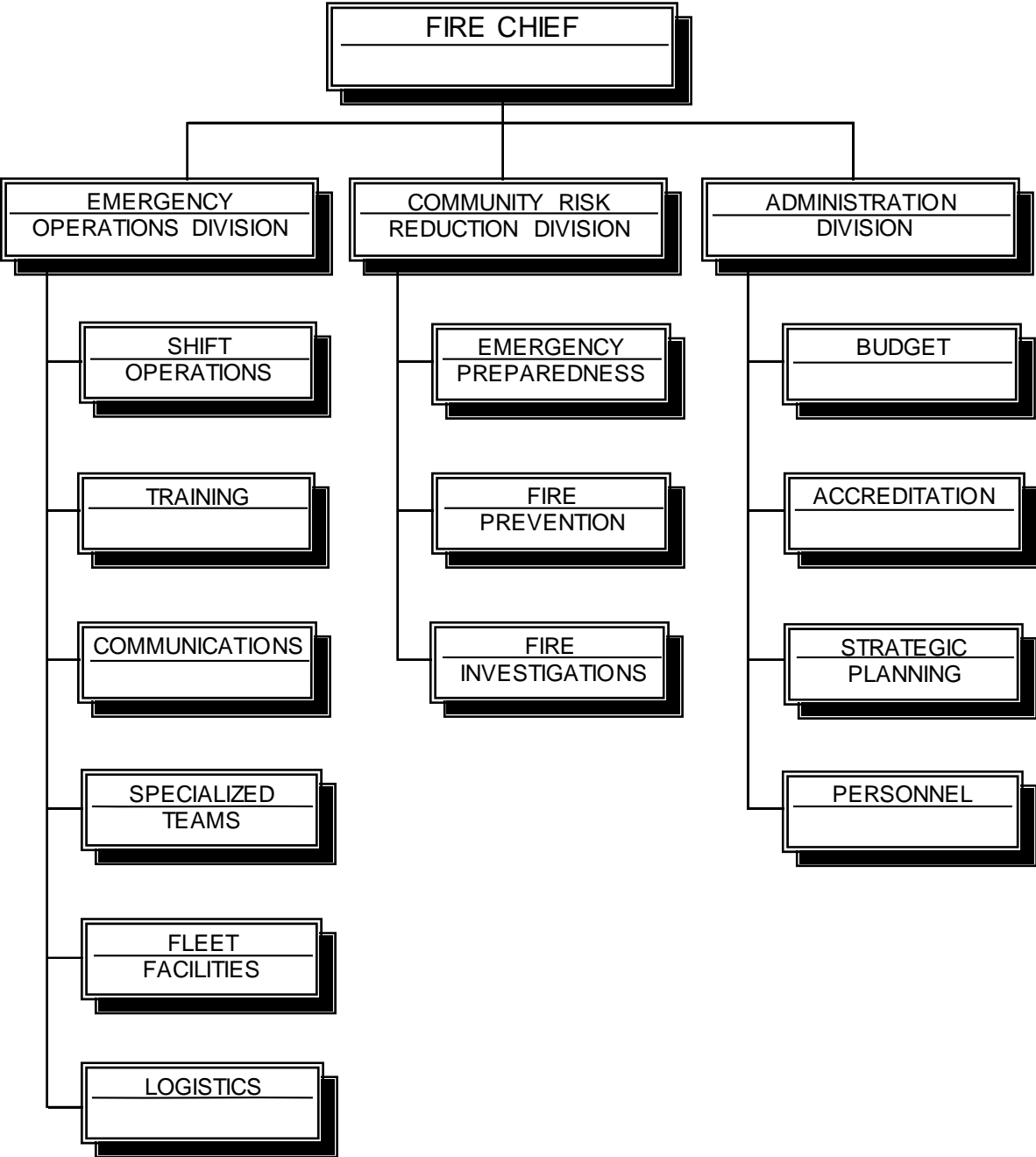


Police Department

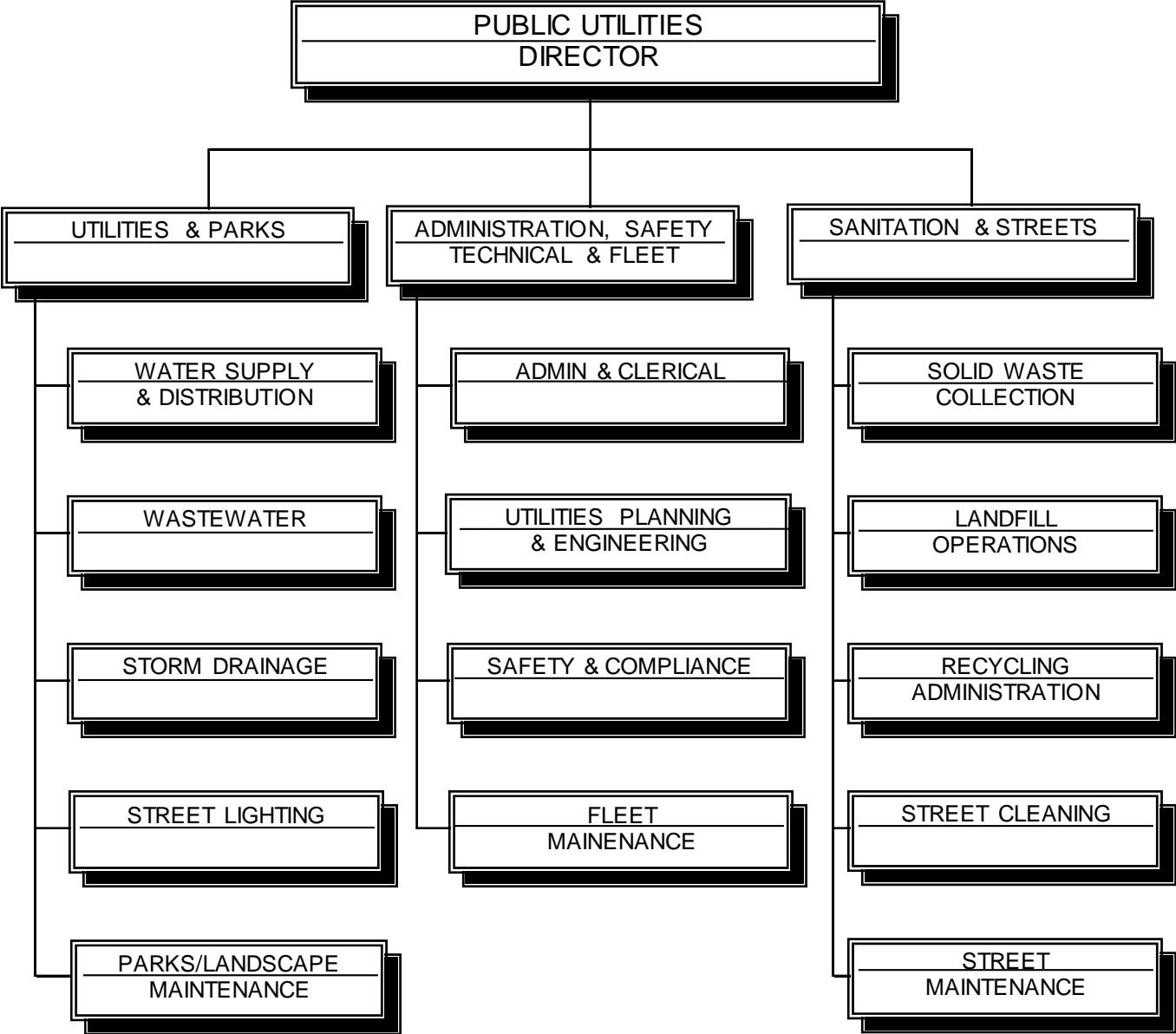
AGENDA ITEM NO. 13.



Fire Department

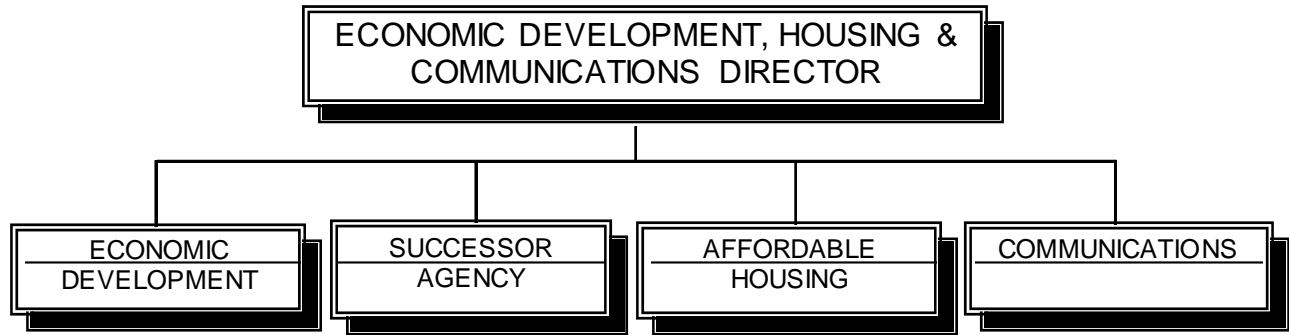


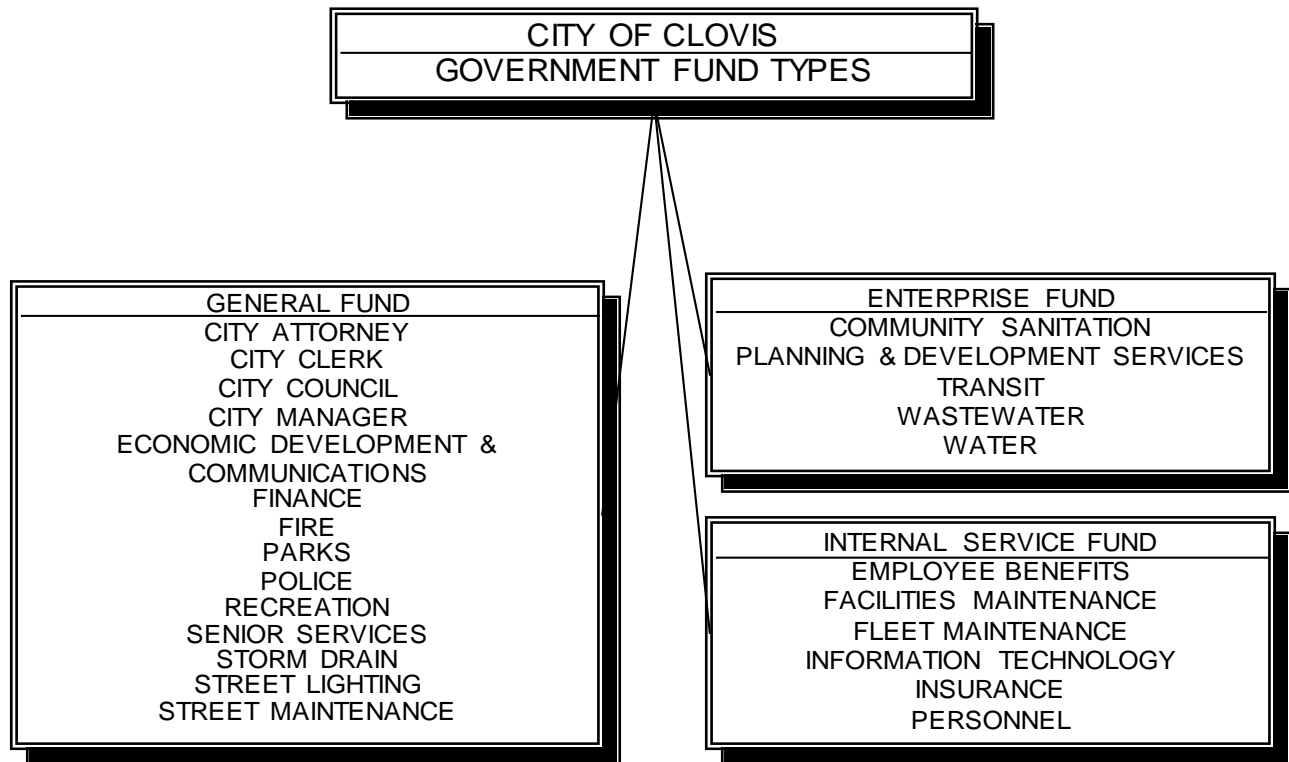
Public Utilities Department



Clovis Successor Agencies

AGENDA ITEM NO. 13.





**CITY OF CLOVIS
2024-2025 MANAGEMENT STAFF**

John Holt, City Manager
Andrew Haussler, Assistant City Manager
Chad McCollum, Economic Development, Housing & Communications Director
Scott Cross, City Attorney
Curt Fleming, Police Chief
Chris Ekk, Fire Chief
Jay Schengel, Finance Director/Treasurer
Shonna Halterman, General Services Director
Renee Mathis, Planning & Development Services Director
Scott Redelfs, Public Utilities Director

BUDGET PREPARATION TASK FORCE

John Holt, City Manager
Jay Schengel, Finance Director

Andrew Haussler
Gina Daniels
Jeff Blanks
Susan Evans
Jose Reynoso
Jose Cortez
Ran Chan
Fernando Copetti
Rebecca Simonian

SUMMARY

OF REVENUES & EXPENDITURES

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



FUND BALANCE SUMMARY

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

The Summary of Resources and Appropriations, which follows the Highlights, provides a very concise presentation of the various funds. For each fund, the Summary includes the estimated beginning fund balance as of July 1, 2024; the total estimated revenue for 2024-2025; the total proposed budget expenditures for 2024-2025; and the projected ending fund balance for each fund as of June 30, 2025.

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

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

FUND HIGHLIGHTS

General Fund - General Fund expenditures are being funded through current year revenues and use of fund balance. Projected revenues are \$110.4 million which is \$4.3 million or 4% more than the revised revenues for 2023-2024. Revenues for 2024-2025 are increasing mainly due to property taxes, sales taxes, transient occupancy taxes, and business license taxes. Proposed expenditures are \$111.3 million and represent \$5 million or 5% more when compared to 2023-2024 estimated expenditures. The increase in 2024-2025 projected expenditures is largely due to increased costs for employee benefit programs including retirement and health insurance along with general price increases on the cost of services and supplies. Three new positions are recommended for the General Fund for 2024-2025. All three positions are in the Police Department. Additionally, one position will be converted in the Fire Department. The General Fund has \$22.6 million, or 20.3% of expenditures, designated as an emergency reserve. The General Fund also reflects a \$1.0 million unreserved, unassigned balance available to offset the impact of any revenue shortfall or cover any unexpected expenditures that do not meet the emergency designation.

Special Revenue Funds - The Housing and Community Development Fund projects a fund balance of \$1.0 million for 2024-2025 with current program costs funded using capital funds for projects and revenues sufficient to cover current operational program costs. The Landscape Assessment District Fund shows a projected fund balance of \$9.7 million for 2024-2025. This amount is being accumulated for required reserve and future equipment replacement. The Community Facilities District 2020-1 shows a projected fund balance of \$261,600.

Internal Service Funds - All of the City's Internal Service Funds have adequate revenues or reserves to cover current operating requirements. All Internal Services Funds derive revenue primarily from charges to user departments. No new positions for the General Services Department are recommended for 2024-2025. The General Government Facilities Fund includes a limited number of minor projects with the reserves committed to future debt service obligations.

Enterprise Funds - All of the City's Enterprise Funds show sufficient revenue and working capital to meet current operating requirements. With the increase in development over the last few years, the City has rebated utility customers the Sewer bond coverage charge of \$7.30 per month. The City will continue to rebate the \$7.30 per month Sewer bond coverage charge in 2024-2025. Sewer operations have an authorized 3% escalator, which is included in the proposed budget. The Community Sanitation Enterprise has an approved 4% increase effective every July 1 as needed. The need for this increase has been reviewed and will be implemented effective July 1, 2024, for the Recycling and Greenwaste programs, the Refuse program and the Street Sweeping program. The Water Enterprise Fund reflects the approved 3% rate increase effective July 1, 2024, with rate increases approved in future years if necessary. The Water/Sewer/Community Sanitation operations will add four new positions in 2024-2025 and the Parks department will add one new position to accommodate continued growth of the City. The Transit Enterprise will continue utilizing the annual money received from State Transit Assistance (STA) to improve transit services and for capital improvements. The Transit Enterprise has four new recommended positions in 2024-2025. To accommodate staffing changes and market demands, the Planning & Development Enterprise has one new position, one position elimination, and five positions only budgeted for half a year for 2024-2025.

Capital Improvements - Several major projects are included in the 2024-2025 budget and are listed in the **Community Investment Program Section**. The City has also identified several major projects in the **Five-Year Community Investment Program Section** for years beyond 2024-2025 that do not currently have funding sources identified.

More details regarding the recommended positions included in the 2024-2025 budget in the **General Fund**, **Internal Service Funds**, and **Enterprise Funds** are included in the **Personnel Section**.

SUMMARY OF RESOURCES AND APPROPRIATIONS 2024-2025

<u>Fund</u>	<u>Beginning Balance</u>	<u>Transfers</u>	<u>Current Resources</u>	<u>Expenditures</u>	<u>Ending Balance</u>
GENERAL					
General Fund*	<u>3,296,500</u>	<u>(1,475,000)</u>	<u>110,423,400</u>	<u>111,275,900</u>	<u>969,000</u>
SPECIAL REVENUE FUNDS					
Housing & Community Develop.	(1,127,200)	0	2,611,800	438,100	1,046,500
Landscape Assessment Dist	9,075,100	0	6,480,000	5,794,800	9,760,300
Community Facilities Dist 2020-1	219,300	0	75,000	32,700	261,600
Affordable Housing	0	1,000,000	320,900	320,900	1,000,000
Total Special Revenue	<u>8,167,200</u>	<u>1,000,000</u>	<u>9,487,700</u>	<u>6,586,500</u>	<u>12,068,400</u>
INTERNAL SERVICE FUNDS					
Liability & Property Insurance	1,656,900	0	8,422,000	8,425,500	1,653,400
Employee Benefits	16,519,800	0	42,096,400	42,893,200	15,723,000
Fleet Maintenance	22,518,900	0	16,466,800	13,531,200	25,454,500
General Government Services	5,638,400	0	17,003,300	16,667,200	5,974,500
Total Internal Service	<u>46,334,000</u>	<u>0</u>	<u>83,988,500</u>	<u>81,517,100</u>	<u>48,805,400</u>
ENTERPRISE FUNDS					
Community Sanitation	9,198,500	150,000	27,029,000	30,470,200	5,907,300
Sewer Service	24,151,700	(230,000)	16,869,000	19,713,800	21,076,900
Water Service	19,492,300	(1,250,000)	23,483,000	27,830,800	13,894,500
Transit	119,300	0	12,636,000	12,634,600	120,700
Planning & Development Service	8,955,400	350,000	14,485,000	15,047,200	8,743,200
Total Enterprise	<u>61,917,200</u>	<u>(980,000)</u>	<u>94,502,000</u>	<u>105,696,600</u>	<u>49,742,600</u>
CAPITAL IMPROVEMENT FUNDS					
Sewer Construction	1,950,900	230,000	6,291,000	7,826,000	645,900
Park Projects	5,014,200	0	2,565,000	1,775,000	5,804,200
Street Construction	13,467,000	0	27,671,700	33,069,000	8,069,700
Water Construction	6,057,000	1,250,000	7,997,000	6,509,000	8,795,000
Housing & Community Develop.	2,256,800	0	1,068,800	3,325,600	0
Refuse Construction	0	0	500,000	500,000	0
General Government Facilities	17,536,400	125,000	2,587,000	450,000	19,798,400
Total Capital Improvement	<u>46,282,300</u>	<u>1,605,000</u>	<u>48,680,500</u>	<u>53,454,600</u>	<u>43,113,200</u>
	<u>165,997,200</u>	<u>150,000</u>	<u>347,082,100</u>	<u>358,530,700</u>	<u>154,698,600</u>
	<u>Beginning Balance</u>	<u>Transfers</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending Balance</u>
SUCCESSOR AGENCIES TRUST FUND					
Clovis Successor Agencies**	764,300	0	1,357,000	1,365,000	756,300

* The General Fund maintains a \$22,600,000 set aside, or 20.3% of expenditures, as an emergency reserve as directed by the City Council.

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

NOTES TO RESOURCES & APPROPRIATIONS SUMMARY

1. Summary of Transfers

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

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Purpose</u>
\$ 350,000	General Fund	Planning and Dev	General Fund supported activity
1,000,000	General Fund	Affordable Housing	Various projects
50,000	General Fund	General Govt Svs	Fire Training Center Drainage
75,000	General Fund	General Govt Svs	Demo of IT portable building
150,000	Comm Sanitation Cap*	Comm Sanitation Oper	Acquisition of refuse containers
500,000	Sewer Service	Sewer Cap-User	Capital projects
270,000	Sewer Capital-Dev	Sewer Service	Capital projects
750,000	Water Service	Water Capital-Dev	Debt service
500,000	Water Service	Water Capital-User	Capital Projects

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

Sewer Capital -
Sewer Capital-Enterprise
Sewer Capital-Developer

Water Construction -
Water Capital-Enterprise
Water Capital-Developer

*Community Sanitation Capital Fund is unbudgeted and as such, is not shown on the preceding schedule, but is fully disclosed in the City's Annual Financial Report.

SUMMARY REVENUES AND EXPENDITURES

The following summary schedule provides an excellent overview of the City's 2024-2025 revenues and expenditures. The schedule on the following page combines all the City's funds into one summary schedule while the "2024-2025 Budget Summary-By Fund" provides a summary of revenues and expenditures for each fund.

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

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

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

The "2024-2025 Budget Summary-All Funds" includes all funding sources and expenditures for all Governmental and Proprietary Funds. A review of the revenue shows that "Charges for Current Services" is the largest revenue source followed by "Charges to Other Departments". Included in "Charges for Current Services" are the charges for the City's Enterprise Funds (water, sewer, refuse, etc.). This revenue source makes up 33% of the total funding sources. The source "Charges to Other Departments" reflects interfund charges, or revenue derived, by the City's Internal Service Funds such as General Services, Employee Benefits, Fleet Services, and Liability and Property Insurance to other operating funds for services received from the Internal Service Funds. This funding source reflects 24% of the total. (Please read the note at the bottom of the "2024-2025 Budget Summary-All Funds" about the effect Internal Service Fund charges have on the City's revenues and expenditures.) Property Taxes, show an increase due primarily to expected countywide growth, improving property values from prior years, and the statutory Prop 13 increase of 2% or California CPI, whichever is less. The California CPI for 2024-2025 is 2%. Property taxes account for 12% of the City's revenue. The revenue source "Sales & Use Tax" which accounts for 9% of total revenue, is projected to decline due to inflationary pressures on consumer spending. The City anticipates modest growth will be experienced in budgeted years to follow.

Overall the City budget is lower when compared to the prior year. Capital outlays/improvements account for 15% of the total budgeted expenditures in 2024-2025 and are decreasing when compared to the 2023-2024 estimated budget amounts. The combined totals for all salaries and benefits, which account for 33% of the total expenditures, are showing a slight decrease from the previous year due to the net addition of only three positions compared to a larger increase in other expenditures. Reflected in the category "Administrative and Overhead," which makes up 8% of the total, is the expenditure side of the interfund charges by the City's Internal Service Funds. This expenditure reflects costs such as computer services, communications, energy, and office supplies. The expenditure category "Employee Related ISF Charges" which accounts for 11% of total expenditures is another interfund related expenditure account and reflects the internal transfer of a portion of employee benefits.

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

2024-2025 BUDGET SUMMARY - ALL FUNDS

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

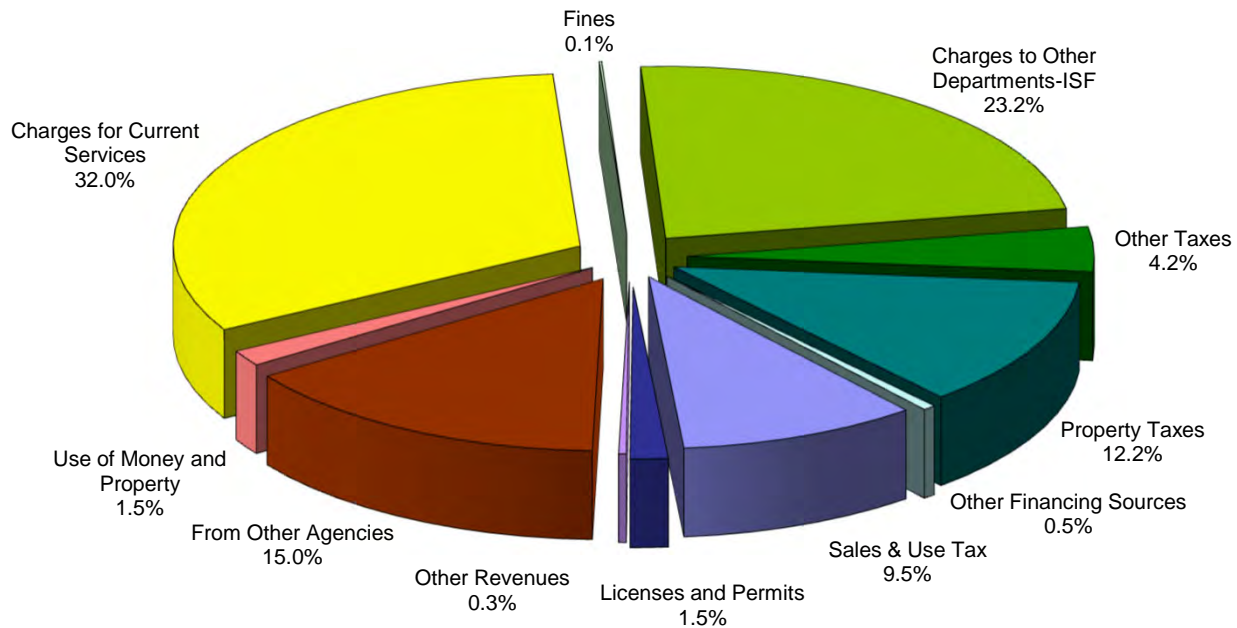
	2022-2023 ACTUAL	2023-2024 ESTIMATED	2024-2025 BUDGET
<u>FUNDING SOURCES</u>			
Property Taxes	35,599,296	38,564,000	41,474,000
Sales & Use Tax	30,238,078	29,982,000	30,892,000
Other Taxes	11,906,883	13,470,000	14,081,000
Licenses and Permits	4,467,644	4,652,000	5,164,000
Fines	260,164	250,000	199,000
Use of Money & Property	16,197,950	4,648,400	3,815,200
From Other Agencies	39,224,827	47,788,300	51,708,800
Charges for Current Services	106,687,409	101,693,500	115,795,800
Other Revenues	2,193,372	965,900	672,000
Charges to Other Departments-ISF	66,668,582	73,619,900	83,280,300
Other Financing Sources	372,745	1,430,200	0
Total Revenues and Other			
Financing Sources	313,816,950	317,064,200	347,082,100
Beginning Fund Balances	213,759,197	223,369,000	165,997,200
Total Available Resources	527,576,147	540,433,200	513,079,300
<u>EXPENDITURES/EXPENSES</u>			
Salaries-Regular	57,234,385	59,404,800	65,717,100
Overtime	6,869,017	7,849,400	6,815,400
Extra Help	3,624,410	4,166,800	4,435,200
Benefits	33,924,594	36,973,300	42,057,200
Vehicle Charges	13,290,702	14,902,500	16,760,600
Energy	9,295,967	10,745,300	12,328,200
Communications	752,564	805,500	834,000
Professional Services	26,399,268	31,247,100	34,723,200
Repair and Maintenance	4,000,260	6,143,700	6,108,200
State Mandates	952,658	1,055,000	1,223,000
Special Events	81,233	85,400	112,000
Building and Equipment Rental	5,434	33,000	83,000
Office Supplies	685,220	795,000	848,100
Materials and Supplies	6,762,082	7,814,500	8,044,700
Travel and Meeting Expense	358,111	354,800	288,600
Training	630,583	848,400	996,500
Dues and Subscriptions	426,968	617,760	921,000
Administration and Overhead	26,045,600	29,093,100	32,221,000
Employee-Related ISF Charges	30,888,916	37,009,100	42,039,100
Liability Insurance Prog-ISF	5,448,572	6,159,100	8,026,900
Debt Service	14,212,015	14,510,000	13,888,000
Capital Outlays/Improvements	62,247,588	103,972,440	60,059,700
Total Expenditures/Expenses and Other Uses	304,136,147	374,586,000	358,530,700
Net Operating Transfers *	(71,000)	150,000	150,000
Ending Fund Balances	223,369,000	165,997,200	154,698,600

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

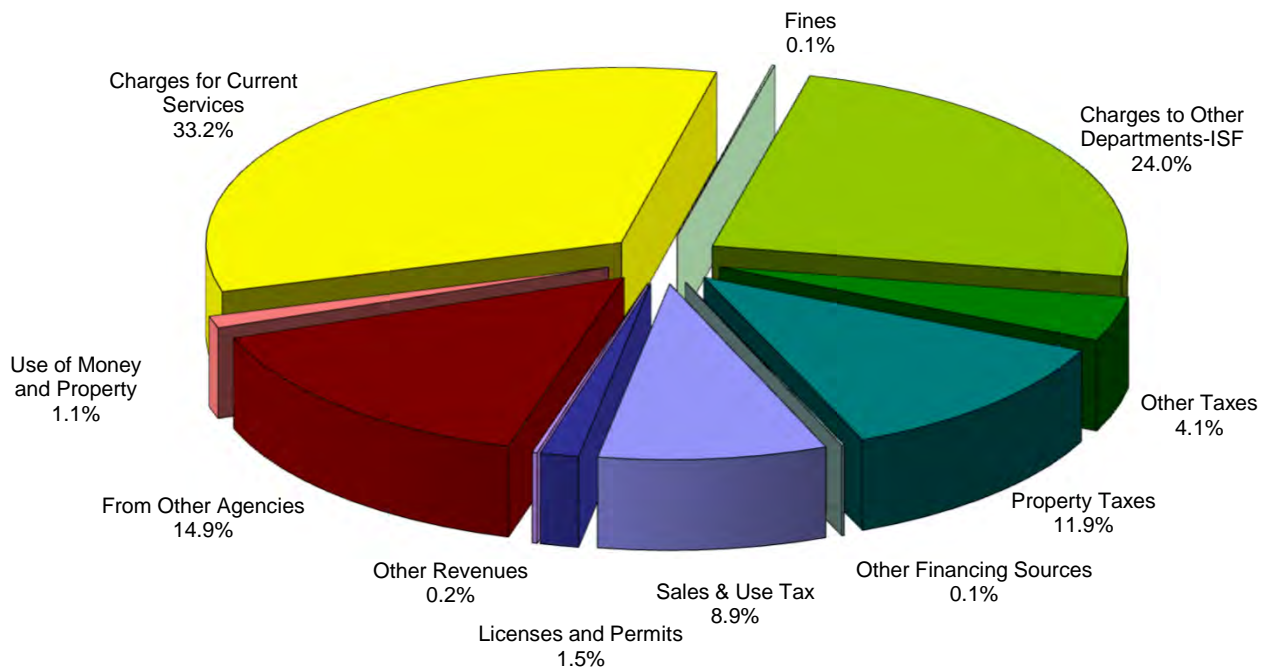
The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

* Net transfers are the result of the transfer to the Refuse Disposal Fund from the Community Sanitation Fund, an unbudgeted fund.

2023-2024 ESTIMATED REVENUES



2024-2025 BUDGET REVENUES



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

2024-2025 BUDGET SUMMARY - BY FUND

AGENDA ITEM NO. 13.

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	<i>Enterprise Funds</i>					
	General	Community Sanitation	Sewer Service	Transit	Water Service	Planning & Development Services
<u>FUNDING SOURCES</u>						
Property Taxes	41,399,000					
Sales & Use Tax	30,892,000					
Other Taxes	14,081,000					
Licenses and Permits	1,354,000					3,810,000
Fines	199,000					
Use of Money & Property	546,000	348,000	781,000	114,000	606,000	189,000
From Other Agencies	6,636,600	330,000		12,522,000		27,000
Charges for Current Services	15,000,800	26,765,000	16,063,000		22,687,000	10,403,000
Other Revenues	315,000	86,000	25,000		190,000	56,000
Charges to Other Departments-ISF						
Other Financing Sources						
<i>Total Sources</i>	<u>110,423,400</u>	<u>27,529,000</u>	<u>16,869,000</u>	<u>12,636,000</u>	<u>23,483,000</u>	<u>14,485,000</u>
<u>EXPENDITURES/EXPENSES</u>						
Salaries-Regular	39,470,100	5,772,800	1,660,000	2,554,400	4,160,800	6,839,800
Overtime	5,890,800	485,000	17,500	101,600	152,600	86,000
Extra Help	2,222,200	83,000	7,000	1,928,000	6,000	154,000
Benefits	28,757,800	2,979,000	809,100	1,957,800	2,065,700	3,045,400
Vehicle Charges	5,903,600	7,223,900	379,600	1,653,100	937,000	366,500
Energy	3,354,000	28,000	1,888,000		5,310,000	
Communications	281,300	12,500	5,000	216,100	18,000	50,000
Professional Services	7,608,400	6,375,900	7,829,200	667,900	3,717,500	1,808,000
Repair and Maintenance	382,800	51,400	313,500		1,133,700	
State Mandates		1,163,000				
Liability Insurance Prog-ISF		2,000				3,000
Special Events	2,000					14,000
Building and Equipment Rental	33,000	50,000				
Office Supplies	111,100	72,000	5,500		44,000	16,000
Materials and Supplies	1,615,300	205,200	299,900		1,705,500	10,000
Travel and Meeting Expense	204,700	20,500	8,000	22,000	5,000	9,000
Training	604,500	53,500	18,200	23,200	57,500	8,000
Dues and Subscriptions	100,100	17,500	5,000	2,800	6,700	23,000
Administration and Overhead	13,748,900	4,385,300	3,286,800	1,872,700	4,027,300	2,579,500
Employee-Related ISF Charges						
Debt Service			7,000			
Capital Outlays/Improvements	985,300	1,989,700	3,174,500	1,635,000	4,483,500	35,000
<i>Total Uses</i>	<u>111,275,900</u>	<u>30,970,200</u>	<u>19,713,800</u>	<u>12,634,600</u>	<u>27,830,800</u>	<u>15,047,200</u>

2024-2025 BUDGET SUMMARY - BY FUND

AGENDA ITEM NO. 13.

Page 2 of 3

	<i>Internal Service Funds</i>				<i>Capital Projects Funds</i>			
	Liability and Property Insurance	Employee Benefits	General Services	Fleet	Sewer	Park Projects	Streets	Water
<u>FUNDING SOURCES</u>								
Property Taxes								
Sales & Use Tax								
Other Taxes								
Licenses and Permits								
Fines								
Use of Money & Property	1,000	97,000	551,200	273,000	87,000			222,000
From Other Agencies			90,000			430,000	27,671,700	
Charges for Current Services			2,283,000		6,204,000	2,135,000		7,775,000
Other Revenues								
Charges to Other Departments-ISF	8,421,000	41,999,400	16,666,100	16,193,800				
Other Financing Sources								
<u>Total Sources</u>	<u>8,422,000</u>	<u>42,096,400</u>	<u>19,590,300</u>	<u>16,466,800</u>	<u>6,291,000</u>	<u>2,565,000</u>	<u>27,671,700</u>	<u>7,997,000</u>
<u>EXPENDITURES/EXPENSES</u>								
Salaries-Regular	186,100	369,700	2,800,900	1,722,600				
Overtime	3,000	3,000	57,300	18,600				
Extra Help			35,000					
Benefits	90,200	171,100	1,232,000	887,200				
Vehicle Charges	7,400	18,100	165,600	98,600				
Energy			1,748,200					
Communications			248,600	2,500				
Professional Services		11,000	533,100	282,900				
Repair and Maintenance			2,725,300	1,474,500				
State Mandates				60,000				
Liability Insurance Prog-ISF	8,021,900							
Special Events		96,000						
Building and Equipment Rental								
Office Supplies			597,500	2,000				
Materials and Supplies	8,000		349,500	3,846,300				
Travel and Meeting Expense	4,400	1,200	7,800	4,000				
Training	42,000	27,600	117,000	45,000				
Dues and Subscriptions	1,000	500	760,800	1,100				
Administration and Overhead	61,500	105,900	723,500	1,393,800				
Employee-Related ISF Charges		42,039,100						
Debt Service			3,301,000	426,000	7,215,000			2,939,000
Capital Outlays/Improvements		50,000	1,714,100	3,266,100	611,000	1,775,000	33,069,000	3,570,000
<u>Total Uses</u>	<u>8,425,500</u>	<u>42,893,200</u>	<u>17,117,200</u>	<u>13,531,200</u>	<u>7,826,000</u>	<u>1,775,000</u>	<u>33,069,000</u>	<u>6,509,000</u>

2024-2025 BUDGET SUMMARY - BY FUND

AGENDA ITEM NO. 13.

Page 3 of 3

	<i>Special Revenue Funds</i>				<i>Total</i>	<i>Trust Fund</i>
	Housing & Community Development	Landscape Assessment District	Community Facilities Dist 2020-1	Affordable Housing		Successor Agency Trust Fund*
<u>FUNDING SOURCES</u>						<u>Additions</u>
Property Taxes			75,000		41,474,000	1,357,000
Sales & Use Tax					30,892,000	
Other Taxes					14,081,000	
Licenses and Permits					5,164,000	
Fines					199,000	
Use of Money & Property					3,815,200	
From Other Agencies	3,680,600			320,900	51,708,800	
Charges for Current Services		6,480,000			115,795,800	
Other Revenues					672,000	
Charges to Other Departments-ISF					83,280,300	
Other Financing Sources					0	
<i>Total Sources</i>	<u>3,680,600</u>	<u>6,480,000</u>	<u>75,000</u>	<u>320,900</u>	<u>347,082,100</u>	<u>1,357,000</u>
<u>EXPENDITURES/EXPENSES</u>						<u>Deductions</u>
Salaries-Regular	179,900				65,717,100	
Overtime					6,815,400	
Extra Help					4,435,200	
Benefits	61,900				42,057,200	
Vehicle Charges	7,200				16,760,600	
Energy					12,328,200	
Communications					834,000	
Professional Services	88,800	5,794,800	5,700		34,723,200	20,000
Repair and Maintenance			27,000		6,108,200	
State Mandates					1,223,000	
Liability Insurance Prog-ISF					8,026,900	
Special Events					112,000	
Building and Equipment Rental					83,000	
Office Supplies					848,100	
Materials and Supplies	5,000				8,044,700	
Travel and Meeting Expense	2,000				288,600	
Training					996,500	
Dues and Subscriptions	2,500				921,000	
Administration and Overhead	35,800				32,221,000	
Employee-Related ISF Charges					42,039,100	
Debt Service					13,888,000	1,345,000
Capital Outlays/Improvements	3,380,600			320,900	60,059,700	
<i>Total Uses</i>	<u>3,763,700</u>	<u>5,794,800</u>	<u>32,700</u>	<u>320,900</u>	<u>358,530,700</u>	<u>1,365,000</u>

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SUMMARY OF REVENUES BY FUND

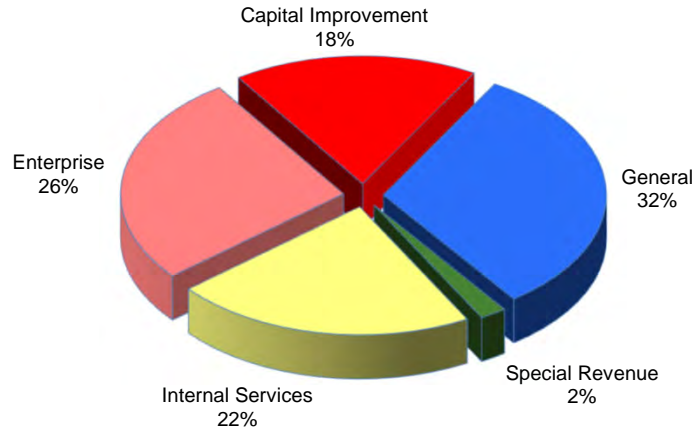
AGENDA ITEM NO. 13.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
GENERAL FUND	99,624,191	106,103,300	110,423,400
SPECIAL REVENUE FUNDS			
Housing & Community Development	456,608	231,200	2,611,800
Affordable Housing	0	0	320,900
Landscape Maintenance District	5,495,212	5,997,100	6,480,000
Community Facilities Dist 2020-1	91,556	60,000	75,000
INTERNAL SERVICES FUNDS			
Liability & Property Insurance	5,110,796	6,768,000	8,422,000
Employee Benefit	34,495,791	37,276,800	42,096,400
Fleet Maintenance	14,284,262	14,833,900	16,466,800
General Government Services	14,837,952	17,122,300	17,003,300
ENTERPRISE FUNDS			
Community Sanitation	24,564,658	23,314,500	27,029,000
Sewer Service	16,374,707	16,245,000	16,869,000
Transit	7,953,295	11,965,900	12,636,000
Water Service	22,241,329	22,693,300	23,483,000
Planning & Development Services	12,582,526	12,777,100	14,485,000
CAPITAL IMPROVEMENTS FUNDS			
Sewer Construction	11,280,836	4,468,000	6,291,000
Parks Projects	5,076,231	2,675,000	2,565,000
General Government Facilities	7,715,490	1,853,000	2,587,000
Street Construction	21,650,005	23,690,600	27,671,700
Water Construction	8,931,777	4,220,000	7,997,000
Refuse Construction	773,463	2,710,500	500,000
Housing & Community Development	276,265	2,058,700	1,068,800
TOTAL	313,816,950	317,064,200	347,082,100
SUCCESSOR AGENCY TRUST FUND			
Clovis Successor Agencies*	1,419,555	1,366,000	1,357,000

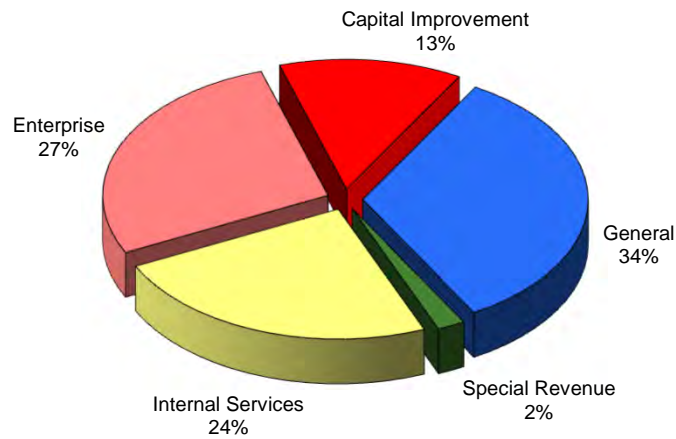
*The Clovis Successor Agencies are Private Purpose Trust Funds and as such are reported separately and not included in Citywide totals.

REVENUES BY FUND TYPE

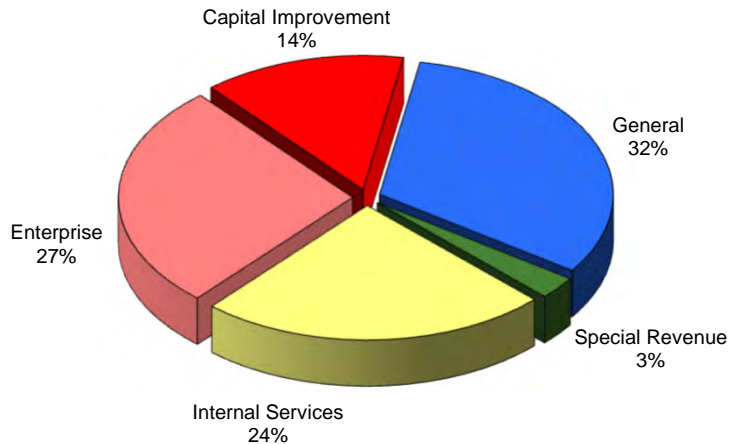
2022-2023 ACTUAL



2023-2024 ESTIMATED



2024-2025 BUDGET



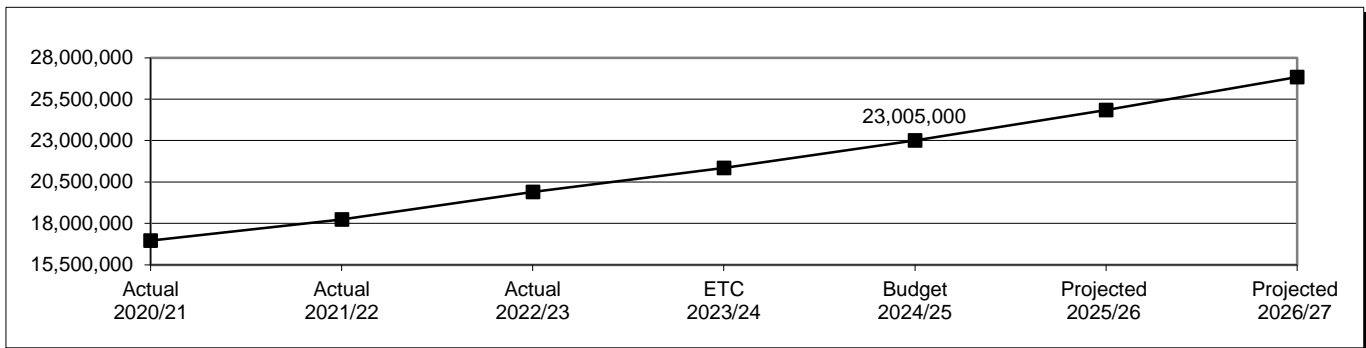
REVENUE BY SOURCE

Property Taxes-General Fund

Property tax revenues have taken on a larger role in the General Fund's revenue structure due to actions taken at the state level. Vehicle License Fees (VLF), previously a state subvention revenue source, are now replaced with a like amount of property tax revenues. This is a permanent shift and will increase in the same percentage as increases in assessed valuation in the City. (See "Property Tax in lieu of VLF-General Fund" for the chart on this revenue). The County of Fresno assesses property owners within the county and distributes the tax to the appropriate agencies based on their sharing percentage. The City's share of the county-wide 1% is 18.34% of the gross taxes before reductions. In 2024/25, the City of Clovis is expecting to receive about \$23,005,000 in property taxes on real and personal property. Growth in this revenue source is affected by several factors, such as increased assessed values due to new construction, increased base due to annexation, the statutory maximum increase in assessed value of 2% maximum per year, and changes in value related to property resale. Property tax revenues formerly distributed to redevelopment agencies as tax increment are now distributed to schools, counties, and cities in the project area. Property tax revenue is 21% of total General Fund revenue.

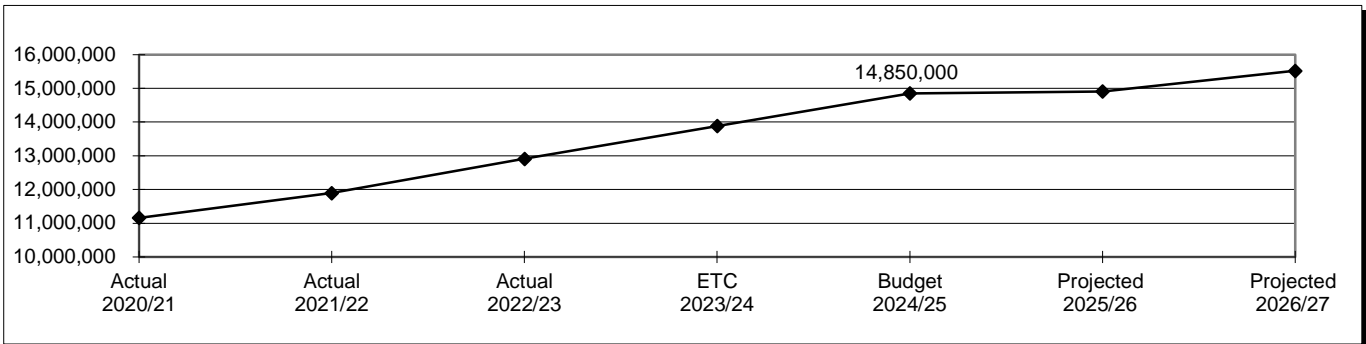
The gross assessed valuation (in millions) for Clovis is:

2019/20	\$11,615	2021/22	\$13,299	2023/24	\$15,525	2025/26	\$17,736 est.
2020/21	\$12,456	2022/23	\$14,442	2024/25	\$16,638 est.	2026/27	\$18,834 est.



Property Tax in lieu of VLF-General Fund

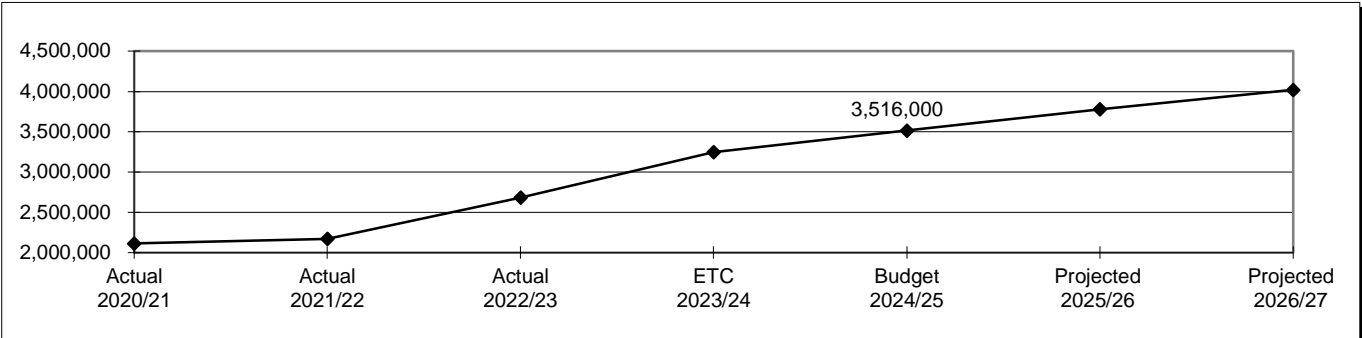
In 2004, the State permanently reduced the vehicle license fees (VLF) to counties and cities and eliminated the State's general fund backfill for this revenue loss. Instead, counties and cities now receive additional transfers of property tax revenues in lieu of VLF. The property tax in lieu of VLF for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



REVENUE BY SOURCE

Community Facilities District CFD 2004-01-General Fund

In March 2004, Council approved the formation of Community Facilities District 2004-01 (CFD) which provides funding for public safety operations in new growth areas generally located north of Herndon or east of Locan Avenues. Residential parcels located in the CFD with a building permit issued prior to May 1, would be subject to the CFD tax the following fiscal year, payable with their property tax bill. This revenue represents 3% of General Fund revenue.

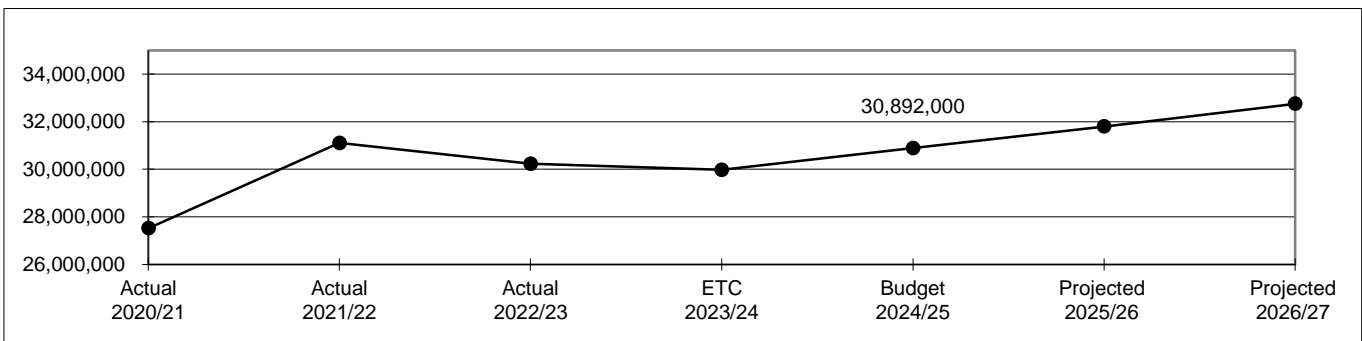


Sales Tax-General Fund

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

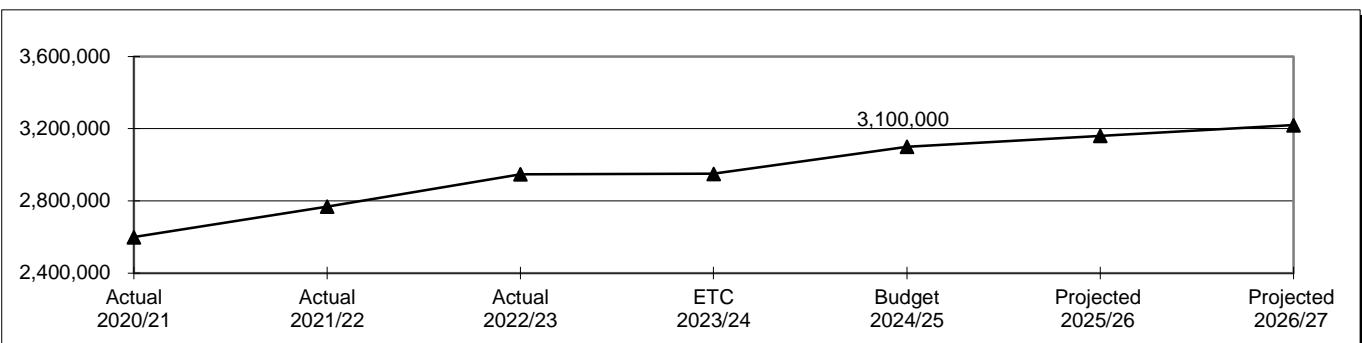
Major	General Consumer Goods	33%
Segments:	Autos & Transportation	18%
	State & County Pools	14%
	Building and Construction	12%
	Restaurants & Hotels	11%
	Fuel & Service Stations	6%

The top ten retailers generate 43% of the sales tax and the top 100 retailers generate 81% of the sales tax in Clovis. Sales Tax is 28% of the General Fund revenue. In 2020/21 and 2021/22, sales tax experienced significant growth due to COVID-19 prompting the acceleration of online sales and the positive impact AB-147 had on online sales tax for cities. In 2022/23, sales tax experienced a decline as inflationary pressures affected consumers spending less on discretionary items that generate sales tax. 2023/24 is estimated to experience another slight decline while 2024/25 has been budgeted for modest growth.



Franchise Fees-General Fund

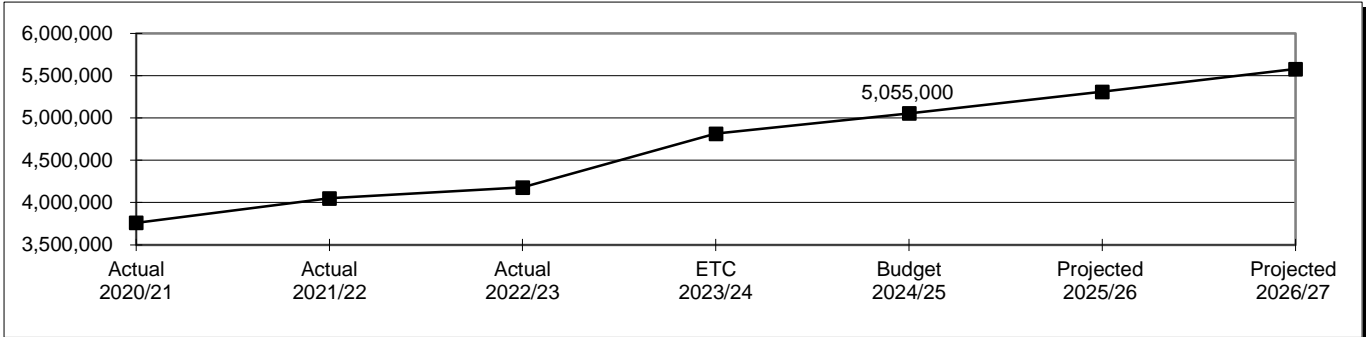
The City receives a Franchise Fee from Pacific Gas & Electric, Comcast Cable, and AT&T based on their gross receipts in Clovis. The revenue is projected to increase only slightly as AT&T moves customers from cable to satellite service that isn't subject to franchise fees. This revenue source is approximately 3% of the General Fund revenue.



REVENUE BY SOURCE

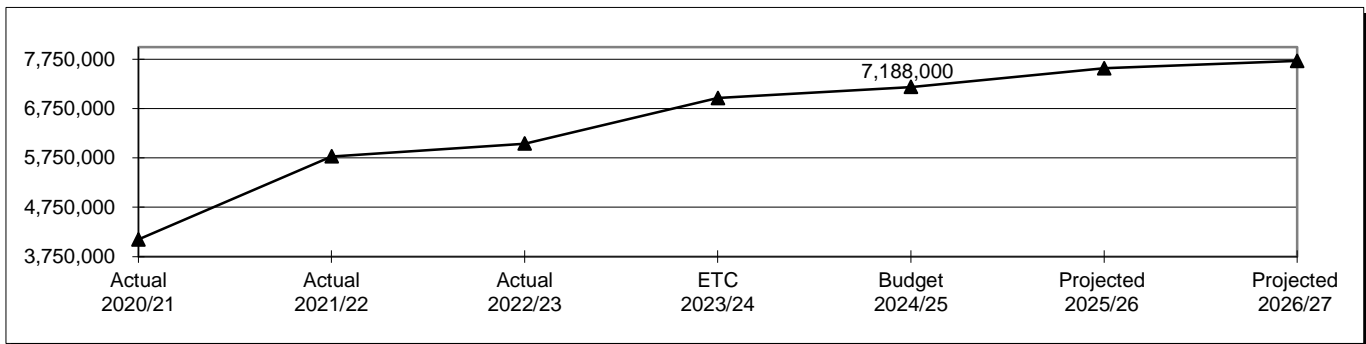
Business Licenses-General Fund

Business Licenses are required of all businesses within Clovis. Most businesses pay fees based on gross receipts. There is a minimum and a maximum business license fee, which is annually adjusted for inflation. Business license revenues are projected to remain at a normal revenue growth at the rate of inflation and adjusted for new businesses.



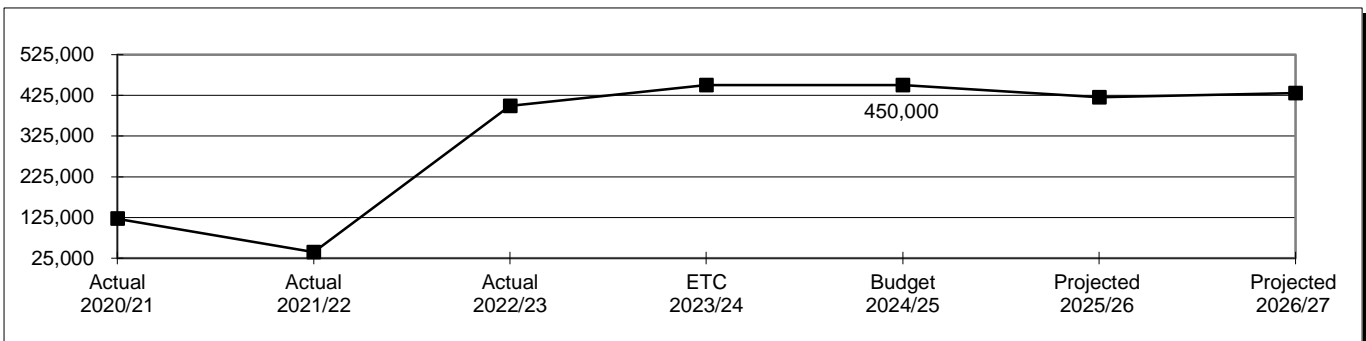
Other Taxes-General Fund

This category includes transient occupancy tax, real property transfer tax, and card room permits. Transient occupancy tax has rebounded greatly from the time shelter in place orders from Covid-19 were required. The City increased the transient occupancy tax from 10% to 12% on January 1, 2023. Marriott's Residence Inn opened in March 2023 bringing the City's total hotels to thirteen. In 2023/24, the City provided an online portal for owners of short term rentals to enroll and pay their lodging taxes. Real property transfer tax has shown a decline from the prior year as mortgage rates continue to remain high.



Interest Revenue-General Fund

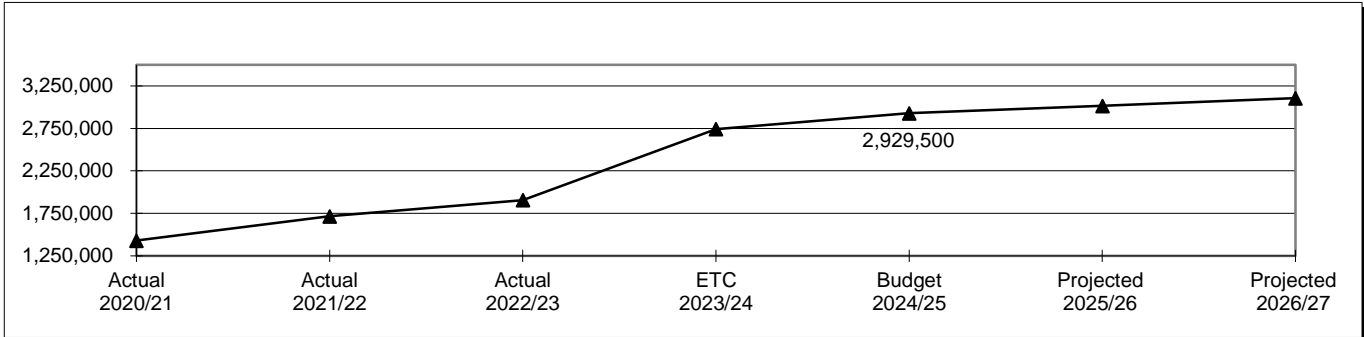
The City pools all available cash for investment purposes. Funds are invested in accordance with an investment policy. Interest is allocated from the pool in proportion to the daily cash balance attributable to each fund. The interest varies from year to year based on available cash for investment and the rate of return. The estimated rates of return for 2023/24 and 2024/25 are 3.22% and 2.93%, respectively.



REVENUE BY SOURCE

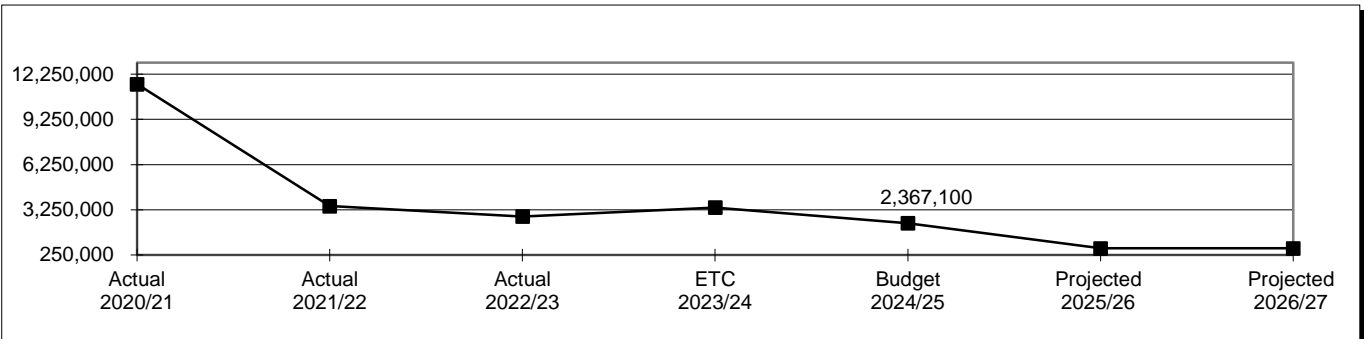
State Subventions-General Fund

This category includes revenue collected at the state level and redistributed back to local agencies on a per-capita basis. Revenue sources mainly include gas tax. The larger increase in 2023/24 is primarily due to transferring additional gas tax funds from street capital projects to street maintenance and lighting in the General Fund.



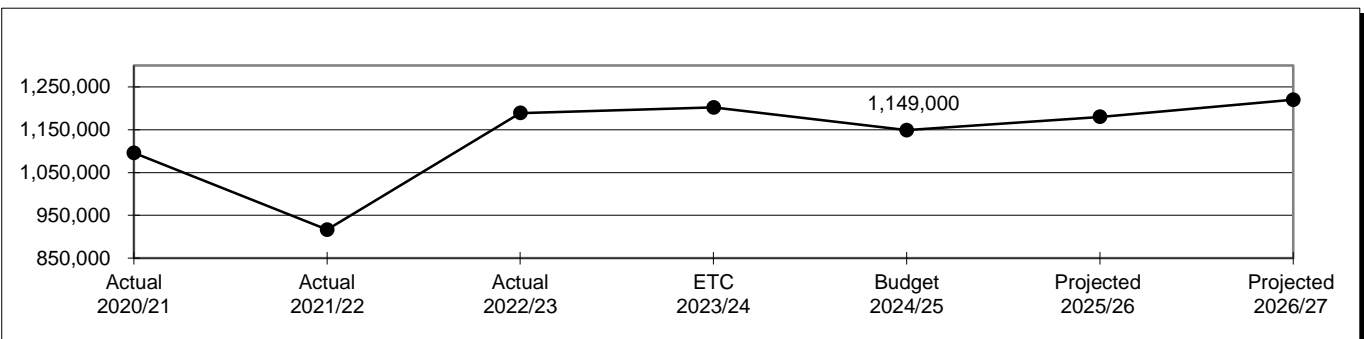
Grants-General Fund

Sources of this revenue are from the state and federal governments. Revenues from programs such as Community and Development Block Grant, Highway Safety Programs, and Older Americans Act depend on availability and approval of funds for qualified city projects. The 2020/21 increases are largely from reimbursements from the CA Office of Emergency Services for state fire assistance along with one time funding from the CARES Act and ARPA. Also, included in years 2020/21 - 2023/24 is the SAFER grant awarded to hire 9 additional firefighters. The City received a grant to prevent organized retail theft in 2023/24 for two years. Grants are usually projected at a three year average of reoccurring grants.



Revenue From Other Agencies-General Fund

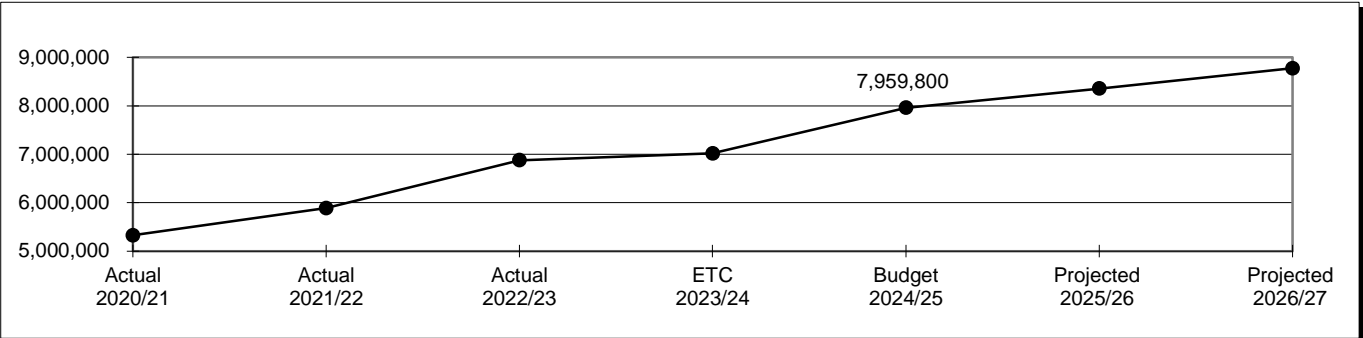
This revenue is from other public agencies including reimbursements. Most of the fluctuations of revenues in this category are from state mandated claims. Reimbursements from AB109 for interagency coordinated police efforts known as ACT are also reflected here.



REVENUE BY SOURCE

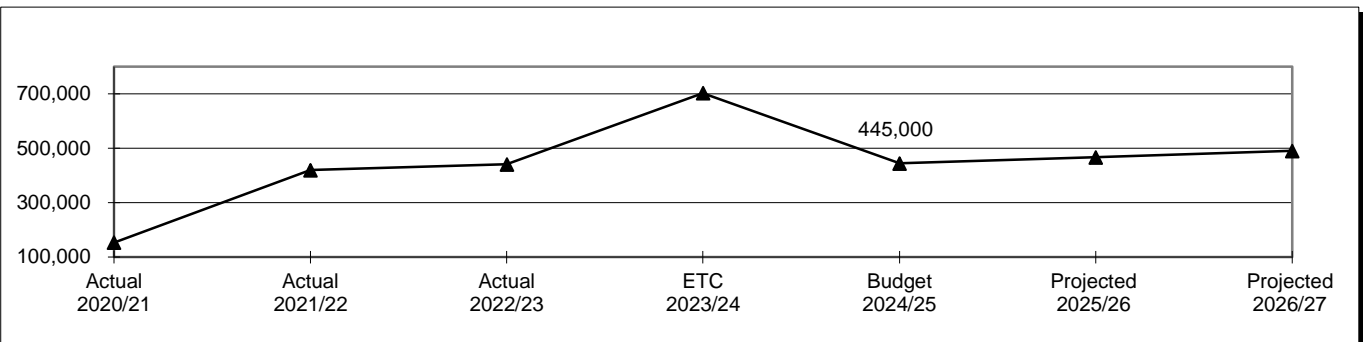
Revenue for Current Services-General Fund

This revenue category includes revenue from fees for landscape maintenance charges, charges for use of Police Reserves, weed abatement, alarm response, Senior and Recreation Center use charges, and park reservation fees. The revenue in this category varies with service activity. The Senior and Recreation Centers revenues are projected to increase with the opening of the new Senior Center and the increase in participation in adult sports.



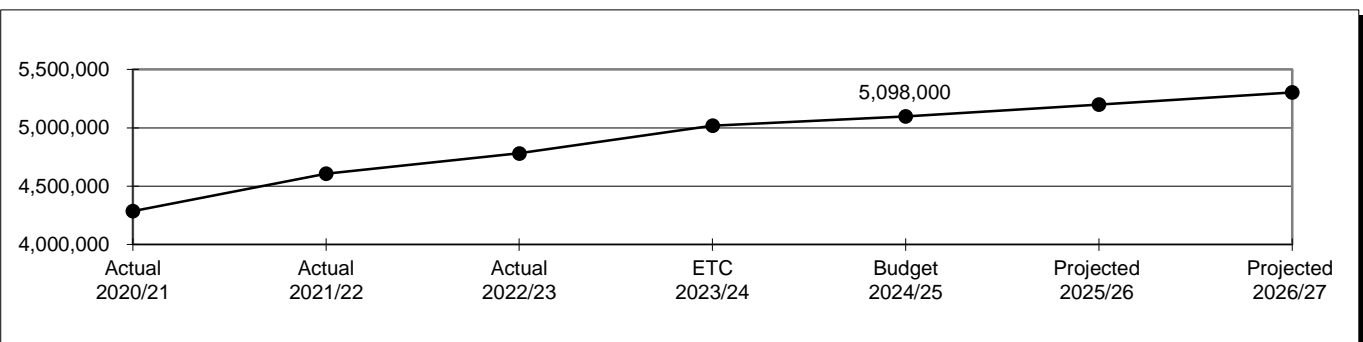
Other Revenue-General Fund

This category includes revenue from the sale of equipment, legal settlements, damage restitution, home owner property tax relief, and donations. 2023/24 reflects a donation for the new Senior Activity Center that opened in November of 2023.



Administrative Charges-General Fund

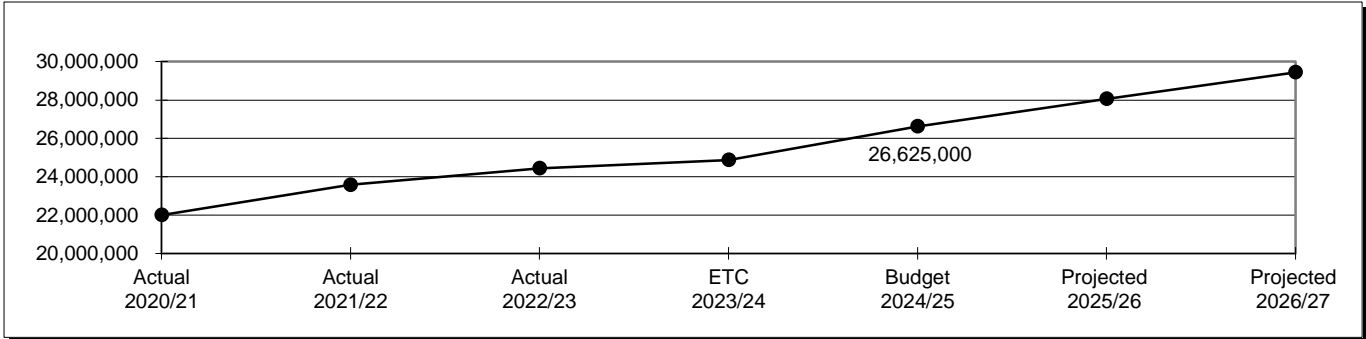
Administrative charges result from the recovery of the cost of services provided for specific activities of the support services within the General Fund. These support activities include City Council, City Clerk, City Manager, City Attorney, Finance, and Personnel. This revenue source contributes about 5% of the General Fund revenue.



REVENUE BY SOURCE

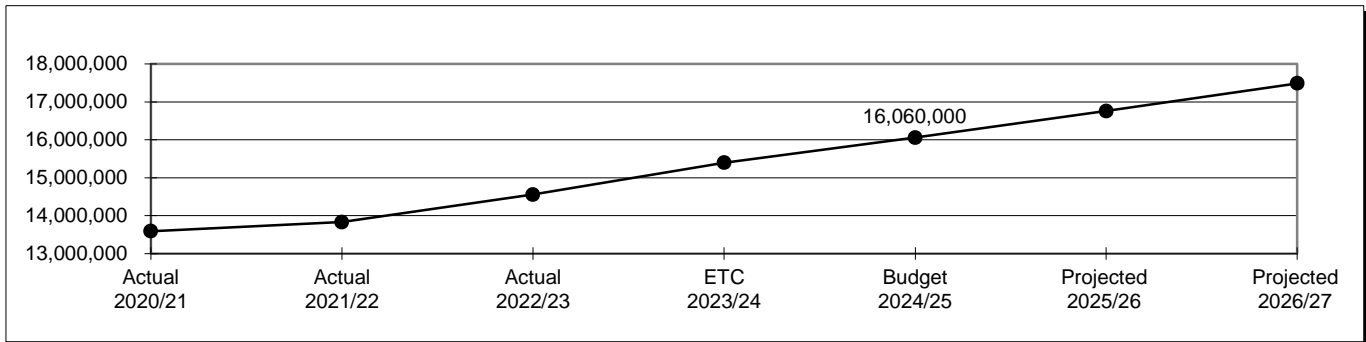
Refuse / Street Cleaning Charges-Community Sanitation Fund

Refuse charges are collected from both residential and commercial users based on different rates depending on type of service and frequency of service. Also included in the refuse revenue are charges for the City's greenwaste and recycling programs provided by private contract. The City Council approved rate increases in refuse charges of 4% July 1, 2005 and every July 1 thereafter, if necessary. Refuse rates are projected to increase by 4% in 2025/26 through 2026/27 and increase 4% each year after. Recycling and greenwaste rates are projected to increase by 4% in 2025/26 through 2026/27 and increase by 4% annually. Street Cleaning charges are projected to increase by 4% in 2025/26 through 2026/27 and are anticipated to grow based on the estimated increase in residential and commercial units.



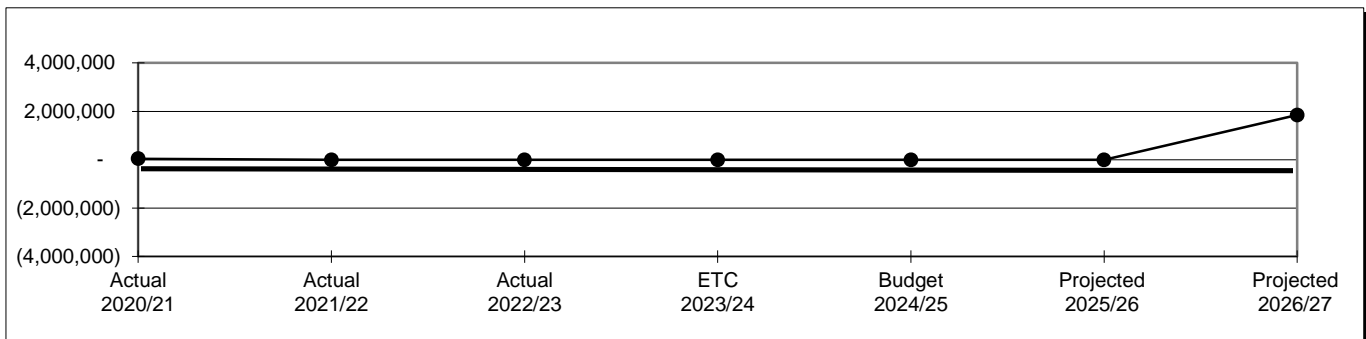
Sewer Charges-Sewer Service Fund

Users are charged for the maintenance of sewer lines, treatment of waste water, operation of the Sewer Treatment/Water Reuse Facility, and to meet bond covenants. Revenue is projected to grow proportionately to new units, along with rate increases 3% annually if deemed necessary. Increases of 3% are projected for 2025/26 through 2026/27.



Sewer Bond Coverage Charges-Sewer Service Fund

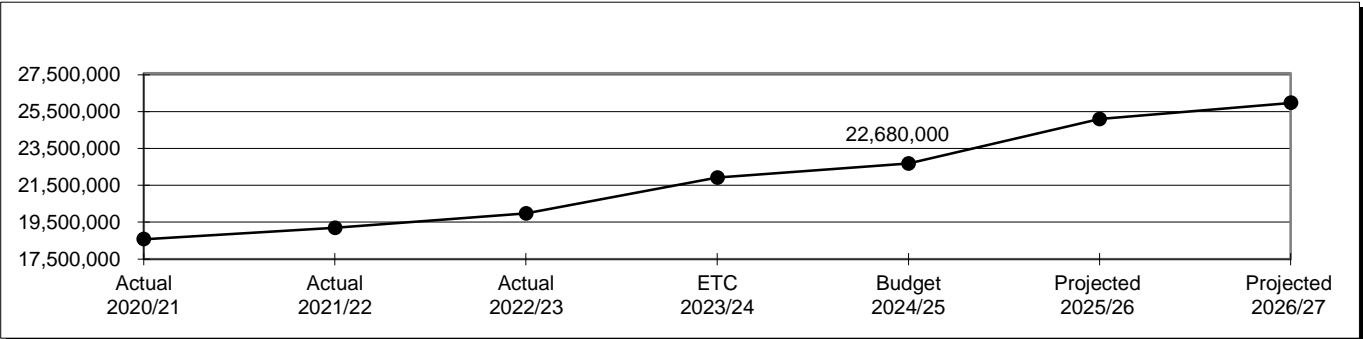
Beginning in 2012/13, the City implemented a sewer bond coverage charge to partially cover the debt service on development related bonds. Each year the coverage charge is evaluated for any revision necessary to meet required bond coverage. Beginning July 1, 2021, no bond charge is projected through June 30, 2026. Beginning July 1, 2026, bond coverage charges are projected to resume.



REVENUE BY SOURCE

Water Charges-Water Service Fund

Production, distribution, and treatment of water are charged to residential and commercial users based on usage. Different rates are established for different types of users and different quantities used based upon the costs of delivering services. Factors that are considered in revenue projections include new units and rate increases. Council approved rate increases annually of 3%, if deemed necessary. Increases of 3% are projected for 2024/25 through 2025/26 and is intended to cover increased costs to treat and distribute potable water, major capital improvements, and to provide debt service coverage.



Building Permits / Planning Fees / Engineering Fees-Planning & Development Fund

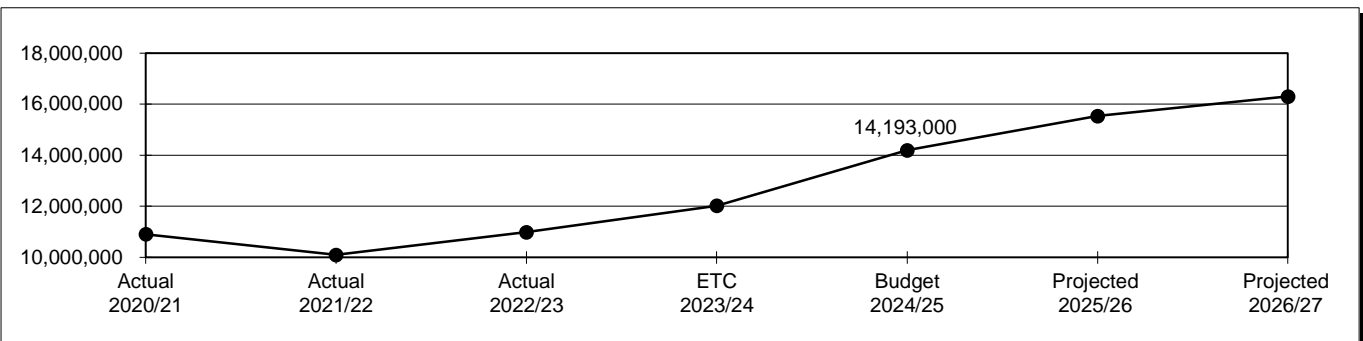
The City collects a fee for each building-related permit issued. The fees are based on the national uniform building codes. The City's building activity was significantly impacted by the housing market downturn in 2008 resulting in decreased permit revenue. Permit revenue has steadily increased since the Great Recession of 2008 until the impact of COVID-19 also imposed declines on permits and fees. 2022/23 reflects an increase due to General Plan fees recognized for expenses related to the City's General Plan updates, along with anticipated increases in Building permits and charges for the City's Capital Improvement Program.

Building permit activity for dwelling units:

Total building valuation for 2023 was \$284,665,000.

<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
1112	1238	859	658

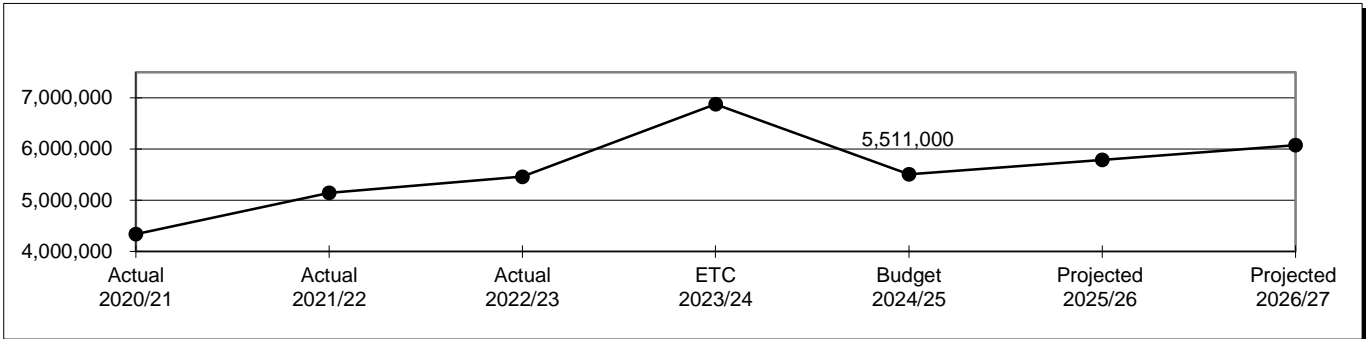
Planning fees are charged for processing requests for use permits or entitlement permits. This includes conditional use permits, zone changes, subdivision maps, and General Plan changes. The amount of revenue is directly related to the amount of advance development activity. Additional revenue is generated from the implementation of a fee to pay the cost to prepare and update the City's General Plan. Part of the large increase in revenues in 2024/25 is due to the General Plan and Housing Element updates. Engineering fees are charged for the processing of private development plans and for inspection of public improvements required of the development. Revenue varies with the amount of development activity for subdivisions and public infrastructure projects. This category also includes charges for services to the City's Capital Improvement Program which is also budgeted to experience larger than normal



REVENUE BY SOURCE

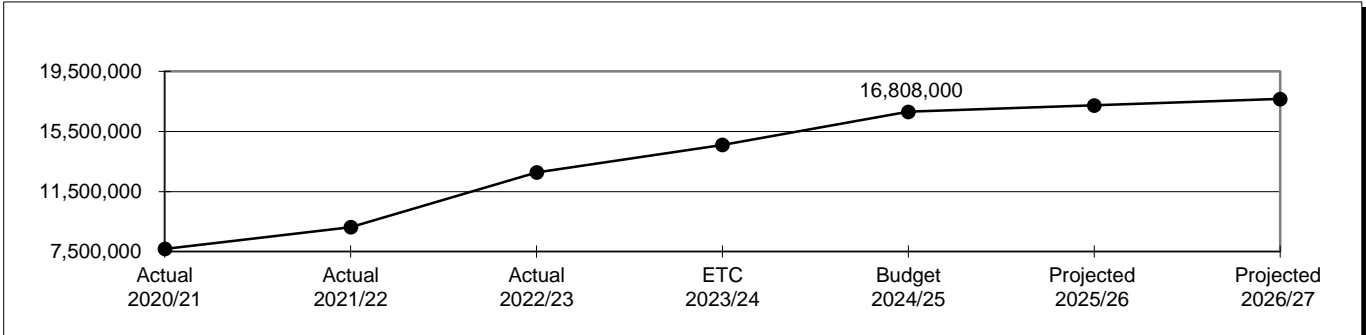
Local Transportation Funding-Transit Funds

This source of revenue is generated by a 1/4 cent tax on general sales, which is collected by the state and distributed to the local agencies on a formula basis for support of local transportation services. Starting in 2014/15, all LTF funding available to the City is required to be allocated to transit for cities with populations greater than 100,000. Revenue is recognized only when eligible expenses are incurred. Some of these funds were used in constructing the new Transit Station that opened in November of 2023.



Measure C (1/2 cent Sales Tax)

This tax is a county-wide tax used to fund street improvements and transit operations. In November 2006, voters in Fresno County passed an extension to this program through 2027, generating more than \$1.7 billion over 20 years. Although the tax rate is the same, the distribution percentage changed resulting in an increase in the City of Clovis' share of this sales tax. The increase in 2024/25 represents the City's allocation of Measure C funds for Streets, Parks, and Transit. The majority of this amount is for reimbursement of funds from the Regional Transportation Program for specific street improvement projects such as widening of Shaw from De Wolf to Leonard and reconstruction of Alluvial from Sunnyside to Fowler. Other projects include pavement rejuvenation and slurry sealing of various City streets and trail pavement maintenance.



SUMMARY OF EXPENDITURES BY FUND

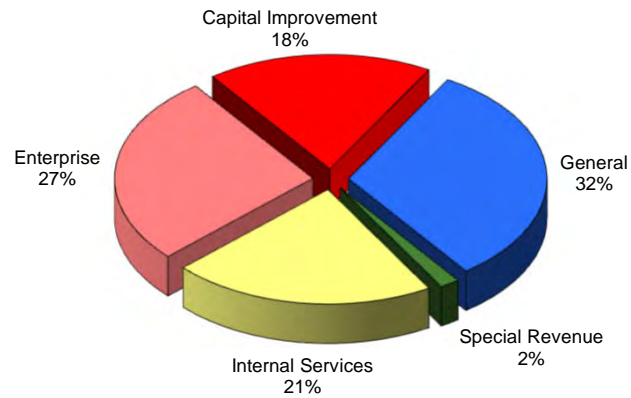
AGENDA ITEM NO. 13.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
GENERAL FUND	95,310,724	105,876,800	111,275,900
SPECIAL REVENUE FUNDS			
Housing and Community Development	226,437	330,000	438,100
Affordable Housing	0	0	320,900
Landscape Maintenance District	4,652,056	4,962,000	5,794,800
2020-1 Community Facility District	5,700	5,700	32,700
INTERNAL SERVICES FUNDS			
Liability & Property Insurance	5,751,770	6,519,100	8,425,500
Employee Benefit	31,550,625	37,763,000	42,893,200
Fleet Maintenance	13,134,249	16,402,000	13,531,200
General Government Services	14,960,923	20,907,900	16,667,200
ENTERPRISE FUNDS			
Community Sanitation	24,539,494	27,338,000	30,470,200
Sewer Service	15,620,808	19,870,300	19,713,800
Transit	8,165,251	11,965,600	12,634,600
Water Service	20,678,735	23,831,000	27,830,800
Planning & Development Services	12,761,591	13,704,700	15,047,200
CAPITAL IMPROVEMENTS FUNDS			
Sewer Construction	7,428,649	9,555,100	7,826,000
Parks Projects	4,128,649	6,952,800	1,775,000
General Government Facilities	11,755,666	15,565,600	450,000
Street Construction	23,634,641	31,517,600	33,069,000
Water Construction	8,329,402	16,775,000	6,509,000
Refuse Construction	773,463	2,710,500	500,000
Housing and Community Development	727,314	2,033,300	3,325,600
TOTAL	304,136,147	374,586,000	358,530,700
SUCCESSOR AGENCY TRUST FUND			
Clovis Successor Agencies*	1,366,802	1,348,700	1,365,000

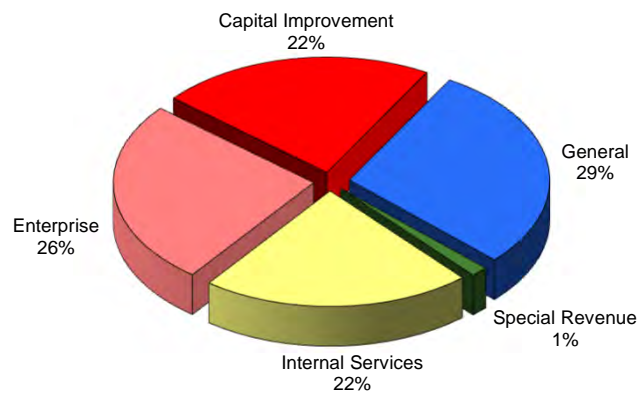
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EXPENDITURES BY FUND TYPE

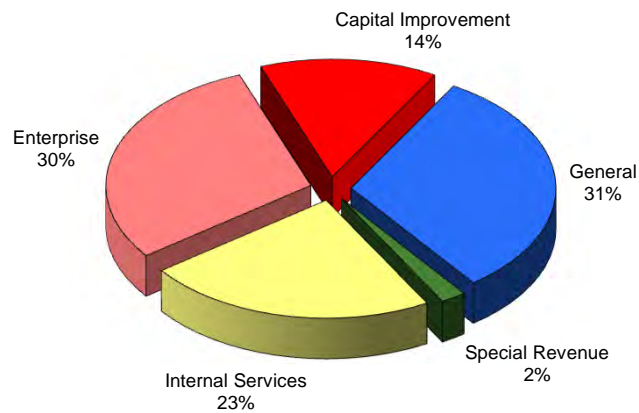
2022-2023 ACTUAL



2023-2024 ESTIMATED



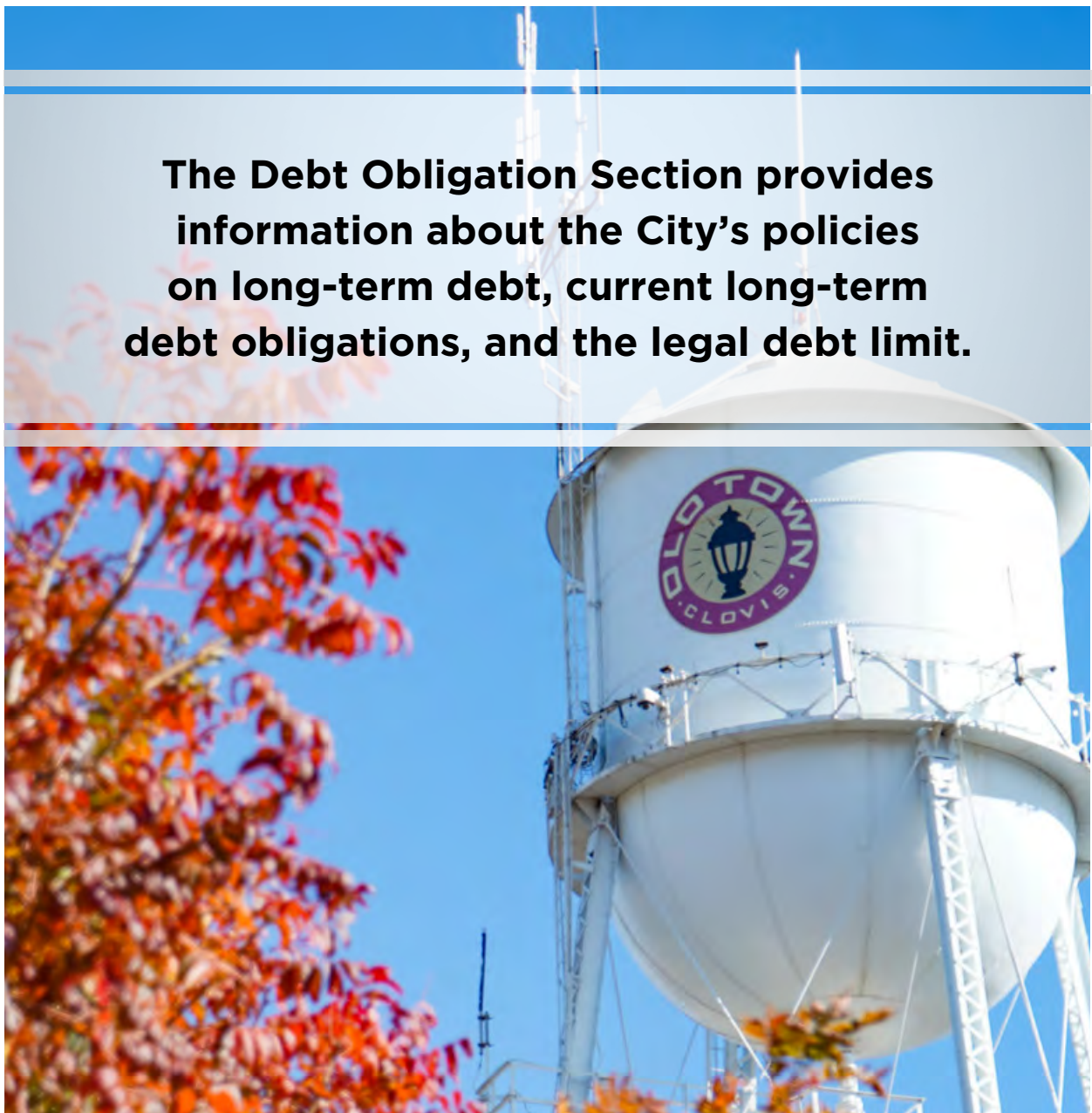
2024-2025 BUDGET



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DEBT *OBLIGATIONS*

The Debt Obligation Section provides information about the City's policies on long-term debt, current long-term debt obligations, and the legal debt limit.



DEBT OBLIGATIONS

The City of Clovis has several long-term debt obligations consisting of tax allocation bonds, revenue bonds, long-term loans, capital leases, and long-term contracts. At the present time there is no outstanding general obligation bond debt.

The City utilizes long-term debt to fund its capital needs. It is City policy to undertake long-term debt to fund capital assets (including infrastructure) when those assets will be a benefit over several budget years and there is a need to conserve liquid assets (cash). The City has been able to finance various projects with very attractive rates due to the City's favorable credit rating.

General obligation bonds are direct obligations of the City and are backed by the full faith and credit of the City, requiring voter approval, and may have a tax rate set to cover repayment. General obligation debt is also subject to a legal debt limitation. The legal debt limit for fiscal year 2024/25 is calculated at 15% of total assessed valuation or \$2,328,865,989. The City currently has no general obligation debt outstanding.

LEGAL DEBT LIMIT

Assessed Valuations	\$ 15,431,328,658
Add back exempt property	<u>94,444,600</u>
Total Assessed Value	<u>\$ 15,525,773,258</u>
Legal Debit Limit	
15% of Total Assessed Value	\$ 2,328,865,989

The other long-term debts are payable from revenue sources that are not an obligation of the general taxpayer and do not fall under the legal debt limitation. These debts include, tax allocation bonds (which are an obligation of the Clovis Successor Agencies); loans, revenue bonds and contracts (which are an obligation of the revenues received in the water, refuse and sewer enterprise operations); and capital leases (which are leases secured by the leased asset). Total non-general obligation debt by type as of June 30, 2024, is as follows:

Long-Term Interfund Loans	\$ 22,050,000
Long-Term Loans	1,643,936
Capital Leases	9,077,447
Revenue Bonds	<u>91,900,000</u>
Total	<u>\$124,671,383</u>
Successor Agency Tax Allocation Bonds	\$ 8,620,000

2024-2025 DEBT SUMMARY

The City of Clovis has various financing sources available to fund its capital needs. These financing sources include: tax allocation bonds, capital leases, loans, contracts and revenue bonds. The schedule below lists the amounts required to meet the principal and interest payments. The various issues have various funding sources, obligations, terms, interest rates, security, etc. Each type of debt is discussed in more detail in the following pages.

			DEBT SERVICE REQUIREMENTS (Principal and Interest Only)		
	Total Amount Issued	Amount Outstanding 6/30/2024	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
<u>Long-Term Interfund Loans</u>					
* Sewer Developer Fund	15,300,000	15,300,000	0	0	0
* General Services Fund	7,500,000	6,750,000	750,000	750,000	750,000
<u>Long-Term Loans</u>					
California Energy Project Loan	953,239	164,929	85,532	85,700	87,000
California Energy Project Loan	70,700	0	8,285	8,400	0
2016 PG&E Energy Project Loan #3	168,239	12,818	19,227	19,300	13,000
2018 California Energy Project Loan	1,840,035	1,302,554	125,321	125,500	126,000
2020 PG&E Energy Project Loan #5	164,401	91,789	16,440	16,500	17,000
2020 PG&E Energy Project Loan #6	207,841	71,846	30,791	30,800	31,000
<u>Capital Leases</u>					
Safety Facilities Solar	2,454,100	1,140,094	194,702	194,800	195,000
Pet Adoption Center	3,000,000	1,567,351	216,756	219,400	221,000
2013 Corporation Yard	14,377,528	3,636,936	1,267,761	1,279,200	1,277,000
Fire Truck, Fire & Police Vehicles	1,795,000	0	77,416	77,900	0
2015 Police/Fire Comm. Towers	1,810,000	299,135	202,637	204,200	205,000
2015 Solar Project	2,000,000	1,314,137	139,243	139,800	140,000
2016 Police/Fire Vehicles	1,460,000	96,427	49,112	49,600	50,000
2018 Police/Fire Vehicles	573,000	0	123,537	0	0
2019 Police/Fire Vehicles	1,125,000	0	243,546	122,800	0
2020 Police Vehicles	1,038,104	214,726	216,902	217,200	218,000
2020 Fire Truck	1,301,896	808,641	142,340	142,600	143,000
<u>Revenue Bonds</u>					
2013 Waste Water	12,500,000	7,155,000	1,006,685	1,017,200	1,015,000
2015 Waste Water	21,600,000	20,260,000	1,038,631	1,045,900	1,885,000
2017 Waste Water	50,710,000	41,475,000	3,802,253	3,836,800	3,834,000
2023 Water Improvement	12,710,000	10,370,000	2,975,895	2,942,300	2,929,000
2021 Landmark Square Senior Center	13,355,000	12,640,000	654,919	651,400	655,000
<u>Long-Term Contracts Payable</u>					
** 1993 WWTP Expansion/Upgrade (Payable to the City of Fresno)	17,618,748	0	1,214,555	1,231,000	0
<u>Total</u>	<u>\$185,632,831</u>	<u>\$124,671,383</u>	<u>\$14,602,486</u>	<u>\$14,408,300</u>	<u>\$13,791,000</u>
SUCCESSOR AGENCY TRUST FUND					
<u>Tax Allocation Bonds</u>					
2008 Tax Allocation Bonds	19,100,000	8,620,000	1,060,286	1,336,600	1,340,000
* Repayments of principal are budgeted as transfers. Please see transfers schedule for more information.					
** This contract was amended in September 2007. The amount shown is revised to reflect the current agreement with the City of Fresno.					

2024-2025 DESCRIPTION OF LONG-TERM DEBT

Long-Term Interfund Loans

In 2024/25 the Sewer Construction - Developer Fund has no current plans to borrow from the Sewer Enterprise Fund to meet required bond covenants. The interest rate on the loan is variable and is set at the annual rate of return earned by the City's pooled cash and will be paid annually. Repayment will begin when development fee revenue exceeds revenue bond payment requirements.

In June 2022 the General Service Fund borrowed \$7,500,000 from the Water Service Fund to finance the construction of Fire Station #6. The interest rate on the loan is variable and is set at the annual rate of return earned by the City's pooled cash. Repayment will begin in 2024/25 with annual principal payments of \$750,000 and interest at the annual rate of return earned by the California State Local Agency Investment Fund (LAIF).

Capital Leases

In June 2011 the City entered into a twenty-year lease for \$2,454,100 for a solar project located at the police/fire headquarters and fire stations #1 and #5. The interest rate on the lease is 4.95%. The last payment is scheduled for June 2031. Included in the 2024/25 budget is \$140,000 for principal and \$55,000 for interest.

In July 2012 the City entered into a twenty-year lease for \$3,000,000 for a new pet adoption center. The interest rate on the lease is 4.00%. The last payment scheduled is for July 2032. Included in the 2024/25 budget is \$159,000 for principal and \$62,000 for interest.

In September 2013 the City entered into a fourteen-year lease for \$14,377,528. The proceeds were used to refinance the 2001 Corporation Yard Revenue Bonds which were issued to pay for the construction of a new corporation yard and are recorded in the General Government Services Fund. The interest rate on the lease is 3.10%. The last payment is scheduled for March 2027. Included in the 2024/25 budget is \$1,173,000 for principal and \$104,000 for interest.

In March 2014 the City entered into a ten-year lease for \$1,795,000 for a new fire truck (\$692,000), four fire safety command vehicles (\$299,000), and fifteen police vehicles (\$804,000). The interest rate on the lease is 1.86%. The last payment was made for March 2024.

In August 2015 the City entered into an eleven-year \$1,810,000 lease purchase for communications towers and equipment, of which \$1,712,000 related to Police communications and \$98,000 related to Fire communications. The interest rate on the lease is 2.35%. The last payment is scheduled for February 2026. Included in the 2024/25 budget is \$199,000 for principal and \$6,000 for interest.

In November 2015 the City entered into a twenty-one year \$2,000,000 lease purchase for solar projects at Miss Winkles Pet Adoption Center and three fire stations along with an LED lighting upgrade at the corporation yard. The interest rate on the lease is 3.48%. The last payment is scheduled for May 2036. Included in the 2024/25 budget is \$95,000 for principal and \$45,000 for interest.

In January 2016 the City entered into a ten-year \$1,460,000 lease for the purchase of Police Department vehicles (\$1,023,000) and Fire Department vehicles (\$438,000). The interest rate on the lease ranges from 3.00% to 1.00%. The last payment is scheduled for January 2026. Included in the 2024/25 budget is \$48,000 for principal and \$2,000 for interest.

In September 2018 the City entered into a five-year \$1,125,000 lease for the purchase of Police Department vehicles (\$313,500) and Fire Department vehicles (\$811,500). The interest rate on the lease is 3.23%. The last payment was made September 2024.

In July 2020 the City entered into a five-year \$1,038,104 lease for the purchase of Police Department vehicles. The interest rate on the lease is 1.71%. The last payment is scheduled for June 2025. Included in the 2024/25 budget is \$215,000 for principal and \$3,000 for interest.

2024-2025 DESCRIPTION OF LONG-TERM DEBT

Capital Leases – Continued

In June 2020 the City entered into a ten-year \$1,301,896 lease for the purchase of a fire truck. The interest rate on the lease is 1.71%. The last payment is scheduled for June 2030. Included in the 2024/25 budget is \$129,000 for principal and \$14,000 for interest.

The following is a schedule of the future lease payments for the City's capital leases:

Year Ending June 30,	Principal	Interest	Total
2025	2,158,000	291,000	2,449,000
2026	1,902,270	223,247	2,125,517
2027	1,811,673	164,186	1,975,859
2028	581,248	114,917	696,165
2029	602,604	93,559	696,163
2030 - 2034	1,819,555	175,726	1,995,281
2035 - 2036	202,097	6,998	209,095
Total	\$9,077,447	\$1,069,633	\$10,147,080

2024-2025 DESCRIPTION OF LONG-TERM DEBT

Long-Term Loans

During 2010/11 the City entered into a ten-year \$953,239 agreement with the California Energy Commission for a loan to provide solar project funding. The interest rate on this loan is 3.00%. The last payment is scheduled for June 2026. Included in the 2024/25 budget is \$82,000 for principal and \$5,000 for interest.

During 2014/15 the City entered into a ten-year \$70,700 agreement with the California Energy Commission for a loan to provide street light LED (Light Emitting Diode) retrofits. The interest rate on this loan is 1.00%. The last payment is scheduled for June 2024.

During 2015/16 the City entered into a nine-year \$168,239 agreement with the Pacific Gas & Electric for a loan to provide LED lighting at the Corp Yard. The interest rate on this loan is 0.00%. The last payment is scheduled for February 2025. Included in the 2024/25 budget is \$13,000 for principal and \$0 for interest.

During 2018/19 the City entered into a seventeen-year \$1,840,035 agreement with the California Energy Commission for a loan to provide LED lighting in City buildings. The interest rate on this loan is 1.00%. The last payment is scheduled for June 2035. Included in the 2024/25 budget is \$113,000 for principal and \$13,000 for interest.

During 2019/20 the City entered into a ten-year \$164,401 agreement with the Pacific Gas & Electric for a loan to provide LED project funding. The interest rate on this loan is 0.00%. The last payment is scheduled for March 2030. Included in the 2024/25 budget is \$17,000 for principal and \$0 for interest.

During 2019/20 the City entered into a seven-year \$207,841 agreement with the Pacific Gas & Electric for a loan to provide LED project funding. The interest rate on this loan is 0.00%. The last payment is scheduled for October 2027. Included in the 2024/25 budget is \$31,000 for principal and \$0 for interest.

The following is a schedule of the future payments for the City's long-term loans:

Year Ending June 30,	Principal	Interest	Total
2025	256,000	18,000	274,000
2026	243,707	12,851	256,558
2027	141,364	10,477	151,841
2028	132,436	9,350	141,786
2029	133,624	8,162	141,786
2030 - 2034	612,794	22,964	635,758
2035	124,011	681	124,692
Total	<u>\$1,643,936</u>	<u>\$82,485</u>	<u>\$1,726,421</u>

2024-2025 DESCRIPTION OF LONG-TERM DEBT

Long-Term Contracts Payable

In 1993 the City of Fresno issued Revenue Bonds for the upgrade and expansion of the Fresno-Clovis Regional Wastewater Treatment Plant (WWTP). The City of Clovis is obligated contractually to the City of Fresno to make semi-annual payments based on Clovis's share of the project. In January 1998 Clovis's share of the project was changed from 6.08% to 8.11% of the total \$196,280,000 issued. The Revenue Bonds were issued in September 1993 at interest rates varying from 3.50% to 6.25% and the last payment was paid in September 2023.

Revenue Bonds

In July 2013 the City issued the 2013 Sewer Enterprise Revenue Bonds for \$12,500,000 at interest rates varying from 2.00% to 5.00%. The proceeds were used to refinance the 1998 Sewer Enterprise Revenue Bonds for which proceeds were used to refund the 1991 Fowler Trunk Contract payable to the City of Fresno and the 1991 Armstrong Trunk Certificates of Participation. The last payment is scheduled for fiscal year 2027/28. Included in the 2024/25 budget is \$675,000 for principal and \$340,000 for interest.

In September 2023 the City issued 2023 Water Improvement Bonds for \$12,710,000 at interest rates varying from 2.00% to 5.00%. The proceeds were used to refinance the 2013 Water Improvement Bonds for which proceeds were issued to pay for a surface water treatment plant, a water banking, plant, transmission lines and canal improvements; and to refund the Certificates of Participation for major water system improvements. The final payment is scheduled for March 2028. Included in the 2024/25 budget is \$2,410,000 for principal and \$519,000 for interest.

In August 2015 the City issued the 2015 Wastewater Refunding Revenue Bonds for the purpose of refunding the \$21,600,000 of outstanding 2005 Wastewater Bonds. The Wastewater bonds were issued to pay for the initial phase of construction of a new wastewater treatment plant needed due to planned development in the City. The bond was issued to pay for a pump station, sewer trunk, and a force main. The interest rate on the 2015 bonds carry interest rates varying from 2.00% to 5.25% with a True Interest Cost of 3.50%. The final payment on the 2015 Bonds is scheduled for August 2035, the same as the Refunded 2005 bonds. Included in the 2024/25 budget is \$1,060,000 for principal and \$825,000 for interest.

In August 2017 the City issued the 2017 Wastewater Refunding Revenue Bonds for the purpose of refunding the \$50,710,000 of outstanding 2007 Wastewater Bonds. The Wastewater bonds were issued to pay for the initial phase of construction of a new wastewater treatment plant needed due to planned development in the City. The interest rate on the 2017 bonds carry interest rates varying from 2.00% to 5.00% with a True Interest Cost of 4.70%. The final payment on the 2017 Bonds is scheduled for August 2039, the same as the Refunded 2007 bonds. Included in the 2024/25 budget is \$1,805,000 for principal and \$2,029,000 for interest.

In April 2021 the City issued the 2021 Lease Revenue Bonds for \$13,355,000. The Lease Revenue Bonds were issued to pay for the construction of Landmark Square, which includes a senior center, transit hub and a Fresno County library. The interest rate on the 2021 bonds carry interest rates varying from 2.00% to 4.00% with a True Interest Cost of 2.48%. The final payment on the 2021 Bonds is scheduled for November 2051. Included in the 2024/25 budget is \$300,000 for principal and \$355,000 for interest.

2024-2025 DESCRIPTION OF LONG-TERM DEBT

Revenue Bonds – Continued

The following is a schedule of the debt service payments for the City's revenue bonds:

Year Ending June 30,	Principal	Interest	Total
2025	6,250,000	4,068,000	10,318,000
2026	7,420,000	3,733,927	11,153,927
2027	7,800,000	3,365,056	11,165,056
2028	8,175,000	2,973,788	11,148,788
2029	5,680,000	2,560,088	8,240,088
2030 - 2034	21,770,000	9,554,497	31,324,497
2035 - 2039	28,045,000	4,283,851	32,328,851
2040 - 2044	2,580,000	680,770	3,260,770
2045 - 2049	2,910,000	344,001	3,254,001
2050 - 2051	1,270,000	31,701	1,301,701
Total	\$91,900,000	\$31,595,679	\$123,495,679

2024-2025 DESCRIPTION OF LONG-TERM DEBT

SUCCESSOR AGENCY TRUST FUND

Tax Allocation Bonds

In April 2008 the former Clovis Community Development Agency issued tax allocation bonds in the amount of \$19,100,000 at interest rates varying from 3.25% to 4.75%. The proceeds are being utilized to aid in the financing of the former Clovis Community Development Agency's projects and were used for the refunding of \$7,170,000 aggregate principal amount of the Agency's outstanding 1996 tax allocation bonds. Due to the elimination of redevelopment, the City is acting as the Successor Agency. The City has completed the necessary requirements, and applied to the State Department of Finance for the "finding of completion." Upon award of the finding of completion from the Department of Finance, the remaining bond proceeds will be used for the original intended purposes. The last debt service payment is scheduled for the fiscal year 2037/38. Included in the 2024/25 budget is \$960,000 for principal and \$380,000 for interest.

The following is a schedule of debt service payments for the 2008 Tax Allocation Bonds:

Year Ending June 30,	Principal	Interest	Total
2025	960,000	380,000	1,340,000
2026	995,000	333,972	1,328,972
2027	1,050,000	286,681	1,336,681
2028	1,095,000	237,078	1,332,078
2029	1,150,000	185,163	1,335,163
2030 - 2034	2,190,000	451,210	2,641,210
2035 - 2038	1,180,000	115,188	1,295,188
Total	<u>\$8,620,000</u>	<u>\$1,989,292</u>	<u>\$10,609,292</u>

PERSONNEL *SECTION*

The Personnel Section includes a detailed narrative of the personnel changes reflected in the budget, along with a summary and detailed list displaying the number of authorized positions within each classification by department.



PERSONNEL

There are thirteen new positions being proposed for 2024-2025, as well as the deletion of one position. Of the new positions, three are within the General Fund, and consist of three Police Officers in the Police Department. Within the Enterprise Funds, the Planning and Development Services Department added a Deputy Planning and Development Services Director and also deleted a Plans Examiner. The Public Utilities Department added five new positions and the Transit division of the General Services Department added four new positions.

The following additional positions are recommended for 2024-2025:

<u>Position</u>	<u>Department</u>
Bus Driver (4)	General Services/Transit
Deputy Planning and Development Services Director (1)	Planning and Development Services
Police Officer (3)	Police
Equipment Mechanic Assistant (1)	Public Utilities/Fleet Maintenance
Parks Supervisor (1)	Public Utilities/Parks
Supervising Civil Engineer (1)	Public Utilities
Utility Worker (1)	Public Utilities/Water
Wastewater Treatment Plant Operator (1)	Public Utilities/Wastewater

The following positions are recommended for deletion in 2024-2025:

<u>Position</u>	<u>Department</u>
Plans Examiner	Planning and Development Services

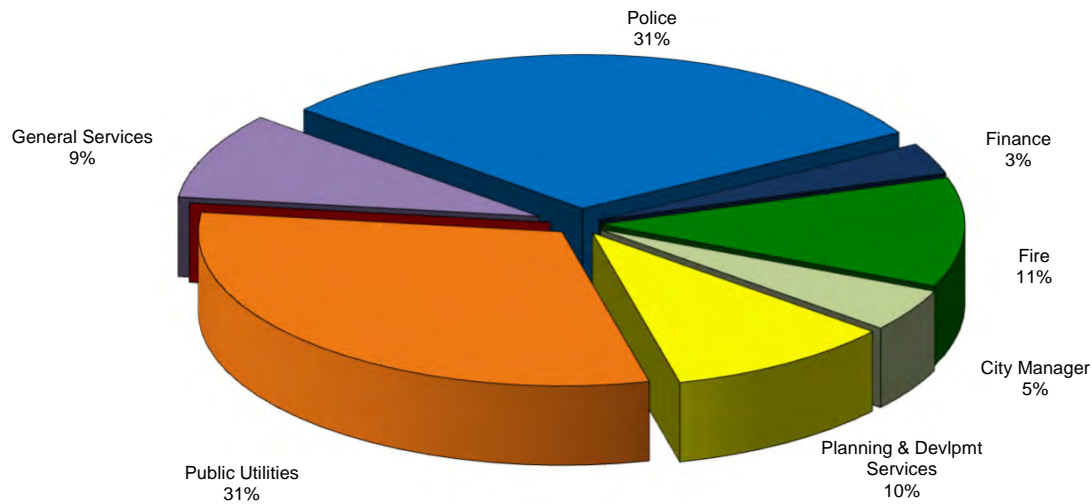
During the year changes to the personnel allocation are made through budget amendments approved by Council. There are position reallocations between sections noted by account in the **Operations Section** to better reflect current work assignments.

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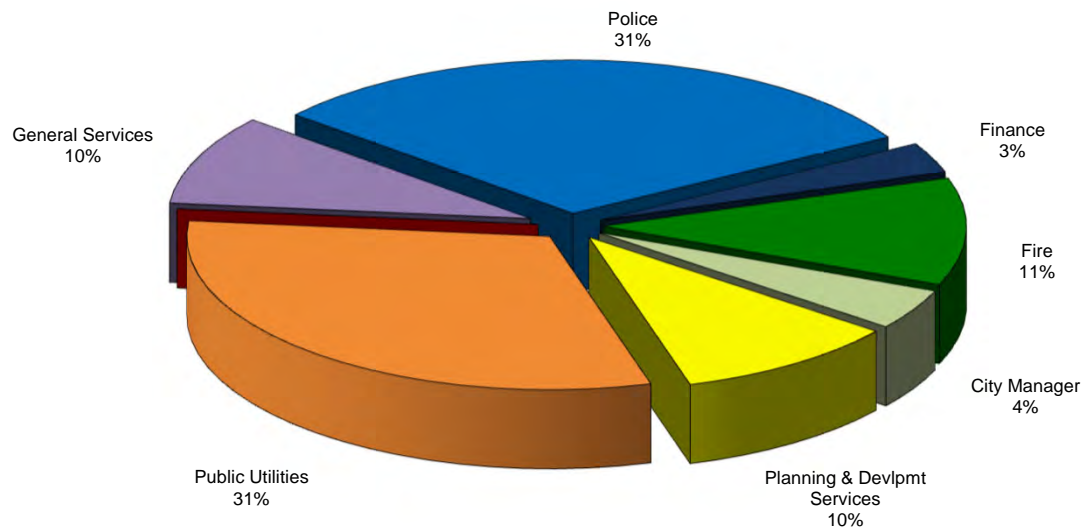
SUMMARY OF POSITIONS BY DEPARTMENT

Department	2022-2023 Prior Year	2023-2024 Current Year Approved	2024-2025 Recommended Positions	Change Increase/ (Decrease)
City Manager	26.75	28.60	28.60	-
General Services	51.10	58.10	62.10	4.00
Finance	21.00	21.00	21.00	-
Planning & Development Services	61.85	65.00	65.00	-
Fire	73.00	74.00	74.00	-
Police	184.00	196.00	199.00	3.00
Public Utilities	189.30	198.30	203.30	5.00
TOTAL	607.00	641.00	653.00	12.00

CURRENT 2023-2024



RECOMMENDED 2024-2025



DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	2022-2023 Prior Year	2023-2024 Current Year Approved	2024-2025 Recommended Positions	Change Increase/ (Decrease)
CITY MANAGER				
Assistant City Manager	1.00	1.00	1.00	-
Business Development Manager	1.00	1.00	1.00	-
City Clerk	1.00	1.00	1.00	-
City Manager	1.00	1.00	1.00	-
Communications & Marketing Analyst	0.50	0.50	0.50	-
Deputy Director of Information Tech	1.00	1.00	1.00	-
Economic Dev Housing & Comm Dir	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	-
Finance Business Systems Analyst	1.00	1.00	1.00	-
Geographic Information System Analyst	0.25	0.45	0.45	-
Housing Program Manager	-	1.00	1.00	-
Information Tech Cybersecurity Analyst	1.00	-	-	-
Information Technology Analyst/Senior	6.00	5.00	5.00	-
Information Technology Specialist/Senior	5.00	7.00	7.00	-
Information Technology Supervisor	2.00	2.00	2.00	-
Information Technology Technician	2.00	3.00	3.00	-
Management Analyst	1.00	-	-	-
Principal Office Assistant	1.00	1.00	1.00	-
Staff Analyst	-	0.65	0.65	-
TOTAL	26.75	28.60	28.60	-
GENERAL SERVICES				
Administrative Assistant	2.00	2.00	2.00	-
Assistant Building Maintenance Tech	3.00	4.00	4.00	-
Building Maint Worker/Leadworker	2.00	2.00	2.00	-
Bus Driver	16.00	18.00	22.00	4.00
Communications & Marketing Analyst	0.10	0.10	0.10	-
Deputy General Services Director	-	2.00	2.00	-
Facilities Maintenance & Purchasing Mgr	1.00	1.00	1.00	-
Facilities Maintenance Supervisor	1.00	1.00	1.00	-
General Services Director	1.00	1.00	1.00	-
General Services Manager	1.00	-	-	-
Lead Bus Driver	4.00	5.00	5.00	-
Management Analyst	4.00	3.00	3.00	-
Personnel Technician	3.00	-	-	-
Personnel Technician/Senior	-	3.00	3.00	-
Personnel/Risk Manager	1.00	-	-	-
Principal Office Assistant	3.00	3.00	3.00	-
Recreation Leader	1.00	2.00	2.00	-
Recreation Specialist	2.00	2.00	2.00	-
Recreation Supervisor	1.00	1.00	1.00	-
Senior Center Nutrition Svs Worker	1.00	1.00	1.00	-
Senior Custodian	1.00	2.00	2.00	-
Staff Analyst	-	1.00	1.00	-
Transit Dispatcher	2.00	2.00	2.00	-
Transit Manager	-	1.00	1.00	-
Transit Supervisor	1.00	1.00	1.00	-
TOTAL	51.10	58.10	62.10	4.00

DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	<u>2022-2023 Prior Year</u>	<u>2023-2024 Current Year Approved</u>	<u>2024-2025 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
FINANCE				
Accountant/Senior	3.00	3.00	3.00	-
Acctg Systems Tech/Senior/Principal	4.00	4.00	4.00	-
Assistant Finance Director	1.00	1.00	1.00	-
Deputy Finance Director	1.00	1.00	1.00	-
Finance Director/Treasurer	1.00	1.00	1.00	-
Finance Manager	1.00	1.00	1.00	-
Principal Office Assistant	1.00	1.00	1.00	-
Senior Account Clerk/Principal	9.00	9.00	9.00	-
TOTAL	21.00	21.00	21.00	-
PLANNING & DEVELOPMENT SERVICES				
Assistant/Associate Planner	3.00	3.00	3.00	-
Building Inspector/Sr Bldg Inspector	4.00	5.00	5.00	-
Building Official	1.00	1.00	1.00	-
Business Workflow Analyst	1.00	1.00	1.00	-
Business Workflow Specialist	1.00	1.00	1.00	-
City Engineer	1.00	1.00	1.00	-
City Planner	1.00	1.00	1.00	-
City Surveyor	1.00	1.00	1.00	-
Communications & Marketing Analyst	0.10	0.10	0.10	-
Construction Manager	1.00	1.00	1.00	-
Deputy Building Official/Plan Checker	1.00	1.00	1.00	-
Deputy City Engineer	-	1.00	1.00	-
Deputy City Planner	1.00	1.00	1.00	-
Deputy Planning & Develop Services Dir	-	-	1.00	1.00
Dir of Planning & Development Serv	1.00	1.00	1.00	-
Engineer I/Engineer II/Civil Engineer	14.00	14.00	14.00	-
Engineering Inspector/Sr Eng Inspector	6.00	7.00	7.00	-
Engineering Program Manager	-	1.00	1.00	-
Engineering Program Supervisor	1.00	-	-	-
Engineering Tech/Sr Eng Tech	3.00	3.00	3.00	-
Geographic Info System Analyst	0.75	0.55	0.55	-
Geographic Info System Tech	1.00	1.00	1.00	-
Management Analyst	2.00	2.00	2.00	-
Permit Technician	2.00	2.00	2.00	-
Plan/Develop Administrative Manager	1.00	1.00	1.00	-
Planning Technician I/II	2.00	2.00	2.00	-
Plans Examiner/Senior Plans Examiner	5.00	4.00	3.00	(1.00)
Principal Office Assistant	1.00	1.00	1.00	-
Senior Planner	3.00	3.00	3.00	-
Staff Analyst	1.00	1.35	1.35	-
Supervising Civil Engineer	2.00	2.00	2.00	-
Traffic Signal Operations Specialist	-	1.00	1.00	-
TOTAL	61.85	65.00	65.00	-

DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	<u>2022-2023 Prior Year</u>	<u>2023-2024 Current Year Approved</u>	<u>2024-2025 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
POLICE				
Administrative Assistant	3.00	3.00	3.00	-
Animal Control Officer	6.00	6.00	6.00	-
Animal Services Aide	1.00	1.00	1.00	-
Communications Supervisor	1.00	1.00	1.00	-
Community Service Officer	14.00	15.00	15.00	-
Crime Analysis Supervisor	1.00	1.00	1.00	-
Crime Specialist	2.00	2.00	2.00	-
Deputy Police Chief	-	1.00	1.00	-
Digital Forensic Analyst	1.00	1.00	1.00	-
Lead Public Safety Dispatcher	5.00	5.00	5.00	-
Management Analyst	2.00	2.00	2.00	-
Police Captain	3.00	2.00	2.00	-
Police Chief	1.00	1.00	1.00	-
Police Corporal	18.00	18.00	18.00	-
Police Lieutenant	5.00	5.00	5.00	-
Police Officer/Recruit	73.00	83.00	86.00	3.00
Police Sergeant	12.00	12.00	12.00	-
Police Service Manager	1.00	1.00	1.00	-
Principal Office Assistant	7.00	7.00	7.00	-
Property & Evidence Supervisor	1.00	1.00	1.00	-
Property & Evidence Technician	1.00	1.00	1.00	-
Public Safety Dispatcher/PSO	18.00	19.00	19.00	-
Records Supervisor	1.00	1.00	1.00	-
Senior Property/Evidence Technician	1.00	1.00	1.00	-
Senior Systems Video Analyst	2.00	2.00	2.00	-
Staff Analyst	2.00	2.00	2.00	-
Supervisor of Animal Services	2.00	2.00	2.00	-
TOTAL	184.00	196.00	199.00	3.00
FIRE				
Administrative Assistant	-	1.00	1.00	-
Battalion Chief	3.00	3.00	3.00	-
Deputy Fire Chief	1.00	1.00	1.00	-
Fire & Life Safety Specialist	1.00	1.00	1.00	-
Fire Captain	18.00	18.00	18.00	-
Fire Chief	1.00	1.00	1.00	-
Fire Engineer	18.00	18.00	18.00	-
Fire Inspector I/II	1.00	2.00	2.00	-
Firefighters	24.00	24.00	24.00	-
Management Analyst	1.00	-	-	-
Senior Management Analyst	-	1.00	1.00	-
Spec Proj/Life Safety Enforcement Mgr	1.00	1.00	1.00	-
Staff Analyst	2.00	1.00	1.00	-
Training Officer (Captain)	2.00	2.00	2.00	-
TOTAL	73.00	74.00	74.00	-

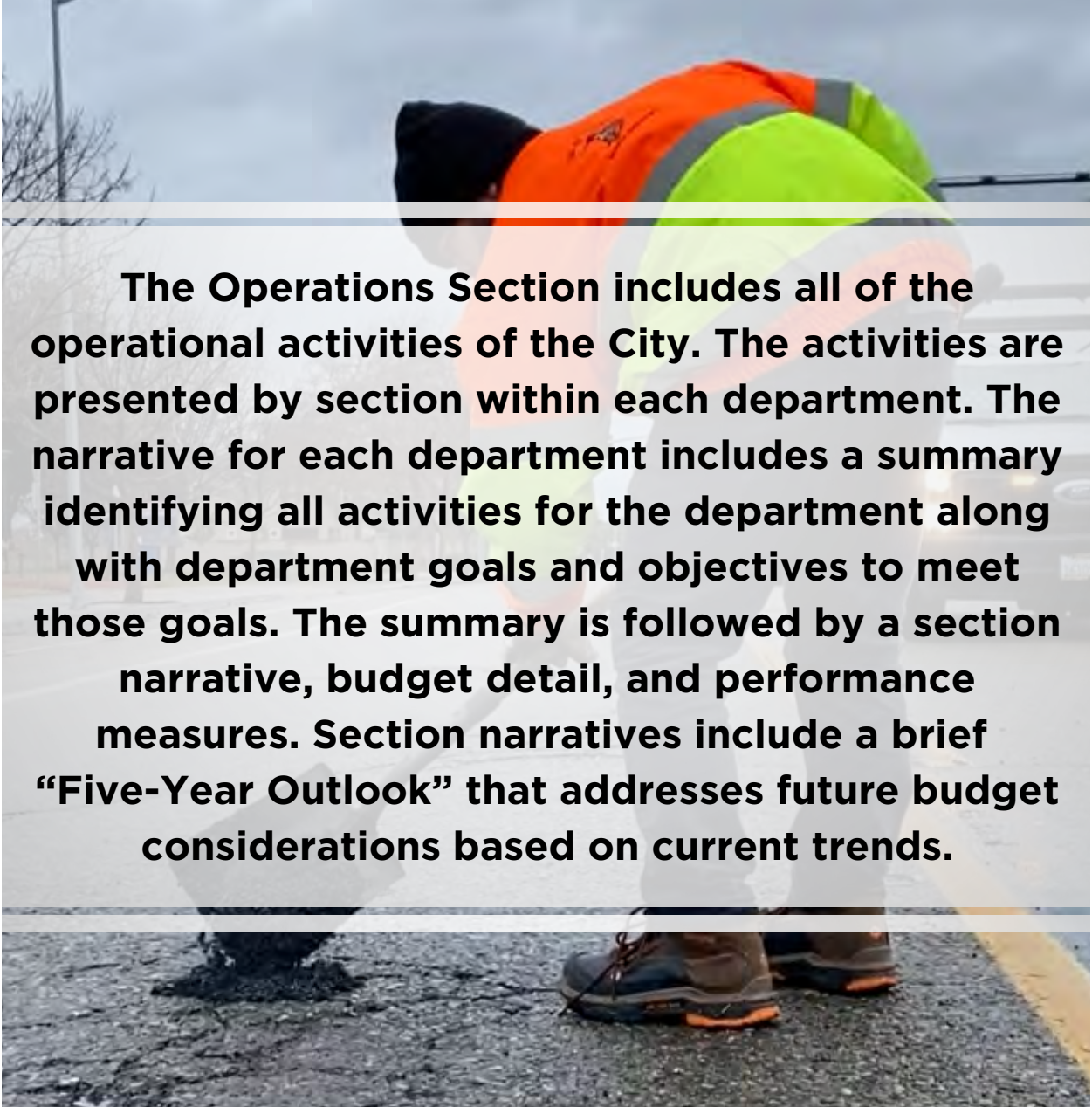
DETAIL OF POSITIONS BY DEPARTMENT

<u>Department</u>	<u>2022-2023 Prior Year</u>	<u>2023-2024 Current Year Approved</u>	<u>2024-2025 Recommended Positions</u>	<u>Change Increase/ (Decrease)</u>
PUBLIC UTILITIES				
Administrative Assistant	1.00	1.00	1.00	-
Assistant Public Utilities Director	2.00	2.00	2.00	-
Assistant Water Systems Technician	4.00	4.00	4.00	-
Communications & Marketing Analyst	0.30	0.30	0.30	-
Deputy Public Utilities Director	1.00	1.00	1.00	-
Disposal Leadworker	3.00	3.00	3.00	-
Electrician	3.00	3.00	3.00	-
Engineer I/Engineer II/Civil Engineer	6.00	6.00	6.00	-
Engineering Inspector/Sr Eng Inspector	1.00	2.00	2.00	-
Engineering Tech/Sr Engineering Tech	2.00	2.00	2.00	-
Equip Mech Assist/Equip Serv Worker	5.00	5.00	6.00	1.00
Equipment Mechanic	7.00	7.00	7.00	-
Equipment Operator	2.00	2.00	2.00	-
Fleet Maintenance Leadworker	2.00	2.00	2.00	-
Fleet Maintenance Service Writer	1.00	1.00	1.00	-
Fleet Manager	1.00	1.00	1.00	-
Landfill Leadworker	1.00	1.00	1.00	-
Landfill Supervisor	1.00	-	-	-
Maintenance Leadworker	6.00	6.00	6.00	-
Maintenance Worker/Sr Maint Worker	42.00	44.00	44.00	-
Management Analyst	2.00	1.00	1.00	-
Meter Reader	4.00	4.00	4.00	-
Parks Maintenance Leadworker	3.00	3.00	3.00	-
Parks Manager	1.00	1.00	1.00	-
Parks Supervisor	-	-	1.00	1.00
Parts Clerk	2.00	2.00	2.00	-
Parts Runner	1.00	1.00	1.00	-
Principal Office Assistant	5.00	5.00	5.00	-
Principal Utilities Engineer	1.00	1.00	1.00	-
Public Utilities Director	1.00	1.00	1.00	-
Sanitation Operator/Senior San Operator	26.00	27.00	27.00	-
Senior Management Analyst	-	1.00	1.00	-
Solid Waste Manager	1.00	1.00	1.00	-
Solid Waste Supervisor	-	1.00	1.00	-
Staff Analyst	1.00	2.00	2.00	-
Street Maintenance Manager	1.00	1.00	1.00	-
Street Sweeper Operator	6.00	6.00	6.00	-
Supervising Civil Engineer	1.00	1.00	2.00	1.00
Utilities Manager	1.00	1.00	1.00	-
Utility Worker	35.00	38.00	39.00	1.00
Waste Recycling Maintenance Worker	-	1.00	1.00	-
Wastewater Treatment Plant Operator	-	-	1.00	1.00
Water Production Manager	1.00	1.00	1.00	-
Water Systems Supervisor	1.00	1.00	1.00	-
Water Systems Technician	1.00	1.00	1.00	-
Water Treatment Plant Operator	3.00	3.00	3.00	-
TOTAL	189.30	198.30	203.30	5.00
CITY TOTAL	607.00	641.00	653.00	12.00

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OPERATIONS

SECTION



The Operations Section includes all of the operational activities of the City. The activities are presented by section within each department. The narrative for each department includes a summary identifying all activities for the department along with department goals and objectives to meet those goals. The summary is followed by a section narrative, budget detail, and performance measures. Section narratives include a brief “Five-Year Outlook” that addresses future budget considerations based on current trends.

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SUMMARY OF EXPENDITURES

BY DEPARTMENT

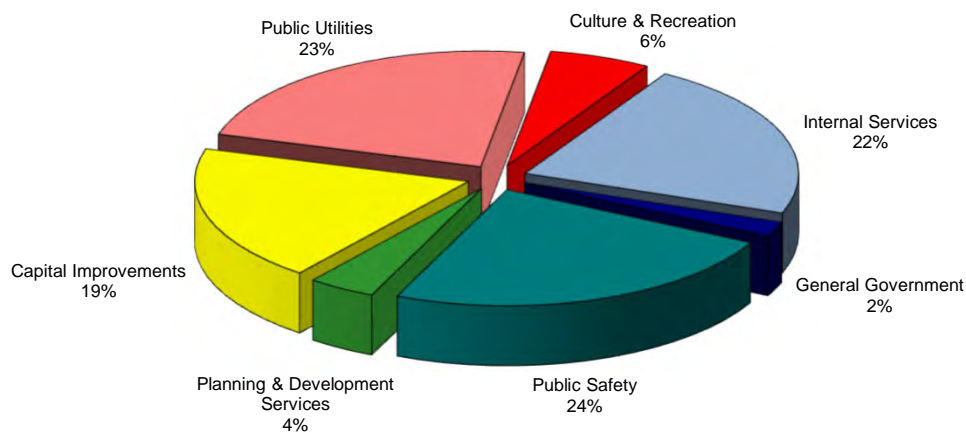
	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
City Council	383,099	546,000	563,500
City Attorney	763,285	1,123,200	1,123,900
City Manager	8,351,382	13,480,500	10,466,000
General Services	58,313,582	71,074,500	78,344,700
Finance	3,547,947	3,885,200	4,021,900
Planning & Development Services	12,761,590	13,704,700	15,047,200
Police	48,986,395	54,911,300	58,442,500
Fire	23,223,920	24,587,400	24,490,200
Public Utilities	91,027,163	106,163,300	112,255,300
Capital Improvements	56,777,784	85,109,900	53,775,500
TOTAL	304,136,147	374,586,000	358,530,700

BY FUNCTION

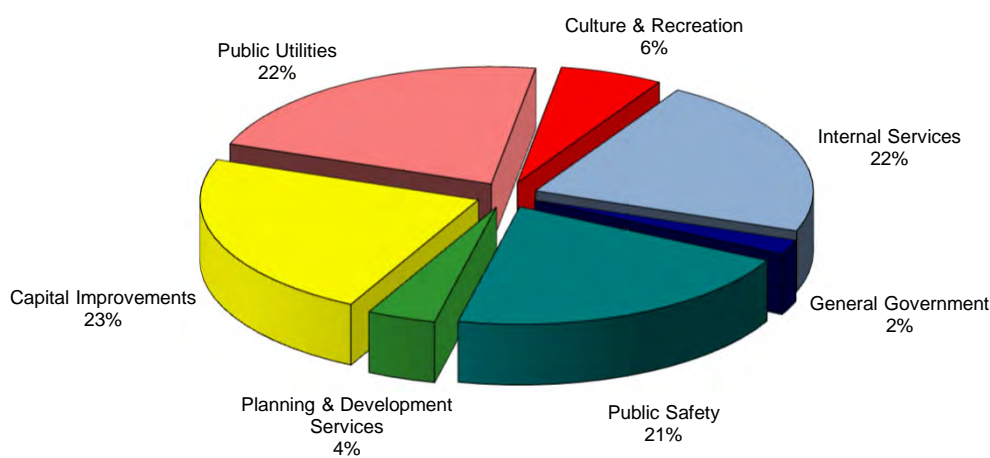
General Government	8,120,200	9,272,800	9,977,500
Public Safety	72,210,315	79,498,700	82,932,700
Planning & Development Services	12,761,590	13,704,700	15,047,200
Capital Improvements	56,777,784	85,109,900	53,775,500
Public Utilities	70,859,142	82,290,000	90,427,600
Culture & Recreation	18,009,550	23,117,900	24,853,100
Internal Services	65,397,566	81,592,000	81,517,100
TOTAL	304,136,147	374,586,000	358,530,700

EXPENDITURES BY FUNCTION

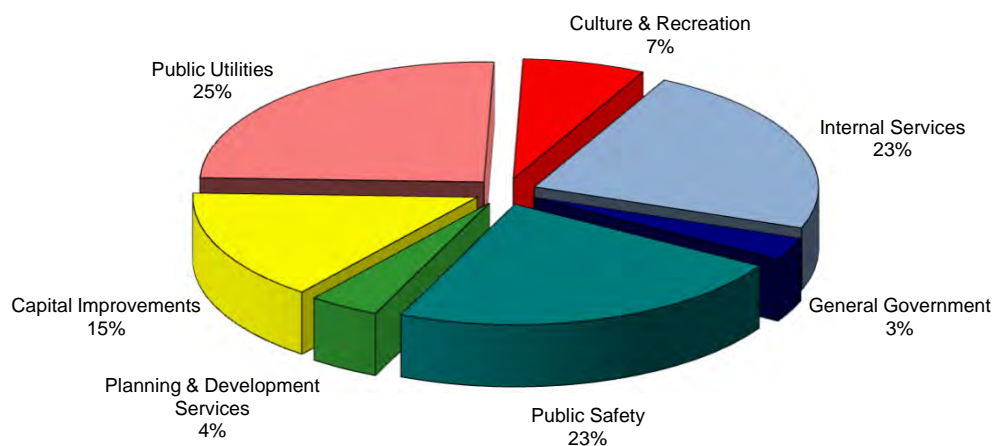
2022-2023 ACTUAL



2023-2024 ESTIMATED



2024-2025 BUDGET



CITY COUNCIL SUMMARY

AGENDA ITEM NO. 13.

The City Council is the elected legislative body of the City of Clovis and has the overall responsibility for the scope, policy direction, and financing of City services and all decisions concerning the expenditure of tax and other revenues utilized for the benefit of the citizens of Clovis. The City Council is also responsible for establishing land use policies through the City's General Plan and zoning regulations.

The Mayor and City Council represent and lead the local government in determining the overall vision for the community and its future. They also determine the mission of the local government in the conduct of its daily business of governance and service delivery. Within the structure of the Council-Manager form of government utilized by the City of Clovis, the City Council provides policy direction to the City Manager who is a professional manager responsible for administering City operations. In setting policy, the City Council works closely with citizen advisory commissions and committees, considers staff information and recommendations, and receives comments from citizens and the general public.

Department Goals 2024-2025

- **Safest City in the Valley:** Resource and implement creative strategies to address increasing trends in crime, improve emergency medical response, and maintain high code enforcement standards in all neighborhoods in a deliberate and conscientious effort to improve the safety of our community and maintain our status as the Safest City in the Valley.
- **Sustainable and smart growth:** Develop innovative plans for sustainable growth that preserve community identity and meet the needs of changing demographics, ensuring that all neighborhoods – old and new – reflect the best of our community with a variety of housing options for all who choose to live here.
- **Strong community engagement:** Implement new strategies for engaging residents, businesses, and potential newcomers with a focus on engaging our youth and 'next generation' leaders.
- **Core community infrastructure:** Maintain and strengthen core competencies in areas such as infrastructure maintenance (sewer, water, streets, safety, parks) and planning for future facility needs, ensuring residents' confidence in local government's commitment to their well-being.
- **Collaborations and partnerships:** Foster healthy regional collaborations and partnerships to address major community needs, including housing, workforce development, economic growth, infrastructure, and education to improve the quality of life for all Clovis residents.
- **Diversified economic model:** Define and embrace new economic models for the city by diversifying revenue sources and investing in workforce development, job-ready land, and strategic alliances with educational partners.
- **Employer of choice:** Be the employer of choice in the public sector, focusing on retention, recruitment, training, benefits, and adaptability to changing work environments.
- **Technological advancements:** Maximize technology and build systems with a long-term vision, ensuring the city advances technologically over the next decade.
- **Preserving old traditions and welcoming new ones:** Invest in preserving our heritage and communicating the city's brand at every opportunity while defining what makes Clovis unique and welcoming new traditions as our community grows.
- **Healthiest community in the Valley:** Strive to become the healthiest community in the valley by focusing on amenities including recreation, trails, access to healthcare, safety, walkability, and quality of life enhancements for young and old.

Budgetary Highlights

- Provide policy guidelines to update the provisions of the Clovis General Plan to guide future growth and revitalization of the community.
- Provide policy guidelines that assure the fiscal sustainability of the City for today and into the future.
- Support efforts to attract investment and quality job creation in local business parks; strengthen partnerships with business, economic development organizations, and educational resources in the region to facilitate economic diversity and an improved jobs-housing balance.
- Review the community-wide survey and provide guidance on service enhancements and expectations identified by residents.
- Maintain active membership in regional and statewide organizations of local governments to participate in information sharing networks and provide training and legislative advocacy on matters of law and policy.
- Support training and efforts in succession planning to create the next generation of City leaders.
- Support opportunities for citizen engagement to promote better understanding of local governments and to foster the next generation of civic leaders.
- Continue to focus on core services and opportunities to partner for more efficient services.
- Support the continuance of the Clovis Youth Commission.

CITY COUNCIL

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	89,342	93,300	91,000
Benefits	106,894	106,400	112,200
Professional Services	20,443	215,000	130,000
Travel & Meeting Expense	21,372	14,500	25,000
Dues & Subscriptions	34,948	36,000	40,000
Admin & Overhead	110,100	80,800	165,300
TOTAL CITY COUNCIL	383,099	546,000	563,500

SOURCES OF FUNDING			
Interfund Charges	203,000	185,000	192,000
Use of Discretionary Funds	180,099	361,000	371,500
TOTAL	383,099	546,000	563,500

DETAIL OF POSITIONS

The City Council consists of five council members, who are elected at large.

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CITY ATTORNEY DEPARTMENT SUMMARY

The City Attorney is an appointed office established under the laws of the State of California and the Clovis Municipal Code. Professional legal services for the City Attorney are presently obtained by contract as determined by the City Council. The City Attorney is the City's chief legal advisor and represents the City in civil actions; prosecutes violations of the Municipal Code; drafts ordinances, resolutions, contracts, leases, deeds, covenants, bonds and other financial documents, and other legal documents required by the City Council, City Manager, City Commissions, and City Departments; and pursues right-of-way acquisitions.

All departments contribute a pro rata share to fund the primary operations of the City Attorney's office. When departments require litigation or special legal services funded by sources other than the General Fund, the additional expense is charged to the receiving department. In addition, development fees reimburse a portion of the City Attorney's costs when the City must acquire a right-of-way for new projects, litigate, or otherwise intervene.

Department Goals 2024-2025

- Provide accurate and timely consultation and advice to City Council, the City Manager, and City departments.
- Emphasize "best practices" for legal issues in administrative matters and also in the prevention of litigation through workshops and briefings on municipal law and through early involvement in major issues and projects.
- Prosecute, defend, and manage litigation in a cost-effective manner.

Budgetary Highlights

- Provide ongoing legal review and consultation with the City Manager and City departments weekly.
- Present a minimum of two workshops on legal issues to City Council and City departments during the year.
- Present a comprehensive review of all litigation to City Council at least two times during the year with periodic case updates as needed.

CITY ATTORNEY DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Professional Services	724,285	1,074,000	1,074,000
Admin & Overhead	<u>39,000</u>	<u>49,200</u>	<u>49,900</u>
TOTAL CITY ATTORNEY	<u><u>763,285</u></u>	<u><u>1,123,200</u></u>	<u><u>1,123,900</u></u>

SOURCES OF FUNDING			
Intergovernmental Charges	743,000	752,000	751,000
Use of Discretionary Funds	<u>20,285</u>	<u>371,200</u>	<u>372,900</u>
TOTAL	<u><u>763,285</u></u>	<u><u>1,123,200</u></u>	<u><u>1,123,900</u></u>

DETAIL OF POSITIONS

The functions for this section are handled by contract.

CITY MANAGER DEPARTMENT SUMMARY

The City Manager is an appointed office established by the Clovis Municipal Code and under the laws of the State of California. The City Manager is appointed by the City Council to serve as the chief administrative officer. The City Manager is responsible for administering all operations, finances, activities, and projects consistent with City Council policy directives and applicable municipal, state, and federal laws. The City Manager appoints and removes all employees on the recommendation of the various department heads and appoints and/or dismisses department heads subject to confirmation of the City Council. The City Manager also serves as the Executive Director of the Public Finance Authority which issues financing instruments to fund various projects. Various functions are under the City Manager Department including Administration, Economic Development, Affordable Housing, City Clerk, and Information Technology. In previous years, the City Clerk and Information Technology Division were under the City Clerk Department. This has shifted due to the reorganization of the City Clerk and Assistant City Manager roles. The City Clerk Division now reports to the City Manager and the Information Technology Division is overseen by the Assistant City Manager.

Administration

Section 25100

The City Manager's office is the administrative, cost-control center for the entire City operation and is responsible for ensuring that City Council policies are carried forward by action. Department staff also provides administrative support to the City Council, City Clerk, and oversees Information Technology.

Economic Development & Communications

Section 25200

Economic Development Division of the Economic Development, Housing & Communications Department is responsible for fostering a healthy business environment by facilitating business development and investment to expand the City's tax base and for seeking an improved balance of jobs and housing in the City.

The Communications Division is responsible for effectively promoting City services, programs, meetings, and events to residents through a variety of means, including city web and social media sites, traditional print and broadcast media, flyers, and signage. Department staff also responds to various inquiries from media, residents, and community partners and provides information or connects those parties with the best City Department to handle their needs.

Housing & Community Development

Sections 42750/48500/49210

Housing & Community Development staff is responsible for the day-to-day operation of Clovis' allocation of federal Community Development Block Grant (CDBG) program funds. This includes citywide oversight to ensure that all CDBG expenditures are made in accordance with the regulations of the funder, the U.S. Department of Housing and Urban Development (HUD). Staff in this section also administers all affordable housing programs. This includes Clovis' multi-family affordable housing development funding, home rehabilitation loan program, home repair grant program, first-time homebuyer loan program, and the mobile home replacement loan program. Staff in this section is also responsible for the accounting for and disposition of assets and liabilities of Clovis' affordable housing programs. In addition, staff coordinates with county, state, and federal agencies to secure funding for ongoing and future affordable housing projects.

City Clerk

Section 15000

Pursuant to local ordinance, the City Clerk is appointed by the City Manager and confirmed by the City Council, taking on additional administrative duties as assigned and supervised by the City Manager. Primary duties include the following major categories:

- Elections – As Elections Official, the City Clerk conducts and oversees the municipal election process. Voter registration and voting is coordinated with the Fresno County Clerk's Election Division and election services are provided by the County Clerk's Election Division.
- Filing Official – The City Clerk is the local Filing Official for all State and local financial disclosure statements which includes Statements of Economic Interests for City Councilmembers, Commissioners, and designated

employees in accordance with the City's Conflict of Interest Code. The City Clerk is also election campaign disclosure statements for all local candidates and campaign committees.

AGENDA ITEM NO. 13.

- Legislative Administration – The City Clerk facilitates the execution of official and legislative processes. This includes administering oaths of office, attesting to official documents and the passing of resolutions and ordinances, participating in all City Council meetings, and filing all petitions and appeals.
- Municipal Code and Information Dissemination – The City Clerk maintains and publishes the Municipal Code and prepares legal and promotional publications and notices of public hearings.
- Records Management – The City Clerk's office records official actions and legislation of the municipal government, documenting the proceedings of meetings and retaining other legal and historical records. Records are maintained while providing appropriate public access to government business. The City Clerk manages the proper maintenance and disposition of City records and information according to statute and helps to preserve City history. The City Clerk is also responsible for an ongoing initiative to transfer all written documents to electronic images for ease of storage and retrieval.

Information Services/Communications Division

Sections 36200/36300

The Information Technology Division is responsible for the implementation, maintenance, administration and security of the City's information systems; and for coordinating technology projects and initiatives with other divisions, departments and with outside agencies. The Division's services include cyber-security preparedness, telecommunications, geographic information systems, network infrastructure including fiber-optics, server and desktop virtualization, application and systems development, and 24x7 on-call support for Public Safety and other mission critical applications.

Department Goals 2024-2025

- Implement the vision, mission, strategic goals, and target actions set forth by the City Council.
- Provide thorough and timely information about projects and proposals to the City Council to allow for informed decision making.
- Assist the City Council in developing growth management, public service, and financing policies to guide implementation of the General Plan Update, public service and facility master plans, and preservation and renewal of older neighborhoods.
- Assist the City Council in assessing new and/or changed policies and programs that will regain and expand the City's revenue and tax base and help attract jobs that will raise per capita income for residents, a leading indicator of economic vitality.
- Seek ways to reduce the cost of and/or demand for services and improve service delivery; assist the City Council in determining ways to develop and sustain funding resources for essential services.
- Develop policies that support a sustainable community.
- Provide learning opportunities for the next generation of City leaders.
- Carry out the affordable housing function by managing the housing program assets and programs, improving existing housing and increasing the supply of affordable housing.
- Provide administrative support for special project assignments from the City Manager such as preparation for tax sharing agreements with the county and other public agencies.
- Continue the planning and implementation of a Succession/Leadership team of managers, preparing newer managers for future leadership positions.
- Effectively communicate with residents, businesses, and stakeholders on programs, services, meetings, and events.

- Implement a public records request management system.
- Review and update the City's Document Management Policy & Procedures (last updated in 2000).
- Prepare for and coordinate the General Municipal Election in November 2024.
- Provide timely response to citizens and departmental requests for information and advice.
- Maintain an accurate record of City Council actions: minutes, ordinances, resolutions and agreements.
- Update the Clovis Municipal Code as ordinances become adopted.
- Provide timely and thorough responses to special project assignments for the City Manager.

Information Technology Division

- Assist the Public Utilities Department with the implementation of a SCADA system hardware and software.
- Install additional fiber optic connections between City facilities.
- Increase data storage capacity in its data centers.
- Upgrade the City's radio communications system's network infrastructure.
- Migrate user mailboxes to the cloud and upgrade desktop computer systems to Windows 11.
- Upgrade the wireless network at the Landfill.
- Assess and enhance audio / visual system in the Council Chamber.
- Continue implementation of security best practices to increase reliability and stability of the system.

CITY MANAGER DEPARTMENT SUMMARY

AGENDA ITEM NO. 13.

Budgetary Highlights

Administration Division

- Monitor the results of budgetary performance, focus on long-term fiscal sustainability, and recommend adjustments as necessary.
- Build a responsive and community service-oriented workforce.
- Provide policy analysis concerning the impact of fiscal strategies upon the City's long-range service plans; pursue future funding strategies for essential core services as directed by the City Council.
- Provide oversight of the implementation of the General Plan, Sphere of Influence, and related public service and sustainable financial strategies.
- Establish effective communication strategies that promote community activities, services, history, key projects, and citizen access to local government.
- Provide opportunities to build the organizational culture by education and information for employees; assist with skill and capacity building as part of the succession planning strategy.

Economic Development & Communications Division

- Continue marketing strategy to encourage the medical industry to locate in Clovis, leveraging the investments being made by Clovis Community Hospital, California Health Sciences University, and other medical businesses.
- Encourage private sector development in the community by working with property owners, brokers and developers to make Clovis competitive in attracting new businesses, as well as retraining and growing existing businesses.
- Continue analysis of Shaw Avenue to determine future uses of commercial corridor, including Sierra Vista Mall.
- Work with the Tourism Advisory Committee and regional efforts to position Clovis as a regional and state tourist destination; support opportunities to host community special events that are aligned with community interests to aid in growing the tourism economy in Clovis.
- Maintain content of City websites and social media accounts, monitor comments, and observe and report on trends.
- Assist various City departments in their marketing efforts to communicate new or existing services and programs, as well as public meetings and City events.
- Organize and participate in online and in-person community outreach efforts, including diversity outreach, recruiting efforts, and other ways to connect with community members.

Housing Development Division

- Provide funds to repair/rehabilitate/construct 43 homes and construct 47 new affordable housing units.
 - Repair/rehabilitation through CalHome & CDBG
 - Funds committed to assist in the construction of new affordable housing units.
- Assist developers in creating 120 additional affordable housing in the community through the Housing Trust Fund and the Development Impact Fee Program.

- Provide funds for 10 first time home buyers (FTHB).
 - Through CalHome and Program Income (PI).

City Clerk Division

- Implement a public records request management system.
- Review and update the City's Document Management Policy & Procedures.
- Maximize utilization of technology to improve services.

Information Technology Division

- Assist the Public Utilities Department with the implementation of a SCADA system hardware and software.
- Install additional fiber optic connections between City facilities.
- Increase data storage capacity in its data centers.
- Upgrade the City's radio communications system's network infrastructure.
- Migrate user mailboxes to the cloud and upgrade desktop computer systems to Windows 11.
- Upgrade the wireless network at the Landfill.
- Assess and enhance audio / visual system in the Council Chamber.
- Continue implementation of security best practices to increase reliability and stability of the system.

CITY MANAGER

DEPARTMENT PERFORMANCE MEASURES

AGENDA ITEM NO. 13.

Administration Division

- The Administration Division's Goal is to ensure that the City Council's policies are implemented as efficiently as possible throughout all City Departments.

Economic Development Division

- One department goal is to facilitate job growth in the City of Clovis and to continually improve the jobs/housing balance ratio until it is in balance. The jobs/housing balance is measured as the ratio between jobs and residents in the labor force. Communities with a job-to-housing ratio ranging from 0.8:1 to 1.25:1 are generally considered to be in balance. The City has gained back most of the job losses experienced due to the economic impact of COVID-19 when the city hit the low of .65 jobs per a household, it has now returned to historic highs, nearing 1 job per a household. Meanwhile, housing production has continued growing but at a slower pace than past years, but still requires additional jobs to keep the jobs/housing balance ratio on target. The focus going forward will be further gains in job creation.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
Total Jobs Increase/(Decrease)	9,313	800	800
Jobs/Housing Balance Ratio	.98:1	.99:1	.99:1

- The increase in retail sales coming out of COVID-19 has proven unsustainable, both statewide and regionally. The Economic Development Division will continue to work to increase retail sales by encouraging occupancy of vacant retail space, development of new commercial retail and ensuring that existing retail businesses are offered the opportunity to expand their operations. Retail sales trends continue to shift online, a trend which accelerated due to the COVID-19 pandemic. Online sales, disruptions in supply, and shifting market trends has impacted, and will continue to impact this revenue stream going forward to some degree. We will also continue with our Phase 2 analysis of the Shaw Avenue Corridor, to determine best future uses for the retail spaces, including the Sierra Vista Mall.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
Total Retail Sales Tax	\$29,718,200	\$29,500,000	\$30,390,000
Percentage Increase/(Decrease)	-3.0%	-0.7%	3.0%

Communications Division

- Engage with community members as effectively as possible using available resources, including our City websites and social media accounts. The Communications Division is working with IT to launch new city websites during the 24-25 budget cycle. The focus is on improving the structure of the site to simplify finding programs, services, and contacts with fewer clicks. The new site will integrate more effectively with every other city site, as well as with city social media accounts.

Housing Development Division

AGENDA ITEM NO. 13.

The goal of the Housing Division is to increase and improve the supply of affordable housing.

- Increase the supply of affordable housing: Provide funds for multi-family development projects, including the 135 Osmun project, utilizing the Housing Trust Fund, and Development Impact Fee Reduction programs, and other funding sources, to administer housing projects and conduct first-time homebuyer program.
- Improve the supply of affordable housing: Provide housing rehabilitation and other services to at least 45 households to improve the quality of the housing stock and the neighborhoods in which that housing is located.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
New Units Constructed/Added	75	0	167
Rehabilitated Housing	8	15	43
Down Payment Assistance Program	0	0	10

City Clerk Division

The mission of the City Clerk Division is to protect the interests of the citizens, the Council, and other City departments of Clovis by administering applicable city and state laws and to preserve and maintain the integrity of the City's records with efficient records management.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Conduct the General Municipal Election in accordance with state law in the most efficient and economical manner possible. Complete, but unofficial, results should be available by 10:00 p.m. on election night.			
Unofficial Election Results	100%	N/A	100%
• Implement an automated records request system.			
Implement Records Request System	25%	90%	100%
• Implement the records imaging management plan.			
Implement Records Imaging System	80%	85%	90%
• Public Records Request Ten-Day Response Time	100%	100%	100%

CITY MANAGER

DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY ACTIVITY			
Administration	918,808	1,030,600	1,247,600
Economic Development & Communications	1,163,198	1,335,800	1,420,700
Housing & Community Development	226,437	330,000	438,100
City Clerk	405,702	338,900	458,100
Information Technology	<u>5,637,237</u>	<u>10,445,200</u>	<u>6,901,500</u>
TOTAL ALL ACTIVITIES	<u><u>8,351,382</u></u>	<u><u>13,480,500</u></u>	<u><u>10,466,000</u></u>

BUDGET BY FUND			
General Fund	2,487,708	2,705,300	3,126,400
Housing & Community Dev Fund	226,437	330,000	438,100
General Services - Information Technology	<u>5,637,237</u>	<u>10,445,200</u>	<u>6,901,500</u>
TOTAL ALL FUNDS	<u><u>8,351,382</u></u>	<u><u>13,480,500</u></u>	<u><u>10,466,000</u></u>

2024-2025 Goals

- Assist the City Council with policy development and implementation of priority goals and target actions.
- Provide oversight for implementation of the land use planning process and of the General Plan Update.
- Implement the adopted budget in a timely manner and provide regular progress reports to the City Council to assure that financial targets and program goals are being met.
- Provide alternatives and pursue plans for sustainable funding strategies for General Fund operations as directed by the City Council.
- Continue to seek ways to improve communications between City government and the general public.
- Represent the City's interests in matters of regional and statewide significance.

Objectives to Meet the Goals

- Monitor state and federal legislation that affects municipal operations and financing through association with the League of California Cities, the Council of Fresno County Governments, state and federal delegation participation and direct contact with legislators; regularly advise the City Council on actions to support, oppose, or amend proposed legislation and ballot propositions that have a direct impact on City operations.
- Provide oversight of the implementation of the General Plan and develop growth management and financial policies to guide the implementation. Sustain City services and facilities, and renew and stabilize older neighborhoods.
- Continue to promote economic development strategies that attract and retain businesses and jobs in Clovis.
- Monitor department work programs and budget activities monthly to determine continued need for actions and availability of funding; conduct periodic management audits of City services and operations to meet service standards, reduce costs, reduce demand, or improve service delivery.
- Continue to pursue cost effective communication methods that describe City services, financial plans, history and community projects, and how citizens may gain access to local government; utilize online resources to feature City services and issues.
- Participate on various regional boards and committees to ensure representation of the City's interests and to gain information useful to advance the City's goals.
- Monitor local economy closely to determine any changes that need to occur to ensure the City is fiscally sustainable.

Five-Year Outlook

It is likely the City has reached peak revenues during the 2022-2023 budget year and is now seeing declines in general fund revenue and as such, staff has pulled back on growth expectations. The City Emergency Reserve is beginning to dip on a percentage basis and critical investments are being foregone to balance expenditures with revenues. An important ongoing initiative is working on the implementation of the General Plan which is planned for an update over the next few years. This program is as much a land use plan as it is a financial plan for the future of the City. Sustainability of the character, appearance and quality of life in the community as it continues to grow in the future will be the challenge. Economic development and job generation must remain a high priority for the City. Identifying and mentoring the next generation of City leaders will continue to be one of the major goals of the department. The resiliency of our community relies on prudent fiscal policies, wise investments in the community, to provide a high level of service, well-crafted land use policies, and a robust economic development effort.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	506,350	548,300	634,000
Extra Help	0	0	30,000
Benefits	194,812	215,300	233,600
Vehicle Charges	19,351	21,400	21,300
Professional Services	16,149	35,100	105,100
Materials & Supplies	11,290	25,000	25,000
Travel & Meeting Expense	17,944	15,500	15,500
Dues & Subscriptions	2,612	5,600	5,600
Admin & Overhead	150,300	164,400	177,500
TOTAL ADMINISTRATION	918,808	1,030,600	1,247,600

SOURCES OF FUNDING

Interfund Charges	599,000	655,000	678,000
Miscellaneous Income	2,271	78,000	77,000
Use of Discretionary Funds	317,537	297,600	492,600
TOTAL	918,808	1,030,600	1,247,600

DETAIL OF POSITIONS

Assistant City Manager	0.50	0.50	0.50
City Manager	1.00	1.00	1.00
Communications & Marketing Analyst	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
Principal Office Assistant	0.20	0.20	0.20
TOTAL	3.20	3.20	3.20

The Economic Development Division is aggressively pursuing private sector investments for job generation. The Division will focus on job retention and renewed expansion efforts. The Division will work toward business development and investment to expand the City's tax base and for seeking an improved balance of jobs and housing in the City. The Division is responsible for marketing the Clovis Industrial Park and the Sierra Gateway Commerce Center also known as the Research & Technology Park. In addition, the Division markets industrial and commercial properties through cooperation with real estate brokers and landowners. The Division works with businesses and industries wishing to locate in the City and is responsible for working with existing businesses to retain them in Clovis and to help them expand as necessary. The Division is responsible for promoting tourism activities to attract visitors to Clovis hotels and services. All of this work is done in coordination between the City departments and local/regional business organizations such as the Business Organization of Old Town, Clovis Chamber of Commerce, Clovis Tourism Advisory Committee, Economic Development Corporation, Fresno County Workforce Investment Board, and Fresno-Clovis Convention and Visitors Bureau.

The Communications Division is working to ensure effective internal and external communications using a variety of means. The Division will focus on working closely with all City departments to assist with promoting services, programs, meetings, and events to residents. The Division maintains relationships with traditional local media outlets and work with those outlets to help amplify our messaging, which is also distributed through our City websites and social media accounts.

2024-2025 Goals

- Retain and expand existing Clovis businesses by assisting the business community with navigating current economic conditions.
- Focus on life science job creation, including medial, MedTech, Pharmaceutical, etc.
- Encourage new commercial and industrial development in the City.
- Facilitate growth in the number of jobs available for residents improving the jobs-housing balance.
- Implement goals and objectives of the City of Clovis Economic Development Strategy.
- Implement the goals and objectives of the Business Retention, Expansion and Attraction Program.
- Grow our social media reach to provide effective two-way communication with residents.
- Market the City to potential businesses and visitors.

Objectives to Meet the Goals

- Develop and maintain relationships with existing Clovis businesses through business outreach, including in-person meetings, emails, social media, and through various programs with local partners including Wake-up Clovis.
- Develop and maintain relationships with commercial/industrial real estate brokers and assist them in marketing Clovis. Host a minimum of two Broker Meet-up events and attend a minimum of two industry conferences.
- Invest targeted resources to assist in an uptick in entrepreneurs starting businesses.
- Invest in assessing the retail market space Clovis offers and forecast space needs into the future to adjust land use plan accordingly.
- Continue Phase 2 of the Shaw Avenue Corridor study of retail space.
- Continue to develop strategies to make Clovis competitive in business attraction, including digital marketing tools and targeted trade show participation with special focus on the medical industry.
- Provide project coordination for major retail and industrial projects to resolve problems and accelerate siting.

- Continue to work with the Business Organization of Old Town, Fresno EDC, Small Business Center, Clovis Culinary Center, Team California, and the Workforce Investment Board, to retain, expand and attract businesses.
- Continue to update inventory of available commercial and industrial property; develop reliable contacts with commercial real estate brokers.
- Communicate with the business community and potential investors highlighting the economic development activities in Clovis.
- Work with the Tourism Advisory Committee, Clovis Hotel Association, and Clovis Unified School District to increase tourism opportunities and grow related tax revenues.
- Work with the Fresno County Workforce Investment Board (WIB) to provide training opportunities for businesses and residents of Clovis.
- Analyze our communication efforts with businesses and residents to ensure we are maximizing all available tools at our disposal.

Five-Year Outlook

The Economic Development Division will take the lead role in promoting and assisting commercial and industrial growth in the City of Clovis, seeking expansion of the local tax base. The Division will be closely monitoring economic trends and needs in Clovis assist and guide businesses toward growth during a period of economic uncertainty. The City will promote and assist marketing strategies to position the City of Clovis in the forefront of the medical, technology, and agile manufacturing business community. The Division will coordinate work with other City departments to develop and implement a plan to maximize the economic development potential of industrial- and commercial-zoned property throughout the City. The Communications Division will work with all City departments to promote their programs, services, meetings, and events. The Division will expand the City's digital footprint, growing the City's website and social media reach.

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	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	373,356	450,900	459,900
Extra Help	40,722	50,000	20,000
Benefits	168,293	214,200	210,800
Vehicle Charges	14,925	17,400	17,400
Professional Services	459,294	479,000	569,000
Travel & Meeting Expense	10,985	15,100	15,100
Dues & Subscriptions	4,623	4,500	4,500
Admin & Overhead	91,000	104,700	124,000
	<u> </u>	<u> </u>	<u> </u>
TOTAL ECONOMIC DEVELOPMENT & COMMUNICATIONS	<u>1,163,198</u>	<u>1,335,800</u>	<u>1,420,700</u>

SOURCES OF FUNDING			
Intergovernmental Charges	60,000	60,000	75,000
Interfund Charges	10,000	10,000	10,000
Use of Discretionary Funds	<u>1,093,198</u>	<u>1,265,800</u>	<u>1,335,700</u>
	<u> </u>	<u> </u>	<u> </u>
TOTAL	<u>1,163,198</u>	<u>1,335,800</u>	<u>1,420,700</u>

DETAIL OF POSITIONS			
Assistant City Manager	0.50	0.50	0.50
Business Development Manager	1.00	1.00	1.00
Economic Dev Housing & Comm Dir	1.00	1.00	1.00
	<u> </u>	<u> </u>	<u> </u>
TOTAL	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>

2024-2025 Goals

- Administer the Community Development Block Grant (CDBG) program in accordance with federal regulations, and in a manner that improves the community by providing decent, affordable housing and a suitable living environment for low- to moderate-income residents of Clovis.
- Preserve and expand Clovis' supply of affordable housing.
- Implement the Housing Element programs as applicable.

Objectives to Meet the Goals

- Utilize current federal and state funding to preserve the affordable housing supply.
- Improve street and trail infrastructure in eligible low- to moderate-income neighborhoods.
- Provide funds for ADA improvements throughout Clovis.
- Assist with job creation for low- to moderate-income citizens of Clovis.
- Plan and execute projects for the development of new additional multi-family and single-family affordable housing.
- Provide information to the public on affordable housing.
- Establish and maintain relationships with federal, state, surrounding local and non-profit housing agencies.
- Be a resource for affordable housing information for private developers, in an effort to promote private investment in affordable housing development.
- Research funding opportunities for affordable housing and complete funding applications.
- Partner with the Fresno-Madera Continuum of Care for provision of services to unhoused individuals and families. Support the Housing Element Programs in order to ensure compliance with state law.

Five-Year Outlook

Projects will be identified annually to preserve and expand Clovis' supply of affordable housing. In addition, projects will be identified annually to improve infrastructure and provide needed public services in low- to moderate-income neighborhoods in accordance with adopted policies. It is anticipated that the number of units created or rehabilitated will be 195. Staff in this Division will continue to take advantage of all feasible opportunities to obtain funding for affordable housing and will do so in accordance with the Housing Element and the General Plan. Staff will work with the private sector to encourage and incentivize the development of affordable housing.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	113,880	149,200	179,900
Benefits	43,623	48,100	61,900
Vehicle Charges	7,200	7,200	7,200
Professional Services	5,717	42,300	88,800
Materials & Supplies	3,028	700	5,000
Travel & Meeting Expense	10	0	2,000
Dues & Subscriptions	2,500	2,500	2,500
Admin & Overhead	14,000	30,000	35,800
CCDA Capital Improvements	<u>36,479</u>	<u>50,000</u>	<u>55,000</u>
TOTAL HOUSING & COMMUNITY DEVELOPMENT	<u><u>226,437</u></u>	<u><u>330,000</u></u>	<u><u>438,100</u></u>

SOURCES OF FUNDING

Federal Grants	0	330,000	438,100
Project Participation	226,287	0	0
Miscellaneous Income	<u>150</u>	<u>0</u>	<u>0</u>
TOTAL	<u><u>226,437</u></u>	<u><u>330,000</u></u>	<u><u>438,100</u></u>

DETAIL OF POSITIONS

Housing Program Manager	-	1.00	1.00
Management Analyst	1.00	-	-
Staff Analyst	<u>-</u>	<u>0.65</u>	<u>0.65</u>
TOTAL	<u><u>1.00</u></u>	<u><u>1.65</u></u>	<u><u>1.65</u></u>

2024-2025 Goals

- Implement a public records request management system.
- Review and update the City's Document Management Policy & Procedures (last updated in 2000).
- Prepare for and coordinate the next General Municipal Election in November 2024.
- Provide timely response to citizens and departmental requests for information and advice.
- Maintain an accurate record of City Council actions: minutes, ordinances, resolutions and agreements.
- Update the Clovis Municipal Code as ordinances become adopted.
- Provide timely and thorough responses to special project assignments for the City Manager.

Objectives to Meet the Goals

- Complete the implementation of an automated records request management system to streamline the management of this process and ensure that the City is complying with the California Public Records Act.
- Review the City's Document Management Policy & Procedures (2000) and update retention schedules according to new and updated state legislation.
- Complete workflow analysis of all documents that flow through Administration to the City Council and update/streamline the approval/adoption process.
- Continue to implement a computerized records management system that provides for efficient records retention and retrieval.
- Continue to provide timely responses to citizens and departmental requests for information.
- Develop and train staff, and maximize utilization of technology to improve services.

Five-Year Outlook

The City Clerk's budget will vary from year to year depending on whether general City or special elections are scheduled. The next scheduled municipal election will be in November 2024, when two of the five seats on the City Council will be up for election.

Over the next five years, the City Clerk's division will continue to analyze administrative workflow processes and work towards utilizing technology to improve and streamline services. The City Clerk's division recently worked with departments to analyze the current records requests process and identified the City's needs for a records request system. In the next fiscal year, staff will implement an automated system to improve the processing of public records requests and to ensure that the City is complying with the California Public Records Act.

City staff is continuing to convert records to digital files with the record imaging system. What started in the Administrative Office with over 1,600,000 pages being scanned, including over 190,000 documents in the City Clerk's office alone, is now in Phase IV, scanning Planning & Development Services' records, which will continue for several years due to the large volume of documents.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	166,405	169,500	175,600
Benefits	69,559	75,700	81,100
Vehicle Charges	7,200	7,200	7,200
Professional Services	106,566	32,000	135,000
Travel & Meeting Expense	3,222	4,300	5,300
Training	8,065	3,000	4,000
Dues & Subscriptions	385	1,200	800
Admin & Overhead	44,300	46,000	49,100
TOTAL CITY CLERK	<u>405,702</u>	<u>338,900</u>	<u>458,100</u>

SOURCES OF FUNDING

Interfund Charges	160,015	134,000	143,000
Miscellaneous Income	540	1,000	1,000
Use of Discretionary Funds	<u>245,147</u>	<u>203,900</u>	<u>314,100</u>
TOTAL	<u>405,702</u>	<u>338,900</u>	<u>458,100</u>

DETAIL OF POSITIONS

City Clerk	1.00	1.00	1.00
Principal Office Assistant	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>
TOTAL	<u>1.80</u>	<u>1.80</u>	<u>1.80</u>

2024-2025 Goals

The goals of the Information Technology Division are to provide timely and secure access to the enterprise-wide systems, network and communications systems, Police systems, and regional geographic information systems by all authorized personnel, train on changes to the systems, train new personnel on system use, and review and evaluate new systems for application on a City-wide basis.

- Continue to be the primary resource / in-house consultants for city staff, departments and their technology needs.
- Increase the resiliency and reliability of the city's technology systems.
- Enhanced documentation and training for the enterprise-wide applications, network and telecommunications systems.
- Maintain, monitor and secure the network resources to ensure their availability to City staff.
- Assist with the ongoing implementation of the Geographic Information Systems.

Objectives to Meet the Goals

- Continue to prioritize cyber security and other information technology security efforts.
- Provide key personnel with the training to allow for backup for the financial and network systems.
- Provide staff resources to maintain and enhance support levels.
- Develop the necessary backup systems to maintain access in the event of system problems.
- Implement the necessary systems security infrastructure to ensure that network resources are protected and available to City staff.
- Devote time and personnel to continue expanding the Geographic Information System.
- Maintain and enhance the City's website and other online services.
- Maintain the telecommunications, wireless and fiber optic systems.

Five-Year Outlook

The Division will continue to maintain and improve the City's telecommunications and network infrastructure to ensure that secure and reliable access is available to City staff. The Division will participate in the implementation of the Utility Billing System and assist with upgrading the City's finance system. The Division will continue to upgrade and support the City's Geographic Information System which will provide departments with a new way to provide the public with needed information. The Division will also be assisting the Police Department with its ongoing and new projects in coordination with the Fresno County Sheriff's Department.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,636,389	1,518,100	1,797,500
Overtime	47,592	48,500	48,500
Extra Help	31,623	35,000	35,000
Benefits	615,339	623,900	786,100
Vehicle Charges	41,915	43,800	49,800
Communications	222,304	241,500	241,500
Professional Services	89,848	135,000	165,000
Repairs & Maintenance	813,475	1,050,000	1,064,000
Office Supplies	43,458	47,500	47,500
Materials & Supplies	22,292	150,000	215,000
Travel & Meeting Expense	1,111	1,000	1,000
Training	31,480	66,000	110,000
Admin & Overhead	430,464	644,900	975,500
Capital Outlays - Computers	1,609,947	5,827,500	1,365,100
Capital Outlays - Vehicles	0	12,500	0
TOTAL INFORMATION TECHNOLOGY/ COMMUNICATIONS	5,637,237	10,445,200	6,901,500

SOURCES OF FUNDING			
Interfund Charges	5,621,479	10,445,200	6,901,500
Project Participation	15,500	0	0
Miscellaneous Income	258	0	0
TOTAL	5,637,237	10,445,200	6,901,500

DETAIL OF POSITIONS			
Deputy Director of Information Tech	1.00	1.00	1.00
Finance Business Systems Analyst	1.00	1.00	1.00
Geographic Information Systems Analyst	0.25	0.45	0.45
Information Technology Analyst/Senior	6.00	5.00	5.00
Information Tech Cybersecurity Analyst	1.00	-	-
Information Technology Specialist/Senior	5.00	7.00	7.00
Information Technology Supervisor	2.00	2.00	2.00
Information Technology Technician	2.00	3.00	3.00
TOTAL	18.25	19.45	19.45

GENERAL SERVICES DEPARTMENT SUMMARY

The General Services Department is responsible for providing internal services to City departments and community services programs to the public. Internal services provided by the General Services Department include: maintenance of City buildings and facilities; central purchasing and procurement of goods and services; and personnel, labor relations, and risk management services. Community services provided by the General Services Department include senior citizen programs, public transit services, and community recreation programs.

Personnel/Risk Management Division

Sections 30000, 31000, 32000

The Personnel/Risk Management Division is responsible for administering all aspects of personnel duties for the City. These duties include: administration of the City's Personnel Ordinance and Personnel Rules, employee classification, recruitment, orientation and training, Department of Transportation administration, employee benefits administration, personnel records management, and labor relations. The Division also administers the City's risk management function, which includes: procurement of various insurance coverages, processing liability claims, administration of the City's workers' compensation program, and development of employee safety/loss control programs.

The Personnel/Risk Management Division is an internally funded division consisting of revenue from all City departments, both general fund and enterprise funds.

Department Support Division

Sections 33300, 33400

The Department Support Division is responsible for the purchase and acquisition of goods and services utilized for Department Support functions. Specific responsibilities of the Division include: development of bid specifications and requests for proposals, administration of the City's e-procurement system, administration of the City's Purchasing Ordinance and Procedures, and administration of various contracts for goods and services provided to the City from outside vendors. The Division is also responsible for maintaining all City buildings and related equipment. The Division establishes maintenance schedules, coordinates procurement of supplies and equipment, performs building maintenance, repairs, and new construction, and administers various facility-related maintenance contracts.

The Department Support Division is an internally funded division consisting of revenue from all City departments, both general fund and enterprise funds. The costs for operations of the Division and the regular maintenance and utilities costs for the City facilities is \$9,765,1700. This does not include major projects or replacements.

Community Services Division

Sections 34200, 34400, 34700, 34800

The Community Services Division consists of three sections:

- Senior citizen programs for people age 50+ at the Clovis Senior Activity Center.
- Public transit including the City's Roundup demand-response transit program, the fixed-route Stageline transit program, and the City's contract with Fresno Area Express (FAX).
- The City of Clovis Recreation programs and facilities including the Clovis Rotary Skatepark, the Clovis Batting Range and the Clovis Recreation Center.

The Clovis Senior Activity Center section is funded partially by discretionary funds, fees paid by members and participants, donations, fundraising, and grants. Software at the center tracks those seniors who sign in for lunch or a scheduled class. Participants are counted when visiting the center to socialize, attend a class or lunch, outside activities held at the center such as tax preparation or AARP driving class, or when attending a special event that does not require a ticket. In addition, the center answers over 125 phone calls per day and provides information, assistance, and referrals.

The discretionary general fund portion for the senior center for the FY 2024-2025 budget is approximately \$1,270,000, of which \$610,000 is for senior center operations and \$660,000 is to pay debt service on the new senior center building which opened in November 2023. Below is a breakdown of visitors to the senior center, discretionary fund contribution per visitor, and per Clovis resident.

Clovis Unduplicated Senior Visits	Fresno Unduplicated Senior Visits	Total Unduplicated Senior Visitors	Annual Discretionary Contribution Per Visiting Senior
3,479	3,622	7,101	\$178.85

Clovis Senior Activity Sign-ins	Fresno Senior Activity Sign-ins	Total Senior Activity Sign-ins	Annual Discretionary Contribution Per Activity
52,166	42,682	94,848	\$13.39

Discretionary Cost Per Resident 128,400 total	Discretionary Cost Per Clovis Resident age 50+ 38,520 total
\$9.89	\$32.97

The City of Clovis Recreation Section is funded by a combination of participant fees and discretionary general fund dollars. The discretionary portion for recreation for the FY 2024-2025 budget is approximately \$1,270,000. An estimated 120,000 visits to recreation programs in FY 2024-2025 will equate to \$10.58 per visit which is offset using general fund dollars.

Clovis Transit is funded through a combination of state funded Local Transportation Funds (LTF), State Transit Assistance (STA), local Measure C, and various state grants for special projects within the scope of the grant funding. Clovis Transit has been designated as a new recipient for Federal Transportation Administration funding which will provide additional resources for operations and capital projects. Measure C funds are used to meet the farebox revenue requirements as part of the Transportation Development Act funding. No general fund dollars are used for transit services. Roundup service provides door-to-door service to disabled Clovis residents while Stageline provides fixed-route bus service to the general public on a pre-determined route.

In October 2020, the Clovis City Council approved a proposal to provide fare-free rides on Stageline and Roundup bus services; bus rides on Stageline and Roundup remain free to everyone. The COVID-19 pandemic severely impacted bus ridership, but as in-person work and school have returned, passengers are more often using the bus to travel which reduces the overall cost per passenger for transit services significantly.

Operational costs per passenger trip are as follows:

Stageline Cost per Passenger Trip	Roundup Cost per Passenger Trip
\$28.43	\$72.14

Department Goals 2024-2025

- Maximize efficient expenditures of City funds.
- Increase efficiency of department workforce.
- Maintain internal services provided to City departments.
- Provide high quality transit, senior services, and recreation services to the community.

Budgetary Highlights

- Complete position recruitments for all open positions.
- Continue to improve operating systems in City facilities as additional facilities are added.
- In cooperation with the City's employee bargaining units, implement strategies for containing costs related to employee benefit programs.
- Utilize all available Clovis Recreation Center building space to improve recreational services and expand youth programs.
- Continue strategic fundraising efforts to support operation of the new senior activity center building.
- Continue adjustments and corrections to the new Landmark Square buildings as we learn needs in the new facilities.

GENERAL SERVICES

DEPARTMENT PERFORMANCE MEASURES

The mission of the General Services Department is to provide quality internal services to support the operational and administrative needs of City departments and to provide community programs that meet the public transportation, senior services, and recreational needs of the public.

- Employee recruitment will be conducted with the objective of recruiting, testing, and selecting the most qualified candidates for departmental hiring. As a benchmark, the Personnel/Risk Management Division will complete 95% of all recruitment within 90 days of receipt of authorized hiring request.

	<u>2022-2023 (actual)</u>	<u>2023-2024(estimated)</u>	<u>2024-2025 (proposed)</u>
90-Day Recruitment	100%	100%	95%

- Employee benefit programs will be administered in a manner that will ensure quality services and cost containment. The benchmarks will be to realize cost savings whenever possible, to continue to contain costs in the Employee Health Plan at or below the annual medical inflation rates and maintain quality health services without reducing benefit levels. The City of Clovis Health Insurance rates are below the National industry average of 7.45%.

Health Benefit Cost Containment	Increased Costs of 1.1%	Increased Costs of 7.4%	Increased Costs Estimated at 7.0%
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- The Risk Management Section will continue to emphasize the protection of the public, City employees, and City assets through training, risk identification, risk transfer, and insurance coverage procurement. As a benchmark, the number of annual work-related employee accidents resulting in the OSHA reporting 3+ lost workdays will be 35 or less, and safety/risk management training programs will be offered to all employees.

Injuries Involving 3+ Lost Work Days	23	30	35
Safety/Risk Management Training Programs	228	200	200

- The Facility Maintenance Section will respond to service requests related to maintenance of City facilities promptly. Staff will respond to facility service requests within 24 hours, 95% of the time.

Number of Service Requests	1110	1050	1101
Response Time Within 24 Hours	92%	90%	90%

- Major facility maintenance projects (i.e., those requiring more than 5 days to complete) will be completed within budgetary parameters and within the projected period for the project. The benchmark is 95% of all major projects which will be completed on time and within budget. Majority of projects slated for this fiscal year are vendor driven projects.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
Number of Major Projects	16	8	5
Projects Completed within Established Budget and Time Frame	95%	95%	95%
Square Footage of Buildings/Facilities Maintained	398,961	427,761	427,761

GENERAL SERVICES

DEPARTMENT PERFORMANCE MEASURES

Clovis Senior Activity Center will continue to safely offer social and supportive services/programs to the community and will add more programs as needed.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
Program Participants/Contact*	320,058	379,215	510,000
Nutrition Meals Served (In-Center)	0**	9,592	23,000
Number of Programs Offered	39	121	135

*Duplicated participants/contacts

**FMAAA Lunch Program resumed January 2024.

The City of Clovis Recreation will continue to safely offer recreational programs to the community and will add additional activities as staffing and space allows.

Program Participants	98,557	111,349	120,000
Number of Programs Offered	73	75	80

The Community Services Division will provide responsive public transit to the community through the Roundup (demand response) and Stageline (fixed route) services. As a benchmark, the Roundup service will pick up 98% of its riders within 30 minutes of their request for Clovis destinations and within 45 minutes for Fresno destinations. Stageline service will maintain scheduled headways and operate on time 96% of the time.

Clovis Destinations	97%	98%	99%
Fresno Destinations	96%	97%	99%
Maintain Scheduled Fixed-Route Headways	97%	96%	96%

GENERAL SERVICES DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY ACTIVITY			
Personnel	938,161	1,013,100	1,141,800
Employee Benefits	31,550,625	37,763,000	42,893,200
Liability and Property Insurance	5,751,770	6,519,100	8,425,500
Facilities Maintenance	4,460,963	4,859,200	4,979,400
Department Support	4,862,722	5,603,500	4,786,300
Senior Services	1,424,216	1,692,000	1,783,800
Recreation	1,159,874	1,659,000	1,700,100
Transit	<u>8,165,251</u>	<u>11,965,600</u>	<u>12,634,600</u>
TOTAL ALL ACTIVITIES	<u><u>58,313,582</u></u>	<u><u>71,074,500</u></u>	<u><u>78,344,700</u></u>

BUDGET BY FUND			
General Fund	3,522,251	4,364,100	4,625,700
General Services Fund	9,323,685	10,462,700	9,765,700
Employee Benefits Fund	31,550,625	37,763,000	42,893,200
Liability and Property Insurance Fund	5,751,770	6,519,100	8,425,500
Transit Fund	<u>8,165,251</u>	<u>11,965,600</u>	<u>12,634,600</u>
TOTAL ALL FUNDS	<u><u>58,313,582</u></u>	<u><u>71,074,500</u></u>	<u><u>78,344,700</u></u>

2024-2025 Goals

The primary goal of the Personnel Section is to effectively administer the City's Personnel Ordinance and Regulations, and to provide quality personnel support services to City departments.

Specific goals include the following:

- Provide customer-oriented personnel services to all employees and City departments.
- Develop training programs to meet employee needs in a changing work environment.
- Administer Citywide Department of Transportation Program.
- Maintain cooperative employee relations among management, employees, and employee bargaining units.
- Maximize the efficient use of City resources and technology allocated to the Personnel Section.
- Timely response to departmental requests for service.
- Compliance with COVID-19 personnel related regulations.

Objectives to Meet the Goals

- Complete recruitment for vacated and newly authorized positions in a timely manner.
- Survey and appraise employees' training needs and prepare programs to meet those needs.
- Complete classification studies for specified employee groups or classes.
- Administer bargaining unit contracts in cooperation with each employee bargaining unit to facilitate a productive, efficient, and professional work environment.
- Track COVID-19 cases and provide timely COVID-19 related information and benefits to employees.

Five-Year Outlook

Legislative obligations and the ever-changing workplace will continue to require modifications to the manner in which employee benefit programs are administered. Updated employee training programs will continue to be necessary in order to properly equip employees with the knowledge and skills to meet the requirements of the workplace.

Increasing service demands along with an increase in the number of employee retirements will require significant commitment of time and resources to meet the hiring and subsequent training needs of the various departments.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	354,038	366,700	378,700
Overtime	1,421	2,000	2,500
Extra Help	9,967	34,000	50,000
Benefits	141,097	170,700	197,900
Vehicle Charges	18,660	18,700	18,700
Professional Services	193,748	199,000	297,000
Travel & Meeting Expense	2,718	1,000	3,500
Training	16,624	20,000	21,000
Dues & Subscriptions	4,514	4,700	5,000
Admin & Overhead	164,400	196,300	167,500
Insurance & Claims	30,974	0	0
TOTAL PERSONNEL	938,161	1,013,100	1,141,800

SOURCES OF FUNDING			
Interfund Charges	329,000	389,000	415,000
Miscellaneous Income	0	2,000	0
Use of Discretionary Funds	609,161	622,100	726,800
TOTAL	938,161	1,013,100	1,141,800

DETAIL OF POSITIONS			
Deputy General Services Director	-	0.300	0.300
General Services Director	0.250	0.250	0.250
Management Analyst	0.300	0.300	0.300
Personnel/Risk Manager	0.300	-	-
Personnel Technician	1.900	-	-
Personnel Technician/Senior	-	1.900	1.900
Principal Office Assistant	0.600	0.600	0.600
TOTAL	3.350	3.350	3.350

2024-2025 Goals

The primary goal of the Employee Benefits Section is to provide quality personnel benefits to employees and their dependents in an efficient manner while containing the cost of providing and administering those benefits.

Specific goals include the following:

- Control the City's costs in the areas of healthcare, workers' compensation, and retirement healthcare in light of new regulations and increasing health benefit costs and exposure.
- Continue to develop and provide a quality benefit package for employees at reasonable costs in order to attract and retain well-qualified employees.

Objectives to Meet the Goals

- Continue to evaluate and implement administrative measures to contain the cost of delivering benefits to employees and their dependents.
- Work with the represented bargaining units to identify health cost containment measures.
- Provide employee training in the areas of health, safety, and financial planning.

Five-Year Outlook

The City and the employee bargaining units will continue to pursue affordable, quality benefits through review of benefit plans and community resources to identify creative strategies for providing quality employee benefits at reasonable rates. The City's membership in the Public Risk Innovation, Solutions and Management PRISM Insurance Authority has achieved savings in health costs through the combined purchasing power of the member agencies. Retiree healthcare continues as a significant issue as the number of employees approaching retirement age increases.

Risk identification and abatement, light duty work for injured employees, safety training, and efficient management of claims continue to be the focus of the City's efforts to contain worker's compensation costs. Access to improved safety/training modules that may be utilized interdepartmentally will continue to provide more effective employee training at reduced costs.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	350,495	363,100	369,700
Overtime	1,658	2,400	3,000
Benefits	142,830	158,900	171,100
Vehicle Charges	18,060	18,100	18,100
Professional Services	138	11,000	11,000
Special Events	70,083	70,000	96,000
Travel & Meeting Expense	1,205	1,200	1,200
Training	12,816	15,000	27,600
Dues & Subscriptions	0	300	500
Admin & Overhead	95,400	99,400	105,900
Health Insurance Program - ISF	10,255,102	11,553,500	12,982,200
Unemployment Charges - ISF	40,604	75,000	80,000
Workers Comp Program - ISF	3,150,811	4,157,000	4,683,000
Retirement Contribution - ISF	16,536,164	20,225,600	23,110,700
Deferred Compensation - ISF	875,259	998,000	1,153,200
Compensated Future Absences	0	0	30,000
Capital Outlays - Computers	0	14,500	50,000
TOTAL EMPLOYEE BENEFITS	31,550,625	37,763,000	42,893,200

SOURCES OF FUNDING			
Employee Benefit Charges	31,550,625	37,763,000	42,893,200
TOTAL	31,550,625	37,763,000	42,893,200

DETAIL OF POSITIONS			
Deputy General Services Director	-	0.350	0.350
General Services Director	0.125	0.125	0.125
Management Analyst	1.300	1.300	1.300
Personnel/Risk Manager	0.350	-	-
Personnel Technician	0.800	-	-
Personnel Technician/Senior	-	0.800	0.800
Principal Office Assistant	0.700	0.700	0.700
TOTAL	3.275	3.275	3.275

2024-2025 Goals

Risk reduction and the protection of the City's assets, facilities, and employees from loss are the major goals of the Liability and Property Insurance Section. Services provided include automobile and general liability insurance, property insurance, employee bonds, safety training and loss control programs.

Specific goals include the following:

- Maintain safe facilities and workplace environment for employees and citizens.
- Continue to use risk transfer programs to protect City assets.
- Pursue subrogation and recovery as appropriate.
- Prevent losses before they occur via a proactive risk identification program.
- Compliance with COVID-19 related health and safety requirements.

Objectives to Meet the Goals

- Minimize risk exposures by analyzing City policies and practices and updating the policies as needed.
- Maintain and implement a comprehensive risk management program for all City departments through departmental health and safety review committees and regular safety inspections.
- Manage compliance with the City's updated Injury and Illness Prevention Plan including COVID-19 related updates.
- Manage the City's insurance and risk pooling programs to maximize coverages in the most cost-effective manner.
- Continue the City's participation/leadership in pooled risk management organizations like the Central San Joaquin Valley Risk Management Authority and the Local Agency Workers' Compensation Excess Authority.

Five-Year Outlook

The City's ongoing participation and leadership in the Central San Joaquin Valley Risk Management Authority will continue to ensure necessary coverage, as the program has consistently delivered a stable environment amidst the volatility of the insurance market.

The City's risk management efforts will continue to be anchored in loss reduction through risk identification and transfer, alongside comprehensive liability, and safety training programs.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	177,618	182,800	186,100
Overtime	1,658	2,200	3,000
Benefits	77,774	83,800	90,200
Vehicle Charges	7,380	7,400	7,400
Supplies - Safety	5,184	8,000	8,000
Travel & Meeting Expense	681	2,500	4,400
Training	21,217	31,000	42,000
Dues & Subscriptions	72	1,000	1,000
Admin & Overhead	56,315	57,000	61,500
Liability Insurance	<u>5,403,871</u>	<u>6,143,400</u>	<u>8,021,900</u>
TOTAL LIABILITY & PROPERTY INSURANCE	<u><u>5,751,770</u></u>	<u><u>6,519,100</u></u>	<u><u>8,425,500</u></u>

SOURCES OF FUNDING			
Liability and Property Charges	<u>5,751,770</u>	<u>6,519,100</u>	<u>8,425,500</u>
TOTAL	<u><u>5,751,770</u></u>	<u><u>6,519,100</u></u>	<u><u>8,425,500</u></u>

DETAIL OF POSITIONS			
Deputy General Services Director	-	0.350	0.350
Management Analyst	0.400	0.400	0.400
Personnel/Risk Manager	0.350	-	-
Personnel Technician	0.300	-	-
Personnel Technician/Senior	-	0.300	0.300
Principal Office Assistant	<u>0.700</u>	<u>0.700</u>	<u>0.700</u>
TOTAL	<u><u>1.750</u></u>	<u><u>1.750</u></u>	<u><u>1.750</u></u>

2024-2025 Goals

The goals of the Facilities Maintenance Section are to maintain, preserve, and repair all City-owned buildings and facilities in a professional and cost-effective manner while continuing to provide exceptional customer service.

Specific goals include the following:

- Improve the maintenance, appearance, and comfort of City facilities.
- Provide safe facilities for the public and City employees.
- Provide a high level of service to all City departments.
- Assist City departments with their facility maintenance needs in a cost-efficient and prompt manner.
- Automate facility maintenance tasks through computerized maintenance schedules.
- Continue to upgrade and/or enhance existing mechanical systems with energy efficient replacements or modifications.

Objectives to Meet the Goals

- Continue staff computer training to track and schedule facility maintenance more efficiently.
- Ensure that facilities are in compliance with the Americans with Disabilities Act (ADA).
- Monitor energy use to ensure that the City's energy efficiency measures are producing the projected savings in energy consumption and costs, and explore energy saving rebate incentives provided by the local public utility.
- Continue to improve the security of City facilities.
- Reduce energy use in all areas to the extent possible without compromising safety.
- Coordinate, plan, and implement all facility related energy efficiency projects.
- Analyze long-term facility repair needs.

Five-Year Outlook

Increasing facility operational costs will necessitate additional efforts to ensure that City facilities are operating as efficiently as possible. The cost of energy continues to rise each year, prompting the need to explore alternative long-term energy strategies to lower facility operating costs. The need for facility security measures continues to increase as the City purchases additional computers and sophisticated electronic equipment. Modifications to existing City buildings and the addition of new facilities will add significant square footage to the facilities maintained by the City and will increase the workload of the Section. The Civic Center facilities are approaching 48 years of age and will require on-going preventative maintenance to keep them in proper condition. The need to modernize facility systems of older City buildings will result in increased building and maintenance demands.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	743,120	751,800	847,000
Overtime	2,425	6,600	7,900
Benefits	291,442	336,100	382,900
Vehicle Charges	92,431	104,700	111,100
Communications	6,606	7,100	7,100
Professional Services	170,133	202,500	233,100
Repairs & Maintenance	1,476,812	1,709,500	1,595,100
Materials & Supplies	53,161	67,900	68,000
Supplies - Safety	18,211	22,000	25,000
Supplies - Shop	7,457	8,000	22,000
Travel & Meeting Expense	1,870	1,000	3,800
Training	2,987	1,000	4,000
Dues & Subscriptions	140	500	1,000
Admin & Overhead	94,400	128,500	138,400
Debt Service	1,351,031	1,354,000	1,344,000
Lease Purchases	146,159	153,000	159,000
Capital Outlays - Office Equip/Furn	0	0	15,000
Capital Outlays - Public Works	1,968	5,000	5,000
Capital Outlays - Government Facilities	610	0	10,000
TOTAL FACILITIES MAINTENANCE	4,460,963	4,859,200	4,979,400

SOURCES OF FUNDING

Rents & Concessions	57,508	69,400	162,200
Facility Reimb - County	38,464	46,500	47,000
Restitution-Damage Reimbursement	0	275,000	0
Miscellaneous Income	0	2,300	0
General Services Charges	4,364,991	4,466,000	4,770,200
TOTAL	4,460,963	4,859,200	4,979,400

DETAIL OF POSITIONS

Administrative Assistant	0.500	0.500	0.500
Assistant Building Maintenance Tech	3.000	4.000	4.000
Building Maintenance Leadworker	1.000	1.000	1.000
Building Maintenance Worker	1.000	1.000	1.000
Facilities Maintenance & Purchasing Mgr	0.600	0.600	0.600
Facilities Maintenance Supervisor	1.000	1.000	1.000
General Services Director	0.250	0.250	0.250
Senior Custodian	1.000	1.000	1.000
TOTAL	8.350	9.350	9.350

2024-2025 Goals

The Department Support Section is responsible for the purchase and acquisition of goods and services utilized for internal department support functions. Specific responsibilities of the Section include: development of bid specifications and request for proposals, administration of the City's Purchasing Ordinance and Procedures, and administration of various contracts for goods and services provided to the City from outside vendors.

Specific goals include the following:

- Provide goods and services to City user departments in a timely manner.
- Ensure compliance with the City's Purchasing Ordinance and Procedures.
- Provide quality goods and services for City needs.
- Ensure the highest overall value in the purchase of goods and services.

Objectives to Meet the Goals

- Continue to utilize cooperative purchasing arrangements for the acquisition of goods and services to maximize City purchasing power.
- Improve professional procurement processes through attainment of nationally recognized purchasing certification(s).
- Maintain the City's e-procurement/bid-management system and provide training to all designated staff members.
- Implement purchasing system upgrades to meet the City's future needs.

Five-Year Outlook

As the City's purchasing and procurement processes become more automated, additional staff training throughout City departments will be necessary to maintain skill levels with the attendant technology. The use of cooperative purchasing agreements and the expanded use of electronic technology as a purchasing strategy will provide opportunities to the City for reducing supply costs and improving services to City departments. Continuing education for employees assigned to the Department Support Section will be necessary to maintain skills and to accommodate changing technologies.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	152,676	159,600	156,400
Overtime	63	1,100	900
Benefits	53,977	59,300	63,000
Vehicle Charges	4,786	4,800	4,700
Energy	1,318,891	1,549,100	1,748,200
Professional Services	70,812	142,900	130,000
Repairs & Maintenance	39,595	63,000	66,200
Office Supplies	451,983	509,100	550,000
Materials & Supplies	14,449	17,600	19,500
Travel & Meeting Expense	1,869	1,500	3,000
Training	1,276	0	3,000
Dues & Subscriptions	1,433	1,100	1,300
Admin & Overhead	294,800	331,200	368,100
Debt Service	1,085,785	1,073,000	1,044,000
Lease Purchases	404,565	420,000	434,000
Capital Outlays - Office Equip/Furn	36,037	103,000	194,000
Capital Outlays - Public Works	0	1,152,900	0
Capital Outlays - Fire Equip	929,725	14,300	0
TOTAL DEPARTMENT SUPPORT	4,862,722	5,603,500	4,786,300

SOURCES OF FUNDING

Interfund Charges	4,862,722	5,603,500	4,786,300
Miscellaneous Income	0	0	0
TOTAL	4,862,722	5,603,500	4,786,300

DETAIL OF POSITIONS

Administrative Assistant	0.500	0.500	0.500
Facilities Maintenance & Purchasing Mgr	0.400	0.400	0.400
General Services Director	0.250	0.250	0.250
TOTAL	1.150	1.150	1.150

2024-2025 Goals

The City's Senior Services programs are designed to provide quality senior-oriented education, recreation, and social services. The Senior Services Section seeks to offer a wide variety of services and to make those services accessible to the community's older adult population. The Senior Services Section continues to evaluate funding alternatives and creative methods of delivering services to seniors at a low cost.

Specific goals include the following:

- Administer a comprehensive Older Adult program for citizens 50 and better that supports independence, improves health, and encourages involvement in the community.
- Utilize software that tracks participation and activity at the Senior Center and evaluate the data for short- and long-term program planning.
- Effectively manage the increase in participants and members after moving operations from Fourth Street facility to new Clovis Senior Activity Center on Third Street during the second quarter of FY23/24.
- Continue to expand existing networks with local volunteers, community service groups and other appropriate entities to provide support for Senior Activity Center programs.

Objectives to Meet the Goals

- Continue to locate new sources of program revenues: i.e., grants, fundraisers, and cooperative sponsorship of programs between the City, other agencies, community groups and the public.
- Increase current participation of volunteers and service groups to maintain the delivery of program services and provide additional opportunities in new larger facility.
- Evaluate new potential programs for their ability to be financially self-supporting and well-attended.
- Continue to promote the Clovis Senior Activity Center as a place for those 50 or better to discover opportunities for enrichment and engagement.

Five-Year Outlook

The Clovis Senior Activity Center has successfully moved operations from the Fourth Street facility to the new larger building on Third Street. The response from the community has been robust and staff continues to refine processes and policies to ensure the continuation of providing exceptional classes, education, and recreation to the members. High quality programming continues to be a priority and the new facility has provided new opportunities for establishment of additional offerings along with the space to expand current popular classes. The hot lunch program has been re-established and the response has been positive.

Staff continues to maintain relationships with community partners including the Fresno County Social Services Department, the Fresno Madera Area Agency on Aging, the San Joaquin College of Law, Clovis Unified School District, the California Health Sciences University, and Fresno State University. The new facility has attracted additional partnership opportunities that are under evaluation for implementation. A non-resident fee was approved which has provided an additional revenue stream. Fees for classes are continuously monitored to maintain the balance between affordability and a sustainable operational model.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	195,048	190,300	241,300
Overtime	1,296	1,700	1,800
Extra Help	182,496	206,400	225,000
Benefits	117,397	130,300	173,900
Communications	0	100	400
Professional Services	47,244	58,200	121,300
Office Supplies	40,941	51,900	45,400
Travel & Meeting Expense	5,404	0	5,000
Training	0	800	300
Dues & Subscriptions	290	0	600
Admin & Overhead	834,100	852,300	968,800
Capital Outlays - Office Equip/Furn	0	200,000	0
TOTAL SENIOR SERVICES	1,424,216	1,692,000	1,783,800

SOURCES OF FUNDING			
Rents and Concessions	30,743	70,000	80,000
State Grants	0	41,000	31,000
Federal Grants	0	0	48,800
User Fees	87,478	152,000	197,000
Senior Service Charges	55,362	45,000	55,000
Miscellaneous Income	203,287	302,000	102,000
Use of Discretionary Funds	1,047,346	1,082,000	1,270,000
TOTAL	1,424,216	1,692,000	1,783,800

DETAIL OF POSITIONS			
Administrative Assistant	0.800	0.800	0.800
Recreation Specialist	1.000	1.000	1.000
Senior Center Nutrition Svs Worker	1.000	1.000	1.000
Senior Custodian	-	1.000	1.000
TOTAL	2.800	3.800	3.800

2024-2025 Goals

The Recreation Section will focus on administering activities at the Clovis Recreation Center, the Clovis Rotary Skatepark, the Clovis Batting Range, and Bicentennial Park, as well as promoting volunteer development. In addition, the Section will pursue long-term funding solutions for community recreation programming.

Objectives to Meet the Goals

- Offer consistent hours of operation for City recreation facilities, including the Clovis Recreation Center, Clovis Batting Range and Clovis Rotary Skatepark.
- Expand full-time staffing to ensure recreational opportunities remain in-step with demand from the growing Clovis community and ensure the public is assisted during posted office hours to meet increased demand.
- Coordinate with Parks Division staff to expand outdoor programs and activities.
- Establish mobile recreation trailer program.
- Expand the use of volunteers to administer services.
- Analyze opportunities to secure stable funding for community recreation services.
- Continue to maximize all available space at the existing Recreation Center for community programs and revenue generation.

Five-Year Outlook

Affordable and accessible recreation is at a high-demand and the recreation staff continues to provide a wide variety of activities inside the Recreation Center. As the City grows, the demands for community recreation and leisure activities continue to increase, so outdoor programs are planned to utilize available park space. Additionally, a mobile recreation van is under development which will bring sports and activities into neighborhoods and special events. The City's ability to provide adequate community recreation and leisure services in the future will continue to require creative solutions and joint efforts between the City, the public, the business community, and other local public agencies. The City will evaluate and research additional opportunities to expand outdoor recreational facilities, including the addition of much-needed sports fields.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	230,830	252,700	287,200
Overtime	3,359	3,900	4,000
Extra Help	261,538	309,000	350,000
Benefits	160,213	192,200	234,400
Vehicle Charges	25,857	27,100	28,400
Communications	684	1,200	1,200
Professional Services	205,327	438,000	314,500
Repairs & Maintenance	0	2,000	2,000
Office Supplies	3,150	13,200	13,000
Travel & Meeting Expense	1,686	1,500	5,000
Dues & Subscriptions	2,661	3,000	3,000
Admin & Overhead	232,100	324,700	391,400
Capital Outlays - Public Works	23,843	50,000	35,000
Capital Outlays - Miscellaneous	8,626	40,500	31,000
TOTAL RECREATION	1,159,874	1,659,000	1,700,100

SOURCES OF FUNDING			
User Fees	578,511	420,000	427,000
Taxable Sales	413	300	0
Miscellaneous Income	0	5,700	0
Use of Discretionary Funds	580,950	1,233,000	1,273,100
TOTAL	1,159,874	1,659,000	1,700,100

DETAIL OF POSITIONS			
Recreation Leader	1.000	2.000	2.000
Recreation Specialist	1.000	1.000	1.000
Recreation Supervisor	1.000	1.000	1.000
TOTAL	3.000	4.000	4.000

2024-2025 Goals

The City's demand-response transit system (Roundup) and fixed-route transit system (Stageline) are designed to meet the local transit needs of all community residents. These programs strive to provide dependable, safe, and affordable transit services throughout the community. Specific transit goals include the following:

- Continue to provide a safe transportation environment for passengers and employees through enhanced cleaning protocols.
- Improve the quality of transit services provided by the City by reviewing Stageline and Roundup services in order to provide on-time, efficient, and safe public transit that serves the largest segment of the population as reasonably as possible while maintaining minimum productivity standards within budgetary constraints.
- Increase community awareness of the City's transit services through advertising and outreach and continue coordination between Fresno Area Express, Fresno County Rural Transit, and Clovis Transit.
- Continue service delivery and route structure assessment through a comprehensive study that includes incorporation of electric vehicles and new technology.

Objectives to Meet the Goals

- Continue a community-wide marketing plan designed to increase awareness and ridership of the Roundup and Stageline services, including a focus on web-based information. Coordinate advertising with FAX, including printed schedules and social media outreach.
- Coordinate with the Clovis Unified School District, FAX, and other public transit agencies to identify/ resolve transportation issues.
- Continue to maximize features and upgrades of the Roundup dispatch software and mobile terminals to improve efficiency on Roundup service. An analysis of new software features available on the market is on-going with a focus on efficiency and enhanced customer service features.
- Continue to provide efficient operations after the move into the new transit hub facility that is located within the Landmark Square project, including routing of Clovis, FAX, YARTS, and Fresno County Rural Transit Agency buses to the site.
- Continue comprehensive fixed-route service redesign project and plan for implementation in early 2025 which will provide connections to the new transit hub facility and other points of interest within the City.
- Continue to evaluate data provided by the on-going pilot project of two small zero-emission battery electric shuttle buses in relation to the California Air Resources Board requirement to convert to a zero-emission bus fleet.

Five-Year Outlook

Ridership has completely recovered from the pandemic and has improved to levels higher than in the past 10 years. While projections indicated that it may take as long as ten years for public transit ridership to recover to pre-pandemic levels, the return of passengers in Clovis is complete. Transit will continue to emphasize safe transportation for the community and employees through enhanced cleaning, security, and efficient operations. There will also be a focus on providing information about routes and bus location in an easy and accessible format utilizing technology solutions.

The route redesign project is set for implementation in early 2025 and is anticipated to generate an increase in ridership by providing quick and efficient transit through Clovis and into a small portion of Fresno. Clovis will continue coordination with transit providers in the Clovis-Fresno Metropolitan area to meet the demand for inter-city transportation. The addition of a centrally located Clovis Transit Center which opened in late 2023 has allowed for accessible customer contact, easier transfers, and much-needed training and office space. The new facility has also provided space for travel training to increase ridership and shift some Roundup passengers to the Stageline service.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,889,735	2,101,500	2,554,400
Overtime	60,500	72,500	101,600
Extra Help	1,540,295	1,756,900	1,928,000
Benefits	1,265,584	1,502,400	1,957,800
Vehicle Charges	1,209,692	1,486,500	1,653,100
Communications	169,096	189,500	216,100
Professional Services	448,037	639,700	667,900
Materials & Supplies	6,585	2,800	0
Travel & Meeting Expense	16,931	18,500	22,000
Training	5,355	2,000	23,200
Dues & Subscriptions	2,005	2,400	2,800
Admin & Overhead	1,263,700	1,393,600	1,872,700
Liability Insurance Prog - ISF	8,164	8,800	0
Capital Outlays - Office Equip/Furn	135,656	65,000	0
Capital Outlays - Computer Equipment	37,388	343,700	135,000
Capital Outlays - Vehicles	106,528	2,379,800	1,500,000
TOTAL TRANSIT	8,165,251	11,965,600	12,634,600

SOURCES OF FUNDING			
Rents & Concessions	70,655	76,000	40,000
Taxes	2,186,823	2,200,000	2,255,000
Transit Fares	1,529	1,000	0
State Grants	78,937	352,000	135,000
Local Transportation	5,827,307	9,336,600	10,204,600
TOTAL	8,165,251	11,965,600	12,634,600

DETAIL OF POSITIONS			
Administrative Assistant	0.200	0.200	0.200
Bus Driver	16.000	18.000	22.000
Communications & Marketing Analyst	0.100	0.100	0.100
Deputy General Services Director	-	1.000	1.000
General Services Director	0.125	0.125	0.125
General Services Manager	1.000	-	-
Lead Bus Driver	4.000	5.000	5.000
Management Analyst	2.000	1.000	1.000
Principal Office Assistant	1.000	1.000	1.000
Staff Analyst	-	1.000	1.000
Transit Dispatcher	2.000	2.000	2.000
Transit Manager	-	1.000	1.000
Transit Supervisor	1.000	1.000	1.000
TOTAL	27.425	31.425	35.425

FINANCE

DEPARTMENT SUMMARY

The Finance Department includes the functions of Finance Administration and Debt Service. The department is a support department that provides financial services to all City departments and the public. The responsibilities of the department include financial system accounting and reporting, billing, accounts receivable, accounts payable, payroll, business licensing, banking and investments, and debt issuance and administration.

Finance

Section 35100

The Finance Administration Section is responsible for maintaining the financial accounting system, budgeting, forecasting, financial reporting, utility billing and collection, business license administration, accounts receivable, accounts payable, payroll, banking and investments, and debt issuance and administration. The Division provides support to the operating divisions regarding finance issues. The Section is also responsible for arranging all long-term financing.

Department Goals 2024-2025

- Provide support to other operating departments.
- Enhance training for key departmental personnel.
- Implement a new Utility Billing system for the City.
- Implement online utility billings to move toward a paperless office.
- Obtain long-term financing as needed.
- Refund existing bonds as appropriate.
- Continue to utilize volunteers where appropriate to have both community involvement and shared responsibility.
- Provide accurate and timely financial information to facilitate a fair and equitable wage and benefit package for employees.
- Continue succession planning for key staff positions to make sure all major sections of the Finance Department have documented processes and procedures in place.
- Cross-train staff in key Finance positions.
- Implement a new Financial Accounting system upgrade.

FINANCE

DEPARTMENT SUMMARY

Budgetary Highlights

- Review and audit revenues and departmental budgets.
- Prepare the Annual Comprehensive Financial Report (ACFR) and the Annual Budget in conformance with established award criteria and submit for consideration of the Government Finance Officers Association (GFOA) awards.
- Prepare the annual Five-year Financial Forecast.
- Continue to implement investment strategies to take advantage of safe investments and maximize yields within cash flow constraints.
- Continue to have front counter staff cross-trained so that adequate coverage can be maintained when absences occur.
- Continue to implement a process to scan accounting documentation to continue progress on the Finance “Go Green” efforts.
- Obtain long-term financing for capital acquisitions as needed.
- Limit overtime in Finance with the use of more efficient work processes.
- Attract top qualified candidates to Finance positions with the Clovis culture of excellent employment opportunities.
- Implement new Governmental Accounting Standards Board (GASB) pronouncements as applicable to the City.
- Dedicate resources to implementing new Utility Billing and Financial Accounting systems and provide support to departments in their implementation of these new systems.

FINANCE

DEPARTMENT PERFORMANCE MEASURES

The mission of the Finance Department is to safeguard the assets and resources of the City through reasonable controls and to provide support services for the citizens, City Council, and other City departments.

- Investment of the City's idle cash will continue to be performed in a manner consistent with the City's investment objective, with primary emphasis upon preservation of principal while obtaining a reasonable rate of return. As a benchmark, the City's rate of return should be equal to or greater than 120% of the annualized 90-day Treasury-bill rate:

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
City Rate of Return	2.32%	3.11%	3.50%
Greater than 120% of Treasury rate	111%	62%	67%

- On an annual basis, complete an Annual Comprehensive Financial Report (ACFR) prepared in conformity with generally accepted accounting principles, facilitate the conducting of an audit by an independent accounting firm, and receive an unqualified opinion that indicates that the financial statements presented fairly, in all material respects, the financial position of the City.

Achieving an Unqualified Opinion	Unqualified Opinion	Unqualified Opinion	Unqualified Opinion
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- Submit for consideration an ACFR and receive a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

Receive a Certificate of Achievement for Excellence In Financial Reporting	Certificate	Certificate	Certificate
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- On an annual basis, complete an annual budget book; present it to the City Council and present it to the GFOA for a Distinguished Budget Presentation Award.

Distinguished Budget Presentation Award	Budget Award	Budget Award	Budget Award
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- All accounting-related functions such as accounts receivable, accounts payable, payroll, business license, utility billing, and monthly financial reports are to be completed by the predetermined established deadlines. The benchmark is 98% on time.

On-time	98.8%	98.9%	98.9%
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FINANCE

DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY ACTIVITY			
Administration	<u>3,547,947</u>	<u>3,885,200</u>	<u>4,021,900</u>
TOTAL ALL ACTIVITIES	<u><u>3,547,947</u></u>	<u><u>3,885,200</u></u>	<u><u>4,021,900</u></u>
BUDGET BY FUND			
General Fund	<u>3,547,947</u>	<u>3,885,200</u>	<u>4,021,900</u>
TOTAL ALL FUNDS	<u><u>3,547,947</u></u>	<u><u>3,885,200</u></u>	<u><u>4,021,900</u></u>

2024-2025 Goals

The goals of the Finance Administration Section are to provide quality financial information for the public, City Council, and the operating departments of the City and to safeguard the assets and resources of the City. These goals include:

- Providing support to departments for finance-related questions, budget analysis and internal auditing.
- Investing the City's idle cash to maximize the rate of return given the priorities of safety and liquidity.
- Developing long-range financing plans as needed.
- Providing timely billing and collection for the City's enterprise operations.
- Providing for the timely recording of new business license applications and existing business license renewals and searching relevant financial information for businesses who have not obtained business licenses.
- Providing summary financial and budgetary reports for department and general public use as needed.
- Completing upgrades to the utility billing and financial accounting systems.

Objectives to Meet the Goals

- Analyze the department budgets quarterly for conformance with budgeted appropriations and revenue availability.
- Invest the City's cash in conformance with the adopted Investment Policy.
- Work with underwriters and other consultants to arrange the most advantageous terms for any financing and review for refinancing opportunities.
- Maintain the billing and collection of the utility charges in accordance with established guidelines.
- Maintain the business license system in accordance with existing business license policies.
- Maintain existing financial reports and continue to develop summary financial and budgetary reports on a periodic basis.
- Implement a new Utility Billing system for the City.
- Implement a new Financial Accounting system upgrade.
- Use temporary staffing and volunteers to remain current on all financial activities.

Five-Year Outlook

The 2024-2025 budget is challenging as costs are accelerating faster than revenues likely requiring adjustments in the next several years in either revenues or expenditures. The existing inflationary environment has contributed to a flattening of sales tax revenue after years of robust growth from the acceleration of online sales due to the pandemic. This growth is not budgeted to continue as inflationary pressures have affected consumers spending less on discretionary items and shifted dollars to essentials such as food, transportation and housing. In the meantime, expenditures will continue to rise partially due to inflation. Property taxes are projected to increase, but there is a two-year lag before that revenue will be received. Rising interest rates are putting pressure on home sales resulting in fewer residential units coming online. Meanwhile, CalPERS rates will continue to rise thereby increasing expenditures. As a result, revenue and expenditure monitoring continues to be a high priority. Finance activity will continue to include servicing new and existing utility accounts, business licenses, accounts receivable, accounts payable, payroll, and investments. Finance will continue to be integrally involved in the long-term financing, as necessary, for the City's capital needs. The Finance Department will also assist in monitoring capital projects and the various assessment districts within the City. Revenue enhancements will be a top priority.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,920,354	2,072,300	2,153,500
Overtime	3,769	12,000	14,000
Extra Help	113,499	124,000	108,000
Benefits	837,281	896,900	950,000
Vehicle Charges	28,800	26,600	22,200
Professional Services	123,829	180,100	175,100
Office Supplies	1,108	3,000	3,000
Travel & Meeting Expense	0	14,000	8,000
Training	9,563	34,000	20,000
Dues & Subscriptions	2,044	1,900	1,900
Admin & Overhead	507,700	520,400	566,200
TOTAL FINANCE ADMINISTRATION	3,547,947	3,885,200	4,021,900

SOURCES OF FUNDING			
Licenses	62,000	65,000	65,000
Annexation Processing Fee	0	15,000	15,000
Capital Development - Streets	60,000	60,000	60,000
User Fees	199,675	203,000	203,000
Interfund Charges	2,738,540	2,904,000	2,920,000
Miscellaneous Income	24,195	20,000	20,000
Use of Discretionary Funds	463,537	618,200	738,900
TOTAL	3,547,947	3,885,200	4,021,900

DETAIL OF POSITIONS			
Accountant/Senior	3.00	3.00	3.00
Acctg Systems Tech/Senior/Principal	4.00	4.00	4.00
Assistant Finance Director	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00
Finance Director/Treasurer	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Principal Office Assistant	1.00	1.00	1.00
Senior Account Clerk/Principal	9.00	9.00	9.00
TOTAL	21.00	21.00	21.00

PLANNING AND DEVELOPMENT SERVICES

DEPARTMENT SUMMARY

The Planning and Development Services Department is responsible for implementing the Clovis General Plan. It performs this duty by integrating City development's planning, engineering, and building inspection activities under a single department. The department prepares and implements the Community Investment Program for all City departments. Planning and Development Services is also responsible for all land-use planning for future development and adherence to city, state, and federal codes.

In 2019, Planning and Development Services staff developed the following mission for the Department:

"The Planning and Development Services Department is loyal to preserving the Clovis Way of Life by employing excellence in cooperative planning, reliable engineering, and sustainable building controls."

Planning Division

Section 74100

The mission of the Planning Division is to provide courteous and timely service to the citizens and clients of the City of Clovis to ensure a safe and well-planned community. The Planning Division is responsible for developing and implementing the General Plan and analyzing development requests to ensure consistency with the General Plan, various Specific Plans, and the Development Code. The Planning staff is also responsible for preparing policies to carry out the goals and objectives of the General Plan, Specific Plans, Master Plans, and policy documents while assuring a thorough environmental analysis of each project.

Building Division

Section 74200

The Building Division was created under Title 8 of the Clovis Municipal Code with further authority provided by the State of California building statutes and applicable federal codes. The Building Division's mission is to provide minimum standards for the community that safeguard health, property, and public welfare by regulating the design, construction, quality of materials, use occupancy, accessibility, location, and maintenance of all buildings and structures within the City.

Engineering Division

Sections 74500-74550

The mission of the Engineering Division is to provide the City of Clovis with professional engineering services that ensure short-term and long-range plans are implemented efficiently and cost-effectively. The Engineering Division continually strives to provide the highest level of quality services with the least impact in all project development cycles. The focus of the Division is to provide solution-oriented services that facilitate sustainable growth in the local economy, enhance the quality of life for Clovis citizens, and offer secure and reliable infrastructure throughout our City. Of utmost importance to the Division are managing and efficiently delivering the City's Community Investment Projects as well as ensuring private development adheres to all City requirements, standards, and conditions. Through careful planning, funding, and delivery of streets, sewer, water, parks, refuse, general government projects, and private development projects, this Division ensures the safety and usability of all the City's investments.

PLANNING AND DEVELOPMENT SERVICES

DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY ACTIVITY			
Planning	3,293,596	3,919,000	4,384,200
Building	2,775,969	2,869,500	3,046,600
Engineering	<u>6,692,025</u>	<u>6,916,200</u>	<u>7,616,400</u>
TOTAL ALL ACTIVITIES	<u><u>12,761,590</u></u>	<u><u>13,704,700</u></u>	<u><u>15,047,200</u></u>
BUDGET BY FUND			
Planning & Development Services Fund	<u>12,761,590</u>	<u>13,704,700</u>	<u>15,047,200</u>
TOTAL ALL FUNDS	<u><u>12,761,590</u></u>	<u><u>13,704,700</u></u>	<u><u>15,047,200</u></u>

Planning Division Goals 2024-2025

The goals of the Planning Division are focused on implementing the Clovis General Plan and Specific Plans, managing the Planning Program activities that support the General Plan, ensuring that all public and private development is consistent with the General Plan, the Development Code, City policies and state law, and coordinating public and private projects so that they result in a high-quality, sustainable community.

Planning goals for 2024-2025 include:

- Provide accurate information to the public regarding land development.
- Implement 2014 General Plan policies and General Plan EIR mitigation measures in conjunction with development proposals.
- Commence work on an update to the General Plan as directed by the Council.
- Implement programs related to the Sixth Cycle Housing Element.
- Implement the Central Clovis Specific Plan.
- Implement the Heritage Grove Master Plan Community Design Guidelines.
- Implement the Loma Vista Specific Plan and related Master Plans within the Loma Vista Urban Center.
- Provide for orderly development and logical growth of the City through infill development and processing of applications to amend the Sphere of Influence and expand the City boundaries through annexation.
- Provide timely processing of applications to the Planning Commission and City Council in a manner consistent with the Division's current abilities and resources.
- Maintain effective communication with citizens, the business community, and interest groups on planning, building, and development-related issues.

Objectives to Meet the Goals

- Implement the Development Code Update and continue to make modifications as necessary.
- Commence work on a comprehensive update to the General Plan, including establishing and implementing a public outreach strategy.
- Work with property owners and the development community to prepare and update Master Plans for General Plan focus areas and urban centers.
- Implement the Central Clovis Specific Plan by creating pedestrian and bike facilities, and continue creating opportunities for alley cottage homes.
- Implement the no-net-loss analysis process for development applications and rezone properties as necessary to maintain the Regional Housing Needs Allocation.
- Fully implement the newly developed electronic application process for planning applications.
- Provide high-quality, excellent customer service to community members.
- Participate in the City's multi-department code enforcement team.
- Evaluate existing Specific Plans and Master Plans, and retire those that are out-of-date or no longer meet the City's goals and objectives.
- Develop and publish materials for the public to provide information and increase transparency regarding entitlement processes and related topics.

The Planning Division is charged with the timely processing of development application requests. Application processing time includes staff review, any additions or corrections necessary, and notification of public hearings as required. The following benchmarks have been set:

- | | |
|---|----------|
| 1. Processing of applications for Planning Commission action with CEQA exemption: | 12 weeks |
| 2. Processing of applications for Planning Commission action with the negative declaration: | 16 weeks |
| 3. Processing of applications for City Council action with CEQA exemption: | 14 weeks |
| 4. Processing of applications for City Council action with the negative declaration: | 20 weeks |
| 5. Projects that include a general plan amendment with neighborhood meetings | 22 weeks |
| 6. Processing of Site Plan Review applications: | 8 weeks |

	<u>2022-2023</u> <u>(actual)</u>	<u>2023-2024</u> <u>(estimated)</u>	<u>2024-2025</u> <u>(proposed)</u>
Applications processed to Planning Commission within the target time	75%	75%	80%
Applications processed to City Council within the target time	75%	90%	80%
Site Plan Reviews processed within the target time	70%	85%	75%

Data summarizing activity within the Planning Division is provided below:

<u>Criteria</u>	<u>Estimated 2023-2024 Activity</u>
Planning Commission Meetings Conducted	12 Meetings
Applications Considered by the Planning Commission	28 Items
City Council Meetings Where Items Were Considered	25 Meetings
Applications Considered by the City Council	37 Items
Neighborhood/Community Meetings Attended	13 Meetings

Five-Year Outlook

New residential subdivision activity continues to be relatively slow during the current fiscal year. Six applications were submitted in FY 2020-2021, six applications were received in FY 2021-2022, no new applications were submitted in FY 2022-2023, and four applications had been submitted in FY 2023-2024 through April. Over the last few years, subdivision proposals have tended to focus on smaller infill projects of less than 50 lots, or as described below, larger projects each comprised of several hundred lots.

While traditional subdivision activity over the next few years is likely to follow recent experience, interest in large-scale development continues to be strong. Of the tentative maps that are currently under review, one proposes 605 lots, one proposes 590 lots, one proposes 385 lots, one proposes 257 lots, and one proposes approximately 2,200 lots. These larger maps require a longer and more expensive environmental compliance process and in two instances a sphere of influence expansion. Significant staff time over the next year and beyond is expected to be dedicated to a small group of major projects that have been initiated by area property owners and/or developers. In addition to the large tract maps described above, staff is working with property owners on a Specific Plan covering approximately 900 acres in Heritage Grove that will provide capacity for approximately 6,500 single and multi-family units. All of these major projects will be built out over several years.

On top of the applications submitted by the development community, the Planning Division continues to work on City-led initiatives that will facilitate compliance with state laws and lay the groundwork for future development and growth of the City. Work on the Sixth Cycle Housing Element is expected through the summer of 2024, after which staff time will need to be dedicated to the implementation of new housing programs, including those included in the Desiree Martinez settlement agreement. The Council has also directed staff to begin work on a comprehensive update to the General Plan, with a three-year work program expected to begin in the summer of 2024.

Over the next several years, continued annexation and development within the Sphere of Influence should be expected, particularly in Heritage Grove and the remaining undeveloped portion of Loma Vista. The Planning Division's work program will combine developer-initiated applications with a series of long-term programs that will help the City facilitate development. Examples of such programs, in addition to those described above, include reconciling General Plan and zoning conflicts, retiring outdated Specific Plans, and updating the Parks Master Plan.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,085,036	1,175,400	1,373,500
Overtime	8,114	8,000	8,000
Extra Help	8,006	23,000	23,000
Benefits	420,765	475,300	576,400
Vehicle Charges	39,359	40,900	44,500
Communications	1,796	3,000	3,000
Professional Services	948,230	1,389,400	1,541,000
Special Events	1,746	2,300	3,000
Office Supplies	1,590	3,400	3,000
Travel & Meeting Expense	21,082	22,500	3,000
Training	2,843	1,900	3,800
Dues & Subscriptions	1,091	3,000	6,000
Admin & Overhead	752,200	762,300	786,000
Capital Outlays - Office Equip/Furn	104	8,600	10,000
Capital Outlays - Computers	1,634	0	0
TOTAL PLANNING	3,293,596	3,919,000	4,384,200

SOURCES OF FUNDING			
State Grants	289,515	63,600	0
User Fees	2,966,936	3,803,700	4,332,200
Interfund Charges	0	5,600	6,000
Miscellaneous Income	12,145	21,100	21,000
Use of Discretionary Funds	25,000	25,000	25,000
TOTAL	3,293,596	3,919,000	4,384,200

DETAIL OF POSITIONS			
Assistant/Associate Planner	3.00	3.00	3.00
Business Workflow Analyst	0.30	0.30	0.30
Business Workflow Specialist	0.30	0.30	0.30
City Planner	1.00	1.00	1.00
Communications & Marketing Analyst	0.10	0.10	0.10
Deputy City Planner	1.00	1.00	1.00
Deputy Planning & Develop Services Dir	-	-	0.40
Dir of Planning & Development Services	0.40	0.40	0.40
Geographic Information Systems Analyst	0.30	0.20	0.20
Geographic Information Systems Tech	0.40	0.40	0.40
Plan/Develop Administrative Manager	0.40	0.40	0.40
Planning Technician I/II	2.00	2.00	2.00
Principal Office Assistant	0.40	0.40	0.40
Senior Planner	3.00	3.00	3.00
Staff Analyst	0.40	0.75	0.75
TOTAL	13.00	13.25	13.65

Building Division Goals 2024-2025

The goals of the Building Division, interrelated with the goals of other City departments, are to serve the public by carrying out the safety checks and inspections required by the California Building Codes and the Clovis Municipal Code.

Building goals for 2024-2025 include:

- Ensure compliance with all codes for the construction, use, and occupancy of buildings and their various components.
- Maintain effective communication with citizens, the business community, and interest groups on planning, building, and development-related issues.
- Ensure that new development and construction conform to development standards, design guidelines, and accessibility requirements.
- Process all single-family residential plans within three weeks and all submitted commercial projects within four weeks.
- Respond to all field inspection requests within eight working hours.
- Respond to all informational requests and housing complaints from the public within 72 hours.
- Expand the use of new technology to keep pace with the increases in documentation requirements and to facilitate the retrieval of documents.
- Keep the community informed about current California Building Code requirements.

Objectives to Meet the Goals

- Provide expertise on the 2022 California Building, Electrical, Energy, Mechanical, and Plumbing Codes along with new state-mandated programs.
- The Building Division continues to expand the electronic services provided to our citizens and developers by allowing plans to be submitted, reviewed, and issued through our Citizen Self-Service (CSS) portal. Currently, all plan types may be submitted through the online portal. Additionally, we have begun offering the State of California-mandated program that allows us to provide real-time online approval and issuance of residential roof-top solar projects that meet specific criteria.

Building Division Performance Measures

- Continue training on new codes and systems to perform the regulatory enforcement role of the department. Increase training in the areas of accessibility, fire suppression, energy, and electrical systems to ensure compliance with new state and federal regulations. The benchmark for Certified Building Division personnel training is 30 hours/per person/3 year period required by state law.

	2022-2023 (actual)	2023-2024 (estimated)	2024-2025 (proposed)
Hours of Training	32 hrs./ person	32 hrs./person	32 hrs./person
Building permit plan checks processed within the target time	95%	95%	95%
Inspections Performed within the target time	95%	99%	100%

The citizenry looks to the department for enforcement actions against violations of the Clovis Municipal Code. With full staffing, the established goal is to resolve all of the violations reported within the budget year. The Division responds to a high degree of development requests and provides a focused response to code enforcement requests that pose a threat to life or safety.

Five-Year Outlook

Commercial construction had an average for the last three years of \$35 million in valuation. The 2023-2024 cycle is expected to exceed the average by approximately \$15 million and end at \$50 million for the fiscal year. We have issued \$27 million in valuation for the fiscal year 2023-2024. We expect the fiscal year 2024-2025 to be above this number because projects worth \$11 million in valuation submitted for review with five months still to go in this fiscal year. There is an additional total valuation of \$15 million with all commercial projects that have been in review and waiting to be issued from previous fiscal years, which could be issued in this cycle.

Residential development has slowed this cycle, and photovoltaic system permits have also slowed. Our historical average for residential units is approximately 800, comprising single- and multi-family units. The 2022-23 cycle produced 658 single-family and 0 multi-family units. We expect the 2023-2024 cycle to be slower, with approximately 450 single-family units and 100 multi-family units issued for 550 total units. The following years indicate that we will be more in line with an increased number of 700 units.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,320,816	1,344,600	1,449,000
Overtime	14,972	18,000	9,000
Extra Help	61,611	76,000	76,000
Benefits	572,742	624,800	712,400
Vehicle Charges	72,247	97,900	103,600
Communications	9,904	16,000	16,000
Professional Services	235,113	192,000	192,000
Special Events	1,708	2,300	3,000
Office Supplies	6,531	4,000	4,000
Supplies - Shop	0	100	1,000
Travel & Meeting Expense	17,394	20,000	6,000
Training	985	2,600	2,100
Dues & Subscriptions	8,931	2,000	7,000
Admin & Overhead	449,500	454,000	452,500
Liability Insurance Prog - ISF	2,667	3,000	3,000
Capital Outlays - Office Equip/Furn	648	12,200	10,000
Capital Outlay - Computers	200	0	0
TOTAL BUILDING	2,775,969	2,869,500	3,046,600

SOURCES OF FUNDING

User Fees	2,756,848	2,849,500	3,026,600
Miscellaneous Income	19,121	20,000	20,000
TOTAL	2,775,969	2,869,500	3,046,600

DETAIL OF POSITIONS

Building Inspector/Senior Bldg Inspector	4.00	5.00	5.00
Building Official	1.00	1.00	1.00
Business Workflow Analyst	0.40	0.40	0.40
Business Workflow Specialist	0.40	0.40	0.40
Deputy Building Official/Plan Checker	1.00	1.00	1.00
Deputy Planning & Develop Services Dir	-	-	0.30
Dir of Planning & Development Services	0.30	0.30	0.30
Geographic Information Systems Analyst	0.20	0.15	0.15
Geographic Information Systems Tech	0.30	0.30	0.30
Plan/Develop Administrative Manager	0.30	0.30	0.30
Permit Technician	2.00	2.00	2.00
Plans Examiner/Senior Plans Examiner	5.00	4.00	3.00
Principal Office Assistant	0.30	0.30	0.30
Staff Analyst	0.30	0.30	0.30
TOTAL	15.50	15.45	14.75

Engineering Division Goals 2024-2025

The Engineering Division will continue to concentrate on coordinating the orderly construction of public and private projects within the Clovis community. The Division's responsibility for review and approval of proposed development projects ensures that all development meets current City standards.

Engineering goals for 2024-2025 include:

- Deliver all activities scheduled in the Community Investment Program utilizing the best technology and equipment for the design, review, and improvement of infrastructure.
- Achieve and maintain the highest level of customer service by actively responding to service requests from other departments and citizens.
- Ensure that private development activities meet City requirements, conditions, and standards.
- Provide quick development project plan review and processing.
- Implement and manage a fair and cost-effective impact fee program that funds the necessary infrastructure to accommodate new development.
- Provide knowledgeable inspection services that assure quality construction, protecting the City's interests.
- Maintain an active traffic management program in cooperation with the Clovis Police Department that ensures transportation safety and supports traffic enforcement.
- Establish an updated and fiscally sound annual five-year Community Investment Program to provide for appropriate infrastructure repair and enhancements.

Objectives to Meet the Goals

- Implement efficiency and accountability standards to consistently guide project delivery.
- Implement streamlined procedures for the design and review of projects.
- Implement appropriate public safety and convenience through design review measures.
- Evaluate Division costs and update as necessary to ensure that the development processing fees charged are fair, equitable, and representative of the actual costs for the services provided.
- Employ and train professional engineers to handle a dynamic workload and fluctuating market demands.

Engineering Division Performance Measures

- Complete Capital Investment projects on schedule. The current goal is to meet the schedule on 85% of projects. The Capital Investment Program fell a little short of its goal in 2022-2023. This was attributed to the high complexity of many of the projects currently underway and the fluctuation in staffing levels.
- Complete development project reviews within benchmark turnaround times. For most projects, the goal is to achieve a 4-week turnaround on first submittals and a 2-week turnaround on subsequent submittals. For larger, more complex projects, staff will work with project proponents on an agreeable turnaround time that may be longer.
- Keep traffic counting and speed studies up-to-date. The current goal is to have 100% of the studies up-to-date.
- Provide pertinent training to each engineering staff member.

	2022-2023 (Actual)	2023-2024 (Estimated)	2024-2025 (Proposed)
Completion of CIP projects on schedule	70%	85%	85%
Development Plan Check First submittal	68%	80%	95%
Development Plan Check subsequent submittals	89%	95%	95%
Traffic Studies Up-to-date	80%	80%	100%
Training (percent of staff receiving training)	75%	75%	100%

Five-Year Outlook

The City's Engineering Division will continue its work on community service and public facilities planning in support of the upcoming General Plan update and subsequent Community Master Plans. This includes identifying strategies to keep development moving despite challenges in providing timely infrastructure capacity and continuing work on the implementation of the Parks Master Plan.

As the City grows, constant efforts are made to keep up with the preservation of our increasing inventory of aging streets. At the same time, the City is facilitating expanded connections to the City of Fresno and the County of Fresno by building out regional corridors, such as Herndon and Shaw Avenues, to the edges of our City's Sphere of Influence ahead of development.

Staff education and training continue to be essential to enhance overall staff abilities and technical competence. Scarce resources and increased staff workloads require a constant search for ways to increase staff productivity. Increased knowledge and skills will lead to increases in staff efficiency and effectiveness.

Engineering will continue to work on maintaining expedient turnaround times for plan checks and project reviews, addressing public concerns, looking for ways to streamline and reduce development costs, and delivering projects promptly. As the City continues to grow, and as new federal and state laws are continually imposed, the complexity and number of tasks and processes necessary to complete a project and remain in compliance continue to increase. This is increasingly true for grant-funded projects, which are administered by Caltrans. This state and federal influence affects all aspects of the engineering program. As a result, the Engineering Division must be nimble and will continually reevaluate staffing needs and goals in the coming years.

The pace of development did slow in 2023-2024. This slowdown has put a strain on the budget. The development community has indicated that the increase in mortgage rates has slowed the pace of home-buying. Despite this, the department has planned for a rebound in activity as there has been a strong increase in developers preparing for new development projects. If a sustained slowdown occurs, engineering staff that is currently assigned in other areas can be reassigned to capital projects, which are well-funded for the next few years.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	3,586,568	3,541,600	4,017,300
Overtime	53,851	73,000	69,000
Extra Help	52,911	55,000	55,000
Benefits	1,408,945	1,460,600	1,756,600
Vehicle Charges	185,234	197,500	218,400
Communications	24,572	31,000	31,000
Professional Services	122,271	88,100	75,000
Special Events	5,111	4,800	8,000
Office Supplies	5,209	9,000	9,000
Supplies - Safety	2,552	3,500	4,000
Supplies - Shop	7,784	6,500	5,000
Travel & Meeting Expense	3,150	8,100	0
Training	12,611	22,100	2,100
Dues & Subscriptions	2,757	6,500	10,000
Admin & Overhead	1,214,900	1,244,300	1,341,000
Capital Outlays - Office Equip/Furn	2,749	159,600	10,000
Capital Outlays - Computers	850	0	0
Capital Outlays - Public Utilities	0	5,000	5,000
TOTAL ENGINEERING	6,692,025	6,916,200	7,616,400

SOURCES OF FUNDING			
Taxes	10,000	10,000	10,000
State Grants	11,880	17,000	17,000
User Fees	6,371,663	6,528,700	7,249,400
Miscellaneous Income	23,482	15,500	15,000
Use of Discretionary Funds	275,000	345,000	325,000
TOTAL	6,692,025	6,916,200	7,616,400

DETAIL OF POSITIONS			
Business Workflow Analyst	0.30	0.30	0.30
Business Workflow Specialist	0.30	0.30	0.30
City Engineer	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00
Construction Manager	1.00	1.00	1.00
Deputy City Engineer	-	1.00	1.00
Deputy Planning & Develop Services Dir	-	-	0.30
Dir of Planning & Development Services	0.30	0.30	0.30
Engineer I/ Engineer II/ Civil Engineer	14.00	14.00	14.00
Engineering Inspector/Senior Eng Inspector	6.00	7.00	7.00
Engineering Program Manager	-	1.00	1.00
Engineering Program Supervisor	1.00	-	-
Engineering Tech/Senior Engineering Tech	3.00	3.00	3.00
Geographic Information Systems Analyst	0.25	0.20	0.20
Geographic Information Systems Tech	0.30	0.30	0.30
Management Analyst	2.00	2.00	2.00
Plan/Develop Administrative Manager	0.30	0.30	0.30
Principal Office Assistant	0.30	0.30	0.30
Staff Analyst	0.30	0.30	0.30
Supervising Civil Engineer	2.00	2.00	2.00
Traffic Signal Operations Specialist	-	1.00	1.00
TOTAL	33.35	36.30	36.60

POLICE

DEPARTMENT SUMMARY

The responsibility of the Police Department is to provide superior protection and service in a manner that builds public confidence and improves the quality of life in our community. To those we serve, we want to be the best! The department is organized into three major divisions which are comprised of seven budgetary sections as shown below.

Patrol

Section 51000

The Patrol section is the most highly visible section of the Police Department. It is overseen by a captain and lieutenants. Each shift or team is directly supervised by a sergeant. Uniformed patrol and community service officers respond to calls for service, enforce all laws including City municipal codes, provide for safety and security of the public, and represent the Police Department in their daily contact with the citizens of Clovis. They also deal effectively and appropriately with the criminals they apprehend. The Police Chaplain Program assists our department members and the victims of crime during traumatic events or at times of grief. The Traffic Division focuses on traffic safety, education, enforcement of traffic laws, and implements DUI check points and DUI saturations. The Patrol Division's effective and proactive approach toward eliminating criminal activity and protecting its citizens has helped create a safe community for the citizens of Clovis. Specialty units within the department such as K-9 Unit, Bike Unit, EOD, UAV, and Jail operations fall under the Patrol Division as well.

Communications

Section 51100

The Communications section provides dispatch services for the Police Department and serves as the central location for emergency and non-emergency calls made from within the city limits and surrounding areas. Dispatchers receive calls from citizens and businesses, which are prioritized based on a series of questions. They provide the appropriate resources and dispatch a police response when appropriate. Dispatchers monitor the regular activity, provide telecommunication support, and assist with incident coordination for the field units. They serve as an information resource to police officers, CSOs, investigators, other agencies, and the public. Dispatchers provide these services while utilizing the radio, telephone, computer, internet, camera systems, and other law enforcement database programs.

Investigations

Section 52000

The Investigations section is overseen by a Police Lieutenant, and is responsible for follow-up on all felony cases, cases of a sensitive nature, and preparing the cases for submittal to the District Attorney's Office. The Division is comprised of two main components: General Investigations and the Special Enforcement Team (SET). The types of investigations conducted range from computer crime and identity theft cases to sexual assault and sex offender programs, homicide investigations, robberies, property crimes, domestic violence follow-up and tracking, missing persons, and crime analysis and predictive policing. The unit also takes on special details when necessary, including assistance to SET, internal investigations, and officer-involved shooting investigations. The focus of SET tends to be on mid-level and street-level drug dealers and users causing blight in our City. They also focus on cases involving gang members, narcotics trafficking, human trafficking, prostitution, and pimping. They focus their investigations on those who are actively engaged in the gang lifestyle and committing crimes in our City. These units will also partner with other local, State, and Federal agencies for larger scale investigations where more detectives are needed for a safe and successful outcome.

Youth Services

Section 53000

The Youth Services Division is committed to providing services and programs that deter juvenile crime. The foundation of our service is consistent accountability for juvenile misbehavior and education about alcohol, drugs, and tobacco. The Youth Services Division is committed to supporting parents by providing information about parenting and education about juvenile trends related to alcohol, drugs, and tobacco use. The Youth Services Division will continue to work closely with the Clovis Unified School District (CUSD) and other agencies to encourage youth to improve their ability to make good decisions at home, at school, and in the community to consistently hold juveniles accountable and to support parents. The success for this service will be determined by maintaining a low juvenile rate of recidivism. The Youth Services Division is also responsible for removing graffiti throughout the City of Clovis. The Graffiti Abatement team focuses on the prompt removal of graffiti and deterrence of further graffiti vandalism.

POLICE

DEPARTMENT SUMMARY

Support Services/Records, Property and Evidence

Section 54000

This unit encompasses many diverse duties that focus on providing outstanding service to its customers and the citizens of Clovis. Functions include the department's records maintenance function, citizen and business services, fleet management, equipment and supplies, report typing, court liaison, service of subpoenas, records requests, and distribution of records and reports to allied agencies. The Property and Evidence unit processes, catalogues, and stores all the evidence collected in various cases, holds property that has been collected by the department, and determines the proper disposition for that property and evidence. Neighborhood corporals work closely with other city departments and businesses. Together they issue alcohol and entertainment permits within the City. They also work closely with the Planning Division on new development in the City. The Community Liaison works closely with the rental management and property owners to resolve any problems within the community.

Administrative Services

Section 56000

The Administrative Services Unit is the office of the Chief of Police which provides leadership and general direction and oversight for the entire department. The Administrative Services Division is responsible for several functions, including administrative support to the Chief, special projects, research, internal audits and compliance, internal investigations, Homeland Security, grant administration, public information officer duties, hiring, employee injury, and oversight of workers' compensation issues. The office support staff also performs a variety of personnel functions regarding recruitment and hiring and provides support for other division commanders.

Animal Services

Section 59100

The Clovis Animal Services Division consists of the Animal Response Team, the Animal Receiving and Care Center, and the Miss Winkles Pet Adoption Center. The Animal Response Team is responsible for responding to calls for service in the community, investigating cruelty complaints, enforcing City municipal codes, completing animal bite investigations for the County Health Department, and representing the City in Administrative Hearings. The Animal Receiving and Care Center is responsible for caring for approximately 3,000 animals per year. This includes pets that are released by their owners, seized animals, stray dogs, injured animals, and deceased animals. The Miss Winkles Pet Adoption Center cares for roughly 150 animals at a time and is responsible for adopting approximately 1,000 pets to citizens each year. The Animal Services Division also provides public education about spaying/neutering pets, information about proper pet care, and information on both State and local animal laws.

2024-2025 Goals

- Meet response time goals for Priority 1, 2, and 3 calls.
- Meet or exceed our goal of high customer satisfaction (90% or better) ratings.
- Keep the City of Clovis the "Safest city in the Valley."
- Increase our efforts at combating gang and drug activity.
- Conduct effective Traffic Safety programs and reduce traffic collisions and injury rates through effective enforcement practices.
- Develop future leaders in the department through succession planning.
- Continue to engage with our community stakeholders through social media platforms.
- Restart the Drone First Responder (DFR) program with new technological advancements and obtain approval from the Federal Aviation Administration (FAA).
- Provide continuous and developmental training for all officers.
- Actively pursue State and Federal grants for sworn officers and technology enhancements.
- Increase community outreach through planned events in neighborhoods, parks, and schools.

Budgetary Highlights

- Increase sworn police officer positions by three.
- Improve fleet by replacing older vehicles.

POLICE

DEPARTMENT PERFORMANCE MEASURES

The mission of the Police Department is to provide exceptional protection and police-related services in a manner that builds public confidence and enhances the quality of life in Clovis.

- To protect the victims of crimes and to maintain the public's confidence, a quick response time to emergency (Priority One) calls for service is critical. The benchmark is an average response time for emergency calls not to exceed 5 minutes.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
Priority 1 Average Response Times	4.15 Min	2.87 Min	<5 Min
Priority 2 Average Response Times	9.61 Min	6.40 Min	<10 Min
Priority 3 Average Response Times	13.36 Min	10.93 Min	<15 Min

- Public support and satisfaction with our services are essential in maintaining a safe community. As an indicator, we strive to have Citizen Survey responses show either "Above Average" or "Excellent" service ratings at least 90% of the time.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
Citizen Surveys (Above Average or Excellent)	94%	90%	90%

- The comparative crime rate is a good indicator of how well the prevention and protection efforts are in addressing the criminal challenges to the community. Rates for both Fresno County and State-wide are not available for comparison purposes.

National Incident-Based Reporting System (Crimes/100,000 Population)

	<u>2023 (actual)</u>	<u>2024 (estimated)</u>	<u>2025 (proposed)</u>
Clovis	*	2,125	<3000

**Effective January 1, 2023, the FBI changed the requirements for crime reporting to provide and maintain more detailed statistics by switching crime reporting from the UCR (Uniformed Crime Reporting) to NIBRS (National Incident-Based Reporting System). Due to this recent change, we are unable to provide an accurate number for 2023 reporting.*

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POLICE

DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY ACTIVITY			
Patrol	27,133,723	28,828,100	30,802,800
Communications	3,443,795	3,736,400	4,097,300
Investigations	6,052,645	7,278,000	7,350,300
Youth Services	751,956	779,400	779,500
Support Services	5,440,059	5,440,500	5,538,800
Administration	3,774,375	6,243,000	6,984,000
Animal Shelter	<u>2,389,842</u>	<u>2,605,900</u>	<u>2,889,800</u>
TOTAL ALL ACTIVITIES	<u><u>48,986,395</u></u>	<u><u>54,911,300</u></u>	<u><u>58,442,500</u></u>
BUDGET BY FUND			
General Fund	<u>48,986,395</u>	<u>54,911,300</u>	<u>58,442,500</u>
TOTAL ALL FUNDS	<u><u>48,986,395</u></u>	<u><u>54,911,300</u></u>	<u><u>58,442,500</u></u>

**Police
Department****Patrol
Section 51000****2024-2025 Goals**

- Meet response time goals for Priority 1, 2, and 3 calls.
- Meet or exceed our goal of high customer satisfaction (90% or better) ratings.
- Address all quality-of-life issues to maintain a healthy community.
- Monitor and address gang, parole, and probation related incidents.
- Increase community outreach through planned events in neighborhoods, parks, and schools.
- Expand the coverage of our Drone First Responder (DFR) program throughout the City.
- Receive approval through the FAA to operate our DFR Program Beyond Visual Line of Sight (BVLOS) with new technology minimizing the amount of personnel needed to operate the program.
- Add a partial swing shift in July of 2024 and as more officers complete the FTO program increase this to a full swing shift in January of 2025.

Objectives to Meet the Goals

- Review crime rates, response times, and officer productivity to assess deployment, shift schedules and beat alignment to provide optimum service.
- Continue to plan and staff DUI checkpoints, increase DUI saturation patrols, and improve public awareness and comprehension of the seriousness of DUI.
- Continue aggressive traffic enforcement to reduce collisions and injuries related to collisions.
- Evaluate and respond to neighborhood quality of life issues. Work with other City departments to ensure that CSO enforcement efforts have the greatest impact.
- Analyze property crime data and develop special enforcement plans, including stakeouts, forecasted crime patterns, saturation patrol, and parole/probation searches.
- Utilize patrol volunteers to handle non-emergency calls for service (i.e., house checks and Municipal Code violations) to keep patrol officers available to respond to higher priority calls for service.
- Increase enforcement on gang members and gang-related activity.
- Utilize the Beat Corporal Program to continue the monitoring of parolees living in the City.
- Strive to meet all the expectations of our department's mission and philosophy.
- Involve officers in school programs to enhance relationships between students of all ages and the Police Department.
- Continue to provide community outreach events (i.e., Clovis Night Out, Cops and Kids Camp, etc.).
- Actively engage in solving quality of life issues within the community.
- Assign an officer to conduct mental health follow-up with members of our community.
- ficer to conduct mental health follow-up with members of our community.
- Continue progress toward funding new technology to authorize our DFR Program to operate Beyond Visual Line of Sight utilizing one officer.
- Continue to add Camera's allowing DFR to cover more of the City.

Five-Year Outlook

Population growth and development remain a concern because of increased demand on law enforcement services without sufficient resources to meet those needs in a timely manner. The Patrol division has reached critical levels, limiting the ability to engage in proactive long-term solutions. Workload study recommendations are being considered for re-deployment of resources to meet these demands. Leadership development and succession training will be of key importance. In the coming five years, we will continue to evaluate the need to develop additional patrol sectors to manage resources, meet community expectations, and prepare for growth associated with development within the proposed neighborhood communities. It will also be crucial for the Police Department to remain engaged in the development process to assist in creation of safe neighborhoods and commercial development. We will also address challenges posed in existing neighborhoods to ensure safety and well-being for all the citizens of Clovis.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	11,674,180	12,066,000	13,013,900
Overtime	1,606,189	1,500,700	1,474,000
Extra Help	500,034	705,000	635,000
Benefits	9,294,525	9,882,600	10,957,700
Communications	114,030	128,500	125,000
Professional Services	466,922	721,700	706,600
Repairs & Maintenance	34,978	4,500	3,600
Office Supplies	127,051	113,000	108,500
Supplies - Safety	87,201	90,000	70,000
Travel & Meeting Expense	72,469	54,000	26,000
Training	206,287	243,000	154,700
Dues & Subscriptions	7,189	5,600	5,600
Admin & Overhead	2,694,900	2,963,900	3,268,200
Capital Outlays - Computers	8,993	5,000	5,000
Capital Outlays - Police Equipment	229,647	284,800	199,000
Capital Outlays - Communications	9,128	59,800	50,000
TOTAL PATROL	27,133,723	28,828,100	30,802,800

SOURCES OF FUNDING			
Taxes	2,317,463	2,648,000	2,892,000
Other Permits	9,550	18,000	12,000
Fines & Fees	234,281	230,000	186,000
State Grants	344,312	345,000	332,000
Program Participation	309,495	509,000	529,000
Mandated Claims	127,479	20,000	0
Planning & Processing Fees	23,336	13,000	14,000
User Fees	232,200	210,000	210,000
Miscellaneous Income	540	5,000	5,000
Use of Discretionary Funds	23,535,067	24,830,100	26,622,800
TOTAL	27,133,723	28,828,100	30,802,800

DETAIL OF POSITIONS			
Community Service Officer	11.00	12.00	12.00
Police Captain	1.00	1.00	1.00
Police Corporal	16.00	16.00	15.00
Police Lieutenant	5.00	5.00	5.00
Police Officer/Recruit	59.00	64.00	67.00
Police Sergeant	10.00	10.00	10.00
TOTAL	102.00	108.00	110.00

2024-2025 Goals

- Meet response time goals for Priority 1, 2, and 3 calls.
- Meet or exceed our goal of high customer satisfaction ratings.
- Improve radio communication coverage and reliability.
- Strategize with State and local agencies to implement and refine inter-operability of radio, phone, and data systems.
- Explore options for increasing and improving the City camera system, which includes monitoring capabilities.
- Implement and maintain software and hardware consistent with State requirements for NextGen 911.
- Break ground on a new alternative dispatch center.

Objectives to Meet the Goals

- Continue to hire and train qualified communications personnel.
- Continue to refine the use and workflow related to the New World CAD system.
- Continue to add radio receiver sites to enhance coverage in the metropolitan and adjacent rural areas.
- Continue to work with the City of Clovis I.T. Division, State, County, and various product vendors to ensure the equipment utilized in the Communications Center is compatible with the most current technology available to support the City's future growth.
- Expand wireless video capabilities.
- Complete the upgrade of the Zetron radio and phone system in accordance with NextGen 911 state mandates.
- Work with Cal OES, Clovis I.T. Division, product vendors, and allied agencies to successfully incorporate all aspects of NextGen 911 relative to State timelines. This includes choosing a vendor to move our phones to a cloud-based system.

Five-Year Outlook

The department will continue to upgrade equipment to meet or exceed State standards and work to keep our environment a positive and efficient workplace. As the community grows and calls for service increase, it will be necessary to expand staffing levels in the Communications Center to maintain the quality of service we provide to our citizens. Communications will continue to refine the use of the new CAD system, and its component parts, during this next fiscal year.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,617,680	1,744,700	1,905,900
Overtime	357,677	349,500	344,500
Extra Help	0	10,600	30,200
Benefits	979,786	1,087,300	1,219,900
Vehicle Charges	0	6,600	6,600
Communications	74,825	60,200	60,200
Professional Services	17,726	33,300	28,300
Repairs & Maintenance	11,310	17,000	18,500
Office Supplies	8,993	9,000	9,000
Materials & Supplies	3,131	2,000	2,000
Travel & Meeting Expense	1,864	100	2,400
Training	11,803	13,000	13,000
Dues & Subscriptions	0	1,000	1,300
Admin & Overhead	359,000	402,100	455,500
TOTAL COMMUNICATIONS	3,443,795	3,736,400	4,097,300

SOURCES OF FUNDING			
Use of Discretionary Funds	3,443,795	3,736,400	4,097,300
TOTAL	3,443,795	3,736,400	4,097,300

DETAIL OF POSITIONS			
Communications Supervisor	-	1.00	1.00
Lead Public Safety Dispatcher	5.00	5.00	5.00
Public Safety Dispatcher/PSO	17.00	17.00	17.00
TOTAL	22.00	23.00	23.00

2024-2025 Goals

- Continue to explore new technology to enhance the functions and goals of investigations.
- Continue to combat retail theft with the addition of the Organized Retail Crime Unit.
- The implementation of the Real Time Crime Center to augment the Patrol Division.
- Reimplement Domestic Violence programs and prevention.
- Continue using crime analysis to find crime trends and attack those issues.
- Monitor and analyze criminals associated with AB 109.
- Explore ways to enhance communication within the department.
- Enhance knowledge and expertise within the Investigations Unit.
- Continue to ensure that drug and gang activities in the community are not tolerated.
- Continue to focus on the street level dealers within our community.
- Increase tactical expertise of the Special Enforcement Team (SET) and General Investigations.
- Enhance computer forensic equipment (Gray Key 2).
- Increase the number of investigators with high technology investigative experience.
- Utilize forensic analysts.
- Work with other agencies to attack the issues related to street gangs within our city.
- Utilize narcotics K-9s.
- Add additional detectives to the Investigations Division.

Objectives to Meet the Goals

- Utilize the full-time Computer Forensic Analyst position dedicated to processing computer and high technology evidence. Collaborate with other law enforcement agencies to share resources in targeting high-tech criminals.
- Gain and retain membership to online databases to increase our sources of information and intelligence.
- Continue providing advanced technology training to investigators and disseminate acquired knowledge to patrol officers to combat criminal activity.
- Continue the partnership with the District Attorney's Office, U.S. Marshal's Service, DEA Taskforce, the A.T.F., the F.B.I. and allied units such as MAGEC and ACT to track, arrest, and prosecute more criminals.
- Continue to aggressively seek out opportunities to seize assets obtained from the illegal sales of narcotics.
- Train with other units to provide a cohesive base of tactical knowledge for improved officer safety.

Five-Year Outlook

The General Investigations and SET unit will need to continue to build expertise, expand their unit size, and investigative preparedness to meet the challenges of tomorrow.

The use of advanced technology by suspects to commit criminal acts is exploding. Over the next five years we can expect advanced technology will continue to be used by suspects to manufacture documents that will then be used in criminal activity. Identity theft continues to be one of the fastest growing crimes and by all indications will continue over the next several years.

Drug use is the basis for many property and violent crimes within our community. There is a nexus between drug sales and gang activity as well. We will continue to investigate allegations and utilize officers from other divisions to assist in investigations and operations that are related to drug use and sales.

Gang activity has increased. Much of this has to do with AB 109, prison realignment, and overcrowding issues at the local level. The SET Unit will be focusing on preventing gangs from overtaking neighborhoods and gaining strength or influence in any specific area.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	2,868,590	3,302,700	3,370,600
Overtime	247,078	288,300	255,300
Extra Help	42,633	97,000	100,000
Benefits	2,320,594	2,716,400	2,744,200
Vehicle Charges	7,200	7,200	7,200
Communications	30,095	23,000	23,000
Professional Services	103,788	233,200	131,600
Materials & Supplies	4,974	4,000	4,500
Supplies - Police	8,390	30,000	30,000
Supplies - Safety	2,138	5,000	5,000
Travel & Meeting Expense	6,173	13,800	13,800
Training	7,051	21,000	21,000
Dues & Subscriptions	341	2,200	2,200
Admin & Overhead	403,600	524,100	641,900
Capital Outlays - Police Equipment	0	10,100	0
TOTAL INVESTIGATIONS	6,052,645	7,278,000	7,350,300

SOURCES OF FUNDING			
Use of Discretionary Funds	6,052,645	7,278,000	7,350,300
TOTAL	6,052,645	7,278,000	7,350,300

DETAIL OF POSITIONS			
Community Service Officer	1.00	2.00	2.00
Crime Specialist	1.00	1.00	-
Digital Forensic Analyst	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Police Captain	1.00	-	-
Police Corporal	2.00	2.00	3.00
Police Officer/Recruit	14.00	14.00	14.00
Police Sergeant	2.00	2.00	2.00
Public Safety Dispatcher/PSO	1.00	1.00	1.00
TOTAL	24.00	24.00	24.00

2024-2025 Goals

- Deter and prevent juvenile crime by holding youth accountable through the Juvenile Work Program.
- Maintain a fifteen percent recidivism rate for juveniles referred to the Diversion Program.
- Keep the City clean of graffiti.
- Provide opportunities for youth to get involved in positive activities.

Objectives to Meet the Goals

- Plan and coordinate juvenile proactive Police operations to identify, prevent, and intervene when juveniles engage in underage drinking and/or drug use.
- Provide youth leadership opportunities through the Police Youth Academy.
- Provide juvenile drug and alcohol education.
- Remove graffiti within 24-48 hours after the initial report.

Five-Year Outlook

Youth Services will continue to provide services that prevent crime, reduce the calls for service to our patrol unit, and encourage youth to engage in positive behavior and activities. Youth Services is focused and dedicated to the delivery of meaningful crime prevention and crime reduction services for the next five years.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
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BUDGET DETAIL

Salaries - Regular	324,959	295,800	296,300
Overtime	12,366	17,700	22,000
Extra Help	66,644	100,000	100,000
Benefits	176,554	170,200	169,900
Vehicle Charges	7,200	3,900	6,600
Communications	2,588	2,000	2,000
Professional Services	14,809	16,100	11,100
Office Supplies	0	2,500	1,800
Materials & Supplies	8,792	6,400	3,000
Supplies - Police	5,398	2,000	2,000
Supplies - Shop	15,117	20,000	25,000
Travel & Meeting Expense	3,561	2,700	2,700
Training	1,758	5,000	5,000
Dues & Subscriptions	0	800	1,100
Admin & Overhead	107,700	126,300	123,000
Capital Outlays - Computers	4,510	8,000	8,000
TOTAL YOUTH SERVICES	751,956	779,400	779,500

SOURCES OF FUNDING

Miscellaneous Income	1,210	0	0
Use of Discretionary Funds	750,746	779,400	779,500
TOTAL	751,956	779,400	779,500

DETAIL OF POSITIONS

Community Service Officer	1.00	1.00	1.00
Police Service Manager	1.00	1.00	1.00
Staff Analyst	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00

2024-2025 Goals

- Continue to provide a high level of both in-house and offsite training that enhances the professional skills of Police Department personnel by collaborating with supervisors to select the proper and necessary training for individuals.
- Continue to provide a high level of service to those customers who utilize our permit process and maintain local and State policies and ordinances that apply to our Clovis businesses.
- Continually look for new ways to manage the costs associated with the fleet and to provide the highest visibility of patrol presence in our community.
- Research and implement new products and services to keep the Police Department on the cutting edge of new tools and technologies to provide citizens with a greater level of service.
- Continue to work with the District Attorney to provide the best possible cases for prosecution.
- Assist officers when possible with data entry.
- Continue to improve and monitor feedback from citizens on the quality of service they receive from our employees.

Objectives to Meet the Goals

- Continue to obtain POST certification for both skills and knowledge training and perishable skills training.
- Utilize the Leads software program to create efficiencies and analyze data related to Fleet, Records, and Training goals.
- Train department personnel on new technology.
- Work with staff to update and create the department's website for access to public records.
- Continue to audit the property room to employ the best practices.
- Continue the destruction of unnecessary property and evidence.
- Utilize the on-line auctioning of unclaimed property.
- Continue to improve workflow and keep National Incident-Based Reporting System (NIBRS) timely.
- Gather the data from our new customer service survey technology to improve service levels.

Five-Year Outlook

Technology will continue to drive the majority of the Support Services Division's new initiatives as well as improvements on current systems. We must look at obtaining POST certification of many of our in-house training classes to increase training opportunities and to reduce the negative fiscal impact of non-reimbursed training for our personnel. In order to assist in crime analysis, case management, and the transfer of information both in-house and in the field, the Records Section must utilize advanced technology to create efficiencies for the Records Section and the Police Department. We will work with the New World system, adapt to new methods of reporting crimes and other incidents, and work on the storage of records and the entry of data into the system.

The Neighborhood Services Corporals will become more involved in City growth and development giving much needed input to City planners. They will also use their expertise in City event planning and assist the Patrol and Investigative Divisions with criminal investigations and neighborhood blight issues that are often products of the economy. The Community Liaison Corporal will work with beat corporals, officers, and CSOs to address blight issues and problem properties in our community.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,148,457	1,057,700	1,138,300
Overtime	33,730	46,300	47,000
Extra Help	195,737	192,400	195,000
Benefits	475,026	497,900	529,900
Vehicle Charges	2,604,789	2,684,600	2,707,500
Communications	6,053	6,000	11,000
Professional Services	261,831	211,000	151,900
Repairs & Maintenance	35,798	44,300	44,200
Office Supplies	2,244	2,000	2,000
Materials & Supplies	8,791	8,500	8,400
Supplies - Police	105,757	101,000	96,000
Supplies - Safety	0	100	100
Travel & Meeting Expense	45,778	9,000	2,100
Training	15,753	17,000	17,000
Dues & Subscriptions	2,868	3,000	2,900
Admin & Overhead	340,000	401,700	435,500
Capital Outlays - Computers	157,447	158,000	150,000
TOTAL SUPPORT SERVICES	5,440,059	5,440,500	5,538,800

SOURCES OF FUNDING			
Other Permits	47,353	42,000	44,000
Mandated Claims	33,082	5,000	0
User Fees	122,485	140,000	140,000
Miscellaneous Income	10,079	13,000	13,000
Use of Discretionary Funds	5,227,060	5,240,500	5,341,800
TOTAL	5,440,059	5,440,500	5,538,800

DETAIL OF POSITIONS			
Administrative Assistant	2.00	2.00	2.00
Communications Supervisor	1.00	-	-
Principal Office Assistant	6.00	6.00	6.00
Property & Evidence Supervisor	1.00	1.00	1.00
Property & Evidence Technician	1.00	1.00	1.00
Records Supervisor	1.00	1.00	1.00
Senior Property/Evidence Technician	1.00	1.00	1.00
Senior Systems Video Analyst	2.00	2.00	2.00
TOTAL	15.00	14.00	14.00

2024-2025 Goals

- Look for solutions to minimize on-duty injuries through effective fitness programs and training.
- Encourage new physical fitness activities for Police Department employees.
- Continue to work with and establish public-based relationships to deter and detect crime.
- Utilize social media and mainstream media to promote the Police Department mission to all segments of the community.
- Encourage, support, and strive for creative ways to do Police work.
- Develop leaders within the Police Department.
- Continue to build trust and working relationships with citizens and the business community.

Objectives to Meet the Goals

- Establish leadership training and succession planning within the supervisor ranks.
- Promote the department through the preparation of the department's monthly and annual reports.
- Produce public service announcements, news releases, and special presentations designed to inform the community about services and programs that the Police Department offers.
- Assist other City departments with public service announcements, news releases, and other special presentations designed to inform the community about services and programs that the City of Clovis offers.
- Research new State and Federal grants available to local municipalities.
- Utilize data from our New World CAD/RMS system to examine and evaluate all aspects of our department's functions.

Five-Year Outlook

Administrative Services Division is essentially the Office of the Chief of Police, and all the functions and tasks which are the responsibility of Administrative Services and are in support of the Office of the Chief of Police. This office will continue to cast a vision and set a direction for the department. The goal of this office is to encourage and support the employees of the Police Department to find and implement creative solutions to Police work and problem solving.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	706,497	1,215,800	1,769,400
Overtime	972,891	1,364,000	1,354,000
Benefits	634,725	1,216,000	1,741,700
Vehicle Charges	13,200	13,200	13,200
Communications	9,693	8,000	8,000
Professional Services	117,215	117,100	227,900
Office Supplies	0	8,000	18,000
Materials & Supplies	4,379	29,000	50,000
Travel & Meeting Expense	23,842	57,000	16,000
Training	75,936	36,000	81,000
Dues & Subscriptions	3,924	5,000	4,500
Admin & Overhead	1,052,300	1,235,500	1,426,300
Capital Outlays - Police Equipment	159,773	938,400	274,000
TOTAL ADMINISTRATION	3,774,375	6,243,000	6,984,000

SOURCES OF FUNDING			
State Grants	35,175	1,472,300	1,882,300
Federal Grants	183,011	135,400	25,000
Project Participation	164,481	213,000	195,000
Other Revenues	0	0	62,000
User Fees	119,665	271,000	251,000
Miscellaneous Income	0	10,000	0
Use of Discretionary Funds	3,272,043	4,141,300	4,568,700
TOTAL	3,774,375	6,243,000	6,984,000

DETAIL OF POSITIONS			
Administrative Assistant	1.00	1.00	-
Community Service Officer	1.00	-	-
Crime Analysis Supervisor	1.00	1.00	1.00
Crime Specialist	1.00	1.00	2.00
Deputy Police Chief	-	1.00	1.00
Management Analyst	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Chief	1.00	1.00	1.00
Police Officer/Recruit	-	5.00	5.00
Public Safety Dispatcher/PSO	-	1.00	1.00
TOTAL	7.00	13.00	13.00

2024-2025 Goals

- To develop a Clovis Animal Care System that is responsive to animal calls for service from citizens and that provides excellent care to animals.
- The Animal Services Division will increase the ability to communicate with and educate citizens about animal-related issues.
- To provide public education about proper pet care.

Objectives to Meet the Goals

- Increase the number of citizens and businesses who actively support Clovis Animal Services.
- Provide information about the importance of spaying and neutering pets to help manage the over-population of domestic dogs and cats.
- Develop brochures, presentations, and social media sites to provide education, increase adoptions, and create opportunities to financially support the Miss Winkles Clovis Pet Adoption Center.
- Continue to provide volunteer and foster opportunities for citizens.
- Develop multiple fundraising opportunities for citizens and businesses.
- Continue to provide high quality animal care and adoptions.
- Continue to educate the public about proper animal care.

Five-Year Outlook

Clovis Animal Services will work toward increasing our community's understanding about proper care for animals and increasing the number of public-private partnerships to raise money for animal care.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	810,128	689,400	913,500
Overtime	87,634	88,000	95,000
Extra Help	216,540	225,000	275,000
Benefits	388,420	437,800	568,200
Vehicle Charges	12,150	13,800	13,800
Communications	10,815	7,000	7,000
Professional Services	152,677	210,600	144,800
Repairs & Maintenance	6,663	50,200	2,400
Materials & Supplies	15,455	20,400	15,300
Supplies - Safety	86,295	81,600	74,500
Travel & Meeting Expense	999	1,400	1,000
Training	5,572	5,000	5,000
Dues & Subscriptions	2,594	2,500	1,500
Admin & Overhead	593,900	773,200	772,800
TOTAL ANIMAL SERVICES	2,389,842	2,605,900	2,889,800

SOURCES OF FUNDING			
Licenses	36,445	45,000	46,000
Fines & Fees	4,870	10,000	10,000
Miscellaneous Income	1,655	3,000	3,000
Use of Discretionary Funds	2,346,872	2,547,900	2,830,800
TOTAL	2,389,842	2,605,900	2,889,800

DETAIL OF POSITIONS			
Administrative Assistant	-	-	1.00
Animal Control Officer	6.00	6.00	6.00
Animal Services Aide	1.00	1.00	1.00
Principal Office Assistant	1.00	1.00	1.00
Staff Analyst	1.00	1.00	1.00
Supervisor of Animal Services	2.00	2.00	2.00
TOTAL	11.00	11.00	12.00

FIRE DEPARTMENT SUMMARY

The Fire Department is responsible for providing Fire Suppression, Technical Rescue, Hazardous Materials Spill/Release Mitigation, Emergency Medical Services (EMS), Life Safety and Enforcement Services and Emergency Preparedness for the citizens of Clovis. These responsibilities are distributed through three divisions. The department continues to promote sound planning, economic efficiency, and effective use of City resources while providing essential and valuable services.

Emergency Operations

Section 61000

The Emergency Operations Division is responsible for providing the resources needed by Fire Department personnel who respond daily to requests for emergency and non-emergency services from the citizens of Clovis. The Operations Division activities include: responding to fires, emergency medical services, mutual/automatic aid, motor vehicle accidents, wildland, and public assistance. The Training Bureau activities include training of new employees, in-service training for all department employees, certification and licensure, and coordinated use of the Fire Training Center. Support Services Bureau activities include: apparatus maintenance, facilities maintenance, and station supplies. The Communications Bureau has the responsibility for coordinating dispatch services to the Fire Department. Fire dispatch services are provided via a contract with the Fresno County Emergency Medical Services Division. Dispatch services coordinate the emergency response of all City fire resources and mutual or automatic aid resources.

Community Risk Reduction

Section 62000

The Community Risk Reduction Division is responsible for providing community risk reduction activities through two bureaus: Fire Prevention and Emergency Preparedness. The Fire Prevention Bureau supports local businesses and building development through activities such as inspections and plan review to ensure occupancies comply with fire codes, standards, and local ordinances. Additional risk reduction is performed through public education where citizens learn about actions they can take to reduce their fire risk and learn emergency preparedness skills that are essential during times of crisis. Within the Division, the Investigations Team has the responsibility to investigate all fires for cause and origin.

Emergency Preparedness

Section 63000

The Emergency Preparedness Bureau has the responsibility for preparing and carrying out emergency plans to protect property and the citizens of Clovis in case of actual or threatened conditions of disaster or extreme peril. This includes having an emergency plan in place, maintaining an Emergency Operations Center (EOC), and ensuring that policies and procedures are compliant with the National Incident Management System (NIMS) guidelines and exercises are conducted to evaluate system effectiveness. Within the Emergency Preparedness section are the Hazardous Materials Team and Urban Search and Rescue Team. These teams are capable of responding throughout California to emergency incidents that require specialized tools, equipment and personnel.

Fire Administration

Section 64000

The Fire Administration Division is responsible for supporting all department operations, administering the Accreditation program, and the development and administration of the Fire Department budget. Fire Administration provides administrative analysis, report preparation, coordination of programs, incident response data management, timekeeping, and other routine duties performed daily that support the delivery of emergency and non-emergency services. Fire Administration also identifies, writes, and manages grants to supplement funding for all department programs.

FIRE

DEPARTMENT SUMMARY

2024-2025 Goals

- Continue to provide an effective emergency response delivery system that provides the necessary resources to minimize the loss of life, property damage, loss of tax revenue, and damage to the environment.
- Continue to make community risk reduction efforts by enforcing fire and life safety codes.
- Continue to maintain an emergency and non-emergency response capability that maximizes public and private resources to deal with human-caused or natural-caused disasters.
- Continue to maintain and evaluate community outreach programs focused on education, hazard mitigation, and abatement that meet the varying needs of our customers.
- Maintain an accredited status through the Center for Public Safety Excellence (CPSE).
- Continue to explore all applicable grant sources and private partnerships to fund programs, services, equipment, and personnel.

Budgetary Highlights

- Take receipt of the replacement Engine stationed at Fire Station 2.
- Hire a Fire Inspector II in our Community Risk Reduction Division and conduct a recruitment to replace 4 vacant positions for firefighter in the Operations Division.
- Purchase and outfit two emergency command vehicles.
- Complete the rebuild of Fire Station #2 to be re-opened in August 2024.
- Continue to review the cost recovery efforts for State Mandated fire inspections, new development, developer impact fees (DIF), weed abatement, and incidents caused by gross negligence.

FIRE

DEPARTMENT PERFORMANCE MEASURES

The **Mission** of the Clovis Fire Department is to provide for the fire and life safety of the community in the most professional, courteous, and efficient manner possible.

Performance measures that are indicative of the mission of the Clovis Fire Department are as follows:

Emergency Services

- It is documented that cardiac arrest survival rates decline rapidly with every passing minute and fires grow significantly every minute. After seven (7) minutes, less than 50% of heart attack victims will survive without CPR, and a fire can reach a point of a flashover. It is documented that flashover is the point where temperatures in the area (room/building) of the fire reach 1,500 degrees, causing all combustible materials within the room to suddenly ignite, dramatically reducing a victim's chance of survival and increasing the loss of property.

	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
First Arrival, Total Response			
EMS in under 6:30	7:35	7:40	7:35
Fire in under 7:00	7:43	8:03	7:30
MVA/Rescue in under 7:00	7:43	7:31	7:15
ERF in under 10:30	11:54	12:12	12:00
Fires Contained to Room of Origin	67%	52%	70%
Total Number of Calls for Service	12,244	13,235	14,000
Total Number of EMS Calls	7,155	7,844	7,188

Life Safety and Enforcement

- Maintaining property values and protecting the community from significant destruction of property by fire provides a safe and secure and economically vibrant environment for the citizens of Clovis. Sprinkler requirements for residential and commercial occupancies, greater than 2,500 square feet, are examples of how simple requirements can have a major impact on community risk reduction. Public education has demonstrated the benefit of reducing the impacts that emergencies have on the community. Performing life safety inspections in all public buildings, has been shown to reduce fire loss, and sustains the local economy through continued employment and sales of goods.

State Mandated Fire Inspections Completed	337 of 346 – 96%	350 of 350 – 100%	353 of 353 – 100%
Number of Children Receiving Life Safety Information	6,400	6,500	6,650

Fire Department Financial Benchmarks

Percentage of Discretionary Funds	83%	87%	93%
Total Injury Claim Costs	\$94,051	\$140,652	\$100,000
Total Fire Loss	\$3,089,260	\$4,229,272	\$3,000,000

FIRE DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY ACTIVITY			
Emergency Services	21,260,182	22,552,400	22,259,700
Life Safety and Enforcement	678,834	680,400	835,500
Emergency Preparedness	120,041	138,700	141,900
Fire Administration	<u>1,164,863</u>	<u>1,215,900</u>	<u>1,253,100</u>
TOTAL ALL ACTIVITIES	<u><u>23,223,920</u></u>	<u><u>24,587,400</u></u>	<u><u>24,490,200</u></u>
BUDGET BY FUND			
General Fund	<u>23,223,920</u>	<u>24,587,400</u>	<u>24,490,200</u>
TOTAL ALL FUNDS	<u><u>23,223,920</u></u>	<u><u>24,587,400</u></u>	<u><u>24,490,200</u></u>

2024-2025 Goals

- Provide the first unit on the scene of an emergency medical call with a Total Response Time of six minutes and thirty seconds (6:30), 90% of the time. This includes one minute and thirty seconds of call processing, 1 minute for turnout, and four minutes for travel.
- Provide the first unit on the scene of a fire call, following dispatch, with a Total Response Time of seven minutes (7:00), 90% of the time. This includes one minute and thirty seconds of call processing, one minute and thirty seconds for turnout, and four minutes for travel.
- Provide an Effective Response Force (currently 16 to 19 firefighters) on-scene of a fire call within a Total Response Time of ten minutes and thirty seconds (10:30), 90% of the time.
- Continue to implement response time improvements in the Loma Vista area, as Station 6 response numbers increase. Review of data occurs on a monthly and annual basis.
- Continue to implement recommendations within the adopted Standards of Cover Plan regarding distribution, concentration, and staffing of emergency response resources.
- Provide efficient and effective 9-1-1 call processing and dispatch of the Fire Department through the contract service agreement with Fresno County EMS. Dispatch emergency units within two minutes (2:00) of receiving the 9-1-1 call, 90% of the time.
- Continue to save property and contents at a value greater than the Department's total annual budget.
- Continue to focus on attaining a 90% or higher "excellent" rating on customer service satisfaction surveys through the delivery of professional emergency and non-emergency services to the citizens of Clovis.

Objectives to Meet the Goals

- Maintain minimum staffing of emergency response resources distributed to meet community needs. Provide quality service to the community.
- Confine fires to room of origin for 80% of incidents.
- Lower demand for fire services from above average service users through code amendment processes and other enforcement strategies.
- Reduce and prioritize activities that pull fire apparatus out of their first due response districts.
- Ensure that personnel are adequately trained and prepared to respond to "all-risk" emergency situations through ongoing training.
- Maintain dispatch performance standards for the contract period through a Continuous Quality Improvement (CQI) program.

Five-Year Outlook

The challenge over the past couple of years, which will continue for the foreseeable future, is the required funding to provide industry best practice fire protection and emergency medical services to a community that has grown significantly over the last ten years. The Department's cost per capita is below the average of comparable fire departments within the Central Valley by an average of \$5.00. Developing additional funding for public safety services is needed to meet the current service demand. Over the last four years, the Department has failed to meet the adopted benchmark response time goals. The demand for services continues to increase each year and the Department is at a critical point of needing additional staffing to meet current and future demands.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	8,266,774	8,036,200	8,398,300
Overtime	2,547,622	3,029,900	2,042,900
Extra Help	60,675	60,000	54,000
Benefits	5,814,780	5,998,100	6,380,700
Vehicle Charges	1,624,082	1,802,200	1,672,000
Communications	22,792	26,000	24,000
Professional Services	484,456	502,200	533,500
Repairs & Maintenance	54,468	150,500	97,300
Special Events	0	2,000	0
Office Supplies	7,200	6,700	9,300
Materials & Supplies	53,621	87,000	35,700
Supplies - Safety	102,128	240,000	132,300
Supplies - Shop	450	1,000	1,500
Travel & Meeting Expense	35,849	17,000	14,500
Training	65,943	112,000	202,500
Dues & Subscriptions	1,635	3,600	4,100
Admin & Overhead	1,963,500	2,298,600	2,543,800
Liability Insurance Program - ISF	1,998	0	0
Capital Outlays - Fire Equipment	131,855	131,400	73,300
Capital Outlays - Communications	17,833	45,000	35,000
Capital Outlays - Vehicles	2,521	3,000	5,000
TOTAL EMERGENCY SERVICES	21,260,182	22,552,400	22,259,700

SOURCES OF FUNDING			
Taxes	885,244	1,082,000	1,126,000
State Grants	1,121,181	847,200	300,000
Federal Grants	1,393,684	827,000	0
Project Participation	151,520	85,000	85,000
User Fees	64,100	35,000	35,000
Miscellaneous Income	358	2,000	2,000
Use of Discretionary Funds	17,644,095	19,674,200	20,711,700
TOTAL	21,260,182	22,552,400	22,259,700

DETAIL OF POSITIONS			
Battalion Chief	3.00	3.00	3.00
Deputy Fire Chief	1.00	1.00	1.00
Fire Captain	18.00	18.00	18.00
Fire Engineer	18.00	18.00	18.00
Firefighters	24.00	24.00	24.00
Training Officer (Captain)	2.00	2.00	2.00
TOTAL	66.00	66.00	66.00

2024-2025 Goals

- Provide fire and life safety education classes with use of selected on-duty personnel and other community partners targeting youth, seniors, and high-risk groups.
- Inspect 90% of all non-State Mandated occupancies on a bi-annual basis.
- Complete 90% or higher of all State Mandated Inspections and continue with cost recovery for this unfunded mandate.
- Maintain metrics and data maintenance system for public education efforts and community risk reduction activities.
- Ensure all plan checks are completed within ten (10) days of submission, 90% of the time.
- Ensure new construction and tenant improvement inspections are completed within one day of the initial request, 90% of the time.
- Provide a weed abatement program to ensure that vacant lots/properties meet health, fire hazard, and appearance standards with available staff.
- Fully investigate and determine the cause and origin of all fires.
- Research and secure grant opportunities with favorable cost/benefit ratios.
- Update and review all Fire Prevention-related codes and standards to reflect changes in state, federal, and local codes.

Objectives to Meet the Goals

- Return all fire protection system plans for permit issuance within ten (10) days of submittal and provide inspections within 24 hours of the request.
- Ensure that vacant lots and properties are cleaned to City municipal code weed abatement standards.
- Continue to inspect all public occupancies at least every two years using on-duty crews and Fire Prevention staff.
- Present life safety messages through various forms of media to maintain community awareness.
- Conduct fire investigations to determine fire cause and origin and maintain skill levels of Fire Investigators.
- Use a team approach to enforce code compliance for special events or hazards.
- Implement an approved Master Fee Schedule for specific activities provided for users that place inordinate or unnecessary demand for service on the public safety system.

Five-Year Outlook

New development plan checks and inspections will continue to be a priority for the Life Safety and Enforcement Division. After analyzing annual inspection results for the past three years, our focus continues to be comprehensive evaluation of occupancies to ensure the safety of customers and response personnel. The Department will continue performing life safety inspections on all public occupancies and State Mandated occupancies. We will continue our public education program in conjunction with the Alisa Ann Ruch Burn Foundation and the Clovis Unified School District. This program will allow us to reach approximately 9,000 K-6th graders annually, which has a measurable impact on one of our most at-risk populations. Conducting thorough fire cause investigations, prosecuting for suspected arson crimes, and providing juvenile fire-setter intervention programs are additional functions to maintaining a fire-safe community.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	371,945	368,400	448,700
Overtime	40,437	29,000	37,000
Benefits	154,145	154,600	192,000
Vehicle Charges	7,200	7,200	7,200
Professional Services	18,455	20,700	23,000
Repairs & Maintenance	98	500	500
Office Supplies	0	2,500	4,000
Material & Supplies	149	1,500	2,000
Supplies - Police	53	500	500
Supplies - Safety	0	1,000	2,000
Supplies - Shop	351	500	500
Travel & Meeting Expense	9,096	5,500	13,000
Training	5,906	8,000	8,000
Dues & Subscriptions	4,560	4,500	8,500
Admin & Overhead	65,500	74,500	85,600
Capital Outlays - Vehicles	939	1,500	3,000
TOTAL LIFE SAFETY AND ENFORCEMENT	678,834	680,400	835,500

SOURCES OF FUNDING			
Other Permits	19,936	22,000	22,000
Planning & Processing Fees	129,895	99,500	107,000
User Fees	127,837	84,000	105,000
Miscellaneous Income	21,405	11,000	4,000
Use of Discretionary Funds	379,761	463,900	597,500
TOTAL	678,834	680,400	835,500

DETAIL OF POSITIONS			
Fire & Life Safety Specialist	1.00	1.00	1.00
Fire Inspector I/II	1.00	2.00	2.00
Special Proj/Life Safety Enforce Mgr	1.00	1.00	1.00
TOTAL	3.00	4.00	4.00

2024-2025 Goals

- Provide mitigation and response planning for large-scale natural and man-made disasters.
- Provide simulated and classroom emergency preparedness training to identified City personnel consistent with the NIMS.
- Provide leadership and training for the coordinated use of civilian volunteers in emergency and non-emergency responses.
- Ensure local hazard mitigation and emergency operations plans are effective and represent current capabilities. Mitigation and emergency operation plans will represent an all-hazard approach based on critical infrastructure, risk analysis of hazards present within the community, and functional access the population requires.
- Provide the support necessary to ensure the Clovis Emergency Response Team (CERT) continues to serve the citizens when called upon.

Objectives to Meet the Goals

- Conduct interdepartmental training sessions related to the City's Emergency Plan, EOC Operations, Incident Command, Standardized Emergency Management System (SEMS), and NIMS guidelines.
- Provide essential training to specialty team personnel in the handling and mitigation of hazardous conditions and technical rescue emergencies. Participate in regional training exercises.
- Continue the use of CERT volunteers in supporting field operations and public events.
- Maintain minimum tools and equipment necessary for our specialized teams to respond effectively and safely to hazardous conditions, specialized rescues, building collapses, and other results of natural and man-made disasters.
- Maintain the City of Clovis Hazardous Materials Incident Response Plan, Emergency Operations Plan (EOP), and Municipal Code to reflect current SEM/NIMS mandates.
- Maintain the use of GIS/FireView data software to be utilized for community risk reduction, emergency response analysis, and planning purposes.

Five-Year Outlook

The City will maintain capabilities for the EOC, as mandated by SEMS and NIMS. Alternative funding from various federal/state grants will be targeted to ensure that essential staff receives training in EOC operations. Increased volunteer development and deployment throughout the City have helped support emergency response and support activities, as appropriate. Specialty team personnel will seek grant funding and other external financial resources to secure equipment and necessary training essential to maintain current capabilities in the handling of hazardous materials and urban search and rescue emergencies. Utilize analytic and data software in measuring outputs against performance level objectives for many Department responsibilities.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Overtime	15,000	33,000	44,000
Benefits	5,741	1,600	800
Professional Services	2,407	7,500	8,000
Repairs & Maintenance	0	10,000	6,000
Materials & Supplies	25,217	2,000	1,000
Supplies - Safety	819	6,000	6,000
Travel & Meeting Expense	614	3,500	5,000
Training	5,720	22,500	26,500
Dues & Subscriptions	0	2,000	2,000
Admin & Overhead	4,500	5,500	6,100
Capital Outlays - Fire Equip	60,023	43,600	35,000
Capital Outlays - Vehicles	0	1,500	1,500
TOTAL EMERGENCY PREPAREDNESS	120,041	138,700	141,900

SOURCES OF FUNDING			
Federal Grants	31,000	31,000	0
Use of Discretionary Funds	89,041	107,700	141,900
TOTAL	120,041	138,700	141,900

2024-2025 Goals

- Maintain accreditation through the CPSE for the years 2022-2027.
- Maintain an ISO rating of Class 2.
- Maintain a cost per capita ratio of less than \$170 per year.
- Manage the Fire Department budget to maximize revenues and pursue alternative funding sources to maintain services at the highest level possible.
- Identify and implement efficiencies in the Fire Department budget, payroll, administrative support, and other program activities.
- Attain and manage grants to support all Department activities.
- Assist and monitor the Emergency Operations and Community Risk Reduction Divisions with program development and monitor performance with true data analytics.
- Provide administrative support for the Emergency Operations and Community Risk Reduction Divisions.

Objectives to Meet the Goals

- Monitor the Fire Department budget and programs monthly to determine the continued need for actions and the availability of funding.
- Continue cross-training administrative support personnel in key areas to improve coverage and workflow.
- Complete annual Accreditation Compliance Report for the CPSE to maintain accreditation status.
- Maintain the Fire Department planning documents including the Self-Assessment document, Strategic Plan, and the Standards of Coverage Life Safety Services Plan.
- Continue to aggressively investigate, document, and recover costs on incidents where cost recovery for services is allowed by law.
- Manage a comprehensive succession plan and promotional testing process for the Fire Department.

Five-Year Outlook

Meeting service demands with limited resources will be the Fire Administration Division's greatest challenge followed closely by the significant need for succession planning and training. Developing efficiencies in how the Fire Department provides service is a key factor in mitigating the challenges of increased service demands and increases in new development areas. As integral staff including the four managers retire in the next five years, development, documentation, and training will be integral. Especially as budget forecast numbers decrease, creative duty assignments and hard work will be required.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	506,830	558,200	497,900
Overtime	15,303	13,800	18,000
Extra Help	50,145	46,500	50,000
Benefits	285,019	272,000	287,800
Vehicle Charges	158,756	153,100	227,800
Professional Services	36,563	26,500	26,500
Repairs & Maintenance	0	300	500
Special Events	2,585	4,000	2,000
Office Supplies	3,733	4,500	5,500
Materials & Supplies	437	800	1,000
Travel & Meeting Expense	9,577	11,000	15,000
Training	0	9,500	0
Dues & Subscriptions	1,115	3,500	3,500
Admin & Overhead	94,800	111,200	116,600
Capital Outlays - Fire Equip	0	1,000	1,000
TOTAL FIRE ADMINISTRATION	1,164,863	1,215,900	1,253,100

SOURCES OF FUNDING

Use of Discretionary Funds	1,164,863	1,215,900	1,253,100
TOTAL	1,164,863	1,215,900	1,253,100

DETAIL OF POSITIONS

Administrative Assistant	-	1.00	1.00
Fire Chief	1.00	1.00	1.00
Management Analyst	1.00	-	-
Senior Management Analyst	-	1.00	1.00
Staff Analyst	2.00	1.00	1.00
TOTAL	4.00	4.00	4.00

PUBLIC UTILITIES DEPARTMENT SUMMARY

The Public Utilities Department is a service, operations, maintenance, resource and infrastructure planning organization with the principal duty of providing essential municipal services and maintaining the City's current and future investment in infrastructure. These services include water supply and distribution, wastewater collection and treatment, solid waste collection and disposal, street repair and cleaning, parks maintenance, City utility engineering and inspection, and administration of landscape and facility districts. The infrastructure maintained by the department includes the City's street system, traffic signals, street lighting, parks and street landscaping, and operational facilities, including the City's landfill, surface water treatment plant, and wastewater treatment plant. Services also include procurement and maintenance of the City's fleet of vehicles and equipment. The department plays the leading role in planning for water, wastewater, solid waste disposal and diversion, and utility infrastructure to ensure that these essential services and resources are available and properly operating when needed. Public Utilities manages the City's valuable assets and resources while complying with environmental, regulatory, and sustainability challenges.

The department is organized into three major divisions, which are comprised of 14 sections with operational and budgetary responsibilities shown below. The department is supported by an array of administrative and technical staff that provide assistance in everyday operations and maintenance, environmental and regulatory compliance, and engineering and long-range planning.

Street Maintenance

Section 71000

Responsible for providing preventative and corrective maintenance on City streets, sidewalks, and alleys. Provides oversight and administration of the City's Pavement Management System including selection of street projects for rehabilitation and preventative maintenance. This section also maintains pavement markings such as lane lines, legends, crosswalks, and limit lines, as well as regulatory, warning, information, and street name signs.

Signals and Street Lighting

Section 72000

Responsible for maintenance of traffic signals, the cost of energy/repairs/replacements for PG&E-owned streetlights within the City, energy and materials for City-owned streetlights, and maintenance of City-owned streetlights.

Storm Drain

Section 72500

This unit is comprised of Public Utilities department-wide personnel that are on call for after-hours emergency response to storm events and flooding. Funding is separate from the operations budget and pays the overtime costs for after-hours emergency response teams. This unit's work includes providing sandbags, pumping flooded areas, monitoring stream channels, placing warning signage, and pumping temporary storm drainage basins when needed.

Parks

Section 73000

Responsible for providing maintenance to City parks, trails, street landscaping, trees, and numerous recreational facilities, including playgrounds, picnic sites, and park restrooms. Maintains Old Town streetscape and provides grounds maintenance at City administrative facilities. Some of these areas are maintained by Parks personnel, while others are maintained through contracts administered by the Parks Section. Also provides support for civic activities, such as hanging banners and decorating for Christmas, Rodeo Weekend, Big Hat Days, and Farmer's Market. The Parks Section administers the Landscape Maintenance District (LMD), which provides funding for maintenance of certain parks, trails, street landscaping, streetlights, and neighborhood architectural enhancement features for areas within the LMD.

Landscape Maintenance District

Section 73200

Provides a source of funds and an account for revenue derived from assessments through the Landscape Maintenance District (LMD). These assessments fund personnel and expenses for maintaining LMD landscaping, architectural, and recreational features. These features are incorporated into the Parks expenditure budget.

Fleet Maintenance**Section 75000**

Responsible for maintaining the City's fleet of vehicles and equipment. Planning and implementation of fleet electrification.

Fleet Acquisition**Section 75100**

Acquires vehicles and equipment and administers the fleet depreciation account.

Refuse Collection**Section 76000**

Responsible for collection, disposal, and diversion of municipal solid waste generated by residential and commercial customers located within City limits. For improved cost accounting and control, the Refuse Collection Unit is further organized into four sub-accounts identified as 76100 Administration, 76110 Residential, 76120 Commercial, and 76130 Community Cleanup.

Refuse Landfill**Section 76200**

Responsible for all operations necessary to dispose of municipal waste at the City's landfill in accordance with county, state, and federal requirements.

Refuse Contracts**Section 76300**

Provides an account for municipal refuse-related services to the community through contracts with private vendors. These include refuse compactor and roll-off services for larger businesses, along with residential and commercial recycling and organics collection programs.

Wastewater**Section 76500**

Responsible for operating and maintaining the City's sewer collection system consisting of sewer pipelines and lift stations, and manages the contract for maintenance and operation of the City's Sewage Treatment - Water Reuse Facility. Manages the City's 11.6% ownership and capacity rights in the Fresno-Clovis Wastewater Treatment Plant, and also performs rate analysis and master planning.

Community Facilities District (CFD) No. 2020-1**Section 42800**

Provides a funding source separate from the wastewater operations budget to pay for the operation and maintenance of temporary sewer facilities which serve new development in the Dry Creek Preserve Service Area. This includes maintenance of a temporary lift station, administration of the CFD, accumulation of funds and planning for future permanent master planned wastewater facilities, and accumulation of funds for decommissioning of temporary facilities.

Water**Section 77000**

Responsible for the procurement, production, and distribution of the City's water supply via a network of water mains, wells, and a surface water treatment plant. Maintains treatment and/or disinfection facilities on all wells, ensuring pure and safe drinking water that meets all state and federal standards. This Section conducts groundwater recharge and aquifer programs, rate analysis, master planning, and compliance with the Sustainable Groundwater Management Act (SGMA). Operation and maintenance of the recycled water system is also performed by this Section.

Street Cleaning**Section 77500**

Responsible for providing routine sweeping for all City streets to remove dirt and debris left on roadways and gutters, and to reduce debris in local waterways. Residential streets are swept twice per month and downtown streets are swept twice per week. The street sweeping operation contributes greatly toward reducing particulate matter and improves air quality, storm water quality, and the overall quality of life for residents of Clovis.

PUBLIC UTILITIES DEPARTMENT SUMMARY

2024-2025 Goals

The major goals of the Department are to:

- Core community infrastructure: Maintain and strengthen core competencies in areas such as infrastructure maintenance (sewer, water, streets, safety, parks) and planning for future facility needs, ensuring residents' confidence in local government's commitment to their well-being.
- Strategically plan for and manage the City of Clovis water supply in a safe and effective manner while monitoring and maintaining the local aquifer within the Kings Basin by employing operational methods of direct and indirect recharge, conjunctive use, and effective use of surface water supply in maintaining and ensuring future sustainability.
- Conduct modeling and engineering of the City's utility infrastructure for current and future City needs.
- Focus service delivery on the needs of our customers, conduct maintenance activities as effectively and efficiently as possible to provide reliable and cost-effective service to our citizens, and prolong the useful life of the City's infrastructure and fleet.
- Keep abreast of county, state, and federal regulations relating to water, recycled water, wastewater, refuse, fleet operations, and storm runoff, as well as monitor changing compliance requirements and adjust operations as needed.
- Conduct landfill operations in an effective, efficient, and safe manner to conserve landfill space and comply with federal and state regulations.
- Enhance recycling programs to maintain the City's diversion rate above the State-required minimums and employ new programs and processes to increase municipal solid waste diversion.
- Actively inventory and replace missing and expired plant material and increase the inspection rate of City landscaped areas. Maintain the current level of service in the General Fund areas and maintain City landscape at an acceptable level, balancing water usage, potential drought restrictions, and available resources.
- Expand operation of the recycled water distribution system.
- Assess the City's existing and future streetlight system and adopt strategies to transfer maintenance responsibilities from PG&E to the Public Utilities Department. Implement solutions for long term funding of the City's streetlight system.
- Protect the City's investment in infrastructure by maximizing the condition of the City street network through the use of the City's pavement management system (PMS). Take full advantage of any available street improvement funding sources.

Budgetary Highlights

- Maximize the use of available surface water supply at the Surface Water Treatment Plant and in the City-owned recharge facility and flood control basins for groundwater replenishment. Develop strategic plans for additional water supplies and continue implementation of the Sustainable Groundwater Management Act (SGMA).
- Continue the water rate study which began earlier this year. Implement strategies for funding repairs and improvements to existing water infrastructure and maintaining the health of the water enterprise account.
- Start design of the recharge basin to be located near Barstow and Leonard avenues. Apply for grants that could offset costs for full design and construction of the facility.

- Continue the gradual implementation and conversion of City water meter services to Advanced Metering Infrastructure (AMI) that allows for smart connectivity and interfacing with the City's customers and their water usage.
- Finish the analysis of the City's Surface Water Treatment Plant's current operational conditions and limitations to provide for increased improvements with water capacity and water production.
- Continue contracting services for street-side and median landscaping, focusing in-house staff on maintenance of City parks, Old Town, Civic Center, tree hazard mitigation, and landscape restoration. Appropriately use LMD funds for periodic plant material replacement. Utilize available resources to meet peak seasonal maintenance demands. Prepare staffing for maintenance of the Village Green located in Loma Vista.
- Utilize more efficient compaction methods to increase the lifespan of the landfill. Acquire and utilize additional cover material for the active phase of the landfill by continuing import of suitable soil and sorting and refining of on-site material through a contractual agreement.
- Increase the level of service provided by the Refuse Residential section to address growth in the City through the addition of one Sanitation Operator position. Complete implementation of a routing software program to maximize customer service for residential, commercial, and street sweeping operations.
- Operation of granular activated carbon treatment facilities for the removal of contaminants from the groundwater.

PUBLIC UTILITIES

DEPARTMENT PERFORMANCE MEASURES

The mission of the Public Utilities Department is to provide for the well-being and enjoyment of the citizens and businesses of Clovis through the delivery of essential, dependable, and sustainable services. These services include potable and recycled water supply, wastewater and solid waste disposal, beautification of parks and other open spaces, maintenance of streets and traffic systems, utilities planning and engineering, and maximization of City infrastructure's useful life through planned preventative maintenance. In addition, it is also the Department's mission to assist all City departments in their service delivery by providing a well-maintained and reliable fleet of vehicles and equipment. It is the Department's goal to provide these services as efficiently and effectively as possible. Public Utilities provides meaningful and necessary support to all other City departments.

<u>Street Maintenance – 71000</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Weighted Average PCI	74	74	73
• Prepare streets for slurry/cape seal	450,000 sy	450,000 sy	400,000 sy
• Repair AC pavement as needed	345 tons	450 tons	375 tons
• Repair concrete sidewalks as needed	75 cu. yds.	70 cu. yds.	70 cu. yds.
• Repaint striping as needed	100%	100%	100%
• Replace/repair/install signs	1,600 signs	1,400 signs	1,400 signs

Approximately 64% of Street Maintenance is funded by impact fees and easement rental charges, and the remaining 36% is funded by gas taxes and Measure C. Streets Maintenance does not budget for any General Fund use. The condition of the striping is evaluated each year and effort is shifted between assets to best utilize limited resources. Effort this year will be to be shifted from lane striping to painting crosswalks, stenciling, and red curbs to address the current asset needs. The 2025-2026 fiscal year focus will shift back to lane striping.

Signals and Street Lighting – 72000

Provide traffic signal maintenance to 88 traffic signals and strive to keep approximately 11,600 streetlights working. Approximately 10,020 of these streetlights are owned and maintained by PG&E, and service requests for PG&E-owned lights are routed to them. The street lighting section maintains approximately 1,580 City-owned streetlights, of which approximately 780 are decorative style lights, and the remaining 800 are standard cobra head style lights.

Storm Drain – 72500

Provide off-hour emergency response during significant rainfall events. This is a random function and performed as needed. FMFCD ultimately designs, operates, and maintains the storm drainage system; however, City staff will respond to storm events to maintain the safety and health of Clovis residents.

<u>Parks/Landscape Maintenance – 73000/73200</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
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(Includes Landscape Maintenance District)

Efficiently use City resources and contract services to maintain an increasing inventory and intensity of parks/landscaping:

• Total acres maintain (as of July 1)	563	610	657
• Maintenance cost/acre/year	\$12,500	\$12,250	\$12,630
• General Fund acres maintained	207	207	207
• Maintenance cost/acre/year	\$10,431	\$11,333	\$11,400
• LMD acres maintained	356	403	450
• Maintenance cost/acre/year	\$13,050	\$12,400	\$12,850

<u>Refuse Collection – 76100</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Perform refuse pickup (excludes CCU) – Tons collected	56,600 tons	57,000 tons	57,000 tons
• Achieved %	100%	100%	100%
• Monitor system costs (\$/ton)	\$205	\$209	\$234

Refuse Collection includes all residential and commercial collection.

<u>Refuse Landfill – 76200</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Landfill refuse received (including CCU) – Tons landfilled	65,000 tons	65,000 tons	64,000 tons
• Compliance %	100%	100%	100%
• Monitor system costs (\$/ton)	\$65	\$65	\$65

Landfill performance is based on landfill operations receiving all residential, commercial, sweeping, and Community Cleanup debris, as well as wastewater and Surface Water Treatment Plant waste.

<u>Recycling Contracts – 76300</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Total tons recycled through private vendor contracts for curbside recycling and organics programs (does not include all waste diverted from City's landfill)	25,900 tons	26,000 tons	27,000 tons
• Monitor costs (\$/ton)	\$180	\$186	\$195
• City AB 939, SB 1383 diversion compliance	N/A	In progress	In progress

Contracting tons include all residential recycling. Roughly 25% is for the blue recycling cart and 75% is for the green organics cart.

<u>Fleet Maintenance – 75000</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Fleet Availability	93%	94%	94%
• Preventative Maintenance (% of Scheduled Work)	61%	63%	64%

<u>Wastewater – 76500</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Clean all City sewers every two years (baseline is at 2 years, cleaning is above baseline)	197%	157%	155%
• Provide high level of customer satisfaction by keeping system complaints (stoppages) below 2 per 1,000 population	0.01%	0.00%	0.01%

<u>Water Service – 77000</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Meet all demands for water consumption (acre-feet delivered)	24,200	25,200	26,000
• Monitor system costs (\$/acre-foot delivered)	\$610	\$710	\$800
• Provide high level of customer satisfaction by keeping complaints under 2 per 1,000 population	1.6	1.2	2.0

<u>Street Cleaning – 77500</u>	<u>2022-2023 (actual)</u>	<u>2023-2024 (estimated)</u>	<u>2024-2025 (proposed)</u>
• Sweep 100% of residential streets twice monthly, major street sweeping weekly – Total miles swept	58,000 mi.	56,000 mi.	56,000 mi.
• Achieved %	100%	100%	100%
• Monitor service costs (\$/mile)	\$30	\$34	\$35

PUBLIC UTILITIES DEPARTMENT SUMMARY

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET BY CATEGORY			
Street Maintenance	2,911,066	3,061,800	3,295,300
Street Lighting	2,391,581	3,131,800	3,244,200
Storm Drain	59,703	89,400	45,800
Parks	7,033,772	7,471,300	8,296,500
Landscape Maintenance District	4,652,056	4,962,000	5,794,800
Fleet Maintenance	13,134,249	16,402,000	13,531,200
Community Sanitation	24,539,494	27,338,000	30,470,200
Wastewater	15,620,807	19,870,300	19,713,800
Community Facilities Dist 2020-01	5,700	5,700	32,700
Water	20,678,735	23,831,000	27,830,800
TOTAL ALL ACTIVITIES	91,027,163	106,163,300	112,255,300

BUDGET BY FUND			
General Fund	12,396,122	13,754,300	14,881,800
Landscape Maintenance District	4,652,056	4,962,000	5,794,800
Community Sanitation Fund	24,539,494	27,338,000	30,470,200
Sewer Service Fund	15,620,807	19,870,300	19,713,800
Community Facilities Dist 2020-01	5,700	5,700	32,700
Fleet Maintenance Fund	13,134,249	16,402,000	13,531,200
Water Service Fund	20,678,735	23,831,000	27,830,800
TOTAL ALL FUNDS	91,027,163	106,163,300	112,255,300

2024-2025 Goals

The goals of the Street Maintenance Section are to provide a well-maintained street system for the orderly, safe, and convenient travel of vehicles within and throughout the City, and to protect the City's infrastructure investment through the application of appropriate preventative maintenance and repair strategies.

Specifically, these goals include:

- Provide efficient maintenance of City streets, sidewalks, and alleys.
- Provide timely and efficient repairs of potholes and tripping hazards in the City's streets and sidewalks.
- Protect the safety of the public through well-maintained street striping, legends, and street signs.
- Structure the preventative maintenance and repair program to maximize the City's average Pavement Condition Index.

Objectives to Meet the Goals

- Re-stripe the entire City street system as needed.
- Provide structural repair of streets in preparation for application of slurry seal.
- Crack seal streets included in slurry seal project in addition to selected streets needing treatment.
- Apply slurry seal to streets after 10 years of service.
- Maintain the inventory of the City's signs and computerize the data to manage sign replacement.
- Provide landscape maintenance along street right-of-ways through contract services.
- Provide repairs to concrete curb, gutter, and sidewalks.
- Provide regular inspections of the City's streets and evaluate the need for maintenance using the Pavement Management System.
- Utilize new procedures to maintain and repair pavement to maximize return on investment.
- Work with Engineering Division to identify key priority areas for capital improvement projects.

Five-Year Outlook

Many streets in the City are reaching their maturity and will require significant attention over the next five years. These streets were installed in the '60s, '70s, and '80s, and while preventative maintenance has done much to prolong their life, many need more costly overlay or reconstruction. This will require focused effort by the Street Maintenance Section, working with the City's Capital Improvement Program, to ensure that all available funds are allocated where the most benefit will be derived. The City's strategy is to allocate these limited resources in a manner that maximizes the average Pavement Condition Index (PCI), rather than fixing the worst streets first. The City will continue to use preventative maintenance methods such as rubberized asphalt cape seals and slurry seals to keep the overall Pavement Condition Index as high as possible and to maximize the limited funds available. City staff continues to utilize a Pavement Management System which tracks repairs and estimates the PCI. The current estimated PCI number is approximately 74.

The passage of SB1 has increased funding opportunities, and as a result, the Street Maintenance Section does not budget any general funds. Streets Maintenance may encumber minimal funds in a prior year, which would show as a General Fund rollover the subsequent year. At the currently projected funding level, the overall condition of the City's Street system (as measured by the Pavement Condition Index) is predicted to decline slowly over the next 5 years and will continue to decline unless additional funding sources are identified. The City is exploring additional funding methods in order to maintain the existing system, as well as the expansion of the system as laid out in the General Plan.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,116,504	1,113,800	1,170,500
Overtime	24,953	32,800	31,500
Benefits	546,846	554,900	603,800
Vehicle Charges	355,980	393,800	481,700
Communications	5,011	7,000	7,000
Professional Services	178,007	198,500	218,500
Repairs & Maintenance	14,859	21,800	21,800
Building & Equipment Rental	0	12,000	12,000
Office Supplies	79	300	300
Materials & Supplies	370,319	305,000	330,000
Supplies - Shop	6,497	5,000	5,000
Travel & Meeting Expense	301	4,300	5,000
Training	4,528	8,500	12,500
Dues & Subscriptions	442	500	500
Admin & Overhead	271,147	310,600	335,200
Capital Outlays - Office Equip/Furn	294	3,000	3,000
Capital Outlays - Public Utilities	13,928	27,000	17,000
Capital Outlays - Vehicles	1,371	53,000	30,000
Capital Outlays - Miscellaneous	0	10,000	10,000
TOTAL STREET MAINTENANCE	2,911,066	3,061,800	3,295,300

SOURCES OF FUNDING

Taxes	992,434	1,047,800	1,204,300
Planning & Processing Fees	2,454	3,000	3,000
Engineering Processing Fees	23,169	32,000	33,000
Interfund Charges	1,872,000	1,958,000	2,042,000
Miscellaneous Income	21,009	21,000	13,000
TOTAL	2,911,066	3,061,800	3,295,300

DETAIL OF POSITIONS

Administrative Assistant	0.05	0.05	0.05
Assistant Public Utilities Director	0.10	0.10	0.10
Engineer I/Engineer II/Civil Engineer	0.20	0.20	0.20
Engineering Inspector/Senior Eng Inspector	0.25	0.35	0.40
Maintenance Leadworker	2.00	2.00	2.00
Maintenance Worker/Senior Maint Worker	9.00	9.00	9.00
Management Analyst	0.14	0.09	0.09
Principal Office Assistant	0.25	0.25	0.25
Senior Management Analyst	-	0.05	0.05
Staff Analyst	0.10	0.20	0.20
Street Maintenance Manager	1.00	1.00	1.00
Supervising Civil Engineer	0.05	0.05	0.05
Utility Worker	2.00	2.00	2.00
TOTAL	15.14	15.34	15.39

2024-2025 Goals

The goal of the Signals and Street Lighting Section is to provide functional traffic signals and well-illuminated streets for the safety of motorists and pedestrians.

Specifically, these goals include:

- Maximize the public's convenience and safety.
- Aid law enforcement in crime prevention.
- Retrofit approximately 750 City owned high pressure sodium (HPS) streetlights to energy efficient LEDs

Objectives to Meet the Goals

- Ensure that all City-owned traffic signals are properly maintained by City staff.
- Ensure that PG&E-owned streetlights are properly maintained by PG&E. Ensure that City-owned streetlights are properly maintained by City staff.
- Pay energy costs for all PG&E- and City-owned streetlights.
- Provide accurate underground service alert marking of traffic signals and City-owned street lighting facilities.
- Apply for an Energy Efficiency and Conservation Block Grant voucher with the Department of Energy

Five-Year Outlook

Costs to fund streetlight and traffic signal maintenance will continue to increase due to the ever-increasing number of lights and signals that are installed as the City grows, as well as increasing PG&E energy and maintenance costs. Existing PG&E maintained cobra head style streetlights were retrofitted to LED in 2016 and 2017, reducing PG&E energy and maintenance costs. City owned and maintained streetlights will be retrofitted to LED as grants become available, further reducing energy costs and maintenance costs due to the longer life of LED bulbs. All new streetlights are being installed with LEDs and staff will continue to explore additional opportunities to decrease streetlighting costs.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	192,957	209,600	227,200
Overtime	11,320	19,800	19,800
Benefits	77,238	86,200	94,700
Vehicle Charges	81,851	79,400	71,300
Energy	1,774,841	2,200,000	2,420,000
Repairs & Maintenance	104,531	161,100	151,000
Materials & Supplies	38,283	35,700	95,700
Supplies - Safety	1,342	2,000	2,000
Training	2,018	2,000	2,000
Admin & Overhead	107,200	133,000	160,500
Capital Outlays - Vehicles	0	203,000	0
TOTAL STREET LIGHTING	2,391,581	3,131,800	3,244,200

SOURCES OF FUNDING			
Taxes	843,542	1,600,100	1,666,200
State Grants	0	0	60,000
User Fees	6,402	17,700	12,000
Miscellaneous Income	41,637	14,000	6,000
Use of Discretionary Funds	1,500,000	1,500,000	1,500,000
TOTAL	2,391,581	3,131,800	3,244,200

DETAIL OF POSITIONS			
Assistant Public Utilities Director	0.05	0.05	0.05
Deputy Public Utilities Director	0.05	0.05	0.05
Electrician	2.00	2.00	2.00
Principal Utilities Engineer	0.05	0.05	0.05
TOTAL	2.15	2.15	2.15

2024-2025 Goals

The goal of the Storm Drain Section is to protect the health, welfare, safety, and property of Clovis residents, to protect storm water quality, and to protect property from the hazards of flooding.

Specifically, these goals include:

- Provide a well-maintained storm drain system by performing annual maintenance.
- Prevent flooding of private and public property by responding quickly to emergency situations.
- Protect storm water quality through implementation of and compliance with the National Pollutant Discharge Elimination System (NPDES) program.

Objectives to Meet the Goals

- Maintain temporary storm water basins.
- Provide sandbags and assistance to residents during flooding.
- Set up pumps in flooded areas.
- Ensure maintenance of all storm drain systems in cooperation with the Fresno Metropolitan Flood Control District (FMFCD).
- Continue to work with the FMFCD on NPDES issues.

Five-Year Outlook

The transfer of all permanent flood control facilities to the Fresno Metropolitan Flood Control District was completed in 1991-1992. Implementation of the Storm Drain Master Plan is a joint activity between Clovis and FMFCD. FMFCD is included in the preliminary review of development projects to provide advice on appropriate conditions necessary to implement the master plan and the NPDES regulations. The City is a co-permittee with FMFCD, City of Fresno, Fresno County, and CSUF in the municipal permit for storm water discharge. The agencies currently operate under a permit related to a State Order issued in 2016. The City's role under the permit includes implementation of development design conditions, inspection during construction, annual reporting, employee training, and cooperation with FMFCD in program enforcement. Most costs in this budget activity are largely a function of the rainfall amounts received during each winter, as overtime costs are funded from this budget. Lighter rainfall years usually result in lower expenditures.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Overtime	31,078	11,000	15,000
Benefits	5,283	500	300
Vehicle Charges	3,303	2,600	2,800
Professional Services	1,486	2,200	7,200
Repairs & Maintenance	0	500	500
Office Supplies	0	100	100
Materials & Supplies	14,870	71,000	17,000
Admin & Overhead	1,200	1,500	1,900
Capital Outlays - Public Utilities	<u>2,483</u>	<u>0</u>	<u>1,000</u>
TOTAL STORM DRAIN	<u><u>59,703</u></u>	<u><u>89,400</u></u>	<u><u>45,800</u></u>

SOURCES OF FUNDING			
Use of Discretionary Funds	<u><u>59,703</u></u>	<u><u>89,400</u></u>	<u><u>45,800</u></u>
TOTAL	<u><u>59,703</u></u>	<u><u>89,400</u></u>	<u><u>45,800</u></u>

2024-2025 Goals

- The goal of the Parks Section is to maintain City recreational facilities, streetscaping, parks, and other landscaped open space areas, trees, and building grounds at a reasonable cost and in the best possible condition, commensurate with available funding.
- Maintain 610 acres consisting of:
 - 74 parks totaling 153 acres. Two of these parks include active recreational areas with lighted baseball diamonds, soccer fields, snack bars and restroom buildings. One includes a beach volleyball and basketball courts. Twelve are medium-sized parks that include picnic areas, play lots, restrooms, and open spaces. The remaining 62 parks are passive neighborhood and mini-parks, most with tot lots that are scattered throughout the community.
 - 340 acres of green belts, street gardens, and landscaped median islands.
 - 100 acres of trails and paseos.
 - Architectural neighborhood entry lighting and structural features.
 - 6 acres of building grounds at the Civic Center, Old Town Clovis, Senior Center, the Los Altos Corporation Yard, Police/Fire Headquarters, and miscellaneous City properties.
 - 11 acres of undeveloped park land and miscellaneous public right-of-way property.
 - Approximately 42,000 City street trees.
- Participate in landscape plan design and review, as well as landscape construction inspection services, to ensure quality landscaping at reasonable maintenance costs.
- Participate in master planning for future growth and infill areas to implement sustainable and maintainable landscape that is consistent with operational constraints and limited budgets.
- Coordinate and schedule park facility use for picnics, special park events, and sports activities.

Objectives to Meet the Goals

- Continue to implement productivity-enhancing landscape design standards.
- Continue contracting for maintenance services for street-side and median landscaping, focusing in-house staff on maintenance of City parks, Old Town, Civic Center, and tree hazard pruning.
- Continue to develop the GIS landscape layer and implement paperless cost accounting and maintenance activity documentation.
- Maintain a cost accounting system for maintenance activities that will assist with cost containment, future design of facilities and landscapes, and cost recovery.
- Implement efficient strategies and defer some periodic maintenance activities in order to maximize the level of service consistent with funding levels.
- Utilize volunteers and community service personnel to assist City forces when available.
- Improve the maintainability of currently landscaped areas through specific revisions to the planting palette and irrigation systems.
- Develop and implement new landscape designs to comply with water-efficient landscape standards.
- Develop and implement a refurbishing plan for deferred areas within the General Fund parks and grounds.

Five-Year Outlook

City parks and recreational facilities will continue to be heavily used by the public, creating a demand for additional facilities. The level of service in the LMD areas will be consistent with the LMD funding levels. There will continue to be a noticeable difference between the level of service in the LMD areas and the General Fund areas. Cost-saving measures are no longer adequate to cover maintenance and capital replacement costs within certain benefit zones in the LMD. LMD elections to increase assessments for two zones, Zones 2 and 5, recently failed through the Proposition 218 process. Maintenance activities and overall expenditures will need to be reduced to match annual revenues. Elections will need to occur during the forecast period in the benefit zones that do not have an automatic escalation adjustment to maintain sufficient funding levels. Grant funding will continue to be sought for the conversion of older irrigation systems and playground replacement.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,465,691	1,651,800	1,898,400
Overtime	62,579	73,500	68,500
Extra Help	41,439	0	0
Benefits	743,469	868,000	1,072,300
Vehicle Charges	433,752	480,300	570,700
Energy	881,414	870,200	934,000
Communications	13,121	11,500	12,500
Professional Services	2,442,067	2,311,200	2,468,500
Repairs & Maintenance	28,043	34,500	34,500
Building & Equipment Rental	5,434	3,000	3,000
Office Supplies	368	500	500
Materials & Supplies	338,988	485,000	454,000
Supplies - Safety	12,555	15,000	15,000
Supplies - Shop	11,972	12,000	12,000
Travel & Meeting Expense	3,812	2,500	5,800
Training	5,530	11,000	11,000
Dues & Subscriptions	1,555	1,000	1,000
Admin & Overhead	517,700	620,100	716,300
Capital Outlays - Office Equip/Furn	361	200	0
Capital Outlays - Public Utilities	23,922	20,000	18,500
TOTAL PARKS	7,033,772	7,471,300	8,296,500

SOURCES OF FUNDING			
Rents & Concessions	19,101	16,000	16,000
Facility Reimbursements	92,886	70,000	28,000
Planning & Processing Fees	24,191	20,000	20,000
Engineering Processing Fees	19,892	3,000	19,000
User Fees	4,709,997	5,006,300	5,844,800
Miscellaneous Income	8,455	10,000	10,000
Use of Discretionary Funds	2,159,250	2,346,000	2,358,700
TOTAL	7,033,772	7,471,300	8,296,500

DETAIL OF POSITIONS			
Administrative Assistant	0.05	0.15	0.15
Assistant Public Utilities Director	0.20	0.20	0.20
Deputy Public Utilities Director	0.10	0.10	0.10
Engineer I/Engineer II/Civil Engineer	0.15	0.15	0.15
Engineering Inspector/Senior Eng Inspector	-	0.15	0.10
Maintenance Worker/Senior Maint Worker	11.40	13.40	13.40
Management Analyst	0.18	0.13	0.13
Parks Maintenance Leadworker	3.00	3.00	3.00
Parks Manager	1.00	1.00	1.00
Parks Supervisor	-	-	1.00
Principal Office Assistant	0.80	0.80	0.80
Senior Management Analyst	-	0.05	0.05
Staff Analyst	0.15	0.30	0.30
Utility Worker	7.00	7.00	7.00
TOTAL	24.03	26.43	27.38

2024-2025 Goals

The goal of the City's Landscape Maintenance District (LMD) is to keep the parks, greenbelts, streetscapes, urban forests, and lighting systems located within the LMD in good condition for the enjoyment of the citizens of Clovis at reasonable costs to property owners in the LMD. Approximately 66% of the City's landscaped acreage is within the LMD.

Specific goals include:

- Provide quality, cost-effective maintenance services for LMD parks, landscape, and other facilities.
- Manage the benefit zone fees and budgets to ensure that charges are adequate to provide the required level of service along with adequate replacement reserves, while at the same time ensuring that excessive funds are not collected.
- Monitor water use on public open spaces through deployment of water-wise landscape plans, drought-tolerant plantings, and irrigation delivery technology.

Objectives to Meet the Goals

- Apply design and productivity strategies that provide aesthetically pleasing facilities and landscaping at a reasonable cost.
- Apply cost accounting measures that accurately identify costs, facilitate full cost recovery, and identify inefficiencies.
- Adjust LMD assessments annually, consistent with the covenants.
- Manage benefit zone reserves such that they are adequate to provide for replacement of enhancement features as required.
- Continue contracting for maintenance services for street-side and median landscaping, focusing in-house staff on maintenance of City parks, Old Town, Civic Center, and tree hazard pruning.

Five-Year Outlook

Outdoor recreation activity is steadily increasing. The Loma Vista area is showing growth, with new housing tracts springing up around the almost completed Loma Vista Village Green Park. Zone 1 (north of Herndon Avenue to Shepherd Avenue) is also showing significant growth. In addition, Heritage Grove has begun developing north of Shephard Avenue and west of Sunnyside Avenue. Several of the benefit zones have accumulated sufficient reserves and are adjusted annually, if needed, to coincide with maintenance costs. Some of the benefit zones still need to build reserves.

The LMD continues to have adequate reserves to carry it through 2024-2025. Benefit zones without the capability of an automatic assessment will periodically require an assessment increase election.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Professional Services	<u>4,652,056</u>	<u>4,962,000</u>	<u>5,794,800</u>
TOTAL LANDSCAPE MAINTENANCE DISTRICT	<u><u>4,652,056</u></u>	<u><u>4,962,000</u></u>	<u><u>5,794,800</u></u>
SOURCES OF FUNDING			
Tax Assessments	<u>4,652,056</u>	<u>4,962,000</u>	<u>5,794,800</u>
TOTAL	<u><u>4,652,056</u></u>	<u><u>4,962,000</u></u>	<u><u>5,794,800</u></u>

2024-2025 Goals

The goal of the Fleet Maintenance Section is to maintain, in a cost-effective manner, the City's vehicles and related equipment at a safe and dependable level.

Objectives to Meet the Goals

- Maximize useful life of vehicles and equipment.
- Minimize callbacks.
- Provide quality and competitive services to City departments.
- Monitor and evaluate vehicle/equipment operational costs.
- Consider life-cycle costs when adding or replacing vehicles.
- Administer the capital depreciation account to ensure timely replacement of all equipment and vehicles.
- Utilize private vendors as appropriate for specific fleet servicing needs.
- Plan and budget to transition fleet vehicles to zero-emission vehicles (ZEVs) to comply with state and federal regulations.

Five-Year Outlook

As the state and federal governments adopt more stringent pollution control regulations, especially as they relate to diesel-fueled on-road and off-road heavy equipment and zero-emission vehicles (ZEVs), the City is being tasked with repairing and maintaining emission control devices or replacing vehicles with new vehicles with compliant engines, planning for the installation of zero-emission fueling infrastructure, and planning for the purchase of ZEVs to transition to a zero-emission fleet. This means that vehicles are occasionally replaced earlier than normal, and there are higher replacement costs.

The California Air Resources Board adopted the Innovative Clean Transit (ICT) regulation in December 2018, requiring large transit agencies to begin purchasing zero-emission buses (ZEBs), with the goal of transitioning all transit buses in California to zero-emission technology by 2040. The City is considered a small transit agency and will be required to purchase only zero-emission transit vehicles after 2030. Additionally, the California Air Resources Board adopted the Advanced Clean Cars II regulation in 2022 and additional legislation, called Advanced Clean Fleet in October of last year, which together require the City to transition the City fleet to ZEVs.

The Fleet Maintenance Section will continue participation in cooperative purchasing arrangements for fleet parts and services to save money and to improve efficiency. The City's current cooperative purchasing agreement with Sourcewell continues to provide the City with quality parts at significantly reduced prices.

In 2021-2022, funds were transferred from the General Fund to the Fleet Capital Fund to begin transitioning the Police and Fire Departments back into the fleet renewal program beginning in fiscal year 2022-2023. This allows City staff to plan for the replacement of aging police and fire vehicles strategically and financially. Each department will also ultimately save money by not having to pay the increasing interest rates with lease-purchase financing. However, rising vehicle costs and ZEV requirements will require all departments to make increased annual investments to maintain the fleet renewal program.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
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BUDGET DETAIL

Salaries - Regular	1,372,748	1,527,200	1,722,600
Overtime	12,196	18,200	18,600
Extra Help	34,227	0	0
Benefits	673,231	754,200	887,200
Vehicle Charges	65,358	76,500	98,600
Communications	1,166	2,200	2,500
Professional Services	101,888	183,800	282,900
Repairs & Maintenance	955,110	1,583,100	1,474,500
State Mandates	54,211	55,000	60,000
Office Supplies	3,391	2,000	2,000
Materials & Supplies	4,704	5,200	4,800
Supplies - Safety	19,238	15,000	15,000
Supplies - Shop	3,348,856	3,627,500	3,826,500
Travel & Meeting Expense	4,480	0	4,000
Training	14,906	25,500	45,000
Dues and Subscriptions	1,187	1,100	1,100
Admin & Overhead	1,181,000	1,225,400	1,393,800
Debt Service	50,007	47,000	34,000
Lease Purchases	810,328	584,000	392,000
Capital Outlays - Office Equip/Furn	1,045	1,100	1,100
Capital Outlay - Computers	2,032	5,700	5,000
Capital Outlays - Public Utilities	70,271	236,400	75,000
Capital Outlays - Vehicles	4,352,669	6,425,900	3,185,000
TOTAL FLEET MAINTENANCE	13,134,249	16,402,000	13,531,200

SOURCES OF FUNDING

State Grants	277,029	0	0
Fleet Maintenance Charges	12,476,579	16,402,000	13,531,200
Miscellaneous Income	380,641	0	0
TOTAL	13,134,249	16,402,000	13,531,200

DETAIL OF POSITIONS

Administrative Assistant	0.05	-	-
Equip Mech Assistant/Equip Serv Worker	5.00	5.00	6.00
Assistant Public Utilities Director	0.15	0.15	0.15
Equipment Mechanic	7.00	7.00	7.00
Fleet Maintenance Leadworker	2.00	2.00	2.00
Fleet Maintenance Service Writer	1.00	1.00	1.00
Fleet Manager	1.00	1.00	1.00
Management Analyst	0.16	0.11	0.11
Parts Clerk	2.00	2.00	2.00
Parts Runner	1.00	1.00	1.00
Principal Office Assistant	1.00	1.00	1.00
Principal Utilities Engineer	0.10	0.10	0.10
Senior Management Analyst	-	0.05	0.05
TOTAL	20.46	20.41	21.41

2024-2025 Goals

- Provide a clean and healthy environment for the community to support economic development and quality of life by efficiently collecting municipal solid waste generated by City commercial and residential customers, and by routinely removing dirt and debris from all City streets, curbs, and gutters.
- Provide efficient, effective, and environmentally sound collection services to our customers.
- Collect, haul, and dispose of municipal solid waste in compliance with local, county, state, and federal regulations.
- Waste prevention by increasing recycling and organic diversion.
- Maintain accurate records and monitor all outsourced service contracts.
- Provide resources, superior customer service, and operational efficiency, including increasing public awareness for proper disposal of waste and recycling and waste reduction programs.
- Ensure compliance with local, state, and federal laws.
- Provide financial assurance for landfill closure costs, post-closure care costs, and corrective action costs.

Objectives to Meet the Goals

- Provide recycling and organics services to residential and commercial customers. Encourage and educate customers about keeping our environment clean and preserving resources, along with compliance with state recycling and organics mandates.
- Provide collection of all residential and commercial/industrial municipal waste at competitive rates by continuing to evaluate and monitor the operational processes.
- Utilize on-board technology to meet or exceed industry standards for collection services.
- Sweep all residential streets twice per month and the Downtown Central Business District twice per week.
- Conduct leaf removal from City streets during fall months.
- Continue to conduct the Community Cleanup program twice annually for Clovis residential neighborhoods.
- Continue to utilize professional consultants and contractors to assist the City with compliance to county, state, and federal regulations.
- Implement and operate programs to comply with state regulations relating to the control of groundwater, surface water degradation, and landfill gas migration.
- Provide customer service representatives to meet with new commercial customers to discuss their individual needs to provide the most economical and logical service available.
- Maintain compliance with the landfill gas regulations.
- Meet financial test requirements established by the State of California, Title 27.

Five-Year Outlook

The current landfill cell in use was completed in the spring of 2013 and is anticipated to provide disposal capacity for the City until the year 2030. Implementation of new, effective techniques in operations have extended the timeline by a few years. Current projections of the five-year funding outlook indicate that all known operational and environmental compliance issues can be managed with an adjustment in rates at or below the current 4% annual increase approved by a Proposition 218 election in 2004 for collection rates and in 2021 for street sweeping rates, which are incorporated into the Clovis Municipal Code. Solid Waste operations will continue to require the services of professional consultants/vendors, as many facets of the solid waste industry require expertise and resources not available in-house. Private consultants or vendors will be utilized throughout the next five years to provide needed services. Methods to extend the life of the landfill will continue to be pursued. The City continues to comply with the State's waste diversion goals, including an outreach program to notify businesses of the State's mandatory commercial recycling and organics requirements. Solid Waste revenues have not declined significantly because of these new regulations, but it is possible that they could decline in the future as more businesses utilize recycling and organics services and subsequently reduce their refuse service. The sweeping operation is affected by current and pending federal storm water regulations and air quality regulations. Street cleaning is being viewed as a good management practice to reduce pollutants entering the air and storm water runoff. Street Sweeping operations are managed under a separate budget section for accountability and control.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	4,991,509	5,138,100	5,772,800
Overtime	430,003	517,900	485,000
Extra Help	92,554	51,000	83,000
Benefits	2,419,873	2,556,300	2,979,000
Vehicle Charges	5,202,503	6,004,400	7,223,900
Energy	21,459	26,000	28,000
Communications	8,183	11,700	12,500
Professional Services	5,389,508	5,998,800	6,375,900
Repairs & Maintenance	13,876	43,900	51,400
State Mandates	898,447	1,000,000	1,163,000
Building & Equipment Rental	0	10,000	50,000
Office Supplies	238,720	276,000	277,200
Travel & Meeting Expense	43,267	65,100	74,000
Dues & Subscriptions	14,581	13,500	19,500
Admin & Overhead	3,596,300	4,037,300	4,385,300
Capital Outlays - Public Utilities	555,818	1,309,700	1,059,500
Capital Outlays - Vehicles	331,542	228,300	280,200
Capital Improvements	291,351	50,000	150,000
TOTAL COMMUNITY SANITATION	24,539,494	27,338,000	30,470,200

SOURCES OF FUNDING

User Fees	24,539,494	27,338,000	30,470,200
TOTAL	24,539,494	27,338,000	30,470,200

DETAIL OF POSITIONS

Administrative Assistant	0.30	0.30	0.30
Assistant Public Utilities Director	1.05	1.05	1.05
Communications & Marketing Analyst	0.10	0.10	0.10
Disposal Leadworker	3.00	3.00	3.00
Engineer I/Engineer II/Civil Engineer	1.70	1.70	1.70
Engineering Inspector/Senior Eng Inspector	0.25	0.50	0.50
Engineering Tech/Senior Engineering Tech	0.20	0.20	0.20
Equipment Operator	2.00	2.00	2.00
Landfill Leadworker	1.00	1.00	1.00
Landfill Supervisor	1.00	-	-
Maintenance Worker/Senior Maint Worker	1.00	1.00	1.00
Management Analyst	0.65	0.35	0.35
Principal Office Assistant	1.05	1.05	1.05
Principal Utilities Engineer	0.30	0.30	0.30
Public Utilities Director	0.50	0.50	0.50
Sanitation Operator/Senior San Operator	26.00	27.00	27.00
Senior Management Analyst	-	0.30	0.30
Solid Waste Manager	1.00	1.00	1.00
Solid Waste Supervisor	-	1.00	1.00
Staff Analyst	0.25	0.50	0.50
Street Sweeper Operator	6.00	6.00	6.00
Supervising Civil Engineer	0.35	0.35	0.68
Utility Worker	19.00	20.34	20.34
Waste Recycling Maint Worker	-	1.00	1.00
TOTAL	66.70	70.54	70.87

2024-2025 Goals

The goals of the Wastewater Section are to collect, treat, and dispose of all wastewater generated within the City and to ensure compliance with all appropriate local, state, and federal regulations.

Specifically, these goals include:

- Provide adequate maintenance of the City's sewer mains and lift stations, which allows for the efficient collection of wastewater.
- Provide for the treatment of wastewater generated within the City.

Objectives to Meet the Goals

- Operate, clean, and repair 442 miles of sanitary sewer mains and seven existing sewer lift/pump stations, including a new temporary lift station added in fiscal year 2021-2022.
- Record video of the City sewer mains to identify problems and to make recommendations for capital improvement projects.
- Provide accurate underground service alert marking of sewer facilities.
- Utilize up-to-date telemetry to monitor sewer lift station operations in the most efficient and economical manner.
- Upgrade outdated supervisory control and data acquisition (SCADA) software that is no longer supported and does not adhere to current industry security standards for industrial control systems (ICS). Modern SCADA will provide ease of use and advanced functionality for operators, developers, and system administrators.
- Operate the ST-WRF for the City's new growth areas through the City's design, build, and operation contractor (JACOBS, formerly CH2MHill).
- Monitor and report to the Regional Water Quality Control Board data from the discharges from the Water Reuse Facility to the recycled water use areas and the NPDES-permitted discharge points.
- Operate the sewer lift stations and the recycled water pump station and distribution system constructed to serve the new growth areas of the City.
- Work with consultants on the Wastewater System Master Plan and the Recycled Water Master Plan Updates to evaluate service delivery to future growth associated with the current General Plan.

Five-Year Outlook

The Fresno-Clovis Regional Wastewater Treatment Plant continues to upgrade and replace various components and facilities. The City of Clovis will continue to share in most of these costs. New growth areas that are outside the current service areas will ultimately be served by the Clovis Water Reuse Facility. This facility provides tertiary treated recycled water that is used in the City as an additional water source in lieu of potable water. The NPDES permit for the facility was adopted on April 4, 2019. It became effective on June 1, 2019, and is set to expire once the new five-year permit is adopted by the Central Valley Regional Water Quality Control Board, which is scheduled for June 21, 2024. Additional monitoring and studies will occur during this five-year permit term and will result in additional requirements in the next permit term. A 3% rate increase is included in the forecast period to keep up with rising operational, maintenance, and capital costs, and to maintain a sufficient fund balance for future bonding capacity. There remain sufficient funds in the bond charge fund balance collected in prior years to continue the full \$7.30 per month rebate to customers. The amount of the rebate is evaluated each year and the bond charge may be needed depending on the number of development units and the corresponding revenue.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	1,278,126	1,311,100	1,660,000
Overtime	15,621	12,500	17,500
Extra Help	2,845	6,000	7,000
Benefits	573,385	617,700	809,100
Vehicle Charges	298,235	328,500	379,600
Energy	1,392,190	1,600,000	1,888,000
Communications	3,687	5,000	5,000
Professional Services	6,324,899	7,458,000	7,829,200
Repairs & Maintenance	25,282	113,500	313,500
Office Supplies	469	2,500	5,500
Materials & Supplies	138,495	189,500	299,900
Travel & Meeting Expense	6,887	15,200	26,200
Dues and Subscriptions	2,333	5,000	5,000
Admin & Overhead	2,794,700	3,000,300	3,286,800
Liability Insurance Program - ISF	2,000	0	0
Debt Service	1,238,347	1,239,000	7,000
Capital Outlays - Office Equip/Furn	3,326	7,000	9,000
Capital Outlays - Public Utilities	144,884	309,500	265,500
Capital Impr - Sewer	1,375,096	3,650,000	2,900,000
TOTAL WASTEWATER	15,620,807	19,870,300	19,713,800

SOURCES OF FUNDING

User Fees	15,620,807	19,870,300	19,713,800
TOTAL	15,620,807	19,870,300	19,713,800

DETAIL OF POSITIONS

Administrative Assistant	0.20	0.25	0.25
Assistant Public Utilities Director	0.20	0.20	0.20
Communications & Marketing Analyst	0.10	0.10	0.10
Deputy Public Utilities Director	0.40	0.40	0.40
Engineer I/Engineer II/Civil Engineer	1.60	1.60	1.60
Engineering Inspector/Senior Eng Inspector	0.25	0.50	0.50
Engineering Tech/Senior Engineering Tech	0.65	0.65	0.65
Maintenance Leadworker	1.00	1.00	1.00
Maintenance Worker/Senior Maint Worker	7.00	7.00	7.00
Management Analyst	0.28	0.03	0.08
Principal Office Assistant	0.50	0.50	0.50
Principal Utilities Engineer	0.20	0.20	0.20
Public Utilities Director	0.20	0.20	0.20
Senior Management Analyst	-	0.25	0.25
Staff Analyst	0.25	0.50	0.50
Supervising Civil Engineer	0.25	0.25	0.58
Utilities Manager	0.50	0.50	0.50
Utility Worker	2.00	2.33	2.33
Wastewater Treatment Plant Operator	-	-	1.00
TOTAL	15.58	16.46	17.84

2024-2025 Goals

The goal of Community Facilities District No. 2020-1 (Dry Creek Preserve Sewer Facilities and Services) is to collect the appropriate funds to finance all costs associated with the maintenance and operation of certain temporary public sewer facilities and the eventual replacement of those temporary facilities with permanent public sewer facilities. This includes maintenance of a temporary lift station, administration of the CFD, accumulation of funds for future permanent master planned wastewater facilities, and accumulation of funds for decommissioning of temporary facilities.

Specific goals include:

- Provide quality, cost-effective maintenance services for temporary sewer facilities.
- Manage the CFD tax assessment and budget to ensure that charges are adequate to provide the required level of service along with adequate replacement reserves, while at the same time, ensuring that excessive funds are not collected.

Objectives to Meet the Goals

- Operate, clean, and repair temporary facilities to the same level of service as permanent facilities.
- Apply cost accounting measures that accurately identify costs, facilitate full cost recovery, and identify inefficiencies.
- Manage reserves such that they are adequate to provide for replacement of temporary facilities as required.

Five-Year Outlook

The formation of CFD 2020-01 was adopted via Council resolution in 2020, authorizing the levy of a special tax each fiscal year on property within the CFD. The special tax is to be levied through Fiscal Year 2119-2120 for authorized facilities or until all authorized facilities have been constructed or acquired, whichever occurs first.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Professional Services	5,700	5,700	5,700
Repairs & Maintenance	<u>0</u>	<u>0</u>	<u>27,000</u>
TOTAL COMMUNITY FACILITIES DISTRICT 2020-01	<u><u>5,700</u></u>	<u><u>5,700</u></u>	<u><u>32,700</u></u>
SOURCES OF FUNDING			
Tax Assessments	<u>5,700</u>	<u>5,700</u>	<u>32,700</u>
TOTAL	<u><u>5,700</u></u>	<u><u>5,700</u></u>	<u><u>32,700</u></u>

2024-2025 Goals

The goal of the Water Section is to deliver pure and safe drinking water meeting or exceeding state and federal standards. Specifically, these goals include:

- Produce and efficiently deliver enough water to serve our customers and ensure that the water delivered meets or exceeds all state and federal standards.
- Provide high-level customer satisfaction regarding complaint response and meter reading.
- Maintain a level of system pressure for adequate fire flow and meeting peak customer demands.
- Preserve and manage our groundwater supplies to meet the future needs of our customers.
- Implement appropriate demand reduction methods to both preserve our supplies and to minimize costs for our customers.
- Increase production at the Surface Water Treatment Plant (SWTP).
- Increase groundwater recharge at the Marion Basins.

Objectives to Meet the Goals

- Continue to monitor production wells and the distribution system for constituents as required by state and federal regulations, and provide treatment facilities for wells that do not meet regulations.
- Utilize up-to-date telemetry to monitor demands and program well operations in the most efficient and economical manner.
- Upgrade outdated supervisory control and data acquisition (SCADA) software that is no longer supported and does not adhere to current industry security standards for industrial control systems (ICS). Modern SCADA will provide ease of use and advanced functionality for operators, developers, and system administrators.
- Install and maintain meters that are compatible with Advanced Metering Infrastructure (AMI).
- Maintain and rehabilitate wells to provide a stable water supply, maintain and update the SWTP, and protect the quality of the water provided to our customers by aggressively implementing the backflow prevention program.
- Increase utilization of surface water and the SWTP to decrease reliance on groundwater.
- Expand delivery of recycled water from the ST-WRF to select customers for irrigation in lieu of potable water.
- Maximize use of the City's dedicated recharge facility to preserve the groundwater aquifer.
- Encourage water conservation through various programs and rate structures.
- Work with consultants on the Water System Master Plan Update to evaluate service delivery to future growth associated with the current General Plan.
- Work with other agencies in the Kings Basin as a member of the North Kings Groundwater Sustainability Agency (NKGSA) to implement the Sustainable Groundwater Management Act (SGMA).

Five-Year Outlook

New state and federal regulations continue to be reviewed and adopted. This makes it increasingly challenging and costly to furnish water that meets or exceeds quality standards established by the Safe Drinking Water Act. Monitoring for Per- and Polyfluoroalkyl Substances (PFAS) began in 2019 and is continuing. 1,2,3 TCP monitoring began in 2018 and is continuing. The results of this monitoring (and previous monitoring) will likely result in additional water quality standards that the City's sources may not meet without additional treatment, such as granular activated carbon (GAC). Due to the 2014-2015 drought conditions and court decisions related to water rates around that same time, revised rates were adopted in the 2015-2016 fiscal budget year. A new rate study is under way and there's a possibility that revised rates will need to be considered and approved through a Proposition 218 process during the 2024-2025 fiscal year. The City is a member of the NKGSA and is working cooperatively with the agency in order to implement the Sustainable Groundwater Management Act (SGMA) passed in 2014. These imposed regulations have increased costs to the City through the purchase of additional surface water supplies and intentional recharge to meet the sustainability requirements developed in the Groundwater Sustainability Plan (GSP), which was adopted by the NKGSA Board and submitted to the State in 2020. The five-year forecast shows a projected 3% increase in rates annually.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
BUDGET DETAIL			
Salaries - Regular	3,628,827	3,686,600	4,160,800
Overtime	144,651	151,600	152,600
Extra Help	18,207	4,000	6,000
Benefits	1,667,389	1,726,100	2,065,700
Vehicle Charges	622,046	718,000	937,000
Energy	3,907,172	4,500,000	5,310,000
Communications	15,543	18,000	18,000
Professional Services	1,627,331	2,468,600	3,717,500
Repairs & Maintenance	407,777	1,083,600	1,133,700
Office Supplies	1,503,954	1,726,500	1,749,500
Travel & Meeting Expense	43,016	67,200	69,200
Admin & Overhead	3,367,753	3,848,300	4,027,300
Liability Insurance - ISF	3,456	0	0
Capital Outlays - Office Equip/Furn	3,989	9,000	5,000
Capital Outlays - Public Utilities	1,095,326	3,153,500	3,823,500
Capital Outlays - Vehicles	199,180	420,000	405,000
Capital Improvements	2,423,118	250,000	250,000
TOTAL WATER	20,678,735	23,831,000	27,830,800

SOURCES OF FUNDING

User Fees	20,678,735	23,831,000	27,830,800
TOTAL	20,678,735	23,831,000	27,830,800

DETAIL OF POSITIONS

Administrative Assistant	0.35	0.25	0.25
Assistant Public Utilities Director	0.25	0.25	0.25
Assistant Water Systems Technician	4.00	4.00	4.00
Communications & Marketing Analyst	0.10	0.10	0.10
Deputy Public Utilities Director	0.45	0.45	0.45
Electrician	1.00	1.00	1.00
Engineer I/Engineer II/Civil Engineer	2.35	2.35	2.35
Engineering Inspector/Senior Eng Inspector	0.25	0.50	0.50
Engineering Tech/Senior Engineering Tech	1.15	1.15	1.15
Maintenance Leadworker	3.00	3.00	3.00
Maintenance Worker/Senior Maint Worker	13.60	13.60	13.60
Management Analyst	0.59	0.29	0.24
Meter Reader	4.00	4.00	4.00
Principal Office Assistant	1.40	1.40	1.40
Principal Utilities Engineer	0.35	0.35	0.35
Public Utilities Director	0.30	0.30	0.30
Senior Management Analyst	-	0.30	0.30
Staff Analyst	0.25	0.50	0.50
Supervising Civil Engineer	0.35	0.35	0.69
Utilities Manager	0.50	0.50	0.50
Utility Worker	5.00	6.33	7.33
Water Production Manager	1.00	1.00	1.00
Water Systems Supervisor	1.00	1.00	1.00
Water Systems Technician	1.00	1.00	1.00
Water Treatment Plant Operator	3.00	3.00	3.00
TOTAL	45.24	46.97	48.26

CLOVIS SUCCESSOR AGENCIES TRUST FUND SUMMARY

The purpose of the Clovis Successor Agencies is to wind down the activities of the former Redevelopment Agency. The Successor Agencies' activities are reported as a trust fund and are therefore not included in the City of Clovis' budget. These schedules are presented for informational purposes.

In April 2008 the former Clovis Community Development Agency issued tax allocation bonds in the amount of \$19,100,000 at interest rates varying from 3.25% to 4.75%. The proceeds are being utilized to aid in the financing of the former Clovis Community Development Agency's projects and were used for the refunding of \$7,170,000 aggregate principal amount of the Agency's outstanding 1996 tax allocation bonds. Due to the elimination of redevelopment, the City is acting as the Successor Agency. The City has completed the necessary requirements, and applied to the State Department of Finance for the "finding of completion". Upon award of the finding of completion from the Department of Finance, the remaining bond proceeds will be used for the original intended purposes. The last debt service payment is scheduled for the fiscal year 2037/38. Included in the 2024/25 budget is \$960,000 for principal and \$380,000 for interest.

The following is a schedule of debt service payments for the 2008 Tax Allocation Bonds:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
24/25	960,000	380,000	1,340,000
25/26	995,000	333,972	1,328,972
26/27	1,050,000	286,681	1,336,681
27/28	1,095,000	237,078	1,332,078
28/29	1,150,000	185,163	1,335,163
29/30	1,205,000	130,703	1,335,703
30/31	230,000	97,375	327,375
31/32	240,000	86,213	326,213
32/33	250,000	74,575	324,575
33/34	265,000	62,344	327,344
34/35	275,000	49,519	324,519
35/36	290,000	36,100	326,100
36/37	300,000	22,088	322,088
37/38	315,000	7,481	322,481
Total	<u>\$8,620,000</u>	<u>\$1,989,292</u>	<u>\$10,609,292</u>

CLOVIS SUCCESSOR AGENCIES TRUST FUND SUMMARY

Per AB 1X26, the City of Clovis became the Successor Agency for the purpose of winding down the activities of the former Redevelopment Agency. The operational activities are limited to administering the housing and urban development loans, a tax sharing agreement with Sierra Vista Mall, and the administrative costs associated with the oversight of the elimination of the former Redevelopment Agency.

	2022-2023 Actual	2023-2024 Revised Estimate	2024-2025 Budget
ADDITIONS			
Redevelopment Property Tax Trust Fund	<u>1,366,802</u>	<u>1,348,700</u>	<u>1,365,000</u>
TOTAL SUCCESSOR AGENCIES	<u><u>1,366,802</u></u>	<u><u>1,348,700</u></u>	<u><u>1,365,000</u></u>
DEDUCTIONS			
Professional Services	20,000	6,700	20,000
Debt Service	<u>1,346,802</u>	<u>1,342,000</u>	<u>1,345,000</u>
TOTAL SUCCESSOR AGENCIES	<u><u>1,366,802</u></u>	<u><u>1,348,700</u></u>	<u><u>1,365,000</u></u>

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COMMUNITY *INVESTMENT PROGRAM*

The Community Investment Program is presented for each of the community investment funds. Each proposed project for the current budget year is listed.



COMMUNITY INVESTMENT PROGRAM BUDGET SUMMARY

The 2024 - 2025 Community Investment Program represents a major portion of the total recommended budget and is devoted to improvements to the physical infrastructure that supports and sustains continued community development.

Some of the more noteworthy proposed projects in the 2024 - 2025 Community Investment Program are:

- Ongoing American with Disabilities Act (ADA) improvements throughout the City of Clovis.
- Design and construction of asphalt overlays and roadway rehabilitation for arterial, collector and local neighborhood streets.
- Continue securing water for current climate conditions and future development in accordance with the General Plan.
- Continued assistance in the repair, rehabilitation, and development of affordable housing.

The projects included in the proposed 2024 - 2025 budget are summarized on the following pages. The prior and future year expenditures are shown only for those specific projects that are phased over multiple years. Prior and future year expenditures for nonspecific, recurring projects, such as miscellaneous extensions and preventative maintenance are not typically shown. The projects included in the 2024 - 2025 budget may increase or decrease the burden to the current operating budgets depending on the project. Each section summary includes an explanation of the impact to the operating budget. The Five-Year Community Investment Program follows the budget summary.

**2024 - 2025 COMMUNITY INVESTMENT PROGRAM
GENERAL GOVERNMENT FACILITIES**

The capital projects for the General Government Services Facilities Program are comprised of acquisition and development of new facilities, improvements to existing facilities, and maintenance of existing improvements required by City departments to enable them to adequately carry out their mission.

The major projects proposed for 2024 - 2025 are:

- Upgrades and repairs to Fire Station Facilities.
- Demolition of portable buildings that formerly housed Information Technology.

The proposed government facilities projects should reduce or have a minimal effect on the cost of general services and other departmental operations.

SUMMARY**2024 - 2025 COMMUNITY INVESTMENT PROGRAM****GENERAL GOVERNMENT FACILITIES**

<u>General Government Facilities:</u>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Section 90000</i>			
<i>Public Safety Services</i>			
Fire/Police Training Site	51,700	50,000	155,000
<i>Public Services and Utilities</i>			
Various Services and Utilities Projects	150,700	75,000	3,625,000
<i>Debt Services</i>			
Interfund Loan Interest	<u>270,000</u>	<u>325,000</u>	<u>560,000</u>
TOTAL	<u>472,400</u>	<u>450,000</u>	<u>4,340,000</u>

Budget Year Revenues:

General Fund	125,000
Development Impact Fees	<u>325,000</u>
TOTAL	<u>450,000</u>

**2024 - 2025 COMMUNITY INVESTMENT PROGRAM
SEWER CAPITAL PROJECTS – ENTERPRISE AND DEVELOPER**

The Sewer Capital Projects - Enterprise budget includes projects that will repair and/or replace existing sanitary sewer mains that are severely deteriorated or are not adequately sized for the flows now being experienced. These sewer mains present continual maintenance problems.

The Sewer Capital Projects - Developer budget includes the debt service payments for the 2013 Wastewater Revenue Bond, the 2015 Wastewater Revenue Bond, and the 2017 Sewer Revenue Bond which is the previous 2007 Sewer Revenue Bond for the Sewage Treatment and Water Reuse Facility (ST-WRF) and related components that has been refinanced. Also included in this budget are improvements associated with the Recycled Water System and construction of sewer projects driven by new development.

The sewer capital projects planned for 2024 - 2025 include:

- Design of the De Wolf Sewer Trunk.
- Design of Wastewater Master Plan diversions
- Work on the Sewer and Recycled Water Master Plans.

The sewer main improvement projects for 2024 - 2025 are intended to repair the existing mains that have the highest maintenance or service call frequency. It is expected that repairing these mains will result in a reduction in the time spent by City maintenance personnel, thereby reducing the maintenance cost to the sewer enterprise operation.

SUMMARY

2024 - 2025 COMMUNITY INVESTMENT PROGRAM

SEWER PROJECTS

	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<u>Sewer Capital Projects - Developer:</u>			
<i>Section 92000</i>			
<i>Extensions</i>			
Miscellaneous Extensions	50,000	50,000	200,000
<i>Master Planning</i>			
Wastewater Master Plan	463,000	25,000	183,000
<i>Sewage Treatment - Water Refuse Facility</i>			
Offsite Improvements	50,000	500,000	28,050,000
<i>Debt Services</i>			
Bond Handling Charges	64,000	64,000	200,000
Interfund Loan Interest	493,000	453,000	1,010,000
2013 Wastewater Revenue Bond	1,018,000	1,015,000	7,150,000
2015 Wastewater Revenue Bond	1,046,000	1,885,000	24,508,000
2017 Wastewater Revenue Bond	3,837,000	3,834,000	55,794,000
Subtotal	<u>7,021,000</u>	<u>7,826,000</u>	<u>117,095,000</u>
 TOTAL	 <u><u>7,021,000</u></u>	 <u><u>7,826,000</u></u>	 <u><u>117,095,000</u></u>

Budget Year Revenues:

Major Sewer Fees	7,816,000
Sewer Connections	<u>10,000</u>
 TOTAL	 <u><u>7,826,000</u></u>

**2024 - 2025 COMMUNITY INVESTMENT PROGRAM
PARK IMPROVEMENTS**

The Park program consists of master planning, design and construction of park improvements. Community park improvements are funded by development fees and state grants when available. Neighborhood parks are installed by development. Park development fees are paid by all new developments constructed within the City of Clovis.

Major projects planned for 2024 - 2025 include:

- Design of the proposed Recharge Basin Park in the Loma Vista area
- Design and construction of the unfinished portion of the trail on the bank of the canal at the Dry Creek/Enterprise Canal.
- Updating Master Plans and continued development for City Parks.
- Continued preliminary Master Planning for a Regional park in the Northeast.

Maintenance of acquired land for future parks and the construction of a newly paved trail will have a minimal effect initially on the annual operational costs to Parks and the General Fund account. Upon the build out of these facilities, funding should be increased to meet the additional burden placed on the maintenance and operations budget. The proposed 2024 - 2025 Parks capital budget is balanced to meet the level of service expected by the Community.

This year's budgeted projects will continue to make major contributions to the development of park facilities throughout the City.

SUMMARY

2024 - 2025 COMMUNITY INVESTMENT PROGRAM

PARK IMPROVEMENT PROJECTS

	PRIOR YEARS	BUDGET YEAR	FUTURE YEARS
<u>Park Improvements:</u>			
<i>Section 93000</i>			
<i>Park Improvements</i>			
Park Property Acquisition	0	1,000,000	4,000,000
Miscellaneous Park Improvements	560,000	120,000	400,000
Recharge Basin Park	100,000	525,000	5,994,000
Trail System Survey	20,000	20,000	80,000
Trail Improvements	800,600	110,000	28,321,000
	<u>1,480,600</u>	<u>1,775,000</u>	<u>38,795,000</u>

Budget Year Revenues:

Measure "C" Funding	430,000
Park Fees	<u>1,345,000</u>
TOTAL	<u>1,775,000</u>

2024 - 2025 COMMUNITY INVESTMENT PROGRAM STREET IMPROVEMENTS

Street Improvement Projects are funded by state and federal gas taxes, state and local sales taxes, major street development fees, Community Development Block Grants, and reimbursements from other agencies for work completed in their jurisdictions. Funding for street projects is also provided by federal transportation grants.

Traffic signal installations are partially determined by a traffic signal priority list. The highest priority projects are based on traffic volumes, accidents, pedestrian numbers, vehicle speeds, and congestion.

Not all of the street programs that are ranked high on a priority list are placed in the current year budget. Many of these facilities are tied to funding sources or to other programs that are required to occur prior to, or concurrently with, the needed street improvement (such as underground improvement installation, new development and right of way purchase constraints).

Project priorities and street locations were determined using the Pavement Management System (PMS). Arterial, collector and local street reaches throughout the City were given a Pavement Condition Index (PCI) rating. The PMS was then used to develop a long term maintenance solution using the designated PCI values. Technical and Management teams evaluated the PMS recommendations to validate project necessity. Many of the recommended projects were shifted to later years due to funding constraints in the street improvement account.

Major projects planned for 2024 - 2025 include:

- Improvements of City owned public right of way for compliancy with the American with Disabilities Act (ADA).
- Sealing and rejuvenation programs of the various street surfaces to increase longevity and reduce deterioration.
- Continued installation of pedestrian and bicycle improvements at various locations.
- Design and construction of traffic signal improvements at various intersections.
- Design of signal interconnect and adaptive signalization for major street corridors.
- Reconstruction and street widening of various streets to improve safety and traffic flow. These streets have been identified as part of the City's Pavement Management System.

This budget provides for an aggressive schedule of street repair, overlay and reconstruction. Street overlay projects as identified in this year's budget and five-year plan have provisional estimated costs for construction. Some of the projects may not be of acceptable condition for overlaying and may be considered for street reconstruction. Estimated funding for these projects will be re-evaluated as street reconstruction is more costly than a street overlay. This may have an impact on the delivery of projects that have been identified in the Community Investment Program for street improvements.

Staff continues to investigate alternative construction methods for street rehabilitation to reduce project expenditures. The alternative construction methods will be administered through pilot projects in which a rigorous inspection program will be used to evaluate project success. The success factors include projects costs, pavement condition, pavement resilience and pavement longevity.

With the reconstruction of some of the proposed streets, new paved lanes may be added to the street maintenance inventory. However, those same projects will be designed with a minimum twenty-year life expectancy and may involve reconstructing older, lower standard streets. Overall, the impact on the street maintenance fund is expected to be nominally reduced.

SUMMARY**2024 - 2025 COMMUNITY INVESTMENT PROGRAM****STREET IMPROVEMENT PROJECTS**

<u>Street Improvements:</u>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Section 95000</i>			
<i>Reimbursement</i>			
Miscellaneous Street Widening	482,500	250,000	1,000,000
<i>Preventative Maintenance</i>			
Slurry & Crack Seals	1,213,300	740,000	3,060,000
<i>Bridge and Stream Crossings</i>			
Leonard/Enterprise Canal Bridge	100,000	1,800,000	0
<i>Pedestrian Facilities</i>			
Bicycle, Pedestrian and Handicap Facilities	170,200	1,982,000	1,840,000
ADA Survey and Projects	250,000	200,000	910,000
<i>Traffic Signal/Intersection Improvements</i>			
Adaptive Signalization	435,000	3,373,000	3,580,000
De Wolf/Owens Mountain	300,000	2,250,000	0
<i>Reconstruction, Overlay and Widening Projects</i>			
Miscellaneous Repairs & Alleys	390,600	269,000	1,156,000
Alluvial Avenue Improvements	70,000	900,000	0
Armstrong Avenue Improvements	70,000	1,050,000	1,215,000
Ashlan Avenue Improvements	0	125,000	2,540,000
Barstow Avenue Improvements	250,000	1,680,000	2,995,000
Herndon Avenue Improvements	29,900	1,750,000	1,701,000
Minnewawa Avenue Improvements	840,000	3,465,000	1,827,000
Peach Avenue Improvements	0	70,000	2,414,000
Shaw Avenue Improvements	2,800,000	10,200,000	955,000
Sunnyside Avenue Improvements	60,000	1,020,000	1,005,000
Teague Avenue Improvements	0	70,000	1,418,000
Local Streets and ADA Ramps	2,502,000	1,875,000	7,500,000
TOTAL	9,963,500	33,069,000	35,116,000

Budget Year Revenues:

Gas Tax Funding including SB1	3,705,000
Measure "C" Funding	14,062,000
Federal/State/Other Agency Grants	9,905,000
Street Improvement Fund Balance	5,397,000
TOTAL	33,069,000

**2024 - 2025 COMMUNITY INVESTMENT PROGRAM
WATER CAPITAL PROJECTS – ENTERPRISE AND DEVELOPER**

The proposed Water Capital Projects budget for 2024 - 2025 contains projects that will improve the water distribution system. Projects are also scheduled to improve water quality by the addition of treatment facilities at existing wells and increase the reliability of the water supply by the addition of auxiliary power generators.

The Water Capital Projects - Developer budget includes the debt service payments for the Water Revenue Bond. Projects include installation of well facilities, well site development and surface water treatment plant enhancements. Also included is reimbursement for developer constructed projects serving new areas of the community.

Major projects planned for 2024 - 2025 include:

- Investment for Water Development.
- Construction of new water mains, install/replace water services, and make new connections to improve the City's water distribution system at various locations throughout the City.
- Construction and improvements at various well sites.
- Continued examination and development for new well sites throughout the City of Clovis.
- Design for installing additional treatments to the Surface Water Treatment Plant.
- Construction of granular activated carbon treatment facilities for removal of 1,2,3-Trichloropropane (TCP) from groundwater wells.

The projects included in the proposed budget are necessary in order to maintain adequate service, accommodate continued growth, and comply with state and federal regulations. These projects further enhance the overall supply and distribution system.

The new facilities proposed in the 2024 - 2025 programs are anticipated to impact the water enterprise operation budget. The impacts consist of the increased load on human resources, energy costs, and material costs.

SUMMARY**2024 - 2025 COMMUNITY INVESTMENT PROGRAM****WATER PROJECTS**

	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<u>Water Capital Projects - Enterprise Fund:</u>			
<i>Section 96000</i>			
<i>Water Mains</i>			
Various Water Main Replacement	25,000	25,000	515,000
<i>Surface Water Treatment Plant Improvements</i>			
Various Surface Water Treatment Projects	1,495,000	881,000	27,655,000
Subtotal	<u>1,520,000</u>	<u>906,000</u>	<u>28,170,000</u>
<u>Water Capital Projects - Developer:</u>			
<i>Section 97000</i>			
<i>Extensions</i>			
Miscellaneous Extensions	50,000	50,000	250,000
<i>Master Planning</i>			
Water Conveyance System	300,000	200,000	100,000
<i>Water Storage Facilities</i>			
Water Revenue Bond - Debt Service	2,973,000	2,959,000	9,856,000
Water Development	1,500,000	1,500,000	26,000,000
<i>Surface Water Treatment Plant Improvements</i>			
Various Surface Water Treatment Projects	510,000	894,000	157,250,000
Subtotal	<u>5,333,000</u>	<u>5,603,000</u>	<u>193,456,000</u>
TOTAL	<u><u>6,853,000</u></u>	<u><u>6,509,000</u></u>	<u><u>221,626,000</u></u>

Budget Year Revenues:

Water Enterprise	906,000
Water Major Facilities	5,593,000
Water Connections	<u>10,000</u>
TOTAL	<u><u>6,509,000</u></u>

**2024 - 2025 COMMUNITY INVESTMENT PROGRAM
COMMUNITY SANITATION**

The capital projects for the Community Sanitation Program consist of improvements to the existing landfill site as mandated by state law, and expansion of the landfill.

The projects proposed for 2024 - 2025 are:

- Installation of new gas extraction wells.

The new projects proposed in the 2024 - 2025 programs are not anticipated to impact the Community Sanitation operation budget.

SUMMARY

2024 - 2025 COMMUNITY INVESTMENT PROGRAM

COMMUNITY SANITATION PROJECTS

<u>Community Sanitation Improvements:</u> <i>Section 99500</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
<i>Community Sanitation Improvements</i>	<u>1,102,500</u>	<u>500,000</u>	<u>17,755,000</u>
TOTAL	<u>1,102,500</u>	<u>500,000</u>	<u>17,755,000</u>

Budget Year Revenues:

Community Sanitation Enterprise Fund	<u>500,000</u>
TOTAL	<u>500,000</u>

**2024 - 2025 COMMUNITY INVESTMENT PROGRAM
HOUSING AND COMMUNITY DEVELOPMENT**

The Housing and Community Development budget consists of projects related to self-help and low to moderate income home building.

Major expenses for 2024 - 2025 include:

- Assistance in the repair and rehabilitation of affordable housing.
- Assist Low-Moderate income families with first home purchase.
- Assist Affordable Housing developers create additional affordable housing units.

The Agency continues to focus resources on owner-occupied single-family housing projects for housing rehabilitation and new construction through the Low and Moderate Income Housing Program. These projects will have no operational cost impacts.

SUMMARY**2024 - 2025 COMMUNITY INVESTMENT PROGRAM****HOUSING & COMMUNITY DEVELOPMENT**

<u>Housing and Community Development:</u> <i>Section 42750/48500/49210</i>	<u>PRIOR YEARS</u>	<u>BUDGET YEAR</u>	<u>FUTURE YEARS</u>
Home Repair Loans	412,800	2,387,000	720,000
Home Improvement Grants	139,200	261,000	600,000
First Time Homebuyer Loans	0	678,000	800,000
Affordable Housing Project	1,481,300	321,000	600,000
 TOTAL	 <u>2,033,300</u>	 <u>3,647,000</u>	 <u>2,720,000</u>

Budget Year Revenues

Federal/State/Other Agency Grants	<u>3,647,000</u>
 TOTAL	 <u>3,647,000</u>

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FIVE-YEAR

COMMUNITY INVESTMENT PROGRAM

The Five-Year Community Investment Program is presented for each of the community investment funds. The projects are listed for the current year, for the next four years, and beyond. Information is presented for acquisition of land or right-of-way (a), engineering or architectural design (d), construction (c), and development fees (f).



FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

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FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

The Five-Year Community Investment Program represents an effort to identify major capital needs and schedule projects consistent with community priorities and available funding. The Capital Program will continue to provide major investments into the community within the identified funding. Most of the funding for these projects will come from grants, development fees and tax revenues. The implementation of the parks and open space master plan is contingent on obtaining new funding sources.

Major projects include:

- Design, construction and replacement of water mains and wells to serve the current capacity and new development.
- Site acquisition in the Southeast and Northwest areas for future City parks.
- Continuing design, construction and maintenance of the trail system within the Clovis area.
- Assisting the Community in the development, repair and rehabilitation of affordable housing.
- Continued improvement to the City's infrastructure including street reconstruction and sewer and water collection/distribution facilities.
- Design and construction of various traffic signals throughout the City.
- Construction of bike lanes on various streets throughout the City.

Implementation of the Five-Year Community Investment Program will require new sources of financing. Several important projects are identified in the Government Facilities, Streets and Water Programs for which there is no assured funding. Without increased participation by local, state and federal governments and agencies, accomplishment of these projects will be delayed.

A summary of revenue and expenditures for the Five-Year Program is presented on the facing page, followed by individual project sheets with greater detail on scope and financing.

SUMMARY OF FIVE-YEAR COMMUNITY INVESTMENT PROGRAM

<u>Projects</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029 or Later</u>
General Services	450,000	3,690,000	5,220,000	735,000	32,208,000
Sewer	7,826,000	12,205,000	11,954,000	7,964,000	161,091,000
Parks	1,775,000	1,805,000	1,180,000	1,260,000	38,100,000
Streets	33,069,000	15,828,000	11,687,000	4,675,000	21,733,000
Water	6,509,000	61,071,000	51,970,000	6,615,000	232,501,000
Community Sanitation	500,000	0	75,000	300,000	17,380,000
Housing and Community Development	3,647,000	680,000	680,000	680,000	680,000
TOTAL	<u>53,776,000</u>	<u>95,279,000</u>	<u>82,766,000</u>	<u>22,229,000</u>	<u>503,693,000</u>
<u>Sources of Funding</u>					
Fund Balance	8,319,800	17,308,000	578,000	89,000	37,232,000
Revenue from Agencies	31,749,200	14,025,000	13,249,000	6,355,000	23,335,000
Developer Capital Fees	12,717,000	18,678,000	21,745,000	11,552,000	25,510,000
Enterprise Revenues	990,000	2,493,000	4,161,000	2,793,000	4,813,000
Long-Term Financing	0	0	0	0	0
Property Sale Proceeds	0	0	0	0	0
*Unfunded	<u>0</u>	<u>42,775,000</u>	<u>43,033,000</u>	<u>1,440,000</u>	<u>412,803,000</u>
TOTAL	<u>53,776,000</u>	<u>95,279,000</u>	<u>82,766,000</u>	<u>22,229,000</u>	<u>503,693,000</u>

*Unfunded projects in future years will require adjustments in rates and changes, or savings in prior year projects.

GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>PUBLIC SAFETY SERVICES</u>							
71057	Facilities Administration Master Plan					80,000	d Master plan for relocation of Fire Administration headquarters. (General Fund)
71440	Fire Station 7 Northwest Area			600,000	a		Design and construction of a new fire station in the northwest area, adjacent to a major street.
	Fire Station 3					1,100,000 9,000,000 150,000	d c f (Development Fees)
	Remodel					500,000 3,500,000	d Remodel Fire Station 3 based on needs by future assessment. (General Fund)
	Fire / Police Training Site						
	Onsite Roads			25,000	d		Construct 30' wide x 150' long street east of training center. (General Fund)
				75,000	c		
71104	Phase II of Site Drainage	10,000	d				Install valley gutters around the training props on site to improve drainage. (General Fund)
		40,000	c				
	Gate on North End					15,000 40,000	d Install automatic rolling gate to access easement on the north property line. (General Fund)
	Police/Fire Headquarters						
71456	Gym Patio Cover					20,000 115,000	d Install permanent cover over the outdoor area next to the gym to expand the exercise area. Approximately 30'x100'. (General Fund)

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Property Room Expansion					200,000 d Expand the current storage space within 1,500,000 c current building for property and evidence. (General Fund)	
71383	Emergency Operations Center update		300,000 c				Replace 20 year old electronics and furniture (General Fund)
71449	Police Substation Loma Vista Location						Building north of Fire Station 6 that would house an alternate dispatch site, community room, and briefing room. (Development Fees)
				3,500,000 c			
	Heritage Grove Location					450,000 a Building near Fire Station 7 that would 350,000 d house an alternate dispatch site, 2,500,000 c community room, and briefing room. (Development Fees)	
71380	Shooting Range Locate Site					10,000 d Conduct a feasibility study for a shooting 250,000 a range and acquire land. (General Fund)	
	Site Development					175,000 d Develop site for shooting range.	
	Phase I					1,150,000 c Phase I: Pistol range, Phase II: Civil	
	Phase II					2,900,000 c improvements, shotgun and rifle ranges. (General Fund)	
	Animal Services		450,000 d				Expand Miss Winkles to replace current
	Replace 908 Villa Facility					5,000,000 c facility at 908 Villa to meet the increased needs of animal control. (General Fund)	
	Downtown Special Event						
71341	Street Bollards Phase II				40,000 d 400,000 c		Install removable bollards at downtown intersections for public safety during downtown events. Phase II: Pollasky from Fifth to Ninth. (Contingent on Grant Funding)

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>PUBLIC SERVICES AND UTILITIES</u>							
Civic Center Plaza							
71361	Landscape/Irrigation Replacement		250,000 c				Develop master plan, design and install replacement irrigation and landscaping for the Civic Center including the Courthouse, Senior Center, PDS, City Hall and Library. (General Fund)
71362	Light Bollard Replacement		150,000 c				Remove/replace all existing pedestrian light bollards with higher density & efficiency for night security. (General Fund)
71392	Hardscape Replacement		50,000 d 550,000 c				Address ADA compliancy standards, usefulness and flow of the hardscape on the Civic Center campus. (General Fund)
71363	Tree Planter Rehabilitation Parking Lot					5,000 d 70,000 c	Rehabilitate parking lot tree planters between the library and Information Technology building. (General Fund)
Corporation Yard							
	Parking Improvement					1,300,000 a 150,000 d	Improvements to Public Utilities parking facilities. (Sewer, Water, and Refuse Fund)
71417	Yard lighting, Safety and Security				70,000 c		Improve the lighting for the transit bus area for safety and security purposes. (Proposition 1B funded)
71162	IT Portable Building demolition		75,000 c				Demolition of IT portable building. Risk associated with vacant, unusable building. (General Fund)

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
71163	Clovis Courthouse Building demolition		500,000 c				Demolition of Clovis Courthouse building. Risk associated with vacant, unusable building. (General Fund)
	PDS Building Building Remodel		140,000 c				Build new offices within north end of PDS building. This will include 2 new offices and a small privacy room. (General Fund)
71397	ADA Master Planning		20,000 d			20,000 d	Continue ADA Master Plan compliance and upgrades. (General Fund)
	Landscape Improvements Willow - Shaw to Ashlan & Ashlan - Willow to Winery			35,000 d 315,000 c			Install landscape and irrigation in the median island. (Contingent on CalFire Grant)
	<u>Park Maintenance</u>						
	Sierra Bicentennial Park Sunnyside and Sierra						
75031	Accessibility Improvements				5,000 d 70,000 c		ADA Master Plan Improvements. (Contingent on CDBG Grant)
75030	Play Field and Lighting					30,000 d 750,000 c	Construct a baseball/soccer field and install sports lighting. (Contingent upon a future grant and General Fund)
	Parking Lot Lighting					15,000 d 60,000 c	Install additional lights to improve security. (Contingent upon a future grant and General Fund)

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Sierra Bicentennial Park						
	Sunnyside and Sierra						
	Upgrade Existing Sports Field Lighting			20,000 d 170,000 c			Replace the existing sports field lights with LED lights to lower maintenance costs. (General Fund)
	Stadium Lighting					15,000 d 80,000 c	Install additional lighting to existing poles to increase visibility on the playing field. (General Fund)
	Multi-purpose Pad Replacement			25,000 d 250,000 c			Replace the basketball multi-purpose pad which is deteriorating. (General Fund)
	Volleyball Court		25,000 d 110,000 c				Install one additional sand volleyball court to facilitate tournament play. (General Fund)
	Gettysburg Park						
	Re-roof building		25,000 c				Re-roof building (General Fund)
	Rotary Park						
	Upgrade Existing Sports Field Lighting		70,000 d 700,000 c				Replace the existing sports field lights with LED lights to lower maintenance costs. (General Fund)
	Security Lighting		20,000 d 200,000 c				Install security lighting. (General Fund)
	Kiwanis Park						
	Tenth and DeWitt						
75540	Irrigation and Lighting					5,000 d 35,000 c	Remove and replace irrigation system and install security lighting. (Community Donations)
	Temperance/Gettysburg						
	Northwest Corner-Greenbelt					15,000 d 125,000 c	Remove and replace existing landscape and irrigation of greenbelt. (Contingent Upon Funding)

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GENERAL GOVERNMENT FACILITIES

90000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Fiber Optics/Communications</u>							
71408	Citywide Public Safety Fiber Optics System				10,000 d 65,000 c	10,000 d 65,000 c	Installation of fiber and hubs for Public Safety connection throughout the City. (Information Technology Funding)
	Fire Station No.2 to Letterman Park Water Tower					15,000 d 86,000 c	Upgrade existing limitation of fiber system for camera's and City network. (Contingent Upon Funding)
	Shaw Avenue - Clovis to Fowler Clovis Avenue - Shaw to Fourth					19,000 d 183,000 c	Current system is limited due to all lines being used, a link is needed to Sierra Vista Mall's cameras for public safety. (Contingent Upon Funding)
<u>Debt Services</u>							
67898	Interfund Loan Interest	325,000	130,000	135,000	145,000	150,000	Interfund Loan Interest for Fire Station #6 (Development Fees)
TOTAL- GENERAL GOVERNMENT FACILITIES		450,000	3,690,000	5,220,000	735,000	32,208,000	

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SEWER CAPITAL PROJECTS - ENTERPRISE FUND

91000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>SEWER FACILITY IMPROVEMENTS</u>							
	Fowler Sewer Trunk						
	Shaw avenue to Gould Canal			4,000,000	c		Sewer main on Fowler avenue from Shaw avenue to the Gould Canal
	TOTAL - SEWER CAPITAL PROJECTS - ENTERPRISE	<u>0</u>	<u>0</u>	<u>4,000,000</u>	<u>0</u>	<u>0</u>	

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SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>EXTENSIONS</u>							
72010	Miscellaneous Extensions	50,000 c	50,000 c	50,000 c	50,000 c	50,000 c	Install sewer mains and laterals at various locations.
<u>MASTER PLANNING</u>							
Wastewater Collection System							
73200	Master Plan	25,000 d	25,000 d	25,000 d	25,000 d	25,000 d	Master planning for the conveyance of wastewater and required facilities for new General Plan update. (Development & GPA Consultant Fees)
<u>SEWAGE TREATMENT - WATER REUSE FACILITY</u>							
Sewage Treatment - Water Reuse Facility							
	Phase 2					1,500,000 d 22,000,000 c	Increase plant capacity from 2.84 MGD to 5.68 MGD. (Development Fees)
	Phase 3					2,500,000 d 32,500,000 c	Increase plant capacity from 5.68 MGD to 8.34 MGD. (Development Fees)
Clovis Sewage Treatment - Water Reuse Facility - Offsite Improvements							
73205	Shepherd Pump Station with Force Main		1,500,000 a				Pump Station located at Willow/Shepherd. 1,500,000 d Force main in Shepherd from Willow to 18,250,000 c De Wolf. Needed to serve the Northwest. (Development Fees)
72381	De Wolf Trunk Sewer	500,000 d				6,800,000 c	Sewer in De Wolf from Owen's Mountain to Bullard. Needed to serve the Northwest. (Development Fees)

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SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>WASTEWATER MASTER PLAN DIVERSIONS</u>							
73201	Scenario 1 Project		2,020,000	c			Diverts about 0.25 MGD of flow from the Herndon trunk main to the Peach trunk main to allow development to continue in Heritage Grove (Development Fees)
73202	Scenario 2A Project		43,000	c			Diverts about 0.12 MGD of flow from the Herndon trunk main to the Sierra trunk main to allow development to continue in Heritage Grove (Development Fees)
73203	Scenario 3 Project		40,000	c			Diverts about 0.30 MGD of flow from the Fowler trunk main to the Peach trunk (Development Fees)
	Scenario 5 Project		87,000	d			Diverts about 0.347 MGD of flow from the Northeast Triangle Development Area into the Fowler Service Area. (Development Fees)
			566,000	c			
<u>RECYCLED WATER SYSTEM IMPROVEMENTS</u>							
	Pump Station No. 1 Shepherd/Dry Creek					100,000	d Construct pump station to help serve the northwest area. (Development Fees)
						450,000	c
73225	Pump Station No. 3 De Wolf/Owens Mountain					40,000	d Construct pump station at De Wolf Avenue and Owens Mountain Parkway. (Development Fees)
						450,000	c

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SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Recycled Water Mains</u>							
	Shepherd Avenue Willow to Temperance					300,000 d 3,000,000 c	Install master planned recycled water main in Shepherd Avenue to serve the northwest area. (Development Fees)
	Sunnyside Avenue Shepherd to Marion Basin					200,000 d 1,800,000 c	Install master planned recycled water main in Sunnyside Avenue for basin discharge. (Development Fees)
	State Route 168 Temperance to Shepherd					300,000 d 3,000,000 c	Install master planned recycled water main. (Development Fees)
<u>SEWER SYSTEM IMPROVEMENTS</u>							
	Wastewater Pump Station Herndon/Clovis					100,000 d 266,000 c	Partial construction of pump station and related connection to sewer main. (Development Fees)
	<u>Sewer Mains</u> Nees Avenue Dry Creek to Sunnyside					50,000 d 500,000 c	Install 15 inch PVC sewer main per the Master Plan. (Development Fees)
	Heritage Avenue E/O Temperance					15,000 d 180,000 c	Install new 8 inch PVC sewer main and services. (Reimbursement from property owners)
	Enterprise Avenue W/O Locan					15,000 d 180,000 c	Install new 8 inch PVC sewer main and services. (Reimbursement from property owners)

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SEWER CAPITAL PROJECTS - DEVELOPER

92000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>DEBT SERVICES</u>							
67201 63390	Bond Handling Charges	64,000	50,000	50,000	50,000	50,000	Handling Charges.
67898	Interfund Loan Interest	453,000	245,000	250,000	255,000	260,000	Interfund Loan Interest.
<u>2013 Wastewater Revenue Bonds</u>							
67750	Principal	675,000	1,500,000	1,575,000	1,660,000	1,745,000	Debt Service Principal.
67850	Interest	340,000	287,000	210,000	129,000	44,000	Debt Service Interest.
<u>2015 Wastewater Revenue Bonds</u>							
67757	Principal	1,060,000	495,000	520,000	535,000	17,650,000	Debt Service Principal.
67857	Interest	825,000	788,000	768,000	744,000	3,008,000	Debt Service Interest.
<u>2017 Wastewater Revenue Bonds</u>							
67775	Principal	1,805,000	2,590,000	2,720,000	2,870,000	31,490,000	Debt Service Principal.
67875	Interest	2,029,000	1,919,000	1,786,000	1,646,000	10,773,000	Debt Service Interest.
TOTAL - SEWER CAPITAL PROJECTS - DEVELOPER		<u>7,826,000</u>	<u>12,205,000</u>	<u>7,954,000</u>	<u>7,964,000</u>	<u>161,091,000</u>	

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
75600	Park Property Acquisition	1,000,000 a	1,000,000 a	1,000,000 a	1,000,000 a	1,000,000 a	Acquire property for the future development of City park sites and trails. (Development Fees)
75015	Misc. Park Improvements	120,000 c	100,000 c	100,000 c	100,000 c	100,000 c	City participation in miscellaneous projects and unforeseen expenses that are development related.
<u>COMMUNITY PARKS</u> (15 acres or greater)							
	Sierra Bicentennial Park						
	Sunnyside and Sierra						
	Sports Field Area Modifications					25,000 d	Modification and improvement of existing
						160,000 c	sports field per Master Plan. (Contingent Upon Funding)
	Sierra and Temperance						
	Security Lighting, Landscaping					60,000 d	Continued site grading and installation of
	Irrigation, Hardscape, Structures					500,000 c	turf, trees, irrigation, security lighting, hardscape and structures. (Contingent upon Grant Funding and Community Contributions)
76071	Playlot						Construct playlot with play equipment.
						65,000 c	(Development Fees)
	Amphitheater					40,000 d	Construct cover over stage.
						300,000 c	(Contingent upon Grant Funding and FMFCD Participation)
	Regional Park						
	Northeast area						
75065	Master Plan					25,000 d	Continue development of master plan for a City of Clovis regional park site. (Development Fees)

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Sports Complex Located within Regional Park					65,000 d 1,250,000 a 1,000,000 c	Develop facilities, including lighting, for soccer fields and baseball diamonds. (Contingent upon Funding)
	<u>AREA PARKS</u> (3 to 20 acres) Railroad Park Peach and Alluvial Workout Station			15,000 d 45,000 c			Install a fitness workout station. (Contingent upon Funding)
	<u>BASIN PARKS</u>						
	Recharge Basin Park						
75126	Demolition (and Site Clearing)	350,000 c					Site clearing, wells & septs abandonment
	Loma Vista Recharge Basin Park	175,000 d				5,000,000 c	Develop master of acquired site for a joint recharge basin and park and construct the park amenities. (Developer Fees and Water Funding)
	Basin 1E Ashlan and Gould Canal						
75122	Landscaping and Play Fields					40,000 d 450,000 c	Construction of baseball and soccer facilities, irrigation, trees, and turf. (Development Fees and FMFCD Participation)
	Basin 1E Ashlan and Gould Canal						
75123	Recreation Facilities					17,000 d 114,000 c	Install recreation fields, parking lot ramps. (Development Fees and FMFCD Participation)
75124	Restroom				15,000 d 125,000 c		Construct restroom. (Contingent upon Grant Funding)
75125	Field "Sports" Lighting					25,000 d 208,000 c	Construct sports lighting. (Contingent upon Grant Funding)

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>TRAILS</u>							
75591	Trail System Survey	20,000 d	20,000 d	20,000 d	20,000 d	20,000 d	Bike and pedestrian survey and counting data for Clovis trail system. (Measure C Funded)
75592	Trail Counter Display		50,000 c				Install bike and pedestrian counting display on the Clovis trail system. (Measure C Funded)
	Clovis Old Town Trail						
71415	Restroom		40,000 d 200,000 c				Construct a handicap unisex restroom adjacent to Fire Station 3 for trail users to alleviate use of Station restrooms. (Contingent upon Funding)
	Dry Creek Trail						
	Willow to Old Town Trail					83,000 d 455,000 a 828,000 c	Complete unfinished portion of trail. (Contingent Upon Grant Funding)
	Dry Creek Trail Lighting						
	Minnewawa to Cottonwood Park		25,000 d 215,000 c				Install lighting along trail. (Contingent upon Funding)
75224	Dry Creek/Enterprise Canal Trail Connection	25,000 d 85,000 c					Construct connection between the two existing trails west of Fowler. (Measure C Funded)
	W/O Fowler						
	Enterprise Canal Trail		35,000 d 120,000 c				Complete unfinished portion of the trail on the bank of the canal. Contingent on an agreement with Fresno Irrigation District. (Contingent upon Measure C Funding)
	E/O Sunnyside						

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PARK IMPROVEMENTS

93000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
75580	Fowler to De Wolf					250,000	a Purchase property for the future development of the Gould Canal Trail. (Development Fees)
	Sierra Gateway Regional Trail						
	Shepherd to De Wolf						
75630	Phase II					20,000	d Install trail lighting.
						750,000	c (Contingent upon Grant Funding)
	SR 168/Enterprise Canal Pedestrian Bridge						
74980	Phase II - Final Design						Construct pedestrian bridge over SR168
	Phase III - Construction					250,000	a east of Temperance along the Enterprise
						25,000,000	c Canal Trail.
							(Contingent upon Funding)
TOTAL - PARKS		<u>1,775,000</u>	<u>1,805,000</u>	<u>1,180,000</u>	<u>1,260,000</u>	<u>38,100,000</u>	

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>REIMBURSEMENTS</u>							
74010	Misc. Street Widening	250,000 c	250,000 c	250,000 c	250,000 c	250,000 c	City participation in miscellaneous projects and provisions for unforeseen expenses. (HUTA Funded)
<u>PREVENTATIVE MAINTENANCE</u>							
74020	Slurry Seals and Pavement Rejuvenation	40,000 d 560,000 c	40,000 d 570,000 c	40,000 d 580,000 c	40,000 d 590,000 c	40,000 d 600,000 c	Asphalt/sand slurry sealing and pavement rejuvenation of various City streets. Locations prioritized on a yearly basis using Pavement Management System. (Measure C Funded)
74561	Trail Pavement Maintenance	10,000 d 70,000 c	10,000 d 70,000 c	10,000 d 70,000 c	10,000 d 70,000 c	10,000 d 70,000 c	Asphalt/sand slurry sealing and pavement rejuvenation of the City Trails. Locations prioritized on a yearly basis using Pavement Management System. (Measure C Funded)
74971	Pavement Maintenance Crack Seal	10,000 d 50,000 c	10,000 d 50,000 c	10,000 d 50,000 c	10,000 d 50,000 c	10,000 d 50,000 c	Crack sealing of various city streets. Locations prioritized on a yearly basis using Pavement Management System. (HUTA Funded)
<u>BRIDGE AND STREAM CROSSINGS</u>							
74529	Leonard/Enterprise Canal	1,800,000 c					Replace and widen bridge section at Leonard and Enterprise Canal. (HBRR Grant Funded)
<u>RESEARCH AND TECHNOLOGY PARK</u>							
	Phase 2					372,000 a	Westerly extension of Phase 1
	Alluvial e/o Armstrong					25,000 d	improvements along Alluvial Avenue,
						3,082,000 c	including Armstrong Avenue. (Street Fee Reimbursement)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>PEDESTRIAN / BICYCLE FACILITIES</u>							
74110	Bicycle and Pedestrian Facilities	75,000 c	75,000 c	75,000 c	75,000 c	75,000 c	Construct pedestrian and bicycle facilities at various locations. (LTF Article 3 Funding)
74210	Misc. Concrete Improvements	10,000 d 100,000 c	10,000 d 100,000 c	10,000 d 100,000 c	10,000 d 100,000 c	10,000 d 100,000 c	Curb, gutter, sidewalk improvements and repairs at various locations. Includes ADA compliance. (HUTA Funded)
74211	ADA Survey	50,000 d	50,000 d	50,000 d	50,000 d	50,000 d	Citywide survey of City facilities located within the City's public right-of-way. (HUTA Funded)
74886	Misc. Wheelchair Ramps Various Locations	150,000 c	150,000 c	150,000 c	150,000 c	150,000 c	Install wheelchair accessible (ADA) ramps at various locations. (CDBG & Measure C ADA Funding)
74016	ADA Transit Various Locations					15,000 d 95,000 c	Improve existing bus stop locations to meet ADA compliance. (Contingent on LCTOP Funding)
74201	Sidewalk Improvements Sierra Vista School Neighborhood	897,000 c					Install sidewalk and access ramps on neighborhood streets around Sierra Vista school. (ATP funded)
74417	Crosswalk Enhancements Various Locations	185,000 c					Install Rectangular Rapid Flashing Beacons at select crossings. (HSIP funded)
74062	Transit - New Bus Stops New Buses Multiple locations	504,000 d,c					Construct new Bus Stops at multiple locations throughout the City of Clovis. (LCTOP funded)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>PEDESTRIAN / BICYCLE FACILITIES</u>							
74104	Santa Ana Sidewalk Repair	20,000	d				Replace sidewalk for ADA compliance and accessibility concerns. (Contingent on CDBG funding)
	Peach to Villa	104,000	c				
	Villa Avenue Sidewalk Repair			20,000	d		Replace sidewalk for ADA compliance and accessibility concerns. (Contingent on CDBG funding)
	Gettysburg to Santa Ana			90,000	c		
74103	Gettysburg and Leonard	55,000	d				Widen Leonard for the installation of a Bike Lane and construct concrete sidewalk. (STBG funded)
	Sidewalk and Bike Lane		660,000	c			
74424	Pedestrian Bridge	32,000	d				Installation of a prefabricated pedestrian bridge connecting the cottonwood trail and (CMAQ funded)
	Cottonwood Park			330,000	c		
<u>LANDSCAPING IMPROVEMENTS</u>							
74023	LMD Landscape Improvements						Modify soil and re-landscape to improve the current median and outside travel lane areas. (LMD Funded)
	Sunnyside - Fwy. 168 to Alluvial					5,000	
	Alluvial - Clovis to Sunnyside					75,000	
74866	Landscape Maintenance District - Area 2						Evaluate existing landscaping, design and install new landscaping and irrigation. (General Government Services Fund and LMD Reserves)
	Fowler Landscaping					19,000	
	Gettysburg to Ashlan					188,000	
74024	Shaw Avenue Improvements						Modify soil and re-landscape to improve the current median and outside travel lane areas. (LMD Funded)
	Willow - Clovis					25,000	
						115,000	

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>LANDSCAPING IMPROVEMENTS</u>							
74564	LMD - Benefit Zone 1 & 3 Clovis Center Median Sierra to Herndon					5,000 d 75,000 c	Remove and replace existing landscape and irrigation. (LMD Reserves)
<u>TRAFFIC SIGNAL/INTERSECTION IMPROVEMENTS</u>							
74585	Armstrong/Nees Traffic Signal	110,000 a	1,640,000 c				Install traffic signal. (CMAQ Grant Funded)
	Sunnyside /Nees Traffic Signal		120,000 d	50,000 a	1,270,000 c		Install traffic signal. (Contingent on CMAQ Funding)
74767	De Wolf/Owens Mountain Roundabout	2,250,000 c					Install roundabout at the intersection. (CMAQ Grant Funded)
74595	Shepherd Signal Interconnect Peach to De Wolf	1,450,000 c					Install signal interconnect in Shepherd. (CMAQ Grant Funded)
74687	Shaw & Herndon Adaptive Signalization Willow to Clovis	738,000 c					Install adaptive signalization in Shaw from Willow to Clovis and Herndon from Helm to DeWitt. (HSIP Grant Funded)
74218	Shaw Adaptive Signalization Cole to De Wolf	545,000 c					Install adaptive signalization in Shaw from Cole to De Wolf. (CMAQ Grant Funded)
74185	Herndon Adaptive Signalization Clovis to Locan	530,000 c					Install adaptive signalization in Herndon from Clovis to Locan. (CMAQ Grant Funded)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Clovis Adaptive Signalization Barstow to Gettysburg		60,000 d	496,000 c			Install adaptive signalization in Clovis from Barstow to Gettysburg. (CMAQ Grant Funded)
<u>RECONSTRUCTION AND WIDENING PROJECTS</u>							
74215	Miscellaneous Repairs	125,000 c	125,000 c	125,000 c	125,000 c	125,000 c	Perform miscellaneous repairs at various locations. (HUTA Funded)
<u>Alley Improvements</u>							
74064	Holland/ Richet Alley Peach to Homsy	35,000 d 109,000 c	176,000 c				Alley reconstruction. (Contingent on CDBG Funding)
74065	Antonio/ Ashlan Alley West of Helm		30,000 d 180,000 c				Alley reconstruction. (Contingent on CDBG Funding)
	San Jose/Beverly Alley Minnewawa to Harvard					40,000 d 230,000 c	Alley reconstruction. (Contingent on CDBG Funding)
<u>Alluvial Avenue Improvements</u>							
74667	Sunnyside to Fowler	900,000 c					Reconstruct/overlay street. (Measure C Funded)
<u>Armstrong Avenue Improvements</u>							
	Ashlan to Gould Canal					25,000 d 150,000 c	Overlay street. (Contingent upon Funding)
	Shaw to Gettysburg					65,000 d 565,000 c	Reconstruct/overlay street. (Contingent upon Funding)
74832	Shaw to Barstow	1,050,000 c					Reconstruct/overlay street. (SB1 Funded)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Herndon to Alluvial		60,000 d				Reconstruct/overlay street.
	<u>Armstrong Avenue Improvements</u>			350,000 c			(Contingent upon HUTA Funding)
74691	Alluvial to Nees		660,000 c				Reconstruct/overlay street.
	<u>Ashlan Avenue Improvements</u>						(Measure C Funded)
74554	Winery to Peach	125,000 d		1,750,000 c			Reconstruct street.
	Temperance to Locan					70,000 d	Overlay street.
	<u>Barstow Avenue Improvements</u>					720,000 c	(Contingent upon Funding)
	Fowler to Armstrong					35,000 d	Overlay street.
						310,000 c	(Contingent upon Funding)
74301	Sunnyside to Fowler	1,050,000 c					Reconstruct/overlay street.
							(SB1 Funded)
74302	Willow to Villa		1,400,000 c				Reconstruct/overlay street.
							(Contingent upon SB1 Funding)
74911	Clovis to Sunnyside		1,250,000 c				Reconstruct/overlay street.
							(Contingent upon Measure C Funding)
74991	Villa to Minnewawa	630,000 c					Reconstruct street.
	<u>Bullard Avenue Improvements</u>						(STBG Funded)
74151	Minnewawa to DeWitt			250,000 c			Restripe and modify the connection and
							transition of Bullard to Fifth Street.
							(Contingent upon Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	<u>Clovis Avenue Improvements</u>						
	Sierra to Fifth			35,000 d 250,000 c			Overlay street. (Contingent upon HUTA Funding)
	<u>De Wolf Avenue Improvements</u>						
	Bullard to Barstow					35,000 d 200,000 c	Overlay street. (Contingent upon Funding)
	<u>Fifth Street Improvements</u>						
	Woodworth to Clovis					25,000 d 120,000 c	Overlay street. (Contingent upon Funding)
	<u>Fowler Avenue Improvements</u>						
	Alluvial to Herndon					35,000 d 320,000 c	Overlay street. (Contingent upon Funding)
	<u>Gettysburg Avenue Improvements</u>						
	Temperance to Armstrong					60,000 d 570,000 c	Reconstruct/overlay street. (Contingent upon Funding)
	<u>Herndon Avenue Improvements</u>						
	Armstrong to Temperance			60,000 d 850,000 c			Reconstruct/overlay street. (Contingent upon Funding)
74186	Fowler to Armstrong	1,750,000 c					Reconstruct/overlay street. (STBG Funded)
	Villa to Clovis		65,000 d	726,000 c			Overlay street. (Contingent upon SB1 Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Locan Avenue Improvements</u>							
	Bullard to Barstow					30,000 d Overlay street. 335,000 c (Contingent upon Funding)	
	Shaw to Barstow					30,000 d Overlay street. 320,000 c (Contingent upon Funding)	
<u>Minnewawa Avenue Improvements</u>							
74059	Alluvial to Herndon	600,000 a 2,865,000 c					Reconstruct and Widening. (RSTP Grant Funded)
	South of Herndon					15,000 d Reconstruct street. 42,000 c (Contingent upon Funding)	
	Nees to Teague					70,000 d Reconstruct/overlay street. 840,000 c (Contingent upon Funding)	
	Barstow to Bullard					60,000 d Reconstruct/overlay street. 565,000 c (Contingent upon Funding)	
	Gettysburg to Ashlan					35,000 d Reconstruct/overlay street. 200,000 c (Contingent upon Funding)	
<u>Nees Avenue Improvements</u>							
74509	Temperance to Locan		120,000 d				Street Widening. (Contingent upon Funding)
				500,000 a 1,750,000 c			
74427	Clovis to Sunnyside		550,000 c				Reconstruct street. (Measure C Funded)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Peach Avenue Improvements</u>							
	Shepherd to Teague					45,000 d	Overlay street.
						440,000 c	(Contingent upon Funding)
	Teague to Nees					35,000 d	Overlay street.
						290,000 c	(Contingent upon Funding)
74833	Gettysburg to Ashlan	70,000 d					Reconstruct/overlay street.
			964,000 c				(Contingent upon SB1 Funding)
74729	Ashlan to Dakota					55,000 d	Reconstruct/overlay street.
						515,000 c	(Contingent upon Funding)
<u>Pollasky Avenue Improvements</u>							
	Third to Sierra					25,000 d	Overlay street.
						210,000 c	(Contingent upon Funding)
<u>Shaw Avenue Improvements</u>							
74057	De Wolf to Leonard	300,000 a					Street Widening.
		9,900,000 c					(Regional Measure C Funded)
	Temperance to Locan					45,000 d	Overlay street.
						440,000 c	(Contingent upon Funding)
	Peach to Villa					35,000 d	Overlay street.
						200,000 c	(Contingent upon Funding)
<u>Shepherd Avenue Improvements</u>							
	Fowler to Temperance					70,000 d	Reconstruct/overlay street.
						1,900,000 c	(Contingent upon Funding)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Sierra Avenue Improvements</u>							
	Villa to Clovis					75,000 d Reconstruct/overlay street. 1,050,000 c (Contingent upon Funding)	
<u>Sunnyside Avenue Improvements</u>							
	Nees to Alluvial		70,000 d				Reconstruct/overlay street. (Contingent upon Measure C Funding)
				935,000 c			
74483	Barstow to Shaw	1,020,000 c					Reconstruct/overlay street. (SB1 Funded)
<u>Teague Avenue Improvements</u>							
	Willow to Peach	70,000 d					Reconstruct/overlay street. (Contingent upon SB1 Funding)
			1,078,000 c				
	Minnewawa to Clovis					35,000 d Overlay street. 305,000 c (Contingent upon Funding)	
<u>Temperance Avenue Improvements</u>							
	Bullard to Barstow					40,000 d Overlay street. 320,000 c (Contingent upon Funding)	
	Alluvial to Herndon					60,000 d Reconstruct/overlay street. 535,000 c (Contingent upon Funding)	
<u>Third Street Improvements</u>							
74286	Clovis to Tollhouse		70,000 d				Replace curb & gutter. Coordinate with installation of water main. (Contingent upon SB1 Funding)
				1,200,000 c			

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Tollhouse Improvements</u>							
	Herndon to Temperance					25,000 d Overlay street. 150,000 c (Contingent upon Funding)	
	Fowler to Armstrong					35,000 d Overlay street. 260,000 c (Contingent upon Funding)	
	Sunnyside to Fowler					35,000 d Overlay street. 375,000 c (Contingent upon Funding)	
<u>Villa Avenue Improvements</u>							
	Gettysburg to Swift					25,000 d Overlay street. 170,000 c (Contingent upon Funding)	
<u>Willow Avenue Improvements</u>							
	Alluvial to Herndon		70,000 d	400,000 c			Reconstruct/overlay street. (Contingent upon Measure C Funding)
	Sierra to Herndon					35,000 d Reconstruct/overlay street. 270,000 c (Contingent upon Funding)	
74513	Sierra to Bullard		400,000 c				Reconstruct/overlay street. (Measure C Funded)
74516	Bullard to Barstow		1,070,000 c				Reconstruct/overlay street. (Measure C Funded)

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STREET IMPROVEMENTS

95000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>Local Streets</u>							
74995	Local Street Improvements	50,000 d	50,000 d	50,000 d	50,000 d	50,000 d	Overlay various streets in local neighborhoods as programmed through the Pavement Management System (PMS) - per separate document.
	Various Streets	1,500,000 c	1,500,000 c	1,500,000 c	1,500,000 c	1,500,000 c	
	Cape Seal Program Rehabilitation Program						
74567	ADA Ramps for Local Street Improvements	25,000 d 300,000 c	25,000 d 300,000 c	25,000 d 300,000 c	25,000 d 300,000 c	25,000 d 300,000 c	Improve access ramps at the same locations as the local street Improvement project to satisfy ADA requirements.
TOTAL - STREET IMPROVEMENTS		<u><u>33,069,000</u></u>	<u><u>15,828,000</u></u>	<u><u>11,687,000</u></u>	<u><u>4,675,000</u></u>	<u><u>21,733,000</u></u>	

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WATER CAPITAL PROJECTS - ENTERPRISE FUND

96000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
76010	Various Water Main Replacement	25,000	25,000	25,000	25,000	25,000	Replace water mains within the City that need to be upsized, relocated, or replaced.
	<u>WATER MAINS</u>						
	Clovis Avenue			30,000 d			Install 12 inch main in accordance with the Water Master Plan.
	Gettysburg to Donner			85,000 c			
76509	Sierra Avenue						Replace 12 inch main in the current alignment.
	DeWitt to SR168					140,000 c	
	Tarpey Service Area			30,000 d			Install additional segments of water main to maintain and repair other sections. New mains will provide for redundancy of water service to this area.
	Redundancy			130,000 c			
	<u>SURFACE WATER SUPPLY</u>						
	Rotary Park					25,000 d	Install pump, motor, electrical facilities and
	Pump, Motor, Electrical and Piping					225,000 c	purple piping to provide surface water for park irrigation from Dry Creek.
76615	Railroad Park (Peach/Alluvial)						
	Pump, Motor, Electrical and Piping					30,000 d	Extend purple piping from Cottonwood to
						350,000 c	Peach/Alluvial Park.
	Cottonwood Park & Dry Creek Trail						Install pump, motor, electrical facilities and
	Pump, Motor, Electrical and Piping					25,000 d	purple piping to provide surface water for
						225,000 c	irrigation from Basin 7C at Alluvial and Clovis Avenues.

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WATER CAPITAL PROJECTS - ENTERPRISE FUND

96000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>SURFACE WATER TREATMENT PLANT IMPROVEMENTS</u>							
77528	SWTP Pretreatment		13,500,000 c				Add pretreatment to existing facilities to maximize surface water allocation during winter months.
77531	SWTP Process Addition	750,000 d		9,750,000 c			Add ozone treatment process to minimize the positive bacteria and alleviate taste and odor concerns.
75126	Loma Vista Recharge Basin	131,000 d					Develop master of acquired site for a joint recharge basin and park and construct the park amenities.
77532	Water Storage Reservoir #6 Additional Reservoir at SE-SWTP		4,000,000 c				Install an additional 3.5 million gallon water storage tank at the treatment plant.
<u>WELL SITE IMPROVEMENTS</u>							
	Well Panel Upgrades						
77516	Wells 8A, 23, 25		40,000 d 660,000 c				Upgrade electrical panels at well sites due to deterioration of well functionality.
77761	Well 40 - Fowler/Gettysburg Treatment		45,000 d	1,000,000 c			Install facilities for Iron and Manganese treatment.
<u>WELL REPLACEMENT</u>							
77650	Well 6 Replacement Willow/Barstow Avenues Drill and Develop				50,000 a 25,000 d 400,000 c		Acquire property, drill and develop well.
	Pump and Motor				25,000 d 500,000 c		Install pump and motor.

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WATER CAPITAL PROJECTS - ENTERPRISE FUND

96000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Chlorination Facilities				15,000 d 155,000 c		Install chlorination facilities.
<u>WELL REPLACEMENT</u>							
Well 35 - DeWitt/Santa Ana							
77600	Pump and Motor		600,000 c				Install pump and motor, water main and site improvements.
77600	Chlorination		155,000 c				Install chlorination facilities.
Well 35 - DeWitt/Santa Ana							
77600	Auxiliary Power				20,000 d 123,000 c		Install auxiliary power.
Well T9 Gettysburg/Minnewawa							
	Drill and Develop			50,000 a 45,000 d 450,000 c			Acquire property, drill and develop well.
	Pump and Motor			25,000 d 500,000 c			Install pump and motor.
	Chlorination Facilities			15,000 d 155,000 c			Install chlorination facilities.
Various Well Replacement						45,000 d 730,000 c	Replacement of various wells within the City to maintain water production.
TOTAL - WATER CAPITAL PROJECTS - ENTERPRISE		906,000	19,025,000	12,290,000	1,338,000	1,820,000	

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WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>EXTENSIONS</u>							
76010	Miscellaneous Extensions	50,000	50,000	50,000	50,000	50,000	Install water mains and services at various locations.
76184	Nees Tie-In Clovis to 500' East					50,000 c	Connect existing 12 inch water main in Nees and install fire hydrant, check valve and air release valves.
<u>MASTER PLANNING</u>							
Water Conveyance System							
77091	Master Plan	200,000 d	25,000 d	25,000 d	25,000 d	25,000 d	Master planning for the conveyance of potable water and required facilities for new General Plan update. (Development & GPA Consultant Fees)
<u>WATER MAINS</u>							
Barstow Avenue							
	Peach to Minnewawa					8,000 d 125,000 c	Upgrade to 12 inch main including valves in accordance with the Water Master Plan.
76635	Villa Avenue					8,000 d 75,000 c	Install 12 inch main in accordance with the Water Master Plan.
	Barstow to Ninth						
Heritage Avenue							
	E/O Temperance					15,000 d 160,000 c	Install 8 inch water main and services. (Reimbursement from property owners)
Enterprise Avenue							
	W/O Locan					15,000 d 160,000 c	Install 8 inch water main and services. (Reimbursement from property owners)
Saginaw Avenue							
	W/O De Wolf					15,000 d 159,000 c	Install 8 inch water main and services. (Reimbursement from property owners)

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WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Raw Water Main			700,000 d			Install 42 inch raw water main between the
	Southeast SWTP to the			33,000,000 c			treatment plants.
	Northeast SWTP						
<u>WATER STORAGE FACILITIES</u>							
2023 Water Revenue Refunding Bond Debt Service							
67751	Principal	2,410,000	2,525,000	2,660,000	2,775,000		Debt Service Principal.
67201	Bond Handling Charges	30,000	10,000	10,000	10,000		Handling Charges.
67851	Interest & Handling Charges	519,000	398,000	272,000	139,000		Debt Service Interest.
	Water Storage Reservoir #2					25,000 d	Install a 500 gpm pump station to boost
	Villa n/o Barstow					450,000 c	water pressure during peak hour demands. Install 18 inch water main in Villa to Bullard Avenue per Water Master Plan.
	Water Storage Reservoir #7					1,000,000 d	Construct a 7 million gallon water storage
	Northeast SWTP					20,000,000 c	tank at the Northeast SWTP.
	Water Storage Reservoir #8					2,000,000 a	Acquire property and construct a 3 million
	Friant-Kern Canal					1,000,000 d	gallon water storage tank by the Friant-Kern
						8,000,000 c	Canal.
78045	Water Storage Reservoir #9		17,000,000 c				Acquire property and construct a 7 million
	Near Sunnyside & Perrin						gallon water storage tank in the northwest village area.
78050	Water Storage Reservoir #10					800,000 d	Construct a 3.5 million gallon water storage
	Near Willow/Perrin					10,000,000 c	tank in the northwest village area.
77725	Water Development	1,500,000	1,500,000	1,500,000	1,500,000	21,500,000	Secure water to serve areas within the City of Clovis General Plan.

a = acquisition, c = construction, d = design, f = development fees.
See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
<u>WATER STORAGE FACILITIES</u>							
	Recharge Basin					8,000,000 a	Acquire property and construct a 40 acre
	Northwest Area					500,000 d	recharge basin in the Northwest area.
						4,500,000 c	
	Recharge Basin					300,000 d	Construct a 40 acre recharge basin on
	California State University Fresno Property					1,200,000 c	existing California State University Fresno property.
<u>SURFACE WATER TREATMENT PLANT IMPROVEMENTS</u>							
77531	Southeast-SWTP Process Addition	250,000 d	3,250,000 c				Add ozone treatment process to minimize the positive bacteria and alleviate taste and odor concerns.
77528	SWTP Pretreatment	250,000 d	4,500,000 c				Add pretreatment to existing facilities to maximize surface water allocation during winter months.
77529	Southeast-SWTP Expansion					66,000,000 c	Expand capacity of plant from 22.5 MGD to 45 MGD. Project needs to be established in the Urban Water Management Plan.
75126	Loma Vista Recharge Basin	394,000 d					Develop master of acquired site for a joint recharge basin and park and construct the park amenities. (Developer Fees and Water Funding)
	Southeast-SWTP Pump Station					6,000,000 c	Install a 42,000 gpm Pump Station at the Southeast SWTP.
77532	Water Storage Reservoir #6						Install an additional 3.5 million gallon water storage tank at the treatment plant.
	Additional Reservoir at SE-SWTP		12,000,000 c				

a = acquisition, c = construction, d = design, f = development fees.
See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
---------------	------------------	---------	---------	---------	---------	---------------------	-------------

77536 **Northeast SWTP**

2,500,000 d Construct a 20 MGD surface water
63,000,000 c treatment plant in the northeast area of the
city sphere, per the City Water Master Plan.

SURFACE WATER TREATMENT PLANT IMPROVEMENTS

Northeast SWTP Pump Station

Install a 22,000 gpm Pump Station at the
3,300,000 c Northeast SWTP.

WELL IMPROVEMENTS

77605 **Landscape Improvements**

Well 29, 31, 36, 38, 42 and
Reservoir 4

125,000 c Install water service, backflow devices,
irrigation valves and landscaping at
Reservoir 4, Well 29, 31, 36, 38, and 42.

77670 **Well 36 - Nees E/O Willow**

Auxiliary Power

75,000 c Install auxiliary power.

77680 **Well 39 - Willow/Magill**

Pump and Motor

35,000 d Install pump and motor, water main and site
450,000 c improvements.

Chlorination

15,000 d Install chlorination facilities.
155,000 c

Well 44 - Willow/Shepherd

Drill and Develop

200,000 a
35,000 d
450,000 c

Drill and develop well.

Pump and Motor

25,000 d
500,000 c

Install pump and motor, water main and site
improvements.

Chlorination

15,000 d
155,000 c

Install chlorination facilities.

a = acquisition, c = construction, d = design, f = development fees.

See glossary at the end of this section for an explanation of acronyms and abbreviations.

WATER CAPITAL PROJECTS - DEVELOPER

97000 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
	Auxiliary Power					20,000 d 123,000 c	Install auxiliary power.
<u>WELL IMPROVEMENTS</u>							
77600	Well 45 - Willow/Perrin Drill and Develop		700,000 c				Drill and develop well.
77600	Pump and Motor			25,000 d 500,000 c			Install pump and motor, water main and site improvements.
	Chlorination Facilities			15,000 d 155,000 c			Install chlorination facilities.
	Auxiliary Power					20,000 d 123,000 c	Install auxiliary power.
	Well 46 - Willow/Behymer Well & Site Development					150,000 a 150,000 d 1,850,000 c	Complete well development including drill, site development, pump & motor, chlorination facilities, & auxiliary power.
	Well 47 - Willow/International Well & Site Development					150,000 a 150,000 d 1,850,000 c	Complete well development including drill, site development, pump & motor, chlorination facilities, & auxiliary power.
	Southeast Area Well Well & Site Development					150,000 a 150,000 d 1,850,000 c	Complete well development including drill, site development, pump & motor, chlorination facilities, & auxiliary power.
	Well at Armstrong/SR 168 Well & Site Development					150,000 a 150,000 d 1,850,000 c	Complete well development including drill, site development, pump & motor, chlorination facilities, & auxiliary power.
TOTAL - WATER CAPITAL PROJECTS - DEVELOPER		<u>5,603,000</u>	<u>41,958,000</u>	<u>39,597,000</u>	<u>5,194,000</u>	<u>230,681,000</u>	

a = acquisition, c = construction, d = design, f = development fees.

See glossary at the end of this section for an explanation of acronyms and abbreviations.

COMMUNITY SANITATION IMPROVEMENTS - ENTERPRISE FUND

99500 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
81130	Clovis Landfill Corrective Action Program					150,000	c Construction of monitoring equipment, evaluation of groundwater extraction pumps, gas extraction pumps, and water filtration system. (Refuse Enterprise Fund)
81180	Landfill Wireless Link					5,000 20,000	d Install wireless communication from City c network capable of receiving/transmitting phone, fax and internet services. (Refuse Enterprise Fund)
81120	Landfill Site Acquisition					20,000	a Purchase remnant parcel to avoid private development in close proximity to vicinity of landfill. (Refuse Enterprise Fund)
	Landfill Access Road Pave Bridge Access Road			10,000 65,000	d c		Pave access road with asphalt concrete from bridge approach to landfill property line. (Refuse Enterprise Fund)
	Landfill Security System Install Chain Link Fence, Interior Lighting and Video					15,000 185,000	d Install chain link fence, interior lighting and c video to prevent unauthorized entry and protect equipment and facilities from vandalism. (Refuse Enterprise Fund)
81213	Landfill Gas Extraction Gas Extraction Wells	500,000	c				Installation of new gas extraction wells (Refuse Enterprise Fund)
81205	Landfill Transfer Station Green Waste					50,000 250,000	d Acquire land and build green waste transfer station. c (Refuse Enterprise Fund)

a = acquisition, c = construction, d = design, f = development fees.
See glossary at the end of this section for an explanation of acronyms and abbreviations.

COMMUNITY SANITATION IMPROVEMENTS - ENTERPRISE FUND

99500 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
81200	Villa Corporation Yard Master Plan					5,000 80,000	d Develop short and long range Master Plans c for the ongoing use of the corporation yard and make grading and drainage improvements. (Refuse Enterprise Fund)
81147	Clovis Landfill Liner Liner System (Stage II)				300,000	d 5,000,000	Landfill expansion as needed for City growth. Expansion estimated to occur in 2025 - 2026. (Refuse Enterprise Fund)
	Liner System (Stage III)					100,000 1,000,000	d Landfill expansion as needed for City c growth. Expansion estimated to occur in 2043 - 2044. (Refuse Enterprise Fund)
	Clovis Landfill Closure					300,000 7,200,000	d Place impermeable cover over entire landfill, c complete drainage system, and install gas vents. Estimate closure to occur in 2050. (Landfill Closure/Post Closure Reserve)
	Clovis Landfill Post Closure					3,000,000	c 30-year post closure monitoring and maintenance. Estimate post closure to occur in 2050. (Landfill Closure/Post Closure Reserve)
TOTAL - REFUSE		<u><u>500,000</u></u>	<u><u>0</u></u>	<u><u>75,000</u></u>	<u><u>300,000</u></u>	<u><u>17,380,000</u></u>	

a = acquisition, c = construction, d = design, f = development fees.
See glossary at the end of this section for an explanation of acronyms and abbreviations.

HOUSING & COMMUNITY DEVELOPMENT

42750/48500/49210 ACCT	PROJECT LOCATION	2024-25	2025-26	2026-27	2027-28	2028-29 or Later	DESCRIPTION
80098	First Time Home Buyer Loans	395,000	100,000	100,000	100,000	100,000	Assist low to moderate income families with first home purchase. (CalHome)
80099	Mobile Home Rehab	1,257,000	100,000	100,000	100,000	100,000	Home improvement and repair grants. (CalHome)
80100	Home Repair Loans/Grants	1,130,000	80,000	80,000	80,000	80,000	Agency participation in the repair and rehabilitation of affordable housing. Replace substandard mobile homes for low income senior citizens in the mobile home parks. (CalHome)
80101	First Time Home Buyer Loans	283,000 c	100,000	100,000	100,000	100,000	Assist low to moderate income families with first home purchase. (HOME Grant)
80105	Home Improvement Grants	261,000 c	150,000	150,000	150,000	150,000	Home improvement and repair grants. (CDBG)
80170	Affordable Housing Project	321,000 c	150,000	150,000	150,000	150,000	Gap financing for development of affordable housing. (Housing Successor Funding / PLHA Funding)
TOTAL - HOUSING AND COMMUNITY DEVELOPMENT		3,647,000	680,000	680,000	680,000	680,000	

a = acquisition, c = construction, d = design, f = development fees
See glossary at the end of this section for an explanation of acronyms and abbreviations.

COMMUNITY INVESTMENT PROGRAM GLOSSARY OF TERMS, ACRONYMS, & ABBREVIATIONS

a	Property Acquisition	CIP	Community Investment Program
c	Construction	CHIP	Clovis Housing Improvement Program
d	Design	CMAQ	Congestion Mitigation and Air Quality Program. A federal source of funding under "SAFETEA-LU" for projects that reduce air pollution emissions caused by transportation activities through increased efficiency of transportation systems.
f	Development Fees		
s	Construction Supervision	CUSD	Clovis Unified School District
u	Underground Service Alert	DBCP	Dibromochloropropane Pesticide used in the past by farmers for Nematodes. Has now been found in the groundwater.
N/O or n/o	North of		
S/O or s/o	South of	FID	Fresno Irrigation District
E/O or e/o	East of	FMFCD	Fresno Metropolitan Flood Control District
W/O or w/o	West of	GAC	Granular Activated Carbon. Large (20,000 gallon ±) vessels filled with Granular Activated Carbon for removal of DBCP.
ADA	Americans with Disabilities Act. A federal act requiring accessibility for the disabled to all facilities.	GPA	General Plan Amendment
ATP	Active Transportation Plan	GPM	Gallons per Minute
BTA	Bicycle Transportation Account	Hardscape	Landscaping such as patios, sidewalks, and paths.
Benefit Zone	A benefit zone is a specific area where revenues/assessments from parcels within that area are collected to specifically fund maintenance in that same area.	HSIP	Highway Safety Improvement Program
CalFire	California Department of Forestry and Fire Protection	HBRR	Highway Bridge Rehabilitation and Repair. A federal funding source for repair and replacement of bridges.
CalHome	A program to enable low and very low-income households to become or remain homeowners.	HOPE	Housing Opportunities through Education
CDBG	Community Development Block Grant. A source of federal funding for improvements in low income or blighted areas.	HOME	Federal block grant to state and local governments designed to create affordable housing for low-income households.
		HUTA	Highway Users Tax Account (2010)

COMMUNITY INVESTMENT PROGRAM GLOSSARY OF TERMS, ACRONYMS, & ABBREVIATIONS, CONT.

IT	Information Technology	PMS	Pavement Management System. A computer-based pavement management and inventory system, which helps staff, identify street project priorities.
LCTOP	Low Carbon Transit Operations Program. A state source of funding under Senate Bill 862 to provide operating and capital assistance for transit agencies.	PVC	Polyvinyl Chloride. A pipe material used for sewer and water main construction.
LMD	Landscape Maintenance District	RDA	Redevelopment Agency
LED	Light-Emitting Diode	R&T Park	Research and Technology Park
LTF	Local Transportation Fund. A state funding source for street and transit projects- Article 3 is for bicycle and pedestrian facilities, Article 8 is for street construction.	RSTP	Regional Surface Transportation Program
Manganese	Manganese is a common mineral found naturally in the environment and is one of the most abundant metals on the earth's surface, in air, water and soil. It can be found in both groundwater and surface water.	SB1	Senate Bill 1 – The Road Repair and Accountability Act (2017)
Measure C	In 2007, Fresno County voters passed a half-cent sales tax extension for twenty years to improve the County's and all cities within the County's overall transportation systems.	SE-SWTP	Southeast Surface Water Treatment Plant
MGD	Million Gallons per Day	SR 168	State Route 168 Is an east-west state highway in California that is separated into two distinct segments by the Sierra Nevada mountains.
NFPA	National Fire Protection Association	STBG	Surface Transportation Block Grant
NOx	Nitrogen oxides are two gases, nitric oxide (NO), which is a colorless, odorless gas and nitrogen dioxide (NO2), which is a reddish-brown gas with a pungent odor.	STP	Surface Transportation Program. A federal source of funding under "SAFETEA-LU" for street construction and reconstruction activities.
PCI	Pavement Condition Index	Streetscape	The visual elements of a street that defines its character, such as building façade, landscaping, sidewalks, street furniture, signs, lighting, etc.
PD	Police Department	ST-WRF	Sewage Treatment and Water Reuse Facility
PDS	Planning and Development Services Department	SWTP	Surface Water Treatment Plant
PLHA	Permanent Local Housing Allocation	TCP	1,2,3-Trichloropropane is an exclusively man-made chlorinated hydrocarbon commonly used as an industrial solvent, cleaner, degreaser, and in two commonly used soil fumigants used in California to manage nematodes. Contamination of TCP occurred in drinking water wells and is on the State of California's list of chemicals known to cause cancer.

COMMUNITY INVESTMENT PROGRAM **GLOSSARY OF TERMS, ACRONYMS, & ABBREVIATIONS, CONT.**

TE	Transportation Enhancement Activity. A federal source of funding under "SAFETEA-LU" for enhancement of transportation facilities through beautification or restoration of historic facilities.
UGOH	Underground Overhead. The undergrounding of overhead facilities such as electric, phone and cable.
VCP	Vitrified Clay Pipe. A pipe material used for sewer main construction.

APPENDIX

SECTION

The Appendix Section provides demographic information, phone numbers of City offices, listing of elected officials, miscellaneous statistics, and a glossary of terms used in this document.



OFFICIALS

CLOVIS CITY COUNCIL

The City Council meets regularly on the first, second, and third Mondays of each month in the Council Chamber; City Hall, 1033 Fifth Street at 6:00 p.m. Council meetings are open to the public and citizens are encouraged to attend and participate.

Lynne Ashbeck, Mayor
LynneA@cityofclovis.com

Vong Mouanoutoua, Mayor Pro Tem
VongM@cityofclovis.com

Matt Basgall, Council Member
MBasgall@cityofclovis.com

Drew Bessinger, Council Member
DrewB@cityofclovis.com

Diane Pearce, Council Member
DianeP@cityofclovis.com

FRESNO COUNTY BOARD OF SUPERVISORS

Nathan Magsig, Supervisor (Chairman)
 Room 300, Hall of Records
 2281 Tulare Street
 Fresno, CA 93721-2198
 (559) 600-5000

Steve Brandau, Supervisor
 Room 300, Hall of Records
 2281 Tulare Street
 Fresno, CA 93721-2198
 (559) 600-2000

STATE

ASSEMBLY MEMBER

Jim Patterson
 6245 N. Fresno St., Ste. 106
 Fresno, CA 93710
 (559) 446-2029

SENATOR

Shannon Grove
 567 W. Shaw Ave, Suite A-3
 Fresno, CA 93704
 (559) 243-8580

UNITED STATES

REPRESENTATIVE

Currently Vacant

SENATORS

Alex Padilla
 112 Hart Senate Office Building
 Washington DC 20510
 (202) 224-3553

Jim Costa
 2440 Tulare St., Ste. 420
 Fresno, CA 93721
 (559) 495-1620

FREQUENTLY CALLED NUMBERS (Area Code 559)

Emergency	911	Personnel Job Line	324-2733
City Hall Information	324-2000	Utility Billing	324-2130
Clovis Branch Library	600-9531		

CITY OF CLOVIS DEPARTMENTS (Area Code 559)

Administration	324-2060	General Services	324-2767
Animal Control Officer	324-2450	Water/Sewer/Streets/Parks	324-2600
Building Inspection	324-2390	Personnel	324-2725
City Clerk	324-2060	Planning/Development Services	324-2340
Clovis of Clovis Recreation	324-2780	Police (Non-Emergency)	324-2400
Finance	324-2130	Senior Services	324-2750
Fire	324-2200	Solid Waste	324-2604

MISCELLANEOUS DEMOGRAPHIC INFORMATION

AGENDA ITEM NO. 13.

POPULATION

Year	City of Clovis	Fresno County	Year	City of Clovis	Fresno County
1950	2,766	276,550	2015	104,339	972,297
1960	5,546	365,945	2016	108,039	984,541
1970	22,133	413,329	2017	110,762	995,975
1980	33,021	514,621	2018	113,883	1,007,229
1990	49,300	667,490	2019	117,003	1,018,241
2000	70,746	805,005	2020	119,175	1,023,358
2010	95,480	923,373	2021	121,834	1,026,681
2012	98,377	938,467	2022	123,665	1,011,273
2013	99,983	952,166	2023	124,523	1,011,499
2014	102,188	964,040	2024	124,320	1,009,852

Source: City of Clovis, U.S. Bureaus of the Census, State Department of Finance

CLIMATE

	2023 Average Daily Temperature (Degrees)			Precip. (Inches)
	Maximum	Minimum	Average	
January	64.0	32.0	49.6	3.95
February	69.0	31.0	48.8	4.26
March	71.0	34.0	53.4	4.00
April	97.0	38.0	63.7	0.00
May	99.0	50.0	70.7	0.35
June	104.0	55.0	75.1	0.00
July	109.0	59.0	86.6	0.00
August	108.0	63.0	83.8	0.19
September	98.0	58.0	76.2	0.00
October	98.0	44.0	69.2	0.00
November	81.0	36.0	57.8	0.21
December	77.0	35.0	53.2	0.68
YEAR	109.0	31.0	70.0	13.64

Source: <https://www.weather.gov/hnx/fatmain>

AREA (SQUARE MILES)

Year	City of Clovis	Year	City of Clovis
1950	1.05	2014	24.02
1960	2.88	2015	24.15
1970	4.22	2016	24.36
1980	9.02	2017	24.40
1990	14.34	2018	25.50
2000	17.28	2019	25.50
2010	23.14	2020	25.91
2011	23.14	2021	25.98
2012	23.14	2022	25.98
2013	23.42	2023	27.33

Source: City of Clovis, Planning and Development Services

RETAIL SALES INFORMATION

AGENDA ITEM NO. 13.

2022 RETAIL SALES (In Thousands of Dollars)	<u>Type of Business</u>	<u>City of Clovis</u>	<u>Fresno County</u>
	General Consumer Goods	722,804	3,635,936
	Autos and Transportation	608,042	3,245,233
	Building and Construction	259,388	1,335,149
	Restaurants and Hotels	445,225	2,878,326
	Fuel and Service Stations	185,049	1,796,069
	Business and Industry	160,734	4,339,519
	Food and Drugs	352,526	7,076,821
	TOTAL	2,733,768	24,307,053

Source: Ca Dept of Tax and Fee Administration

ANNUAL TAXABLE SALES (In Thousands of Dollars)	<u>Year</u>	<u>City of Clovis</u>	<u>Fresno County</u>	<u>Year</u>	<u>City of Clovis</u>	<u>Fresno County</u>
	1970	25,012	883,810	2014	1,582,858	13,277,800
	1980	165,377	3,131,515	2015	1,708,193	14,189,429
	1990	448,565	5,739,359	2016	1,790,890	14,184,097
	2000	930,608	8,472,055	2017	1,852,313	14,755,751
	2009	1,158,887	9,966,448	2018	1,936,041	15,386,256
	2010	1,201,964	10,154,265	2019	2,007,586	16,218,883
	2011	1,278,684	11,179,478	2020	2,072,599	17,078,806
	2012	1,373,070	12,020,630	2021	2,582,846	22,960,963
	2013	1,509,721	12,618,111	2022	2,733,768	24,307,053

Source: Board of Equalization 1970 - 2016/HdL Companies 2017; Ca Dept of Tax and Fee Administration 2018 - Current

MISCELLANEOUS BUILDING INFORMATION

AGENDA ITEM NO. 13.

DWELLING UNITS*

<u>Year</u>	<u>City of Clovis</u>	<u>Year</u>	<u>City of Clovis</u>
1970	4,347	2014	38,016
1980	13,357	2015	38,927
1990	19,379	2016	39,624
2000	25,494	2017	40,607
2008	34,750	2018	41,957
2009	35,197	2019	42,805
2010	35,671	2020	43,917
2011	36,101	2021	45,155
2012	36,579	2022	46,014
2013	37,124	2023	46,672

Source: City of Clovis, County of Fresno

NEW DWELLING UNITS AUTHORIZED*

<u>Year</u>	<u>City of Clovis</u>		
	<u>Single</u>	<u>Multiple</u>	<u>Total</u>
2009	431	16	447
2010	474	0	474
2011	370	60	430
2012	378	100	478
2013	522	23	545
2014	703	189	892
2015	794	117	911
2016	697	0	697
2017	925	58	983
2018	1,046	304	1,350
2019	848	0	848
2020	884	228	1,112
2021	1,148	90	1,238
2022	531	328	859
2023	658	0	658

Source: City of Clovis ACFR

BUILDING PERMITS --- VALUATIONS*

<u>Year</u>	<u>City of Clovis</u>
2009	190,479,000
2010	193,394,000
2011	130,706,000
2012	155,097,000
2013	169,722,000
2014	240,301,000
2015	251,287,000
2016	233,588,000
2017	310,024,000
2018	354,387,000
2019	348,837,000
2020	385,697,000
2021	389,542,000
2022	252,836,000
2023	284,665,000

Source: City of Clovis ACFR

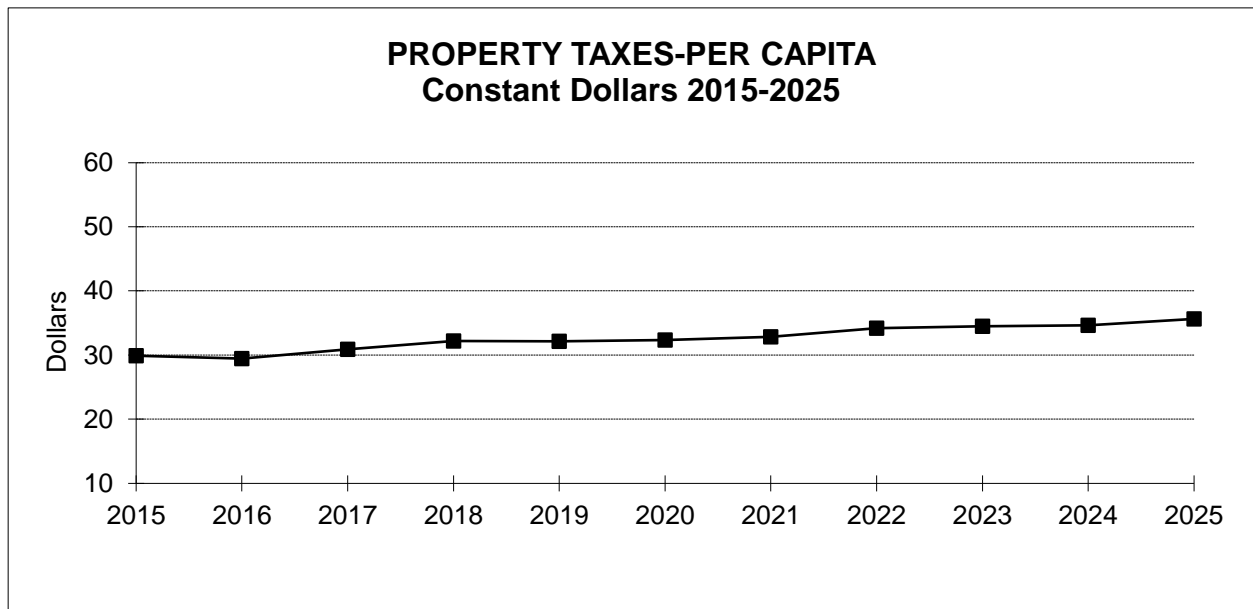
* Prior Fiscal Year information updated to properly reflect historical quantities and values.

REVENUE BY CATEGORY

GENERAL FUND

PROPERTY TAXES

	<u>AMOUNT RECEIVED</u>	<u>% OF TOTAL REVENUE</u>	<u>PER CAPITA</u>	<u>PER CAPITA (ADJUSTED FOR INFLATION)</u>
2014-15	11,322,526	19.25%	108.52	29.89
2015-16	11,649,632	18.89%	107.83	29.46
2016-17	12,873,288	20.29%	116.22	30.91
2017-18	14,184,858	20.28%	124.56	32.19
2018-19	15,071,954	20.64%	128.82	32.12
2019-20	15,883,160	21.14%	133.28	32.35
2020-21	16,964,759	18.02%	139.24	32.84
2021-22	18,227,378	19.19%	147.39	34.20
2022-23	19,887,737	19.96%	159.71	34.49
2023-24 (EST)	21,347,000	20.12%	169.03	34.64
2024-25 (EST)	23,005,000	20.83%	179.64	35.64

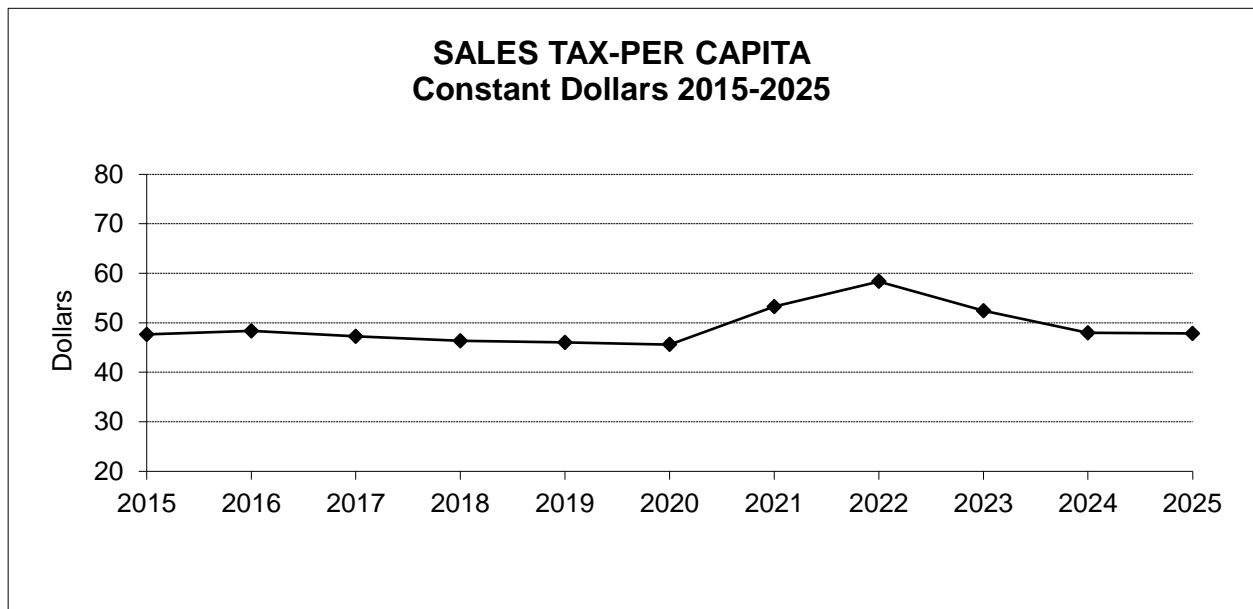


REVENUE BY CATEGORY

GENERAL FUND

SALES TAX

	<u>AMOUNT RECEIVED</u>	<u>% OF TOTAL REVENUE</u>	<u>PER CAPITA</u>	<u>PER CAPITA (ADJUSTED FOR INFLATION)</u>
2014-15	18,037,580	30.67%	172.87	47.62
2015-16	19,119,633	31.00%	176.97	48.35
2016-17	19,675,483	31.01%	177.64	47.24
2017-18	20,425,341	29.20%	179.35	46.34
2018-19	21,597,179	29.58%	184.59	46.03
2019-20	22,393,757	29.81%	187.91	45.61
2020-21	27,526,307	29.23%	225.93	53.29
2021-22	31,105,966	32.74%	251.53	58.36
2022-23	30,238,078	30.35%	242.83	52.45
2023-24 (EST)	29,982,000	28.26%	234.13	47.98
2024-25 (EST)	30,892,000	27.98%	241.23	47.86



CITY OF CLOVIS

PRINCIPAL EMPLOYERS

JUNE 30, 2023

<u>Employer</u>	<u>Approximate Number of Employees</u>
Clovis Unified School District	5,397
Clovis Community Hospital	2,824
County of Fresno	1,590
Wawona Frozen Foods	784
City of Clovis	756
Wal-Mart	690
Anlin Industries	500
Cen Cal Builders	417
Costco	408
Target	387

GLOSSARY

AARP - American Association of Retired Persons.

AB 109 - Assembly Bill 109 also known as the Public Safety Realignment Act passed by California voters in 2011 shifted responsibility for supervising certain populations of offenders and parolees from state prisons to county jails.

AB 147 - Assembly Bill 147 also known as the Marketplace Facilitator Act was signed on April 25, 2019 creating new sales and use tax collection requirements for remote sellers and all retailers.

AB 939 - This state law requires each jurisdiction in California to divert at least 50% of its waste stream away from landfills either through waste reduction, recycling or other means.

Accrual - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ACFR (Annual Comprehensive Financial Report) - The annual financial statements for the City of Clovis.

ACT - Adult Compliance Team. A multi-agency alliance with local law enforcement agencies that provides an additional layer of offender accountability and supervision as a result of AB109.

ADA - Americans with Disabilities Act. A Federal Act requiring accessibility for the disabled to all facilities.

Admin & Overhead Expenditures - Indirect departmental expenses such as administration, building operations and maintenance, office supplies, computer services, and depreciation.

AMI - Advanced Metering Infrastructure.

Appropriation - A legal authorization granted by a legislative body to make expenditures and to incur obligations for a specific purpose.

Appropriations Limit - Passed by voters in 1979 establishing the maximum amount of tax proceeds that State or local governments may appropriate in a fiscal year.

ARPA - American Rescue Plan Act of 2021 which provides funding for state and local governments in response to the COVID-19 pandemic.

Assessed Value - The value placed on property by the County Assessor. Special assessment amounts levied against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.
ATF - Alcohol, Tobacco, and Firearms.

ATP - Active Transportation Plan.

AV - Audio Video.

Balanced Budget - The financial position where available resources meet or exceed expenditures.

BEAT - For police purposes, the city is divided into areas called "beats".

Benefits - Payment to which participants may be entitled under a pension plan including pension benefits, death benefits, and benefits due on termination of employment.

Benefit Zone Reserves - Zones within the City's Landscape Maintenance District that property owners pay assessment fees to maintain public landscape improvements. Reserves are maintained to address replacement of enhancement features and repair projects.

Bonds - A debt investment in which an investor loans money to an entity that borrows the funds for a defined period of time at a stated interest rate to finance a variety of projects.

Budget - A major expense control device used to monitor expenses. A governmental budget generally carries the force of law when spending limits are established in a legally adopted budget.

BVLOS - Beyond Visual Line of Sight.

CAD - Computer Aided Dispatch.

CalFire - California Department of Forestry and Fire Protection.

CalHome - A program to enable low and very low-income households to become or remain homeowners.

Capital Improvements - Permanent improvements that add value to land (e.g., fences, retaining walls, sidewalks, pavements, gutters, water and sewer lines, and bridges).

Capital Outlay - Expenditures resulting in the acquisition of or additions to the government's fixed assets that typically last more than one year.

CAR - Clovis Area Recreation.

CARES Act - Coronavirus Aid, Relief and Economic Security Act. An economic stimulus bill passed by Congress and signed by President Trump on March 27, 2020.

CCDA - Clovis Community Developmental Agency. The City of Clovis' former redevelopment agency.

CCU - Community Clean-Up.

CDBG - Community Development Block Grant. A source of federal funding for improvements in low income or blighted areas.

CEA - Clovis Employees Association.

CERT - Clovis Emergency Response Team.

CEQA - Clovis Environmental Quality Act.

CFD - Community Facilities District which is a district formed in new growth areas to provide funding for public safety and/or public utility infrastructure.

CFFA - Clovis Fire Fighters Association.

CNT - Crisis Negotiation Team.

Community Investment Program (CIP) - A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long-term work program or other capital needs.

COPs (Certificates of Participation) - A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues.

COVID-19 - Coronavirus disease 2019.

CPI (Consumer Price Index) - An index measuring the change in the cost of typical wage-earner purchases of goods and services expressed as a percentage change in the cost of these same goods and services in the same base period.

CPOA - Clovis Police Officers Association.

CPSE - Center for Public Safety Excellence.

CPSEA - Clovis Public Safety Employees Association.

CPTA - Clovis Professional & Technical Association.

CPWEA - Clovis Public Works Employee Association.

CQI - Continuous Quality Improvement.

CSO - Community Service Officer.

CSUF - California State University Fresno.

CTFP - Confidential Technical and Financial Professionals.

Current Resources - Sources of funds that are received in the current period.

CUSD - Clovis Unified School District.

DBCP - Dibromochloropropane, pesticide used in the past by farmers for Nematodes. This was found in the groundwater.

DEA - Drug Enforcement Administration.

Debt Service - The interest and principal payments on long-term debt.

Depreciation - The portion of the cost of plant assets that is deducted from revenue for asset services used in the operations of the business.

Designated Fund Balance - Segregation of a portion of fund balance to indicate plans for future use.

DFR - Drone First Responder.

DIF - Development Impact Fees.

Discretionary Funds - Those funds that are not specifically restricted to their uses and over which the Council has complete control.

Diversification - Intervention programs to redirect youths away from formal processing in the juvenile justice system, while still holding them accountable.

DUI - Driving Under the Influence.

EMS - Emergency Medical Services.

Encumbrances - Commitments related to unperformed contracts for goods and services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities but represent the estimated amount of expenditures ultimately to result if contracts in process are completed.

Enterprise Fund - Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EDD - Employment Development Department.

EIR - Environmental Impact Report.

EOC - Emergency Operations Center.

EOD - Explosive Ordinance Disposal.

EOP - Emergency Operations Plan.

ERP - Enterprise Resource Planning which is software designed to integrate an organization's business processes into a single system.

ETC - Estimate To Close.

Extra Help - Cost of employees who are hired on a temporary or substitute basis.

FAA - Federal Aviation Administration.

FAX - Fresno Area Express Transit System.

FBI - Federal Bureau of Investigation.

FEMA - Federal Emergency Management Agency.

Fiduciary Fund - Fiduciary funds are used to account for assets held by the government as an agent for individuals, private organizations, other governments and/or other funds.

Fiscal Year - A 12-month period to which the annual operating budget applies and for which a government determines its financial position and the results of its operations.

Five-Year Forecast - A projection of operating position for a five-year period.

Fleet Fund - The internal service fund that is for fleet purchases and maintenance.

FMAAA - Fresno-Madera Agency on Aging.

FMFCD - Fresno Metropolitan Flood Control District.

Franchise Fees - Payments to the city from a utility company for use of the city's streets and rights of way for its services provided. The City of Clovis

receives franchise fees from Pacific Gas & Electric, Comcast Cable, and AT&T/DirecTV.

FTO - Field Training Officer.

Fund - A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, and residual equities or balances and changes therein are recorded and segregated to carry out specific activities or attain certain objectives in accordance with special regulation, restrictions, or limitations.

Fund Balance - The difference between fund assets and fund liabilities of governmental and similar trust funds.

GAAP - Generally Accepted Accounting Principles.

GASB - Governmental Accounting Standards Board.

General Fund - The primary fund for the City in which all assets and liabilities are recorded that are not assigned to a special purpose fund.

General Government Facilities Fund - The internal service fund that is responsible for building maintenance.

General Obligation Debt - A long-term debt that has been approved by the voters and for which a property tax rate may be assessed.

General Plan - A plan that provides the guidelines under which development can occur.

GFOA - Government Finance Officers Association.

GIS - Geographic Information System.

HCD - The Department of Housing and Community Development is California's principal housing agency. The mission is to provide leadership, policies and programs to expand and preserve safe and affordable housing opportunities and promote strong communities for all Californians.

HEAT - Help Eliminate Auto Theft.

Heritage Grove - The future housing development located between Willow and Sunnyside Avenues and Shepherd and Copper Avenues.

HPS - High Pressure Sodium.

HQ - Headquarters.

HUTA - Highway Users Tax Account. Cities and counties receive revenue from the motor vehicle fuel taxes imposed pursuant to California's Revenue and Taxation Code Section 7360(a) and (b).

ICS - Industrial Control Systems. An information system used to control industrial processes.

ICT - Innovative Clean Transit.

Industrial Park - An area designated for industrial production and service.

ISF (Internal Service Funds) - Established to finance, administer, and account for departments of a government whose primary purpose is to provide goods or services to the government's other departments on a cost-reimbursement basis.

ISO Rating - Insurance Service Office issues ratings to Fire Departments for the effectiveness of their fire protection services and equipment. The rating is a numerical grading system used by the insurance industry to develop premium rates for residential and commercial businesses.

K9 - A dog specifically trained to assist police.

LAFCO - Local Agency Formation Commission.

Landmark Square - The future site of the new Senior Center, Transit hub and County Library to be located north of Third Street and Veterans Parkway.

LED - Light Emitting Diode.

LCTOP - Low Carbon Transit Operations Program.

LIS - Land Information System.

LMD - Landscape Maintenance District.

LTF (Local Transportation Funding) - Derived from ¼¢ of the retail sales tax collected statewide and used for transportation purposes specified under the Transportation Development Act.

MAGEC - Multi-Agency Gang Enforcement Consortium.

Major Fund - The General Fund is always a major fund. Major funds have revenues, expenditures/expenses, assets, or liabilities that are at least 10% of the corresponding totals of all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental or enterprise funds for the same item.

Measure C - County wide ½¢ sales tax used to fund street improvements and transit operations approved by voters for a twenty-year extension on this tax in November 2006.

Modified Accrual - An accounting method commonly used by government agencies that combines accrual basis accounting with cash-basis accounting.

NIBRS - National Incident-Based Reporting System.

NIMS - National Incident Management System.

NKGSA - North Kings Groundwater Sustainability Agency.

Non-discretionary Funds - Those funds that are specifically restricted as to their use and may not be utilized for other purposes.

NPDES - National Pollutant Discharge Elimination System as authorized by the Clean Water Act permit program controls water pollution by regulation point sources that discharge pollutants into waters of the United States.

NRC - Non-Residential Construction.

OES - Office of Emergency Services.

Old Town - The restored business sector of downtown Clovis.

Operating Budget - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

OSHA - Occupational Safety and Health Administration.

PCI - Pavement Condition Index indicates the condition of a pavement, for prioritizing repairs and rehabilitation of the road network.

PCI - Per Capita Income.

PDS - The enterprise fund Planning and Development Services.

PERS - Public Employees' Retirement System.

PFAS - Polyfluoroalkyl Substances.

PG&E - Pacific Gas & Electric.

PITCHESS - A request made by the defense in California to obtain information from a police officer's confidential employment file.

PIO - Public Information Officer.

PLHA – Permanent Local Housing Allocation.

PMS - Pavement Management System.

POST - Peace Officer Standards & Training.

Preemption Devices - A system to allow public safety vehicles to activate traffic signals.

PSO - Public Safety Operator.

Public Hearing - A forum where citizens of a government have the opportunity to be heard, present, and listen to argument on a specific matter.

REAP - Retention, Expansion, & Attraction Program.

Reappropriation - Expenditures that were not expected to occur over more than one fiscal year but in fact do occur in the following fiscal year and were not included in the current budget.

Recommended Budget - The budget presented to the Council by the City Manager.

Regional Wastewater Treatment Facility - The sewage treatment facility owned by the cities of Clovis and Fresno.

Reserved Fund Balance - The portion of fund balance that is: (1) not available for appropriation or expenditure; and/or (2) is segregated legally for a specific future use.

Resolution - A formal expression of an opinion, will, or intent voted by the City Council.

RMS - Records Management System.

ROPS (Required Obligation Payment Schedule) - Schedule listing payments of enforceable obligations.

Roundup - Para transit services providing demand response service for disabled residents ages 6 and up.

R&T - Research and Technology.

SAFER Grant - Staffing for Adequate Fire and Emergency Response grant. A grant from FEMA to provide funding directly to Fire Departments to help

increase or maintain the number of trained front line firefighters.

SB1 (Senate Bill 1) - A transportation funding package which increased several taxes, starting in November 2017, for the state's transportation network.

SB 1383 – Regulations that require jurisdictions to conduct education and outreach on organics recycling to all residents, businesses (including those that generate edible food that can be donated) haulers, solid waste facilities, and local food banks and other food recovery organizations.

SCADA - Supervisory Control and Data Acquisition. A control system for gathering and analyzing real time data to monitor and control equipment.

SCBA - Self-Contained Breathing Apparatus.

SEMS - Standard Emergency Management System.

SET - Special Enforcement Team.

SGMA - Sustainable Groundwater Management Act.

South Dakota v. Wayfair - The United States Supreme Court ruling that states can mandate that businesses without a physical presence in a state with more than 200 transactions or \$100,000 in-state sales collect and remit sales taxes on transactions in the state.

Special Assessment Debt With Governmental Commitment - The face value of special assessment bonds not due within one year when the government is secondarily obligated for repayment of the bonds.

Special Assessment District Debt - The face value of special assessment bonds not due within one year when the government is primarily obligated for repayment of the bonds.

Specific Plans - Sub-areas of the City utilizing specific plans to focus on defined areas of the City for more precise guidelines on land use and development.

STA (State Transit Assistance) - Derived from sales tax collected on diesel fuel statewide and used for transportation purposes specified under the Transportation Development Act.

Stageline - Transit buses that operate along fixed routes with regularly scheduled stops.

Streetscape - The visual elements of a street that defines its character, including building façade,

landscaping, sidewalks, street furniture, signs, lighting, etc.

STWRF - Sewage Treatment and Water Reuse facility. The sewage and water reuse facility owned by the City.

Successor Agency - State Legislature passed AB1X 26 on June 29, 2011 to completely dissolve all Redevelopment Agencies in the State, effective February 1, 2012. Successor Agencies were created and charged with handling outstanding debts and the winding down of redevelopment activities, under the direction of an Oversight Board. The City of Clovis is the Successor Agency to the former Clovis Community Development Agency.

SWAT - Special Weapons and Tactics.

SWTP - Surface Water Treatment Plant.

TCP (Trichloropropane) - a chemical compound manufactured by Shell Chemical Company and Dow Chemical Company.

TEBU - Transit Employees Bargaining Unit.

TOT - Transient Occupancy Tax. Tax levied by cities on persons staying 30 days or less in a room(s) in a hotel, inn, motel, tourist home, or other lodging facility.

Transfers - The movement of resources between funds.

UAV - Unmanned Aerial Vehicle (drone).

UCR - Uniform Crime Reporting.

Unreserved Fund Balance - Those portions of fund balance that are not appropriated for expenditure or are legally segregated for specific future use.

UOF - Use of Force.

VMT - Vehicle Miles Traveled.

Watch – Time of day during the week a police officer is assigned to a beat.

W/C - Worker's Compensation.

Working Capital - The excess of current assets over current liabilities.

WWTP - Wastewater Treatment Plant.

YARTS - Yosemite Area Regional Transportation System.

ZEB - Zero-Emission Buses.

ZEV - Zero-Emission Vehicles.

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CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: June 10, 2024

SUBJECT: Consider Approval – Debt Management Policy Updates and Statement of Goals and Policies for the use of Mellos-Roos Community Facility Districts and Tax Increment Financing Districts.

Staff: Andrew Haussler, Assistant City Manager / Jay Schengel, Finance Director

Recommendation: Approve

ATTACHMENTS: 1. Updated Debt Management Policy with redlines
2. Statement of Goals and Policies

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 approve the attached amended Debt Management Policy and Statement of Goals and Policies that allows for the use of Mellos-Roos Community Facility District financing options.

EXECUTIVE SUMMARY

At the January 8, 2024, City Council meeting City Council directed staff to explore the use of Mellos-Roos Financing Districts (aka Community Facilities Districts) and other financing tools to aid in providing capital for growth-related infrastructure and/or operating costs. Staff engaged several consultants to review these tools and determined it would be required that City Council to make changes to the City's Debt Policy (Attachment 1) and adopt a Statement of Goals and Policies (Attachment 2) for the use of Mellos-Roos Community Facility Districts. Those documents have been updated and are being recommended for adoption to allow the use of Mellos-Roos Community Facility Districts and several tax-increment financing tools to support growth-related infrastructure.

BACKGROUND

At the June 5, 2023, City Council Meeting, Council directed staff to review and analyze the City's Development Impact Fee Program. Staff developed a scope and sought bids and selected the Kosmont Companies to conduct the analysis on September 5, 2023. In summary, the consultant was tasked with:

1. Review how the City of Clovis calculates Development Impact Fees and how those fees are funded and financing mechanisms available.
2. Provide an overview of industry best means to calculate fees and how they are funded elsewhere.
3. Conduct staff, industry, and Council workshops on the findings.

Kosmont Companies presented the findings at the January 8, 2024, City Council meeting summarized as follows:

In comparison to other high-growth communities in the State of California, Clovis is comparable regarding the amount of Development Impact Fees charged for all development types but does not use some typical financing methods that other communities do. The Kosmont Companies recommend the City consider developing a policy allowing developers to utilize Community Facility District (CFD) financing to directly fund improvements or pay DIFs to the City, allowing for the acceleration of cash flow to the City. This is a common practice in other California cities but has not been in Clovis in many years.

At the January 8, 2024, City Council meeting, City Council directed staff to explore the use of Mellos-Roos Financing Districts (aka Community Facilities Districts) and other financing tools to aid in providing capital for growth-related infrastructure and/or operating costs. Staff engaged several consultants to review these tools and determined it would be required that City Council to make changes to the City's Debt Policy (Attachment 1) and adopt Statement of Goals and Policies (Attachment 2) for the use of Mellos-Roos Community Facility Districts. Those documents have been updated and are being recommended for adoption to allow the use of Mellos-Roos Community Facility Districts and several tax-increment financing tools to support growth-related infrastructure.

Summary of the Financing Tools Proposed:

Mello Roos/Community Facilities Districts (CFDs)

Allows for special taxing districts to be formed to pay for public infrastructure and operational needs. Eventual property owners are taxed and then provide a revenue stream to pay for debt and/or operating expenses.

Tax Increment Financing

Tax Increment Financing Districts (examples below) allow for issuing bonds to pay for public infrastructure with the revenues coming from future property tax growth. This reduces the amount of property tax a taxing entity would receive so the financing district can issue bonds with property tax revenues as the source of funds to make the required payments. Typically, these projects focus on economic development that provides other revenues (such as sales tax)

to the City in order to pay for essential services (public safety) and are more beneficial if the County and the City agree to participate. School Districts are not allowed to participate under state law.

- Enhanced Infrastructure Financing Districts (EIFDs)
- Infrastructure & Revitalization Financing District (IRFD)
- Climate Resilience District (CRDs)
- Or other Tax Increment Financing Authorized under state law

Both Mello-Roos and tax increment financing can be layered to support public infrastructure and operations. Projects must be reviewed holistically to determine if the financing mechanisms are appropriate and the resulting project and related debt obligation is a positive for the City. For a residential project a typical project size for a community facilities district is typically around 200-300 units and can vary in size for commercial or industrial developments.

In a community facilities district, a special tax levied on parcels within the district is the sole collateral for the issuance of debt and the City would have no obligation to make any payments if the revenues do not meet the debt obligation. In a tax increment financing district, pledged property tax increment is the collateral for the issuance of debt and the City would likewise have no obligation to make any payments if the revenues do not meet the debt obligation.

Implementation

Once the Debt Policy is updated a developer would be able to approach the City to utilize the tools. The financing proposal would be reviewed by a team of professionals, including a Municipal Advisor that serves in a fiduciary role to the City to ensure any issuance of bonds is in the best interest of the City and its current/future residents and is fiscally sound. The City Council would need to approve the formation, rates of taxation/tax sharing, the proposed improvements/services, and the issuance of any debt.

Outreach Conducted

Staff held a public input meeting with 25 stakeholders on May 21, 2024 where the updated Debt Management Policy, Statement of Goals and Policies, and a summary of how the tools function was provided. Staff did not receive any requests for refinement of the documents.

Overview of Requirements for a Debt Policy and Goals and Policies

California Senate Bill 1029, approved in September of 2016, aimed to bolster Government Code Section 8855 in multiple ways. Firstly, it requires the California Debt and Investment Advisory Commission (CDIAC) to track and report on all state and local outstanding debt until fully repaid or redeemed. Secondly, it requires that the report of any proposed debt include a certification by the issuer that it has adopted local debt policies, which included specified provisions concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies.

Per the amended Government Code section, the debt policies must contain the following:

1. The purposes for which the debt proceeds may be used.
2. The types of debt that may be issued.

3. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
4. Policy goals related to the issuer's planning goals and objectives.
5. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The attached debt management policy has also been updated to incorporate all required elements identified within the Government Code, as well as certain best practice guidelines outlined by the Government Finance Officers Association (GFOA).

The Mello-Roos Community Facilities Act of 1982 (Chapter 2.5 of Part I of Division 2 of Title 5 of the Government Code of the State of California requires the City to have in place adopted goals and policies prior to initiating proceedings to establish a community facilities district. These policies are required to contain (among other things) statements regarding priority of projects, credit quality, appraisal standards, fairness in the application of special taxes, and steps taken to ensure that property purchasers are informed of their tax paying obligations. The attached goals and policies have been updated to reflect current best practices.

FISCAL IMPACT

The City is required to certify that it has adopted debt policies concerning the use of debt to issue debt under this Government Code section. These tools could provide alternatives to reduce the City's reliance on issuing debt for infrastructure with its own bonding capacity, rather the developments would be obligated and the collateral for any issuance of debt.


REASON FOR RECOMMENDATION

California Government Code Section 8855(i) requires that local governments develop and adopt a debt management policy. Adopting and abiding by a debt management policy also follows best practices outlined by the GFOA. The addition of the financing tools would allow for another source of funds to provide needed infrastructure and/or services for growth. California Government Code Section 53312.7 requires that goals in policies be in place prior to initiating the formation of a community facilities district.

ACTIONS FOLLOWING APPROVAL

The City Manager will follow up with any appropriate action as directed by the City Council.

Prepared by: Andrew Haussler, Assistant City Manager

Reviewed by: City Manager 

-Proposed-
6-3-2024

CITY OF CLOVIS DEBT MANAGEMENT POLICY

This Debt Management Policy (the “Debt Policy”) of the City of Clovis (the “City”) was approved by the City Council (the “Council”) on _____. The Debt Policy may be amended by City Council as it deems appropriate from time to time ~~infor~~ the prudent management of the debt of the City.

This Debt Policy will also apply to any debt issued by the Successor Agency to the Clovis Community Development Agency or the Clovis Public Finance Authority, or any other public agency for which the City Council of the City acts as the legislative body of.

The Debt Policy has been developed to provide guidance in the issuance and management of debt by the City or its related entities and is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, as well as guidance set forth in the Government Finance Officers Association Best Practices – Debt Management Policy. ~~The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize the City’s interest and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for the City.~~

Debt, 1. Findings

This Debt Policy sets forth the guidelines for the issuance of debt and the management of outstanding debt. The Debt Policy establishes parameters which recognize the City’s specific capital requirements, its ability to repay financial obligations, and the existing legal, economic, financial and debt market conditions. Specifically, the Debt Policy is intended to assist the City in the following:

- Maintaining a sound financial position
- Ensuring the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses
- Ensuring that all debt is structured to protect both current and future taxpayers, customers and constituents.
- Ensuring that beneficiaries of a facility or improvement to pay the cost of that facility/improvement, while minimizing the impact on general fund resources.
- Maintaining appropriate capital infrastructure to meet the City’s present and future needs
- Ensuring that the debt is consistent with the City’s planning goals and objectives and capital improvement program or budgets, as applicable.
- Protecting and enhancing the City’s credit rating; and
- Ensuring an effective system of internal controls and disseminating accurate and timely financial information.

2. Policies

Pay-Go Financing

Attachment 1

While the City prefers to pay for projects on "cash" basis, since it is typically the lowest cost of funding, in many cases the scale and scope of a capital project may necessitate the use of debt financing or a combination of debt and pay-as-you-go financing.

In the event debt is necessary, this Debt Policy confirms the commitment of the Council, management, staff, advisors, and other decision makers to adhere to sound financial management practices, including full and timely repayment of borrowings, achieving the lowest possible cost of capital within prudent risk parameters.

Debt, when properly issued and managed, is a critical element in any financial management program. It assists in the City's effort to allocate limited resources to provide the highest quality of service to the public. The City understands that poor debt management can have ripple effects that hurt other areas of the City. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the City for its residents and businesses.

1. Findings

~~This Debt Policy shall govern all debt undertaken by the City. The City hereby recognizes that a fiscally prudent debt policy is required in order to:~~

- ~~• Maintain the City's sound financial position.~~
- ~~• Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.~~
- ~~• Protect the City's credit worthiness.~~
- ~~• Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.~~
- ~~• Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.~~
- ~~• Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.~~

2. Policies

A. Purposes For Which Debt May Be Issued

The City will consider the use of debt financing primarily for capital improvement projects (CIP)

when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be issued for projects with minimal public benefit or support, or to finance normal operating expenses.

If a department has any project which is expected to use debt financing, the department director is responsible for expeditiously providing the City Manager and the Finance Director with reasonable cost estimates, including specific revenue accounts that will provide payment for the debt service.

This will allow an analysis of the project's potential impact on the City's debt capacity and limitations. The department director shall also provide an estimate of any incremental operating and/or additional maintenance costs associated with the project and identify sources of revenue, if any, to pay for such incremental costs.

~~(i)~~ **Long-Term Debt**

~~—~~Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the City.

~~(a)~~ Long-term debt financings are appropriate when the following conditions exist:

- When the project is to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

~~(b)~~ Long-term debt ~~financings will~~financing is not ~~generally be~~ considered appropriate for current operating expenses and routine maintenance expenses.

~~(c)~~ The City may use long-term debt financings subject to the following conditions:

- The project to be financed has been or will be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%, unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable.

- The City estimates that sufficient income or revenues will be available to service the debt through its maturity.
- The City determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
- The City considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources

~~(d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.~~

~~(ii) Short-term Debt~~

~~—Short-term borrowing may be issued to generate funding for cash flow needs in the form of Bond, Revenue, Grant, and Tax and Revenue Anticipation Notes (TRAN). (“BANs, RANs, GANs, and TRANs”).~~

Short-term borrowing, such as commercial paper, and lines of credit, ~~will~~may be considered as an interim source of funding ~~in anticipation of for cash management purposes, not~~ long-term borrowing~~..~~ Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project.

Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

~~(iii) Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. In no event will the City incur any liability or assume responsibility for payment of debt service on such debt.~~

B. Types of Debt

B. Types of Debt

State and Federal Loan Programs / Grants & Subsidized Borrowing Programs

The City shall seek to fund capital projects from State and Federal Funding Sources, which often provide favorable borrow terms/conditions and subsidized borrowing rates. These programs include but are not limited to the State of California Infrastructure Bank Loan (I-Bank), Department of Water Resource Revolving Loan Fund, US EPA Water Infrastructure Finance and Innovation Act (WIFIA), USDA or U.S. Department of Housing and Urban Development (HUD) Section 108 Loan Guarantee Program or HOPE Loans.

Given the favorable terms and/or subsidized borrowing rates offered by such programs, as well as grant programs, the opportunity to obtain funding is often limited and requires a competitive application process, which can lead to extended funding timelines. The City and Financing Team may weigh the impact of waiting/delays from such programs against the impact upon policy objectives, service delivery standards, and the impact of health and safety of the community.

Municipal Securities

In order to maximize the financial options available to benefit the public, it is the policy of the City to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

General Obligation (GO) Bonds: General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include libraries, parks, and public safety facilities. All GO bonds shall be authorized by the requisite number of voters in order to pass.

Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds): Issuance of Lease-backed debt is a commonly used form of debt that allows a City to finance projects where the debt service is secured via a lease agreement and where the payments are budgeted in the annual budget appropriation by the City from the general fund. Lease-Backed debt does not constitute indebtedness under the state or the City's constitutional debt limit and does not require voter approval. Lease Revenue Bonds may be issued by the Clovis Public Finance Authority on behalf of the City.

Revenue Bonds: Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue. An example of projects that would be financed by a Revenue Bond would be water or wastewater improvements, which would be paid back with money raised from rates and charges from water and/or wastewater users. Generally, no voter approval is required to issue this type of obligation but in some cases, the City must comply with Proposition 218 regarding rate adjustments.

- ~~Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds):~~ ~~Issuance of Lease-backed debt is a commonly used form of debt that allows a City to finance projects where the debt service is secured via a lease agreement and where the payments are budgeted in the annual budget appropriation by the City~~

~~from the general fund. Lease Backed debt does not constitute indebtedness under the state or the City's constitutional debt limit and does not require voter approval. Lease Revenue Bonds may be issued by the Clovis Public Finance Authority on behalf of the City.~~

Special Assessment/Special District Debt: The City will consider requests from developers for the use of debt financing secured by property based assessments or special taxes in order to provide for necessary infrastructure for new development only under strict guidelines adopted by City Council, which may include minimum value-to-lien ratios and maximum tax burdens. Examples of this type of debt are Assessment Districts (AD) and Community Facilities Districts (CFD), more commonly known as Mello-Roos Districts. In order to protect bondholders as well as the City's credit rating, the City will also comply with all State guidelines regarding the issuance of special district or special assessment debt, as well as any policy adopted by the City as required under Government Code Section 53312.7.

Tax Allocation Bonds: Tax Allocation Bonds are special obligations that are secured by the allocation of tax increment revenues that are generated by increased property taxes in the designated redevelopment area. Tax Allocation Bonds are not debt of the City. Due to changes in the law affecting California Redevelopment Agencies with the passage of ABX1 26 (as amended, the Dissolution Act) as codified in the California Health and Safety Code, the Clovis Community Development Agency (RDA) was dissolved as of February 1, 2012, and its operations substantially eliminated but for the continuation of certain enforceable RDA obligations to be administered by the Successor Agency to the RDA (Successor Agency). The Successor Agency may issue Tax Allocation Bonds to refinance outstanding obligations of the RDA, subject to limitations included in the Dissolution Act. The City may consider the use of tax increment infrastructure financing bonds such as Enhanced Infrastructure Financing District (EIFD), Infrastructure and Revitalization Financing District (IRFD), and Climate Resilience Bonds (CRB) or other tax increment financing authorized under state law.

The City may from time to time find that it would be beneficial to further its public purposes and may approve a different type of debt without an amendment of this Debt Policy.

Conduit Debt

The City also may find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. The City shall take reasonable steps to confirm the financial feasibility of the project to be financed, the financial solvency of any borrower, and that the issuance of such debt is consistent with the policies set forth herein. In no event will the City incur any liability or assume responsibility for payment of debt service on such debt.

- Multi-Family Mortgage Revenue Bonds: The City is authorized to issue mortgage revenue bonds to finance the development, acquisition and rehabilitation of multi-family rental projects. The interest on the bonds can be exempt from Federal and State taxation. As a result, bonds provide below market financing for qualified rental projects. In addition, the bonds

issued can qualify projects for allocations of Federal low-income housing tax credits, which can provide a significant portion of the funding necessary to develop affordable housing.

- ~~• **HUD Section 108 Loan Guarantee Program:** The U.S. Department of Housing and Urban Development (HUD) Section 108 Loan Guarantee Program allows cities to use their annual Community Development Block Grant (CDBG) entitlement grants to obtain federally guaranteed funds large enough to stimulate or pay for major community development and economic development projects. The program does not require a pledge of the City's General Fund, only of future CDBG entitlements. By pledging future CDBG entitlement grants as security, the City can borrow at favorable interest rates because of HUD's guarantee of repayment to investors.~~

~~The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.~~

Debt Structure

Credit Ratings – It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (although not all debt will be rated) and the lowest practical borrowing costs. The City will seek to maintain the appropriate balance between high credit ratings and operational flexibility. In those cases where debt will be rated, the City will seek credit ratings from at least one of the three major ratings agencies. Ratings from multiple rating agencies may be sought for a single debt issue, based upon market expectations and conditions at the time of the issuance.

Final Maturity - The final maturity of the debt shall not exceed, and preferably be less than, the remaining useful life of the assets being financed. To comply with Federal tax regulations, the average life of a financing shall not exceed 120% of the average life of the assets being financed.

Fixed-rate and Variable-Rate Debt – To maintain a predictable debt service burden, the City will give preference in the future to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. The City may choose in the future to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue bonds in a variable rate mode in the future, consideration will be given in regards to the useful life of the project or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose.

Call Provisions – The City's preference shall be to incorporate an optional call provision at par in order to maintain flexibility in the future. An optional call provision is not commonly found on bonds which mature in less than 8-10 years. However, the City should seek to retain the maximum flexibility to restructure its debt profile. The City's financial advisor/financing team should evaluate the cost/benefits, taking into consideration the City's financial policy objectives for each individual borrowing. Because the issuance of

non-callable debt may restrict future financial flexibility, cost will not be the sole determinant in the decision to issue non-callable debt.

Credit Enhancement – The City may seek to use credit enhancements (letters of credit, bond insurance, surety bonds, etc.), when it proves to be cost-effective, on a case-by-case basis. The City’s financial advisor /financing team shall perform a cost-benefit analysis (on a maturity-by maturity basis) to ensure that credit enhancement results in net lower borrowing costs.

Liens - Senior and subordinate liens will be utilized in a manner that will maximize the most critical constraint, either cost or capacity, thus allowing for the most beneficial leverage of revenues.

Reserve Funds - A debt service reserve fund (DSR) may be required for rating or marketing reasons. If available, a DSR can be funded with a surety policy. A cash reserve fund will be invested pursuant to the investment restrictions associated with the respective financing documents. For each debt issue, staff will evaluate net borrowing cost of the financing with a DSR or surety policy, taking into consideration the investment of the DSR over the life of the issue.

The City will not employ derivatives, such as interest rate swaps, in its debt program. A derivative product is a financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate. Derivatives are commonly used as hedging devices in managing interest rate risk and thereby reducing borrowing costs. These products, however, bear certain risks not associated with standard debt instruments.

Method of Sale

Working in conjunction with its Financial Advisor, the City will select a method of sale: competitive sale, negotiated sale or private placement. The City will determine the most appropriate method taking into account the size/ structure/ credit, current capital market conditions, and other financial, transaction-specific and policy into consideration.

C. Relationship of Debt to Capital Improvement Program and Budget

The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City’s capital budget and the capital improvement plan.

The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear, unless a specific revenue source has been identified for this purpose, such as Gas Tax proceeds.

The City shall integrate its debt issuances with the goals of its capital improvement program by

timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

~~The City, based upon analysis from a financial advisor of the economics of callable versus non-callable features, shall consider call provisions for each debt issue.~~

~~The City may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.~~

~~There are two methods of a public sale of debt, competitive and negotiated. Both methods of sale shall be considered for all issuance of debt to the extent allowed by law, as each method has the potential to achieve the lowest financing cost given the particular economic and other conditions. While not used as frequently as negotiated or competitive public sale methods, a private placement sale may be appropriate when, for example, the financing can or must be structured for a single or limited number of purchasers.~~

~~Irrespective of the nature of the sale of securities (competitive or negotiated), the City may select and retain a financial advisor, who shall be an experienced independent registered financial advisor, to provide advice on the City's debt management program, debt issuance structure, rating agency relations, credit enhancement decisions and other transaction details.~~

~~The City, upon the counsel of staff and a financial advisor, may select and retain other qualified and necessary financing team members as may be required to fulfill the City's obligations related to its debt management program. Other financing team members may include (but are not limited to), bond counsel, paying agent and bond registrar, trustee, escrow agent, investment advisor, credit enhancement provider, feasibility consultants, disclosure consultants, external legal counsel, and economic or data analysts.~~

D. Policy Goals Related to Planning Goals and Objectives

The City is committed to financial planning, maintaining appropriate ~~reserves~~reserve levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Municipal Advisor / Financing Team

In accordance with the Government Finance Officers Association (GFOA) recommendation, the City should retain an independent registered municipal advisor (“Financial Advisor”) when it is contemplating the issuance of bonds (during the initial planning phase), irrespective of the nature of the sale of securities (competitive or negotiated).

The City shall retain a Municipal Advisor (“MA”) that is:

- Registered and regulated by and under the jurisdiction of the Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”).
- Serves in a fiduciary capacity, to act and provide advice in a manner that is in City ‘s best interests, and to disclose any potential conflicts of interest with the firm or any other party.
- Serves as the City’s Independent Registered Municipal Advisor (“IRMA”), which authorizes financial professionals to bring ideas and suggestions to the City related to any contemplated issues related to proposed financing.
- Shall provide advice on the City’s debt management program, debt issuance structure, rating agency relations, credit enhancement decisions and other transaction details.
- Shall assist the City in evaluating all financing options and facilitating the bond issuance process.
- Shall assist the City in assembling and retaining the necessary financing team members as may be required to fulfill the City’s obligations related to its debt management program, which may include (but are not limited to): bond counsel, paying agent and bond registrar, trustee, escrow agent, investment advisor, credit enhancement provider, feasibility consultants, disclosure consultants, external legal counsel, and economic or data analysts.
- Provide advice and analysis, maintain confidentiality of City’s financial plans.

Refinancing Debt

Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding or as otherwise provided herein.

When refinancing existing debt, it shall be the policy goal of the City to do so either for the purpose of realizing debt service savings or for the purpose of restructuring debt in a manner which is in the best financial interests of the City .

The refinancing of debt for the purpose of realizing debt service savings should seek to generate approximately 3.0% net present value (NPV) savings (as a percentage of the refunded principal amount).

However, the 3.0% NPV savings threshold should serve as a **starting point and guideline** for analysis, not a hard limit. The City should take into consideration several factors, including unique financial circumstances, term to maturity, absolute dollar savings or relative size of the outstanding bonds, current level of interest rates (relative to historical interest rates), and the general efficiency

of the refunding.

The City may also decide to refinance bonds which do not generate economic savings but help meet certain policy/financial objectives, such as: removing restrictive covenants, call provisions, tax status, reshaping the City's debt profile or to provide temporary budgetary/cash flow relief.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Debt Administration

~~The City will periodically review~~ Finance Director shall be responsible for administering the requirements of and will remain in City's debt management program. To that end, the Finance Director shall:

Ensure compliance with ~~the following:~~

- ~~any~~ annual SEC Rule 15c2-12 continuing disclosure ~~undertakings under SEC Rule 15c2-12, reporting requirements.~~
- ~~any federal tax~~ Ensure that the City is in compliance ~~requirements, including without limitation~~ with all legal covenants for each debt issue.
- Ensure compliance with the IRS ~~arbitrage reporting~~ and rebate compliance, related to any prior bond issues, regulations; and seek to maximize the reinvestment of bond proceeds within such guidelines. To this end, the Finance Director shall track the expenditure of bond proceeds for IRS compliance, which includes the date, amount, vendor, purpose of each expenditure. These records shall be maintained until the bonds mature.
- ~~the City's investment policies as they relate to the investment of bond proceeds.~~
- The Finance Director shall be responsible for maintaining the City's relationships with Ratings Agencies: Standard & Poor's, Fitch Ratings, and Moody's Investors Service, as appropriate. The City shall periodically meet (every 1-2 years) with the assigned rating analyst to provide updates on the City's financial performance.
- Review all outstanding debt for refunding opportunities.
- Review and recommend appropriate structures for all new debt issuances.
- Retain necessary record keeping: Maintain a copy of all debt-related records that shall be retained at the City's offices or in an approved storage facility. At minimum, these records shall include all official statements, bid documents, bond documents/transcripts, resolutions, trustee statements, leases, and title reports for each financing (to the extent available). To the extent possible, the City shall retain an electronic copy of each document,

preferably in PDF format.

The City shall be vigilant in using bond proceeds in accordance with the stated purpose at the time that such debt was issued. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the City Manager or the Finance Director/Treasurer.

The City will comply with the administratively adopted policies and procedures regarding tax-exempt financings and tax-exempt financed property, as well as the tax and arbitrage covenants and certifications associated with each issue.

F. Relationship to Other Policies

Special Tax Bonds issued on behalf of a Community Facilities District ~~will~~shall also comply with ~~any policy~~the Statement of Goals and Policies adopted by the City as required under Government Code Section 53312.7.

G. Waivers of Debt Policy

~~While adherence to this policy is required in applicable circumstances, it is recognized that changes in the capital markets, agency programs and other unforeseen circumstances may from time to time produce situations that are not covered by this policy and will require modifications or exceptions to achieve policy goals. In these cases, management flexibility is appropriate, provided specific authorization from the City Manager, City Council and other applicable authorizing Boards is obtained.~~

There will be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or not in the best interest of the City.

- ~~If the City staff has determined that a waiver of one or more provisions of this Debt Policy should be considered by the City Council, it will prepare an analysis for the City Council describing the rationale for the waiver and the impact of the waiver on the proposed debt issuance and on taxpayers, if applicable.~~
- ~~Upon a majority vote of the City Council, one or more provisions of this Debt Policy may be waived for a debt financing.~~
- ~~Any approval of debt by the City Council that is not consistent with this Debt Policy shall constitute a waiver of this Debt Policy.~~
- The failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the City in accordance with applicable laws.

~~Luke Serpa~~John Holt

City Manager

Date: _____

Jay Schengel
Finance Director

Date: _____

-DRAFT-
5-6-24

CITY OF CLOVIS

STATEMENT OF GOALS & POLICIES

The City Council of the City of Clovis (the "City Council") hereby restates its goals and policies concerning the use of the Mello-Roos Community Facilities Act of 1982 (Chapter 2.5 of Part I of Division 2 of Title 5 of the Government Code of the State of California) (the "Act"), as amended, in providing adequate public infrastructure improvements and public services for projects located in the City of Clovis.

INTRODUCTION

The City seeks to promote economic development by facilitating the financing of infrastructure improvements required for new projects through the creation of Community Facilities Districts ("CFDs") and the issuance of Community Facilities District Bonds ("Mello Roos Bonds").

The underlying principles behind these policies are for the protection of the public interest, assuring fairness in the application of special taxes to current and future property owners, requiring full disclosure of the existence of any special tax liens, protecting the City's credit rating, financial position, and bond market reputation.

The following statement of goals & policies shall apply to all CFDs formed or proposed to be formed by the City, on behalf of developers/owners of property within the City. Any policy or goal stated herein may be supplemented, amended, or waived, by resolution adopted by the City Council.

PURPOSE AND SCOPE

The purpose of this Statement of Goals & Policies is to provide the City staff with guidance in the formation of CFDs for the purpose of financing the acquisition or construction of public infrastructure or the provision of public services to benefit and serve either existing and/or new residential, commercial, and mixed-use development projects.

The scope of the Policies is limited to the proposed formation of CFDs and issuance of Mello Roos bonds for the limited purpose of financing or assisting in financing the acquisition or construction of public infrastructure, the provision of authorized public services, or the payment or reimbursement of development impact fees ("DIFs") intended to fund public facilities.

APPLICATION

The City will consider applications initiated by both owners or developers of property proposed to be developed and owners of property within existing developed areas ("Applicants") to finance authorized public improvements.

The City will also consider applications to provide authorized public services, which benefit or serve existing or new development or a combination thereof.

Applicants for all CFD proceedings, other than City-initiated proceedings, shall pay for all costs associated with the formation of a CFD. There shall be adequate provision for funding the City's ongoing costs of administering a CFD and the related bonds (if applicable) in the administrative fee portion of the annual special tax rate.

Each application for the establishment of a community facilities district must comply with these Statement of Goals & Policies contained herein unless the City Council expressly grants an exception to or waiver of such policy or policies.

AUTHORIZED PUBLIC FACILITIES

Eligible Public Facilities. Eligible facilities include, but are not limited to, the types of public infrastructure or facilities specified in Government Code Section 53313.5, or may hereafter be amended, which includes parks, roads, sidewalks sewer and water infrastructure, library and community facilities, police and fire facilities. Eligible costs financed by the City must, upon the completion of the construction or acquisition thereof, be owned by the City or another public agency and must have a useful life of five (5) years or more.

Other Agency Public Infrastructure/Facilities. The City permits the funding of public infrastructure facilities to be owned, operated or maintained by other public agencies only if the City and the other public agency enter into a joint community facilities agreement.

State & Federal Contracting Guidelines. Public improvements financed with tax-exempt bond proceeds must be constructed under the supervision of the City, under its contracting guidelines, and adhere to applicable State and Federal contracting guidelines.

Reasonable Basis to Spend Proceeds. Local agencies will be required to provide certifications regarding the reasonable expectations of the use of capital improvements funded with tax-exempt bond proceeds as necessary to ensure that community facilities district bonds may be issued on a tax-exempt basis.

The City Council shall have the final determination as to the eligibility of any facility for financing.

Private Facilities. Financed improvements may be privately-owned in the specific circumstances, and subject to the conditions, set forth in the Act or as amended, and subject to the approval of Bond Counsel.

PRIORITIZATION OF FACILITIES AND SERVICES

The City shall give first priority to public facilities and services benefiting the City. Subsequent priority shall be given to assist in the financing of other public facilities to be owned, operated or maintained by and services benefitting local agencies operating within the City. Final priority shall then be given to facilities and services for public agencies that are not within City boundaries.

AUTHORIZED PUBLIC SERVICES

Public services proposed to be financed through a community facilities district may include, incremental police, fire, library, animal control, landscaping & maintenance, and recreation services, as may be authorized by the Act. To the extent a special tax is to be levied for services it should be separate from a special tax levied to pay for facilities. Additionally, in the case of a CFD created by landowner vote services may only be funded to the extent they are in addition to those provided in the territory of the CFD before the CFD was created and do not supplant services already available within that territory when the CFD was created.

DEVELOPMENT IMPACT FEES

The City may authorize the utilization of Mello-Roos bonds to finance development impact fees ("DIFs") and/or other rates and charges, which are to be used to fund capital improvements. Financing may also be used to pre-pay fees and charges due to the City.

The City may grant approval to finance DIFs and other fees and charges as an incentive to encourage sequential development or promote other economic development priorities and City objectives. Each request shall be reviewed and approved by City staff on a case-by-case basis.

To ensure compliance with applicable tax laws, the ability to finance DIFs and other fees and charges are subject to Bond Counsel review and approval.

The City Council shall have the final determination as to the prioritization of financing of any facilities, services and/or fees.

DEVELOPER AGREEMENT AND DEPOSIT

Each application for the formation of a community facilities district shall be accompanied by a deposit agreement, in a form prescribed by the City. The Applicant shall make an initial deposit in an amount to be determined by the City to be adequate to fund the evaluation of the application, undertake the formation of the community facilities district.

If additional funds are required to pay required preformation costs, the City may make written demand, upon which the Applicant shall deposit the required amount of additional funds within ten (10) business days. Upon the depletion of the funds deposited by the Applicant, all proceedings shall be suspended until receipt of additional funds in the deposit account.

The deposits shall be used by the City to pay for costs and expenses incurred by the City incident to the evaluation of the application and the proceedings for the formation of the community facilities district and the issuance of the special tax bonds therefor, including, but not limited to, legal, special tax consultant, engineering, appraisal, market absorption, municipal advisor, City administrative and staff costs and expenses, required notifications, printing and publication costs.

Successful district formation in no way assures that Mello-Roos bonds will be issued. Any risks inherent with any failure to form any proposed CFD and/or failure for any anticipated bond

issuance to occur, including, without limitation, the amount and timing of issuance shall be borne entirely by the Applicant and other CFD proponents and shall not be borne by the City or related entities.

Should the Applicant / Developer succeed in the formation of a district, they shall deposit any additional monies required to issue Mello-Roos bonds thereafter. The deposit shall be held in a custodial account with a City designated Trustee. All costs of issuance and pre-formation costs can be reimbursed to the Applicant/Developer upon the sale of Mello-Roos bonds.

BOND FINANCING PARAMETERS & CREDIT QUALITY

All terms and conditions of any Mello-Roos bonds shall be determined by the City including, without limitation, the sizing, timing, term, interest rates, discount, redemption features, flow of funds, investment provisions and foreclosure covenants.,

Each bond issue shall be structured to adequately protect bond owners. The City will work with its advisors, attorneys, consultants, and underwriter (collectively the CFD “Financing Team”), to review each proposed project for financing to determine its credit quality and economic viability. Unless otherwise approved by the City Council, the following shall serve as minimum bond requirements:

Value to Lien Requirement. The City will require that the credit quality of any special tax bond issue be such that the requirements of Section 53345.8 of the Act will be met. The City will require that the appraised and/or assessed value of the real property subject to the special tax to pay debt service on the bonds be at least **three (3) times** the principal amount of the bonds to be sold and all other bonds outstanding and services secured by the special tax levied pursuant to the Act on property within the community facilities district or a special assessment levied on property within the district boundaries.

Debt Service Reserve Fund (DSR). A debt service reserve fund shall be established for each bond issue, which will be funded out of the bond proceeds in an amount equal to the lesser of: (a) 10% of the original proceeds of the bond issue, (b) maximum annual debt service on the bonds of such issue, and (c) 125% of the average annual debt service on the bonds of such issue. A cash-funded DSR can be replaced with a bond insurance DSR surety or letter of credit.

Capitalized Interest. Interest may be capitalized for a term to be established in the sole discretion of the City on a case-by-case basis, not to exceed the term permitted under the Act and Federal Tax Laws.

The term of capitalized interest shall take into consideration the value-to-debt ratio, the expected timing of initial occupancies, expected absorption and buildout of the project, the expected construction and completion schedule for the public improvements to be funded from the proceeds of the bond issue in question, the size of the bond issue, the development pro forma and the equity position of the developer and such other factors as the City and the CFD Financing Team staff may deem relevant.

The City may grant approval to fund capitalized interest as an incentive to encourage sequential development or promote other economic development priorities and City objectives. Each request shall be reviewed and approved by City staff on a case-by-case basis.

To ensure compliance with applicable tax laws, the ability to fund capitalized interest is subject to Bond Counsel review and approval.

Payment of Bonds. The City shall **NOT** be required or expected to make any payment of the bonds out of its general funds or other available funds. The sole source of revenue for the payment of the bonds shall be the special taxes, capitalized interest, if any, and moneys on deposit in the reserve fund established for the respective Mello-Roos bonds.

Appraisals. The appraisal shall be coordinated by, done under the direction of, and addressed to the City. The appraiser shall be selected and retained by the City. The costs associated with the preparation of the appraisal report shall be paid by the applicant for the CFD but shall be subject to possible reimbursement as provided for herein. The appraisal shall be conducted in accordance with assumptions and criteria established by the City and the CFD Financing Team,

The appraisal shall be undertaken by a state certified real estate appraiser, as defined in regulations adopted pursuant to Business and Professions Code section 11340. The definitions, standards and assumptions to be used in an appraisal shall adhere to those set forth in the Appraisal Standards for Land Secured Financings published by the California Debt Advisory Commission and originally dated May 1994 and modified July 2004 (the "CDIAC Guidelines").

Notwithstanding the foregoing, if there is a conflict between the definitions, standards or assumptions in the CDIAC Guidelines and the corresponding definitions, standards or assumptions in the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation ("USPAP"), USPAP shall govern.

The date of the value estimate must be clearly identified in the appraisal report. The period between the date of value contained in the appraisal (or, if applicable, the date of value contained in any update to such appraisal) and the date of the issuance of community facilities district bonds shall be no greater than three months. If the date of the appraisal exceeds three to six months, a bring down letter may be required.

Absorption Study. City staff may require an independent absorption study of any proposed undeveloped residential development project within a proposed community facilities district prior to the issuance of special tax bonds for such community facilities district. The independent absorption study shall be used to:

1. verify proposed base pricing of the finished products (lots or completed buildings or dwelling units) subject to the levy of the special tax,
2. determine the projected market absorption of such finished products and
3. verify that sufficient special tax revenues can be generated to fund the Special Tax Requirement for the community facilities district.

The City may request the use of an absorption study in other cases as the CFD Financing Team may be deem appropriate.

Entitlement and Development Status. The City will require the Applicant to have obtained all environmental approvals, land use planning and CEQA approvals, special permits (e.g., permits required by the Army Corps of Engineers, California Fish and Game, and other agencies), and approval by the city or county in whose jurisdiction the development lies of a tentative map prior to the issuance of any special tax bonds. The Applicant will also be required to provide the City with information regarding all discretionary approvals that remain necessary for development of the project to proceed to the planned development stage.

Credit Enhancement. The City may, at its discretion, require additional credit enhancement to be provided by one or more developers and/or landowners to increase the credit quality of any CFD bond issue and to reduce the potential for a bond default.

Credit enhancement may be required when a substantial portion of the property within a CFD is undeveloped, particularly where the value-to-debt ratio of a significant portion of the property is less than 3:1, or in such other situations where the City or the CFD Financing Team determines that credit enhancement is necessary, appropriate or prudent.

Such credit enhancement shall be in the form of an irrevocable standby letter of credit, shall be required to be in an amount not less than 200% of the share of debt service allocable to the applicable developer owned parcels for which such credit enhancement is required and shall be required to remain in effect until the share of debt service allocable to such developer owned parcels is less than 20% of the annual debt service on all outstanding bonds issued for such community facilities district.

The credit enhancement will generally be required to be issued or guaranteed by an entity, the long term unsecured obligations of which are rated at least “A” by Moody’s Investor Service or the equivalent S&P Global Ratings.

Draws under such credit enhancement shall be used to pay debt service, replenish the reserve fund and/or cover the City’s costs of foreclosure for the related property in advance of any recovery from foreclosure proceeds. Such draws shall not be credited to the payment of special taxes. All fees payable on such letter of credit or other security shall be the sole responsibility of the Applicant/Developer, not the City, and such fees shall not be payable or reimbursement from bond proceeds or annual CFD special taxes.

Escrow Fund. As an alternative to providing credit enhancement, the applicant may request a portion of the bond proceeds be placed in escrow with a trustee or fiscal agent in an amount sufficient to assure the financing will meet the applicable credit criteria, including, but not limited to, meeting a value-to-lien ratio of at least four to one (4:1) on the outstanding proceeds (subject to Federal Tax Laws).

The escrowed proceeds shall be released at such times and in such amounts as may be necessary to assure the applicable credit criteria has been met. The City may require the applicant or developer to bear the cost of such an escrow fund, including, but not limited to, the difference between the interest cost of the bonds and investment earnings during the escrow period.

Refunding of CFDs

The City shall facilitate the refunding of Mello-Roos bonds that comply with the guidelines established for refunding bonds in the City's Debt Management Policy.

Additional Measures. *The City may require placement of bonds with a limited number of sophisticated investors, large bond denominations, and/or transfer restrictions in situations where there is an insufficient value-to-lien ratio, where a substantial amount of the property within a CFD is undeveloped, where tax delinquencies are present in parcels within the CFD, and in any other situation identified by the CFD Financing Team.*

The City may also require certain development milestones be reached prior to the issuance of bonds. In addition to the requirements of this policy, minimum credit quality for specific bonds may also be subject to underwriting criteria prevalent at the time of sale.

EQUITY OF SPECIAL TAX FORMULAS AND MAXIMUM SPECIAL TAXES

The Authority's criteria for evaluating the equity of tax allocation formulas, and the desirable and maximum amounts of special taxes to be levied against any parcel pursuant to the Act, are set forth in this section.

Reasonable Basis of Apportionment. Special taxes must be allocated and apportioned on a reasonable basis to all categories and classes of property (other than exempt property) within the community facilities district.

Exemptions from the special tax may be given to parcels which are publicly owned, are held by property owners associations, are used for a public purpose such as permanent open space or wetlands, are receiving a welfare exemption within the meaning of California Revenue and Taxation Code Section 214(g) or are affected by public utility easements making impractical their utilization for other than the purposes set forth in the easement.

Maximum Special Taxes and Aggregate Tax and Assessment Burden. It is the policy of the City that the maximum annual special tax applicable to any parcel used for residential purposes within a community facilities district formed by the City shall not exceed one percent (1%) of the base sale price, i.e., excluding upgrades and lot premiums, of residential properties to be subject to the levy of the special tax (the "Developed Residential Properties"), determined prior to the issuance of Mello-Roos bonds for the community facilities district. The base sales price of such Developed Residential Properties shall be based upon (a) a price point analysis undertaken by a market absorption consultant retained by the City or (b) a price point analysis undertaken by a market absorption consultant retained by the Applicant for a proposed community facilities district and which conclusions have been verified by a market absorption consultant retained by the City.

Maximum Aggregate Annual Tax Rate. The aggregate total of all property taxes, assessments and special taxes described below (except for PACE or Solar Panel financing, to the extent deemed appropriate by the Financing Team), shall not exceed **two (2%)** of such base sales price of Developed Residential Properties:

- A. Ad valorem property taxes.

B. Voter approved ad valorem property taxes in excess of one percent (1%) of the assessed value of the subject properties.

C. The maximum annual special taxes levied by the community facilities district under consideration and any other community facilities district or other public agency.

D. The annual assessment installments, including any administrative surcharge, for any existing assessment district where such assessment installments are utilized to pay debt service on bonds issued for such assessment district.

E. Annual assessments levied within an assessment district to pay for maintenance or services.

The foregoing requirement shall apply not only to property taxes, assessments and special taxes which are being levied at the time of formation of the community facilities district but such additional property taxes, assessments and special taxes which have been authorized but not yet levied, as estimated by the City.

RATE AND METHOD OF APPORTIONMENT (RMA)

The rate and method of apportionment (RMA) of the special tax for any community facilities district shall adhere to the following requirements:

- A. The rate and method of apportionment for special taxes for a community facilities district must be structured so as to produce special tax revenues sufficient to:
- Pay scheduled debt service on all bonds issued for the district,
 - Pay annual services or maintenance expense if applicable,
 - Pay amounts equal to existing or projected delinquencies in special tax payments,
 - Fund any amounts required to establish or replenish any reserve fund established for such bonds, and
 - Pay reasonable and necessary annual administrative expenses of the community facilities district.

Additionally, the rate and method of apportionment may be structured so as to produce amounts sufficient to fund:

- Amounts to pay directly the costs of public facilities authorized to be financed by the community facilities district,
- Accumulation of funds reasonably required for future debt service on bonds issued by the community facilities district,
- Remarketing, credit enhancement or liquidity fees, and
- Any other costs or payments permitted by law.

The special tax revenues necessary to fund all required expenses or deposits for a community facilities district may be referred to as the "Special Tax Requirement."

- B. The rate and method of apportionment must be structured such that the projected maximum special tax that could be levied in any fiscal year would produce special tax revenues at least equal to (a) 110% of projected annual debt service on all bonds issued by

the community facilities district for the calendar year commencing in such fiscal year, plus (b) projected administrative expenses of the community facilities district for the calendar year commencing in such fiscal year.

- C. A backup special tax shall be required for any community facilities district to protect against changes in density resulting in the generation of insufficient special tax revenues to pay annual debt service and administrative expenses.
- D. The City may additionally or alternatively require that as a condition of approval of the downsizing of the development in a community facilities district at the request of the Applicant or the Applicant's successor-in-interest, as applicable, must prepay such portion of the special tax obligation as may be necessary in the determination of the City to ensure that adequate debt service coverage exists with respect to any outstanding bonds or otherwise provides security in a form and amount deemed necessary by the City Council to provide for the payment of debt service on the bonds.
- E. An option to permit the prepayment, in whole or in part, of the special tax obligation for an individual parcel prior to the issuance of bonds shall be included in any RMA. Prepayment shall be permitted only if (a) the payment of all special taxes for such a parcel is current and (b) following such prepayment, the projected maximum special taxes that could be levied in any fiscal year on all remaining taxable property within the community facilities district will produce the special tax revenues required in paragraph B above.

No prepayment shall be permitted of a special tax levied to finance authorized services or maintenance.

- F. To the extent deemed necessary, the expected maximum special tax to pay for public facilities shall be levied against any parcel used for private residential purposes in the first fiscal year that such parcel is taxed as developed property, though in any event the terms of the bond issuance document will dictate.
- G. The rate and method of apportionment of a special tax to pay for public facilities shall specify a fiscal year beyond which the special tax may not be levied on any parcel used for private residential purposes. In most cases, that final date will be ten (10) years after the stated maturity of any bonds issues. Such a special tax will cease to be levied when all bonds and the City's administrative costs have been paid, and shall not exceed 40 years from the dates when special taxes are first levied.

A special tax to pay for public services or maintenance shall have no termination date unless established by the City.

- H. The annual increase, if any, in the maximum special tax for any parcel may not exceed the lesser of: CPI, 2.0% or the maximum currently specified in the Act. The increase in the special tax levied on any parcel as a consequence of delinquency or default by the owner on any other parcel may not exceed any maximum specified in the Act.
- I. Generally, the special tax rate and method of apportionment for a community facilities district will be structured so as to allow the prepayment of special taxes by property owners.

- J. Every Mello-Roos bond issuance document shall provide for the judicial foreclosure of delinquent payments of special taxes. The ability to commence foreclosure shall be without further action and subsequent to notification to the property owner of a delinquency in form prescribed by law. Any costs advanced by the City to collect special taxes, including any actions taken related to foreclosure, shall be reimbursed by the proceeds of the foreclosure sale or other legally available funds from the community facilities district.

DISCLOSURE TO PROSPECTIVE PROPERTY PURCHASERS

The developer of property within a CFD who is selling lots, parcels, or developed properties therein shall provide disclosure notice to prospective purchasers that complies with all of the requirements of the Act, including but not limited to Government Code Sections 53328.3, 53328.5 (including the referenced sections of the California Streets and Highways Code), 53340.2 and 53341.5. The Applicant must keep an executed copy of each disclosure document and agree to provide a copy of all applicable executed disclosure documents to the City upon request.

CONTINUING DISCLOSURE

Each owner of a substantial portion of undeveloped property within a community facilities district, may be required by the underwriter of the Mello-Roos bonds to satisfy the annual disclosure requirements pursuant to Rule 15c2-12 promulgated under the Securities Exchange Act of 1934, on an ongoing basis.

SELECTION OF CONSULTANTS

The City shall select and retain all consultants necessary for the evaluation of any application and the proceedings for the formation of a community facilities district and the issuance of the Mello-Roos bonds therefor, including, but not limited to, special tax consultant, bond counsel, disclosure counsel, financial advisor, underwriter, appraiser, and market absorption consultant.

The City may also select to use a Joint Powers Authority or conduit bond issuer, with the CFD bond financing team already in place, to finance a proposed Mello-Roos bond issuance.

PROGRAM PARTICIPANT RESPONSIBILITIES

Program improvements and development impact fees ("DIFs") collected in lieu of facilities to be financed by Mello-Roos bonds will be owned, collected, and processed by the City and respective local agencies who have entered into a joint community facilities with the City.

The City shall not be responsible for oversight, review, inspection, or other work with respect to improvements or services to be financed for other local agencies.

Fees and charges financed through the use of the Act should be treated by the City or local agency collecting such fee or charge as paid by the Applicant in the amount of Mello-Roos bond proceeds on the date of the bond issue and the Applicant (and successors in interest to the land within the community facilities district) should be treated by the City or local agency as receiving a credit in the amount of such proceeds.

The City may consider alternative treatment of such fees by local agencies only if such different treatment would not adversely impact the tax-exempt status of community facilities district bonds issued for such project. Local agencies will be required to provide certifications regarding the reasonable expectations of the use of bond-funded fees and charges and improvements funded thereby as necessary to ensure that community facilities district bonds may be issued on a tax-exempt basis.

WAIVERS AND ONE-TIME ADJUSTMENTS

These Local Goals & Policies (“Policies”) provide a framework for the formation of CFDs and the issuance of Mello-Roos Bonds. The Policies are intended to provide a minimum standard(s) and/or general guidelines, individual elements of these collective policies may be amended or adjusted on a case-by-case basis to reflect the current market conditions or underlying dynamics of a projects.

Due to changing market conditions and/or particular elements of a project/financing, any portion of the stated goals or policies may be waived or amended on a case-by-case basis, by resolution or motion adopted by the City Council. Any waiver or 1-time adjustments to an element of these policies must be approved by the City Council and must be backed by supporting documentation (staff report) drafted by a member of the CFD Financing Team.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: June 10, 2024

SUBJECT: Consider Introduction - Ord. 24-____, Amending Various Sections of the Municipal Code Relating to Development Fees; and Consider Approval - Res. 24-____, Revising the Master Development Fee Schedule and Providing a Description of Fees to be requested for County Adoption.

Staff: Thad Avery, City Engineer / Paul Armendariz, Deputy Public Utilities Director

Recommendation: Approve

ATTACHMENTS:

1. Ord. 24-____, Amending Various Sections of the Municipal Code Relating to Major Street Development, Undergrounding Utilities, and Development Fees
2. Res. 24-____, Revising Master Development Fee Schedule, including Fee Schedule
3. Master Development Fee Schedule 24-25
4. Fee Comparisons 24-25
5. Nexus Sheets for Development Impact Fees
6. Kosmont Memorandum, dated January 23, 2024
7. Akel Technical Memorandum, dated February 2024
8. Correspondence from Stakeholders

CONFLICT OF INTEREST

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

RECOMMENDATION

For the City Council to approve the introduction of Ordinance 24-____, amending various sections of the Municipal Code relating to Major Street Development, Undergrounding Utilities, and Development Fees, and

For the City Council to approve Res. 24-____, revising the Master Development Fee Schedule and providing a description of fees to be requested for County Adoption.

EXECUTIVE SUMMARY

Staff proposes updates to various sections of the Municipal Code. The update for one section is a clean-up action for the definition of the Center Travel Lane. Other section revisions are proposed to consider permanent storm drain basins owned, operated, and maintained by the Fresno Metropolitan Flood Control District (FMFCD) as public infrastructure and therefore are exempt from Development Impact Fees related to undergrounding overhead lines and water. In a similar manner, FMFCD is exempt from Development Impact Fees related to streets, parks, police, and fire according to the Municipal Code. They are responsible for the construction costs of their public street frontages but are exempt from a fee obligation.

Staff proposes an update to the Development Impact Fees (DIF) in accordance with applicable provisions of the Municipal Code, which authorizes an annual adjustment to reflect actual construction and acquisition costs based on market conditions. The Municipal Code also authorizes an annual adjustment based on the Construction Cost Index (CCI) for California Cities, which staff is proposing to use for all fee categories except for the Water Major Facilities Fee and the Fire Transition Fee. The average CCI between the Los Angeles and San Francisco areas for calendar year 2023 is +7.7%.

The proposed rate increase to \$1,209 per gross acre for the Fire Transition Fee is due to rising property values. It was last adjusted five (5) years ago in 2019 and was originally effective in 2015, four (4) years before.

The most significant increases within the DIF program are within the category of the Water Major Facilities Fee which is based on the system required in the Water Master Plan. This plan was adopted in 2017 to support the 2014 General Plan update. Staff evaluated and proposed rate increases of 59% to Council for Fiscal Year 2022-23. The Council approved a rate increase of 15% with a directive of staff to perform additional cost research. Staff returned at the next update for Fiscal Year 2023-24 with a proposed rate increase of 62% with no adjustment approved by Council. Direction to staff from Council at that time was to consult with additional subject matter experts as well as to perform additional cost research. Staff contracted with Kosmont and Akel to provide their assessment of the City's methods and fee structure as subject matter experts. The Master Plan update by Provost & Pritchard indicated contingency rate adjustments and actual construction costs that led staff to propose a rate increase of 105% for the Water Major Facilities Fee.

The overall increase in Development Impact Fees to a development project is dependent upon the land use and the location of the project within the City; the overall increase ranges from 19% to 32%.

No increase is proposed for the Water Supply Fee as it was re-established and approved by Council in March 2020 based on the current fixed costs to acquire 7,000 acre-feet of water per year.

Administrative fee rates are based on a percentage of certain DIF and have been evaluated and found to be adequate and do not need to be updated with this DIF update.

BACKGROUND

Ordinance Revisions

The revisions proposed will address two issues: one is a clean-up of the Center Travel Lane definition and the other will be to consider permanent storm drain basins owned, operated, and maintained by the Fresno Metropolitan Flood Control District (FMFCD) as public infrastructure and therefore exempt from several Development Impact Fees.

The existing definition of Center Travel Lane includes lane widths that historically have been consistently proposed to be twelve feet (12') throughout the City. The approval of the Heritage Grove Design Guidelines included reduced lane widths of eleven feet (11') for most of the new street sections, making them inconsistent with the Municipal Code definition of Center Travel Lane widths. The proposed revision will eliminate the widths from the Municipal Code, thereby helping to provide consistency between the Municipal Code, the Heritage Grove Design Guidelines, conditions of approval for projects in the Heritage Grove area, and the Center Travel Lane fee program and reimbursements. No fiscal impact is anticipated to the City with the proposed clean-up of the Center Travel Lane definition.

Prior ordinance revisions have been approved to consider permanent storm drain basins owned, operated, and maintained by the Fresno Metropolitan Flood Control District (FMFCD) as exempt from Development Impact Fees related to streets, parks, police, and fire. The remainder of the proposed revisions will similarly exempt the same basins from Development Impact Fees related to undergrounding overhead lines and water. These revisions will effectively consider the permanent basins to be part of the public infrastructure system, such as well sites, treatment facilities, police facilities, and fire facilities to name a few. The current fee obligation for a FMFCD basin is estimated to be approximately \$260,000 for a 20-acre basin, which is a cost that is passed to development through the FMFCD Drainage fees. City staff anticipate the elimination of these costs will help offset some of the other rising costs that FMFCD has seen in the other components that are included in their Drainage fees. No fiscal impact is anticipated to the City with these revisions. There is an anticipated positive fiscal impact to Development by means of the FMFCD Drainage fees no longer needing to pass along these costs.

Proposed Development Impact Fee (DIF) Rate Revisions

The Municipal Code provides for an annual update of the DIF program either through a comprehensive market-based review and evaluation of the fee rates or through an adjustment based on the average CCI between the Los Angeles and San Francisco areas for the twelve (12) month period ending the prior December.

Regular annual review, evaluation, and adjustments to DIFs are needed to keep pace with construction cost fluctuations and ensure that infrastructure associated with growth is fully funded. The CCI provides an appropriate alternative measurement of construction cost fluctuations and serves as a good basis for adjusting the fees between major cost reevaluations. In turn, these adjustments ensure timely reimbursements to developers who install infrastructure that is beyond their fair share.

Staff have been working on several items related to the Development Impact Fees since the last proposal to Council in June 2023. Current land values in the City of Clovis were evaluated as a revision to the Fire Transition Fee was considered. Staff have been focused on researching other financing options besides fees, comparing the City's methods to generally accepted practices of other agencies, evaluating the contingencies used in the Water Major Facilities Fees, and updating the construction cost estimates that comprise the Water Major Facilities fee. All other fee categories are proposed to be revised according to the CCI for 2023 which averaged +7.7% between Los Angeles and San Francisco.

Fire Transition Fee

Fresno County Local Agency Formation Commission ("LAFCo") policy requires a Transition Agreement between cities and the Fresno County Fire Protection District ("District"). The purpose of the transition agreement is to mitigate the effects of the immediate loss of revenue to a fire protection district upon annexation and to provide for the orderly transition of services from one jurisdiction to the other. The Fire Transition Fee was originally created by Resolution 13-57 in May 2013 to address these effects. The original fee became effective in 2015 at a rate of \$883 per acre. The property values were re-evaluated in 2019 and the rate increased accordingly to \$1,024 per acre. In February 2020, the City entered into a Transition Agreement with the District for an extension of ten years.

The District relies upon property taxes District-wide to support its operations, levels of service and to provide regional support, including support within the City of Clovis. The loss of property taxes upon annexation and detachment, together with other District-wide annexations and detachments, has a cumulative impact on the ability of District to fund its current levels of service and a related impact on District facilities, equipment and personnel. The Transition Agreement helps mitigate those impacts and provides an opportunity for the District to plan for the orderly transition of services from the District to the City of Clovis. Pursuant to the terms of the Transition Agreement, the City is obligated to allocate a portion of the City's ad valorem real property tax revenue after annexation to the District based upon the amount of tax revenue the District received prior to the annexation and what the District would have received absent the annexation ("Transition Fee"), for a period of ten (10) years.

Staff completed an analysis to determine the cost per acre that could be charged an annexation proponent for the impact of the property tax revenues the District will continue to receive for a ten-year period after annexation ("Fire Annexation Fee"). The current fee calculation is \$1,209 per acre and will be collected as development occurs. For comparison, the rate increased 16% in 2019, four (4) years after the initial rate was established; the proposed increase of +18% is five (5) years following the 2019 increase.

Water Major Facilities Fee

The proposed rate increases for Fiscal Year 2022-23 and Fiscal Year 2023-24 were significant to Council. As a result, staff was directed at the June 2023 Council meeting to perform additional research, collaborate with expert consultants, to focus on the Water Major Facilities Fee and to return to Council with their findings. Kosmont was hired to provide expert information regarding funding options and a comparison of Clovis with other similar communities. Their findings were presented to Council in February 2024 (Attachment 6) and indicated that Development Impact Fees in Clovis were comparable to other high-growth California communities. Another finding they presented was the fact that some of the other

communities provided alternative financing options other than fees. Akel was hired to evaluate market trends for costs and contingency factors. Their findings were presented to Council in April 2024 (Attachment 7) and led them to suggest that the both the costs and contingency factors that Clovis had used were below the current market trends. All of this information was made available to Provost & Pritchard, the City's consultant for the Water Master Plan, as they worked to provide an updated overall cost of the planned system. Their research included recent local projects of similar types and scale to what is planned within the Clovis Master Plan and their findings aligned closely with that of Akel. They provided a suggestion to revise the contingency factors to be 55% in total. This is lower than Akel's suggestion of 60% in total. Staff is proposing to follow the Master Plan and hold the slightly lower factors that are 48% in total with this rate adjustment.

Recent Rate Revision History per Equivalent Dwelling Unit

<u>Fiscal Year</u>	<u>Rate</u>	<u>Adjustment</u>	<u>Contributing Factors</u>
2018-2019	\$4,774		<i>Updated Master Plan</i>
2019-2020	\$4,975	4.2%	<i>CCI update</i>
2020-2021	\$5,114	2.7%	<i>CCI update</i>
2021-2022	\$5,206	1.8%	<i>CCI update</i>
2022-2023	\$5,987	15.0%	<i>Approved</i>
	\$8,290	59%	Proposed for Updated Costs
2023-2024	\$5,987	0.0%	<i>No change approved</i>
	\$9,677	62%	Proposed for Updated Costs
2024-2025	\$12,256	104.7%	Proposed for Updated Costs

The table above provides a summary of rate changes to the Water Major Facilities Fee since the adoption of the updated Water Master Plan in 2017. The overall system has remained the same and is anticipated to be reevaluated in support of the pending General Plan Update. Rate adjustments were provided by means of the CCI index for the next three (3) years through Fiscal Year 2021-22 as staff considered the original cost estimates to be reasonable. For Fiscal Year 2022-23, staff decided to perform a comprehensive costs analysis to verify if the previous CCI increases were keeping pace with market costs and their research led them to propose a significant increase of 59% in order to close the gap in costs. Council's approved rate was limited to a 15% increase with a staff directive to perform additional research in collaboration with interested stakeholders and provide another comprehensive costs analysis. The staff research for the Fiscal Year 2023-24 update proposed another significant increase of 62% above the prior 15% rate increase. Council approved no change in the rate and directed staff to perform further research by a comprehensive costs analysis, the third in as many years, and seek the expert opinions of other consultants which led to the hiring of Kosmont and Akel to provide their assessment of the City's fee program.

The three (3) consecutive comprehensive costs analysis for Fiscal Years 2022-23, 2023-24, and 2024-25 were performed with the intent to gain an understanding of market trends so that the rates did not follow spikes in costs. The years of research have provided evidence of a market with sustained increases in costs and they show a growing gap between those costs and the City's rates. Staff's proposed rate adjustment of 105% is suggested for Council's consideration in order to close that gap.

A large portion of the fee program is interest financing of the projects which is required when the City does not have adequate funds on hand. It is assumed that the majority of the currently planned infrastructure will require interest financing which has the effect of doubling the cost of the total system. Alternatively, savings can be achieved when funds are available and interest financing can be avoided. There are several City projects that have installed master planned facilities without requiring interest financing. Recent projects include 1.5 miles of pipelines in Willow Avenue between Shepherd and International Avenues, 1.5 miles of pipelines in Shaw Avenue between Leonard and McCall Avenues, and an additional 0.5 mile of pipeline is planned to be installed in Shaw Avenue between DeWolf and Leonard Avenues. Staff evaluated the remainder of the system to identify an additional \$30 million of improvements to install with available funds over time. This will require adequate fee collection to first meet the existing annual debt and then to secondly set aside funds for these improvements. When successful, this will effectively reduce the fee program by approximately \$60 million as interest financing will not be required. This equates to a 5% reduction in the currently proposed fee rates.

Construction Cost Index (CCI) Revision to Rates

The Municipal Code authorizes an annual adjustment based on the Construction Cost Index (CCI) for California Cities, which staff is proposing to use for all fee categories except for the Water Major Facilities Fee and the Fire Transition Fee. The CCI for calendar year 2023 in the Los Angeles area is +11.7% and +3.6% in the San Francisco area; the average CCI between the areas is +7.7%. Staff is proposing to revise the rates of the other fee categories for Fiscal Year 2024-25 to reflect an increase of 7.7% over the current rates.

Overall Impact of the Proposed Rates

The rate revisions based on a comprehensive review of the Water Major Facilities Fee, an updated property valuation for the Fire Transition Fee, and CCI for all other categories, will result in an increase in overall Development Impact Fees to a development project that ranges from 19% to 32% depending on land use and location.

Stakeholder Outreach

A series of emails was provided to a group of over 130 stakeholders describing the proposed increases and all were offered the opportunity to meet in person with staff to discuss the proposed fee revisions. Four (4) weekly meetings for the stakeholders were held in May in the Council Chambers. The initial meeting was May 16, the next was May 23, then May 29 and a final meeting scheduled for June 6. The stakeholders included the Building Industry Association (BIA), Fresno Metropolitan Flood Control District (FMFCD), the Clovis Unified School District, and several local residential and non-residential developers. As of the time of this staff report, correspondence has been received from some of the stakeholders and is included as Attachment 8.

Mitigation Fee Act (Government Code, Sections 66000 – 66024)

Section 66001 of the Government Code requires that the City shall do all of the following at the time that it establishes, increases or imposes a fee as a condition of approval of a development project:

1. Identify the purpose of the fee.

2. Identify the use to which the fee is to be put (identify the public facilities to be constructed).
3. Determine how there is a reasonable relationship (nexus) between the fee's and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship (nexus) between the need for the public facility and the type of development project on which the fee is imposed.

Items 1 and 2 are clearly identified in various provisions of the municipal code for each fee. Items 3 and 4 are met through multiple actions taken by the City Council such as:

1. The General Plan
2. Specific Plans
3. Master Plans for Sewer, Water, Recycled Water, etc.
4. The method by which fee rates are established which evaluates the cost of improvements identified in the various adopted plans and distributes that cost among the developable properties within the respective service areas in rough proportion to their impact on, or need for, the public facilities.

AB602 (Government Code, Section 66016.5(a)(5))

AB602 established new requirements beginning in 2022 for agencies implementing Development Impact Fee programs to base residential impact fees on the square footage of the proposed residential units or make specific findings to explain why other metrics are appropriate. To comply with AB602, staff evaluated and compared the current metrics used for imposing DIFs with the proposed square foot metric, and staff has determined the effectiveness and appropriateness of the current metrics for imposing DIFs by the City is established with decades of data and results. Staff worked with the City Attorney's Office to provide Council with the necessary findings to justify continued use of the current City metrics of imposing DIFs (Fees based on acreage or dwelling units) rather than an untested, unproven, and speculative metric based on residential square footage. These findings are included in Appendix A of the Nexus Sheets, Attachment 5 and are included as part of the Resolution for approving the updated fee schedule.

Staff concluded that the current method in which Development Impact Fees are imposed either on a per unit basis or a per acreage basis has proven to be a fair means for housing developments. To charge based on a square footage basis would be unsupported by empirical data and less compliant with the Mitigation Fee Act.

County Developments

The Memorandum of Understanding between the City of Clovis and the County of Fresno (MOU) includes a provision for county developments within the Clovis Sphere of Influence, as follows:

"CITY development fees shall be charged for any discretionary development applications to be approved by the COUNTY within the CITY's sphere of influence. To establish or

amend CITY development fees, CITY shall conduct a public hearing and notify property owners in accordance with State Law. At the conclusion of that hearing, CITY shall adopt a resolution describing the type, amount, and purpose of CITY fees to be requested for COUNTY adoption.”

“CITY shall transmit the adopted resolution to the COUNTY for its adoption of the fees. CITY shall include a draft ordinance for COUNTY’s adoption with appropriate supporting documentation or findings by the CITY demonstrating that the fees comply with Section 66000 of the Government Code and other applicable State Law requirements. ...”

The resolution under consideration includes a statement of finding that the fees are in compliance with the Government Code and describes the type, amount and purpose of the fees by reference to the Master Development Fee Schedule and the Municipal Code. This resolution and a draft ordinance will be transmitted to the County of Fresno for adoption upon approval by council.

FISCAL IMPACT

The increases to the fee rates will provide funding commensurate with current land acquisition and construction costs for the public facilities needed to serve new development.

REASON FOR RECOMMENDATION

The findings for AB602 to justify continued use of the City’s current method of imposing DIFs can be made as staff’s analysis indicates that the City’s metrics are the most appropriate for the basis of imposing residential impact fees rather than the square footage of proposed residential units.

The Municipal Code requires annual review and adjustment of the fees based on actual land acquisition and construction costs or the percentage increase or decrease in the Engineering News Record Index for the California Cities for the twelve (12) month period ending the prior December.

ACTIONS FOLLOWING APPROVAL

1. Staff will notify the development community and implement the new fee rates 60 days after approval of the resolution.
2. Ordinance revisions will take effect 30 days after approval of the ordinance.
3. Staff will proceed with getting the fees adopted by the Fresno County Board of Supervisors.

Prepared by: Sean Smith, Supervising Civil Engineer

Reviewed by: City Manager *JS*

ORDINANCE 24-____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS AMENDING
VARIOUS SECTIONS OF THE CLOVIS MUNICIPAL CODE RELATING TO
MAJOR STREET DEVELOPMENT, UNDERGROUNDING UTILITIES, AND
DEVELOPMENT FEES**

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

Section 1. Subsection (f) of Section 7.7.02 of Chapter 7.7 of Title 7 of the Clovis Municipal Code is hereby amended to read as follows:

7.7.02 Definitions.

.....

(f) "Center travel lanes" shall mean those certain planned travel lanes and applicable right-of-way of a major street located adjacent to the centerline (including median island and landscaping, two (2) center travel lanes on a four (4) lane major street and four (4) center travel lanes on a six (6) lane major street). On nonadjacent improvements where a center travel lane and a four-foot (4') shoulder are constructed, all of these improvements shall be considered center travel lane improvements. Modifications to previously constructed permanent center travel lane improvements to accommodate site specific development shall not be eligible for reimbursement.

Section 2. Subsection e. of Section 7.5.02 of Chapter 7 of Title 7 of the Clovis Municipal Code is hereby amended to read as follows:

7.5.02 Undergrounding utilities: Definitions.

.....

e. "Public infrastructure" for purposes of applying fees and exemptions pursuant to this chapter shall mean any City-owned facility or improvement that is funded by a City of Clovis development impact fee including water well sites, booster pump sites that are part of or appurtenant to the City water and recycled water systems, water reservoir sites, water recharge sites, water treatment facility sites, water reuse facility sites, sewer lift station sites, FMFCD basins, and fire and police stations.

Section 3. Subsections (b)(2)(vii) and (c)(5)(ii) of Section 6.5.203 of Chapter 6.5 of Title 6 of the Clovis Municipal Code are hereby amended, respectively, to read as follows:

6.5.203 Water main extensions/ connections: Charges.

.....

(b) Water major facilities charges.

.....

(2) Amount of fee.

.....

(vii) FMFCD basins shall be exempt from the payment of fees or charges under this subsection.

.....

(c) Water supply charges. All properties connecting to the City water system, and properties connected to the City water system that are subsequently developed or redeveloped to a land use or intensity that increases the water demand for the property, shall pay a water supply charge as set forth herein.

.....

(5) The water supply charge shall be applied as follows:

.....

ii. FMFCD basins shall be exempt from the payment of fees or charges under this subsection.

Section 4. Subsections (a)(3) and (d)(4) are hereby added, respectively, to Section 6.5.203 of Chapter 6.5 of Title 6 of the Clovis Municipal Code to read as follows:

6.5.203 Water main extensions/ connections: Charges

.....

(a) Water oversize charges.

.....

(3) FMFCD basins shall be exempt from the payment of fees or charges under this subsection.

.....

(d) Nonpotable water system charge. A nonpotable water system charge, as set forth in the Master Development Fee Schedule, per gross acre, shall be required for every parcel developed. The fee will be calculated based on the construction cost divided by the estimated remaining developable area within street service areas 1, 2, 3, 4, and 5.

.....

(4) FMFCD basins shall be exempt from the payment of fees or charges under this subsection.

Section 5. Section 6.5.204 of Chapter 6.5 of Title 6 of the Clovis Municipal Code is hereby amended to read as follows:

6.5.204 Connections to existing lines: Water front footage charges.

Every person connecting to a water line of the City or adding units, equivalent dwelling units, or building square footage to any lot that is connected to a City water main shall pay a front footage charge, as set forth in the Master Development Fee Schedule, per front foot of property to be served by such connection. FMFCD basins shall be exempt from the payment of fees under this section. The front footage shall be calculated as follows:

- (a) Purpose. The front footage water charge provides for reimbursement of one-half (1/2) of the cost to construct eight-inch (8") public water mains within streets, alleys, thoroughfares, and easements that serve multiple properties;
- (b) Amount of fee. The front footage water charge shall be as set forth in the Master Development Fee Schedule per front foot of land sought to be connected. Measurement of front footage shall be based on the dimensions of the gross parcel including all adjacent public streets, alleys, easements, and thoroughfares. On lots with multiple street, alley, thoroughfare, and easement frontages, the total front footage shall be determined by adding the length of all frontages. The total length on any side of the parcel shall not exceed the total length of existing or planned water main along that frontage. No front footage water charge shall be payable with respect to property which has borne wholly or proportionally the cost of water mains and such fact has been, or can be, established to the satisfaction of the City Engineer;
- (c) Property which has not previously had City service (except for water service solely for fire protection) shall pay a front footage charge only to the extent that such front footage charge or the cost of the main serving the premises has not heretofore been paid by the applicant or his predecessor in interest; provided, however, no such charge shall be collected for that portion of the frontage where the applicant is required to extend a main across his property frontage as a condition precedent to receiving service;
- (d) When only a portion of a lot is developed and the remaining portion is to continue undeveloped or is to be used solely for the growing of agricultural crops, the City Engineer may require the payment of the front footage charge applicable only to that portion of the lot developed or to be developed; provided, however, the parcel for which such fees are charged shall have an area of not less than twelve thousand five hundred (12,500) square feet or one-fourth (1/4) of the lot, whichever is greater. When the balance of the lot is developed, the front footage on that portion shall be paid regardless of whether or not additional water service is required. The City Engineer shall fix the portion of the lot which is to be considered as developed;

- (e) Where a property fronts on a street in which there is an existing main from which service could be rendered, but the applicant elects to install water mains to serve all or portions of such property in streets or other rights-of-way which he dedicates within his property, he shall pay frontage charges for the portions of his property served from the additional mains in an amount equal to one-half (1/2) of the frontage charges calculated on the basis of the frontage of such portions prior to such dedication; and
- (f) Properties on behalf of which no contribution has been made to the cost of the water mains, and which receive services from extensions made in other than dedicated and surfaced streets, shall pay to the City the same front footage charge as would be payable if the line were located in a dedicated street adjacent to the property to be served.

Section 6. This Ordinance shall go into effect and be in full force from and after thirty (30) days after its final passage and adoption.

APPROVED: June 10, 2024

_____ Mayor	_____ City Clerk
* * * * *	* * * * *

The foregoing Ordinance was introduced and read at a regular meeting of the City Council held on June 10, 2024, and was adopted at a regular meeting of said Council held on June 17, 2024, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: June 17, 2024

City Clerk

RESOLUTION 24-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
REVISING THE MASTER DEVELOPMENT FEE SCHEDULE AND PROVIDING A
DESCRIPTION OF FEES TO BE REQUESTED FOR COUNTY ADOPTION**

WHEREAS, the State of California has enacted Section 66000 et seq. of the Government Code ("Mitigation Fee Act") which allows the City to collect development impact fees; and

WHEREAS, the City has duly adopted various development impact fees in accordance with applicable provisions of the Mitigation Fee Act, and such fees are described in applicable provisions of the Clovis Municipal Code; and

WHEREAS, Chapter 3.10 of the Clovis Municipal Code, adopted in accordance with the Mitigation Fee Act, requires the City's Development Impact Fees to be annually reviewed and adjusted by one of the following methods: (1) automatically adjusted each fiscal, effective July 1, by the percentage equal (increase or decrease) to the Engineering News-Record Index for the California Cities for the twelve (12) month period ending the prior December, or (2) adjusted to reflect actual construction/acquisition costs; and

WHEREAS, Clovis Municipal Code section 3.10.02 provides that any annual increase to Development Impact Fees by one of the authorized methods is not deemed an increase to the fees subject to the Mitigation Fee Act, and any adjusted fees shall be subject to City Council review and approval by resolution and shall be included in the City's Master Development Fee Schedule; and

WHEREAS, the State of California recently enacted Section 66016.5(a)(5) of the Government Code, which is one of the changes resulting from AB 602, which requires a new nexus study for development impact fees after July 1, 2022, to calculate the fees imposed on a housing development project proportionately to the square footage of proposed units, but also authorizes the fees to be calculated and imposed without complying with the square footage metric if certain findings are made; and

WHEREAS, City staff has performed the annual review of development impact fees, conducted the required nexus analysis, and prepared the nexus report for the City's fiscal year 2024-2025 Development Impact Fees, including the necessary findings required by Government Code section 66016.5(a)(5)(B) for using an alternative basis for calculating fees rather than the inappropriate square footage metric of calculating fees, which nexus report and findings are incorporated herein by this reference, and recommends the City Council approve the nexus report and findings, and approve an adjustment to the fee rates based on the

Engineering News-Record Index and the current actual construction costs and as authorized by Clovis Municipal Code section 3.10.02; and

WHEREAS, the applicable first amendment to the memorandum of understanding between the County of Fresno and the City of Clovis (MOU) requires that the City adopt a resolution describing the type, amount, and purpose of City development impact fees to be requested for County adoption, and

WHEREAS, the MOU further requires the City make findings demonstrating that the fees comply with applicable provisions of the Mitigation Fee Act and State law.

WHEREAS, the City Council conducted a duly noticed public hearing on the proposed adjustment to the City's Development Impact Fees at the regular City Council meeting on June 10, 2024, and considered the staff report, including all attachments to the staff report, the presentation from staff during the meeting, and all oral and written comments and materials provided at the meeting.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis hereby finds and resolves as follows:

1. The referenced and incorporated Nexus Report for Development Impact Fees Fiscal Year 2024-2025, including the Findings in Support of the Continuation of City Policies to Calculate and Impose Residential Development Impact Fees on a Per Unit or Per Acre Basis, is hereby approved.
2. The referenced and incorporated Findings in Support of the Continuation of City Policies to Calculate and Impose Residential Development Impact Fees on a Per Unit or Per Acre Basis includes an adequate discussion and justification as required by Government Code section 66016.5(a)(5)(B), including but not limited to: (i) an explanation as to why square footage is not an appropriate metric to calculate fees imposed on a housing development project, (ii) an explanation that an alternative basis of calculating the fee bears a reasonable relationship between the fee charged and the burden posed by the development, and (ii) that other policies in the fee structure support smaller developments, or otherwise ensure that smaller developments are not charged disproportionate fees.
3. City staff's annual review of and proposed adjustment to the City's Development Impact Fees is in accordance with Chapter 3.10 of the Clovis Municipal Code and applicable provisions of the Mitigation Fee Act, and the Master Development Fee

Schedule for charges therein provided and attached hereto as Attachment A, is hereby approved, and any adjusted fee rates shall be effective beginning sixty (60) days following approval of this Resolution.

4. This Resolution is effective immediately and shall continue in force unless amended or repealed by the City Council.
5. The types, amounts, and purposes of the fees to be adopted by the County of Fresno are described on the Master Development Fee Schedule (Exhibit "A" attached hereto) and in the Clovis Municipal Code, and the City Council of the City of Clovis does hereby find that the fees are in compliance with applicable state laws including without limitation the Mitigation Fee Act including Government Code Sections 66000, et seq.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 10, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

**CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025**

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Water Major Facilities		
Residential	(Units per Acre)	
Residential	2.0 or less	\$17,568 per unit
Residential	2.1 to 2.5	\$17,568 per unit
Residential	2.6 to 3.0	\$17,568 per unit
Residential	3.1 to 3.5	\$17,568 per unit
Residential	3.6 to 4.0	\$17,568 per unit
Residential	4.1 to 4.5	\$17,568 per unit
Residential	4.6 to 5.0	\$14,912 per unit
Residential	5.1 to 5.5	\$12,256 per unit
Residential	5.6 to 6.0	\$11,977 per unit
Residential	6.1 to 6.5	\$11,698 per unit
Residential	6.6 to 7.0	\$11,419 per unit
Residential	7.1 to 7.5	\$11,140 per unit
Residential	7.6 to 8.0	\$10,861 per unit
Residential	8.1 to 8.5	\$10,582 per unit
Residential	8.6 to 9.0	\$10,303 per unit
Residential	9.1 to 9.5	\$10,024 per unit
Residential	9.6 to 10.0	\$9,745 per unit
Residential	10.1 to 10.5	\$9,466 per unit
Residential	10.6 to 11.0	\$9,192 per unit
Residential	11.1 to 11.5	\$9,081 per unit
Residential	11.6 to 12.0	\$8,970 per unit
Residential	12.1 to 12.5	\$8,859 per unit
Residential	12.6 to 13.0	\$8,748 per unit
Residential	13.1 to 13.5	\$8,637 per unit
Residential	13.6 to 14.0	\$8,526 per unit
Residential	14.1 to 14.5	\$8,415 per unit
Residential	14.6 to 15.0	\$8,304 per unit
Residential	15.1 to 15.5	\$8,193 per unit
Residential	15.6 to 16.0	\$8,082 per unit
Residential	16.1 to 16.5	\$7,971 per unit
Residential	16.6 to 17.0	\$7,860 per unit
Residential	17.1 to 17.5	\$7,749 per unit
Residential	17.6 to 18.0	\$7,638 per unit
Residential	18.1 to 18.5	\$7,527 per unit
Residential	18.6 to 19.0	\$7,416 per unit
Residential	19.1 to 19.5	\$7,305 per unit
Residential	19.6 to 20.0	\$7,201 per unit
Commercial Retail		\$8.78 per bldg sf
Professional Office		\$8.78 per bldg sf
Industrial		\$2.36 per bldg sf
Schools		\$18,384 per gross acre
Public Facilities		\$4.77 per bldg sf
FMFCD Basins		Exempt per gross acre
Parks		Exempt
Assisted Living		\$8.33 per bldg sf

Water	
Water oversize	
All Areas except RT Ph 1,2	\$1,812 per gross acre
RT Park Phase 1, 2	\$196 per gross acre
Water front footage	
All Areas except RT Ph 1,2	\$29.50 per linear foot
RT Park Phase 1, 2	\$0.00
Non-Potable Water System	\$2,643 per gross acre

Water Service	
Water meter:	
3/4"	\$375 each
1"	\$468 each
1 1/2" (residential only)	\$794 each
2" (residential only)	\$1,012 each
1 1/2" (landscape)	\$1,019 each
2" (landscape)	\$1,163 each
3" (landscape)	\$1,637 each
4" (landscape)	\$2,717 each
6" (landscape)	\$4,910 each
1 1/2" (MFR & Non-res)	\$1,375 each
2" (MFR & Non-res)	\$1,561 each
3" (MFR & Non-res)	\$2,144 each
4" (MFR & Non-res)	\$3,360 each
6" (MFR & Non-res)	\$5,857 each
Transceiver Fee	\$183 each
Water service w/meter:	
3/4"	\$6,984 each
1"	\$7,078 each
1 1/2"	\$8,101 each
2"	\$8,795 each

Attachment A

CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Sewer	
Sewer Major Facilities	
Single Family Residential	\$10,322 per unit
Multi-Family Residential	\$8,361 per unit
Commercial Retail	\$6.19 per bldg sf
Professional Office	\$5.27 per bldg sf
Industrial	\$2.89 per bldg sf
Assisted Living	\$10,322 per EDU
*Other	\$10,322 per EDU
Sewer oversize	
All Areas except RT Ph 1,2	\$1,200 per gross acre
RT Park Phase 1, 2	\$0
Sewer front footage	
All Areas except RT Ph 1,2	\$34.50 per linear foot
RT Park Phase 1, 2	\$0
Sewer house branch connection	
4" lateral	\$146.00 per linear foot
6" lateral	\$149.00 per linear foot

*Other includes hospitals, churches, hotels, motels, schools

Parks	
Park Acquisition and Development:	
All Residential	\$6,098 per unit
Retail	\$0.74 per bldg. sf.
Office	\$1.62 per bldg. sf.
Industrial	\$0.53 per bldg. sf.

Refuse	
Community sanitation fee	
Single family lot	\$548 per unit
Multi-family, non-residential	\$444 per unit

Neighborhood Park Deposit	
Neighborhood Park Deposit	
Street Area 4 (Loma Vista Specific Plan)	\$6,078 per unit

Admin., Public Facilities, Misc.	
Undergrounding administration fee	1.50% of UG fees
Street administration fee	1.50% of street fees
Administration fee	1.50% of fees
Fire Department Fee	
Growth Areas	\$2,235 per unit
Police Department Fee	
Growth Areas	\$1,569 per unit
Special Area Annexation Fee	\$0 per gross acre
Fire Transition Fee	\$1,209 per gross acre
Loma Vista Community Centers	
Master Plan Zone District Program Fee	\$1,591 per net acre
Library Facilities Impact Fee***	
Single family lot	\$819 per unit
Multi-family, assisted living/group homes	\$669 per unit

Utility Undergrounding (See Area Map on Page 7)	
Utility Undergrounding fee	
Underground Area 1	\$9,047 per gross acre
RT Park Phase 1, 2	\$3,012 per gross acre
Underground Area 2	\$0 per gross acre
Underground Area 3	\$8,619 per gross acre
Underground Area 4	\$8,425 per gross acre

**CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025**

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Street Fees

Area 1	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Total
SFR - Rural (0 - 0.5)	per unit	\$8,582	\$2,221	\$926	\$84	\$11,813
SFR - Very Low Density (0.6 - 2)	per unit	\$8,582	\$2,221	\$925	\$84	\$11,812
SFR - Low Density (2.1 - 4)	per unit	\$8,582	\$2,221	\$926	\$84	\$11,813
SFR - Medium Density (4.1 - 7)	per unit	\$8,582	\$2,221	\$925	\$84	\$11,812
MFR - Medium High Density (7.1 - 15)	per unit	\$5,149	\$1,332	\$556	\$51	\$7,088
MFR - High (15.1 - 25)	per unit	\$5,149	\$1,332	\$556	\$51	\$7,088
MFR - Very High (25.1 - 43)	per unit	\$5,149	\$1,332	\$556	\$51	\$7,088
Retail	per 1000 bldg sf	\$13,543	\$3,505	\$1,460	\$131	\$18,639
Office, Public Facilities	per 1000 bldg sf	\$6,176	\$1,598	\$667	\$60	\$8,501
Industrial, Assisted Living	per 1000 bldg sf	\$1,662	\$430	\$179	\$14	\$2,285
Schools	per 1000 bldg sf	\$10,835	\$2,803	\$1,169	\$106	\$14,913
Churches	per 1000 bldg sf	\$6,176	\$1,598	\$667	\$60	\$8,501
Mini Storage	per gross acre	\$21,717	\$5,615	\$2,336	\$211	\$29,879

RT Park Phase 1, 2	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Total
Industrial	per 1000 bldg sf	\$1,353	\$239	\$130	\$0	\$1,722
Office	per 1000 bldg sf	\$5,026	\$889	\$485	\$0	\$6,400

Area 2	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Total
SFR - Rural (0 - 0.5)	per unit	\$412	\$0	\$105	\$0	\$517
SFR - Very Low Density (0.6 - 2)	per unit	\$412	\$0	\$106	\$0	\$518
SFR - Low Density (2.1 - 4)	per unit	\$412	\$0	\$106	\$0	\$518
SFR - Medium Density (4.1 - 7)	per unit	\$412	\$0	\$106	\$0	\$518
MFR - Medium High Density (7.1 - 15)	per unit	\$248	\$0	\$63	\$0	\$311
MFR - High (15.1 - 25)	per unit	\$248	\$0	\$63	\$0	\$311
MFR - Very High (25.1 - 43)	per unit	\$248	\$0	\$63	\$0	\$311
Retail	per 1000 bldg sf	\$649	\$0	\$166	\$0	\$815
Office, Public Facilities	per 1000 bldg sf	\$296	\$0	\$76	\$0	\$372
Industrial, Assisted Living	per 1000 bldg sf	\$79	\$0	\$21	\$0	\$100
Schools	per 1000 bldg sf	\$520	\$0	\$133	\$0	\$653
Churches	per 1000 bldg sf	\$296	\$0	\$76	\$0	\$372
Mini Storage	per gross acre	\$1,040	\$0	\$270	\$0	\$1,310

CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Street Fees

Area 3						
	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Total
SFR - Rural (0 - 0.5)	per unit	\$76	\$0	\$37	\$0	\$113
SFR - Very Low Density (0.6 - 2)	per unit	\$77	\$0	\$38	\$0	\$115
SFR - Low Density (2.1 - 4)	per unit	\$77	\$0	\$38	\$0	\$115
SFR - Medium Density (4.1 - 7)	per unit	\$77	\$0	\$38	\$0	\$115
MFR - Medium High Density (7.1 - 15)	per unit	\$47	\$0	\$23	\$0	\$70
MFR - High (15.1 - 25)	per unit	\$47	\$0	\$23	\$0	\$70
MFR - Very High (25.1 - 43)	per unit	\$47	\$0	\$23	\$0	\$70
Retail	per 1000 bldg sf	\$122	\$0	\$60	\$0	\$182
Office, Public Facilities	per 1000 bldg sf	\$55	\$0	\$27	\$0	\$82
Industrial, Assisted Living	per 1000 bldg sf	\$15	\$0	\$7	\$0	\$22
Schools	per 1000 bldg sf	\$99	\$0	\$48	\$0	\$147
Churches	per 1000 bldg sf	\$55	\$0	\$27	\$0	\$82
Mini Storage	per gross acre	\$200	\$0	\$100	\$0	\$300

Area 4						
	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Total
SFR - Rural (0 - 0.5)	per unit	\$7,576	\$2,673	\$631	\$739	\$11,619
SFR - Very Low Density (0.6 - 2)	per unit	\$7,575	\$2,673	\$630	\$739	\$11,617
SFR - Low Density (2.1 - 4)	per unit	\$7,575	\$2,674	\$630	\$740	\$11,619
SFR - Medium Density (4.1 - 7)	per unit	\$7,575	\$2,673	\$630	\$740	\$11,618
MFR - Medium High Density (7.1 - 15)	per unit	\$4,545	\$1,604	\$378	\$444	\$6,971
MFR - High (15.1 - 25)	per unit	\$4,545	\$1,604	\$378	\$444	\$6,971
MFR - Very High (25.1 - 43)	per unit	\$4,545	\$1,604	\$378	\$444	\$6,971
Retail	per 1000 bldg sf	\$11,955	\$4,220	\$995	\$1,166	\$18,336
Office, Public Facilities	per 1000 bldg sf	\$5,452	\$1,925	\$453	\$532	\$8,362
Industrial, Assisted Living	per 1000 bldg sf	\$1,467	\$518	\$122	\$143	\$2,250
Schools	per 1000 bldg sf	\$9,564	\$3,375	\$796	\$934	\$14,669
Churches	per 1000 bldg sf	\$5,452	\$1,925	\$453	\$532	\$8,362
Mini Storage	per gross acre	\$19,170	\$6,770	\$1,591	\$1,872	\$29,403

Area 5						
	Basis of Charge	Outside Travel Lane	Center Travel Lane	Traffic Signals	Bridges	Total
SFR - Rural (0 - 0.5)	per unit	\$3,578	\$1,842	\$407	\$230	\$6,057
SFR - Very Low Density (0.6 - 2)	per unit	\$3,577	\$1,842	\$407	\$229	\$6,055
SFR - Low Density (2.1 - 4)	per unit	\$3,577	\$1,842	\$407	\$229	\$6,055
SFR - Medium Density (4.1 - 7)	per unit	\$3,577	\$1,842	\$406	\$229	\$6,054
MFR - Medium High Density (7.1 - 15)	per unit	\$2,146	\$1,105	\$244	\$138	\$3,633
MFR - High (15.1 - 25)	per unit	\$2,146	\$1,105	\$244	\$138	\$3,633
MFR - Very High (25.1 - 43)	per unit	\$2,146	\$1,105	\$244	\$138	\$3,633
Retail	per 1000 bldg sf	\$5,646	\$2,907	\$642	\$363	\$9,558
Office, Public Facilities	per 1000 bldg sf	\$2,574	\$1,326	\$293	\$166	\$4,359
Industrial	per 1000 bldg sf	\$693	\$356	\$79	\$44	\$1,172
Schools	per 1000 bldg sf	\$4,517	\$2,325	\$514	\$291	\$7,647
Churches	per 1000 bldg sf	\$2,574	\$1,326	\$293	\$166	\$4,359
Mini Storage	per gross acre	\$9,050	\$4,659	\$1,027	\$577	\$15,313

CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Sewer Oversize/Overdepth Reimbursement Rates	
<i>Sewer oversize mains</i>	
10"	\$9.96 per linear foot
12"	\$24.82 per linear foot
15"	\$57.51 per linear foot
18"	\$97.90 per linear foot
21"	\$134.95 per linear foot
<i>Sewer overdepth mains:</i>	
<u>8' to 12' in depth</u>	
8" main	\$10.50 per linear foot
10" main	\$13.30 per linear foot
12" main	\$13.09 per linear foot
15" main	\$17.82 per linear foot
18" main	\$20.46 per linear foot
21" main	\$24.45 per linear foot
<u>12' to 16' in depth</u>	
8" main	\$22.72 per linear foot
10" main	\$25.42 per linear foot
12" main	\$25.52 per linear foot
15" main	\$33.39 per linear foot
18" main	\$48.63 per linear foot
21" main	\$50.94 per linear foot
<u>Greater than 16' in depth</u>	
8" main	\$29.94 per linear foot
10" main	\$33.06 per linear foot
12" main	\$33.39 per linear foot
15" main	\$49.60 per linear foot
18" main	\$60.53 per linear foot
21" main	\$66.94 per linear foot

Water Oversize Reimbursement Rates	
<i>Water oversize mains:</i>	
12" main	\$19.45 per linear foot
14" main	\$35.11 per linear foot
16" main	\$59.02 per linear foot
18" main	\$76.92 per linear foot
20" main	\$96.09 per linear foot
24" main	\$139.59 per linear foot
<i>Water oversize valves:</i>	
12" valve	\$1,145 each
14" valve	\$1,542 each
16" valve	\$2,081 each
18" valve	\$2,493 each
20" valve	\$3,799 each
24" valve	\$5,772 each

WATER SUPPLY FEE

FY 2024-25

Land Use	Water Supply Fee *Outside FID (\$/gross acre)	Water Supply Fee Inside FID (\$/gross acre)
Residential (1 DU/2 AC)	16,100	11,320
Residential (0.6 – 2.0 DU/AC)	16,100	11,320
Residential (2.1 – 4.0 DU/AC)	13,880	9,100
Residential (4.1 – 7.0 DU/AC)	12,210	7,440
Residential (7.1 – 15.0 DU/AC)	18,320	13,540
Residential (15.1 – 25.0 DU/AC)	26,090	21,310
Residential (25.1 – 43.0 DU/AC)	40,520	35,740
Mixed Use Village	27,750	22,980
Mixed Use/Business Campus	27,750	22,980
Office	14,990	10,210
Industrial	5,550	780
Neighborhood Commercial	16,100	11,320
General Commercial	16,100	11,320
Open Space	8,330	3,550
Public Facilities	7,770	3,000
Parks	16,650	11,880
Schools	15,540	10,770

**CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025**

Effective: August 12, 2024

AGENDA ITEM NO. 15.

		Current Rate	Proposed Rate	Percent Change			Current Rate	Proposed Rate	Percent Change
Water Major Facilities					Water				
Residential	(Units per Acre)				Water oversize				
Residential	2.0 or less	\$8,580	\$17,568 per unit	104.8%	All Areas except RT Ph 1,2	\$1,682	\$1,812 per gross acre	7.7%	
Residential	2.1 to 2.5	\$8,580	\$17,568 per unit	104.8%	RT Park Phase 1, 2	\$182	\$196 per gross acre	7.7%	
Residential	2.6 to 3.0	\$8,580	\$17,568 per unit	104.8%	Water front footage				
Residential	3.1 to 3.5	\$8,580	\$17,568 per unit	104.8%	All Areas except RT Ph 1,2	\$27.40	\$29.50 per linear foot	7.7%	
Residential	3.6 to 4.0	\$8,580	\$17,568 per unit	104.8%	RT Park Phase 1, 2	\$0	\$0.00	0.0%	
Residential	4.1 to 4.5	\$8,580	\$17,568 per unit	104.8%	Non-Potable Water System	\$2,454	\$2,643 per gross acre	7.7%	
Residential	4.6 to 5.0	\$7,283	\$14,912 per unit	104.8%					
Residential	5.1 to 5.5	\$5,987	\$12,256 per unit	104.7%					
Residential	5.6 to 6.0	\$5,851	\$11,977 per unit	104.7%					
Residential	6.1 to 6.5	\$5,716	\$11,698 per unit	104.7%					
Residential	6.6 to 7.0	\$5,581	\$11,419 per unit	104.6%					
Residential	7.1 to 7.5	\$5,445	\$11,140 per unit	104.6%					
Residential	7.6 to 8.0	\$5,311	\$10,861 per unit	104.5%					
Residential	8.1 to 8.5	\$5,174	\$10,582 per unit	104.5%					
Residential	8.6 to 9.0	\$5,038	\$10,303 per unit	104.5%					
Residential	9.1 to 9.5	\$4,902	\$10,024 per unit	104.5%					
Residential	9.6 to 10.0	\$4,768	\$9,745 per unit	104.4%					
Residential	10.1 to 10.5	\$4,632	\$9,466 per unit	104.4%					
Residential	10.6 to 11.0	\$4,490	\$9,192 per unit	104.7%					
Residential	11.1 to 11.5	\$4,437	\$9,081 per unit	104.7%					
Residential	11.6 to 12.0	\$4,383	\$8,970 per unit	104.7%					
Residential	12.1 to 12.5	\$4,330	\$8,859 per unit	104.6%					
Residential	12.6 to 13.0	\$4,275	\$8,748 per unit	104.7%					
Residential	13.1 to 13.5	\$4,221	\$8,637 per unit	104.6%					
Residential	13.6 to 14.0	\$4,168	\$8,526 per unit	104.6%					
Residential	14.1 to 14.5	\$4,114	\$8,415 per unit	104.6%					
Residential	14.6 to 15.0	\$4,058	\$8,304 per unit	104.6%					
Residential	15.1 to 15.5	\$4,005	\$8,193 per unit	104.5%					
Residential	15.6 to 16.0	\$3,951	\$8,082 per unit	104.5%					
Residential	16.1 to 16.5	\$3,899	\$7,971 per unit	104.5%					
Residential	16.6 to 17.0	\$3,843	\$7,860 per unit	104.5%					
Residential	17.1 to 17.5	\$3,789	\$7,749 per unit	104.5%					
Residential	17.6 to 18.0	\$3,735	\$7,638 per unit	104.5%					
Residential	18.1 to 18.5	\$3,682	\$7,527 per unit	104.4%					
Residential	18.6 to 19.0	\$3,628	\$7,416 per unit	104.4%					
Residential	19.1 to 19.5	\$3,574	\$7,305 per unit	104.4%					
Residential	19.6 to 20.0	\$3,518	\$7,201 per unit	104.7%					
Commercial Retail		\$4.29	\$8.78 per bldg sf	104.8%					
Professional Office		\$4.29	\$8.78 per bldg sf	104.8%					
Industrial		\$1.16	\$2.36 per bldg sf	102.9%					
Schools		\$8,980	\$18,384 per gross acre	104.7%					
Public Facilities		\$2.32	\$4.77 per bldg sf	105.2%					
FMFCD Basins		\$62,862.45	Exempt per gross acre						
Parks		Exempt	Exempt						
Assisted Living		\$4.06	\$8.33 per bldg sf	105.3%					
					Water Service				
					Water meter:				
					3/4"	\$348	\$375 each	7.7%	
					1"	\$435	\$468 each	7.7%	
					1 1/2" (residential only)	\$737	\$794 each	7.7%	
					2" (residential only)	\$940	\$1,012 each	7.7%	
					1 1/2" (landscape)	\$946	\$1,019 each	7.7%	
					2" (landscape)	\$1,080	\$1,163 each	7.7%	
					3" (landscape)	\$1,520	\$1,637 each	7.7%	
					4" (landscape)	\$2,523	\$2,717 each	7.7%	
					6" (landscape)	\$4,559	\$4,910 each	7.7%	
					1 1/2" (MFR & Non-res)	\$1,277	\$1,375 each	7.7%	
					2" (MFR & Non-res)	\$1,449	\$1,561 each	7.7%	
					3" (MFR & Non-res)	\$1,991	\$2,144 each	7.7%	
					4" (MFR & Non-res)	\$3,120	\$3,360 each	7.7%	
					6" (MFR & Non-res)	\$5,438	\$5,857 each	7.7%	
					Transceiver Fee	\$170	\$183 each	7.7%	
					Water service w/meter:				
					3/4"	\$6,485	\$6,984 each	7.7%	
					1"	\$6,572	\$7,078 each	7.7%	
					1 1/2"	\$7,522	\$8,101 each	7.7%	
					2"	\$8,166	\$8,795 each	7.7%	

Attachment 3

CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025

Effective: August 12, 2024

AGENDA ITEM NO. 15.

	Current Rate	Proposed Rate	Percent Change
Sewer			
Sewer Major Facilities			
Single Family Residential	\$9,584	\$10,322 per unit	7.7%
Multi-Family Residential	\$7,763	\$8,361 per unit	7.7%
Commercial Retail	\$5.75	\$6.19 per bldg sf	7.7%
Professional Office	\$4.89	\$5.27 per bldg sf	7.7%
Industrial	\$2.68	\$2.89 per bldg sf	7.7%
Assisted Living	\$9,584	\$10,322 per EDU	7.7%
*Other	\$9,584	\$10,322 per EDU	7.7%
Sewer oversize			
All Areas except RT Ph 1,2	\$1,114	\$1,200 per gross acre	7.7%
RT Park Phase 1, 2	\$0	\$0	0.0%
Sewer front footage			
All Areas except RT Ph 1,2	\$32.05	\$34.50 per linear foot	7.7%
RT Park Phase 1, 2	\$0	\$0	0.0%
Sewer house branch connection			
4" lateral	\$136.00	\$146.00 per linear foot	7.7%
6" lateral	\$138.00	\$149.00 per linear foot	7.7%
*Other includes hospitals, churches, hotels, motels, schools			
Parks			
Park Acquisition and Development:			
All Residential	\$5,662	\$6,098 per unit	7.7%
Retail	\$0.69	\$0.74 per bldg. sf.	7.7%
Office	\$1.50	\$1.62 per bldg. sf.	7.7%
Industrial	\$0.49	\$0.53 per bldg. sf.	7.7%
Refuse			
Community sanitation fee			
Single family lot	\$509	\$548 per unit	7.7%
Multi-family, non-residential	\$412	\$444 per unit	7.7%
Neighborhood Park Deposit			
Neighborhood Park Deposit			
Street Area 4 (Loma Vista Specific Plan)	\$5,643	\$6,078 per unit	7.7%

	Current Rate	Proposed Rate	Percent Change
Admin., Public Facilities, Misc.			
Undergrounding administration fee	1.50%	1.50% of UG fees	0.0%
Street administration fee	1.50%	1.50% of street fees	0.0%
Administration fee	1.50%	1.50% of fees	0.0%
Fire Department Fee			
Growth Areas	\$2,075	\$2,235 per unit	7.7%
Police Department Fee			
Growth Areas	\$1,457	\$1,569 per unit	7.7%
Special Area Annexation Fee	\$0	\$0 per gross acre	0.0%
Fire Transition Fee	\$904	\$1,209 per gross acre	33.7%
Loma Vista Community Centers			
Master Plan Zone District Program Fee	\$1,591	\$1,591 per net acre	0.0%
Library Facilities Impact Fee***			
Single family lot	\$760	\$819 per unit	7.7%
Multi-family, assisted living/group homes	\$621	\$669 per unit	7.7%
Utility Undergrounding (See Area Map on Page 7)			
Utility Undergrounding fee			
Underground Area 1	\$8,400	\$9,047 per gross acre	7.7%
RT Park Phase 1, 2	\$2,797	\$3,012 per gross acre	7.7%
Underground Area 2	\$0	\$0 per gross acre	0.0%
Underground Area 3	\$8,003	\$8,619 per gross acre	7.7%
Underground Area 4	\$7,823	\$8,425 per gross acre	7.7%

CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Street Fees

		Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change
Area 1																
	Basis of Charge	Outside Travel Lane			Center Travel Lane			Traffic Signals			Bridges			Total		
SFR - Rural (0 - 0.5)	per unit	\$7,968	\$8,582	7.7%	\$2,062	\$2,221	7.7%	\$860	\$926	7.7%	\$78	\$84	7.7%	\$10,968	\$11,813	7.7%
SFR - Very Low Density (0.6 - 2)	per unit	\$7,968	\$8,582	7.7%	\$2,062	\$2,221	7.7%	\$859	\$925	7.7%	\$78	\$84	7.7%	\$10,967	\$11,812	7.7%
SFR - Low Density (2.1 - 4)	per unit	\$7,968	\$8,582	7.7%	\$2,062	\$2,221	7.7%	\$860	\$926	7.7%	\$78	\$84	7.7%	\$10,968	\$11,813	7.7%
SFR - Medium Density (4.1 - 7)	per unit	\$7,968	\$8,582	7.7%	\$2,062	\$2,221	7.7%	\$859	\$925	7.7%	\$78	\$84	7.7%	\$10,967	\$11,812	7.7%
MFR - Medium High Density (7.1 - 15)	per unit	\$4,781	\$5,149	7.7%	\$1,237	\$1,332	7.7%	\$516	\$556	7.7%	\$47	\$51	7.7%	\$6,581	\$7,088	7.7%
MFR - High (15.1 - 25)	per unit	\$4,781	\$5,149	7.7%	\$1,237	\$1,332	7.7%	\$516	\$556	7.7%	\$47	\$51	7.7%	\$6,581	\$7,088	7.7%
MFR - Very High (25.1 - 43)	per unit	\$4,781	\$5,149	7.7%	\$1,237	\$1,332	7.7%	\$516	\$556	7.7%	\$47	\$51	7.7%	\$6,581	\$7,088	7.7%
Retail	per 1000 bldg sf	\$12,575	\$13,543	7.7%	\$3,254	\$3,505	7.7%	\$1,356	\$1,460	7.7%	\$122	\$131	7.7%	\$17,307	\$18,639	7.7%
Office, Public Facilities	per 1000 bldg sf	\$5,734	\$6,176	7.7%	\$1,484	\$1,598	7.7%	\$619	\$667	7.7%	\$56	\$60	7.7%	\$7,893	\$8,501	7.7%
Industrial, Assisted Living	per 1000 bldg sf	\$1,543	\$1,662	7.7%	\$399	\$430	7.7%	\$166	\$179	7.7%	\$13	\$14	7.7%	\$2,121	\$2,285	7.7%
Schools	per 1000 bldg sf	\$10,060	\$10,835	7.7%	\$2,603	\$2,803	7.7%	\$1,085	\$1,169	7.7%	\$98	\$106	7.7%	\$13,846	\$14,913	7.7%
Churches	per 1000 bldg sf	\$5,734	\$6,176	7.7%	\$1,484	\$1,598	7.7%	\$619	\$667	7.7%	\$56	\$60	7.7%	\$7,893	\$8,501	7.7%
Mini Storage	per gross acre	\$20,164	\$21,717	7.7%	\$5,214	\$5,615	7.7%	\$2,169	\$2,336	7.7%	\$196	\$211	7.7%	\$27,743	\$29,879	7.7%

RT Park Phase 1, 2

	Basis of Charge	Outside Travel Lane			Center Travel Lane			Traffic Signals			Bridges			Total		
Industrial	per 1000 bldg sf	\$1,256	\$1,353	7.7%	\$222	\$239	7.7%	\$121	\$130	7.7%	\$0	\$0	0.0%	\$1,599	\$1,722	7.7%
Office	per 1000 bldg sf	\$4,667	\$5,026	7.7%	\$825	\$889	7.7%	\$450	\$485	7.7%	\$0	\$0	0.0%	\$5,942	\$6,400	7.7%

Area 2

	Basis of Charge	Outside Travel Lane			Center Travel Lane			Traffic Signals			Bridges			Total		
SFR - Rural (0 - 0.5)	per unit	\$412	\$412	0.0%	\$0	\$0	0.0%	\$105	\$105	0.0%	\$0	\$0	0.0%	\$517	\$517	0.0%
SFR - Very Low Density (0.6 - 2)	per unit	\$412	\$412	0.0%	\$0	\$0	0.0%	\$106	\$106	0.0%	\$0	\$0	0.0%	\$518	\$518	0.0%
SFR - Low Density (2.1 - 4)	per unit	\$412	\$412	0.0%	\$0	\$0	0.0%	\$106	\$106	0.0%	\$0	\$0	0.0%	\$518	\$518	0.0%
SFR - Medium Density (4.1 - 7)	per unit	\$412	\$412	0.0%	\$0	\$0	0.0%	\$106	\$106	0.0%	\$0	\$0	0.0%	\$518	\$518	0.0%
MFR - Medium High Density (7.1 - 15)	per unit	\$248	\$248	0.0%	\$0	\$0	0.0%	\$63	\$63	0.0%	\$0	\$0	0.0%	\$311	\$311	0.0%
MFR - High (15.1 - 25)	per unit	\$248	\$248	0.0%	\$0	\$0	0.0%	\$63	\$63	0.0%	\$0	\$0	0.0%	\$311	\$311	0.0%
MFR - Very High (25.1 - 43)	per unit	\$248	\$248	0.0%	\$0	\$0	0.0%	\$63	\$63	0.0%	\$0	\$0	0.0%	\$311	\$311	0.0%
Retail	per 1000 bldg sf	\$649	\$649	0.0%	\$0	\$0	0.0%	\$166	\$166	0.0%	\$0	\$0	0.0%	\$815	\$815	0.0%
Office, Public Facilities	per 1000 bldg sf	\$296	\$296	0.0%	\$0	\$0	0.0%	\$76	\$76	0.0%	\$0	\$0	0.0%	\$372	\$372	0.0%
Industrial, Assisted Living	per 1000 bldg sf	\$79	\$79	0.0%	\$0	\$0	0.0%	\$21	\$21	0.0%	\$0	\$0	0.0%	\$100	\$100	0.0%
Schools	per 1000 bldg sf	\$520	\$520	0.0%	\$0	\$0	0.0%	\$133	\$133	0.0%	\$0	\$0	0.0%	\$653	\$653	0.0%
Churches	per 1000 bldg sf	\$296	\$296	0.0%	\$0	\$0	0.0%	\$76	\$76	0.0%	\$0	\$0	0.0%	\$372	\$372	0.0%
Mini Storage	per gross acre	\$1,040	\$1,040	0.0%	\$0	\$0	0.0%	\$270	\$270	0.0%	\$0	\$0	0.0%	\$1,310	\$1,310	0.0%

**CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025**

Effective: August 12, 2024

AGENDA ITEM NO. 15.

Street Fees

		Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change
Area 3																
	Basis of Charge	Outside Travel Lane			Center Travel Lane			Traffic Signals			Bridges			Total		
SFR - Rural (0 - 0.5)	per unit	\$76	\$76	0.0%	\$0	\$0	0.0%	\$37	\$37	0.0%	\$0	\$0	0.0%	\$113	\$113	0.0%
SFR - Very Low Density (0.6 - 2)	per unit	\$77	\$77	0.0%	\$0	\$0	0.0%	\$38	\$38	0.0%	\$0	\$0	0.0%	\$115	\$115	0.0%
SFR - Low Density (2.1 - 4)	per unit	\$77	\$77	0.0%	\$0	\$0	0.0%	\$38	\$38	0.0%	\$0	\$0	0.0%	\$115	\$115	0.0%
SFR - Medium Density (4.1 - 7)	per unit	\$77	\$77	0.0%	\$0	\$0	0.0%	\$38	\$38	0.0%	\$0	\$0	0.0%	\$115	\$115	0.0%
MFR - Medium High Density (7.1 - 15)	per unit	\$47	\$47	0.0%	\$0	\$0	0.0%	\$23	\$23	0.0%	\$0	\$0	0.0%	\$70	\$70	0.0%
MFR - High (15.1 - 25)	per unit	\$47	\$47	0.0%	\$0	\$0	0.0%	\$23	\$23	0.0%	\$0	\$0	0.0%	\$70	\$70	0.0%
MFR - Very High (25.1 - 43)	per unit	\$47	\$47	0.0%	\$0	\$0	0.0%	\$23	\$23	0.0%	\$0	\$0	0.0%	\$70	\$70	0.0%
Retail	per 1000 bldg sf	\$122	\$122	0.0%	\$0	\$0	0.0%	\$60	\$60	0.0%	\$0	\$0	0.0%	\$182	\$182	0.0%
Office, Public Facilities	per 1000 bldg sf	\$55	\$55	0.0%	\$0	\$0	0.0%	\$27	\$27	0.0%	\$0	\$0	0.0%	\$82	\$82	0.0%
Industrial, Assisted Living	per 1000 bldg sf	\$15	\$15	0.0%	\$0	\$0	0.0%	\$7	\$7	0.0%	\$0	\$0	0.0%	\$22	\$22	0.0%
Schools	per 1000 bldg sf	\$99	\$99	0.0%	\$0	\$0	0.0%	\$48	\$48	0.0%	\$0	\$0	0.0%	\$147	\$147	0.0%
Churches	per 1000 bldg sf	\$55	\$55	0.0%	\$0	\$0	0.0%	\$27	\$27	0.0%	\$0	\$0	0.0%	\$82	\$82	0.0%
Mini Storage	per gross acre	\$200	\$200	0.0%	\$0	\$0	0.0%	\$100	\$100	0.0%	\$0	\$0	0.0%	\$300	\$300	0.0%

Area 4																
	Basis of Charge	Outside Travel Lane			Center Travel Lane			Traffic Signals			Bridges			Total		
SFR - Rural (0 - 0.5)	per unit	\$7,034	\$7,576	7.7%	\$2,482	\$2,673	7.7%	\$586	\$631	7.7%	\$686	\$739	7.7%	\$10,788	\$11,619	7.7%
SFR - Very Low Density (0.6 - 2)	per unit	\$7,033	\$7,575	7.7%	\$2,482	\$2,673	7.7%	\$585	\$630	7.7%	\$686	\$739	7.7%	\$10,786	\$11,617	7.7%
SFR - Low Density (2.1 - 4)	per unit	\$7,033	\$7,575	7.7%	\$2,483	\$2,674	7.7%	\$585	\$630	7.7%	\$687	\$740	7.7%	\$10,788	\$11,619	7.7%
SFR - Medium Density (4.1 - 7)	per unit	\$7,033	\$7,575	7.7%	\$2,482	\$2,673	7.7%	\$585	\$630	7.7%	\$687	\$740	7.7%	\$10,787	\$11,618	7.7%
MFR - Medium High Density (7.1 - 15)	per unit	\$4,220	\$4,545	7.7%	\$1,489	\$1,604	7.7%	\$351	\$378	7.7%	\$412	\$444	7.7%	\$6,472	\$6,971	7.7%
MFR - High (15.1 - 25)	per unit	\$4,220	\$4,545	7.7%	\$1,489	\$1,604	7.7%	\$351	\$378	7.7%	\$412	\$444	7.7%	\$6,472	\$6,971	7.7%
MFR - Very High (25.1 - 43)	per unit	\$4,220	\$4,545	7.7%	\$1,489	\$1,604	7.7%	\$351	\$378	7.7%	\$412	\$444	7.7%	\$6,472	\$6,971	7.7%
Retail	per 1000 bldg sf	\$11,100	\$11,955	7.7%	\$3,918	\$4,220	7.7%	\$924	\$995	7.7%	\$1,083	\$1,166	7.7%	\$17,025	\$18,336	7.7%
Office, Public Facilities	per 1000 bldg sf	\$5,062	\$5,452	7.7%	\$1,787	\$1,925	7.7%	\$421	\$453	7.7%	\$494	\$532	7.7%	\$7,764	\$8,362	7.7%
Industrial, Assisted Living	per 1000 bldg sf	\$1,362	\$1,467	7.7%	\$481	\$518	7.7%	\$113	\$122	7.7%	\$133	\$143	7.7%	\$2,089	\$2,250	7.7%
Schools	per 1000 bldg sf	\$8,880	\$9,564	7.7%	\$3,134	\$3,375	7.7%	\$739	\$796	7.7%	\$867	\$934	7.7%	\$13,620	\$14,669	7.7%
Churches	per 1000 bldg sf	\$5,062	\$5,452	7.7%	\$1,787	\$1,925	7.7%	\$421	\$453	7.7%	\$494	\$532	7.7%	\$7,764	\$8,362	7.7%
Mini Storage	per gross acre	\$17,799	\$19,170	7.7%	\$6,286	\$6,770	7.7%	\$1,477	\$1,591	7.7%	\$1,738	\$1,872	7.7%	\$27,300	\$29,403	7.7%

Area 5																
	Basis of Charge	Outside Travel Lane			Center Travel Lane			Traffic Signals			Bridges			Total		
SFR - Rural (0 - 0.5)	per unit	\$3,322	\$3,578	7.7%	\$1,710	\$1,842	7.7%	\$378	\$407	7.7%	\$214	\$230	7.7%	\$5,624	\$6,057	7.7%
SFR - Very Low Density (0.6 - 2)	per unit	\$3,321	\$3,577	7.7%	\$1,710	\$1,842	7.7%	\$378	\$407	7.7%	\$213	\$229	7.7%	\$5,622	\$6,055	7.7%
SFR - Low Density (2.1 - 4)	per unit	\$3,321	\$3,577	7.7%	\$1,710	\$1,842	7.7%	\$378	\$407	7.7%	\$213	\$229	7.7%	\$5,622	\$6,055	7.7%
SFR - Medium Density (4.1 - 7)	per unit	\$3,321	\$3,577	7.7%	\$1,710	\$1,842	7.7%	\$377	\$406	7.7%	\$213	\$229	7.7%	\$5,621	\$6,054	7.7%
MFR - Medium High Density (7.1 - 15)	per unit	\$1,993	\$2,146	7.7%	\$1,026	\$1,105	7.7%	\$227	\$244	7.7%	\$128	\$138	7.7%	\$3,374	\$3,633	7.7%
MFR - High (15.1 - 25)	per unit	\$1,993	\$2,146	7.7%	\$1,026	\$1,105	7.7%	\$227	\$244	7.7%	\$128	\$138	7.7%	\$3,374	\$3,633	7.7%
MFR - Very High (25.1 - 43)	per unit	\$1,993	\$2,146	7.7%	\$1,026	\$1,105	7.7%	\$227	\$244	7.7%	\$128	\$138	7.7%	\$3,374	\$3,633	7.7%
Retail	per 1000 bldg sf	\$5,242	\$5,646	7.7%	\$2,699	\$2,907	7.7%	\$596	\$642	7.7%	\$337	\$363	7.7%	\$8,874	\$9,558	7.7%
Office, Public Facilities	per 1000 bldg sf	\$2,390	\$2,574	7.7%	\$1,231	\$1,326	7.7%	\$272	\$293	7.7%	\$154	\$166	7.7%	\$4,047	\$4,359	7.7%
Industrial	per 1000 bldg sf	\$643	\$693	7.7%	\$331	\$356	7.7%	\$73	\$79	7.7%	\$41	\$44	7.7%	\$1,088	\$1,172	7.7%
Schools	per 1000 bldg sf	\$4,194	\$4,517	7.7%	\$2,159	\$2,325	7.7%	\$477	\$514	7.7%	\$270	\$291	7.7%	\$7,100	\$7,647	7.7%
Churches	per 1000 bldg sf	\$2,390	\$2,574	7.7%	\$1,231	\$1,326	7.7%	\$272	\$293	7.7%	\$154	\$166	7.7%	\$4,047	\$4,359	7.7%
Mini Storage	per gross acre	\$8,403	\$9,050	7.7%	\$4,326	\$4,659	7.7%	\$954	\$1,027	7.7%	\$536	\$577	7.7%	\$14,219	\$15,313	7.7%

**CITY OF CLOVIS
MASTER DEVELOPMENT FEE SCHEDULE 2024-2025**

Effective: August 12, 2024

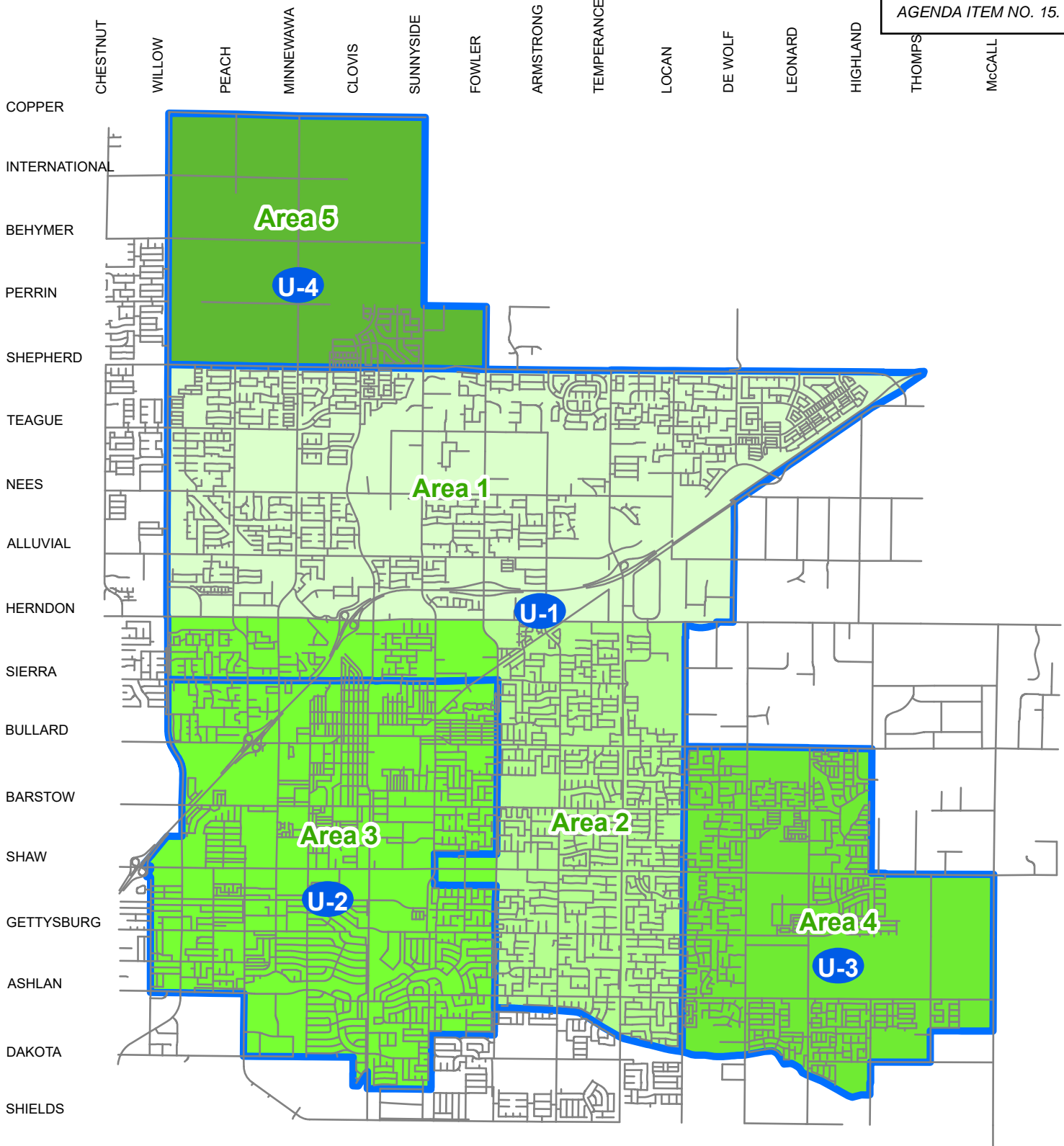
AGENDA ITEM NO. 15.

Current Rate	Proposed Rate	Percent Change	Current Rate	Proposed Rate	Percent Change
Sewer Oversize/Overdepth Reimbursement Rates					
Sewer oversize mains					
10"	\$9.25	\$9.96 per linear foot	7.7%		
12"	\$23.05	\$24.82 per linear foot	7.7%		
15"	\$53.40	\$57.51 per linear foot	7.7%		
18"	\$90.90	\$97.90 per linear foot	7.7%		
21"	\$125.30	\$134.95 per linear foot	7.7%		
Sewer overdepth mains:					
<u>8' to 12' in depth</u>					
8" main	\$9.75	\$10.50 per linear foot	7.7%		
10" main	\$12.35	\$13.30 per linear foot	7.7%		
12" main	\$12.15	\$13.09 per linear foot	7.7%		
15" main	\$16.55	\$17.82 per linear foot	7.7%		
18" main	\$19.00	\$20.46 per linear foot	7.7%		
21" main	\$22.70	\$24.45 per linear foot	7.7%		
<u>12' to 16' in depth</u>					
8" main	\$21.10	\$22.72 per linear foot	7.7%		
10" main	\$23.60	\$25.42 per linear foot	7.7%		
12" main	\$23.70	\$25.52 per linear foot	7.7%		
15" main	\$31.00	\$33.39 per linear foot	7.7%		
18" main	\$45.15	\$48.63 per linear foot	7.7%		
21" main	\$47.30	\$50.94 per linear foot	7.7%		
<u>Greater than 16' in depth</u>					
8" main	\$27.80	\$29.94 per linear foot	7.7%		
10" main	\$30.70	\$33.06 per linear foot	7.7%		
12" main	\$31.00	\$33.39 per linear foot	7.7%		
15" main	\$46.05	\$49.60 per linear foot	7.7%		
18" main	\$56.20	\$60.53 per linear foot	7.7%		
21" main	\$62.15	\$66.94 per linear foot	7.7%		
Water Oversize Reimbursement Rates					
Water oversize mains:					
12" main	\$18.06	\$19.45 per linear foot	7.7%		
14" main	\$32.60	\$35.11 per linear foot	7.7%		
16" main	\$54.80	\$59.02 per linear foot	7.7%		
18" main	\$71.42	\$76.92 per linear foot	7.7%		
20" main	\$89.22	\$96.09 per linear foot	7.7%		
24" main	\$129.61	\$139.59 per linear foot	7.7%		
Water oversize valves:					
12" valve	\$1,063	\$1,145 each	7.7%		
14" valve	\$1,432	\$1,542 each	7.7%		
16" valve	\$1,932	\$2,081 each	7.7%		
18" valve	\$2,315	\$2,493 each	7.7%		
20" valve	\$3,527	\$3,799 each	7.7%		
24" valve	\$5,359	\$5,772 each	7.7%		

WATER SUPPLY FEE

FY 2024-25

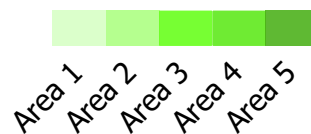
Land Use	Water Supply Fee *Outside FID (\$/gross acre)	Water Supply Fee Inside FID (\$/gross acre)
Residential (1 DU/2 AC)	16,100	11,320
Residential (0.6 – 2.0 DU/AC)	16,100	11,320
Residential (2.1 – 4.0 DU/AC)	13,880	9,100
Residential (4.1 – 7.0 DU/AC)	12,210	7,440
Residential (7.1 – 15.0 DU/AC)	18,320	13,540
Residential (15.1 – 25.0 DU/AC)	26,090	21,310
Residential (25.1 – 43.0 DU/AC)	40,520	35,740
Mixed Use Village	27,750	22,980
Mixed Use/Business Campus	27,750	22,980
Office	14,990	10,210
Industrial	5,550	780
Neighborhood Commercial	16,100	11,320
General Commercial	16,100	11,320
Open Space	8,330	3,550
Public Facilities	7,770	3,000
Parks	16,650	11,880
Schools	15,540	10,770



May 28, 2024

STREET & UNDERGROUNDING BOUNDARIES

 Underground Areas



NOT TO SCALE

FEE UPDATE

Single-Family Fee Calculation Scenarios
2024-2025 Proposed Fee rates

		4 DU/AC (SFR) - 40 acre development			6.5 DU/AC (SFR) - 40 acre development			7.5 DU/AC (SFR) - 40 acre development			14.5 DU/AC (SFR) - 40 acre development			15.5 DU/AC (SFR) - 40 acre development		
		Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference
Area 1	Total	\$7,516,158	\$9,418,803	\$1,902,644	\$10,763,432	\$13,031,661	\$2,268,229	\$11,105,285	\$13,524,434	\$2,419,149	\$19,582,150	\$23,393,455	\$3,811,305	\$21,098,494	\$25,097,610	\$3,999,115
	Per Unit	\$46,976	\$58,868	\$11,892	\$41,398	\$50,122	\$8,724	\$37,018	\$45,081	\$8,064	\$33,762	\$40,334	\$6,571	\$34,030	\$40,480	\$6,450
	% Change			25.3%			21.1%			21.8%			19.5%			19.0%
Area 2	Total	\$5,819,078	\$7,584,495	\$1,765,416	\$8,005,941	\$10,051,174	\$2,045,233	\$9,196,070	\$11,460,837	\$2,264,768	\$15,891,001	\$19,403,835	\$3,512,834	\$17,152,783	\$20,832,843	\$3,680,060
	Per Unit	\$36,369	\$47,403	\$11,034	\$30,792	\$38,658	\$7,866	\$30,654	\$38,203	\$7,549	\$27,398	\$33,455	\$6,057	\$27,666	\$33,601	\$5,936
	% Change			30.3%			25.5%			24.6%			22.1%			21.5%
Area 3	Total	\$5,412,591	\$7,151,740	\$1,739,148	\$7,558,549	\$9,577,515	\$2,018,965	\$8,781,645	\$11,020,145	\$2,238,500	\$15,408,084	\$18,894,650	\$3,486,565	\$16,660,082	\$20,313,874	\$3,653,792
	Per Unit	\$33,829	\$44,698	\$10,870	\$29,071	\$36,837	\$7,765	\$29,272	\$36,734	\$7,462	\$26,566	\$32,577	\$6,011	\$26,871	\$32,764	\$5,893
	% Change			32.1%			26.7%			25.5%			22.6%			21.9%
Area 4	Total	\$7,470,808	\$9,369,921	\$1,899,112	\$10,699,812	\$12,963,088	\$2,263,276	\$11,055,976	\$13,471,431	\$2,415,455	\$19,501,863	\$23,307,200	\$3,805,336	\$21,013,782	\$25,006,605	\$3,992,822
	Per Unit	\$46,693	\$58,562	\$11,869	\$41,153	\$49,858	\$8,705	\$36,853	\$44,905	\$8,052	\$33,624	\$40,185	\$6,561	\$33,893	\$40,333	\$6,440
	% Change			25.4%			21.2%			21.8%			19.5%			19.0%
Area 5	Total	\$6,624,542	\$8,458,451	\$1,833,909	\$9,329,197	\$11,486,872	\$2,157,675	\$10,105,327	\$12,447,133	\$2,341,806	\$17,670,763	\$21,334,243	\$3,663,480	\$19,056,903	\$22,898,125	\$3,841,222
	Per Unit	\$41,403	\$52,865	\$11,462	\$35,882	\$44,180	\$8,299	\$33,684	\$41,490	\$7,806	\$30,467	\$36,783	\$6,316	\$30,737	\$36,932	\$6,196
	% Change			27.7%			23.1%			23.2%			20.7%			20.2%

Note: Water Supply Fee (Base Rate) will increase the development cost by \$191,000.00 for Areas 1 through 5, as well as for all 40 acre residential developments.

FEE UPDATE

Multi-Family Fee Calculation Scenarios
2024-2025 Proposed Fee rates

		7.5 DU/AC (MFR) - 40 acre development			14.5 DU/AC (MFR) - 40 acre development			15.5 DU/AC (MFR) - 40 acre development			20 DU/AC (MFR) - 40 acre development		
		Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference
Area 1	Total	\$10,478,928	\$12,849,966	\$2,371,038	\$18,371,194	\$22,089,484	\$3,718,290	\$19,804,024	\$23,703,710	\$3,899,686	\$24,722,623	\$29,330,755	\$4,608,132
	Per Unit	\$34,930	\$42,833	\$7,903	\$31,674	\$38,085	\$6,411	\$31,942	\$38,232	\$6,290	\$30,903	\$36,663	\$5,760
	% Change			22.6%			20.2%			19.7%			18.6%
Area 2	Total	\$8,569,713	\$10,786,370	\$2,216,657	\$14,680,045	\$18,099,864	\$3,419,819	\$15,858,313	\$19,438,944	\$3,580,631	\$19,631,383	\$23,827,831	\$4,196,448
	Per Unit	\$28,566	\$35,955	\$7,389	\$25,310	\$31,207	\$5,896	\$25,578	\$31,353	\$5,775	\$24,539	\$29,785	\$5,246
	% Change			25.9%			23.3%			22.6%			21.4%
Area 3	Total	\$8,155,289	\$10,345,677	\$2,190,389	\$14,197,128	\$17,590,679	\$3,393,551	\$15,365,612	\$18,919,974	\$3,554,362	\$19,094,651	\$23,264,831	\$4,170,180
	Per Unit	\$27,184	\$34,486	\$7,301	\$24,478	\$30,329	\$5,851	\$24,783	\$30,516	\$5,733	\$23,868	\$29,081	\$5,213
	% Change			26.9%			23.9%			23.1%			21.8%
Area 4	Total	\$10,429,619	\$12,796,963	\$2,367,344	\$18,290,908	\$22,003,229	\$3,712,322	\$19,719,312	\$23,612,705	\$3,893,393	\$24,617,997	\$29,218,375	\$4,600,378
	Per Unit	\$34,765	\$42,657	\$7,891	\$31,536	\$37,937	\$6,401	\$31,805	\$38,085	\$6,280	\$30,773	\$36,523	\$5,750
	% Change			22.7%			20.3%			19.7%			18.7%
Area 5	Total	\$9,478,970	\$11,772,666	\$2,293,695	\$16,459,807	\$20,030,272	\$3,570,465	\$17,762,433	\$21,504,225	\$3,741,792	\$22,095,113	\$26,500,042	\$4,404,929
	Per Unit	\$31,597	\$39,242	\$7,646	\$28,379	\$34,535	\$6,156	\$28,649	\$34,684	\$6,035	\$27,619	\$33,125	\$5,506
	% Change			24.2%			21.7%			21.1%			19.9%

Note: Water Supply Fee (Base Rate) will increase the development cost by \$191,000.00 for Areas 1 through 5, as well as for all 40 acre residential developments.

FEE UPDATE

Non-Residential Fee Calculation Scenarios 2024-2025 Proposed Fee rates

		Retail (1 acre site)			Industrial (1 acre site)			Office (1 acre site)		
		Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference	Existing Fees	Proposed Fees	Difference
Area 1	Total	\$307,246	\$366,781	\$59,535	\$134,211	\$159,238	\$25,027	\$222,327	\$275,539	\$53,212
	% Change			19.4%			18.6%			23.9%
Area 2	Total	\$161,413	\$209,169	\$47,756	\$107,404	\$130,256	\$22,852	\$155,821	\$203,657	\$47,835
	% Change			29.6%			21.3%			30.7%
Area 3 (Core)	Total	\$147,290	\$194,389	\$47,099	\$97,844	\$120,039	\$22,195	\$144,731	\$191,909	\$47,179
	% Change			32.0%			22.7%			32.6%
Area 4	Total	\$304,350	\$363,667	\$59,317	\$133,383	\$158,339	\$24,956	\$220,783	\$273,875	\$53,092
	% Change			19.5%			18.7%			24.0%
Area 5	Total	\$232,091	\$285,849	\$53,759	\$119,923	\$143,844	\$23,920	\$187,732	\$238,281	\$50,549
	% Change			23.2%			19.9%			26.9%

Note: Water Supply Fee (Base Rate) will increase the development cost by \$4,780.00 per Acre for Areas 1 through 5.



Nexus Sheets
for
Development Impact Fees
Fiscal Year
2024-2025

Fiscal Year
2024-2025

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Police Department Fee

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Appendix A

Findings in Support of the Continuation of City Policies to Impose Residential Development Impact Fees on a Per Unit or Per Acreage Basis

2024-2025

Existing Rates		
Single Family Residential	\$9,584	per Unit*
Multi-Family Residential	\$7,763	per Unit*
Retail	\$5.75	per bldg sf ^^
Office	\$4.89	per bldg sf ^^
Industrial	\$2.68	per bldg sf ^^
Assisted Living	\$9,584	per EDU
*Other	\$9,584	per EDU
^ Unit is defined as each separate dwelling unit		
^^ Non-residential Fees are based on building square footage.		

Proposed Rates			% change
Single Family Residential	\$10,322	per Unit^	
Multi-Family Residential	\$8,361	per Unit^	7.7%
Retail	\$6.19	per bldg sf ^^	7.7%
Office/PF/School	\$5.27	per bldg sf ^^	7.7%
Industrial	\$2.89	per bldg sf ^^	7.7%
Assisted Living	\$10,322	per EDU	7.7%
*Other	\$10,322	per EDU	7.7%
^ Unit is defined as each separate dwelling unit			
^^ Non-residential Fees are based on building square footage.			

Purpose of Fee

The Sewer Major Facilities fee pays for the construction and financing of major sewer trunk lines, treatment capacity, and recycled water transmission to serve growth.

Scope of Improvements covered

Debt Service on past capacity upgrades at the Fresno Regional Plant.

Debt service on the construction of the City of Clovis treatment plant including the first 2.7 mgd treatment capacity, Pump Station E, Pump Station B, Ashlan Force mains, recycled water pump station and transmission system.

Construction and financing costs for future plant expansions.

Construction and financing costs for future upgrades and capacity purchases at the Fresno Regional plant.

Construction and financing costs for the future construction of Shepherd Avenue force mains and Dewolf trunk mains.

Construction and financing costs for the future construction of trunk mains to serve growth in Heritage Grove and the Northeast Village.

Nexus

Sewage treatment, conveyance, and disposal systems are necessary to accommodate new development. Major components of the system are needed in advance of development and therefore must be constructed using financing. The rates are directly related to system utilization by each land use category and include development's share of financing and construction.

AB602: Residential usage have been measured on a land usage basis and then correlated to a per home basis. This same measurement is used to predict future capacity and treatment needs. There is a better correlation between City data and the number of homes than residential square footage.

Methodology

1. Calculate the total cost of system components and financing.
2. Calculate the number of units or EDU's that will benefit from and pay for the system according to relative system utilization per the sewer master plan.
3. Rate = total cost divided by units.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates	
All Areas except RT Ph 1, 2	\$1,114 per Gr. Ac.*
RT Park Phase1, 2	\$0 per Gr. Ac.*
* Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets	

Proposed Rates		% change
All Areas except RT Ph 1, 2	\$1,200 per Gr. Ac.^	
RT Park Phase1, 2	\$0 per Gr. Ac.^	7.7%
^ Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets		

Purpose of Fee

The Sewer Oversize Fee pays for the difference in construction cost between 8" mains at standard depth (which are paid for with front footage fees) and any larger mains and/or mains constructed at greater than standard depth.

Scope of Improvements covered

All sewer mains that are greater than 8" in diameter and all mains (including 8" diameter) constructed at depths greater than 8' are included. Mains that are considered trunk mains are not included in the sewer oversize fee, but are included in the sewer major facilities fee.

Nexus

In order to provide for the conveyance of sewage from all development, certain sewer mains are required to be larger than 8" in diameter or must be constructed at depths greater than 8'. The additional cost for these larger and/or deeper sewer mains is to be paid for by all development because all development receives benefit

AB602: Acreage is a common denominator between all land uses. Acreage is used for the basis of this fee in order to evenly distribute the share across the City. Therefore an acreage basis is more appropriate than a residential square footage basis.

Methodology

1. Calculate the total cost of system components (those lines larger 8" diameter and/or greater than 8' in depth).
2. Calculate the total acreage of undeveloped (developable) land.
3. Rate = total cost divided by total gross acreage.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates	
All Areas except RT Ph 1, 2	\$32.05 per Linear Ft.*
RT Park Phase1, 2	\$0.00 per Linear Ft.*
* Measurement of linear footage is to include all adjacent streets, alleys, or easements where existing or proposed sewer are (to be) installed.	

Proposed Rates		% change
All Areas except RT Ph 1, 2	\$34.50 per Linear Ft.^	7.7%
RT Park Phase1, 2	\$0 per Gr. Ac.^	
^ Measurement of linear footage is to include all adjacent streets, alleys, or easements where existing or proposed sewer are (to be) installed.		

Purpose of Fee

Development is responsible for the cost of 1/2 of the 8" mains the along all adjacent streets alleys and easements. The Sewer Front Footage Fee pays for 1/2 of the construction cost of 8" mains at standard depth in order to reimburse developers who construct lines along properties that are not part of the developer's property.

Scope of Improvements covered

The fee covers the cost attributable to 8" sewer main construction that are to be constructed in streets, alleys, or easements where other developments will have frontage and/or connect to the main. The component of cost for sewer mains that are in excess of 8" diameter or 8' in depth is not included and is paid for through the oversize sewer fee. Mains that are considered trunk mains are not included in the sewer front footage fee, but are included in the sewer major facilities fee.

Nexus

All development benefits from the sewage collection system. Each property shares in the cost of the basic element of the collection system (8" sewer mains at standard depth) by providing for 1/2 the cost of any adjacent mains.

AB602: The repayment of this fee is on a lineal footage basis. There is no correlation with the size of the home.

Methodology

1. Calculate the cost of 8" sewer main construction at 8' or less in depth on a linear foot basis.
2. Rate = 1/2 the construction cost per linear foot.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates	
4" Lateral	\$136 per Linear Ft.*
6" Lateral	\$138 per Linear Ft.*
* Linear footage refers to length of pipe installed.	

Proposed Rates		% change
4" Lateral	\$146 per Linear Ft.^	7.7%
6" Lateral	\$149 per Linear Ft.^	7.7%
^ Linear footage refers to length of pipe installed.		

Purpose of Fee

This fee provides for cost recovery for City forces to supply and construct sewer house branches. While, in most cases, construction of sewer laterals is done by development, this fee provides for cost recovery when lateral construction is done using City forces at the election of the property owner and availability of City resources. Laterals installed by City forces normally occurs on individual residential connections to the sewer system.

Scope of Improvements covered

The fee covers the cost to construct 4" or 6" sewer laterals from the main to the property line and includes all associated costs (excavation, pipeline construction, connection to main, backfill, compaction, resurfacing).

Nexus

The fee represents direct cost recovery for property owner requested services.

AB602: The costs are per each item with no dependence upon size of the home. Therefore the per each basis is more appropriate than residential square footage.

Methodology

1. Calculate the cost of 4" and 6" sewer lateral construction on a linear foot basis.
2. Rate = construction cost per linear foot.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Existing Rates			
Residential	2.0 or less	\$8,580	per Unit
Residential	2.1 to 2.5	\$8,580	per Unit
Residential	2.6 to 3.0	\$8,580	per Unit
Residential	3.1 to 3.5	\$8,580	per Unit
Residential	3.6 to 4.0	\$8,580	per Unit
Residential	4.1 to 4.5	\$8,580	per Unit
Residential	4.6 to 5.0	\$7,283	per Unit
Residential	5.1 to 5.5	\$5,987	per Unit
Residential	5.6 to 6.0	\$5,851	per Unit
Residential	6.1 to 6.5	\$5,716	per Unit
Residential	6.6 to 7.0	\$5,581	per Unit
Residential	7.1 to 7.5	\$5,445	per Unit
Residential	7.6 to 8.0	\$5,311	per Unit
Residential	8.1 to 8.5	\$5,174	per Unit
Residential	8.6 to 9.0	\$5,038	per Unit
Residential	9.1 to 9.5	\$4,902	per Unit
Residential	9.6 to 10.0	\$4,768	per Unit
Residential	10.1 to 10.5	\$4,632	per Unit
Residential	10.6 to 11.0	\$4,490	per Unit
Residential	11.1 to 11.5	\$4,437	per Unit
Residential	11.6 to 12.0	\$4,383	per Unit
Residential	12.1 to 12.5	\$4,330	per Unit
Residential	12.6 to 13.0	\$4,275	per Unit
Residential	13.1 to 13.5	\$4,221	per Unit
Residential	13.6 to 14.0	\$4,168	per Unit
Residential	14.1 to 14.5	\$4,114	per Unit
Residential	14.6 to 15.0	\$4,058	per Unit
Residential	15.1 to 15.5	\$4,005	per Unit
Residential	15.6 to 16.0	\$3,951	per Unit
Residential	16.1 to 16.5	\$3,899	per Unit
Residential	16.6 to 17.0	\$3,843	per Unit
Residential	17.1 to 17.5	\$3,789	per Unit
Residential	17.6 to 18.0	\$3,735	per Unit
Residential	18.1 to 18.5	\$3,682	per Unit
Residential	18.6 to 19.0	\$3,628	per Unit
Residential	19.1 to 19.5	\$3,574	per Unit
Residential	19.6 to 20.0	\$3,518	per Unit
Commercial Retail		\$4.29	per bldg sf ^^
Professional Office		\$4.29	per bldg sf ^^
Industrial		\$1.16	per bldg sf ^^
Schools/Parks		\$8,980	per Gr. Ac.^
Public Facilities		\$2.32	per bldg sf ^^
Assisted Living		\$4.06	per bldg sf ^^
^ Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets ^^ bldg sf = building square foot			

Proposed Rates				% change
Residential	2.0 or less	\$17,568	per Unit	104.8%
Residential	2.1 to 2.5	\$17,568	per Unit	104.8%
Residential	2.6 to 3.0	\$17,568	per Unit	104.8%
Residential	3.1 to 3.5	\$17,568	per Unit	104.8%
Residential	3.6 to 4.0	\$17,568	per Unit	104.8%
Residential	4.1 to 4.5	\$17,568	per Unit	104.8%
Residential	4.6 to 5.0	\$14,912	per Unit	104.8%
Residential	5.1 to 5.5	\$12,256	per Unit	104.7%
Residential	5.6 to 6.0	\$11,977	per Unit	104.7%
Residential	6.1 to 6.5	\$11,698	per Unit	104.7%
Residential	6.6 to 7.0	\$11,419	per Unit	104.6%
Residential	7.1 to 7.5	\$11,140	per Unit	104.6%
Residential	7.6 to 8.0	\$10,861	per Unit	104.5%
Residential	8.1 to 8.5	\$10,582	per Unit	104.5%
Residential	8.6 to 9.0	\$10,303	per Unit	104.5%
Residential	9.1 to 9.5	\$10,024	per Unit	104.5%
Residential	9.6 to 10.0	\$9,745	per Unit	104.4%
Residential	10.1 to 10.5	\$9,466	per Unit	104.4%
Residential	10.6 to 11.0	\$9,192	per Unit	104.7%
Residential	11.1 to 11.5	\$9,081	per Unit	104.7%
Residential	11.6 to 12.0	\$8,970	per Unit	104.7%
Residential	12.1 to 12.5	\$8,859	per Unit	104.6%
Residential	12.6 to 13.0	\$8,748	per Unit	104.7%
Residential	13.1 to 13.5	\$8,637	per Unit	104.6%
Residential	13.6 to 14.0	\$8,526	per Unit	104.6%
Residential	14.1 to 14.5	\$8,415	per Unit	104.6%
Residential	14.6 to 15.0	\$8,304	per Unit	104.6%
Residential	15.1 to 15.5	\$8,193	per Unit	104.5%
Residential	15.6 to 16.0	\$8,082	per Unit	104.5%
Residential	16.1 to 16.5	\$7,971	per Unit	104.5%
Residential	16.6 to 17.0	\$7,860	per Unit	104.5%
Residential	17.1 to 17.5	\$7,749	per Unit	104.5%
Residential	17.6 to 18.0	\$7,638	per Unit	104.5%
Residential	18.1 to 18.5	\$7,527	per Unit	104.4%
Residential	18.6 to 19.0	\$7,416	per Unit	104.4%
Residential	19.1 to 19.5	\$7,305	per Unit	104.4%
Residential	19.6 to 20.0	\$7,201	per Unit	104.7%
Commercial Retail		\$8.78	per bldg sf ^^	104.8%
Professional Office		\$8.78	per bldg sf ^^	104.8%
Industrial		\$2.36	per bldg sf ^^	102.9%
Schools/Parks		\$18,384	per Gr. Ac.^	104.7%
Public Facilities		\$4.77	per bldg sf ^^	105.2%
Assisted Living		\$8.33	per bldg sf ^^	105.3%
^ Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets				
^^ bldg sf = building square foot				

Purpose of Fee

The Water Major Facilities fee pays for the construction and financing of transmission water mains and water supply and treatment infrastructure including water wells, recharge facilities, surface water treatment facilities, and storage facilities as needed to serve growth.

Scope of Improvements covered

Debt Service on the existing surface water treatment facility.

Planned construction of future capacity capital improvements including recharge, treatment plant expansion, water wells, and transmission mains per the Water master plan

Nexus

Water production, treatment, and transmission systems are necessary to accommodate new development. Major components of the system are needed in advance of development and therefore must be constructed using financing. The rates are directly related to system utilization by each land use category and include development's share of financing and construction.

AB602: Residential usage have been measured on a land usage basis and then correlated to a per home basis. This same measurement is used to predict future capacity and treatment needs. There is a better correlation between City data and the number of homes than residential square footage.

Methodology

1. Calculate the total cost of system components and financing.
2. Calculate the number of units or EDU's that will benefit from and pay for the system according to relative system utilization per the water master plan.
3. Rate = total cost divided by units.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a comprehensive cost evaluation which indicated a 105% increase.

2024-2025

Existing Rates	
All areas except RT Phase 1, 2	\$1,682 per Gr. Ac.*
RT Phase 1, 2	\$182 per Gr. Ac.*
* Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets	

Proposed Rates		% change
All areas except RT Phase 1, 2	\$1,812 per Gr. Ac.^	7.7%
RT Phase 1, 2	\$196 per Gr. Ac.^	7.7%
^ Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets		

Purpose of Fee

The Water Oversize Fee pays for the difference in construction cost between 8" mains and larger distribution mains.

Scope of Improvements covered

All water mains that are greater than 8" in diameter are included, except mains that are considered transmission mains which are included in the water major facilities fee.

Nexus

In order to provide for the distribution of water to all development, certain water mains are required to be larger than 8" in diameter. The additional cost for these larger water mains is to be paid for by all development because all development receives benefit.

AB602: Acreage is a common denominator between all land uses. Acreage is used for the basis of this fee in order to evenly distribute the share across the City. Therefore an acreage basis is more appropriate than a residential square footage basis.

Methodology

1. Calculate the total cost of system components (those lines larger 8" diameter).
2. Calculate the total acreage of undeveloped (developable) land.
3. Rate = total cost divided by total gross acreage.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Existing Rates	
All areas except RT Phase 1, 2	\$27.40 per Linear Ft.*
RT Phase 1, 2	\$0.00 per Linear Ft.*
* Measurement of linear footage is to include all adjacent streets, alleys, or easements where existing or proposed water mains are (to be) installed.	

Proposed Rates		% change
All areas except RT Phase 1, 2	\$29.50 per Linear Ft.^	7.7%
RT Phase 1, 2	\$0.00 per Linear Ft.^	0%
^ Measurement of linear footage is to include all adjacent streets, alleys, or easements where existing or proposed water mains are (to be) installed.		

Purpose of Fee

Development is responsible for the cost of 1/2 of the 8" water mains along all adjacent streets, alleys, and easements. The Water Front Footage Fee pays for the 1/2 construction cost of 8" mains in order to reimburse developers who construct lines along properties that are not part of the developer's property.

Scope of Improvements covered

The fee covers the cost attributable to water main construction that are to be constructed in streets, alleys, or easements where other developments will have frontage and/or connect to the main. The component of cost for water mains that are in excess of 8" diameter is not included and is paid for through the oversize water fee. Mains that are considered transmission mains are not included in the water front footage fee, but are included in the water major facilities fee.

Nexus

All development benefits from the water distribution system. Each property shares in the cost of the basic element of the distribution system (8" water mains) by providing for 1/2 the cost of any adjacent water mains.

AB602: The repayment of this fee is on a lineal footage basis. There is no correlation with the size of the home.

Methodology

1. Calculate the cost of 8" water main construction on a linear foot basis.
2. Rate = 1/2 the construction cost per linear foot.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates		
All Land Uses	\$2,454 per Gr. Ac.*	
* Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets		

Proposed Rates		% change
All Land Uses	\$2,643 per Gr. Ac.^	7.7%
^ Gross Acre (Gr. Ac.) is defined as the total land area being developed plus 1/2 of the right-of-way on adjacent streets		

Purpose of Fee

The Non-Potable Water Fee pays for the construction of a non-potable water distribution system that supplies non potable water for irrigation of open space and landscaped areas, mainly in public areas.

Scope of Improvements covered

All non-potable (purple pipe) water mains that are intended for distribution and transmission.

Nexus

A non-potable water distribution system provides for delivery of non-potable water to public landscaped areas, parks, and open spaces within the City. The use of non-potable water in these areas is an essential part of achieving a water balance and reducing groundwater usage in the City. These benefits are attributable to all development and the costs are shared "equally" among development according to land area.

AB602: The current method meets the intent of AB602 to impose lower fees on smaller dwellings that are typical of higher density developments.

Methodology

1. Calculate the total cost of system components minus the non-potable water improvements installed and reimbursed.
2. Calculate the total acreage of undeveloped (developable) land.
3. Rate = total cost divided by total gross acreage.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Existing Rates
Rates vary according to density and land use See attached schedule

Proposed Rates
Rates vary according to density and land use See attached schedule No change in rates is proposed

Purpose of Fee

The Water Supply Fee pays a share of the cost to acquire additional water supply for properties with development patterns that will exceed the current entitlement. For properties within the FID, the entitlement is 2.2 ac/ft/ac. For properties outside the FID, there is no designate entitlement. The current cost to acquire annual supply is \$1,250 per ac/ft. The Water Supply Fee includes a share of the cost to secure a firm water supply from FID. The current cost to development for the firm water supply is \$4,300 per ac/ft.

Scope of Improvements covered

The funds are used to buy water entitlement, acquire new water resources and participate in water banking infrastructure.

Nexus

In order to ensure that the overdraft of the groundwater basin due to pumping is not exacerbated, and to properly secure adequate water entitlement going forward, new development that creates a water demand that exceeds the water entitlement that comes with the land must provide for the additional water supply. For projects lying within the FID, they provide their water entitlement to the City at the time of development and receive a fee credit for the allocation. All other projects lying outside the FID will require acquisition of additional supply. The need for the additional water supply is directly tied to the project or land development that creates the demand. The costs associated with the acquisition of the new water supply are attributable to the new development.

AB602: Residential usage have been measured on land usage basis. This same measurement is used to predict future needs. There is a better correlation between City data and the land use than residential square footage.

Methodology

1. Determine the cost to acquire additional water supply per ac/ft/yr
2. Develop relationship between development type/intensity, and water demand.
3. Rate = annual water demand in excess of the entitlement (ac/ft/yr) X acquisition cost per ac/ft/yr
4. Prorate the FID annual allotment as credit to development within FID

Summary of Factors contributing to Rate Change

- No change in rate proposed.

Land Use	Water Supply Fee *Outside FID (\$/gross acre)	Water Supply Fee Inside FID (\$/gross acre)
Residential (1 DU/2 AC)	\$16,100	\$11,320
Residential (0.6 – 2.0 DU/AC)	\$16,100	\$11,320
Residential (2.1 – 4.0 DU/AC)	\$13,880	\$9,100
Residential (4.1 – 7.0 DU/AC)	\$12,210	\$7,440
Residential (7.1 – 15.0 DU/AC)	\$18,320	\$13,540
Residential (15.1 – 25.0 DU/AC)	\$26,090	\$21,310
Residential (25.1 – 43.0 DU/AC)	\$40,520	\$35,740
Mixed Use Village	\$27,750	\$22,980
Mixed Use/Business Campus	\$27,750	\$22,980
Office	\$14,990	\$10,210
Industrial	\$5,550	\$780
Neighborhood Commercial	\$16,100	\$11,320
General Commercial	\$16,100	\$11,320
Open Space	\$8,330	\$3,550
Public Facilities	\$7,770	\$3,000
Parks	\$16,650	\$11,880
Schools	\$15,540	\$10,770

* Excludes lands within the existing Garfield and International Irrigation Districts which will require separate analysis.

2024-2025

Existing Rates		Proposed Rates		% change
3/4" meter	\$348 Each	3/4" meter	\$375 Each	7.7%
1" meter	\$435 Each	1" meter	\$468 Each	7.7%
1 1/2" meter (residential only)	\$737 Each	1 1/2" meter (residential only)	\$794 Each	7.7%
2" meter (residential only)	\$940 Each	2" meter (residential only)	\$1,012 Each	7.7%
1 1/2" turbo (landscape) meter	\$946 Each	1 1/2" turbo (landscape) meter	\$1,019 Each	7.7%
2" turbo (landscape) meter	\$1,080 Each	2" turbo (landscape) meter	\$1,163 Each	7.7%
3" turbo (landscape) meter	\$1,520 Each	3" turbo (landscape) meter	\$1,637 Each	7.7%
4" turbo (landscape) meter	\$2,523 Each	4" turbo (landscape) meter	\$2,717 Each	7.7%
6" turbo (landscape) meter	\$4,559 Each	6" turbo (landscape) meter	\$4,910 Each	7.7%
1 1/2" (MFR & Non-res) meter	\$1,277	1 1/2" (MFR & Non-res) meter	\$1,375 Each	7.7%
2" (MFR & Non-res) meter	\$1,449 Each	2" (MFR & Non-res) meter	\$1,561 Each	7.7%
3" (MFR & Non-res) meter	\$1,991 Each	3" (MFR & Non-res) meter	\$2,144 Each	7.7%
4" (MFR & Non-res) meter	\$3,120 Each	4" (MFR & Non-res) meter	\$3,360 Each	7.7%
6" (MFR & Non-res) meter	\$5,438 Each	6" (MFR & Non-res) meter	\$5,857 Each	7.7%
3/4" service w/meter	\$6,485 Each	3/4" service w/meter	\$6,984 Each	7.7%
1" service w/meter	\$6,572 Each	1" service w/meter	\$7,078 Each	7.7%
1 1/2" service w/ meter	\$7,522 Each	1 1/2" service w/ meter	\$8,101 Each	7.7%
2" service w/meter	\$8,166 Each	2" service w/meter	\$8,795 Each	7.7%
Transceiver*	\$170 Each	Transceiver*	\$183 Each	7.7%
* Transceiver does not apply to 3/4" meters and can be shared between two meters.		* Transceiver does not apply to 3/4" meters and can be shared between two meters.		

Purpose of Fee

This fee provides for cost recovery for City forces to supply and install meters or to construct water services with meters.

Scope of Improvements covered

The water meter fee covers the City's labor and equipment costs to supply and install water meters and transceivers. Water service with meter fee covers the City's labor and equipment costs to supply and install a water service from the main to the property line and includes all associated costs (excavation, pipeline construction, connection to main, backfill, compaction, resurfacing, and water meter).

Nexus

The fee represents direct cost for the actual material cost and associated City staff and equipment costs.

AB602: The costs are per each item with very little dependence upon size of the home. Therefore the per each basis is more appropriate than residential square footage.

Methodology

1. Determine the cost of water meters of various sizes and types.
2. Rate = construction cost per each meter or service with meter.
3. Evaluation of the water meter fee indicated minor revisions to costs.
4. Evaluation of the water service with water meter installation cost indicated the same minor revisions to costs.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Outside Travel Lane Fee

2024-2025

AGENDA ITEM NO. 15.

	Existing Rates, Area 1	
SFR - Rural (0 - 0.5)	\$7,968	per unit
SFR - Very Low Density (0.6 - 2)	\$7,968	per unit
SFR - Low Density (2.1 - 4)	\$7,968	per unit
SFR - Medium Density (4.1 - 7)	\$7,968	per unit
MFR - Medium High Density (7.1 - 15)	\$4,781	per unit
MFR - High (15.1 - 25)	\$4,781	per unit
MFR - Very High (25.1 - 43)	\$4,781	per 1000 bldg sf
Retail	\$12,575	per 1000 bldg sf
Office, Public Facilities	\$5,734	per 1000 bldg sf
Industrial, Assisted Living	\$1,543	per 1000 bldg sf
Schools	\$10,060	per 1000 bldg sf
Churches	\$5,734	per 1000 bldg sf
Mini Storage	\$20,164	per gross acre

Proposed Rates, Area 1		% change
\$8,582	per unit	7.7%
\$8,582	per unit	7.7%
\$8,582	per unit	7.7%
\$8,582	per unit	7.7%
\$5,149	per unit	7.7%
\$5,149	per unit	7.7%
\$5,149	per 1000 bldg sf	7.7%
\$13,543	per 1000 bldg sf	7.7%
\$6,176	per 1000 bldg sf	7.7%
\$1,662	per 1000 bldg sf	7.7%
\$10,835	per 1000 bldg sf	7.7%
\$6,176	per 1000 bldg sf	7.7%
\$21,717	per gross acre	7.7%

Area 1 RT Park Phase 1, 2	Existing Rates, Area 1	
Industrial	\$1,256	per 1000 bldg sf
Office	\$4,667	per 1000 bldg sf

Proposed Rates, Area 1		% change
\$1,353	per 1000 bldg sf	7.7%
\$5,026	per 1000 bldg sf	7.7%

	Existing Rates, Area 2	
SFR - Rural (0 - 0.5)	\$412	per unit
SFR - Very Low Density (0.6 - 2)	\$412	per unit
SFR - Low Density (2.1 - 4)	\$412	per unit
SFR - Medium Density (4.1 - 7)	\$412	per unit
MFR - Medium High Density (7.1 - 15)	\$248	per unit
MFR - High (15.1 - 25)	\$248	per unit
MFR - Very High (25.1 - 43)	\$248	per 1000 bldg sf
Retail	\$649	per 1000 bldg sf
Office, Public Facilities	\$296	per 1000 bldg sf
Industrial, Assisted Living	\$79	per 1000 bldg sf
Schools	\$520	per 1000 bldg sf
Churches	\$296	per 1000 bldg sf
Mini Storage	\$1,040	per gross acre

Proposed Rates, Area 2		% change
\$412	per unit	0.0%
\$412	per unit	0.0%
\$412	per unit	0.0%
\$412	per unit	0.0%
\$248	per unit	0.0%
\$248	per unit	0.0%
\$248	per 1000 bldg sf	0.0%
\$649	per 1000 bldg sf	0.0%
\$296	per 1000 bldg sf	0.0%
\$79	per 1000 bldg sf	0.0%
\$520	per 1000 bldg sf	0.0%
\$296	per 1000 bldg sf	0.0%
\$1,040	per gross acre	0.0%

	Existing Rates, Area 3	
SFR - Rural (0 - 0.5)	\$76	per unit
SFR - Very Low Density (0.6 - 2)	\$77	per unit
SFR - Low Density (2.1 - 4)	\$77	per unit
SFR - Medium Density (4.1 - 7)	\$77	per unit
MFR - Medium High Density (7.1 - 15)	\$47	per unit
MFR - High (15.1 - 25)	\$47	per unit
MFR - Very High (25.1 - 43)	\$47	per 1000 bldg sf
Retail	\$122	per 1000 bldg sf
Office, Public Facilities	\$55	per 1000 bldg sf
Industrial, Assisted Living	\$15	per 1000 bldg sf
Schools	\$99	per 1000 bldg sf
Churches	\$55	per 1000 bldg sf
Mini Storage	\$200	per gross acre

Proposed Rates, Area 3		% change
\$76	per unit	0.0%
\$77	per unit	0.0%
\$77	per unit	0.0%
\$77	per unit	0.0%
\$47	per unit	0.0%
\$47	per unit	0.0%
\$47	per 1000 bldg sf	0.0%
\$122	per 1000 bldg sf	0.0%
\$55	per 1000 bldg sf	0.0%
\$15	per 1000 bldg sf	0.0%
\$99	per 1000 bldg sf	0.0%
\$55	per 1000 bldg sf	0.0%
\$200	per gross acre	0

2024-2025

	Existing Rates, Area 4	
SFR - Rural (0 - 0.5)	\$7,034	per unit
SFR - Very Low Density (0.6 - 2)	\$7,033	per unit
SFR - Low Density (2.1 - 4)	\$7,033	per unit
SFR - Medium Density (4.1 - 7)	\$7,033	per unit
MFR - Medium High Density (7.1 - 15)	\$4,220	per unit
MFR - High (15.1 - 25)	\$4,220	per unit
MFR - Very High (25.1 - 43)	\$4,220	per 1000 bldg sf
Retail	\$11,100	per 1000 bldg sf
Office, Public Facilities	\$5,062	per 1000 bldg sf
Industrial, Assisted Living	\$1,362	per 1000 bldg sf
Schools	\$8,880	per 1000 bldg sf
Churches	\$5,062	per 1000 bldg sf
Mini Storage	\$17,799	per gross acre

Proposed Rates, Area 4		% change
\$7,576	per unit	7.7%
\$7,575	per unit	7.7%
\$7,575	per unit	7.7%
\$7,575	per unit	7.7%
\$4,545	per unit	7.7%
\$4,545	per unit	7.7%
\$4,545	per 1000 bldg sf	7.7%
\$11,955	per 1000 bldg sf	7.7%
\$5,452	per 1000 bldg sf	7.7%
\$1,467	per 1000 bldg sf	7.7%
\$9,564	per 1000 bldg sf	7.7%
\$5,452	per 1000 bldg sf	7.7%
\$19,170	per gross acre	7.7%

	Existing Rates, Area 5	
SFR - Rural (0 - 0.5)	\$3,322	per unit
SFR - Very Low Density (0.6 - 2)	\$3,321	per unit
SFR - Low Density (2.1 - 4)	\$3,321	per unit
SFR - Medium Density (4.1 - 7)	\$3,321	per unit
MFR - Medium High Density (7.1 - 15)	\$1,993	per unit
MFR - High (15.1 - 25)	\$1,993	per unit
MFR - Very High (25.1 - 43)	\$1,993	per 1000 bldg sf
Retail	\$5,242	per 1000 bldg sf
Office, Public Facilities	\$2,390	per 1000 bldg sf
Industrial, Assisted Living	\$643	per 1000 bldg sf
Schools	\$4,194	per 1000 bldg sf
Churches	\$2,390	per 1000 bldg sf
Mini Storage	\$8,403	per gross acre

Proposed Rates, Area 5		% change
\$3,578	per unit	7.7%
\$3,577	per unit	7.7%
\$3,577	per unit	7.7%
\$3,577	per unit	7.7%
\$2,146	per unit	7.7%
\$2,146	per unit	7.7%
\$2,146	per 1000 bldg sf	7.7%
\$5,646	per 1000 bldg sf	7.7%
\$2,574	per 1000 bldg sf	7.7%
\$693	per 1000 bldg sf	7.7%
\$4,517	per 1000 bldg sf	7.7%
\$2,574	per 1000 bldg sf	7.7%
\$9,050	per gross acre	7.7%

* Gross Acreage shall mean the total area of land, including one-half the right-of-way on the boundary streets.

^ Unit is defined as each separate dwelling unit.

^^ EDU = Equivalent Dwelling Unit is defined as follows:

Retail - 1 EDU = 2450 square feet of building area

Office - 1 EDU = 2450 square feet of building area

Industrial - 1 EDU = 2450 square feet of building area

Purpose of Fee

The Outside Travel Lane fee pays for the construction and financing of those certain planned travel lanes of a Major Street that are located between the frontage improvements and the Center Travel Lanes.

Scope of Improvements covered

Construction and financing costs for the roadway, curb, gutter, sidewalk, and street lights.

Nexus

Roadway systems are necessary to accommodate new development. The rates are directly related to system utilization by each land use category.

AB602: ITE provides a nationally accepted methodology for estimating trips generated from residential land uses. The estimate of trips is not based on dwelling size as that data does not exist in the ITE database. The major street fees are prorated based on impact (trip generation) per unit and is therefore best estimated according to land use instead of residential square footage.

Methodology

1. Calculate the total cost of system components and financing.
2. Calculate the weighted Gross Acreage for each land use category.
3. Rate = total cost divided by weighted Gross Acreage.
4. Convert the rate to a per unit cost for residential developments.
5. Convert the rate to a per square foot cost for non-residential developments.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Center Travel Lane Fee

2024-2025

AGENDA ITEM NO. 15.

	Existing Rates, Area 1	
SFR - Rural (0 - 0.5)	\$2,062	per unit
SFR - Very Low Density (0.6 - 2)	\$2,062	per unit
SFR - Low Density (2.1 - 4)	\$2,062	per unit
SFR - Medium Density (4.1 - 7)	\$2,062	per unit
MFR - Medium High Density (7.1 - 15)	\$1,237	per unit
MFR - High (15.1 - 25)	\$1,237	per unit
MFR - Very High (25.1 - 43)	\$1,237	per 1000 bldg sf
Retail	\$3,254	per 1000 bldg sf
Office, Public Facilities	\$1,484	per 1000 bldg sf
Industrial, Assisted Living	\$399	per 1000 bldg sf
Schools	\$2,603	per 1000 bldg sf
Churches	\$1,484	per 1000 bldg sf
Mini Storage	\$5,214	per gross acre

Proposed Rates, Area 1		
		% change
\$2,221	per unit	7.7%
\$2,221	per unit	7.7%
\$2,221	per unit	7.7%
\$2,221	per unit	7.7%
\$1,332	per unit	7.7%
\$1,332	per unit	7.7%
\$1,332	per 1000 bldg sf	7.7%
\$3,505	per 1000 bldg sf	7.7%
\$1,598	per 1000 bldg sf	7.7%
\$430	per 1000 bldg sf	7.7%
\$2,803	per 1000 bldg sf	7.7%
\$1,598	per 1000 bldg sf	7.7%
\$5,615	per gross acre	7.7%

Area 1 RT Park Phase 1, 2	Existing Rates, Area 1	
Industrial	\$222	per 1000 bldg sf
Office	\$825	per 1000 bldg sf

Proposed Rates, Area 1		
		% change
\$239	per 1000 bldg sf	7.7%
\$889	per 1000 bldg sf	7.7%

	Existing Rates, Area 2	
SFR - Rural (0 - 0.5)	\$0.00	per unit
SFR - Very Low Density (0.6 - 2)	\$0.00	per unit
SFR - Low Density (2.1 - 4)	\$0.00	per unit
SFR - Medium Density (4.1 - 7)	\$0.00	per unit
MFR - Medium High Density (7.1 - 15)	\$0.00	per unit
MFR - High (15.1 - 25)	\$0.00	per unit
MFR - Very High (25.1 - 43)	\$0.00	per 1000 bldg sf
Retail	\$0.00	per 1000 bldg sf
Office, Public Facilities	\$0.00	per 1000 bldg sf
Industrial, Assisted Living	\$0.00	per 1000 bldg sf
Schools	\$0.00	per 1000 bldg sf
Churches	\$0.00	per 1000 bldg sf
Mini Storage	\$0.00	per gross acre

Proposed Rates, Area 2		
		% change
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per gross acre	0%

	Existing Rates, Area 3	
SFR - Rural (0 - 0.5)	\$0.00	per unit
SFR - Very Low Density (0.6 - 2)	\$0.00	per unit
SFR - Low Density (2.1 - 4)	\$0.00	per unit
SFR - Medium Density (4.1 - 7)	\$0.00	per unit
MFR - Medium High Density (7.1 - 15)	\$0.00	per unit
MFR - High (15.1 - 25)	\$0.00	per unit
MFR - Very High (25.1 - 43)	\$0.00	per 1000 bldg sf
Retail	\$0.00	per 1000 bldg sf
Office, Public Facilities	\$0.00	per 1000 bldg sf
Industrial, Assisted Living	\$0.00	per 1000 bldg sf
Schools	\$0.00	per 1000 bldg sf
Churches	\$0.00	per 1000 bldg sf
Mini Storage	\$0.00	per gross acre

Proposed Rates, Area 3		
		% change
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per unit	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per 1000 bldg sf	0%
\$0.00	per gross acre	0%

Center Travel Lane Fee

2024-2025

AGENDA ITEM NO. 15.

	Existing Rates, Area 4	
SFR - Rural (0 - 0.5)	\$2,482	per unit
SFR - Very Low Density (0.6 - 2)	\$2,482	per unit
SFR - Low Density (2.1 - 4)	\$2,483	per unit
SFR - Medium Density (4.1 - 7)	\$2,482	per unit
MFR - Medium High Density (7.1 - 15)	\$1,489	per unit
MFR - High (15.1 - 25)	\$1,489	per unit
MFR - Very High (25.1 - 43)	\$1,489	per 1000 bldg sf
Retail	\$3,918	per 1000 bldg sf
Office, Public Facilities	\$1,787	per 1000 bldg sf
Industrial, Assisted Living	\$481	per 1000 bldg sf
Schools	\$3,134	per 1000 bldg sf
Churches	\$1,787	per 1000 bldg sf
Mini Storage	\$6,286	per gross acre

Proposed Rates, Area 4		
		% change
\$2,673	per unit	7.7%
\$2,673	per unit	7.7%
\$2,674	per unit	7.7%
\$2,673	per unit	7.7%
\$1,604	per unit	7.7%
\$1,604	per unit	7.7%
\$1,604	per 1000 bldg sf	7.7%
\$4,220	per 1000 bldg sf	7.7%
\$1,925	per 1000 bldg sf	7.7%
\$518	per 1000 bldg sf	7.7%
\$3,375	per 1000 bldg sf	7.7%
\$1,925	per 1000 bldg sf	7.7%
\$6,770	per gross acre	7.7%

	Existing Rates, Area 5	
SFR - Rural (0 - 0.5)	\$1,710	per unit
SFR - Very Low Density (0.6 - 2)	\$1,710	per unit
SFR - Low Density (2.1 - 4)	\$1,710	per unit
SFR - Medium Density (4.1 - 7)	\$1,710	per unit
MFR - Medium High Density (7.1 - 15)	\$1,026	per unit
MFR - High (15.1 - 25)	\$1,026	per unit
MFR - Very High (25.1 - 43)	\$1,026	per 1000 bldg sf
Retail	\$2,699	per 1000 bldg sf
Office, Public Facilities	\$1,231	per 1000 bldg sf
Industrial, Assisted Living	\$331	per 1000 bldg sf
Schools	\$2,159	per 1000 bldg sf
Churches	\$1,231	per 1000 bldg sf
Mini Storage	\$4,326	per gross acre

Proposed Rates, Area 5		
		% change
\$1,842	per unit	7.7%
\$1,842	per unit	7.7%
\$1,842	per unit	7.7%
\$1,842	per unit	7.7%
\$1,105	per unit	7.7%
\$1,105	per unit	7.7%
\$1,105	per 1000 bldg sf	7.7%
\$2,907	per 1000 bldg sf	7.7%
\$1,326	per 1000 bldg sf	7.7%
\$356	per 1000 bldg sf	7.7%
\$2,325	per 1000 bldg sf	7.7%
\$1,326	per 1000 bldg sf	7.7%
\$4,659	per gross acre	7.7%

* Gross Acreage shall mean the total area of land, including one-half the right-of-way on the boundary streets.

^ Unit is defined as each separate dwelling unit.

^^ EDU = Equivalent Dwelling Unit is defined as follows:

Retail - 1 EDU = 2450 square feet of building area

Office - 1 EDU = 2450 square feet of building area

Industrial - 1 EDU = 2450 square feet of building area

Purpose of Fee

The Center Travel Lane fee pays for the construction and financing of those certain planned travel lanes of a Major Street that are located within the median area. The fee also includes the adjacent travel lane on roads with 4 lanes or less, or the 2 adjacent lanes on 6-lane roads.

Scope of Improvements covered

Construction and financing costs for the roadway, median curb, median cap and maintenance strip, landscaping, and irrigation.

Nexus

Roadway systems are necessary to accommodate new development. The rates are directly related to system utilization by each land use category.

AB602: ITE provides a nationally accepted methodology for estimating trips generated from residential land uses. The estimate of trips is not based on dwelling size as that data does not exist in the ITE database. The major street fees are prorated based on impact (trip generation) per unit and is therefore best estimated according to land use instead of residential square footage.

Methodology

1. Calculate the total cost of system components and financing.
2. Calculate the weighted Gross Acreage for each land use category.
3. Rate = total cost divided by weighted Gross Acreage.
4. Convert the rate to a per unit cost for residential developments.
5. Convert the rate to a per square foot cost for non-residential developments.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

	Existing Rates, Area 1	
SFR - Rural (0 - 0.5)	\$860	per unit
SFR - Very Low Density (0.6 - 2)	\$859	per unit
SFR - Low Density (2.1 - 4)	\$860	per unit
SFR - Medium Density (4.1 - 7)	\$859	per unit
MFR - Medium High Density (7.1 - 15)	\$516	per unit
MFR - High (15.1 - 25)	\$516	per unit
MFR - Very High (25.1 - 43)	\$516	per 1000 bldg sf
Retail	\$1,356	per 1000 bldg sf
Office, Public Facilities	\$619	per 1000 bldg sf
Industrial, Assisted Living	\$166	per 1000 bldg sf
Schools	\$1,085	per 1000 bldg sf
Churches	\$619	per 1000 bldg sf
Mini Storage	\$2,169	per gross acre

Proposed Rates, Area 1		% change
\$926	per unit	7.7%
\$925	per unit	7.7%
\$926	per unit	7.7%
\$925	per unit	7.7%
\$556	per unit	7.7%
\$556	per unit	7.7%
\$556	per 1000 bldg sf	7.7%
\$1,460	per 1000 bldg sf	7.7%
\$667	per 1000 bldg sf	7.7%
\$179	per 1000 bldg sf	7.7%
\$1,169	per 1000 bldg sf	7.7%
\$667	per 1000 bldg sf	7.7%
\$2,336	per gross acre	7.7%

Area 1 RT Park Phase 1, 2	Existing Rates, Area 1	
Industrial	\$121	per 1000 bldg sf
Office	\$450	per 1000 bldg sf

Proposed Rates, Area 1		% change
\$130	per 1000 bldg sf	7.7%
\$485	per 1000 bldg sf	7.7%

	Existing Rates, Area 2	
SFR - Rural (0 - 0.5)	\$105	per unit
SFR - Very Low Density (0.6 - 2)	\$106	per unit
SFR - Low Density (2.1 - 4)	\$106	per unit
SFR - Medium Density (4.1 - 7)	\$106	per unit
MFR - Medium High Density (7.1 - 15)	\$63	per unit
MFR - High (15.1 - 25)	\$63	per unit
MFR - Very High (25.1 - 43)	\$63	per 1000 bldg sf
Retail	\$166	per 1000 bldg sf
Office, Public Facilities	\$76	per 1000 bldg sf
Industrial, Assisted Living	\$21	per 1000 bldg sf
Schools	\$133	per 1000 bldg sf
Churches	\$76	per 1000 bldg sf
Mini Storage	\$270	per gross acre

Proposed Rates, Area 2		% change
\$105	per unit	0.0%
\$106	per unit	0.0%
\$106	per unit	0.0%
\$106	per unit	0.0%
\$106	per unit	0.0%
\$63	per unit	0.0%
\$63	per unit	0.0%
\$63	per 1000 bldg sf	0.0%
\$166	per 1000 bldg sf	0.0%
\$76	per 1000 bldg sf	0.0%
\$21	per 1000 bldg sf	0.0%
\$133	per 1000 bldg sf	0.0%
\$76	per 1000 bldg sf	0.0%
\$270	per gross acre	0.0%

	Existing Rates, Area 3	
SFR - Rural (0 - 0.5)	\$37	per unit
SFR - Very Low Density (0.6 - 2)	\$38	per unit
SFR - Low Density (2.1 - 4)	\$38	per unit
SFR - Medium Density (4.1 - 7)	\$38	per unit
MFR - Medium High Density (7.1 - 15)	\$23	per unit
MFR - High (15.1 - 25)	\$23	per unit
MFR - Very High (25.1 - 43)	\$23	per 1000 bldg sf
Retail	\$60	per 1000 bldg sf
Office, Public Facilities	\$27	per 1000 bldg sf
Industrial, Assisted Living	\$7	per 1000 bldg sf
Schools	\$48	per 1000 bldg sf
Churches	\$27	per 1000 bldg sf
Mini Storage	\$100	per gross acre

Proposed Rates, Area 3		% change
\$37	per unit	0.0%
\$38	per unit	0.0%
\$38	per unit	0.0%
\$38	per unit	0.0%
\$38	per unit	0.0%
\$23	per unit	0.0%
\$23	per unit	0.0%
\$23	per 1000 bldg sf	0.0%
\$60	per 1000 bldg sf	0.0%
\$27	per 1000 bldg sf	0.0%
\$7	per 1000 bldg sf	0.0%
\$48	per 1000 bldg sf	0.0%
\$27	per 1000 bldg sf	0.0%
\$100	per gross acre	0.0%

2024-2025

	Existing Rates, Area 4	
SFR - Rural (0 - 0.5)	\$586	per unit
SFR - Very Low Density (0.6 - 2)	\$585	per unit
SFR - Low Density (2.1 - 4)	\$585	per unit
SFR - Medium Density (4.1 - 7)	\$585	per unit
MFR - Medium High Density (7.1 - 15)	\$351	per unit
MFR - High (15.1 - 25)	\$351	per unit
MFR - Very High (25.1 - 43)	\$351	per 1000 bldg sf
Retail	\$924	per 1000 bldg sf
Office, Public Facilities	\$421	per 1000 bldg sf
Industrial, Assisted Living	\$113	per 1000 bldg sf
Schools	\$739	per 1000 bldg sf
Churches	\$421	per 1000 bldg sf
Mini Storage	\$1,477	per gross acre

	Proposed Rates, Area 4	
		% change
\$631	per unit	7.7%
\$630	per unit	7.7%
\$630	per unit	7.7%
\$630	per unit	7.7%
\$378	per unit	7.7%
\$378	per unit	7.7%
\$378	per 1000 bldg sf	7.7%
\$995	per 1000 bldg sf	7.7%
\$453	per 1000 bldg sf	7.7%
\$122	per 1000 bldg sf	7.7%
\$796	per 1000 bldg sf	7.7%
\$453	per 1000 bldg sf	7.7%
\$1,591	per gross acre	7.7%

	Existing Rates, Area 5	
SFR - Rural (0 - 0.5)	\$378	per unit
SFR - Very Low Density (0.6 - 2)	\$378	per unit
SFR - Low Density (2.1 - 4)	\$378	per unit
SFR - Medium Density (4.1 - 7)	\$377	per unit
MFR - Medium High Density (7.1 - 15)	\$227	per unit
MFR - High (15.1 - 25)	\$227	per unit
MFR - Very High (25.1 - 43)	\$227	per 1000 bldg sf
Retail	\$596	per 1000 bldg sf
Office, Public Facilities	\$272	per 1000 bldg sf
Industrial, Assisted Living	\$73	per 1000 bldg sf
Schools	\$477	per 1000 bldg sf
Churches	\$272	per 1000 bldg sf
Mini Storage	\$954	per gross acre

	Proposed Rates, Area 5	
		% change
\$407	per unit	7.7%
\$407	per unit	7.7%
\$407	per unit	7.7%
\$406	per unit	7.7%
\$244	per unit	7.7%
\$244	per unit	7.7%
\$244	per 1000 bldg sf	7.7%
\$642	per 1000 bldg sf	7.7%
\$293	per 1000 bldg sf	7.7%
\$79	per 1000 bldg sf	7.7%
\$514	per 1000 bldg sf	7.7%
\$293	per 1000 bldg sf	7.7%
\$1,027	per gross acre	7.7%

* Gross Acreage shall mean the total area of land, including one-half the right-of-way on the boundary streets.

^ Unit is defined as each separate dwelling unit.

^^ EDU = Equivalent Dwelling Unit is defined as follows:

Retail - 1 EDU = 2450 square feet of building area

Office - 1 EDU = 2450 square feet of building area

Industrial - 1 EDU = 2450 square feet of building area

Purpose of Fee

The Traffic Signal fee pays for the construction and financing of those certain planned traffic signals at the intersection of Major Streets and the interconnecting fiber optic system.

Scope of Improvements covered

Construction and financing costs for the signal, the power systems, the detection systems and interconnecting fiber optic system.

Nexus

Traffic signal systems are necessary to accommodate new development as they increase vehicular and pedestrian safety. The rates are directly related to system utilization by each land use category.

AB602: ITE provides a nationally accepted methodology for estimating trips generated from residential land uses. The estimate of trips is not based on dwelling size as that data does not exist in the ITE database. The major street fees are prorated based on impact (trip generation) per unit and is therefore best estimated according to land use instead of residential square footage.

Methodology

1. Calculate the total cost of system components and financing.
2. Calculate the weighted Gross Acreage for each land use category.
3. Rate = total cost divided by weighted Gross Acreage.
4. Convert the rate to a per unit cost for residential developments.
5. Convert the rate to a per square foot cost for non-residential developments.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Bridge Fee

2024-2025

AGENDA ITEM NO. 15.

	Existing Rates, Area 1	
SFR - Rural (0 - 0.5)	\$78	per unit
SFR - Very Low Density (0.6 - 2)	\$78	per unit
SFR - Low Density (2.1 - 4)	\$78	per unit
SFR - Medium Density (4.1 - 7)	\$78	per unit
MFR - Medium High Density (7.1 - 15)	\$47	per unit
MFR - High (15.1 - 25)	\$47	per unit
MFR - Very High (25.1 - 43)	\$47	per 1000 bldg sf
Retail	\$122	per 1000 bldg sf
Office, Public Facilities	\$56	per 1000 bldg sf
Industrial, Assisted Living	\$13	per 1000 bldg sf
Schools	\$98	per 1000 bldg sf
Churches	\$56	per 1000 bldg sf
Mini Storage	\$196	per gross acre

Proposed Rates, Area 1		
		% change
\$84	per unit	7.7%
\$84	per unit	7.7%
\$84	per unit	7.7%
\$84	per unit	7.7%
\$51	per unit	7.7%
\$51	per unit	7.7%
\$51	per 1000 bldg sf	7.7%
\$131	per 1000 bldg sf	7.7%
\$60	per 1000 bldg sf	7.7%
\$14	per 1000 bldg sf	7.7%
\$106	per 1000 bldg sf	7.7%
\$60	per 1000 bldg sf	7.7%
\$211	per gross acre	7.7%

Area 1 RT Park Phase 1. 2		Existing Rates, Area 1	
Industrial	\$0	per 1000 bldg sf	
Office	\$0	per 1000 bldg sf	

Proposed Rates, Area 1		
		% change
\$0	per 1000 bldg sf	0.0%
\$0	per 1000 bldg sf	0.0%

	Existing Rates, Area 2	
SFR - Rural (0 - 0.5)	\$0	per unit
SFR - Very Low Density (0.6 - 2)	\$0	per unit
SFR - Low Density (2.1 - 4)	\$0	per unit
SFR - Medium Density (4.1 - 7)	\$0	per unit
MFR - Medium High Density (7.1 - 15)	\$0	per unit
MFR - High (15.1 - 25)	\$0	per unit
MFR - Very High (25.1 - 43)	\$0	per 1000 bldg sf
Retail	\$0	per 1000 bldg sf
Office, Public Facilities	\$0	per 1000 bldg sf
Industrial, Assisted Living	\$0	per 1000 bldg sf
Schools	\$0	per 1000 bldg sf
Churches	\$0	per 1000 bldg sf
Mini Storage	\$0	per gross acre

Proposed Rates, Area 2		
		% change
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per gross acre	0%

	Existing Rates, Area 3	
SFR - Rural (0 - 0.5)	\$0	per unit
SFR - Very Low Density (0.6 - 2)	\$0	per unit
SFR - Low Density (2.1 - 4)	\$0	per unit
SFR - Medium Density (4.1 - 7)	\$0	per unit
MFR - Medium High Density (7.1 - 15)	\$0	per unit
MFR - High (15.1 - 25)	\$0	per unit
MFR - Very High (25.1 - 43)	\$0	per 1000 bldg sf
Retail	\$0	per 1000 bldg sf
Office, Public Facilities	\$0	per 1000 bldg sf
Industrial, Assisted Living	\$0	per 1000 bldg sf
Schools	\$0	per 1000 bldg sf
Churches	\$0	per 1000 bldg sf
Mini Storage	\$0	per gross acre

Proposed Rates, Area 3		
		% change
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per unit	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per 1000 bldg sf	0%
\$0	per gross acre	0%

	Existing Rates, Area 4	
SFR - Rural (0 - 0.5)	\$686	per unit
SFR - Very Low Density (0.6 - 2)	\$686	per unit
SFR - Low Density (2.1 - 4)	\$687	per unit
SFR - Medium Density (4.1 - 7)	\$687	per unit
MFR - Medium High Density (7.1 - 15)	\$412	per unit
MFR - High (15.1 - 25)	\$412	per unit
MFR - Very High (25.1 - 43)	\$412	per 1000 bldg sf
Retail	\$1,083	per 1000 bldg sf
Office, Public Facilities	\$494	per 1000 bldg sf
Industrial, Assisted Living	\$133	per 1000 bldg sf
Schools	\$867	per 1000 bldg sf
Churches	\$494	per 1000 bldg sf
Mini Storage	\$1,738	per gross acre

Proposed Rates, Area 4		
		% change
\$739	per unit	7.7%
\$739	per unit	7.7%
\$740	per unit	7.7%
\$740	per unit	7.7%
\$444	per unit	7.7%
\$444	per unit	7.7%
\$444	per 1000 bldg sf	7.7%
\$1,166	per 1000 bldg sf	7.7%
\$532	per 1000 bldg sf	7.7%
\$143	per 1000 bldg sf	7.7%
\$934	per 1000 bldg sf	7.7%
\$532	per 1000 bldg sf	7.7%
\$1,872	per gross acre	7.7%

	Existing Rates, Area 5	
SFR - Rural (0 - 0.5)	\$214	per unit
SFR - Very Low Density (0.6 - 2)	\$213	per unit
SFR - Low Density (2.1 - 4)	\$213	per unit
SFR - Medium Density (4.1 - 7)	\$213	per unit
MFR - Medium High Density (7.1 - 15)	\$128	per unit
MFR - High (15.1 - 25)	\$128	per unit
MFR - Very High (25.1 - 43)	\$128	per 1000 bldg sf
Retail	\$337	per 1000 bldg sf
Office, Public Facilities	\$154	per 1000 bldg sf
Industrial, Assisted Living	\$41	per 1000 bldg sf
Schools	\$270	per 1000 bldg sf
Churches	\$154	per 1000 bldg sf
Mini Storage	\$536	per gross acre

Proposed Rates, Area 5		
		% change
\$230	per unit	7.7%
\$229	per unit	7.7%
\$229	per unit	7.7%
\$229	per unit	7.7%
\$138	per unit	7.7%
\$138	per unit	7.7%
\$138	per 1000 bldg sf	7.7%
\$363	per 1000 bldg sf	7.7%
\$166	per 1000 bldg sf	7.7%
\$44	per 1000 bldg sf	7.7%
\$291	per 1000 bldg sf	7.7%
\$166	per 1000 bldg sf	7.7%
\$577	per gross acre	7.7%

* Gross Acreage shall mean the total area of land, including one-half the right-of-way on the boundary streets.

^ Unit is defined as each separate dwelling unit.

^^ EDU = Equivalent Dwelling Unit is defined as follows:

Retail - 1 EDU = 2450 square feet of building area

Office - 1 EDU = 2450 square feet of building area

Industrial - 1 EDU = 2450 square feet of building area

Purpose of Fee

The Bridge fee pays for the construction and financing of those certain planned bridge facilities at locations where Major Streets cross various waterways.

Scope of Improvements covered

Construction and financing costs for the bridge, culvert and erosion protection systems.

Nexus

Bridge systems are necessary to accommodate new development to allow Major Streets to cross waterways. The rates are directly related to system utilization by each land use category.

AB602: ITE provides a nationally accepted methodology for estimating trips generated from residential land uses. The estimate of trips is not based on dwelling size as that data does not exist in the ITE database. The major street fees are prorated based on impact (trip generation) per unit and is therefore best estimated according to land use instead of residential square footage.

Methodology

1. Calculate the total cost of system components and financing.
2. Calculate the weighted Gross Acreage for each land use category.
3. Rate = total cost divided by weighted Gross Acreage.
4. Convert the rate to a per unit cost for residential developments.
5. Convert the rate to a per square foot cost for non-residential developments.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates			
Area 1	\$8,400	per	Gr. Ac.
RT Park Phase1, 2	\$2,797	per	Gr. Ac.
Area 2	\$0	per	Gr. Ac.
Area 3	\$8,003	per	Gr. Ac.
Area 4	\$7,823	per	Gr. Ac.

Proposed Rates				% change
Area 1	\$9,047	per	Gr. Ac.	
RT Park Phase1, 2	\$3,012	per	Gr. Ac.	7.7%
Area 2	\$0	per	Gr. Ac.	0.0%
Area 3	\$8,619	per	Gr. Ac.	7.7%
Area 4	\$8,425	per	Gr. Ac.	7.7%

Purpose of Fee

The Utility Undergrounding Fee pays for the relocation of certain overhead electric utilities from overhead to underground, generally along major streets in urbanizing areas.

Scope of Improvements covered

Specific overhead lines have been designated to be placed underground, generally along major streets in developing areas.

Overhead electric utilities in older, developed areas and areas that are either on the City fringe or are to remain rural in nature are generally excluded.

Nexus

Undergrounding existing overhead utilities is an aesthetic, and in many cases, safety enhancement to the general community. Each developing property within a benefit zone is deemed to receive a benefit that is uniform among property locations and development types. Therefore, the cost is spread among all properties equally on an acreage basis.

AB602: The current method meets the intent of AB602 to impose lower fees on smaller dwellings that are typical of higher density developments.

Methodology

1. Calculate the total cost of all utilities to be placed underground.
2. Calculate the developable acreage within each benefit area that will contribute.
3. Rate = total cost divided by gross acreage.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates	
All Residential	\$5,662 per Unit
Retail	\$0.69 per Bldg. sf.
Office	\$1.50 per Bldg. sf.
Industrial	\$0.49 per Bldg. sf.
^ Unit is defined as each separate dwelling unit	
^^ Non-residential Fees are based on building square footage.	

Proposed Rates		% change
All Residential	\$6,098 per Unit	
Retail	\$0.74 per Bldg. sf.	7.7%
Office	\$1.62 per Bldg. sf.	7.7%
Industrial	\$0.53 per Bldg. sf.	7.7%
^ Unit is defined as each separate dwelling unit		
^^ Non-residential Fees are based on building square footage.		

Purpose of Fee

The Park Acquisition and Development Fee shall be used to finance (1) only the public facilities described or identified in the Parks and Recreation Element of the Clovis General Plan, as amended, which shall be acquired and developed by the City or (2) the reimbursement to the City for the owner/developer's or person's fair share of those park and recreation facilities already acquired and/or developed.

Scope of Improvements covered

The fee covers the public facilities described or identified in the Parks and Recreation Element of the Clovis General Plan, as amended.

Nexus

The Park Acquisition & Development Fee is to finance the acquisition and development of park and recreation facilities to reduce the impacts of increased user demand from increased population and diminished park and recreation facility capacity caused by new development in the City.

AB602: The need for additional open park space is identified in the Quimby Act as one (1) acre per 1000 residents. The Census data provides an average population per dwelling unit but does not connect population to dwelling size. Therefore, an average fee based on dwelling units is more empirical and accurate than basing the fee on residential square footage.

Methodology

1. Calculate total number of potential hours to be spent at park public facilities by Clovis residents.
2. Calculate total number of potential hours to be spent at park public facilities by employees working in Clovis.
3. Calculate the total cost of the remaining public facilities.
4. Calculate cost distribution based on percentage of total potential hours to be spent at park public facilities.
5. Calculate the projected total of residential units within the Sphere of Influence.
6. Calculate the projected total of commercial building area within the Sphere of Influence.
7. a. Residential Rate = Residential development's portion of the total cost divided by total residential units.
b. Retail Rate = Retail development's portion of the total cost divided by total retail building area..
b. Office Rate = Office development's portion of the total cost divided by total office building area..
b. Industrial Rate = Industrial development's portion of the total cost divided by total industrial building area.

Summary of Factors contributing to Rate Change

The distribution of cost is based on potential hours spent at park public facilities by each use category, as opposed to a general percentage-based distribution. Also, distribution of cost no longer considers grant funding. As with all other development impact fees, park public facilities are funded 100% by development and grant funding is considered a cost-savings. Rate increases are due to a CCI adjustment.

2024-2025

Existing Rates	
Single Family	\$509 per Unit
Multi-Family, non-Res	\$412 per Unit
* Unit is defined as each separate dwelling unit or EDU EDU = Equivalent Dwelling Unit is defined as follows Office - 1 EDU = 9680 square feet of gross parcel area Industrial - 1 EDU = 9680 square feet of gross parcel area Retail - 1 EDU = 9680 square feet of gross parcel area	

Proposed Rates		% change
Single Family	\$548 per Unit	7.7%
Multi-Family, non-Res	\$444 per Unit	7.7%
* Unit is defined as each separate dwelling unit or EDU EDU = Equivalent Dwelling Unit is defined as follows Office - 1 EDU = 9680 square feet of gross parcel area Industrial - 1 EDU = 9680 square feet of gross parcel area Retail - 1 EDU = 9680 square feet of gross parcel area		

Purpose of Fee

The Community Sanitation Fee is for the purchase of residential carts, commercial bins, disposal and community cleanup trucks and loaders, and street sweeping equipment.

Scope of Improvements covered

The fee covers initial capital outlay for garbage trucks, community cleanup trucks and loaders, residential carts, and commercial bins.

Nexus

The Community Sanitation Fee is to finance initial community sanitation capital outlay to reduce the impacts of increased user demand from increased population and diminished community sanitation service capacity caused by new development in the City.

AB602: Residential service is once a week per dwelling unit with no variation for dwelling size. The current method is unit based which is a more direct connection to the service provided than using residential square footage.

Methodology

1. Determine the cost for each type of vehicle and bin.
2. Determine the number of residential units served by each type of vehicle.
3. Determine the average number of bins used per residential unit.
4. Determine the number of commercial EDUs served by each type of vehicle.
5. Determine the average number of bins used per commercial EDU.
6. a. Residential Rate = total cost of each type of vehicle per residential unit plus the cost of the average number of bins per unit.
b. Commercial Rate = total cost of each type of vehicle plus the cost of the average number of bins per commercial EDU.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

Existing Rates	
All Land Uses	\$2,075 per Unit *
<p>* Unit is defined as each separate dwelling unit.</p> <p>Residential unit is defined as each separate living dwelling unit for single family and multi family developments.</p> <p>EDU = equivalent Dwelling Unit is defined as follows:</p> <p>Hotel, motel commercial, professional, and industrial developments = 9680 square feet of gross parcel acrea.</p> <p>Assisted living facilities, churches, hospitals, and non public schools - 1 EDU = 1500 square feet of gross building area.</p> <p>Public schools - 1 EDU = 29,000 square feet of gross lot acreage.</p>	

Proposed Rates		% change
All Land Uses	\$2,235 per Unit ^	7.7%
<p>^ Unit is defined as each separate dwelling unit.</p> <p>Residential unit is defined as each living separate dwelling unit for single family and multi family developments.</p> <p>EDU = equivalent Dwelling Unit is defined as follows:</p> <p>Hotel, motel commercial, professional, and industrial developments = 9680 square feet of gross parcel acre.</p> <p>Assisted living facilities, churches, hospitals, and non public schools - 1 EDU = 1500 square feet of gross building area.</p> <p>Public schools - 1 EDU = 29,000 square feet of gross lot acreage.</p>		

Purpose of Fee

The Fire Department Fee pays for fire stations, fire engines, ladder truck and associated equipment for the entire sphere of influence. This fee is not for the maintenance or replacement of fire stations, fire engines, ladder truck, or associated equipment.

Scope of Improvements covered

The Fire Department Fee includes all costs related to the acquisition, construction, and/ or financing of fire stations, fire engines, ladder truck, and all associated equipment required to meet the needs of the new development within the City's sphere of influence. The rate includes purchase of ladder apparatus that was previously funded under the Multi Story Impact Fee.

Nexus

All development induces a need for fire protection. The cost of the emergency response infrastructure includes the facilities listed above. The cost of the entire system is apportioned among all units within the entire sphere of influence to arrive at a rate per unit or EDU. It was determined that ladder trucks are frequently used and are indispensable on many one and two story structure fires in addition to being available for high rise buildings incidents. Therefore, the ladder and associated equipment serves the entire community and has been included in the Fire Department Fee.

AB602: There is no data to support an assumption that smaller dwelling units generate fewer calls for service than larger dwelling units. There is, however, generally accepted national practice correlating the number of stations to population. Using Census data for average population per dwelling unit provides the nexus to base the fees on dwelling units more accurately than basing the fee on residential square footage.

Methodology

1. Calculate the total current property acquisition, construction cost, furnishings and equipment of an average fire station.
2. Calculate the number of residential and non-residential units within the service area of an average fire station.
3. Rate = the total cost divided by the total units for an average service area.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates	
All Land Uses	\$1,457 per Unit *
* Unit is defined as each separate dwelling unit. Residential unit is defined as each separate living dwelling unit for single family and multi family developments. EDU = equivalent Dwelling Unit is defined as follows: Hotel, motel commercial, professional, and industrial developments = 9680 square feet of gross parcel acrea. Assisted living facilities, churches, hospitals, and non public schools - 1 EDU = 1500 square feet of gross building area. Public schools - 1 EDU = 29,000 square feet of gross lot acreage.	

Proposed Rates		% change
All Land Uses	\$1,569 per Unit ^	7.7%
^ Unit is defined as each separate dwelling unit. Residential unit is defined as each living separate dwelling unit for single family and multi family developments. EDU = equivalent Dwelling Unit is defined as follows: Hotel, motel commercial, professional, and industrial developments = 9680 square feet of gross parcel acre. Assisted living facilities, churches, hospitals, and non public schools - 1 EDU = 1500 square feet of gross building area. Public schools - 1 EDU = 29,000 square feet of gross lot acreage.		

Purpose of Fee

The Police Department Fee pays for police stations, vehicles and associated equipment for the entire sphere of influence. This fee is not for the maintenance or replacement of police stations, vehicles, or associated equipment.

Scope of Improvements covered

The Police Department Fee includes all costs related to the acquisition, construction, and/ or financing of police stations, vehicles, and all associated equipment required to meet the needs of the new development within the City's sphere of influence.

Nexus

All development induces a need for police protection. The cost of the emergency response infrastructure includes the facilities listed above. The cost of the entire system is apportioned among all units within the entire sphere of influence to arrive at a rate per unit or EDU.

AB602: There is no data to support an assumption that smaller dwelling units generate fewer calls for service than larger dwelling units. There is, however, generally accepted national practice correlating the number of stations to population. Using Census data for average population per dwelling unit provides the nexus to base the fees on dwelling units more accurately than basing the fee on residential square footage.

Methodology

1. Calculate the total current property acquisition, construction cost, furnishings and equipment of an average police station.
2. Calculate the number of residential and non-residential units within the service area of an average police station.
3. Rate = the total cost divided by the total units for an average service area.

Summary of Factors contributing to Rate Change

- This year's adjustment was based on a CCI adjustment.

2024-2025

Existing Rates	
Single Family Residential	\$760 per Unit *
Multi Family Residential	\$621 per Unit*
<p>* Unit is defined as each separate dwelling unit . Residential unit is defined as each living separate dwelling unit for single family, multi family, apartment, mobile home, condominium, cooperative, or planned developments. EDU = equivalent Dwelling Unit is defined as follows: Assisted living facilities and group homes - 1 EDU = 1500 square feet of gross building area.</p>	

Proposed Rates		% change
Single Family Residential	\$819 per Unit ^	7.7%
Multi Family Residential	\$669 per Unit ^	7.7%
<p>^ Unit is defined as each separate dwelling unit . Residential unit is defined as each living separate dwelling unit for single family, multi family, apartment, mobile home, condominium, cooperative, or planned developments. EDU = equivalent Dwelling Unit is defined as follows: Assisted living facilities and group homes - 1 EDU = 1500 square feet of gross building area.</p>		

Purpose of Fee

The Library Fee pays for the mitigation of adverse impacts to public library facilities and equipment attributed to new development.

Scope of Improvements covered

The library fee includes all costs related to the acquisition, construction, and/ or financing of public library facilities and or equipment, including land acquisition, building construction, parking, landscaping, signs, monuments, computer stations, books shelving, furniture and other related equipment required to meet the needs of the new developmen with the City's sphere of influence.

Nexus

Fresno County in 2003 adopted a Heart of the Community study that addressed the planning, needs, and growth impacts to the County library system for the entire Fresno County. This study identified the library facilities that will be required in the future. The Clovis Library fee was approved to capture Clovis's portion of the Fresno County Library fee and use it only in the City of Clovis. The City Library fee does not include all the funding required to construct all the Library facilities in Clovis' Sphere of Influence, since the Clovis library service area extends beyond the sphere boundaries. Additional funding would have to come from other sources including tax measures, grants, and contributions.

AB602: The Fresno County study identified the needs based on new home counts with no correlation between home sizes and system needs. Therefore a per home basis is more appropriate than a square footage basis.

Methodology

1. Calculate the total cost of the remaining library facilities needed to serve the City's Sphere of Influence.
2. Divide the total cost of the remaining library facilities by the total remaining library building area and obtain a cost per building square foot.
3. Divide the Cost per building square foot by the library building area needed per person from the Clovis Library Facilities Improvement Impact Fees Study to obtain Library cost per person.
4. Multiply the Library cost per person by Persons per owner occupied dwelling unit from the US 2010 Census and obtain a Cost per Single Family Residential Dwelling Unit.
5. Multiply the Library cost per person by Persons per renter occupied dwelling unit from the US 2010 Census and obtain a Cost per Multi Family Residential Dwelling Unit.

Summary of Factors contributing to Rate Change

-This year's adjustment is based on a CCI adjustment.

Appendix A

Findings in Support of the Continuation of City Policies to Impose Residential Development Impact Fees
on a Per Unit or Per Acreage Basis

Findings in Support of the Continuation of City Policies to Impose Residential Development Impact Fees on a Per Unit or Per Acreage Basis

AB602 was signed by California Governor Gavin Newsom in September 2021. It became part of the State's Government Code and it includes several requirements for agencies which are intended to:

1. Promote new Statewide standards for Development Impact Fee Nexus Studies.
2. Provide improved transparency by the publishing of information on an agency's website.
3. Support smaller and multi-family developments.

A portion of AB602 specific to Development Impact Fees states to following:

Government Code, Section 66016.5(a)(5)

- (A) A nexus study adopted after July 1, 2022, shall calculate a fee imposed on a housing development project proportionately to the square footage of proposed units of the development. A local agency that imposes a fee proportionately to the square footage of the proposed units of the development shall be deemed to have used a valid method to establish a reasonable relationship between the fee charged and the burden posed by the development.
- (B) A nexus study is not required to comply with subparagraph (A) if the local agency makes a finding that includes all of the following:
 - (i) An explanation as to why square footage is not appropriate metric to calculate fees imposed on housing development project.
 - (ii) An explanation that an alternative basis of calculating the fee bears a reasonable relationship between the fee charged and the burden posed by the development.
 - (iii) That other policies in the fee structure support smaller developments, or otherwise ensure that smaller developments are not charged disproportionate fees.

Stated another way, the City must either calculate the Development Impact Fees imposed on housing developments proportional to the square footage of the proposed units or make specific findings as to why they are based on another metric.

There is no requirement for the City to include a financial element within its General Plan. Therefore, a well-defined Development Impact Fee program and associated nexus studies function as the de-facto financial plan in support of the City's General Plan. They identify the anticipated service demands by type of infrastructure and establish a fair, reasonable method to finance the required capital projects and acquisitions to accommodate the anticipated service demands from development.

The City of Clovis has expressed a desire to continue imposing Development Impact Fees on housing development projects in their current manner, which is not based on the square footage of the proposed units. The unit of assessment is currently a per unit basis and in some instances a per acreage basis. The current fee methodology and unit of assessment provides greater accuracy for planning than a square footage basis.

The requirement of AB602 to impose Development Impact Fees on based on the dwelling unit size assumes that anticipated service demands are lower for smaller dwelling units and higher for larger dwelling units. The City's current methodology is supported by years of data and peer reviews, which contrasts with the unsubstantiated assumption of AB602.

The City's development code describes a maximum Floor Area Ratio (FAR) that limits the building sizes for non-residential development projects, but there is not a size limitation placed upon residential projects. There are height restrictions and setback restrictions from the property lines that vary somewhat between density ranges, but otherwise the square footage of the dwelling unit is largely based upon what the developer has determined is marketable. Given this flexibility, a project will frequently see a wide range of dwelling sizes within each density range.

The Mitigation Fee Act (Government Code, Sections 66000 - 66024) requires certain findings by agencies that establish, increase, or impose fees as a condition of approval of a development project. These requirements are:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put (identify the public facilities to be constructed).
3. Determine how there is a reasonable relationship (nexus) between the fee's and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship (nexus) between the need for the public facility and the type of development project on which the fee is imposed.

Items 1 and 2 are clearly identified in the City's Municipal Code. Items 3 and 4 are met through multiple actions taken by the City Council such as:

1. The General Plan
2. Specific Plans
3. Master Plans for Sewer, Water, Recycled Water, etc.

The method by which fee rates are established which evaluates the cost of improvements identified in the various adopted plans and distributes that cost among the developable properties within the respective service areas in rough proportion to their impact on, or need for, the public facilities.

The City's Development Impact Fee program has years of empirical data to define the average impacts of residential developments to services based on land uses and density; this proof is in compliance with the Mitigation Fee Act. The data produces average impacts on a basis of acreage or dwelling unit, but the data does not provide a correlation to the square footage of the dwelling units. The collection of fees for development-based demands is a one-time fee that represents the service needs of that dwelling unit as long as the structure exists. The assumption that smaller units generate less service demand than larger units does not consider the reality that any dwelling may have different occupants and therefore different demands over its 50-year life, nor does the assumption consider the fact that a duplicate dwelling may be home to a different number of residents in each of its instances. An example of this is that the number of occupants may change as the dwelling changes owners or the needs of the owner and their family changes. Another example would be that identical dwellings may house a single occupant or multiple occupants.

Description of City Development Impact Fee categories

- Sewer and Water - The City has data related to measured sewage flow generation and water usage specific to land uses and density ranges of residential developments. The Master Plans for pipe sizes and treatment capacity are based upon the average service demands of existing land, which in turn is used to predict future demands for residential and non-residential development. The Master Plans identify the need for additional infrastructure based upon the number of residential dwelling units and the financing should be on the same basis, not based on dwelling size.

- **Non-Potable Water** - The costs of the City system are prorated on an acreage basis, allowing for a lower cost per unit as density increases. The non-potable water is used for irrigation purposes in place of potable water which helps the City reduce its dependence on ground water. The benefit is more directly connected to a dwelling unit than its size. The current method provides a strong nexus in compliance with the Mitigation Fee Act while also meeting the intent of AB602 to impose lower fees on smaller dwellings that are typical of higher density developments.
- **Major Streets** - ITE provides a nationally accepted methodology for estimating trips generated from residential land uses. The estimate of trips is not based on dwelling size as that data does not exist in the ITE database. The major street fees are prorated based on impact (trip generation) per unit and is therefore best estimated according to land use instead of dwelling size.
- **Undergrounding of Overhead Utilities** – Similar to non-potable water, the costs are prorated on an acreage basis and allow for a lower cost per unit as density increases. The current method meets the intent of AB602 to impose lower fees on smaller dwellings that are typical of higher density developments.
- **Community Sanitation** – Residential service is once a week per dwelling unit with no variation for dwelling size. The current method is unit based which is a more direct connection to the service provided.
- **Parks** – The need for additional open park space is identified in the Quimby Act as one (1) acre per 1000 residents. The Census data provides an average population per dwelling unit but does not connect population to dwelling size. Therefore, an average fee based on dwelling units is more empirical and accurate than basing the fee on dwelling sizes.
- **Fire and Police** – There is no data to support an assumption that smaller dwelling units generate fewer calls for service than larger dwelling units. There is, however, generally accepted national practice correlating the number of stations to population. Using Census data for average population per dwelling unit provides the nexus to base the fees on dwelling units more accurately than basing the fee on dwelling sizes.

The City's current Development Impact Fee program neither favors nor penalizes one land use over another. The fees are based upon the fair share impact of each development and their land use. The type of dwelling unit for residential, whether it is single-family or multi-family, is the main factor that changes the demand for services. The City's data does not indicate that the main factor for service demand is dwelling size.

The City is mindful of the State's intentions to encourage residential construction of higher densities and they are assuming higher density development creates a lower demand due to their generally smaller sized dwelling units. However, given a lack of empirical data to support this, the City feels obligated to keep their current basis of imposing Development Impact Fees instead of charging based on dwelling sizes. The City of Clovis was identified as the 12th fastest growing city in the State in 2022 indicating that the current level of fees imposed is not a deterrent to development. The increases in property values and rents are an indicator of a thoughtful plan for City growth and a well-developed collection of development impact fees for funding the required services.

In conclusion, the current method in which Development Impact Fees are imposed either on a per unit basis or a per acreage basis has proven to be a fair means for housing developments. To charge based on a square footage basis would be unsupported by empirical data and less compliant with the Mitigation Fee Act.

Memorandum

To: Andy Haussler, Assistant City Manager, City of Clovis

From: Ken K. Hira, President, Kosmont Companies, in collaboration with internal team

Date: January 23, 2024

Subject: **Work Plan for CFD Policies, Programs and Procedures - 2nd Amendment to DIF Analysis**

I. BACKGROUND

In September 2023, the City of Clovis (“City” or “Client”) retained Kosmont Companies (“Kosmont” or “Consultant”) to prepare a high-level Development Impact Fee (DIF) analysis to guide City Council in evaluating the DIF policy, as well as alternative infrastructure funding mechanisms.

At the City Council presentation on January 8, 2024, the City Council requested that staff provide additional information related to utilization of Community Facilities District (“CFD Bonds” or “Mello Roos Bonds”) for the financing of public infrastructure.

II. WORK PLAN

The City has requested Kosmont to provide additional services related to facilitating CFDs, including the development of necessary policies, programs, and procedures. To complete this request, Kosmont proposes the following Work Plan and Budget accordingly.

Approach to Work Plan Scope of Services:

Task 1: Policies

Prior to issuing CFD Bonds, the Mello-Roos Community Facilities Act of 1982 requires a public agency to formally adopt a set of Local Goals and Policies¹. The Local Goals & Policies, as well as subsequent annual reports, must be filed with the California Debt and Investment Advisory Commission (CIDAC).

The following is a work program to be developed in advance of implementation. Kosmont will assist staff in drafting its Local Goals & Policies and certain administrative procedures as related to including:

- Maximum Special Tax Rate (Rate & Method of Apportionment (RMA) provisions)
- Achieving Financing for Other Public Agency Infrastructure

¹ The City has issued special assessment district bonds (i.e., land-secured debt) in the past. According to EMMA website 8 bond series were issued from 1978 to 2000 (\$1.8 Million to \$5.0 million in par value). The City’s ACFR does not list these bond issues, nor does it report the issuance of CFDs.

- Parameters for Minimum Value-to-Lien (Development status) Benchmarks (Appraisal Standards, Absorption Study)
- Identification of Credit Enhancement / Escrow Bonds
- Determination of and Procedures to establish Operations & Maintenance Services District(s)
- Policies related to Bond Structuring Provision(s) including Capitalized Interest and Debt Service Reserve Fund
- Refunding Guidelines

The City has adopted a Debt Management Policy, which is legally required by CDIAC. The City's current Debt Management Policy allows for the issuance of both Special Assessment and Land-Secured Bonds (i.e., AD and CFD Bonds). Current policies do not, contemplate the potential new tax-increment financing ("TIF") methods: Enhanced Infrastructure Financing Districts ("EIFD"), Community Revitalization Investment Authority Bonds ("CRIAs"), and Climate Resiliency District Bonds ("CRDs").

This work program will provide policy modifications as needed to include evaluation and consideration of various TIF programs. Kosmont will review the existing language and provisions in the Debt Management Policy to ensure that they are consistent with the CFD Local Goals & Policies, and that they permit the issuance of other financing mechanisms (EIFDs, CRIAs, CRDs, and others) to fund infrastructure and development improvements.

Task 2: Program

Kosmont will establish a dialogue with staff regarding the objectives of the CFD financing program. The City will need to determine (at some point in the future), whether to establish an in-house CFD Program or whether to utilize a third-party joint powers authority (JPA) to issue the CFD bonds.

This decision does not need to be made up-front (and the City could actively utilize both options); therefore, Kosmont will identify the primary advantages and disadvantages of each option.

Task 3: Procedure

Kosmont will work with City staff on internal and external procedures for net "credit" of CFD costs as they may be applied to the required Development Impact Fee (DIF) for each development (i.e., DIF "Credits").

Kosmont will work with the Public Works Department to clearly delineate the CFD reimbursement procedures for public infrastructure built by developers and paid from CFD bond proceeds. Kosmont will also meet with developers to determine mutually beneficial policies and practical procedures.

Task 4: City Council Meeting / Workshop

Kosmont will present the results of Tasks 1-3 to City Council to gain further direction and adopt appropriate policies, programs, and procedures. Meeting / Workshop anticipated in April 2024.

Future / Additional Services

Kosmont can assist City with the formation of infrastructure districts such as CFDs and EIFDs. Kosmont and City will agree upon specific scope and budget as appropriate.

Further, Kosmont can collaborate as appropriate with Kosmont Financial Services (KFS), which would serve as City's Municipal Advisor on specific infrastructure funding and bond initiatives, pursuant to a separate agreement with the City.

The prospective assignment and consulting services that Kosmont will provide will be of a relatively limited scope and duration, and advisory in nature. Kosmont will be making recommendations only, which advise the Client, including its elected officials, appointed officials, and staff, which they can accept or reject. None of Kosmont's staff will act in a capacity as an elected official, nor appointed official, nor as staff, nor as serving in a "designated" position.

III. BUDGET

Compensation for Tasks 1-4 is estimated at \$30,000 for professional services (hourly) fees per Attachment A 2024 fee schedule.

Kosmont is appreciative of the opportunity to continue to work with the City.

IV. ACCEPTANCE AND AUTHORIZATION

If this Agreement is acceptable to Client, please execute two copies of the Agreement and return both originals to Kosmont Companies. Upon receipt of both signed contracts, we will return one fully executed original for your files.

Read, understood, and agreed to this

____ Day of _____ 2024

City of Clovis

Kosmont & Associates, Inc.
doing business as "Kosmont Companies"

By: _____
(Signature)

By: _____
(Signature)

Name: _____
(Print Name)

Name: Ken K. Hira

Its: _____
(Title)

Its: President

ATTACHMENT A

2024 Public Agency Fee Schedule

Professional Services

Chairman & CEO	\$475.00/hour
President	\$395.00/hour
Sr. Vice President/Sr. Advisor/Sr. Managing Director	\$370.00/hour
Vice President/Project Advisor	\$250.00/hour
Senior Project Analyst	\$195.00/hour
Project Analyst/Project Research	\$175.00/hour
Assistant Project Analyst/Assistant Project Manager	\$150.00/hour
Project Promotion/Graphics/GIS Mapping Services	\$ 95.00/hour
Clerical Support	\$ 80.00/hour

Additional Expenses

In addition to professional services (labor fees):

- 1) An administrative fee for in-house copy, fax, phone, postage costs, digital/technological support and related administrative expenses will be charged, which will be computed at four percent (4.0 %) of monthly Kosmont Companies professional service fees incurred; plus
- 2) Out-of-pocket expenditures, such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
- 3) Project/Market data sources for support of evaluation and analysis e.g., ESRI, Placer.ai, CoStar/STR, IMPLAN, ParcelQuest and other based on quoted project cost.
- 4) If Kosmont retains Third Party Vendor(s) for Client (with Client's advance approval), fees and cost will be billed to Client at 1.1X (times) fees and costs.
- 5) Consultant's attendance or participation at any public meeting, whether such participation is in person, digital, video and/or telephonic (e.g., *City Council, Planning Commission, Public Agency Board, other*) requested by Client and are beyond those specifically identified in the Scope of Work will be billed at the professional services (hourly) fees as shown on this Attachment A.

- **Charges for Court/Deposition/Expert Witness-Related Appearances**

Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until December 31, 2024.



CITY OF CLOVIS

TECHNICAL MEMORANDUM

2017 WATER MASTER PLAN

CIP COSTS

METHODOLOGY REVIEW

THIRD-PARTY QC REVIEW

FINAL

February 2024

A K E L
ENGINEERING GROUP, INC.

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

AGENDA ITEM NO. 15.

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APPENDIX

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

ABBREVIATIONS AND DEFINITIONS

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



Smart Planning Our Water Resources

February 27, 2024

FINAL

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

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

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

Dear Kevin,

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

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

Table 1 – Technical Memorandum Organization

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

1.0 PROJECT DESCRIPTION

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

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

1.1 Project Objectives

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

1.2 Important Abbreviations

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

Table 2 – Important Abbreviations

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

2.0 RELEVANT REPORTS

The most relevant reports that were consulted during this Third-Party QC Review are documented in [Table 3](#).

Table 3 – Relevant Documents

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

3.0 CLASS 5 OPINION OF PROBABLE CONSTRUCTION COSTS

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

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

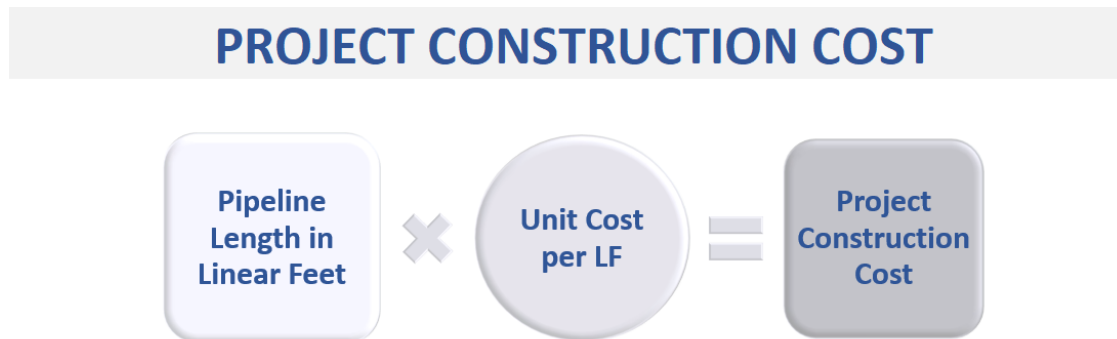
The opinion of probable construction cost (OPCC) estimates presented in the 2017 Clovis CIP were prepared for general master planning purposes and are thus considered “Class 5”. This Third-Party QC Review compared the 2017 Clovis CIP and 2023 Clovis CIP with AACE Class 5 industry trends (2023 CIP Trends).

4.0 CIP COSTS REVIEW METHODOLOGY

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

4.1 Unit Cost Methodology

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



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

Table 4 – Estimating Construction Costs

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

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

4.2 Project Contingencies

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

Table 5 – Methodology for Applying Contingencies

Item	Description	Calculation Methodology
A	Baseline Construction Cost	Calculated by applying unit cost to the project quantity (LF of Pipe, MG of storage, etc.) • $A = \text{Unit Cost} \times \text{Quantity}$
B	Construction and Market (CM) Contingency , in percent (% CM)	Percent applied to baseline construction cost. • $B = A \times (\% \text{ CM contingency})$
C	Engineering and Administration (EA) Contingency , in percent (% EA)	Percent applied to the baseline construction cost. • $C = A \times (\% \text{ EA contingency})$
D	Total CIP Cost	The total CIP cost includes the baseline construction cost plus the CM and EA contingencies. • $D = A + B + C$

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

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

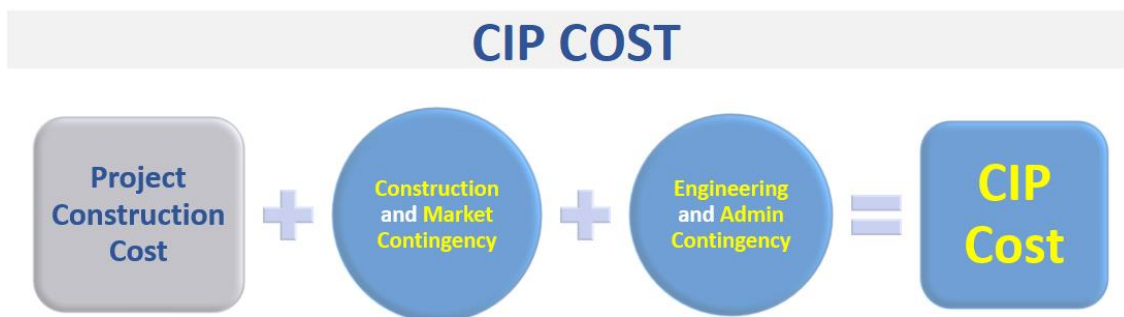
- **Engineering and Administrative (EA) Contingency.** This contingency is also known as the “soft cost”, and includes engineering and administrative costs. Engineering costs may include, but not be limited to, preparation of drawings and specifications, surveying and staking, construction, and inspection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

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

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

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

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



4.3 2023 Industry Trends

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

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

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

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

ENR CCI

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

5.0 CIP COSTS REVIEW – PIPELINES

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

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

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

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

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

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

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

Pipelines

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

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

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

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

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

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

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

6.1 Storage Tanks

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

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

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

Storage Tanks

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

6.2 Pump Stations

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

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

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

Pump Stations

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

6.3 Groundwater Wells

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

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

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

Groundwater Wells

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

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

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

7.1 22.5 MGD SWTP Expansion

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

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

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

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

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

22.5 MGD SWTP Expansion

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

7.2 New 20 MGD SWTP

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

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

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

New 20 MGD SWTP

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

8.0 CONTINGENCIES

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

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

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

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

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

Contingencies

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

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

9.0 RECOMMENDATIONS

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

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

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

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

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

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

Sincerely,

AKEL ENGINEERING GROUP, INC.



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

City of Clovis

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

TABLES

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

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

A K E L
 ENGINEERING GROUP, INC.

COMPARISON

1/3/2024

Notes:

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

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

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

A K E L
 ENGINEERING GROUP, INC.

COMPARISON

1/3/2024


Notes:

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

Table 7A Baseline Construction Unit Cost Comparison for Major Facilities (Excluding Contingencies)

Water Master Plan CIP Costs Methodology Review
City of Clovis

AGENDA ITEM NO. 15.

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

02/12/2024

Notes:


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

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

Water Master Plan CIP Costs Methodology Review

City of Clovis

AGENDA ITEM NO. 15.

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

02/12/2024

Notes:

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

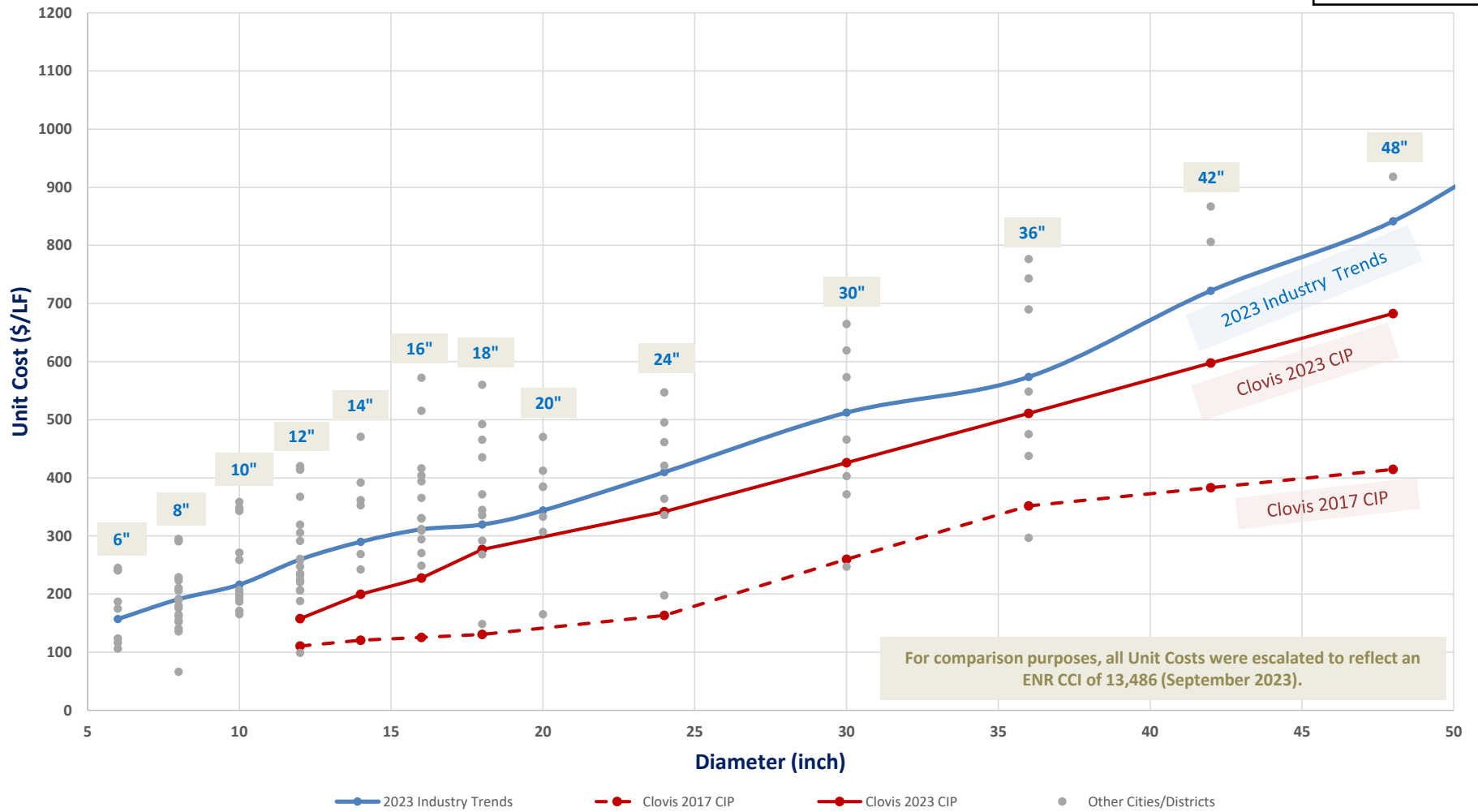
Table 8 Recommendations (ENR CCI of September 2023)
 Water Master Plan CIP Costs Methodology Review
 City of Clovis

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

City of Clovis

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

FIGURES



Notes:

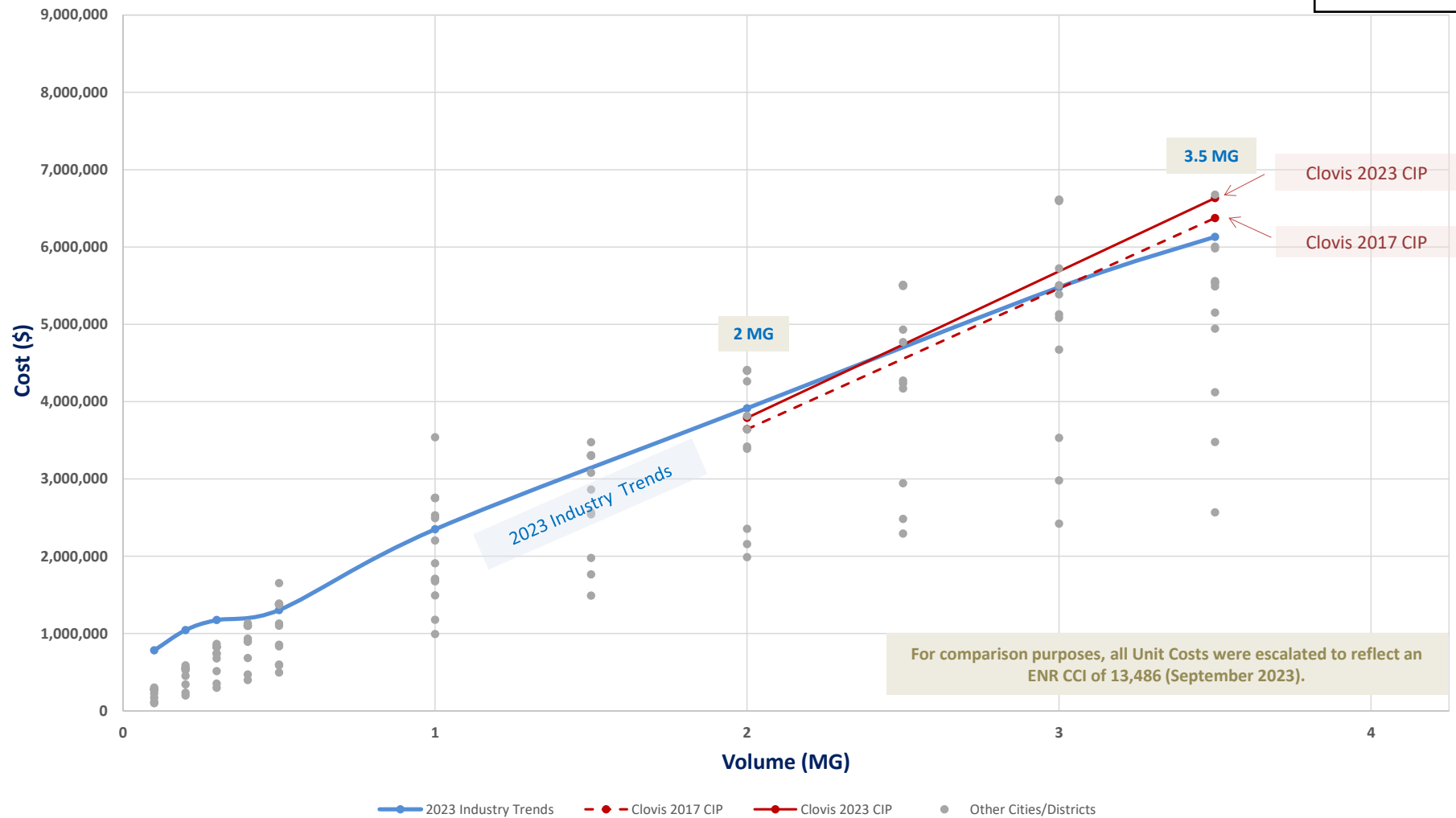
1. The Unit Costs obtained from each master plan have been escalated to September 2023 ENR CCI of 13,486.
2. Where an ENR CCI was not specified in a master plan, escalation to September 2023 ENR CCI was achieved by assuming the average ENR CCI value of the year the master plan was published.
3. Unit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

AKEL
ENGINEERING GROUP, INC.

January 2, 2024

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





Notes:

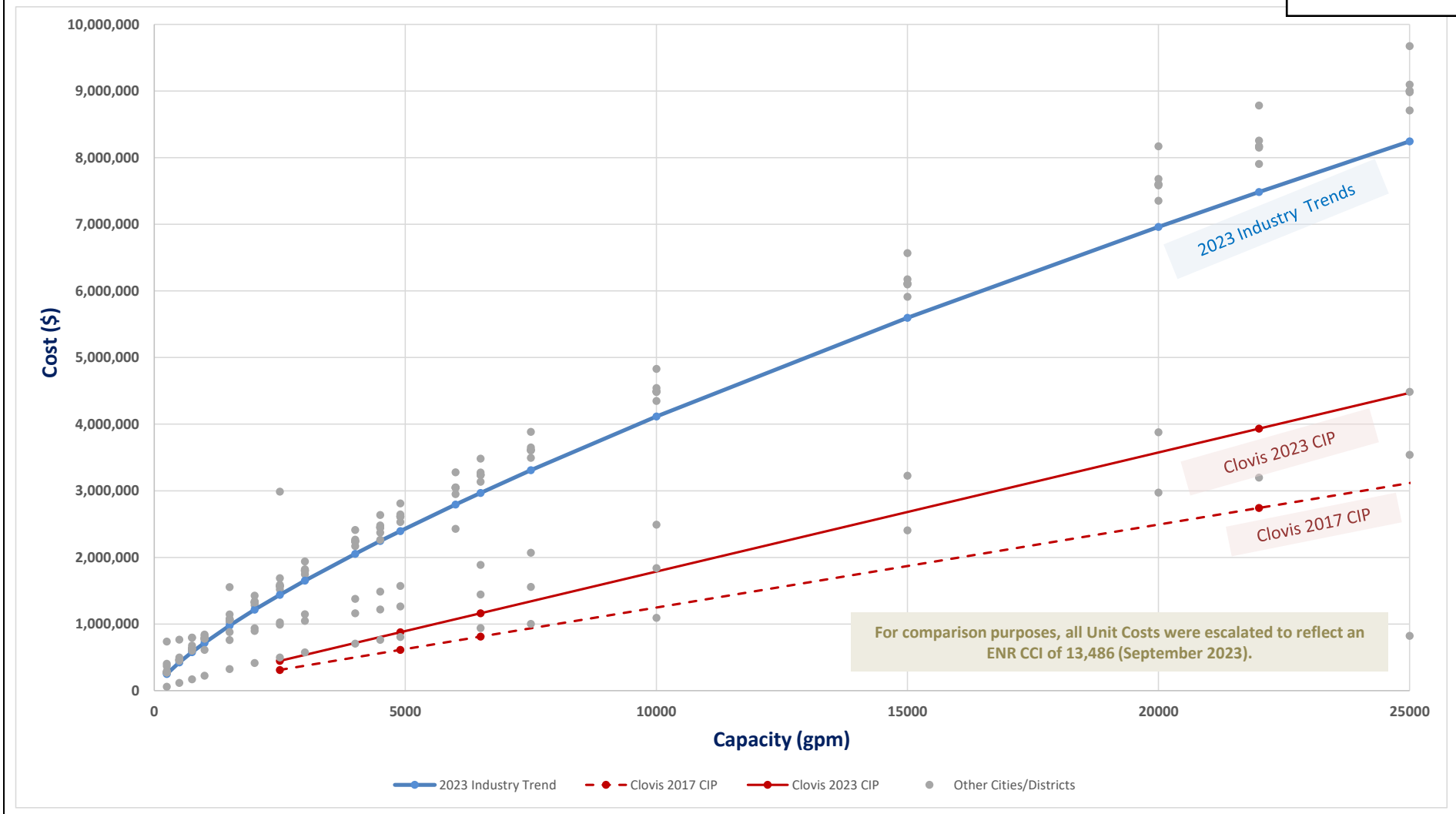
1. The Unit Costs obtained from each master plan have been escalated to September 2023 ENR CCI of 13,486.
2. Where an ENR CCI was not specified in a master plan, escalation to September 2023 ENR CCI was achieved by assuming the average ENR CCI value of the year the master plan was published.
3. Unit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

AKEL
ENGINEERING GROUP, INC.

January 25, 2024

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

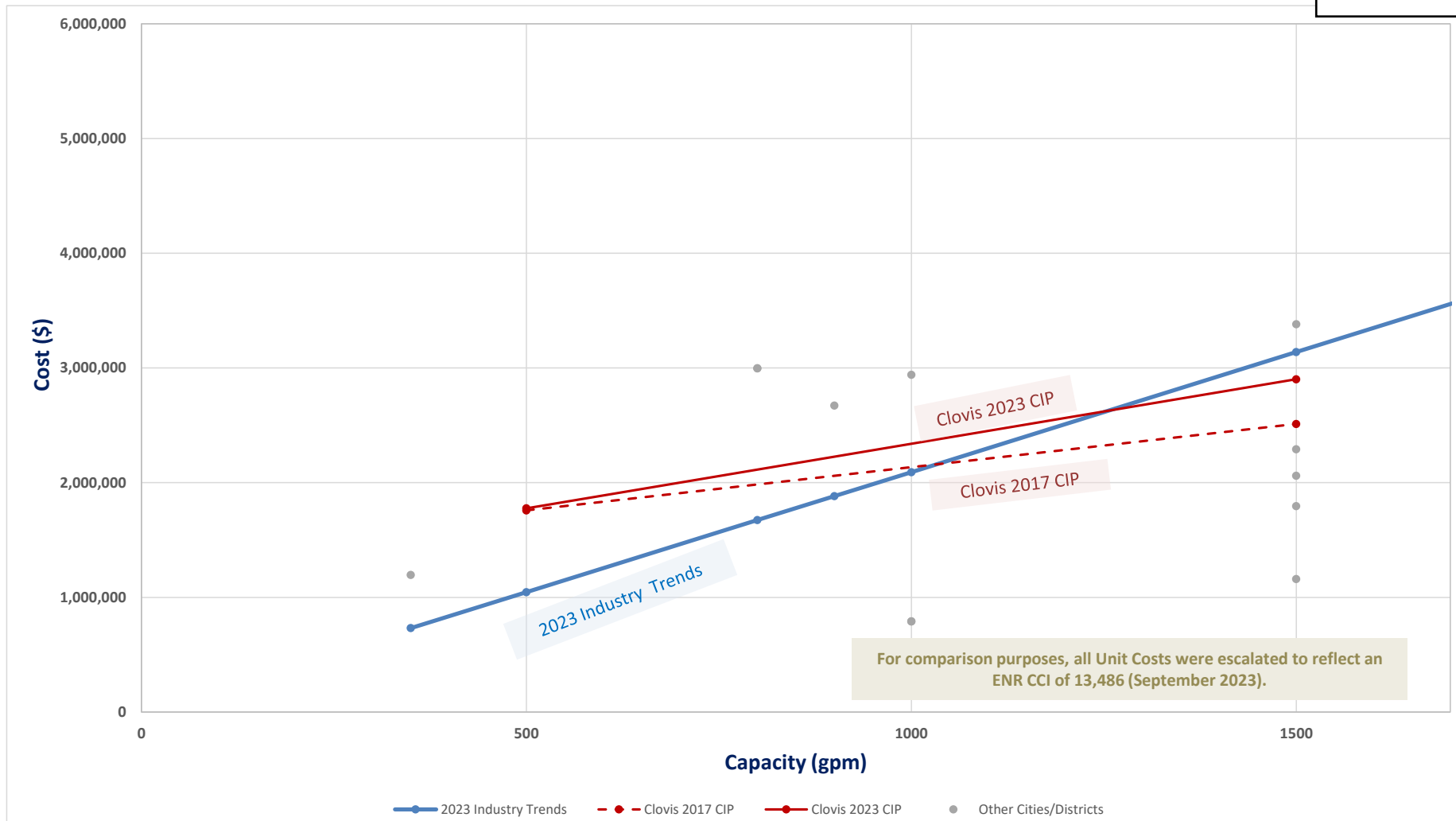




Notes:

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

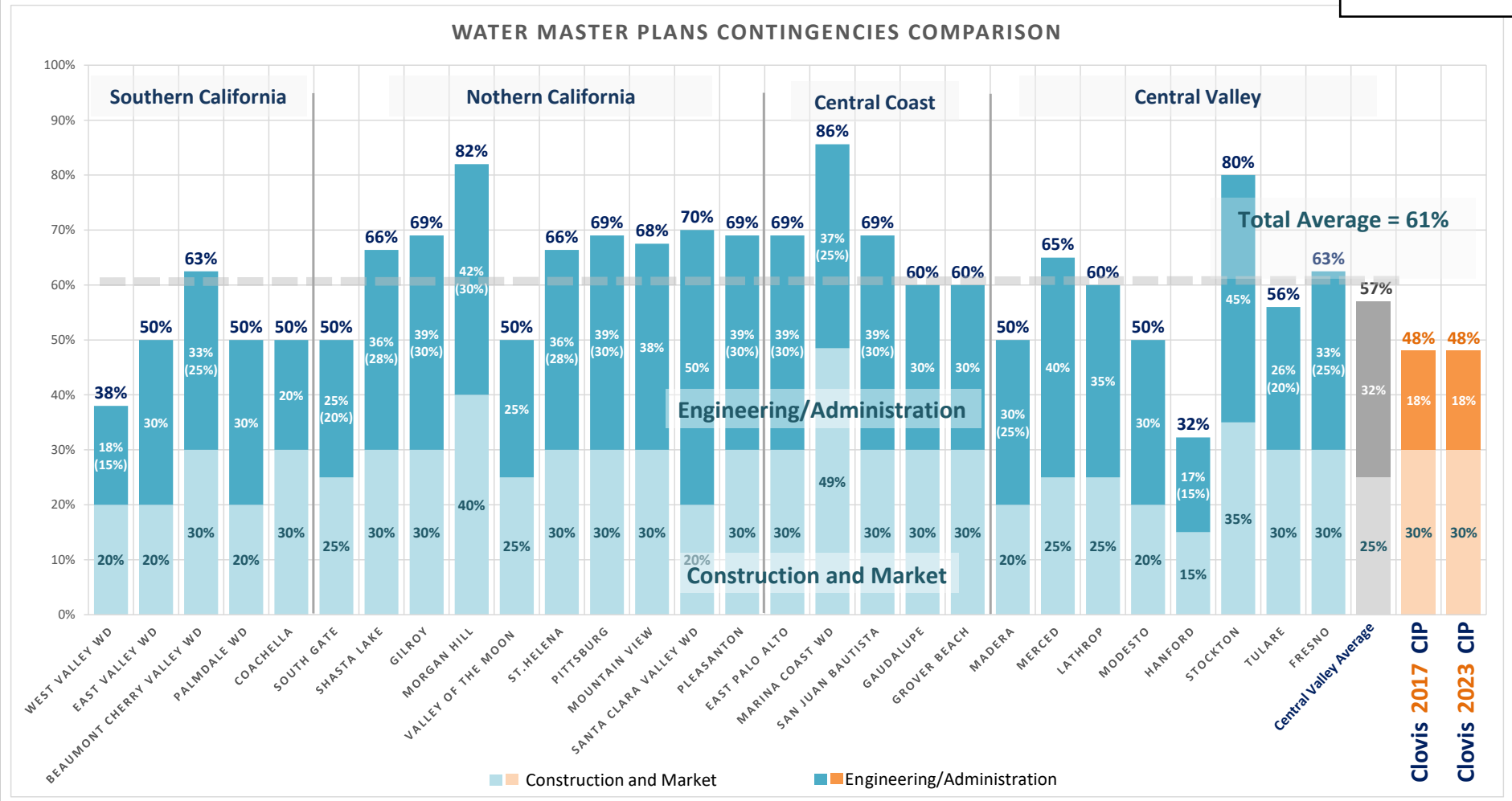




Notes:

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





Note:

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

Figure 5
Water Master Plans
Contingencies Comparison

CIP Costs Methodology Review
City of Clovis



City of Clovis

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

APPENDIX



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

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

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



May 24, 2024

Sean Smith, PE, QSD
Supervising Civil Engineer
City of Clovis
1033 Fifth Street
Clovis, CA 93612

RE: 2024-2025 Impact Fee Adjustments

Dear Sean:

As a follow-up to our May 16, 2024, meeting with City staff regarding the proposed impact fees for 2024-2025, BIA members have the following comments and requests.

In previous meetings a commitment was made that the information would be provided at the end of April. It is now one week from the end of May. This delay reduces our time for analysis by 3 weeks. There is concern that the city is providing a limited window to provide a comprehensive review of the fees. It would be appropriate for you to provide additional time to properly review.

At the very least to provide additional time to adequately review the volume of technical information associated with the water fees, which will require some meetings of BIA members prior to discussions with the city. The BIA wants to confirm that the water facilities proposed will be the facilities that will eventually be constructed, not a placeholder. This is required for validation before the fee is adopted to provide an adequate nexus. In addition, the reimbursement process should be reviewed to confirm that proper and timely reimbursements for these facilities are made.

Also, there seems to be some inconsistency in the reimbursements based on the Master Plan for reclaimed water and additional clarification is required.

Attachment 8

We look forward to receiving your responses to the questions posed, and to working with you in addressing and resolving the issues described above.

Sincerely,



Michael Prandin
President & CEO

cc: John Holt, City Manager
Renee Mathis, Director of Planning and Development Services



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: June 10, 2024

SUBJECT: Consider Approval – Res. 24-____, in Support of Initiative 23-0014A1, the Homelessness, Drug Addiction, and Theft Reduction Act.

Staff: John Holt, City Manager

Recommendation: Approve

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 a resolution in support of Initiative 23-0014A1, the Homelessness, Drug Addiction, and Theft Reduction Act.

EXECUTIVE SUMMARY

This measure will reform laws that have dramatically increased homelessness, drug addiction, and theft throughout California.

This measure will:

1. Provide drug and mental health treatment for people who are addicted to hard drugs such as fentanyl, cocaine, heroin, and methamphetamine.
2. Add fentanyl to existing laws that prohibit the possession of hard drugs while armed with a loaded firearm.
3. Add fentanyl to existing laws that prohibit the trafficking of large quantities of hard drugs.
4. Permit judges to use their discretion to sentence drug dealers to state prison instead of county jail when they are convicted of trafficking hard drugs in large quantities or are armed with a firearm while engaging in drug trafficking.
5. Warn convicted hard drug dealers and manufacturers that they can be charged with murder if they continue to traffic in hard drugs and someone dies as a result.

6. Reinstate penalties for hard drug dealers whose trafficking kills or seriously injures a drug user.
7. Increase penalties for people who repeatedly engage in theft.
8. Add new laws to address the increasing problem of "smash and grab" thefts that result in significant losses and damage, or that are committed by multiple thieves working together.

BACKGROUND

Reducing Homelessness Through Drug and Mental Health Treatment

1. California has reached a tipping point in its homelessness, drug, mental health, and theft crises. Our state has the highest rate of homelessness per capita of any state in the country. And drug overdoses now kill two to three times the number of people in California as car accidents.
2. Since the passage of Proposition 47 in 2014, homelessness in California has increased by 51%, while during the same time period in the rest of the country, it has declined by 11%. Proposition 47 reduced the legal consequences of both possession of hard drugs (fentanyl, cocaine, heroin, methamphetamine, and phencyclidine), and theft. The result has been massive increases in drug addiction, mental illness, and property crimes, including retail theft, committed by addicts to support their addiction. At the same time, California has seen a dramatic decrease in mental health and drug treatment for homeless people due to reduced incentives to participate in treatment. Our homelessness problem is directly connected to these unintended consequences of Proposition 47, which the voters now desire to correct.
3. Progressive states such as New Jersey, Maryland, Illinois, and Michigan have significantly stronger hard drug laws than California, and their homeless rate is 4 to 5 times lower than California's.
4. This proposal takes a modest step in the direction of these states by enacting a new class of crime called a "treatment-mandated felony." Under this new "treatment-mandated felony," prosecutors would have the discretion to charge a felony for hard drug possession after two previous drug convictions. If charged with this "treatment-mandated felony" for a third or subsequent drug offense, the offender would be given the option of participating in drug and mental health treatment. If the offender successfully completes drug and mental health treatment, the charge would be fully expunged, and the offender would receive no jail time. If the offender refuses drug and mental health treatment, they would serve jail time for hard drug possession. For a second conviction of the treatment-mandated felony (the 4th total conviction for hard drug possession), a judge would have the option of imposing time in jail or state prison. Along with hard drug and mental health treatment, offenders charged with a treatment-mandated felony would be offered shelter, job training, and other services designed to break the cycle of addiction and homelessness.

Cracking Down on Hard Drug Dealers

1. Fentanyl is the most dangerous drug that our nation has ever seen. Because it is largely produced synthetically, fentanyl is typically cheaper than other hard drugs. As a result, drug dealers now regularly include fentanyl in other drugs such as diet, anxiety, and sleeping pills, cocaine, and heroin. Further, fentanyl is up to 50 times stronger than heroin. Therefore, a

very tiny amount of fentanyl can prove deadly. One kilogram (2.2 pounds) of fentanyl provides enough of the drug to manufacture four to ten million doses, or enough to kill 500,000 people. Finally, because such a small amount of fentanyl is necessary to create addiction, it is easier to smuggle across the border in smaller, yet much more deadly quantities.

2. This Act would authorize greater consequences for hard drug dealers whose trafficking kills or seriously injures a person who uses those drugs, and it would provide a mechanism to warn convicted hard drug dealers and manufacturers that they can be charged with murder if they continue to traffic in hard drugs and someone dies as a result.
3. This Act would add non-prescription fentanyl to an existing list of hard drugs such as heroin, cocaine, and methamphetamine, for which it is illegal to possess the drug while armed with a loaded firearm.
4. This Act would also add non-prescription fentanyl to an existing list of hard drugs such as heroin, cocaine, and methamphetamine that authorizes greater consequences for drug dealers who sell large quantities of hard drugs.
5. This Act also permits judges to sentence drug dealers who traffic in large quantities of hard drugs or who are armed with a firearm while trafficking in hard drugs to state prison instead of local county jails. Only our state prisons are equipped to manage security for hardened drug dealers and to provide them the rehabilitation services they need to safely re-enter society.

Accountability for Repeat Theft and Smash and Grab Thefts

1. Prior to Proposition 47, individuals who repeatedly engaged in theft could be charged with a felony. Prop 47 eliminated this repeat offender felony and instead provided that any theft up to \$950 in value is now a misdemeanor - regardless of how many times the offender has committed theft. In practice, this means that an offender who repeatedly steals up to \$950 in value faces virtually no legal consequences.
2. The result has been an explosion in retail and cargo theft causing stores throughout California to close to protect employees and customers from criminal activity that disrupts the efficient delivery of products directly to consumers and creates billions of dollars in economic losses to our local communities and state. This rapid increase in retail and cargo theft has also contributed to rising inflation, as businesses have been forced to raise prices to account for their economic losses. This retail and cargo theft explosion has collided with the fentanyl epidemic, as hard drug users have engaged in brazen theft to support their drug habits, knowing that there will be no consequences for either their theft or their hard drug use.
3. Under this Act, an offender with two prior convictions for theft can be charged with a felony, regardless of the value of the stolen property. Diversion programs will continue to exist, meaning that judges will retain discretion not to incarcerate an offender even for more than two theft convictions. But prosecutors will have the ability to bring felony charges against hardened, repeat offenders who continue to engage in theft. Judges will have the discretion to sentence a repeat offender to jail in appropriate cases, or to state prison if an offender is convicted four or more times of theft.
4. This Act also authorizes judges to exercise their discretion to impose an enhanced penalty when an offender steals, damages, or destroys property by acting together with two or more offenders or by causing losses of \$50,000 or more. By permitting discretion in these scenarios, judges will be able to fashion sentences that are appropriate for the crime

committed, including so-called "smash and grabs" committed by mobs or large groups of people working together.

5. The value of property stolen in multiple thefts will be permitted to be added together so that in appropriate cases an offender may be charged with felony theft instead of petty theft. This provision addresses the problem of offenders who commit a series of thefts in which the property stolen during each theft has a value under the \$950 felony theft threshold, in order to insulate themselves from felony charges.
6. Along with the hard drug provisions in this Act, these theft law changes will stop the vicious cycle of hard drug users stealing to support their habits without legal consequences for their actions.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

This measure will reform laws that have dramatically increased homelessness, drug addiction, and theft throughout California.

ACTIONS FOLLOWING APPROVAL

The City of Clovis will officially be in a support position of Initiative 23-0014A1, the Homelessness, Drug Addiction, and Theft Reduction Act

Prepared by: Rebecca Simonian, Executive Assistant

Reviewed by: City Manager *JA*

RESOLUTION 24-__**RESOLUTION OF THE CLOVIS CITY COUNCIL IN SUPPORT OF THE HOMELESSNESS, DRUG ADDICTION, AND THEFT REDUCTION ACT**

WHEREAS, Consequences of Prop 47 include repeat and often organized retail theft, inner-city store closings, and difficulty convincing people to seek drug and mental health treatment; and

WHEREAS, These consequences can only be corrected by the voters at the ballot box with modest amendments to Prop 47; and

WHEREAS, Initiative 23-0017A1, the Homelessness, Drug Addiction, and Theft Reduction Act has submitted more than 910,000 signatures to qualify for the 2024 November General Election; and

WHEREAS, The Homelessness, Drug Addiction, and Theft Reduction Act is a bi-partisan measure that provides common sense, targeted reforms to Prop 47 that legislative proposals alone are unable to deliver; and

WHEREAS, Rampant retail theft is harming businesses and residents in California because those who commit these crimes know they'll get away with it, even if they're caught; and

WHEREAS, This measure will hold repeat offenders accountable for the safety of our communities, rather than putting them back on the streets; and

WHEREAS, The fentanyl crisis has reached alarming levels, and is now responsible for 20 percent of youth deaths in California; and

WHEREAS, The Homelessness, Drug Addiction, and Theft Reduction Act will define fentanyl as a hard drug, hold individuals convicted of trafficking fentanyl accountable, and grant judges greater discretion in sentencing drug traffickers; and

WHEREAS, Breaking the cycle of repeat offenders means addressing the many root causes of retail theft; and

WHEREAS, The Homelessness, Drug Addiction, and Theft Reduction Act provides critical mental health, drug treatment services, and job training within our justice system for

people who are homeless and suffering from mental illness or struggling with substance abuse; and

WHEREAS, It's time for meaningful reforms to our justice system that ensure our communities are safe.

NOW, THEREFORE, BE IT RESOLVED by the City of Clovis, that the Clovis City Council formally expresses support for the Homelessness, Drug Addiction, and Theft Reduction Act and the benefit that it provides for our community's safety.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on June 10, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: June 10, 2024

Mayor

City Clerk