



# CITY of CLOVIS

## AGENDA • CITY COUNCIL MEETING

Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559) 324-2060  
[www.cityofclovis.com](http://www.cityofclovis.com)

February 20, 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; you may participate by calling in by phone (see “Verbal Comments” below); and you may view the meeting which is webcast and accessed at [www.cityofclovis.com/agendas](http://www.cityofclovis.com/agendas).

### **Written Comments**

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

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



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

## **Verbal Comments**

- If you wish to speak to the Council on an item by telephone, you should contact the City Clerk at (559) 324-2060 no later than 4:00 p.m. the day of the meeting.
- You will be asked to provide your name, phone number, and your email. You will be emailed instructions to log into Webex to participate in the meeting. Staff recommends participants log into the Webex at 5:30 p.m. the day of the meeting to perform an audio and mic check.
- All callers will be placed on mute, and at the appropriate time for your comment your microphone will be unmuted.
- In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic

## **Webex Participation**

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

## **CALL TO ORDER**

## **FLAG SALUTE - Councilmember Bessinger**

## **ROLL CALL**

## **PRESENTATIONS/PROCLAMATIONS**

1. Presentation of Proclamation honoring Mike Leonardo for over 35 Years of Service to the Region in Various Positions in the Transportation Field.
2. Presentation - Update on Tourism by Lisa Oliveira, President/CEO Fresno Clovis Convention and Visitors Bureau.

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

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

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

- [3.](#) Administration - Approval - Minutes from the February 5, 2024, Council Meeting.
- [4.](#) Administration - Approval – Agreement Between City of Clovis and the Business Organization of Old Town for Fiscal Years 2023-2024 and 2024-2025.
- [5.](#) Administration - Receive and File – Business Organization of Old Town (BOOT) First Quarter Report, July through September 2023.
- [6.](#) Administration - Receive and File – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2023.
- [7.](#) Finance – Receive and File – Investment Report for the Month of September 2023.
- [8.](#) Finance – Receive and File – Treasurer's Report for the Month of September 2023.
- [9.](#) General Services – Approval - Res. 24-\_\_\_\_, Approving a Side Letter Agreement with The Clovis Professional and Technical Association to Add a 401(a) Plan.
- [10.](#) General Services – Approval – Res. 24-\_\_\_\_, Amending the City's FY 2023-2024 Position Allocation Plan by adding one (1) Information Technology Technician and two (2) Information Technology Specialists, and removing (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst Position within the Administration Department.
- [11.](#) Planning and Development Services – Approval – Bid Award for CIP 23-26 ADA Curb Return Ramps 2024 – T1; and Authorize the City Manager to Execute the Contract on behalf of the City. (Councilmember Mouanoutoua has a conflict of interest on this item)

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

- [12.](#) Receive and File – Update on the Restaurant Rewards Program.

**Staff:** Chad McCollum, Director of Economic Development, Housing and Communications

**Recommendation:** Receive and File

- [13.](#) Receive and File – Update on the Information Technology Division.

**Staff:** Jesse Velez, I.T. Deputy Director

**Recommendation:** Receive and File

## COUNCIL ITEMS

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

**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.

15. Government Code Section 54956.9(d)(1)  
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Case Name: Desiree Martinez v. City of Clovis, et al., Case No. F082914

## **RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION**

## **ADJOURNMENT**

## **FUTURE MEETINGS**

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

- Mar. 4, 2024 (Mon.) (To be Cancelled)
- Mar. 11, 2024 (Mon.)
- Mar. 18, 2024 (Mon.)
- Apr. 1, 2024 (Mon.)
- Apr. 8, 2024 (Mon.)
- Apr. 15, 2024 (Mon.)

CITY of CLOVIS

# Proclamation

## Honoring Mike Leonardo for over 35 Years of Service

**WHEREAS,** Mike Leonardo was appointed as the Executive Director of the Fresno County Transportation Authority (FCTA) in January 2017; and

**WHEREAS,** Mike was responsible for a variety of duties to ensure the ongoing success of "Measure C". His primary role was to carry out the board's strategies for implementing the programs and projects funded by the 20-year "Measure C" half-cent transportation sales tax in Fresno County; and

**WHEREAS,** His career in transportation began with the Department of Transportation, as an Assistant Transportation Engineer in the District 6, Fresno Regional Office. Leonardo eventually promoted to District 6 Director and ultimately held the position of Chief Engineer and Deputy Director of Project Delivery in Sacramento where he provided leadership to 2,500 employees as well as implemented a \$1.4 billion annual budget; and

**WHEREAS,** He also served as the Public Utilities Director with the City of Clovis and was part of the team responsible for constructing a new wastewater treatment and re-use facility. Prior to joining the FCTA, Leonardo was the Senior Engineering Manager for a consulting firm working on the California High Speed Rail Project. His duties included delivery of the \$3+ billion Central Valley High Speed Train infrastructure projects through 120 miles of Madera, Fresno, Kings, Tulare and Kern Counties; and

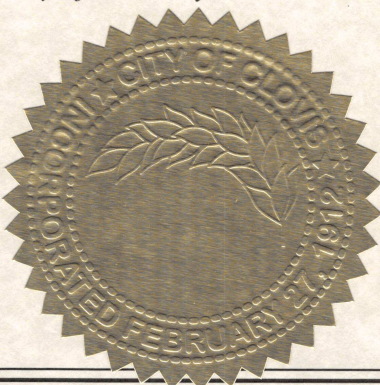
**WHEREAS,** As a volunteer at his alma mater, Leonardo stays connected to Fresno State's School of Engineering. He earned his Civil Engineering degree in 1981, and has been a registered Professional Engineer in the State of California since 1984; and

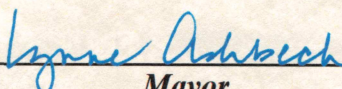
**WHEREAS,** Leonardo along with his wife, Cynthia, live in Fresno County. They are the proud parents of two grown children who are both professional engineers. In his free time, he enjoys woodworking, snowboarding, and exploring -- on foot or on a dirt bike.

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

### Mike Leonardo

**IN WITNESS THEREOF,** I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 20th day of February, 2024.



  
 \_\_\_\_\_  
 Mayor

**CLOVIS CITY COUNCIL MEETING**

**February 5, 2024**

**6:00 P.M.**

**Council Chamber**

Meeting called to order by Mayor Ashbeck **at 6:01**  
Flag Salute led by Councilmember Mouanoutoua

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

**PUBLIC COMMENTS – 6:04**

Malcolm Gibson, resident, commended the City Council and staff for working on installing assistive listening devices in the Council Chambers.

Sanjuana Cantu, resident, shared concerns regarding issues with Derrell's Mini Storage on Fowler and Alluvial.

Qadri A., resident, requested for additional libraries in Clovis and request for proclamations regarding International Stroke Awareness Day and the humanitarian issues in Gaza.

Mohammad S. resident, shared concerns regarding the humanitarian issues in Gaza.

Layla, resident, shared concerns regarding the humanitarian issues in Gaza.

**CONSENT CALENDAR – 6:36**

Motion by Councilmember Mouanoutoua, seconded by Councilmember Bessinger that the items on the Consent Calendar, with the exception of item 2, be approved. Motion carried by unanimous vote.

1. Administration - Approval - Minutes from the January 16, 2024, Council Meeting.
3. Fire Department - Approval – **Res. 24-15**, Authorize submittal of two grant applications to the San Joaquin Valley Air Pollution Control District to allow for the replacement purchase of (1) Water Tender and (1) Electric Utility Vehicle.
4. General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Rachael Salazar.
5. General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Thalia Vargas Sage.
6. General Services – Approval – **Res. 24-16**, Amending the City's FY 2023-2024 Position Allocation Plan by adding one (1) Senior Management Analyst Position and removing (1) Management Analyst Position within the Public Utilities Department.

7. General Services – Approval – **Res. 24-17**, Authorizing Amendments to the City’s Classification Plan by Revising the Transit Dispatcher Classification in the General Services Department.
8. Planning and Development Services – Approval – Final Acceptance for CIP 19-19, Armstrong Avenue Street Improvements.
9. Planning and Development Services - Approval – **Res. 24-18**, Amending the Fresno Metropolitan Flood Control District (FMFCD) Schedule of Drainage Costs and Fees for 2024-2025.
10. Public Utilities – Approval – Bid Award for CIP 17-04, Sanitary Pump Station “E” Pump Addition, in the Total Amount of \$929,593.00 and Authorize the City Manager to Execute the Contract on Behalf of the City; and Approval – **Res. 24-19**, Amending the 2023-2024 Sewer Capital Projects – Developer Fund in the Community Investment Program budget to Allocate Funds for the Project.

6:37 ITEM 2 - ADMINISTRATION - RECEIVED AND FILED – ECONOMIC DEVELOPMENT CORPORATION SERVING FRESNO COUNTY QUARTERLY REPORT, OCT. 1,2023 – DEC. 31, 2023.

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

**PUBLIC HEARINGS – 6:43**

6:43 ITEM 11 – CONSIDERED INTRODUCTION – **ORD. 24-XX**, AMENDING CLOVIS MUNICIPAL CODE SECTION 2.1.32 ESTABLISHING SALARIES OF CITY COUNCILMEMBERS AND INCREASING THE PRESENT SALARY TO BECOME EFFECTIVE AFTER THE NOVEMBER 2024 MUNICIPAL ELECTION.

Jerry Cook, spoke in support of increasing Council salaries to \$1,900.

Brad Wilson, resident, spoke in support of increasing Council salaries to \$1,900.

Qadri A., resident, spoke in support of increasing Council salaries to \$1,900.

Motion for approval to not increase Council Salaries by Councilmember Basgall, seconded by Councilmember Mouanoutoua. Motion carried by unanimous vote.

**ADMINISTRATIVE ITEMS – 7:02**

7:02 ITEM 12 - APPROVED – WAIVE FORMAL BIDDING REQUIREMENTS AND AUTHORIZE THE CITY MANAGER TO ENTER INTO A SECOND AMENDMENT TO THE AGREEMENT WITH KOSMONT COMPANIES FOR \$30,000 TO IMPLEMENT FINANCING POLICY CHANGES FOR DEVELOPMENT IMPACT FEES.

Jerry Cook, commended Council and staff for initiating this work.

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

**COUNCIL ITEMS – 7:14**

7:14 ITEM 13 - APPROVED – CHANGE OF COUNCIL MEETING SCHEDULE.

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

**CITY MANAGER COMMENTS – 7:15**

**COUNCIL COMMENTS – 7:16**

**CLOSED SESSION – 7:36**

ITEM 14 - 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**

No action taken.

**ADJOURNMENT**

Mayor Ashbeck adjourned the meeting of the Council to February 13, 2024

Meeting adjourned: 8:02 p.m.

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Mayor

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City Clerk





# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: February 20, 2024

SUBJECT: Administration - Approval – Agreement Between City of Clovis and the Business Organization of Old Town for Fiscal Years 2023-2024 and 2024-2025.

ATTACHMENTS: 1. Proposed Agreement Between the City of Clovis and Business Organization of Old Town for Fiscal Year 2023-2024 and 2024-2025.

### **CONFLICT OF INTEREST**

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

### **RECOMMENDATION**

That the City Council approve the request to enter into an agreement between the City of Clovis and Business Organization of Old Town (BOOT).

### **EXECUTIVE SUMMARY**

This agreement will serve as a mechanism for the City of Clovis to process payments to BOOT. This will enable BOOT to continue marketing Old Town as a destination for shopping, dining, and community events.

The amount requested for funding is \$120,000 of which \$60,000 is reflected in the 2023-2024 budget and \$60,000 for fiscal year 2024-2025 which will be recommended to be included in the upcoming budget.

### **BACKGROUND**

Although many shopping areas exist in the City of Clovis, Old Town showcases as a turn-of-the-century Central Business District, which reflects the unique diversity and positive image of our community. BOOT represents business owners and operators within Old Town Clovis. The City of Clovis and the former Clovis Community Development Agency has invested a great deal of financial assistance regarding development, sustainability, and marketability of Old Town. In 1992, the Agency expanded its promotion of Old Town by through annual contracts with BOOT for the following:

- Old Town attractions (Farmer's Market, Antiques and Collectibles Fairs, Old Town Christmas activities, etc.).
- Multi-media advertising (print, radio, and television) for special events.
- Participation on the Tourism Committee regarding activities and opportunities in Old Town related to the patronage of retail and restaurants.

Attached is the proposed Agreement between the City of Clovis and Business Organization of Old Town for Fiscal Year 2023-2024 and 2024-2025. For performance of services described in Section 1, paragraphs (a) through (d), the City of Clovis, subject to the terms and conditions of this agreement, wishes to support BOOT by payment of a sum of \$120,000 during the fiscal years 2023-2024 and 2024-2025 on a quarterly basis (\$15,000 per quarter).

#### **FISCAL IMPACT**

This funding is included in the City of Clovis 2023-2024 budget and the second year of funding will be recommended to be approved in the 2024-2025 budget. There are adequate revenues to accommodate this request.

#### **REASON FOR RECOMMENDATION**

Approval of this Agreement will allow the City of Clovis to continue its coordinated approach to promote Clovis as an ideal place to conduct business, reside, and promote tourism.

#### **ACTIONS FOLLOWING APPROVAL**

Following approval, the City Manager will execute the agreement and it will be administered by staff.

Prepared by: Shawn Miller, Business Development Manager

Reviewed by: City Manager *AH*

**AGREEMENT BETWEEN THE CITY  
OF CLOVIS AND THE BUSINESS  
ORGANIZATION OF OLD TOWN  
2023 – 2025 FISCAL YEARS  
(JULY 1, 2023 THROUGH JUNE 30, 2025)**

WHEREAS, THE CITY OF CLOVIS, CALIFORNIA (hereinafter referred to as “CLOVIS”) recognizes the significant role the Central Trading District (hereinafter referred to as “Old Town Clovis”) has played in creating a favorable image for CLOVIS; and

WHEREAS, CLOVIS is committed to advancing economic growth with Old Town Clovis as a priority to ensure the future and well-being of the entire City of Clovis; and

WHEREAS, CLOVIS has invested considerable time and effort to encourage new business to locate and expand in Old Town Clovis, thereby continuing the economic vitality of the Central Trading district; and

WHEREAS, CLOVIS recognizes the success of Old Town Clovis is dependent on both private and public sector; and

WHEREAS, the BUSINESS ORGANIZATION OF OLD TOWN, INC. a California nonprofit mutual benefit corporation (hereinafter referred to as “B.O.O.T.”) was incorporated in 1989 with the specific purpose to form a business league for the downtown area of the City of Clovis to promote its business and civic activities.

WHEREAS, B.O.O.T. represents many business owners and operators within the Central Business District who will be affected directly or indirectly by future business promotion efforts; and

WHEREAS, CLOVIS seeks to strengthen its support of B.O.O.T.’s purpose and the promotion of Old Town Clovis, thereby assuring its continued influence on economic growth in both Old Town Clovis and the City at large.

NOW THEREFORE, CLOVIS and B.O.O.T. agree as follows:

1. B.O.O.T. agrees to assist CLOVIS in promoting economic expansion in Clovis by providing the following services to CLOVIS:
  - (a) Maintain a viable organization with membership reflective of the diversity of Old Town Clovis.
  - (b) Maintain Old Town Clovis promotional activity events including, at least, the following events (hereinafter referred to as “Special Events”):
    1. Farmers Markets (First Friday in May through last Friday in October)
      - a. Commodity party nights (i.e. Peach Party, Pistachio Party, etc.), Military Night and other special events built into the Farmers Market footprint.
    2. Year-Round Saturday Morning Farmers Market
    3. Vintage Market & Antique Shows (March)
    4. Old Town Christmas Activities

5. One Enchanted Evening
  6. Two Wine Walks (May and October)
  7. One Craft Beer Crawl (March)
  8. Glorious Junk Days (May)
  9. Car Show (May)
  10. Old Town Market Place (September)
- (c) Horse Carriage Rides (starting Saturday after Thanksgiving through the Sunday before Christmas).
  - (d) Maintain marketing strategies and advertising techniques to position the image of Clovis through Old Town Clovis' unique character.
  - (e) Promote and provide information to merchants of Old Town on activities that are conducted both within Old Town as well as outside of the Old Town area. Information on such activities shall be provided by the Tourism Advisory Committee.
  - (f) Executive director of B.O.O.T will actively serve on Tourism Advisory Committee.
  - (g) Advertising and promotion of event activity in Old Town Clovis through a variety of mediums which are acceptable by Clovis.
  - (h) Create additional events and participate on committees as requested, (examples of these additional events include, but are not limited to, the Local Organizing Committee for the Amgen Tour of California and the Centennial Planning Committee, Taking it to the Streets, etc.).
  - (i) Submit quarterly status reports to CLOVIS, no later than 15 days prior to payment, detailing the progress of B.O.O.T.'s promotional and marketing activities.
  - (j) Submit an independent third-party Certified Public Accountant-Reviewed 2023 Financial Statement by June 30, 2024.
  - (k) Submit an independent third-party Certified Public Accountant-Audited 2024 Financial Statement for receipt and review by CLOVIS no later than June 30, 2025.
2. B.O.O.T. shall always obtain and maintain in effect during the term of this Agreement an annual business license.
  3. In consideration of performance of services described in Section 1, paragraphs (a) through (j); CLOVIS, subject to the terms and conditions of this agreement, agrees to support B.O.O.T. by payment of the cumulative sum of Sixty Thousand Dollars (\$60,000.00) during fiscal year 2023-2024 and payment of the cumulative sum of Sixty Thousand Dollars (\$60,000.00) during fiscal year 2024-2025. Payment shall be made in the amounts and on or before the following dates:

2023-2024

Fifteen Thousand Dollars (\$15,000.00) for the quarter ending September 30, 2023;  
Fifteen Thousand Dollars (\$15,000.00) for the quarter ending December 31, 2023;  
Fifteen Thousand Dollars (\$15,000.00) for the quarter ending March 31, 2024, and  
Fifteen Thousand Dollars (\$15,000.00) for the quarter ending June 30, 2024.

2024-2025

Fifteen Thousand Dollars (\$15,000.00) for the quarter ending September 30, 2024;  
Fifteen Thousand Dollars (\$15,000.00) for the quarter ending December 31, 2024;

Fifteen Thousand Dollars (\$15,000.00) for the quarter ending March 31  
Fifteen Thousand Dollars (\$15,000.00) for the quarter ending June 30, 2025.

4. To assure collection of business license fees for businesses within the Downtown Parking and Business Improvement Area ("PBI"), CLOVIS and B.O.O.T. will work toward full compliance of business license issues. B.O.O.T. will notify CLOVIS when a new business moves into Old Town to determine if the business applied for a proper license. Likewise, THE CITY OF CLOVIS will alert B.O.O.T. of a new business applying for a license so that B.O.O.T. can send a welcome package to the new business and explain the PBI and benefits of being in Old Town Clovis.
5. CLOVIS Business Licensing Division will share reports regarding collection of business license fees for the PBI.
6. B.O.O.T. agrees to obey all laws and adhere to all rules, regulations, policies, and procedures during day-to-day operations as well as during special event planning, management, and execution. This includes, but is not limited to, request(s) for street closure, set-up and breakdown of special events, and use of maintenance of CITY OF CLOVIS equipment, utilities, and resources.
7. B.O.O.T. agrees to inform and educate PBI businesses about parking. This should include providing information about the importance of business owners and employees parking in designated areas, freeing up "prime" parking areas for customers.
8. B.O.O.T. agrees to repair damage to landscape, hardscape, hardware and other city-owned property that occurs as a result of B.O.O.T. Special Events.
9. It is understood and agreed that, in the performance of this agreement, B.O.O.T. is an independent contractor. B.O.O.T. shall purchase and maintain policies of Workers Compensation, State Disability, and other insurance coverage as required by law and shall in all other respects comply with applicable provisions of Federal, State, and local laws, rules, and regulations.
10. Except as limited by Civil Code Section 2782(a), B.O.O.T. shall indemnify, hold harmless and defend CLOVIS, its officers, agent, or employees from all claims for money, damages or other relief arising in any way from the performance of this agreement by B.O.O.T., its officers, agents, members, or employees. B.O.O.T. shall take out and maintain for the full term of this agreement liability insurance providing protection for personal injury, wrongful death, and property damage; such insurance to be in amounts of at least \$ 2,000,000 per occurrence and \$ 4,000,000 aggregate and issued by carriers acceptable to CLOVIS. B.O.O.T. shall provide CLOVIS with Certificates of Insurance evidencing such coverage naming CLOVIS as "additional insured". In respect to the Special Events undertaken pursuant to Section 1(b) of this agreement, B.O.O.T. shall provide CLOVIS with additional Certificates of Insurance showing CLOVIS, its officers, agents, and employees as additional named insured under the Special Events policy or policies of insurance. All certificates shall show cross liability endorsements. All certificates shall expressly state that the policy or policies may not be terminated, cancelled, or modified without thirty 30 days prior written notice received by CLOVIS at its regular address, 1033 Fifth Street, Clovis, California 93612.

11. The funds provided B.O.O.T. by CLOVIS pursuant to this agreement shall not be directly or indirectly used for any political purpose whatsoever. This prohibition includes, but is not limited to, campaigns, events, promotions, literature, lobbying or other activities for, against or on behalf of any state, local or federal legislation, issue, candidate(s) or action, whether partisan in nature or not.
  
12. As stated in §1(j), B.O.O.T. is to provide to CLOVIS an independent third-party Certified Public Accountant-Reviewed financial statement of the fiscal year ending December 31, 2023, no later than June 30, 2024. CLOVIS reserves the right to review, during normal business hours, the books and records of BO.O.T.'s expenditures related to the programs listed in provision 1(b) of this Agreement. CLOVIS and B.O.O.T. further agree to the following:
  - (a) CLOVIS agrees to reimburse B.O.O.T. for the cost of the review upon receipt and satisfactory review of the report. B.O.O.T. shall provide CLOVIS evidence of payment for financial statement review services with a paid invoice and copy of payment transaction.
  - (b) If B.O.O.T. is unable to provide the financial statement review on or before the due date of June 30, 2024, CLOVIS may suspend the 4<sup>th</sup> quarter payment of Fifteen Thousand Dollars (\$15,000.00) until the audit is completed and submitted to CLOVIS.
  
13. As stated in §1(k), B.O.O.T. is to provide to CLOVIS an independent third-party Certified Public Accountant-audited financial statement of the fiscal year ending December 31, 2024, no later than June 30, 2025. CLOVIS reserves the right to review, during normal business hours, the books and records of BO.O.T.'s expenditures related to the programs listed in provision 1(b) of this Agreement. CLOVIS and B.O.O.T. further agree to the following:
  - (a) The independent third-party audit of B.O.O.T.'s current year-end is to be performed every three (3) years during the term of this Agreement.
  - (b) CLOVIS agrees to reimburse B.O.O.T. for the cost of the audit upon receipt and satisfactory review of the report. B.O.O.T. shall provide CLOVIS evidence of payment for auditing services with a paid invoice and copy of payment transaction.
  - (c) If B.O.O.T. is unable to provide the audit on or before the due date of June 30, 2025, CLOVIS may suspend the 4<sup>th</sup> quarter payment of Fifteen Thousand Dollars (\$15,000.00) until the audit is completed and submitted to CLOVIS.

DATED: \_\_\_\_\_

\_\_\_\_\_

BUSINESS ORGANIZATION OF OLD TOWN  
CORA SHIPLEY – BOARD PRESIDENT

DATED: \_\_\_\_\_

\_\_\_\_\_

CITY OF CLOVIS  
JOHN HOLT - CITY MANAGER

APPROVED AS TO FORM:

\_\_\_\_\_

CLOVIS CITY ATTORNEY



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: February 20, 2024

SUBJECT: Administration - Receive and File – Business Organization of Old Town (BOOT) First Quarter Report, July through September 2023.

ATTACHMENTS: 1. Business Organization of Old Town (B.O.O.T.) First Quarter Report, July through September 2023.

### **CONFLICT OF INTEREST**

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

### **RECOMMENDATION**

That the City Council receive and file the B.O.O.T. First Quarter Report, July through September 2023.

### **EXECUTIVE SUMMARY**

According to the 2023–2025 agreement between the City of Clovis and the Business Organization of Old Town, B.O.O.T. is to submit quarterly reports to the City Manager and City Council. The amount to be funded is \$15,000.

### **BACKGROUND**

According to the 2023-2025 agreement between the City of Clovis and the Business Organization of Old Town, B.O.O.T. is to submit quarterly reports to the City Manager and City Council detailing progress of B.O.O.T.'s promotional and marketing activity. Attached, as Attachment 1 is the First Quarter Report covering July through September 2023 activities. The amount to be funded is \$15,000.

### **FISCAL IMPACT**

The amount to be funded is \$15,000, which is called out in the 2023-2024 Budget.



**REASON FOR RECOMMENDATION**

The attached report meets the requirement established in the 2023-2025 agreement between the City of Clovis and the Business Organization of Old Town.

**ACTIONS FOLLOWING APPROVAL**

Staff will process payment to B.O.O.T.

Prepared by: Shawn Miller, Business Development Manager

Reviewed by: City Manager *AM*

## Boot Quarterly Report: Quarter 1 (July 1 – September 30th 2023)

In accordance with the Agreement between City of Clovis/community & Economic Development Department and the Business Organization of Old Town Clovis for the fiscal year 2023-2024, the following items have been accomplished to date.

### Goal #1:

**Maintain a viable organization with membership reflective of the diversity of Old Town Clovis.**

### Objective:

- To maintain current level of membership and seek new members each year.
- To unite the merchants of Old Town as a group of businesses working together for the betterment of the whole downtown district.

### Strategy:

- Provide information on the website about B.O.O.T., B.O.O.T. membership, benefits of membership and application forms year-round.
- Personal visits to businesses in the PBIA to recruit and retain memberships.
- Contact with businesses outside the PBIA to recruit and retain Associate Memberships, AKA "Friends of B.O.O.T."
- Allow members to pay dues monthly, quarterly, or semi-annually based on their finances.
- Create a benefits package to attract both regular and associate members.
- Design benefits that will be exclusive to B.O.O.T. membership.
- Provide information to merchants of Old Town regarding activities conducted in and around Old Town through the BOOT social media accounts, texting & email blasts.
- Communicate information to merchants on activities at the monthly B.O.O.T. membership meetings, texting and through E-Blasts. Post events for all organizations in Clovis on B.O.O.T. Website and ensure that if someone searches for an event, B.O.O.T.'s website is in the top results.
- Plan and post meeting notices via email for monthly B.O.O.T. membership meetings.
- Advertise frequently to promote Old Town Clovis on behalf of all merchants.
- Enhance existing programs to draw more people to Old Town Clovis.

### Results:

- A membership and organization characteristic of Old Town Clovis.
- Created a member only page on Facebook to keep the merchants involved and active in our events
- Members are sought throughout the year and new businesses are invited to join.
- Members meet at American Legion on the 4<sup>th</sup> Wednesday of each month.

- Board of Directors meet monthly at Noon, on the 3<sup>rd</sup> Wednesday of each month to discuss issues pertinent to the organization.
- Board members represent our diverse merchant groups: office professional, property owners, restaurants, bars, antique, gift, and specialty stores. The 2023 Board of Directors is as follows:

- \*Cora Shipley, President (through 2024)
- \* Ronnie Silva, Vice President (through 2024)
- \* Jennifer Green, Secretary (through 2024)
- \* Mark Smith, Treasurer (through 2023)
- \* Dave Shivers, Director at Large (through 2024)
- \* Julie Glenn, Director at Large (through 2023)
- \* Tom Frost, (appointed) Director a Large (through 2023)

\* The Marketing/Events Committee continue to improve existing events, create new events and activities specifically designed to bring customers directly into the businesses.

## Goal #2

### Maintain Old Town Clovis' promotional activities

#### Objective:

- Successfully manage, promote, and operate events in Old Town Clovis, as well as create new events on an ongoing basis that attract visitors to Old Town Clovis. Our Friday Night Farmer's Market started 5/5/23 and will run through 10/27/2023. We had our annual Peach Party on July 15<sup>th</sup>. We are continuing to hold our weekly Saturday morning Farmer's Market with success and growth. In addition, we had our 3<sup>rd</sup> Annual Military Appreciation Night on September 15<sup>th</sup>, Old Town Marketplace on September 17<sup>th</sup> followed by our annual Pistachio Party on September 22<sup>nd</sup>. With the remaining Trunk or Treat on October 28<sup>th</sup>, our Fall Wine Walk on October 22<sup>nd</sup> and One Enchanted Evening on November 16<sup>th</sup>.
- To provide a quality events giving people a reason to visit the downtown district.
- To develop marketing strategies to keep Old Town competitive with malls and other shopping areas.
- To attract customers and visitors, both old and new to the downtown district.
- To present Old Town Clovis as an attractive, appealing, friendly and inviting business community.
- Develop Old Town Bucks which is a "gift card" customers can use at any B.O.O.T. Merchants store.

#### Strategy:

- Develop, operate, promote, maintain, and pay for events that bring people to Old Town Clovis.
- Establish and maintain events that highlight Old Town Clovis locally, nationally, and internationally.

- Meet all requirements set by City, State and other agencies for activities, events, and attractions.
- Develop new events and activities to help bring visitors to Old Town Clovis while maintaining a safe and inviting atmosphere.
- Create and pay for multi-media advertising campaigns for general advertising such as generic “Shop Local in Old Town Clovis.”
- Continue to evolve events so they continue to attract new people.

#### Results

- This quarters events included the Year-Round Saturday Morning Farmers Market, Friday Night Farmers Market, Peach Party, Old Town Marketplace, Military Appreciation Night and the Pistachio Party. We also incorporated more theme nights during the summer to help attract more attendance at the Farmers Market which was extremely successful. We launched a program during the summer called “Summer Fun Customer Appreciation Rewards Program”. For every \$100 they spent at a B.O.O.T. Merchant store(s) the customer received \$25 in OTC Buck(s) up to \$1000 spent. We had over \$18,000 in receipts turned in for OTC Bucks during the promotion. It was so successful that we extended it another 3 weeks and had another \$5000 receipts turned in for bucks. The bucks are spent back in Old Town Clovis to help the economy, so it was win-win for all.

#### **Goal #3**

**Maintain marketing strategies, including safety and appearance and advertising techniques to position the image of Clovis through Old Town Clovis’ unique character.**

#### Objective:

- Create a broad awareness of Old Town Clovis.
- Establish Old Town Clovis as an immediate, intermediate and end destination.
- Retain the established customer base.
- Reach out to Central California so that more people become aware of what Clovis offers.
- Work with City Officials to maintain a safe, crime free area where people feel safe and like bringing their families to Old Town Clovis.

#### Strategy:

- Secure multi-media advertising campaigns to promote Old Town Clovis along with event generated promotions
- Submit calendar of events to community and online calendars
- Use Website, Instagram, Pinterest, Facebook to promote Old Town Clovis in general, as well as merchant businesses and specific events.
- Advertise antique events in focused publications that are regional and national in scope for our annual antique events.
- Ongoing outreach to businesses to locate to Old Town Clovis.

- Work with City of Clovis Police Department to create a safe atmosphere in Old Town Clovis.
- Work with City of Clovis staff to create a clean, well-maintained streetscape in Old Town Clovis.

Results:

- We continued to work on traditional TV opportunities with “stories” that were carried by local TV and Radio Social Media and Print.
- Facilitated wide exposure for Old Town Clovis, it’s events, character, and appeal
- Assured Old Town Clovis has a strong presence in local TV, especially during the news hours.
- Stimulated customer and visitor traffic in Old Town Clovis, as evidence by increased number of customers in town for all our events.
- Promoted individual B.O.O.T. Member businesses, created event pages on Facebook & Instagram for upcoming events in Old Town, thereby giving excellent exposure.
- Communicate information to sources essential for tourism opportunities, capturing disposable money from customers who have an option to spend it elsewhere.
- Completed a complete web-site overhaul in March 2021 with new members page, event information, and Old Town Clovis resources.

**Goal #4:**

**Provide information on activities to the Tourism Advisory Committee**

Strategy:

- Participate as an active member of the Tourism Advisory Committee -
- Supply the Clovis Visitors Center with Information regarding events, activities and leads for tour groups.
- Provide event information for visitclovis.com
- Actively promote Old Town Clovis and Member Businesses on Facebook, Instagram, Pinterest and B.O.O.T.’s website.

Results:

- Ensured Old Town Clovis is recognized as a tourism destination.
- Businesses in Old Town showcased Old Town as a friendly and inviting throughout the spring and summer months.
- B.O.O.T. works directly with the Visitors Center to be sure they have current event information, including Event Cards with all street events listed.

**Goal #5:**

**Obtain and maintain Workers Compensation, State Disability and Directors and Officers Policy as well as any other insurance coverage as required by law.**

Objective:

- Qualify for Workers Compensation, State Disability coverage, General Liability, and all required Insurances.

Strategy:

- To meet all requirements of renewal; indemnify, hold harmless and defend the City of Clovis, Community and Economic Development Department, its officers, agents or employees.
- Submit for renewal Directors and Officers Insurance Policy through Philadelphia Insurance.
- Complete and submit for renewal the State Fund Compensation Insurance Fund policy information update to Valley Regional Insurance Services, Agent Ron Petersen.
- Submit for approval General Liability Insurance through Charity First an "A" rated insurance company through Agent Ron Petersen, Valley Regional Insurance Services.

Results:

- Obtained General Liability Policy coverage period April 21, 2023 to April 21, 2024.
- State Fund Compensation Policy renewed for period April 1, 2023 to March 31, 2024.
- Directors and Officers Policy will renew for period August 4, 2023 to August 4, 2024.
- Certificates of Insurance with Endorsements provided to the City of Clovis.

**Goal #6:****Annual Compliance Audit**Objective

- To successfully complete a compliance audit conducted by an independent auditor - We will be providing a quarterly P&L statement and an annual complete P&L report prepared by Krikorian & Company, 1715 N. Fine Avenue, Fresno, CA 93727.

Strategy:

- Efficiently maintain and preserve all records needed to demonstrate full compliance.

Results:**Financial Status:**

- See Q1 Balance Sheet Attached as prepared by CPA Firm Krikorian & Co.

Summary:

Old Town Clovis plays a significant role in creating a favorable image for the City of Clovis. Growth within Old Town Clovis is one of the more important priorities to ensure the future and well-being of Clovis' Redevelopment Project Area. In order to continue the economic vitality of the central trading district,

considerable time and effort has been invested in an effort to encourage new businesses to locate and expand in Old Town Clovis. Old Town Clovis has seen many new businesses come into the area in the past few years and many more that are looking for space.

**Updates to the PBI:**

- The Business Organization of Old Town represents many business and property owners and operators, within the central business district, who will be affected directly or indirectly by future business promotion efforts and seeks to strengthen the promotion of Old Town Clovis thereby assuring its continued influence on economic growth in both Old Town Clovis and the City as a whole.
- Garbage and recycling needs must be addressed as more people in Old Town equals more garbage and recycling. Inadequate garbage/recycling cans are having an impact on Old Town.
- There are always changes taking place in Old Town Clovis. The following details most of these changes:
  - **New Businesses within Old Town Clovis:**
  
  - **Business Closures within the PBI**
  
  - All businesses are open with full capacity
- **Properties that remain vacant:**
  - 339 Pollasky Avenue, the former Quilters Paradise is sitting still – no activity.

**Business Organization of Old Town  
Profit & Loss  
January through September 2023**

	<u>Jan - Sep 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
City of Clovis / PBJA Funding	45,000.00
Farmer's Market	63,488.47
FM Annual Membership	12,027.83
Interest Income	3,163.61
Membership	14,115.00
Merchandise Sales	530.00
Merchant Fee	5,119.00
Rewards & Rebates	478.84
Sponsorships	50,786.32
Ticket Sales	63,483.00
Vendor Fees	66,662.73
<b>Total Income</b>	<b>344,854.80</b>
<b>Gross Profit</b>	<b>344,854.80</b>
<b>Expense</b>	
<b>Advertising &amp; Marketing</b>	
Media (Radio, TV)	25,586.50
Member Co-op Pmts	2,320.00
Signs, Banners, Etc.	7,169.31
Social Media	14,250.00
Website Update	7,366.75
Advertising & Marketing - Other	3,047.29
<b>Total Advertising &amp; Marketing</b>	<b>59,739.85</b>
<b>Auto Expense</b>	<b>572.89</b>
Bad Debt	549.00
Bank Fees	111.68
Bucks Merchant Pmts (OTC & Res)	13,315.00
Business License & Taxes	3,896.15
Computer Software	2,460.00
Depreciation	1,010.25
Donations	5,500.00
Dues & Subscriptions	3,971.82
Entertainment	9,450.00
Equipment Rentals	9,540.07
Fuel	170.15
Health Insurance	4,065.21
Insurance	6,740.18
Legal & Professional Fees	6,275.00
Meals	1,593.18
Merchant Fees	3,559.05
Office Supplies	4,979.16
Outside Services	4,940.21
Payroll Fees	1,937.77
Postage	62.81
Promotional	1,030.94
Rent	7,600.00
Salaries & Wages	110,171.90
Security	7,331.00
Supplies	14,680.45
Taxes - Payroll	10,775.67
Taxes - Property	65.10
Telephone	1,666.29
Utilities	1,216.82
Website Maintenance	900.00
<b>Total Expense</b>	<b>299,877.60</b>
<b>Net Ordinary Income</b>	<b>44,977.20</b>
<b>Other Income/Expense</b>	
Other Income	
Other Income	682.90
<b>Total Other Income</b>	<b>682.90</b>
<b>Net Other Income</b>	<b>682.90</b>
<b>Net Income</b>	<b>45,660.10</b>

No assurance is provided on these financial statements.





# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: February 20, 2024

SUBJECT: Administration - Receive and File – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2023.

ATTACHMENTS: 1. Business Organization of Old Town (B.O.O.T.) Second Quarter Report, October through December 2023.

### **CONFLICT OF INTEREST**

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

### **RECOMMENDATION**

That the City Council receive and file the B.O.O.T. Second Quarter Report, October through December 2023.

### **EXECUTIVE SUMMARY**

According to the 2023–2025 agreement between the City of Clovis and the Business Organization of Old Town, B.O.O.T. is to submit quarterly reports to the City Manager and City Council. The amount to be funded is \$15,000.

### **BACKGROUND**

According to the 2023-2025 agreement between the City of Clovis and the Business Organization of Old Town, B.O.O.T. is to submit quarterly reports to the City Manager and City Council detailing progress of B.O.O.T.'s promotional and marketing activity. Attached, as Attachment 1 is the Second Quarter Report covering October through December 2023 activities. The amount to be funded is \$15,000.

### **FISCAL IMPACT**

The amount to be funded is \$15,000, which is called out in the 2023-2024 Budget.

### **REASON FOR RECOMMENDATION**

The attached report meets the requirement established in the 2023-2025 agreement between the City of Clovis and the Business Organization of Old Town.

**ACTIONS FOLLOWING APPROVAL**

Staff will process payment to B.O.O.T.

Prepared by: Shawn Miller, Business Development Manager

Reviewed by: City Manager *AM*

## Boot Quarterly Report: Quarter 2 October 1 – December 31, 2023

In accordance with the Agreement between City of Clovis/community & Economic Development Department and the Business Organization of Old Town Clovis for the fiscal year 2023-2024, the following items have been accomplished to date.

### Goal #1:

**Maintain a viable organization with membership reflective of the diversity of Old Town Clovis.**

#### Objective:

- To maintain current level of membership and seek new members each year.
- To unite the merchants of Old Town as a group of businesses working together for the betterment of the whole downtown district.

#### Strategy:

- Provide information on the website about B.O.O.T., B.O.O.T. membership, benefits of membership and application forms year-round.
- Personal visits to businesses in the PBIA to recruit and retain memberships.
- Contact with businesses outside the PBIA to recruit and retain Associate Memberships, AKA "Friends of B.O.O.T."
- Allow members to pay dues in full or on a payment plan based on their finances.
- Created a membership benefit package to attract both regular and associate members as well as soliciting new members.
- Design benefits that will be exclusive to B.O.O.T. membership.
- Provide information to merchants of Old Town regarding activities conducted in and around Old Town through the BOOT social media accounts & email blasts.
- Communicate information to merchants on activities at the monthly B.O.O.T. membership meetings, our exclusive Facebook member page and through weekly E-Blasts. Post events for all organizations in Clovis on B.O.O.T. Website and ensure that if someone searches for an event, B.O.O.T.'s website is in the top results.
- Plan and post meeting notices via email for monthly B.O.O.T. membership meetings.
- Advertise frequently to promote Old Town Clovis on behalf of all merchants.
- Enhance existing programs to draw more people to Old Town Clovis.

#### Results:

- A membership and organization characteristic of Old Town Clovis.
- Created a member only page on Facebook in August 2021 and created a weekly member e-blasts in July 2022 to keep the merchants involved and active in our events.
- Members are sought throughout the year and new businesses are invited to join.

- Members meet at American Legion on the 4<sup>th</sup> Wednesday of each month. We continue to offer zoom as an alternative to attending in person so the member can still be involved and interactive during the meeting.
- Board of Directors meet monthly at Noon, on the 3<sup>rd</sup> Wednesday of each month to discuss issues pertinent to the organization, i.e. past and future events, review finances and other pertinent information to the organization.
- Board members represent our diverse merchant groups: office professional, property owners, restaurants, bars, antique, gift, and specialty stores. The 2023 Board of Directors is as follows:
  - \*Cora Shipley, President (through 2024)
  - \* Ronnie Silva, Vice President (through 2024)
  - \* Jennifer Green, Secretary (through 2024)
  - \* Mark Smith, Treasurer (through 2023)
  - \* Dave Shivers, Director at Large (through 2024)
  - \* Julie Glenn, Director at Large (through 2023)
  - \* Tom Frost, (appointed) Director a Large (through 2023)
  - \* The Marketing/Events Committee continue to improve existing events, create new events and activities specifically designed to bring customers directly into the businesses.

**Goal #2**

**Maintain Old Town Clovis' promotional activities**

Objective:

- Successfully manage, promote, and operate events in Old Town Clovis, as well as create new events on an ongoing basis that attract visitors to Old Town Clovis. Our Friday Night Farmer's Market started 5/5/2023 and ended on 10/27/2023. We had a very busy October; we had our last Friday Night Farmers Market on October 27<sup>th</sup> which included Trunk or Treat. We finished up the month with our Fall Wine Walk on October 28<sup>th</sup>. We also had our annual One Enchanted Evening on November 16<sup>th</sup>. We had the largest turnout in B.O.O.T. history with our annual One Enchanted Evening. We continued to have the Horse Drawn Carriage Rides every Friday in December and every weekend through December the 18<sup>th</sup>. The owner of the horse drawn carriage rides said that it was the busiest that they have ever been in the 19 years of doing the horse carriage rides in Old Town. We are continuing to hold our weekly Saturday morning Farmer's Market with success and growth. We had an extremely heavy holiday advertising budget promoting our theme "The Cheer is Here", shop and stay local, and support small businesses campaign. We advertised on Channel 24 and 47, 93.7 Kiss Country, 105.9 The Legend and Y101 101.1. We had a successful Small Business Saturday the weekend after Thanksgiving. We had free hot chocolate, 2 horse carriage rides, Santa Claus and a car show. We had a 12 Days of Christmas Trivia Giveaway in December and gave away \$5000 in OTC bucks during the promotion.
- To provide a quality event giving people a reason to visit the downtown district.
- To develop marketing strategies to keep Old Town competitive with malls and other shopping areas.
- To attract customers and visitors, both old and new to the downtown district.

- To present Old Town Clovis as an attractive, appealing, friendly and inviting business community.

Strategy:

- Develop, operate, promote, maintain, and pay for events that bring people to Old Town Clovis.
- Establish and maintain events that highlight Old Town Clovis locally, nationally, and internationally.
- Meet all requirements set by City, State and other agencies for activities, events, and attractions.
- Develop new events and activities to help bring visitors to Old Town Clovis while maintaining a safe and inviting atmosphere.
- Create and pay for multi-media advertising campaigns for general advertising such as generic "Shop Local in Old Town Clovis."
- Continue to evolve events so they continue to attract new people.

Results

- This quarters events included the Year-Round Saturday Morning Farmers Market, Friday Night Farmers Market, Vintage Market & Antique Show, the Fall Wine Walk and One Enchanted Evening along with the Horse Drawn Carriage Rides and Old Town Clovis Bucks. We moved our office October 1st to the old Dolls, Bears and More office building.

- **Goal #3**

**Maintain marketing strategies, including safety and appearance and advertising techniques to position the image of Clovis through Old Town Clovis' unique character.**

Objective:

- Create a broad awareness of Old Town Clovis.
- Establish Old Town Clovis as an immediate, intermediate and end destination.
- Retain the established customer base.
- Reach out to Central California so that more people become aware of what Clovis offers.
- Work with City Officials to maintain a safe, crime free area where people feel safe and like bringing their families to Old Town Clovis.

Strategy:

- Secure multi-media advertising campaigns to promote Old Town Clovis along with event generated promotions
- Submit calendar of events to community and online calendars
- Use Website, Instagram, Pinterest, Facebook to promote Old Town Clovis in general, as well as merchant businesses and specific events.
- Ongoing outreach to businesses outside of the PBIA to relocate to Old Town Clovis.
- Work with City of Clovis Police Department to create a safe atmosphere in Old Town Clovis.

- Work with City of Clovis staff to create a clean, well-maintained streetscape in Old Town Clovis.

**Results:**

- Facilitated wide exposure for Old Town Clovis, it's events, character, and appeal
- Stimulated customer and visitor traffic in Old Town Clovis, as evidence as we have seen an increased number of customers in town and attendees for all our events.
- Been promoting individual B.O.O.T. Member businesses, created event pages on Facebook & Instagram for upcoming events in Old Town, thereby giving excellent exposure since August 2021.
- Communicate information to sources essential for tourism opportunities, capturing disposable money from customers who have an option to spend it elsewhere.
- Completed a complete web-site overhaul in March 2021 with new members page, event information, and Old Town Clovis resources.

**Goal #4:**

**Provide Information on activities to the Tourism Advisory Committee**

**Strategy:**

- Participate as an active member of the Tourism Advisory Committee -
- Supply the Clovis Visitors Center with Information regarding events, activities and leads for tour groups.
- Provide event information for visitclovis.com
- Actively promote Old Town Clovis and Member Businesses on Facebook, Instagram, Pinterest and B.O.O.T.'s website.

**Results:**

- Ensured Old Town Clovis is recognized as a tourism destination.
- Businesses in Old Town showcased Old Town as a friendly and inviting throughout the spring and summer months.
- B.O.O.T. works directly with the Visitors Center to be sure they have current event information, including Event Cards with all street events listed

**Goal #5:**

**Obtain and maintain Workers Compensation, State Disability and Directors and Officers Policy as well as any other insurance coverage as required by law.**

Objective:

- Qualify for Workers Compensation, State Disability coverage, General Liability, and all required Insurances.

Strategy:

- To meet all requirements of renewal; indemnify, hold harmless and defend the City of Clovis, Community and Economic Development Department, its officers, agents or employees.
- Completed and submit for renewal the State Fund Compensation Insurance Fund policy information update to Valley Regional Insurance Services, Agent Ron Petersen.

Results:

- Obtained General Liability Policy coverage period April 21, 2023 to April 21, 2024.
- State Fund Compensation Policy renewed for period April 1, 2023 to March 31, 2024.
- Directors and Officers Policy will renew for period August 4, 2023 to August 4, 2024.
- Certificates of Insurance with Endorsements provided to the City of Clovis.

**Goal #6:**

**Annual Compliance Audit**

Objective

- To successfully complete a compliance audit conducted by an independent auditor - We will be providing a quarterly P&L statement and an annual complete P&L report prepared by Krikorian & Company, 1715 N. Fine Avenue, Fresno, CA 93727.

Strategy:

- Efficiently maintain and preserve all records needed to demonstrate full compliance.

Results:

**Financial Status:**

- See November 2023 balance sheet attached prepared by CPA Firm Krikorian & Co.

Summary:

Old Town Clovis plays a significant role in creating a favorable image for the City of Clovis. Growth within Old Town Clovis is one of the more important priorities to ensure the future and well-being of Clovis' Redevelopment Project Area. In order to continue the economic vitality of the central trading district, considerable time and effort has been invested in an effort to encourage new businesses to locate and expand in Old Town Clovis. Old Town Clovis has seen many new businesses come into the area in the past few years and many more that are looking for space.

**Updates to the PBI:**

- The Business Organization of Old Town represents many business and property owners and operators, within the central business district, who will be affected directly or indirectly by future business promotion efforts and seeks to strengthen the promotion of Old Town Clovis thereby assuring its continued influence on economic growth in both Old Town Clovis and the City as a whole.
- Garbage and recycling needs must be addressed as more people in Old Town equals more garbage and recycling. Inadequate garbage/recycling cans are having an impact on Old Town.
- There are always changes taking place in Old Town Clovis. The following details most of these changes:
  - **New Businesses within Old Town Clovis:**
  - B&B Floral
  - **Business Closures within the PBI**
- **Properties that remain vacant:**
  - 339 Pollasky Avenue, the former Quilters Paradise is sitting still – no activity.



**Business Organization of Old Town  
Profit & Loss  
January through November 2023**

	<u>Jan - Nov 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
City of Clovis / PBJA Funding	45,000.00
Farmer's Market	97,392.47
FM Annual Membership	12,027.83
Interest Income	3,420.92
Membership	14,115.00
Merchandise Sales	2,068.00
Merchant Fee	5,119.00
Rewards & Rebates	779.86
Sponsorships	60,936.32
Ticket Sales	85,443.00
Vendor Fees	67,182.73
<b>Total Income</b>	<u>393,465.13</u>
<b>Gross Profit</b>	393,465.13
<b>Expense</b>	
<b>Advertising &amp; Marketing</b>	
Media (Radio, TV)	35,145.50
Member Co-op Pmts	2,320.00
Signs, Banners, Etc.	7,477.04
Social Media	17,250.00
Website Update	9,016.75
Advertising & Marketing - Other	5,037.77
<b>Total Advertising &amp; Marketing</b>	<u>76,247.06</u>
<b>Auto Expense</b>	772.89
Bad Debt	548.00
Bank Fees	111.68
Bucka Merchant Pmts (OTC & Res)	16,965.00
Business License & Taxes	5,046.15
Computer Software	2,460.00
Depreciation	1,234.75
Donations	8,750.00
Dues & Subscriptions	6,977.80
Entertainment	13,975.00
Equipment Rentals	13,148.82
Fuel	529.50
Health Insurance	4,865.23
Insurance	7,474.40
Legal & Professional Fees	13,090.00
Meals	1,837.79
Merchant Fees	4,643.09
Misc. Expense	0.00
Office Supplies	6,318.53
Outside Services	8,405.21
Payroll Fees	2,433.77
Postage	194.81
Promotional	1,030.94
Rent	16,500.00
Repairs & Maintenance	55.60
Salaries & Wages	134,851.69
Security	7,955.00
Supplies	18,858.36
Taxes - Payroll	12,920.41
Taxes - Property	65.10
Telephone	2,393.59
Utilities	2,172.39
Website Maintenance	1,000.00
<b>Total Expense</b>	<u>393,833.56</u>
<b>Net Ordinary Income</b>	-368.43
<b>Other Income/Expense</b>	
Other Income	
Other Income	682.90
<b>Total Other Income</b>	<u>682.90</u>
<b>Net Other Income</b>	682.90
<b>Net Income</b>	<u><u>314.47</u></u>

No assurance is provided on these financial statements.



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council  
 FROM: Finance Department  
 DATE: February 20, 2024  
 SUBJECT: Finance – Receive and File – Investment Report for the Month of September 2023.

ATTACHMENTS:

1. Distribution of Investments
2. Monthly Investment Transactions
3. Certificates of Deposit
4. Municipal Securities
5. Graph of September 30, 2023, Treasury Rates

### CONFLICT OF INTEREST

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

### EXECUTIVE SUMMARY

Attached is the Investment Report for the month of September 2023. Shown in Attachment 1 is the distribution of investments which lists all the individual securities owned by the City with the book and market values. Book value is the actual price paid for the investment. Market value is the amount that the investment is worth if sold in the open market. The market value (which fluctuates daily) that is used in the report is as of the last working day of the month. Attachment 2 reflects the monthly investment transactions for the month of September 2023. Attachment 3 lists the certificates of deposit. Attachment 4 lists the municipal securities. Attachment 5 is a graph of Treasury rates on September 30, 2023.

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

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

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

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

The Finance Department invests the City's assets with an expectation of achieving a total rate of return at a level that exceeds the annualized rate of return on short-term government guaranteed or insured obligations (90-day Treasury bills) and to assure that the principal is preserved with minimal risk of depreciation or loss. In periods of rising interest rates, the City of Clovis portfolio return may be less than that of the annualized 90-day Treasury bill. In periods of decreasing interest rates, the City of Clovis portfolio return may be greater than the annualized 90-day Treasury bill. The current 90-day Treasury bill rate (annualized) is 4.78%. The rate of return for the City of Clovis portfolio is 3.21%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 67% of the Treasury bill rate.

In accordance with the Investment Policy, the investment period on each investment does not exceed three years and can be extended to five years with the City Manager's approval. As of September 2023, the average investment life of the City's investment portfolio is 1.98 years.

#### Current Investment Environment and Philosophy

During the month of September 2023, the federal funds rate remained at 5.25%-5.50%. On September 30, 2023, the Treasury yield curve decreased from 3-month to 10-year notes.

#### Certificates of Deposit (CD's)

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

#### Purchases and Maturities

- 1 government security totaling \$2,500,000 was purchased.
- 0 government securities were called or matured.
- 3 certificates of deposit totaling \$750,000 were purchased.
- 0 certificates of deposit were called or matured.
- 2 municipal securities totaling \$925,000 were purchased.
- 2 municipal securities totaling \$1,060,000 matured.

#### Market Environment

- During September the federal funds rate remained at 5.25%-5.50%.
- On September 30, the yield curve decreased from 3-month to 10-year notes. See Attachment 5, Graph of Treasury Rates on September 30, 2023.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AK*

**City of Clovis  
Distribution of Investments  
As of September 30, 2023**

AGENDA ITEM NO. 7.

	COST	NET BOOK VALUE	MARKET VALUE *	YIELD TO MATURITY	STATED INTEREST RATE	INVEST DATE	MATURITY DATE	DAYS TO MATURITY FROM 9/30/2023
<b><u>GOVT SECURITIES</u></b>								
FFCB	5,000,000	5,000,000	4,891,450	0.250%	0.250%	03/01/21	03/01/24	153
FHLB	4,998,000	4,999,437	4,951,150	3.276%	3.250%	08/17/22	03/08/24	160
FHLB	1,994,000	1,998,225	1,984,060	3.835%	3.625%	09/14/22	03/08/24	160
FFCB	1,999,000	1,999,844	1,953,540	0.317%	0.300%	03/24/21	03/18/24	170
FHLB	5,000,000	5,000,000	4,824,200	0.350%	0.350%	06/07/21	06/07/24	251
FHLB	941,770	973,324	964,990	4.500%	0.700%	11/17/22	06/24/24	268
FHLB	4,969,000	4,987,600	4,755,850	1.274%	1.050%	01/20/22	11/15/24	412
FHLB	1,595,506	1,652,743	1,630,761	4.515%	0.500%	11/16/22	12/30/24	457
FNMA	1,857,400	1,896,088	1,865,180	4.415%	0.500%	03/23/23	02/24/25	513
FNMA	930,300	949,184	932,750	4.338%	0.520%	03/23/23	02/25/25	514
FHLB	932,200	950,517	933,930	4.328%	0.625%	03/23/23	02/27/25	516
FHLB	3,980,000	3,990,566	3,795,720	1.922%	1.750%	02/28/22	02/28/25	517
FHLB	4,000,000	4,000,000	3,855,560	2.750%	2.750%	04/25/22	04/25/25	573
FAMCMTN	3,947,600	3,973,522	3,687,920	1.121%	0.750%	12/16/21	07/28/25	667
FHLB	5,000,000	5,000,000	4,855,450	3.600%	3.600%	08/30/22	08/28/25	698
FAMCMTN	4,948,500	4,974,377	4,583,300	0.869%	0.600%	10/14/21	09/08/25	709
FHLB	871,150	884,333	858,458	3.886%	0.500%	04/26/23	11/25/25	787
FHLB	4,963,000	4,980,207	4,486,100	0.750%	0.580%	09/08/21	02/11/26	865
FHLB	3,922,000	3,955,268	3,598,720	1.229%	0.750%	12/16/21	02/24/26	878
FHLB	2,751,000	2,783,959	2,695,890	3.916%	0.790%	05/17/23	03/16/26	898
FFCB	2,123,750	2,124,788	2,106,300	4.812%	1.000%	09/27/23	09/18/26	1,084
FFCB	4,967,500	4,980,356	4,427,150	1.075%	0.940%	10/14/21	09/28/26	1,094
FHLB	3,649,200	3,750,760	3,554,320	3.342%	1.150%	06/29/22	10/28/26	1,124
FHLB	5,988,000	5,992,436	5,332,800	1.291%	1.250%	11/24/21	11/24/26	1,151
FHLB	5,127,757	5,083,550	4,587,850	1.580%	2.125%	01/20/22	12/11/26	1,168
FHLB	4,043,250	4,166,232	3,915,397	3.397%	1.020%	06/29/22	02/24/27	1,243
FHLB	4,550,000	4,661,411	4,380,763	3.173%	1.020%	08/17/22	02/24/27	1,243
FHLB	3,695,200	3,788,356	3,605,569	2.564%	0.900%	03/31/22	02/26/27	1,245
FHLB	6,072,400	6,195,689	5,896,748	3.737%	0.900%	01/19/23	02/26/27	1,245
FHLB	5,247,000	5,362,688	5,103,939	4.329%	0.900%	02/16/23	02/26/27	1,245
FHLB	5,050,770	5,173,426	4,973,193	3.971%	1.000%	12/14/22	02/26/27	1,245
FHLB	4,000,000	4,000,000	3,654,880	2.375%	2.375%	03/08/22	03/08/27	1,255
FFCB	5,160,000	5,249,282	5,015,580	3.996%	0.830%	03/23/23	02/22/28	1,606
FHLB	3,124,500	3,114,809	2,983,860	3.553%	4.500%	05/17/23	03/10/28	1,623
FFCB	6,102,000	6,093,230	5,775,420	3.501%	3.875%	04/26/23	04/25/28	1,669
FFCB	5,354,250	5,363,175	5,147,010	4.349%	3.740%	06/14/23	04/27/28	1,671
FFCB	2,955,000	2,956,992	2,869,890	4.814%	4.470%	07/12/23	06/22/28	1,727
<b>SECURITIES TOTAL</b>	<u>\$ 141,811,003</u>	<u>\$ 143,006,374</u>	<u>\$ 135,435,648</u>					
<b>LAIF</b>		<u>\$ 55,589,725</u>	<u>\$ 55,589,725</u>					
<b>Municipal Issuance</b>		<u>\$ 55,366,986</u>	<u>\$ 53,208,549</u>					
<b>Sweep Account (Union Bank)</b>		<u>\$ 12,584,965</u>	<u>\$ 12,584,965</u>					
<b>TOTAL CD'S</b>		<u>\$ 26,995,000</u>	<u>\$ 26,265,805</u>					
<b>TOTAL INVESTMENTS</b>		<u>\$ 293,543,049</u>	<u>\$ 283,084,692</u>					

\* Market values for securities obtained from US Bank.

**City of Clovis**  
**Monthly Investment Transactions**  
**As of September 30, 2023**

AGENDA ITEM NO. 7.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FFCB	Gov. Sec.	Purchase	2,500,000	2,123,750	1.000%	09/27/23	03/02/28
Corona Norco USD	Mun Iss.	Purchase	250,000	226,250	2.297%	09/28/23	08/01/27
Redondo Beach USD	Mun Iss.	Purchase	675,000	571,725	1.430%	09/28/23	08/01/28
Amex Natl Bk	CD	Purchase	250,000	250,000	5.000%	09/20/23	09/21/26
Freedom Northwest	CD	Purchase	250,000	250,000	5.350%	09/19/23	09/18/26
Popular Bk New York	CD	Purchase	250,000	250,000	4.850%	09/06/23	09/04/26
Jefferson CA Elem	Mun Iss.	Maturity	710,000	710,000	0.399%	09/01/23	09/01/23
Santa Rosa CA Wtr	Mun Iss.	Maturity	350,000	350,000	0.578%	09/01/23	09/01/23

**PORTFOLIO DATA**

**Current Month (09/23)**

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

**Prior Month (08/23)**

	Book	Market
CD'S	\$ 26,245,000	\$ 25,537,294
Gov't Securities*	140,516,837	134,028,857
Municipal Securities	55,388,719	53,687,790
LAIF	55,589,725	55,589,725
Sweep Account (Union Bank)	19,571,681	19,571,681
<b>TOTAL</b>	<b>\$ 297,311,962</b>	<b>\$ 288,415,347</b>

**Three Months Previous (06/23)**

	Book	Market
CD'S	\$ 25,495,000	\$ 24,736,894
Gov't Securities*	137,561,837	130,822,360
Municipal Securities	56,361,225	54,477,583
LAIF	75,000,000	75,000,000
Sweep Account (Union Bank)	28,879,606	28,879,606
<b>TOTAL</b>	<b>\$ 323,297,668</b>	<b>\$ 313,916,443</b>

**Six Months Previous (03/23)**

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

**One Year Previous (09/22)**

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

\*Adjusted Quarterly for Premium/Discount Amortization

**City of Clovis  
Certificates of Deposit  
As of September 30, 2023**

AGENDA ITEM NO. 7.

<b>Negotiable CDs</b>	<b>COST</b>	<b>MARKET PRICE</b>	<b>INTEREST RATE</b>	<b>INVEST DATE</b>	<b>MATURITY DATE</b>	<b>MATURITY FROM 09/30/23</b>	<b>INTEREST FREQUENCY</b>
New York Cmnty Bank	250,000	247,445.00	0.350%	12/11/20	12/11/23	72	QUARTERLY
Transportation Alliance Bk Preferred Bank	250,000	244,200.00	0.250%	03/12/21	03/12/24	164	QUARTERLY
Bankunited Natl Assn	250,000	243,742.50	0.250%	03/25/21	03/25/24	177	QUARTERLY
Greenstate Credit Union	245,000	238,897.05	0.450%	03/31/21	04/01/24	184	QUARTERLY
Eaglemark Savings Bank	250,000	241,002.50	0.450%	06/16/21	06/17/24	261	QUARTERLY
Texas Exchange Bk	250,000	240,472.50	0.400%	06/30/21	06/28/24	272	QUARTERLY
BMW Bk North Amer	250,000	240,292.50	0.500%	07/09/21	07/09/24	283	QUARTERLY
Toyota Finl Svgs	250,000	239,687.50	0.550%	07/30/21	07/30/24	304	QUARTERLY
State Bk India	250,000	238,530.00	0.650%	09/09/21	09/09/24	345	QUARTERLY
Ubs Bank Usa	250,000	238,250.00	0.650%	09/17/21	09/17/24	353	QUARTERLY
Webbank Salt Lake City	250,000	236,460.00	0.750%	11/17/21	11/18/24	415	QUARTERLY
Medallion Bank Salt Lake City	250,000	236,240.00	0.750%	11/29/21	11/29/24	426	QUARTERLY
Beal Bank	250,000	235,910.00	0.900%	12/20/21	12/20/24	447	QUARTERLY
Mountian Amer Fed	250,000	235,302.50	0.950%	01/19/22	01/15/25	473	QUARTERLY
Barclays Bk	250,000	242,542.50	3.450%	08/31/22	02/28/25	517	QUARTERLY
Goldman Sachs Bk	250,000	236,417.50	1.700%	03/09/22	03/10/25	527	QUARTERLY
Safra National Bk	250,000	236,245.00	1.650%	03/09/22	03/10/25	527	QUARTERLY
Pentagon Federal Cr Un	250,000	237,147.50	2.000%	03/23/22	03/24/25	541	QUARTERLY
Beal Bank	250,000	236,962.50	2.000%	03/28/22	03/28/25	545	QUARTERLY
JP Morgan Chase	250,000	237,687.50	2.200%	04/06/22	04/02/25	550	QUARTERLY
First Natl Bank	250,000	238,692.50	2.500%	04/08/22	04/08/25	556	QUARTERLY
One Community Bank	250,000	241,352.50	2.200%	04/12/22	04/11/25	559	QUARTERLY
Americu Credit Union	250,000	238,930.00	2.700%	04/29/22	04/29/25	577	QUARTERLY
Synchrony Bank Retail	250,000	239,147.50	2.800%	05/02/22	05/02/25	580	QUARTERLY
Connexus Credit Union	250,000	240,210.00	3.100%	05/20/22	05/20/25	598	QUARTERLY
Bmo Harris Bank	250,000	239,630.00	3.000%	05/26/22	05/27/25	605	QUARTERLY
Saco Biddeford	250,000	239,942.50	3.150%	06/17/22	06/17/25	626	QUARTERLY
Baxter Credit Union	250,000	238,715.00	2.850%	06/17/22	06/17/25	626	QUARTERLY
Capital One Bank	250,000	250,000.00	3.400%	06/28/22	06/30/25	639	QUARTERLY
American First Cr Un	250,000	240,662.50	3.350%	06/29/22	06/30/25	639	QUARTERLY
Trustone Financial Cr Un	250,000	247,307.50	3.250%	07/15/22	07/15/25	654	QUARTERLY
American Natl Bank	250,000	239,902.50	3.250%	07/19/22	07/21/25	660	QUARTERLY
TCM Bank	250,000	239,970.00	3.100%	07/27/22	07/28/25	667	QUARTERLY
Generations Bank	250,000	240,240.00	3.350%	07/28/22	07/28/25	667	QUARTERLY
Direct Fed Credit	250,000	240,390.00	3.400%	08/03/22	08/04/25	674	QUARTERLY
Resource One Credit	250,000	239,980.00	3.500%	08/17/22	08/18/25	688	QUARTERLY
Connex Credit	250,000	239,757.50	3.300%	08/17/22	08/18/25	688	QUARTERLY
Skyone Fed Credit	250,000	240,522.50	3.500%	08/31/22	08/29/25	699	QUARTERLY
Credit Union of Texas	250,000	240,945.00	3.600%	08/30/22	09/02/25	703	QUARTERLY
Forbright Bank	250,000	240,875.00	3.600%	09/14/22	09/15/25	716	QUARTERLY
Ally Bank Sandy Utah	250,000	240,330.00	3.500%	09/16/22	09/16/25	717	QUARTERLY
Alabama Credit Union	250,000	242,845.00	4.050%	09/29/22	09/19/25	720	QUARTERLY
Kemba Finl Credit Union	250,000	240,727.50	3.600%	09/20/22	09/22/25	723	QUARTERLY
Farmers Merchants	250,000	242,600.00	4.000%	09/21/22	09/22/25	723	QUARTERLY
Jefferson Finl FCU	250,000	241,360.00	3.750%	09/28/22	09/29/25	730	QUARTERLY
Dort Finl Credit Union	250,000	243,252.50	4.150%	09/29/22	09/29/25	730	QUARTERLY
First National Bank	250,000	242,547.50	4.000%	09/30/22	09/30/25	731	QUARTERLY
Numerica Credit Union	250,000	237,392.50	3.625%	09/30/22	09/30/25	731	QUARTERLY
Vystar Credit Union	250,000	243,952.50	4.200%	09/30/22	09/30/25	731	QUARTERLY
Bell Bank Fargo	250,000	244,187.50	4.350%	09/30/22	09/30/25	731	QUARTERLY
Pacific Alliance	250,000	243,152.50	4.150%	10/13/22	10/14/25	745	QUARTERLY
z1st Financial Bank	250,000	243,392.50	4.200%	10/14/22	10/14/25	745	QUARTERLY
Great Southern Bank	250,000	243,152.50	4.150%	10/13/22	10/17/25	748	QUARTERLY
American Bank	250,000	244,830.00	4.500%	10/20/22	10/20/25	751	QUARTERLY
Queensborough Natl Bank	250,000	244,135.00	4.350%	10/21/22	10/21/25	752	QUARTERLY
Public Alliance Cr Un	250,000	243,595.00	4.100%	10/21/22	10/21/25	752	QUARTERLY
First Citizens Bank	250,000	244,785.00	4.500%	10/25/22	10/27/25	758	QUARTERLY
LCA Bank Corp	250,000	245,795.00	4.700%	10/28/22	10/28/25	759	QUARTERLY
Sharonview Fed Cr Un	250,000	244,342.50	4.400%	10/28/22	10/28/25	759	QUARTERLY
	250,000	247,242.50	4.850%	10/31/22	10/31/25	762	QUARTERLY

**City of Clovis  
Certificates of Deposit  
As of September 30, 2023**

AGENDA ITEM NO. 7.

<u>Negotiable CDs</u>	<u>COST</u>	<u>MARKET PRICE</u>	<u>INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>MATURITY FROM 09/30/23</u>	<u>INTEREST FREQUENCY</u>
United Heritage Cr Un	250,000	245,992.50	4.700%	11/04/22	11/04/25	766	QUARTERLY
Capital One Natl Assn	250,000	246,730.00	4.900%	11/16/22	11/17/25	779	QUARTERLY
Morgan Stanley Bank	250,000	247,217.50	5.000%	11/18/22	11/18/25	780	QUARTERLY
Spokane Teachers Cr Un	250,000	247,210.00	5.000%	11/23/22	11/23/25	785	QUARTERLY
Morgan Stanley Private	250,000	245,947.50	4.750%	12/09/22	12/09/25	801	QUARTERLY
Community Bank Topeka	250,000	243,562.50	4.300%	12/14/22	12/15/25	807	QUARTERLY
Austin Telco Fed	250,000	246,935.00	4.950%	12/16/22	12/16/25	808	QUARTERLY
Rogue Credit Union	250,000	247,737.50	5.100%	12/23/22	12/23/25	815	QUARTERLY
Alliant Credit Union	250,000	247,715.00	5.100%	12/30/22	12/30/25	822	QUARTERLY
First Technology Fed Cr Un	250,000	247,980.00	5.150%	06/30/23	12/30/25	822	MONTHLY
Liberty First Cr Un	250,000	244,747.50	4.550%	01/17/23	01/19/26	842	QUARTERLY
Capital Educators Fed Cr	250,000	244,747.50	4.550%	01/19/23	01/20/26	843	QUARTERLY
Manufacturers Traders	250,000	243,102.50	4.250%	01/31/23	01/23/26	846	QUARTERLY
City Natl Bank	250,000	243,675.00	4.350%	01/25/23	01/26/26	849	QUARTERLY
Coastlife Cr Un	250,000	245,235.00	4.650%	02/13/23	02/13/26	867	QUARTERLY
Achieve Finl Cr Un	250,000	245,225.00	4.650%	02/17/23	02/17/26	871	QUARTERLY
California Cr Un Glendale	250,000	244,397.50	4.500%	02/23/23	02/23/26	877	QUARTERLY
Truiliant Fed Cr Un	250,000	244,915.00	4.600%	02/28/23	02/27/26	881	QUARTERLY
Pioneer Fed Cr Un Mtn Home	250,000	244,912.50	4.600%	02/28/23	03/02/26	884	QUARTERLY
Tradition Cap Bankk	250,000	244,615.00	4.600%	03/03/23	03/03/26	885	MONTHLY
Alaska Fed Cr	250,000	245,740.00	4.650%	03/05/23	03/09/26	891	MONTHLY
Mid Carolina Credit	250,000	247,102.50	4.600%	03/13/23	03/13/26	895	MONTHLY
Blue Ridge Bank	250,000	247,182.50	4.500%	03/16/23	03/16/26	898	MONTHLY
Northwest Bank	250,000	247,165.00	4.600%	03/17/23	03/17/26	899	MONTHLY
Valleystar Credit Union	250,000	247,165.00	4.600%	03/20/23	03/20/26	902	MONTHLY
First Community Bank	250,000	246,900.00	4.500%	03/22/23	03/23/26	905	MONTHLY
Technology Credit Union	250,000	247,165.00	4.650%	03/23/23	03/23/26	905	MONTHLY
Cibc Bank	250,000	246,900.00	4.650%	03/24/23	03/24/26	906	MONTHLY
Signature Bank	250,000	247,165.00	4.500%	03/24/23	03/24/26	906	MONTHLY
Point West Credit Union	250,000	247,195.00	5.000%	04/12/23	04/13/26	926	MONTHLY
Flagstar Bank	250,000	247,210.00	4.650%	03/30/23	04/24/26	937	MONTHLY
Utah Cmnty Credit Union	250,000	244,775.00	4.600%	04/26/23	04/27/26	940	MONTHLY
Cross River Bank	250,000	245,065.00	4.650%	05/19/23	05/19/26	962	MONTHLY
Raiz FCU	250,000	245,947.50	4.650%	05/24/23	05/26/26	969	MONTHLY
Usalliance FCU	250,000	245,332.50	4.700%	05/26/23	05/26/26	969	MONTHLY
Chartway Fed Cr Un	250,000	246,567.50	4.900%	06/09/23	06/09/26	983	MONTHLY
Customers Bank	250,000	245,335.00	4.700%	06/14/23	06/15/26	989	MONTHLY
Latino Cmnty Cr Un	250,000	246,567.50	4.900%	06/27/23	06/29/26	1,003	MONTHLY
Leaders Cr Un	250,000	247,205.00	5.000%	06/30/23	06/30/26	1,004	MONTHLY
Farmers Insurance	250,000	247,220.00	5.000%	07/21/23	07/21/26	1,025	MONTHLY
Maine Svgs FCU	250,000	247,220.00	5.000%	07/21/23	07/21/26	1,025	MONTHLY
Popular Bank New York	250,000	246,255.00	4.850%	09/06/23	09/04/26	1,070	QUARTERLY
Freedom Northwest Cr Un	250,000	249,680.00	5.350%	09/19/23	09/18/26	1,084	QUARTERLY
Amex National Bank	250,000	239,255.00	5.000%	09/20/23	09/21/26	1,087	QUARTERLY
People Bank Co	250,000	245,847.50	4.650%	03/30/23	03/30/27	1,277	MONTHLY
Carroll County	250,000	242,250.00	4.650%	03/30/23	03/30/28	1,643	MONTHLY
Discover Bank	250,000	240,660.00	4.350%	04/26/23	04/24/28	1,668	MONTHLY
TTCU Fed Cr Un	250,000	246,907.50	5.000%	07/26/23	07/26/28	1,761	MONTHLY
<b>Negotiable CD TOTAL</b>	<u>\$ 26,995,000</u>	<u>\$ 26,265,805</u>					
<b>CD TOTAL</b>	<u>\$ 26,995,000</u>	<u>\$ 26,265,805</u>					

**City of Clovis  
Municipal Securities  
As of September 30, 2023**

AGENDA ITEM NO. 7.

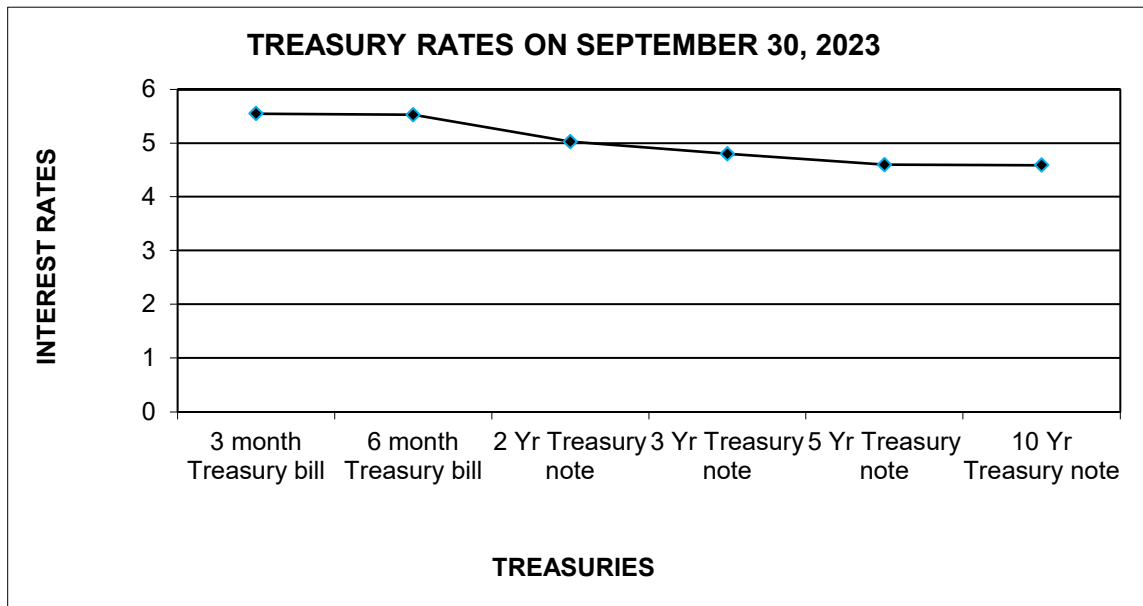
Municipal Securities	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 09/30/23	INTEREST FREQUENCY
California St Univ Ref Bond	3,450,074	3,441,318	0.475%	04/01/22	11/01/23	32	QUARTERLY
San Diego CA Convention Ref Bond	1,435,929	1,418,347	1.527%	08/18/22	04/15/24	198	QUARTERLY
Santa Ana College Ref Bond	438,735	422,660	0.644%	12/17/21	08/01/24	306	QUARTERLY
University CA Rev Bond	985,983	962,620	4.350%	09/15/22	05/15/25	593	QUARTERLY
Antelope Valley CA Ref Bond	731,645	702,533	1.767%	05/12/22	08/01/25	671	QUARTERLY
Chabot Las Positas Cmnty Clg Bond	1,436,902	1,374,227	0.880%	04/29/22	08/01/25	671	QUARTERLY
Foothill De Anza Bond	786,781	771,181	0.906%	03/24/23	08/01/25	671	QUARTERLY
San Dieguito High School Ref Bond	952,381	935,710	1.661%	10/13/22	08/01/25	671	QUARTERLY
Santa Ana CCD Ref Bond	239,443	229,993	0.744%	05/12/22	08/01/25	671	QUARTERLY
Orange County Water Dist Ref Bond	863,081	848,709	2.095%	10/13/22	08/15/25	685	QUARTERLY
San Jose CA Txble Ser B	2,271,085	2,231,103	2.450%	10/13/22	09/01/25	702	QUARTERLY
Los Angeles CA USD Ref Bond	1,005,950	896,460	1.455%	11/15/21	07/01/26	1,005	QUARTERLY
Chabot Las Positas Cmnty Clg CA	3,314,277	3,128,878	1.080%	07/27/22	08/01/26	1,036	QUARTERLY
Chaffey CA High School Ref Bond	1,521,019	1,453,760	2.475%	06/30/22	08/01/26	1,036	QUARTERLY
Huntington Beach HS Dist Ref Bond	3,152,187	2,953,315	1.208%	04/29/22	08/01/26	1,036	QUARTERLY
Placentia Yorba USD Ref Bond	1,054,276	990,597	1.070%	05/31/22	08/01/26	1,036	QUARTERLY
San Diego CA Cmnty Ref Bond	459,823	435,610	2.299%	04/29/22	08/01/26	1,036	QUARTERLY
San Ramon Valley CA USD Ref Bond	2,125,000	1,256,888	1.147%	11/03/21	08/01/26	1,036	QUARTERLY
Sonoma Cnty Jr College Ref Bond	1,942,267	1,853,900	2.447%	06/30/22	08/01/26	1,036	QUARTERLY
San Diego CA Pub Facs Ref Bond	1,551,549	1,467,018	1.812%	08/18/22	10/15/26	1,111	QUARTERLY
CA ST Univ Rev Ref Bond	2,265,521	2,216,750	1.142%	02/17/23	11/01/26	1,128	QUARTERLY
El Dorado CA Irr Dist Ref Bond	1,110,889	1,042,813	1.687%	08/18/22	03/01/27	1,248	QUARTERLY
University Gen Rev Bond	2,135,398	2,099,945	1.316%	10/13/22	05/15/27	1,323	QUARTERLY
El Monte Ca Ref Bond	538,675	523,170	1.326%	03/24/23	06/01/27	1,340	QUARTERLY
Los Angeles CA Dept Wtr Ref Bond	2,103,176	2,032,340	5.516%	04/27/23	07/01/27	1,370	QUARTERLY
Colton CA Jt Uni Sch	827,390	932,683	1.603%	11/17/22	08/01/27	1,401	QUARTERLY
Contra Costa Ref Bond	953,851	794,086	2.163%	09/15/22	08/01/27	1,401	QUARTERLY
Corona Norco Ref Bond	226,617	224,723	2.297%	09/28/23	08/01/27	1,401	QUARTERLY
Foothill De Anza CCD	486,760	473,585	1.473%	12/15/22	08/01/27	1,401	QUARTERLY
Fremont CA Uni Sch Dist	970,469	947,617	1.113%	11/17/22	08/01/27	1,401	QUARTERLY
Fremont CA USD Ref Bond	1,098,295	1,016,789	2.000%	05/31/22	08/01/27	1,401	QUARTERLY
Marin CA Cmnty Clg Dist	320,434	314,645	3.330%	11/17/22	08/01/27	1,401	QUARTERLY
Mount San Antonio Cmnty Clg	250,557	246,673	1.139%	11/17/22	08/01/27	1,401	QUARTERLY
Mount San Antonio Ref Bond	373,717	367,116	2.329%	10/13/22	08/01/27	1,401	QUARTERLY
Saddleback VY Uni Ref Bond	2,903,148	2,721,840	2.400%	08/10/22	08/01/27	1,401	QUARTERLY
San Diego CA Com CD	551,873	537,354	2.407%	12/15/22	08/01/27	1,401	QUARTERLY
San Ramon Valley Ref Bond	1,313,764	1,560,304	3.415%	09/15/22	08/01/27	1,401	QUARTERLY
Santa Monica Cmnty Clg Ref Bond	984,032	945,820	3.050%	09/15/22	08/01/27	1,401	QUARTERLY
Sierra CA Cmnty Clg Dist	410,813	401,574	1.129%	11/17/22	08/01/27	1,401	QUARTERLY
William Hart CA Un High	176,351	173,472	1.174%	11/17/22	08/01/27	1,401	QUARTERLY
Rancho Santiago Cmnty Clg	294,928	290,391	1.106%	11/17/22	09/01/27	1,432	QUARTERLY
San Jose CA Txble Ser B	848,277	830,603	2.600%	10/13/22	09/01/27	1,432	QUARTERLY
Soquel Creek Cnty Ref Bond	485,471	466,547	1.445%	05/18/23	03/01/28	1,614	QUARTERLY
Beverly Hills Ref Bond	559,497	539,566	1.514%	06/15/23	06/01/28	1,706	QUARTERLY
Redondo Beach Ref Bond	571,842	569,221	1.430%	09/28/23	08/01/28	1,767	QUARTERLY
San Ramon Valley CA Uni	1,596,487	1,903,256	1.670%	07/13/23	08/01/28	1,767	QUARTERLY
Santa Ana College Impt	1,290,372	1,260,840	1.320%	07/13/23	08/01/28	1,767	QUARTERLY
<b>Mun. Securities TOTAL</b>	<u>\$ 55,366,986</u>	<u>\$ 53,208,549</u>					
<b>Municipal Securities TOTAL</b>	<u>\$ 55,366,986</u>	<u>\$ 53,208,549</u>					



**CITY OF CLOVIS  
FINANCE DEPARTMENT  
SEPTEMBER 30, 2023 TREASURY RATES**

**Treasury Rates as of September 30, 2023**

3 month Treasury bill	5.55
6 month Treasury bill	5.53
2 Yr Treasury note	5.03
3 Yr Treasury note	4.80
5 Yr Treasury note	4.60
10 Yr Treasury note	4.59



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



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: February 20, 2024

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

ATTACHMENTS: 

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

### CONFLICT OF INTEREST

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

### EXECUTIVE SUMMARY

Attached for the Council’s information is the Treasurer’s Report for the month ended September 30, 2023.

Pursuant to Section 41004 of the Government Code of the State of California, the City Treasurer is required to submit a monthly report of all receipts, disbursements, and fund balances. Attachment 1 provides a summary of the beginning balance, total receipts, total disbursements, ending balance for all funds, and a listing, by fund, of all month end fund balances. Attachment 2 summarizes the investment activity for the month and distribution, by type of investment, held by the City. Attachment 3 lists all investments with original maturities exceeding one year as of the month ended September 30, 2023.

Prepared by: Jeffrey Blanks, Deputy Finance Director

Reviewed by: City Manager *AA*

**City of Clovis**  
**Statement of Cash Balances**  
**As of September 30, 2023**

<b>Previous Balance</b>	\$	5,843,072.73
<b>Deposits</b>		27,658,968.32
<b>Disbursements</b>		(27,455,951.86)
		(27,455,951.86)
<b>Current Balance</b>	\$	6,046,089.19

<b>FUNDS</b>	<b>BALANCE</b>
100 General Fund	\$ 11,605,789.11
201 Local Transportation	12,243,753.90
202 Parking and Business Improvements	179,260.63
203 Off Highway Use	72,984.96
204 Community Facilities District 2020-1	189,159.95
205 Senior Citizen Memorial Trust	56,068.78
207 Landscape Assessment District	6,754,133.86
208 Blackhorse III (95-1) Assessment District	3,081.95
209 Blackhorse III (95-1) Assessment District 2	37,657.43
275 HCD Block Grant Fund	559,516.10
301 Park & Recreation Acquisition	10,227,522.20
305 Refuse Equipment Reserve	2,447,554.27
310 Special Street Deposit Fund	49,226,706.34
313 Successor Agency	(4,998.00)
314 Housing Successor Agency	395,914.17
402 1976 Fire Bond Redemption	25,475.23
404 1976 Sewer Bond Redemption Fund	421,501.65
501 Community Sanitation Fund	16,587,957.76
502 Sewer Service Fund	37,163,638.22
504 Sewer Capital Projects-Users	502,584.81
506 Sewer Capital Projects-Developer	6,664,308.36
507 Water Service Fund	44,211,161.91
508 Water Capital Projects-Users	6,235,572.90
509 Water Capital Projects-Developer	13,265,609.64
515 Transit Fund	6,344,374.64
540 Planning & Development Services	15,909,301.89
601 Property & Liability Insurance	(873,967.90)
602 Fleet Maintenance	22,709,925.24
603 Employee Benefit Fund	6,193,794.75
604 General Government Services	22,616,224.80
605 Facilities Maintenance	1,352,048.78
606 Information Technology	4,928,597.58
701 Curb & Gutter Fund	166,563.36
703 Payroll Tax & Withholding Fund	912,254.41
712 Temperance/Barstow Assmt Dist (98-1)	78,582.25
713 Shepherd/Temperance Assmt Dist (2000-1)	5,867.72
715 Supp Law Enforcement Serv	8,353.67
716 Asset Forfeiture	337,182.42
720 Measure A-Public Safety Facility Tax	1,854.50
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(176,295.47)
747 Housing Successor Trust Fund	1,137.98
<b>SUBTOTALS</b>	\$ 299,589,138.15
999 Invested Funds	(293,543,048.96)
<b>TOTAL</b>	\$ 6,046,089.19

**City of Clovis**  
**Summary of Investment Activity**  
**For the month of September 30, 2023**

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<u>Balance of Investments Previous Month End</u>	<u>\$ 297,311,960.19</u>
 <u>Time Certificates of Deposit Transactions</u>	
Investments	750,000.00
Withdrawals	<u>0.00</u>
<b>Total CD Changes</b>	750,000.00
 <u>Other Changes</u>	
Government Securities	2,489,538.00
Local Agency Investment Fund	0.00
Municipal Securities	(21,733.00)
Sweep Account	<u>(6,986,716.23)</u>
<b>Total Other Changes</b>	<u>(4,518,911.23)</u>
<b>Balance of Investments Current Month End</b>	<u>\$ 293,543,048.96</u>

**City of Clovis**  
**Distribution of Investments**  
**As of September 30, 2023**

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Insured CD's	26,995,000.00
Government Securities	143,006,373.85
US Treasury Notes	0.00
Local Agency Investment Fund	55,589,724.64
Municipal Securities	55,366,985.55
Sweep Account	<u>12,584,964.92</u>
<b>Investment Total</b>	<u>\$ 293,543,048.96</u>

**City of Clovis  
Government Maturities Exceeding One Year  
As of September 30, 2023**

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

**City of Clovis  
Municipal Maturities Exceeding One Year  
As of September 30, 2023**

<b>Institution</b>	<b>Face Value</b>	<b>Investment Balance At Amortized Cost</b>	<b>Maturity</b>	<b>Stated Rate</b>
CSU Rev Bonds	3,455,000.00	3,450,074	11/1/2023	0.475%
San Diego Conv Ctr Expansion	1,450,000.00	1,435,929	4/15/2024	1.527%
Sana Ana College Improv Dist	440,000.00	438,735	8/1/2024	0.644%
UC General Revenue Bonds	1,000,000.00	985,983	5/15/2025	4.350%
Antelope Valley Comm Coll	750,000.00	731,645	8/1/2025	1.767%
Chabot Las Positas Comm Coll	1,490,000.00	1,436,902	8/1/2025	0.880%
Foothill De Anza Ref Bds 2021B	835,000.00	786,781	8/1/2025	0.906%
San Dieguito USD GO Bonds	1,000,000.00	952,381	8/1/2025	1.661%
Santa Ana Coll Improv Dist	250,000.00	239,443	8/1/2025	0.744%
Orange County Water Dist	900,000.00	863,081	8/15/2025	2.095%
San Jose Ca Taxable Series B	2,355,000.00	2,271,085	9/1/2025	2.450%
LA CUSD GO Bonds	1,000,000.00	1,005,950	7/1/2026	1.455%
Chabot Las Positas Comm Coll	3,505,000.00	3,314,277	8/1/2026	1.080%
Chaffey Joint Union HS	1,565,000.00	1,521,019	8/1/2026	2.475%
Huntington Beach Union HS	3,305,000.00	3,152,187	8/1/2026	1.208%
Placentia Yorba Linda USD	1,110,000.00	1,054,276	8/1/2026	1.070%
San Diego Comm Coll Dist	470,000.00	459,823	8/1/2026	2.299%
San Ramon Valley CUSD	2,125,000.00	2,125,000	8/1/2026	1.147%
Sonoma County Jr Coll Dist	2,000,000.00	1,942,267	8/1/2026	2.447%
San Diego Pub Facilities Dist	1,625,000.00	1,551,549	10/15/2026	1.812%
California St Univ Taxable 2021B	2,500,000.00	2,265,521	11/1/2026	1.142%
El Dorado Irrigation Dist	1,175,000.00	1,110,889	3/1/2027	1.687%
UC Taxable Gen Bds 2020 B	2,385,000.00	2,135,398	5/15/2027	1.316%
El Monte HSD Taxable Ref 2021	600,000.00	538,675	6/1/2027	1.326%
LA Dept Wtr Pwr Rev Bonds 2010C	2,000,000.00	2,103,176	7/1/2027	5.516%
Colton CA USD Ref Bonds 2020	1,060,000.00	953,851	8/1/2027	1.603%
Contra Costa Comm College Dist	880,000.00	827,390	8/1/2027	2.163%
Foothill De Anza CC Taxable 2021	540,000.00	486,760	8/1/2027	1.473%
Fremont USD Taxable Ref 2021	1,100,000.00	970,469	8/1/2027	1.113%
Fremont USD Alameda County	1,140,000.00	1,098,295	8/1/2027	2.000%
Marin County Comm Coll 2016	335,000.00	320,434	8/1/2027	3.330%
Mount San Antonio CC 2021	285,000.00	250,557	8/1/2027	1.139%
Mount San Antonio Comm Coll	405,000.00	373,717	8/1/2027	2.329%
Saddleback Valley USD	3,000,000.00	2,903,148	8/1/2027	2.400%
San Diego CCD Taxable 2019	590,000.00	551,873	8/1/2027	2.407%
San Ramon Valley CUSD	1,435,000.00	1,313,764	8/1/2027	3.415%
Santa Monica Comm College Dist	1,000,000.00	984,032	8/1/2027	3.050%
Sierra CA CCD 2021A Ref	465,000.00	410,813	8/1/2027	1.129%
William Hart USD 2020 Ref	200,000.00	176,351	8/1/2027	1.174%
Rancho Santiago CC Ref 2020	335,000.00	294,928	9/1/2027	1.106%
San Jose Ca Taxable Series B	910,000.00	848,277	9/1/2027	2.600%
Soquel Creek Wtr Ref 2020	545,000.00	485,471	3/1/2028	1.445%
Beverly Hills Taxable Ref 2020B	635,000.00	559,497	6/1/2028	1.514%
San Ramon Valley CA USD	1,820,000.00	1,596,487	8/1/2028	1.670%
Santa Ana College Impt	1,500,000.00	1,290,372	8/1/2028	1.320%
Corona Norco USD Ref Bond 2019	250,000.00	226,617	8/1/2028	1.670%
Redondo Beach CA Uni Bond 2018	675,000.00	571,842	8/1/2028	1.320%



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: February 20, 2024

SUBJECT: General Services – Approval - Res. 24-\_\_\_\_, Approving a Side Letter Agreement with The Clovis Professional and Technical Association to Add a 401(a) Plan.

ATTACHMENTS: 1. Resolution 24-\_\_\_\_, Side Letter

### **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 Clovis Professional and Technical Association (CPTA) to add a 401(a) plan to the CPTA retirement investment plans.

### **EXECUTIVE SUMMARY**

The CPTA side letter in Attachment A shifts the City paid 457(b) matching contributions to a separate 401(a) account thereby allowing CPTA employees the ability to add more employee contributions to their 457(b) account while remaining under the maximum annual contribution allowed by the IRS.

### **BACKGROUND**

The City recently hired a third-party fiduciary to evaluate the City's 457(b) retirement investment accounts. This analysis included changes to the 457(b) investment line up and recommendations for additional investment options. One of those options is creating a 401(a) account where City 457(b) matching funds would be shifted to a separate 401(a) account. Currently, the City match is placed into the employee's 457(b) account along with any employee funds. The total of the employee and City funds are used to calculate the IRS allowed maximum annual contribution into the 457(b) account. Shifting the City match to a 401(a) allows employees to place more employee contributions into their 457(b) and still remain under the maximum annual amount allowed by the IRS.

Funds placed into the 401(a) would initially be placed into a Target Date fund based on the eligible retirement age of the employee, however the employee can opt to shift those funds to any fund available, including the same options available within the 457(b) plan.

Per IRS regulations, an entire group, in this case CPTA, must opt-in to creating a 401(a) plan. Individual employees within CPTA cannot opt-out. The side letter agreement in Attachment A of Attachment 1 is required for this change.

### **FISCAL IMPACT**

There is no fiscal impact for this change.

### **REASON FOR RECOMMENDATION**

Shifting the City 457(b) matching contribution from the 457(b) to a separate 401(a) allows employees to place more employee contributions into the 457(b) while remaining under the maximum annual contribution limits.

### **ACTIONS FOLLOWING APPROVAL**

City matching contributions as defined in the CPTA MOU will be placed into a 401(a) account starting March 16, 2024.

Prepared by: Shonna Halterman, General Services Director

Reviewed by: City Manager *AH*



**RESOLUTION 24-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
APPROVING A SIDE LETTER AGREEMENT WITH  
THE CLOVIS PROFESSIONAL AND TECHNICAL ASSOCIATION (CPTA)**

**WHEREAS**, the City and CPTA desire to create a 401(a) retirement account in which to place City contributed 457(b) matching funds; and

**WHEREAS**, diverting City matching retirement contributions into a separate 401(a) account provides CPTA employees the ability to place more employee contributed funds into the 457(b) while remaining under the annual contribution limit set by the IRS; and

**WHEREAS**, CPTA 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 CPTA (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 February 20, 2024, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: February 20, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**SIDE LETTER OF AGREEMENT  
BETWEEN CITY OF CLOVIS AND  
THE CLOVIS PROFESSIONAL AND TECHNICAL ASSOCIATION**

This Side Letter of Agreement is made by and between the City of Clovis (City) and The Clovis Professional and Technical Association (CPTA).

**Employer Match Contribution Submission to the City’s 401(a) Defined Contribution Plan**

In an effort to increase the amount that members can personally defer annually into the City’s 457(b) Deferred Compensation Plan, the City and CPTA have met and conferred and agreed on the following change to Article 7.E. of the CPTA MOU, effective March 16, 2024:

Unit members who have completed their initial probationary period may elect to participate in a deferred compensation program that includes a City matching contribution. The maximum match percentage indicated below is based on the employee’s base salary and calculated per pay period. Effective March 16, 2024, the matching contribution funded by the City will be placed into a 401(a) account. The City’s matching contribution will be calculated per pay period and based on pre-tax 457(b) employee contributions, post-tax Roth 457(b) contributions, or a combination of both.

However, unit employees may participate in the deferred compensation program without the City matching contribution at any time during employment. The deferred compensation program is subject to I.R.S Section 457 program rules. A unit member’s enrollment in the program shall become effective the pay period following the member’s submittal of an enrollment request. The provisions for the deferred compensation program are as follows:

City’s Matching Contribution/Payment	Maximum City Payment Calculated per pay period
(City/Employee) 2:1	3%

If the maximum dollars available to the members of this unit for the contributory deferred compensation program are not utilized in any fiscal year, the remaining dollars shall be applied to health insurance rates for this unit only. The total unit wage subject to the deferred compensation matching program will be compared to the actual dollars spent by the City on the program to determine any unspent dollars available during the preceding fiscal year.

DATE SIGNED: \_\_\_\_\_

**For the City:**

**For CPTA:**

\_\_\_\_\_  
John Holt, City Manager

\_\_\_\_\_  
Nicole Ducas, CPTA President

\_\_\_\_\_  
Shonna Halterman, General Services Dir.

\_\_\_\_\_  
Ryan Hennecke, CPTA Vice-President

\_\_\_\_\_  
Scott G. Cross, City Attorney

Attest: \_\_\_\_\_  
Andrew Haussler, City Clerk

Date: \_\_\_\_\_



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: February 20, 2024

SUBJECT: General Services – Approval – Res. 24-\_\_\_\_, Amending the City’s FY 2023-2024 Position Allocation Plan by adding one (1) Information Technology Technician and two (2) Information Technology Specialists, and removing (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst Position within the Administration Department.

ATTACHMENTS: 1. Resolution 24-\_\_\_\_ Position Allocation Plan

### **CONFLICT OF INTEREST**

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

### **RECOMMENDATION**

For City Council to approve a resolution amending the City’s FY 2023-2024 position allocation plan by adding one (1) Information Technology Technician and two (2) Information Technology Specialists, and removing (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst Position within the Administration Department.

### **EXECUTIVE SUMMARY**

Currently, the Administration Department is authorized for one (1) Information Technology Cybersecurity Analyst, six (6) Senior Information Technology Analysts, four (4) Information Technology Specialists and two (2) Information Technology Technicians. The Department would like to add one (1) Information Technology Technician, two (2) Information Technology Specialists and delete (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst. The Department has a need to restructure some of the positions to allow for succession planning. Council approval is required for changes to the Position Allocation Plan.

### **BACKGROUND**

The Department recently evaluated the roles and responsibilities carried out within the Information Technology Division. On October 17, 2022, the Division introduced the Information Cybersecurity Analyst classification. Despite three recruitment attempts since its inception, the

Division has been unsuccessful in filling the position. This situation has underscored the necessity for restructuring and the inclusion of more entry-level positions. The objective is to broaden the pool of applicants, increase staff training and retention, and contribute to succession planning efforts. Therefore, the Division is requesting the removal of two (2) Senior level vacant positions. The proposed amendment to the City's Position Allocation Plan involves eliminating one (1) Senior Information Technology position and one (1) Cybersecurity Analyst position, while adding one (1) Information Technology Technician and two (2) Information Technology Specialists.

**FISCAL IMPACT**

The fiscal impact of salary and benefits for the remainder of FY 2023-2024 is approximately an additional \$2,000. There are adequate funds in the Administration Department budget to cover the costs of the changes for this fiscal year.

**REASON FOR RECOMMENDATION**

The addition of one (1) Information Technology Technician and two (2) Information Technology Specialists, along with the removal of one (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst position within the Administration Department, reflects the evolving level of responsibility for staff within the Information Technology Division.

**ACTIONS FOLLOWING APPROVAL**

The position allocation for the Administration Department will be modified as noted in Attachment A of Attachment 1.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager *AA*

**RESOLUTION 24-**

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

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

**WHEREAS**, a review of the staffing needs for the Administration Department indicates that adding one (1) Information Technology Technician and two (2) Information Technology Specialists and removing (1) Senior Information Technology Analyst and one (1) Cybersecurity Analyst Position is needed in order to provide the necessary support for the Administration Department; and

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

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

\* \* \* \* \*

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 20, 2024, by the following vote to wit:

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

DATED: February 20, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 2023-2024**

**DEPARTMENT NUMBER OF POSITIONS**

***Administration***

Add:	Information Technology Technician	1.0
Add:	Information Technology Specialists	2.0
Delete:	Information Cybersecurity Analyst	1.0
Delete:	Senior Information Technology Analyst	1.0



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: February 20, 2024

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 23-26 ADA Curb Return Ramps 2024 – T1; and Authorize the City Manager to Execute the Contract on behalf of the City. (Councilmember Mouanoutoua has a conflict of interest on this item)

ATTACHMENTS: 1. Vicinity Map

### CONFLICT OF INTEREST

Councilmember Mouanoutoua owns property within 1000 feet of subject property and, pursuant to law, must abstain from participation and decision regarding this item.

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

### RECOMMENDATION

1. For the City Council to award a contract for CIP 23-26 ADA Curb Return Ramps 2024 – T1 – to Eslick Construction, Inc., in the amount of \$309,064.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

### EXECUTIVE SUMMARY

Staff is recommending that City Council authorize the City Manager to award and execute the contract to Eslick Construction, Inc., who was the lowest responsible bidder from a bid opening that took place on February 13, 2024.

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



**BACKGROUND**

The following is a summary of the bids received on February 13, 2024:

BIDDERS	BASE BID
Eslick Construction, Inc.	\$309,064.00
Dave Christian Construction Co., Inc.	\$317,468.00
ARES ENG LLC.	\$338,655.00
Geometric Construction, Inc.	\$344,093.00
Truxell & Valentino	\$353,739.00
Tosted Asphalt, Inc.	\$353,799.01
Kroeker, Inc.	\$374,190.00
Seal Rite	\$376,898.00
TCW Concrete	Non-responsive
RNR Paving	Non-responsive
ENGINEER'S ESTIMATE	\$316,662.00

**FISCAL IMPACT**

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

**REASON FOR RECOMMENDATION**

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

**ACTIONS FOLLOWING APPROVAL**

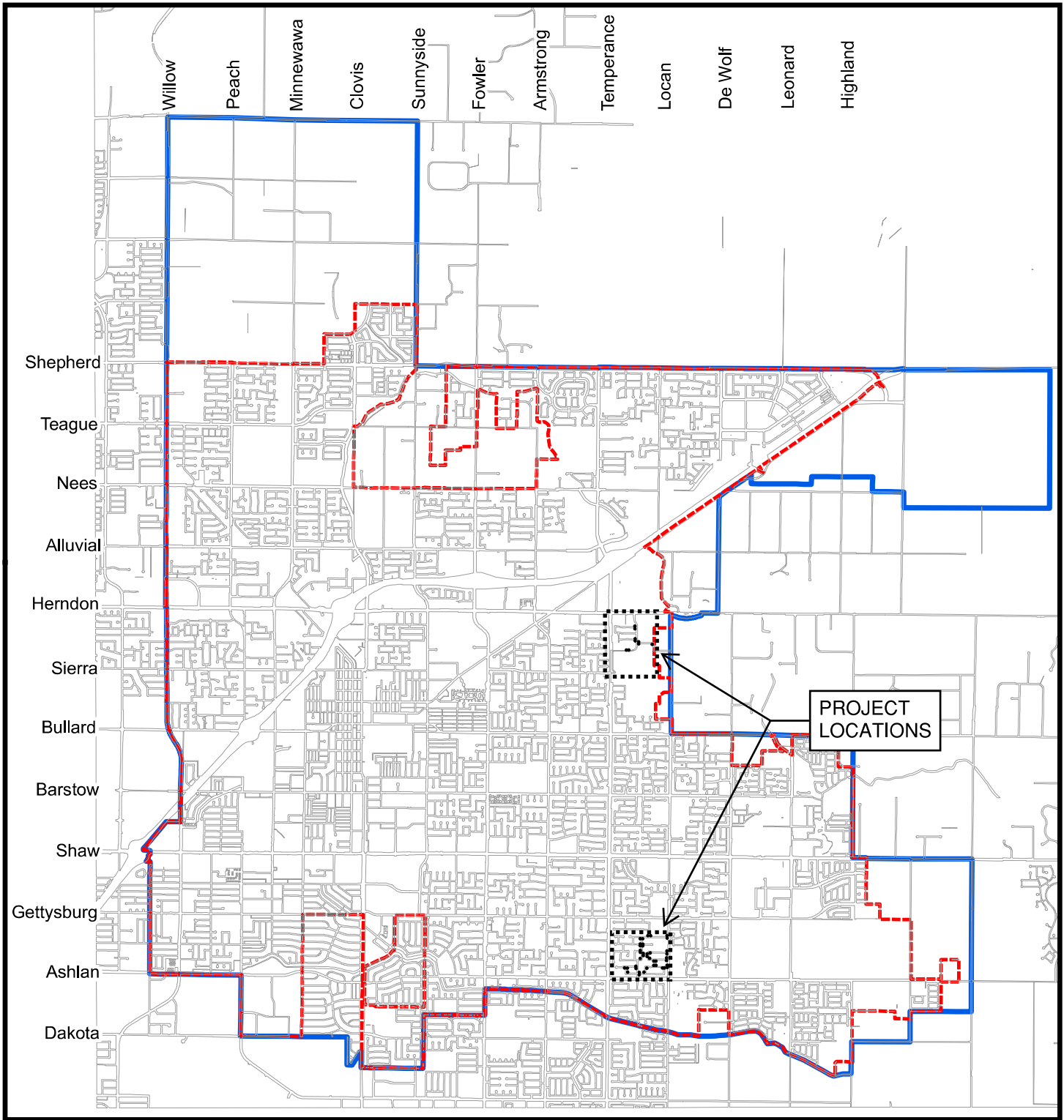
1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed in thirty-five (35) working days thereafter.

Prepared by: Tiffany Ljuba-Silguero, Engineer II

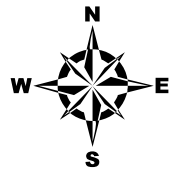
Reviewed by: City Manager *AA*

# VICINITY MAP

## CIP 23-26 ADA Curb Return Ramps 2024 - T1



# ATTACHMENT 1





# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council  
FROM: Administration  
DATE: February 20, 2024  
SUBJECT: Receive and File – Update on the Restaurant Rewards Program.

**Staff:** Chad McCollum, Director of Economic Development, Housing and Communications

**Recommendation:** Receive and File

ATTACHMENTS: None.

Director of Economic Development, Housing and Communications Chad McCollum will give a verbal presentation on this item. Please direct questions to the City Manager's office at 559-324-2060.



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council  
FROM: Administration  
DATE: February 20, 2024  
SUBJECT: Receive and File – Update on the Information Technology Division.

**Staff:** Jesse Velez, I.T. Deputy Director

**Recommendation:** Receive and File

ATTACHMENTS: None.

I.T. Deputy Director Jesse Velez will give a verbal presentation on this item. Please direct questions to the City Manager's office at 559-324-2060.



# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council  
 FROM: Administration  
 DATE: February 20, 2024  
 SUBJECT: Consider Approval – Change of Council Meeting Schedule.

**Staff:** John Holt, City Manager

**Recommendation:** Approve

ATTACHMENTS: None.

### CONFLICT OF INTEREST

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

### RECOMMENDATION

For the City Council to approve the cancellation of the regular Council meeting scheduled for Monday, March 4, 2024.

### EXECUTIVE SUMMARY

There is a need to change the schedule of meetings for the City Council in March. Staff is recommending that City Council approve the cancellation for the meeting of Monday, March 4, 2024.

### BACKGROUND

Staff was also able to consolidate the agenda items to the second and third Council meetings in March. Therefore, staff is recommending Council consider canceling the meeting of March 4, 2024, due to the limited number of items on the agenda. Given adequate notice, staff will be able to amend the timing of actions coming forward so that operations will not be affected by the cancellations.

### FISCAL IMPACT

None.

**REASON FOR RECOMMENDATION**

Pursuant to the Clovis Municipal Code, the City Council meets in regular session on the first, second, and third Monday of each month, except when those Mondays occur on a recognized City holiday. The City Council needs to confirm any change to the schedule of meetings in order to properly notice the public of the City Council's schedule of meetings.

**ACTIONS FOLLOWING APPROVAL**

A revised schedule of meetings will be published in conformance with law.

Prepared by: Rebecca Simonian, Executive Assistant

Reviewed by: City Manager *AA*