



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

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

January 6, 2025

6:00 PM

Council Chamber

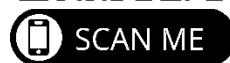
In compliance with the Americans with Disabilities Act, if you need special assistance to access the City Council Chamber to participate at this meeting, please contact the City Clerk or General Services Director at (559) 324-2060 (TTY – 711). Notification 48 hours prior to the meeting will enable the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

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

Written Comments

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

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



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

CAMPAIGN CONTRIBUTION PROHIBITIONS AND MANDATORY DISCLOSURE – Pursuant to Government Code section 84308, a Councilmember shall not accept, solicit, or direct a campaign contribution of more than \$500 from any party or their agent, or from any participant or their agent, while a proceeding involving a license, permit, contract, or other entitlement for use is pending before the City or for 12 months after a final decision is rendered in that proceeding. Any Councilmember who has received a campaign contribution of more than \$500 within the preceding 12 months from a party or their agent, or from a participant or their agent, must disclose that fact on the record of the proceeding and shall not make, participate in making, or in any way attempt to use their official position to influence the decision.

Pursuant to Government Code section 84308, subdivision (e), any party to a covered proceeding before the City Council is required to disclose on the record of the proceeding any campaign contribution, including aggregated contributions, of more than \$500 made within the preceding 12 months by the party or their agent to any Councilmember. The disclosure shall be made as required by Government Code Section 84308, subdivision (e)(1) and California Code of Regulations, Title 2, section 18438.8. No party or their agent, and no participant or their agent, shall make a campaign contribution of more than \$500 to any Councilmember during the covered proceeding or for 12 months after a final decision is made in that proceeding. The foregoing statements do not constitute legal advice, and parties and participants are urged to consult with their own legal counsel regarding the applicable requirements of the law.

CALL TO ORDER

FLAG SALUTE - Councilmember Ashbeck

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

1. Presentation of Proclamation declaring January as National Slavery and Human Trafficking Prevention Month.

PUBLIC COMMENTS - This is an opportunity for the members of the public to address the City Council on any matter within the City Council's jurisdiction that is not listed on the Agenda. In order for everyone to be heard, please limit your comments to 3 minutes or less, or 10 minutes per topic. Anyone wishing to be placed on the Agenda for a specific topic should contact the City Manager's office and submit correspondence at least 10 days before the desired date of appearance.

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

2. Administration - Approval - Minutes from the December 16, 2024, Council Meeting.
3. Administration – Adopt - Ord. 24-19, R2024-006, An ordinance of the City Council approving a request to prezone the properties within the annexation area from the

Fresno County AE-20 Zone District to the Clovis R-1-PRD Zone District, associated with ±37.92 acres of land located at the southeast corner of the N. Peach Avenue alignment and Behymer Avenue. DeYoung Properties and Gary Yamamoto, owners; DeYoung Properties, applicant; Juli Kutka, representative. (Vote: 5-0)

- [4.](#) Administration – Adopt - Ord. 24-20, R2024-005, An ordinance of the City Council approving a request to prezone property within the annexation area from the Fresno County AE20 Zone District to the Clovis C-1, R-1-PRD, O, and P-C-C Zone Districts, associated with approximately 201 acres on the east side of N. Minnewawa Avenue, between East Behymer and Shepherd Avenues. Multiple, owners; Lennar Homes, applicant; Yamabe & Horn Engineering, Inc., representative. (Vote: 5-0)
- [5.](#) Administration - Receive and File – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2024.
- [6.](#) Administration – Approval - 2025 Street Closure Requests; and Approval – Res. 25-____, Declaring Certain Events as Old Town Special Events and Setting Precise Boundaries for Those Old Town Special Events.
- [7.](#) Finance – Receive and File – Status Report of Development Fee Funds for the fiscal year ended June 30, 2024.
- [8.](#) General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Terra Anderson.
- [9.](#) General Services – Approval – Res. 25-____, Authorizing Amendments to the Principal Account Clerk, Principal Office Assistant, and Senior Accounting Systems Technician Classifications within the Finance Department.
- [10.](#) Planning and Development Services – Approval – Res. 25-____, A Resolution supporting and implementing the “Timely Use of Funding” as required by AB1012 for candidate transportation projects under the Infrastructure Investment and Jobs Act.
- [11.](#) Planning and Development Services – Approval – Bid Award for CIP 23-06 New Rectangular Rapid Flashing Beacons to Sebastian Corporation for the amount of \$236,763.00; and authorize the City Manager to execute the contract on behalf of the City.

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

- [12.](#) Consider – General Plan Update progress and request for direction regarding the Planning Area Boundary

Staff: Lily Cha, Senior Planner

Recommendation: Consider and Provide Direction

- [13.](#) Consider Introduction – Ord. 25-____, an Ordinance Repealing Ordinance 24-16 Amending Section 2.1.01 of Chapter 2 of Title 2 of the Clovis Municipal Code Relating to City Council Meeting Day and Time Adopted on November 12, 2024.

Staff: Andrew Haussler, 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.

14. Government Code Section 54956.9(d)(2)
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation
One potential case

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

ADJOURNMENT

FUTURE MEETINGS

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

Jan. 13, 2025 (Mon.)
Jan. 21, 2025 (Tue)
Feb. 3, 2025 (Mon.)

CITY of CLOVIS

Proclamation

Declaring January 2025 as National Slavery and Human Trafficking Prevention Month

WHEREAS, Fresno EOC Central Valley Against Human Trafficking program assisted and identified over 2,100 victims of human trafficking from our local communities; and

WHEREAS, the Central Valley Against Human Trafficking program provides resources to attain self-identified goals, restore dignity, and support recovery from trauma for survivors; and

WHEREAS, the International Labor Organization recognizes there are an estimated 50 million people in modern slavery globally where 1 in 4 victims are children; and

WHEREAS, National Center for Missing and Exploited Children estimates one out of six endangered runaways were likely child sex trafficking victims; and

WHEREAS, the U.S. Department of Labor identified 204 goods from 82 countries made by forced and child labor; and

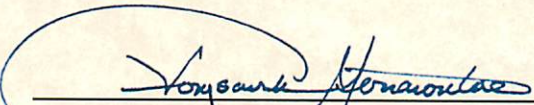
WHEREAS, The City of Clovis recognizes the need for greater awareness and accountability in regard to human trafficking.

NOW, THEREFORE, BE IT RESOLVED, that the Clovis City Council, on behalf of the citizens of Clovis, does hereby proclaim January 2025, to be

National Slavery and Human Trafficking Prevention Month

IN WITNESS THEREOF, I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 6th day of January 2025.




Mayor

CLOVIS CITY COUNCIL MEETING

December 16, 2024

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Mouanoutoua **at 6:00**

Flag Salute led by Councilmember Pearce

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

PUBLIC COMMENTS – 6:01

Eric Rollins, resident, discussed the possibility of Clovis exploring voter ID requirements for charter cities.

CONSENT CALENDAR – 6:04

Upon call, there was no public comment.

Councilmember Ashbeck commented on Consent Calendar item 2 acknowledging the financial statement for the CFD is showing incorrect figures and possibly considering termination.

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

1. Administration - Approval - Minutes from the December 9, 2024, Council Meeting.
2. Finance – Receive and File – Status Report of Community Facilities District 2004-1 Revenues and Expenditures.
3. Finance - Approval – **Res. 24-138**, Approving the submittal of the 2024-2025 Transportation Funding Claim to the Fresno Council of Governments.
4. Finance - Approval of various actions related to Measure Y, a general 1.0% transactions and use tax ballot measure approved by voters at the November 5, 2024, Municipal Election; (A) Approval - **Res. 24-139**, A Resolution of the Clovis City Council authorizing the City Manager to execute agreements with the California Department of Tax and Fee Administration (CDTFA); and (B) Approval - **Res. 24-140**, A Resolution of the Clovis City Council authorizing designated City representatives to examine confidential tax records for Measure Y Transactions and Use Tax.
5. Planning and Development Services - Approval – **Res. 24-141**, Annexation of Miscellaneous Properties to the Landscape Maintenance District No. 1.
6. Planning and Development Services – Approval – Bid Award for CIP 24-06, New Bus Stops: B2 to Cervantes Landscape Services, Inc., in the amount of \$167,172.00; and authorize the City Manager to execute the contract on behalf of the City.
7. Planning and Development Services – Approval – **Res. 24-115A**, A Resolution of the Clovis City Council: Amending Resolution 24-115 to include an additional finding necessary to approve the adoption of the City of Clovis Sixth Cycle Housing Element, and authorizing staff to submit the Housing Element to the California Department of Housing and Community Development.

8. Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of Six (6) 2025 Dodge Durango Police Department Patrol Vehicles from National Auto Fleet Group Using the Sourcewell Purchasing Contract in the Total Amount of \$383,195.40; and Approval – **Res. 24-142**, Amending the 2024-2025 Fleet Capital Acquisition Budget to Allocate \$190,000 of Funds for the Purchase of Two (2) 2025 Dodge Durango Police Department Patrol Vehicles.
9. Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of One (1) Vactor 2112-18 Sewer Cleaning Truck from Haaker Equipment Company Using the Sourcewell Cooperative Purchasing Contract in the Amount of \$702,379.53; and Approval – **Res. 24-143**, Amending the 2024-2025 Sewer Enterprise Budget to Allocate \$210,000 of Additional Funds for the Purchase of a Sewer Cleaning Truck.
10. Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of One (1) 2026 Autocar Frontload Refuse Truck from Affinity Truck Center Using the Sourcewell Cooperative Purchasing Contract in the Amount of \$436,737.73.

PRESENTATION – 6:05

6:05 – ITEM 11 - PRESENTATION OF PROCLAMATION HONORING CITY MANAGER JOHN HOLT UPON HIS RETIREMENT AND COMMENDING HIM FOR 25 YEARS OF SERVICE TO THE CLOVIS COMMUNITY.

ADMINISTRATIVE ITEMS - 6:25

6:25 ITEM 12 - CONSIDER APPROVAL – CITY MANAGER EMPLOYMENT AGREEMENT WITH ANDREW HAUSSLER, AND APPOINTMENT OF ANDREW HAUSSLER AS CITY MANAGER EFFECTIVE JANUARY 1, 2025.

Upon call, there was no public comment.

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

6:27 ITEM 13 - CONSIDER UPDATE ON THE REQUEST FROM THE BUILDING INDUSTRY ASSOCIATION OF FRESNO/MADERA COUNTIES, INC. REGARDING THE CITY OF CLOVIS MAJOR WATER FACILITIES FEES FROM THE AUGUST 5, 2024, COUNCIL MEETING TO RETURN WITHIN 120 DAYS.

Darren Rose CEO of the Fresno Madera Building Industry Association expressed appreciation for the update and noted the ongoing efforts with City staff and hoped for a fair and productive resolution after the first of the year.

6:30 ITEM 14 - RECEIVE AND FILE - INFORMATION FROM SECOND PUBLIC HEARING IN CITY'S TRANSITION TO DISTRICT-BASED ELECTIONS.

Bill Scott, resident, congratulated City Manager Holt on his retirement and addressed concerns about the city moving away from at-large elections.

Molly, resident, expressed strong opposition to districting and raised concerns about the impact of redistricting on communities of interest while also suggesting the consideration of both Council district model options.

Kay Radiberry, resident, expressed strong opposition to districting, framing it as a form of tyranny and extortion, criticizing the California Voting Rights Act for promoting division, and urging the council to delay the process.

Eric Rollin, resident, emphasized the importance of public participation in the transition to district process and advocating for five council members to ensure broader city representation.

Steve Trevino, resident, expressed frustration over low turnout at meetings, emphasizing the significance of issues like the districting process and urged more community involvement.

Susan Patterson, resident, spoke in opposition of the districting process and suggested consulting with the Alliance Defending Freedom to potentially assist in fighting the districting process, especially given their involvement with similar issues in other areas.

Anne, resident, strongly opposes the districting process and expressed concerns with the lack of communication.

Judy Steele, resident, spoke in support of the change to district-based voting elections and expressed interest in hearing more about the five district rotating mayors or the 4+1 council structure.

Patty Cassia, resident, suggested improving public notice through various social media platforms to raise awareness about the districting process, suggested coordinating with other cities that have fought redistricting lawsuits, and consider a class action or countersuit to collectively address the issue.

Director McCollum updated the Council on the significant outreach efforts including website updates, social media posts on platforms like Facebook, Instagram, and X, a news release with media coverage.

Council discussion included whether to pursue a four-district model or a five-district model for the city expressing support for both options. Council emphasized the importance of using neutral and unifying district names and include more than one community interest.

Staff was directed to update the city's website mapping tools to include both district model options, with additional public outreach for the scheduled Community Workshop on January 9, 2025. The Council also requested further information on the potential for having two at-large councilmembers who would represent and be accountable to the entire city.

PUBLIC HEARINGS – 7:40

7:40 ITEM 15 - CONSIDER VARIOUS ITEMS ASSOCIATED WITH ±37.92 ACRES OF LAND LOCATED AT THE SOUTHEAST CORNER OF THE N. PEACH AVENUE ALIGNMENT AND BEHYMER AVENUE. DEYOUNG PROPERTIES AND GARY YAMAMOTO, OWNERS; DEYOUNG PROPERTIES, APPLICANT; JULI KUTKA, REPRESENTATIVE.

Brandon DeYoung of DeYoung Properties supported the item, emphasizing diverse home types, varying lot sizes, and affordability by excluding HOA costs to keep prices accessible.

Molly, resident, spoke in favor of adding shade structures to playgrounds.

Bill Smitcamp, resident, spoke in support of the project.

Kay Radiberry, resident, expressed concern over small lot sizes in new subdivisions, emphasizing the importance of backyards for family gatherings, children's play, and creating a safe environment close to home.

The Council expressed concerns about approving an item that could create additional traffic hazards, emphasizing the need for appropriate signage, and highlighted the importance of adding more shade structures to the parks.

ITEM 15A - CONSIDER APPROVAL - **RES. 24-144**, A RESOLUTION OF THE CITY COUNCIL ADOPTING AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION AND A MITIGATION MONITORING AND REPORTING PROGRAM FOR REORGANIZATION 311, PREZONE 2024-006, VESTING TENTATIVE TRACT MAP 6482, AND PLANNED DEVELOPMENT PERMIT 2024-002.

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

ITEM 15B - CONSIDER INTRODUCTION - **ORD. 24-19**, R2024-006, AN ORDINANCE OF THE CITY COUNCIL APPROVING A REQUEST TO PREZONE THE PROPERTIES WITHIN THE ANNEXATION AREA FROM THE FRESNO COUNTY AE-20 ZONE DISTRICT TO THE CLOVIS R-1-PRD ZONE DISTRICT.

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

ITEM 15C - CONSIDER APPROVAL - **RES. 24-145**, TM6482, A RESOLUTION OF THE CITY COUNCIL APPROVING A VESTING TENTATIVE TRACT MAP FOR A 266-LOT SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT.

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

ITEM 15D - CONSIDER APPROVAL - **RES. 24-146**, PDP2024-002, A RESOLUTION OF THE CITY COUNCIL APPROVING A PLANNED DEVELOPMENT PERMIT FOR A 266-LOT SINGLE-FAMILY RESIDENTIAL DEVELOPMENT.

Motion by Councilmember Ashbeck, seconded by Councilmember Pearce to approve with an additional request to work with staff on the specifics of the play areas to potentially include shade structures. Motion carried by unanimous vote.

ITEM 15E - CONSIDER APPROVAL - **RES. 24-147**, RO311, A RESOLUTION OF THE CITY COUNCIL APPROVING APPLICATION FOR THE ANNEXATION OF THE TERRITORY KNOWN AS THE PEACH-BEHYMER SOUTHEAST REORGANIZATION AREA (± 37.92 ACRES).

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

8:16 ITEM 16 - CONSIDER VARIOUS ITEMS ASSOCIATED WITH APPROXIMATELY 201 ACRES ON THE EAST SIDE OF N. MINNEWAWA AVENUE, BETWEEN EAST BEHYMER AND SHEPHERD AVENUES. MULTIPLE, OWNERS; LENNAR HOMES, APPLICANT; YAMABE & HORN ENGINEERING INC., REPRESENTATIVE.

Brandon Broussard with Yamabe & Horn Engineering, Inc. presented to Council

Jeff Callaway with Lennar Homes, spoke in support of project and addressed concerns of council.

Council discussion included concerns about potential traffic hazards and parking enforcement related to the proposed development, specifically regarding HOA responsibilities and trash collection logistics. The practicality of residents rolling trash bins to the street, and the potential for conflicts between residents and non-residents parking near park areas.

ITEM 16A - CONSIDER APPROVAL - **RES. 24-148**, A RESOLUTION OF THE CITY COUNCIL ADOPTING AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION AND A MITIGATION MONITORING AND REPORTING PROGRAM FOR REORGANIZATION 310, PREZONE 2024-005, VESTING TENTATIVE TRACT MAP 6375, AND PLANNED DEVELOPMENT PERMIT 2024-001.

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

ITEM 16B - CONSIDER INTRODUCTION - **ORD. 24-20**, R2024-005, AN ORDINANCE OF THE CITY COUNCIL APPROVING A REQUEST TO PREZONE PROPERTY WITHIN THE ANNEXATION AREA FROM THE FRESNO COUNTY AE20 ZONE DISTRICT TO THE CLOVIS C-1, R-1-PRD, O, AND P-C-C ZONE DISTRICTS.

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

ITEM 16C - CONSIDER APPROVAL - **RES. 24-XX**, TM6375, A RESOLUTION OF THE CITY COUNCIL APPROVING A VESTING TENTATIVE TRACT MAP FOR A 385-LOT SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT ON APPROXIMATELY 58.9 ACRES OF LAND.

Motion to deny by Councilmember Ashbeck, seconded by Councilmember Bessinger.
Motion carried by unanimous vote.

Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger to rescind the previous motion to deny. Motion carried by unanimous vote.

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

ITEM 16D - CONSIDER APPROVAL - **RES. 24-XX**, PDP2024-001, A RESOLUTION OF THE CITY COUNCIL APPROVING A PLANNED DEVELOPMENT PERMIT FOR A 385-LOT SINGLE-FAMILY RESIDENTIAL DEVELOPMENT.

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

ITEM 16E - CONSIDER APPROVAL - **RES. 24-XX**, RO310, A RESOLUTION OF THE CITY COUNCIL APPROVING APPLICATION FOR THE ANNEXATION OF THE TERRITORY KNOWN AS THE SHEPHERD-MINNEWAWA NORTHEAST REORGANIZATION AREA (APPROXIMATELY 201 ACRES).

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

9:23 ITEM 17 - CONSIDER VARIOUS ITEMS ASSOCIATED WITH ±14.57 ACRES OF LAND LOCATED ON THE SOUTH SIDE OF E. PERRIN AVENUE, BETWEEN N. MINNEWAWA AVENUE AND WEST OF THE N. CLOVIS AVENUE ALIGNMENT. DAVID WILLIAMS,

JOHN & TRICIA ZIMMERER, MERRILL MICHAEL, MISHA KAY WIGHT MILLER, AND JON KURISU OWNERS; BONADELLE HOMES, APPLICANT; SCOTT HARBOUR, REPRESENTATIVE.

Upon call, there was no public comment.

John Bonadelle with Bonadelle Neighborhoods presented to Council.

ITEM 17A - CONSIDER APPROVAL - **RES. 24-149**, A RESOLUTION OF THE CITY COUNCIL ADOPTING AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION AND A MITIGATION MONITORING AND REPORTING PROGRAM FOR VESTING TENTATIVE TRACT MAP 6467 AND PLANNED DEVELOPMENT PERMIT 2024-003.

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

ITEM 17B - CONSIDER APPROVAL - **RES. 24-150**, TM6467, A RESOLUTION OF THE CITY COUNCIL APPROVING A VESTING TENTATIVE TRACT MAP FOR A 162-LOT SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT.

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

ITEM 17C - CONSIDER APPROVAL - **RES. 24-151**, PDP2024-003, A RESOLUTION OF THE CITY COUNCIL APPROVING A PLANNED DEVELOPMENT PERMIT FOR A 162-LOT SINGLE-FAMILY RESIDENTIAL DEVELOPMENT.

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

CITY MANAGER COMMENTS – 9:43

None.

COUNCIL COMMENTS – 9:45

It was the consensus of the Council to revisit the change to move the Council meeting day back to Monday and bring it back for further discussion.

CLOSED SESSION – 9:48

Upon call, there was no public comment.

City Attorney Cross identified the matter involves a letter from BIA to the City of Clovis, dated October 23, 2024, regarding a dispute over major water facilities fee.

ITEM 18 - GOVERNMENT CODE SECTION 54956.9(D)(2) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION SIGNIFICANT EXPOSURE TO LITIGATION ONE POTENTIAL CASE

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

No action taken.

ADJOURNMENT

Mayor Mouanoutoua adjourned the meeting of the Council to January 6, 2025.

Meeting adjourned: 10:30 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 6, 2025

SUBJECT: Administration – Adopt - Ord. 24-19, R2024-006, An ordinance of the City Council approving a request to prezone the properties within the annexation area from the Fresno County AE-20 Zone District to the Clovis R-1-PRD Zone District, associated with ±37.92 acres of land located at the southeast corner of the N. Peach Avenue alignment and Behymer Avenue. DeYoung Properties and Gary Yamamoto, owners; DeYoung Properties, applicant; Juli Kutka, representative. (Vote: 5-0)

ATTACHMENTS: None.

This item was approved for introduction on December 16, 2024, with a unanimous vote.

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



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 6, 2025

SUBJECT: Administration – Adopt - Ord. 24-20, R2024-005, An ordinance of the City Council approving a request to prezone property within the annexation area from the Fresno County AE20 Zone District to the Clovis C-1, R-1-PRD, O, and P-C-C Zone Districts, associated with approximately 201 acres on the east side of N. Minnewawa Avenue, between East Behymer and Shepherd Avenues. Multiple, owners; Lennar Homes, applicant; Yamabe & Horn Engineering, Inc., representative. (Vote: 5-0)

ATTACHMENTS: None.

This item was approved for introduction on December 16, 2024, with a unanimous vote.

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



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 6, 2025

SUBJECT: Administration - Receive and File – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2024.

ATTACHMENTS: 1. Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2024.

RECOMMENDATION

That the City Council receive and file the BOOT Second Quarter Report, October through December 2024.

EXECUTIVE SUMMARY

According to the 2024–2025 agreement between the City of Clovis and the Business Organization of Old Town, BOOT is to submit quarterly reports to the City Manager and City Council. The amount to be funded is \$15,000.

BACKGROUND

According to the 2024-2025 agreement between the City of Clovis and the Business Organization of Old Town, BOOT is to submit quarterly reports to the City Manager and City Council detailing the progress of BOOT's promotional and marketing activity. **Attachment 1** is the Second Quarter Report, which includes October through December 2024 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 2024-2025 Budget.

REASON FOR RECOMMENDATION

The attached report meets the requirement established in the 2024-2025 agreement between the City of Clovis and the Business Organization of Old Town.

ACTIONS FOLLOWING APPROVAL

Staff will process payment to BOOT.

CONFLICT OF INTEREST

None.

Prepared by: Shawn Miller, Business Development Manager

Reviewed by: City Manager AA

Boot Quarterly Report: Quarter 2 October 1 – December 31, 2024

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 2024-2025, 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 we will work with them on payment arrangements if necessary
- 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, texting 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 1st Wednesday of every other month.
- Board of Directors meet monthly at Noon, on the 3rd 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 2024 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 2025)

* Dave Shivers, Director at Large (through 2024)

* Julie Glenn, Director at Large (through 2025)

* Tom Frost, Director a Large (through 2024)

* 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 5/3/2024 and ended on 10/25/2024. We had a very busy October; we had our last Friday Night Farmers Market on October 25th which included Trunk or Treat. We revamped our annual Fall Wine Walk and renamed it Walktober Fest as we included beer and wine to the event. It was the most attended event we had between the Craft Beer Crawl and Sping Wine Walk. In addition, we added a new event called Old Town Harvest Car Show. We had 7 weeks to plan it, and it was extremely successful. We had over 200 cars registered and a steady flow of attendees throughout the day. We also had our annual One Enchanted Evening on November 21st. We had Santa Claus, 2 horse drawn horse carriage rides, a classic car show, carolers, Buchanan Jazz Band, cinnamon rolls, handed out 600 light necklaces to light up the streets, 1000 candy canes and a special appearance from Cindy Lou and the Grinch. We continued to have the Horse Drawn Carriage Rides every Friday in December and every weekend through December the 22nd. We are continuing to hold our weekly Saturday morning Farmer's Market with success and growth. We had a holiday advertising budget promoting our theme "The Cheer is Here", shop and stay local, and support small businesses campaign. We had a successful Small Business Saturday the weekend after Thanksgiving.
- 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 quarter's events included the Year-Round Saturday Morning Farmers Market, Friday Night Farmers Market, Old Town Harvest Car Show, Walktober Fest and One Enchanted Evening along with the Horse Drawn Carriage Rides and Old Town Clovis Bucks. We also celebrated our one-year anniversary at our new office on 336 Pollasky.

• **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, its 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.
- All of our insurance is handled by Scott Dority at DiBuduo & DeFendis.

Results:

- Obtained General Liability Policy coverage period April 21, 2024 to April 21, 2025.
- State Fund Compensation Policy renewed for period April 1, 2024 to March 31, 2025.
- Directors and Officers Policy will renew for period August 4, 2024 to August 4, 2025.
- 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 September 2024 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 PBIA:

- 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:**
 - Sierra Nut House
 - Jeb's Blueberry Hill
 - Rocket Fizz
 - Icon Construction
 - **Business Closures within the PBIA**
 - 559 Beer
- **Properties that remain vacant:**
 - 339 Pollasky Avenue, the former Quilters Paradise is sitting still – no activity.
 - Original Madeline's building

Business Organization of Old Town
Profit & Loss
January through September 2024

	Jan - Sep 24
Ordinary Income/Expense	
Income	
City of Clovis / PBIA Funding	60,000.00
Event Income	2,077.18
Farmer's Market	76,221.92
FM Annual Membership	17,400.00
Membership	16,155.00
Merchandise Sales	7,130.50
Merchant Fee	3,100.00
Misc. Income	500.00
Sponsorships	44,620.00
Ticket Sales	68,850.00
Vendor Fees	60,223.92
Interest Income	956.75
Rewards & Rebates	863.32
Total Income	358,098.59
Gross Profit	358,098.59
Expense	
Accounting	649.00
Advertising & Marketing	
Media (Radio, TV)	28,430.00
Signs, Banners, Etc.	16,910.14
Social Media	1,321.26
Website Update	10,667.50
Advertising & Marketing - Other	2,840.19
Total Advertising & Marketing	60,169.09
Auto Expense	2,712.12
Bad Debt	250.00
Bank Fees	103.29
Bucks Merchant Pmts (OTC & Res)	3,575.00
Business License & Taxes	2,539.05
Computer Software	2,310.00
Depreciation	827.28
Donations	7,600.00
Dues & Subscriptions	6,707.69
Entertainment	10,900.00
Equipment Rentals	8,671.96
Fuel	1,134.32
Health Insurance	2,352.43
Insurance	11,438.13
Interest Expense	22.70
Legal & Professional Fees	32,187.87
Meals	337.32
Members Meetings	1,047.75
Merchandise Expense	6,029.67
Merchant Fees	8,281.31
Misc. Expense	403.50
Office Supplies	7,993.49
Outside Services	5,944.40
Payroll Fees	1,699.00
Penalties	11.66
Postage	255.33
Reimbursements	
Health Insurance Rei	400.00
Total Reimbursements	400.00
Rent	
ROU Lease Expense	32,400.00
Rent - Other	2,400.00
Total Rent	34,800.00

No assurance is provided on these financial statements.

Business Organization of Old Town
Profit & Loss
 January through September 2024

	Jan - Sep 24
Salaries & Wages	119,774.44
Security	6,716.00
Supplies	11,569.25
Supplies - De minimus	3,497.60
Taxes - Payroll	11,832.66
Telephone	5,134.48
Utilities	4,920.33
Website Maintenance	925.00
Total Expense	385,723.12
Net Ordinary Income	-27,624.53
Net Income	-27,624.53

No assurance is provided on these financial statements.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 6, 2025

SUBJECT: Administration – Approval - 2025 Street Closure Requests; and Approval – Res. 25-___, Declaring Certain Events as Old Town Special Events and Setting Precise Boundaries for Those Old Town Special Events.

ATTACHMENTS: 1. Resolution 25-___
2. Letter to PBIA
3. Summary of Old Town Special Events Ordinance

RECOMMENDATION

That the City Council approve the requests from various community organizations for street closures in the City of Clovis for the calendar year 2025; and approve Res. 25-___, declaring certain events as Old Town Special Events and setting precise boundaries for those Old Town Special Events.

EXECUTIVE SUMMARY

Staff requests street closure simultaneously, and in advance, to allow for proper event planning. A resolution (**Attachment 1**) is required by Ordinance 00-03, adopted January 10, 2000, declaring certain events as Old Town Special Events and the setting of precise boundaries. Requests for street closure are attached.

BACKGROUND

Attached is a matrix of the events (**Attachment A of Attachment 1**), sponsored by BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, California Classic Weekend, Grill Masters, Clovis Senior Activity Center, and Hot Rods Fresno for closure of streets in Clovis during the calendar year 2025. Each activity has a unique street closure request. The boundaries and time of street closure remain the same as 2024 for all returning events. A letter was sent to Old Town merchants and property owners on December 10, 2024 (**Attachment 2**), soliciting comments/concerns regarding the 2025 street closures. Staff has received no comments or concerns on these events.

The Old Town Special Events Ordinance was adopted by Council on January 10, 2000, and provides guidelines for the operation of Old Town Special Events. A summary of the Old Town Special Events Ordinance is attached (**Attachment 3**). A resolution (**Attachment 1**) is required

by Ordinance 00-03, adopted January 10, 2000, declaring certain events as Old Town Special Events and the setting of precise boundaries.

Additionally, staff requests the ability to implement street closures at Centennial Plaza, Clovis Veterans Memorial District (CVMD), and Dry Creek Industrial Park with less than 60-day lead time. If approved, this method of processing street closure request(s) will require staff review; Special Event Committee Review; written notification distribution to all residents, property owners, and business operators who may be affected by the street closure/event – giving them ten calendar days to respond; Traffic control plan; ABC license application (if necessary); insurance documents; and appropriate permit applications. Like all other street closure requests, staff will continue to work with neighbors and applicant to assure a safe and successful event.

FISCAL IMPACT

The City of Clovis is positively impacted by the proposed events. Local businesses benefit from large numbers of people visiting their neighborhood and the City of Clovis benefits from the increased tax revenue.

Some events require additional City services. Per Council's decision of November 16, 2009, and starting July 1, 2010, the City of Clovis will help offset the costs of certain events. These include, and are limited to: Big Hat Days, Clovis Rodeo Parade, Farmers Market, Freedom Fest, Clovis Fest, Antique and Collectible Fair, and Children's Electric Christmas Parade.

REASON FOR RECOMMENDATION

In previous years, more than 500,000 people have attended the various events held in Clovis annually, many of whom have returned to Clovis to patronize local businesses. In the past, applicants requested street closures to hold events in Old Town on an individual basis, prior to the event. There have been several occasions where the requests were not processed in time to allow for proper planning from the City's perspective. Therefore, staff is requesting street closure simultaneously for all the special events to ensure adequate time for event planning.

ACTIONS FOLLOWING APPROVAL

1. Staff will notify all applicants of Council's decision.
2. Staff will work with all applicants to ensure that the sponsors provide security and cleanup of the events on an individual basis.

CONFLICT OF INTEREST

None.

Prepared by: Shawn Miller, Business Development Manager

Reviewed by: City Manager AH

RESOLUTION 25-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS DECLARING CERTAIN EVENTS AS OLD TOWN SPECIAL EVENTS

WHEREAS, BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, Clovis Veterans Memorial District, California Classic Weekend, Grill Masters, Clovis Senior Activity Center, and Hot Rods Fresno have requested public street closures in the City of Clovis for the 2025 calendar year to conduct such special events as listed in 2025 City of Clovis Special Events Request for Old Town Street Closures; and

WHEREAS, the special events sponsored by BOOT, Clovis Chamber of Commerce, Clovis Elks Lodge, Clovis Rodeo Association, Old Town Clovis Kiwanis, Clovis Veterans Memorial District, California Classic Weekend, Grill Masters, Clovis Senior Activity Center, and Hot Rods Fresno shall be declared Old Town Special Events; and

WHEREAS, the City Council of the City of Clovis approves and authorizes the closure of public streets to be used for the special events listed in **Attachment A**.

NOW, THEREFORE BE IT RESOLVED that the City of Clovis hereby declares that the events as described in the 2025 City of Clovis Special Events Request for Old Town Street Closures be declared as Old Town Special Events.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 6, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 6, 2025

Mayor

City Clerk

**2025 CITY OF CLOVIS SPECIAL EVENTS
REQUEST FOR OLD TOWN STREET CLOSURES**

AGENDA ITEM NO. 6.

DATE	TIME	EVENT	SPONSOR	STREETS
Every Saturday	7 AM to 12:30 PM	Year Round Farmers Mkt	BOOT	Pollasky (5 th to 7 th); Bullard (Woodworth to Pollasky)
March 16 (Sunday)	12 PM to 10 PM	Craft Beer Crawl	BOOT	Pollasky (4 th to 7 th) Fifth Street to remain open
March 30 (Sunday)	2 AM to 8 PM	Vintage Market	BOOT	Pollasky (3 rd to 7 th); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
April 5 & 6 (Sat.& Sun.)	Sat @ 3 AM to Sun @ 11:45 PM	Big Hat Days	Chamber of Commerce	Parking lots #1, #2, & #3. Pollasky (3 rd to 9 th); Bullard (Dewitt to Clovis); 4 th (Clovis to Woodworth); 7 th (Clovis to Woodworth); Woodworth (5 th to 7 th); 8 th (Clovis to Woodworth); 5 th (Clovis to Woodworth) 5AM – 9PM each day only. Set-up will take place on Friday, April 6 on 4 th starting at 3PM and on Bullard (Woodworth to Pollasky) starting at 8PM.
April 12 (Saturday)	5 AM to 5 PM	Water Tower Car Show	Hot Rods Fresno	Pollasky (3 rd to 8 th); Parking Lot #1; 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky)
April 26 (Saturday)	8 AM to 12 PM	Rodeo Parade	Rodeo Association	Clovis (3 rd to Barstow); Pollasky (3 rd to Barstow); 3 rd , 4 th , 5 th , Bullard, 7 th , 8 th , 9 th , 10 th , Lincoln, Barstow (Pollasky to Clovis); J efferson (Clovis to Brookhaven); San J ose (Cole to Railroad); Railroad (J efferson to San J ose).
May 3 thru Sep 26 (Friday Nights)	4:00 PM to 11:00 PM	Friday Night Farmer's Market	BOOT	Pollasky (3 rd to 7 th); 5 th OPEN; Bullard (Pollasky to Woodworth); 4 th (Woodworth to Pollasky/Clovis alley).
May 3 (Saturday)	3:30 PM to 10 PM	Old Town Wine Walk	BOOT	Pollasky (4 th to 5 th).
May 17 (Saturday)	5 AM to 5 PM	Old Town Motorama	BOOT	Pollasky (3 rd to 8 th); Parking Lot #1; 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky)
May 24 (Saturday)	6 AM to NOON	Memorial 5K	CSAC	Various Streets
May 25 (Sunday)	2 AM to 8 PM	Glorious Junk Days	BOOT	Pollasky (3 rd to 7 th); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
June 14 (Saturday)	10:30 AM to 1:30 PM	Flag Day Observation	Clovis Elks Lodge	Pollasky (5 th to 7 th); Bullard (Woodworth to Pollasky).
August 9 (Saturday)	Sat: 5 AM to 3 PM	Hot August Daze	Clovis Elks Lodge	Woodworth (Bullard to 5 th), Parking Lot #3).
September 21 (Sunday)	2 AM to 8 PM	Glorious Junk Days	BOOT	Pollasky (3 rd to 7 th); 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky).
September 27 & 28 (Sat.& Sun.)	Sat @ 3 AM to Sun @ 11:45 PM	Clovis Fest	Chamber of Commerce	Parking lots #1, #2, & #3. Pollasky (3 rd to 8 th); Bullard (Dewitt to Clovis); 4 th (Clovis to Woodworth); 7 th (Clovis to Woodworth); Woodworth (5 th to 7 th); 8 th (Clovis to Woodworth); 5 th (Clovis to Woodworth) 5AM – 9PM each day only. Set-up will take place on Friday, October 26 on 4 th starting at 3PM and on Bullard (Woodworth to Pollasky) starting at 8PM.
October 18 (Saturday)	3:30 PM to 10 PM	Walk-Tober Fest	BOOT	Pollasky (4 th to 5 th).
October 24 (Friday)	4 PM to 11 PM	O.T. Trunk or Treat	BOOT	Pollasky (3 rd to 7 th); 5 th OPEN; Bullard (Pollasky to Woodworth); 4 th (Woodworth to Pollasky/Clovis alley).
October 26 (Sunday)		OT Harvest Car Show	BOOT	Pollasky (3 rd to 8 th); Parking Lot #1; 4 th (Woodworth to Clovis); 5 th (Woodworth to Clovis); Bullard (Woodworth to Pollasky)
November 2 (Sunday)	6 AM to 11 AM	2 Cities Marathon	Cal Classic	Various Old Town Streets
November 8 (Saturday)	10 AM to 3 PM	BBQ Contest	Grill Masters	Parking Lot @ Elks Lodge; Woodworth (Bullard to Fifth); Bullard (east of Woodworth to alley)
November 20 (Thursday)	4 PM to 9 PM	One Enchanted Evening	BOOT	Pollasky (3 rd to 7 th); 5 th OPEN; 4 th (Clovis to Woodworth); Bullard (Pollasky to Woodworth). Fifth street to remain open.
November 27 (Thursday)	7 AM to 9:30 AM	Turkey Run	Cal Classic	Various Streets
December 6 (Saturday)	5 PM to 8 PM	Children's Electric Christmas Parade		Ave. (3 rd to 9 th); Pollasky (3 rd to 9 th); 3 rd , 4 th , 5 th , 7 th Bullard, 8 th (Pollasky to Clovis)



CITY *of* CLOVIS

1033 FIFTH STREET • CLOVIS, CA 93612

December 10, 2024

Subject: 2025 Old Town Street Closures

Dear Old Town Merchant, Resident and/or Property Owner:

Attached is a list of requested street closures for calendar year 2025.

Please review this list and forward any concerns in writing to my attention by noon, Monday, December 23, 2024. The Clovis City Council will consider these requests in January.

If you have any questions or need further information, Please feel free to contact me at 324-2083, or by email at shawnm@cityofclovis.com.

Sincerely,

Shawn A. Miller, Business Development Manager
City of Clovis

Chapter 5.20 OLD TOWN SPECIAL EVENTS

Sections:

- 5.20.01 Findings and declaration of intent.
- 5.20.02 Purpose.
- 5.20.03 Old Town Special Event.
- 5.20.04 Permit required.
- 5.20.05 Waiver of time requirements.
- 5.20.06 Management.
- 5.20.07 Minimum requirements.
- 5.20.08 Cost of special event.
- 5.20.09 Permit to sell.
- 5.20.10 Peddlers and itinerant vendors.
- 5.20.11 Sidewalks.
- 5.20.12 Parades.
- 5.20.13 Interference.
- 5.20.14 Violations.
- 5.20.15 Appeal of the denial or suspension of a seller permit.
- 5.20.16 Other rules and regulations: Applicability of chapter.
- 5.20.17 Compatibility with state and federal laws and Constitutions.
- 5.20.18 Severability.

5.20.01 Findings and declaration of intent.

The City Council finds and declares that it has historically closed City streets in portions of the downtown area, commonly referred to as Old Town Clovis, for the purpose of assisting certain community and regional events benefitting Old Town Clovis, the community at large and non-profit business organizations operating in the City. Control over the operation of these community and regional events has traditionally been turned over to the entity sponsoring the event. The City Council finds and declares that there is a need to provide written guidelines and regulations on how these Old Town community and regional events shall operate. In enacting this chapter, it is not the intent of the Council to declare all events held in Old Town Clovis a declared "Old Town Special Event." Events not declared "Old Town Special Events" shall be subject to other applicable City ordinances. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.02 Purpose.

The purposes of this chapter are as follows:

- (a) To establish a legal framework for the operation of Old Town Special Events;
- (b) To set forth minimal requirements for sponsors of Old Town Special Events;
- (c) To meet the need for order and control during Old Town Special Events;
- (d) To ensure that the theme or character of the Old Town Special Event is maintained, and that the use of public property is compatible with the Old Town Special Event. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.03 Old Town Special Event

- a) "Old Town Special Event" means any outdoor public event utilizing public areas, including streets and parking lots temporarily closed by the City Council, in the vicinity of Old Town Clovis, and which event has been declared an Old Town Special Event by resolution of the City Council. The outside maximum boundaries for a declared Old Town Special Event shall consist of the eastern line of the Clovis Old Town Trail (former railroad right-of-way corridor), the southern line of Barstow Avenue, the western line of Woodworth Avenue, and the northern line of Second Avenue.

Old Town Special Events include, but are not limited to, the following:

- (1) Farmers' Market, generally held from May to September;

- (2) Antique and Collectible Fair, generally held several times a year;
- (3) Clovisfest Musicale, generally held in September;
- (4) Big Hat Days, generally held in April;
- (5) Children's Christmas Parade, generally held in December.
- b) Any person seeking to have a public event declared an Old Town Special Event shall seek a declaration from the City Council at least ninety (90) days prior to the event. If a street closure is required in connection with the proposed Old Town Special Event, such request shall be made at the same time.
- c) The declaration of the City Council shall establish the precise boundaries of the Old Town Special Event and designate an event sponsor.
- d) The City Council may by resolution delegate the authority to declare an Old Town Special Event, and to temporarily close City streets in connection therewith, to the City Manager and the City Manager's designee. (§ 1, Ord. 00-03, eff. February 17, 2000)

5.20.04 Permit required.

- a) The sponsor (event sponsor) of an Old Town Special Event shall obtain an Old Town Special Event permit from the City Clerk.
- b) Application for the permit shall be made not less than sixty (60) days prior to the event and shall contain the information required by the City Clerk. The application shall also be accompanied by a street plan showing the proposed location of planned activities and vendor booths.
- c) Upon receipt of an application, the City Clerk shall circulate the application to the following departments for comments and approval: Police Department, Fire Department, Planning and Development Services Department, Public Works Department, and Risk Management Department. These departments may impose terms and conditions upon the Old Town Special Event permit and issuance and approval of the permit is conditioned upon compliance with the required conditions. At a minimum, the permit shall include conditions for holding the City harmless, maintaining minimum limits of liability insurance in accordance with City standards, providing security and traffic control, providing adequate restroom and sanitation facilities, and paying for the cost of City services.
- d) The Old Town Special Event permit may be revoked for noncompliance with the conditions of the permit and the provisions of this chapter. Revocation may be made by the City Manager, the Chief of Police, or their designees. If the grounds for revocation occur during the Old Town Special Event, the City Manager, the Chief of Police, or their designee, shall first advise the event sponsor of the grounds for revocation and provide an opportunity to correct the same.
- e) The Old Town Special Event permit may also be revoked during the event if fire or another emergency requires the event to be terminated to protect the public safety. When the Old Town Special Event permit is revoked for this reason, all event participants must immediately comply with instructions from any City Police Officer or Fire Department personnel. (§ 1, Ord. 00-02 eff. February 17, 2000)

5.20.05 Waiver of time requirements.

The time limits for declaring an Old Town Special Event and processing an Old Town Special Event Permit under this chapter may be waived when in the opinion of the decision maker, and for good cause, a lesser time is sufficient to process the request. Good cause shall exist if the event sponsor could not reasonably have anticipated and planned for the event prior to the required time limit. For example, where the proposed event first came to the event sponsor's attention 30 days prior to the event date. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.06 Management.

Subject to the minimum requirements set forth in Section 5.20.07, the event sponsor shall:

- a) Promulgate rules and regulations for the Old Town Special Event, including rules and regulations to maintain the theme or character of the Old Town Special Event. A copy of the rules and regulations shall be submitted to the City Clerk not less than thirty (30) calendar days prior to the Old Town Special Event;
- b) Have control over the terms and conditions under which persons chosen to provide vending services will operate at a declared Old Town Special Event including, but not limited to, products sold, hours of sale, fees, vendor locations and issuance of seller permits;
- c) Take any other actions which are necessary for the efficient management and operation of the Old Town Special Event. (§ 1, Ord. 00-02 eff. February 17, 2000)

5.20.07 Minimum requirements.

- a) The event sponsor shall abide by the following minimum requirements:
 - (1) Maintain openings between vendor booths of sizes, and at locations and distances, required by the City. The required openings shall be specified in the terms and conditions of the Old Town Special Event permit and be identified on the event sponsor's street plan;
 - (2) Not use any permanent or semi-permanent paint or other markers to delineate or mark the location or other direction on any public street, sidewalk, alley or parking lot;
 - (3) Not discriminate in the selection of any vendor on the basis of race, color, religion, sex, national origin or familial association;
 - (4) Require that all vendors obtain and display all appropriate permits, licenses and certificates, and comply with all applicable federal, state and local laws, ordinances and regulations.
 - (5) Require that vendors maintain their spaces in a clean and sanitary condition, including the removal of containers, waste and trimmings before leaving the area;
 - (6) Require that vendors take sufficient measures to keep the City storm drain system free from contamination, and require that food vendors take special precaution to keep grease and other waste products off all public streets, sidewalks, alleys and parking lots;
 - (7) Provide on-site personnel who can be contacted by appropriate City officials for immediate corrective action either for noncompliance with this chapter or the permit conditions, for emergencies, or for actions deemed necessary by the City official. Such personnel shall be equipped with appropriate means of communication to be made known to the City by the event sponsor prior to the event;
 - (8) Distribute the rules and regulations to each person participating in the Old Town Special Event.
- b) These minimum requirements shall be deemed a part of the permit conditions and may be supplemented by resolution of the City Council. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.08 Cost of special event.

- a) The event sponsor will be responsible for the costs associated with the Old Town Special Event, including, but not limited to:
 - (1) The cost of City services related to the Old Town Special Event;
 - (2) The cost to repair any damage caused to any public property and rights-of-way, including landscaping.

- b) The event sponsor may apply to the City Council for cooperation in presenting an Old Town Special Event and request financial assistance for some or all of the costs of City services related to the Old Town Special Event. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.09 Permit to sell.

- a) No person shall sell or offer to sell any item at the Old Town Special Event except under the authority of a valid permit approved by the event sponsor.
- b) The event sponsor shall designate a person or persons responsible for issuing permits to sell.
- c) Permits to sell (seller's permit) shall give a seller the privilege of selling at the Old Town Special Event only if the following conditions are met:
 - (1) The seller properly files an application for a permit to sell at the Old Town Special Event with the event sponsor;
 - (2) The seller complies with all federal, state and local laws and regulations relating to the Old Town Special Event, including the rules and regulations of the event sponsor;
 - (3) The seller obtains all required permits, licenses and certificates;
 - (4) The seller pays all required fees to the appropriate authorities, including any fees due the event sponsor;
 - (5) The seller grants permission to the event sponsor, or an authorized representative, to enter the seller's premises for the reasonable inspection of land, facilities and records, in order to determine whether the seller is in compliance with the permit conditions, the rules and regulations of the event sponsor and the terms of this chapter.
- d) A seller's permit shall not be required for existing businesses selling merchandise from their stores, or on the sidewalk in front of their stores in accordance with Section 5.20.11.
- e) Whenever the event sponsor in good faith believes that a vendor has violated the conditions of the seller's permit, the event sponsor may immediately suspend the seller's permit.
- f) Vendors shall have an opportunity to appeal the denial or suspension of a seller's permit as set forth in Section 5.20.15. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.10 Peddlers and itinerant vendors.

- a) All approved peddler and itinerant vendor permits and licenses shall be deemed suspended for the duration of any declared Old Town Special Event. All permit- and license-holders shall be notified of this provision.
- b) No person holding a peddler or itinerant vendor permit or license shall sell merchandise within the designated Old Town Special Event area for the duration of any declared Old Town Special Event unless the holder of the peddler or itinerant vendor permit or license has a written agreement with the event sponsor to participate in the Old Town Special Event, or otherwise has a seller's permit from the event sponsor.
- c) The event sponsor shall allow existing peddler and itinerant vendor permit- and license-holders the same opportunity to participate in a declared Old Town Special Event as the event sponsor offers to other vendors. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.11 Sidewalks.

When City streets are closed in connection with any declared Old Town Special Event, City sidewalks shall be considered part of the declared Old Town Special Event but shall not be considered part of the street closure. Sidewalk use during Old Town Special

Events for other than pedestrian traffic shall require the obtainment of a sidewalk permit from the Planning and Development Services Department, and shall be subject to the conditions set forth in the sidewalk permit. The conditions shall, at a minimum:

- a) Set forth what merchandise may be sold or distributed from the sidewalk, which shall be limited to that merchandise ordinary sold by the business seeking the permit;
- b) Require the permittee to hold the City harmless and maintain liability insurance;
- c) Require the permittee to maintain a minimum of forty-eight (48") cubes unobstructed walkway width for pedestrian and fire access at all times along the sidewalks. In addition, when the business is open to the public, require the permittee to maintain a minimum of forty-eight (48") unobstructed walkway width for pedestrian and fire access from the front door of the business to the street curb. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.12 Parades.

Any person or organization desiring to have a parade in connection with an Old Town Special Event shall comply with Chapter 5.14 of the Municipal Code in addition to the provisions of this chapter. (§ 1, Ord. 00-02, eff. February 16, 2000)

5.20.13 Interference.

- a) It shall be unlawful for any person to interfere with, disrupt or impede a permitted Old Town Special Event.
- b) It shall also be unlawful for a person to put up any booth, table, chair, stool, structure, vehicle, or piece of equipment in any public area located within a designated Old Town Special Event area for which an event sponsor has been issued a permit without the consent of the event sponsor.
- c) This section shall not apply to persons acting under the direction or control of the City. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.14 Violations.

- a) Any person who violates the provisions of this chapter shall be deemed guilty of either a misdemeanor or an infraction, in accordance with Section 1.2.01 of the Clovis Municipal Code. In addition, civil penalties of One Hundred and no/100ths (\$100.00) Dollars for a first violation and up to One Thousand and no/100ths (\$1,000.00) Dollars for subsequent violations may be imposed.
- b) Every day that any such violation continues shall constitute a separate offense.
- c) In addition to subsection (a), the event sponsor is authorized to take civil action to enforce the requirements of this chapter, and the rules and regulations established by the event sponsor.
- d) The remedies provided herein shall not be exclusive, and the violation of any provision of this chapter shall be subject to other remedies as may be provided by law. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.15 Appeal of the denial or suspension of a seller permit.

After the denial or suspension of a seller's permit, the event sponsor shall allow the vendor an opportunity for an appeal hearing before the event sponsor's governing board, or if no governing board, the person with the highest decision making authority, to determine if the permit shall be issued, further suspended, reinstated or revoked for repeated violations. The hearing shall be held within a reasonable time, depending upon the date and duration of the Old Town Special Event, but in no event later than thirty-five (35) days. The event sponsor shall establish procedures for the conduct of the hearing. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.16 Other rules and regulations: Applicability of chapter.

- a) Unless directly in conflict with this chapter, the event sponsor shall comply with all other applicable city ordinances, resolutions, policies, rules and regulations.
- b) This chapter is intended to apply to declared Old Town Special Events. If an event is not a declared Old Town Special Event, this chapter shall not apply. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.17 Compatibility with state and federal laws and Constitutions.

It is the intention of the City Council and the people of the City of Clovis that this chapter shall be interpreted in a manner compatible with the State of California Constitution and the United States Constitution and the laws of the State of California and the United States. (§ 1, Ord. 00-02, eff. February 17, 2000)

5.20.18 Severability.

If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be unconstitutional or invalid, that holding shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have passed this chapter and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, sentences, clauses or phrases might be declared unconstitutional or invalid. (§ 1, Ord. 00-02, eff. February 17, 2000)



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: January 6, 2025

SUBJECT: Finance – Receive and File – Status Report of Development Fee Funds for the fiscal year ended June 30, 2024.

ATTACHMENTS: None.

RECOMMENDATION

That the Council receive and file the report on the status of the development fee funds.

EXECUTIVE SUMMARY

State law (Government Code Section 66006) requires that local agencies shall make available to the public certain information relative to development impact fees.

BACKGROUND

Per law, the City is providing account information relative to development impact fees. This information includes the following:

1. A description of the fee.
2. The amount of the fee.
3. The beginning and ending balance of the fee account.
4. The amount of the fee collected and interest earned.
5. Identification of the public improvements for which the fee was expended, the amount of the expenditure and the percentage funded by the fee.
6. The date by which construction will begin if sufficient funds are available.
7. A description of each fund transfer or loan from the account.
8. The amount of refunds made of unexpended funds once all projects for which the fee was imposed are complete.

The City of Clovis has established the following development fees that are collected at various stages of the development process:

1. Sewer Major Facilities Fee
2. Sewer Oversize Fee
3. Sewer Front Footage Fee
4. Water Major Facilities Fee

5. Water Oversize Fee
6. Water Front Footage Fee
7. Water Supply Fee
8. Community Sanitation Fee
9. Park Acquisition and Development Fee
10. Major Street Fees
 - Outside Travel Lane Fee
 - Center Travel Lane Fee
 - Traffic Signal Fee
 - Bridge Fee
 - Utility Undergrounding Fee
11. Street Fee Administration Charge
12. Developer Fee Administration Charge
13. Fire Department Fee
14. Police Department Fee
15. Library Facilities Fee

The following is the required information provided for each of the above fees for fiscal year 2023-24:

1. **Sewer Major Facilities Fee:** The Sewer Major Facilities Fee is for the construction of the Clovis Sewage Treatment Water Reuse Facility (STWRF) and the capital improvement costs required for upgrading of the Regional Sewer Treatment Plant, as well as debt service payments related to the bond issues to construct the improvements. The fee for 2023-24 was \$9,584 per equivalent dwelling unit (EDU). Most of these funds are committed to repayment of Sewer Bonds.

Beginning Balance 2023-24	\$6,193,861
Plus: Fee Revenue	4,084,102
Interest	199,445
Less: Expenditures	6,468,614
Transfers out: Debt Service	430,000
Transfers out: Projects	<u>270,000</u>
Ending Balance 2023-24	\$3,308,794

2. **Sewer Oversize Fee:** The Sewer Oversize Fee is for sewer mains greater than 8" in diameter, and/or mains 8" in diameter or greater that are installed deeper than 8', to provide adequate capacity for future development. The fee for 2023-24 was \$1,114 per gross acre. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2023-24	\$271,096
Plus: Fee Revenue	34,427
Less: Expenditures	<u>0</u>
Ending Balance 2023-24	\$305,523

3. **Sewer Front Footage Fee:** The Sewer Front Footage Fee is for the reimbursement of sewer mains previously installed. The fee for 2023-24 was \$32.05 per linear foot. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2023-24	\$1,958,370
Plus: Fee Revenue	64,252
Less: Expenditures	<u>0</u>
Ending Balance 2023-24	\$2,022,622

4. **Water Major Facilities Fee:** The Water Major Facilities Fee is for the construction of water wells, well site acquisitions, well head treatment, auxiliary power systems, reservoirs, surface-water treatment facilities, and debt service payments related to bond issues to construct the improvements. The fee for 2023-24 was \$5,987 per unit. The transfer in from the Water Enterprise represents the Enterprise customers' share of debt service on the surface water treatment plant.

Beginning Balance 2023-24	\$11,680,229
Plus: Fee Revenue	3,107,683
Interest	370,943
Transfers In: Debt Service	750,000
Less: Expenditures	<u>5,906,729</u>
Ending Balance 2023-24	\$10,002,126

5. **Water Oversize Fee:** The Water Oversize Fee is to provide reimbursement for the oversize cost increment of water mains 12" in diameter or greater than must be installed to insure adequate pressure and volume throughout the system. The fee for 2023-24 was \$1,682 per gross acre. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2023-24	\$1,059,692
Plus: Revenue	70,263
Less: Expenditures	<u>0</u>
Ending Balance 2023-24	\$1,129,955

6. **Water Front Footage Fee:** The Water Front Footage Fee is for reimbursement of water mains previously installed. The fee for 2023-24 was \$27.40 per linear foot. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2023-24	\$2,868,441
Plus: Revenue	55,786

Less: Expenditures	<u>0</u>
Ending Balance 2023-24	\$2,924,227

7. **Water Supply Fee:** The Water Supply Fee pays for the cost to acquire additional water supply for properties with development intensities that will exceed the current water entitlement. For properties within the Fresno Irrigation District (FID), the entitlement is 2.1 acre-feet/year. The current cost to acquire annual water supply is \$5,550 per acre-foot.

Beginning Balance 2023-24	\$0
Plus: Revenue	609,153

Less: Expenditures	<u>609,153</u>
Ending Balance 2023-24	\$0

8. **Community Sanitation Fee:** The Community Sanitation Fee is for the purchase of toters, commercial bins, disposal trucks, and street sweeping equipment. The fee for 2023-24 was \$509 per EDU for single family and \$412 per EDU for multi-family, commercial, and churches. The fee is transferred to the Refuse Enterprise as purchases are made.

Beginning Balance 2023-24	\$2,409,633
Plus: Revenue	176,300
Interest	77,784

Less: Expenditures	606
Transfers Out: Operating	<u>150,000</u>
Ending Balance 2023-24	\$2,513,111

9. **Park Acquisition and Development Fee:** The Park Acquisition and Development Fee is for the purchase of parkland and the construction of improvements for regional and community parks. The fee for 2023-24 was \$5,662 per EDU.

Beginning Balance 2023-24	\$10,973,945
Plus: Revenue - Fees	993,102
Interest	281,050
Other-Grants	693,877
Transfers In: Projects	0

Less: Expenditures	5,219,751
Transfers Out: Operating	<u>1,814,000</u>
Ending Balance 2023-24	\$5,908,223

- 10. Major Street Fees:** The Street fees include fees for center travel lane improvements, outside travel lane improvements, construction of bridges, construction of traffic signals, under-grounding of utilities, quad intersections, and administration. The fees are specific to certain areas within the City based on the infrastructure requirements and development characteristics of the areas.

Outside Travel Lane Fee: The fee is to reimburse developers for Outside Travel Lane improvements that were constructed with their project in excess of the development's proportionate share.

Center Travel Lane Fee: The fee is to reimburse developers for Center Travel Lane improvements that were constructed with their project, in excess of the development's proportionate share.

Traffic Signal Fee: The fee is for the reimbursement for the cost to install traffic signals either by the City or developers in excess of the development's proportionate share.

Bridge Fee: The fee is for the reimbursement for the cost to construct bridges and culverts either by the City or developers in excess of the development's proportionate share.

Utility Undergrounding Fee: The fee provides a funding source for the City to underground existing overhead utilities or to reimburse developers for the undergrounding of existing overhead utilities in excess of the development's proportionate share. Under-grounding of existing overhead utilities includes the undergrounding along certain arterial and collector streets.

Beginning Balance 2023-24	\$23,213,673
Plus: Revenue	3,665,741
Less: Expenditures	<u>42,000</u>
Ending Balance 2023-24	\$26,837,414

- 11. Street Fee Administration Charge:** Administrative charges for the administrative work performed by the City staff to collect, track, and reimburse the street fees program and has come from interest earnings. Interest earnings has also covered applicable interest charges on developer's reimbursement requests. The fee for 2023-24 is 1.5% of all street fees collected. To close the Street Fee Administration Charge account, the entire balance was transferred to the Developer Fee Administration Charge account.

Beginning Balance 2023-24	\$507,568
Adjustment to Beginning Balance	(199,249)
Plus: Revenue – Fees	0
Interest	1,595,362

Less: Expenditures	67,758
Transfers Out	<u>1,835,923</u>
Ending Balance 2023-24	\$0

- 12. Developer Fee Administration Charge:** Administrative charges for the administrative work performed by the City staff to collect, track, and reimburse the developer fees program and has come from interest earnings. Interest earnings has also covered applicable interest charges on developer's reimbursement requests. The fee for 2023-24 is 1.5% of all developer fees collected. To close the Street Fee Administration Charge account, the entire balance was transferred to the Developer Fee Administration Charge account.

Beginning Balance 2023-24	\$0
Adjustment to Beginning Balance	1,672,651
Plus: Revenue – Fees	216,551
Transfers In	<u>1,835,923</u>

Less: Expenditures	<u>459,200</u>
Ending Balance 2023-24	\$3,265,925

- 13. Fire Department Fee:** The Fire Department Fee was established in June 1997 to construct, equip and furnish fire stations. The fee for 2023-24 was \$2,075 per EDU.

Beginning Balance 2023-24	\$3,704,865
Plus: Revenue	613,764

Less: Expenditures	<u>1,012,750</u>
Ending Balance 2023-24	\$3,305,879

- 14. Police Department Fee:** The Police Department Fee was established in May 2000 for development to contribute to providing police equipment and facilities as community growth requires. The fee for 2023-24 was \$1,457 per EDU.

Beginning Balance 2023-24	\$3,007,266
Plus: Revenue	457,664

Less: Expenditures	<u>0</u>
Ending Balance 2023-24	\$3,464,930

- 15. Library Facilities Fee:** The Library Facilities Fee was established in April 2008 to provide a portion of the funding needed to provide library facilities within the City of Clovis. The fee for 2023-24 was \$760 per unit for single-family and \$621 per unit for multi-family and assisted living/group homes.

Beginning Balance 2023-24	\$1,081,655
Plus: Revenue	234,909

Less: Expenditures	<u>0</u>
Ending Balance 2023-24	\$1,316,564

FISCAL IMPACT

This report provides a status of the development fees charged by the City. It provides an indication of available balances for projects or reimbursements where applicable.

REASON FOR RECOMMENDATION

The fiscal report is for information only and no action is required.

ACTIONS FOLLOWING APPROVAL

Copies of the report will be made available to any member of the public who requests a copy.

CONFLICT OF INTEREST

None.

Prepared by: Jay Schengel, Finance Director

Reviewed by: City Manager AA



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: January 6, 2025

SUBJECT: General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Terra Anderson.

ATTACHMENTS: None.

RECOMMENDATION

Reject the General Liability Claim filed on behalf of Terra Anderson.

EXECUTIVE SUMMARY

On behalf of Terra Anderson (claimant), the City received a general liability claim on December 12, 2024, alleging the Clovis Police department mishandled the death investigation of her deceased daughter and failed to provide her with critical information regarding the investigation. Ms. Anderson claims that she sustained severe emotional distress, incurred substantial costs in attempting to investigate the circumstances, and seeks punitive damages. It is recommended that the City reject the claim at this time, send notice of rejection, and refer the matter to the City's third-party administrator for liability claims for further investigation and handling.

BACKGROUND

On December 12, 2024, a general liability claim was received by the City of Clovis on behalf of Terra Anderson by The Law Offices of James L. Arrasmith. The claim was considered legally sufficient and timely. The claim alleges that the Clovis Police Department responded to a 911 call and deemed the death of Ms. Anderson's daughter a suicide without proper investigation. The claim further alleges the police department failed to release critical information surrounding the facts of the investigation, mishandled the death investigation, and made various contradictory statements about the status of the investigation.

The claimant seeks damages for severe emotional distress, cost of investigation and travel, statutory penalties under the California Public Records Act, attorney fees, and punitive damages. The claim has been filed as a "civil unlimited case".

FISCAL IMPACT

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

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

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

CONFLICT OF INTEREST

None.

Prepared by: Charles W. Johnson, Management Analyst

Reviewed by: City Manager AH



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: January 6, 2025

SUBJECT: General Services – Approval – Res. 25-____, Authorizing Amendments to the Principal Account Clerk, Principal Office Assistant, and Senior Accounting Systems Technician Classifications within the Finance Department.

ATTACHMENTS: 1. Resolution 25-____ Classification Plan

RECOMMENDATION

For City Council to approve a resolution authorizing amendments to the Principal Account Clerk, Principal Office Assistant, and Senior Accounting Systems Technician Classifications in the Finance Department.

EXECUTIVE SUMMARY

Senate Bill 1100 amends the California Fair Housing Act (FEHA), making it an unlawful employment practice for employers to include a requirement in job advertisements, postings, applications, or other materials that an applicant must possess a driver's license, unless driving is a reasonable expectation for one of the job functions. Three job classifications have been identified as needing a revision to the driver's license requirement. The classifications include the Principal Account Clerk, Principal Office Assistant, and Senior Accounting Systems Technician. Modification of the City's Classification Plan require City Council's approval.

BACKGROUND

Starting in January 2025, California's Fair Employment & Housing Act (FEHA) will prohibit employers from requiring a driver's license in job advertisements, postings, or other materials, unless the employer can "reasonably" demonstrate that driving is an essential job function that cannot be performed by alternative means.

The departments have been asked to review their classifications to determine whether driving is required for non-management positions. It was determined that the Principal Account Clerk and Senior Accounting Systems Technician classifications do not require a driver's license. Additionally, the Principal Office Assistant position in the Finance Department does not require driving. Both the Clovis Employees Association (CEA) and the Clovis Technical and Financial

Professionals (CFTP) were notified of the removal and amendments to the driving requirement for these classifications, and both labor groups support the revisions.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

All the positions listed will be revised in order to update the driving requirements for recruiting purposes to be in compliance with state law.

ACTIONS FOLLOWING APPROVAL

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

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager AS

RESOLUTION 25-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION PLAN FOR THE PRINCIPAL ACCOUNT CLERK, PRINCIPAL OFFICE ASSISTANT, AND SENIOR ACCOUNTING SYSTEMS TECHNICIAN CLASSIFICATIONS IN THE FINANCE DEPARTMENT

WHEREAS, it has been determined that it is necessary to update the driving requirements for the Principal Account Clerk, Principal Office Assistant and Senior Accounting Systems Technician classifications to follow the Senate Bill 1100 requirement; and

WHEREAS, amendments to each of the classifications' driving requirements are necessary in order to accurately depict the current job requirements; and

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

NOW THEREFORE, BE IT RESOLVED that the City of Clovis shall modify the City's Classification Plan to include the revised Principal Account Clerk, Principal Office Assistant, Senior Accounting Systems Technician, specifications 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 January 6, 2025, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 6, 2025

Mayor

City Clerk

ATTACHMENT 1

City of Clovis
PRINCIPAL ACCOUNT CLERK

DEFINITION

Under general supervision, to perform difficult and specialized work in the preparation of financial and statistical records; to establish and maintain complex accounts; and to perform related work as required.

CLASS CHARACTERISTICS

The Principal Account Clerk is the advanced level in the Account Clerk series. Incumbents, under general supervision, perform clerical accounting duties of above-average difficulty requiring advanced training, knowledge, and experience. Instructions given by supervisors generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems confronted through the application of judgment and precedent, referring to the supervisor only those items which involve the establishment of new procedures or policies.

EXAMPLES OF DUTIES

Performs the more difficult clerical financial and statistical record-keeping work; may train and serve as a resource to both new and lower level personnel; reconciles cash and accounts; receives applications for business licenses; determines fees from established schedules; receives payments; issues licenses; enters business license data to computer terminal; prepares business license bills on computer, checks for accuracy and mails; serves as liaison with other departments concerned with business license and permit application; computes penalties and interest due; issues and maintains records of a variety of permits; establishes and maintains account receivable ledgers; prepares invoices and maintains records of receipts and delinquencies; sends follow-up notices on overdue fees and accounts receivable; matches invoices to purchase orders, checks extensions, computes discounts, verifies and resolves account payable problems and otherwise prepares invoices for payment; inputs data to computer and balances with control figures; verifies warrants, stuffs envelopes and mails accounts payable; invoices for utility services; prepares turn-on and turn-off authorization for utility services; provides applications and receives deposits for utility services; provides information to the public regarding utility services and charges; codes and maintains records of utility services and meters; prepares periodic reports and statistical summaries of utility services, meters and related data; sells dog licenses and transit passes; operates cash register to receive payments; prepares new accounts for data entry; issues receipts for miscellaneous collections; prepares funds for deposit to bank; types forms, schedules, reports, lists and general correspondence; files materials into established filing systems; compiles information for a variety of statistical reports, locating sources of information, devising forms and determining proper format for finished report; answers questions requiring a thorough understanding of policies, procedures and laws governing work; proofreads materials for clerical accuracy;

ATTACHMENT A

operates a variety of office equipment such as a calculator and computer; operates computer to enter and edit standard information utilizing a variety of programs and formats, including third party software where a downloaded or uploaded interface to the financial software is used; operates printer to print documents stored in computer; copies, collates, staples and otherwise binds a variety of materials; and performs related work as required.

TYPICAL QUALIFICATIONS

~~LICENSE REQUIRED~~

- ~~• Possession of a valid California driver's license and a good driving record.~~

EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the required knowledge and abilities is qualifying.

Education:

- Typical education would be education equivalent to completion of the twelfth grade.

Experience:

- Typical experience would be three years of increasingly responsible record-keeping experience, preferably including experience in a municipality.

QUALIFICATIONS

Knowledge of:

- Computer operating methods and office software;
- Applicable state laws, City ordinances, procedures, and other regulations governing the department or area of assigned responsibility;
- City revenue account codes and accounts receivable processes;
- Correct English usage, spelling, grammar and punctuation;
- Methods, practices and terminology used in financial clerical work;
- Modern office equipment and procedures, including the preparation of business correspondence and reports;
- Advanced and accurate record-keeping methods;
- Business math;
- Effective leadership methods.

Ability to:

- Work as a team to ensure timely and accurate accounting and posting of revenues, accounts payable invoices, utility billings, business license billings and adjustments;
- Operate a computer accurately and efficiently;
- Interpret and apply difficult regulations and procedures to a wide variety of situations;
- Maintain accurate interrelated financial records and prepare comprehensive, accurate reports;
- Devise and adapt work processes and record keeping systems to meet changing organizational or specialized needs;
- Work with considerable independence in completing work and ensuring its accuracy;
- Receive and give information over the telephone or in public in a courteous manner;
- Analyze situations and use judgment to develop effective courses of action;
- Accurately code incoming receipts;

- Make arithmetical calculations rapidly and accurately;
- Type at a corrected rate of 45 words per minute;
- Proofread, detect, and reconcile errors;
- Operate a calculator by touch;
- Understand electronic data processing methods and procedures;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Light work - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- Work is primarily sedentary.

City of Clovis
PRINCIPAL OFFICE ASSISTANT

DEFINITION

Under general supervision, to perform a wide variety of difficult and specialized clerical work; to relieve a manager of administrative detail; to coordinate the activities of an office clerical staff; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from those in the next lower class of Office Assistant by being assigned duties which require considerable previous experience and a highly specialized knowledge of a particular functional area of the City and the clerical methods and procedures of the assigned office. Positions in this class carry continuing responsibility for varied and complex clerical operations, where work procedures or methods must be independently selected or devised and provide administrative assistance to a Division Head. Work requires considerable judgment in assembling and evaluating information in the coordination of work. Incumbents typically give guidance to other office support staff. Instructions given by supervisors generally do not provide all of the information needed to complete the assignment. Incumbents are expected to resolve most problems confronted through the applications of judgment and precedent, referring to the supervisor only those which involve the establishment of new procedures and policies.

EXAMPLES OF DUTIES

Prepares and processes complex materials which may require some analysis of source material and a thorough understanding and familiarity with policies, procedures, terminology and various applicable laws in order to obtain the necessary data; provides clerical and administrative support to a division head; compiles a variety of narrative and/or statistical reports, locating sources of information, devising forms to secure data and determining proper format for finished reports; reviews for accuracy and conformity to established procedures the work of others who are performing related operations in the work process; designs forms, works out improvements in procedures and participates in the reorganization of work procedures and assignments from procedural or ordinance changes; coordinates the flow of information to other divisions; coordinates the efforts of and participates fully in the work of office support staff; performs the more difficult clerical work; prepares manuals of office procedures and instructs staff members in their use; prepares correspondence, statistical data and reports as required; answers questions that involve searching for and abstracting data and detailed explanations; makes appointments, screens callers, screens correspondence, initiates replies to routine correspondence, assembles information from a variety of sources, requisitions supplies, material and equipment, prepares schedules, and relieves supervisor of routine office details; reports to supervisor problems encountered in the coordination of work; calls for purchase order numbers; logs and files a variety of records; prepares payroll documents; prepares personnel forms; receives and responds to emergency calls; operates a radio; types agendas and legal descriptions; records official documents; prepares bids and bid summaries; maintains budget expenditure files; **may operate a** City vehicles; and performs related work as required.

TYPICAL QUALIFICATIONS
LICENSE REQUIRED

- Possession of a valid Class C California Driver's License and a good driving record **may be required depending on the Department that the incumbent is assigned.**

EDUCATION AND EXPERIENCE

- Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: three years of increasingly responsible clerical experience and education equivalent to completion of the twelfth grade.

QUALIFICATIONS

Knowledge of:

- Computer terminal operating methods and office software;
- Modern office methods and procedures, including the preparation of business correspondence and reports, filing and standard office equipment operation;
- Correct English usage, spelling, grammar and punctuation;
- Basic mathematics;
- Advanced record-keeping methods;
- Applicable state laws, City ordinances, procedures, and other regulations governing the department or area of assigned responsibility.

Ability to:

- Receive and give information over the telephone or in public in a courteous manner;
- Write legibly;
- Read, interpret, and apply rules, policies and procedures;
- Perform difficult and complex clerical work, involving independent judgment and requiring accuracy and speed;
- Independently make clear and comprehensive reports and keep difficult records;
- Understand, interpret and explain a wide variety of laws, ordinances, rules and regulations to others;
- Analyze situations and develop effective courses of action;
- Devise and adapt work procedures and record-keeping systems to meet changing organizational or specialized needs;
- Operate a vehicle observing legal and defensive driving practices **if required for assignment;**
- Communicate clearly, both orally and in writing;
- Type accurately at the rate of 55 words per minute from clear, legible copy;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Strength: Light Work in an office setting - Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

City of Clovis
SENIOR ACCOUNTING SYSTEMS TECHNICIAN

DEFINITION

Under general supervision, performs moderate to difficult technical tasks including preparing, and reconciling financial transactions, payroll, spreadsheets and summaries that require a thorough knowledge of accepted city procedures, the use of independent judgment; and performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class perform a wide range of paraprofessional level technical financial data processing and analysis. This position requires thorough knowledge of the Finance system and Department policies. Incumbents develop procedures, perform financial analysis and auditing work and provide reporting design and support to City departments. Incumbents may, as part of their assignment, oversee others, provide work direction, and coordinate departmental finance system training. Positions in this class have independence in selecting work methods or procedures. Instructions given by the supervisor do not provide all the information needed to complete an assignment. Incumbents are expected to resolve most problems through the application of technical knowledge, judgment and precedent. Positions in this class may be designated as confidential under the Meyers-Milias-Brown Act.

EXAMPLES OF DUTIES

Performs a wide range of accounting and financial information data analysis work; creates and maintains financial records; accounts payable and cash receipt documents; manages fixed asset tracking, issues employee credit cards, calculates utility billings, develops procedures for increased efficiency, prepares moderately complex bank reconciliations; prepares finance related Federal, State, and local reports regarding payroll, employee demographic and census data; answers payroll-related questions from employees; Provides payroll and system training and guidance to employees; ensures proper authorization and compliance with City policies and procedures; responsible for auditing and verification of time cards for accuracy and compliance with various MOUs, policies, procedures, and FLSA; maintains the process for history files for employees for salary and benefits, including authorized payroll deductions; maintain accounting records to reflect personnel transactions and position control such as changes in pay rates, classification or departmental assignment, new hires, and separations from payroll; reconciles detailed records of employee earnings, deductions and leave usage; updates finance system data source table structure; maintains Finance department website and provides technical assistance and guidance to City personnel; creates and maintains periodic reports on a regularly scheduled or request basis, develops procedural and training manuals on financial and computer system applications; conducts research and analysis on finance system related issues; ~~operates a City vehicle,~~ operates computer equipment, calculators and other office equipment; lead responsibilities entailing such duties as assigning and reviewing work, setting priorities, training and documenting work methods and procedures; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- ~~Possession of a valid Class C California Driver's License and a satisfactory driving record.~~

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to completion of:

Education:

- A two (2) year degree from an accredited college or university with additional coursework in accounting, business administration, or a closely related field.

Experience:

- Five (5) years' experience of increasingly responsible experience in performing technical accounting duties comparable to that of an Accounting System Technician.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general and governmental accounting;
- Financial analysis and research procedures;
- Data processing systems and procedures as they apply to financial record keeping;
- Personal computer applications;
- Applicable Federal, State, and local laws, rules, policies, procedures, and their effect on city processes and financial software applications;
- Personnel training methods;
- Payroll tax preparation and reporting;
- Payroll laws and regulations;
- Negotiation agreements and State retirement rules and processes;
- Modern office equipment and procedures;
- English usage, spelling, grammar, and punctuation;
- Business math.

Ability to:

- Establish, analyze, and troubleshoot accounting systems, issues, and procedures;
- Classify fiscal documents and transactions;
- Perform journey level accounting and financial record keeping work;
- Prepare clear and concise analytical reports;
- Facilitate importing and exporting of data to and from financial system;
- Clearly articulate instructions to non-technical users;
- Create and maintain procedure manuals for the position;
- Create and maintain calculation codes and tables in financial software;
- Create and implement efficiencies in staff processes;
- Perform statistical analysis and auditing;
- Interpret and implement specific project accounting and fiscal requirements and procedures and policies;
- Implement new and updated software solutions within financial area of expertise;
- Direct other departments and subordinates regarding variances, exceptions, and other billing issues;
- Resolve the more difficult issues arising with the public regarding utility billings;

- Plan and coordinate the work of subordinates;
- Maintain the confidentiality of privileged information;
- Operate a 10-key by touch;
- Operate a computer terminal accurately and efficiently;
- Plan, schedule, set priorities, and make work assignments;
- ~~Operate a vehicle observing legal and defensive driving practices;~~
- Establish and maintain effective relationships with those contacted in the course of work, both internally and externally.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Strength: Light work-lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds;
- Work is primarily sedentary.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 6, 2025

SUBJECT: Planning and Development Services – Approval – Res. 25-____, A Resolution supporting and implementing the “Timely Use of Funding” as required by AB1012 for candidate transportation projects under the Infrastructure Investment and Jobs Act.

ATTACHMENTS: 1. Res. 25-____
2. Vicinity Map

RECOMMENDATION

For the City Council to approve Resolution 25-____, supporting and implementing the “Timely Use of Funding”, as required by Assembly Bill (AB) 1012, for the use of funds available under the 2025-26 Infrastructure Investment and Jobs Act (IIJA).

EXECUTIVE SUMMARY

On November 21, 2024, the Fresno Council of Governments (FCOG) Policy Board approved the initiation of the 2025-26 Surface Transportation Block Grant (STBG), and Congestion Mitigation and Air Quality (CMAQ) call for projects. The FCOG requires all entities requesting federal funding consideration to submit an approved resolution stating each project will meet its proposed delivery schedule (**Attachment 1**).

The FCOG expects to award a total of \$60,780,631 (\$35,600,000 – STBG and \$25,180,631 – CMAQ) in competitive funding under this call for projects. All funds will be programmed in the Federal Transportation Improvement Program in federal fiscal years 2026-27, 2027-28, 2028-29 and 2029-30.

The applications are due to FCOG on March 3, 2025, for the STBG funding opportunity and March 14, 2025, for the CMAQ funding opportunity. Staff plans to submit a total of 7 competitive funding applications (five STBG and two CMAQ,). Once submitted and previewed by the FCOG staff, a scoring committee will review all applications for both funding sources in June 2025 and decided on which projects to fund. Staff anticipates hearing decisions on both program applications by mid to late July 2025.

BACKGROUND

Fresno COG, acting in its role as a Metropolitan Planning Organization, is in the process of programming federal transportation revenues that will come to the Fresno region under the Infrastructure Investment and Jobs Act (IIJA). The IIJA was signed into law by President Biden on November 15, 2021. The IIJA will provide funding for surface transportation programs during fiscal years 2026 through 2030. This call will fund approved surface transportation programs through fiscal year 2030.

Under the current call for projects, competitive funds are being awarded in two federal-aid programs: STBG and CMAQ. In general, the STBG program is aimed at funding projects that emphasize system preservation through new construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements of streets. The CMAQ program funds projects that will contribute to the attainment or maintenance of the national ambient air quality standards including those that reduce ozone precursor emissions, volatile organic compounds, carbon monoxide, and particulate matter. For both programs, maximum reimbursement ratio is 88.53%, and the minimum local match is 11.47%. The total amount of competitive funding available under both programs (STBG and CMAQ) is \$60,780,631 (\$35,600,000 – STBG, and \$25,180,631– CMAQ).

City staff evaluated several eligible projects for both programs for consideration under this current call for projects and narrowed down the list to a total of five applications for the STBG program and two applications for the CMAQ program. The evaluation process consists of an in-depth review of current conditions, timing of construction and the potential use of other funding sources.

2025-26 Infrastructure Investment and Jobs Act Summary of Competitive STBG Funding Request

The five STBG applications focus on street rehabilitations all throughout the city limits. The first two projects listed in the table below are requesting for “construction only” funds and are being prioritized to the first two projects the city would like to be funded. The remaining three projects being submitted are requesting funding for both design and construction.

STBG Project Application	Improvement Type	Total Project Cost	Federal Funds Requested (88.53%)	Local Match (11.47%)
Willow – Sierra to Barstow	Rehabilitation	\$1,544,480	\$1,367,328	\$177,152
Armstrong – Barstow to Shaw	Rehabilitation	\$1,380,960	\$1,222,564	\$158,396
Willow – Alluvial to Herndon	Reconstruction	\$1,808,000	\$1,600,623	\$207,377
Gettysburg – Sunnyside to Fowler	Rehabilitation	\$1,380,000	\$1,221,714	\$158,286
Peach – Gettysburg to Ashlan	Rehabilitation	\$1,415,000	\$1,252,700	\$162,300
TOTAL		\$7,528,440	\$6,664,929	\$803,511

The total of STBG funds being requested is approximately 21.15% of the total competitive funds available for the entire region. The local required match the City is committing to in its applications is \$803,511. This will be funded by either gas tax revenue or Measure “C” Local Pass-Through funds.

2025-26 Infrastructure Investment and Jobs Act Summary of Competitive CMAQ Funding Request

The two CMAQ applications focus on improvements in the City that would help with relieving traffic congestion and improve air quality.

CMAQ Project Application	Improvement Type	Total Project Cost	Federal Funds Requested	Local Match
Alleyway Improvements	Air Quality	\$445,000	\$393,958.50 (88.53%)	\$51,041.50 (11.47%)
Nees & Sunnyside	Traffic Signal	\$2,259,560	\$1,581,692 (70%)	\$677,868 (30%)
	Total	\$2,704,560	\$1,975,650.50	\$728,909.50

The total of CMAQ funds being requested is approximately 10.74% of the total competitive funds available for the entire region. The local required match the City is committing to in its applications is \$728,909.50. This will be funded by either gas tax revenue, Measure “C” Local Pass-Through funds and the City would evaluate using a portion of the developer funds for the traffic signal.

Approval of AB 1012 requires that both State and Federal funds be used in a “timely” manner. That is, they meet project delivery schedules as proposed and programmed within the FTIP. In order to avoid losing any federal or state funds to our region, the “use it or lose it” requirements of AB 1012 place local governmental agencies in a position that they must be able to deliver their projects on time. Given AB 1012 requirements, FCOG is requiring all agencies that submit federal funding applications to also submit an approved resolution, stating each project will meet its proposed delivery schedule. Approved resolutions must be submitted with the applications. Staff has requested all our competitive funds be programmed in the FTIP within the four-year triennial element (2026-27 to 2029-30) as financial capacity allows.

FISCAL IMPACT

If projects are selected, the City will be required to match at a minimum 11.47% of all the federally funded awarded projects, apart from the traffic signal project in which the City is willing to match 30%. Those local match dollars for the selected projects typically are sources from Measure “C” Local Pass-Through Funds or the City’s allocation of the gas tax (SB1) or a combination of both and in the case of the traffic signal, developer funds would be used to supplement the match funding. If all projects are selected that would be an estimated total of \$1,532,420.50.

REASON FOR RECOMMENDATION

To complete the grant applications, Council must approve a resolution certifying approval of the City's applications for Surface Transportation Block Grant (STBG) and Congestion Mitigation and Air Quality Improvement (CMAQ) Program Funds.

ACTIONS FOLLOWING APPROVAL

Staff will submit to COG the approved resolution with all the grant applications, certifying the "Timely Use of Funding" as required by AB 1012.

CONFLICT OF INTEREST

None.

Prepared by: Tatiana Partain, Management Analyst

Reviewed by: City Manager AH

RESOLUTION 25-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS SUPPORTING AND IMPLEMENTING THE “TIMELY USE OF FUNDING” AS REQUIRED BY AB1012 FOR CANDIDATE TRANSPORTATION PROJECTS UNDER THE REGIONAL SURFACE TRANSPORTATION PROGRAM

WHEREAS, AB 1012 has been enacted into State Law in part to provide for the “timely use” of State and Federal funding; and

WHEREAS, the City of Clovis is able to apply for and receive Federal and State funding under the Regional Surface Transportation Program; and

WHEREAS, the City of Clovis desires to ensure that its project are delivered in a timely manner to preclude the Fresno Region from losing those funds for non-delivery; and

WHEREAS, it is understood by the City of Clovis that failure to for not meeting project delivery dates for any phase of a project may jeopardize federal or state funding to the Region; and

WHEREAS, the City of Clovis must demonstrate dedicated and available local matching funds.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis hereby agrees to ensure that all project delivery deadlines for all project phases will be met or exceeded; and

BE IT FURTHER RESOLVED, that failure to meet project delivery deadlines may be deemed as sufficient cause for the Fresno Council of Governments Policy Board to terminate an agency’s project and reprogram Federal/State funds as deemed necessary; and

BE IT FURTHER RESOLVED, that the City of Clovis does direct its management and engineering staffs to ensure all projects are carried out in a timely manner as per the requirements of AB 1012 and the directive of the City of Clovis City Council.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 6, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

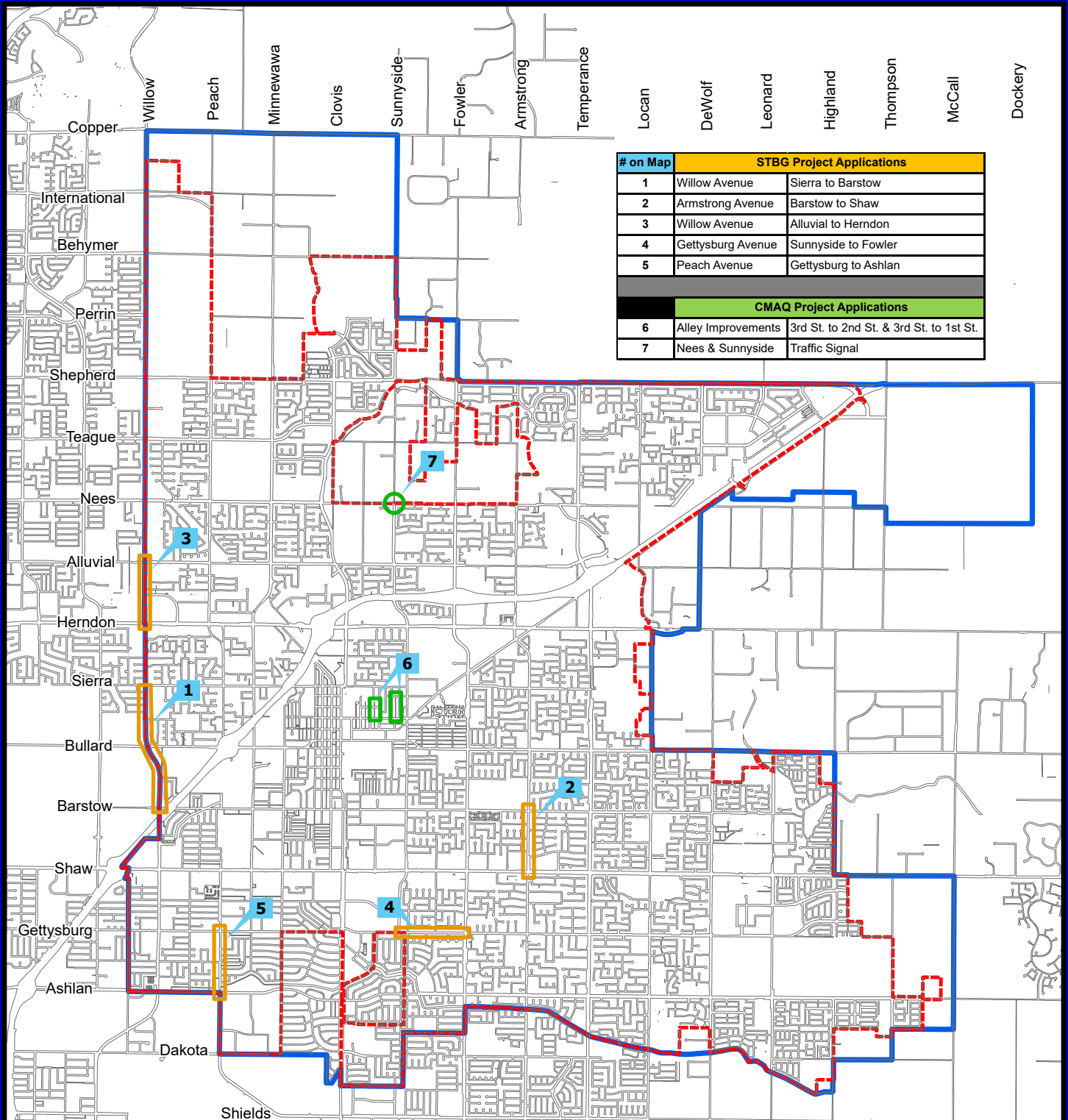
Mayor

City Clerk

VICINITY MAP

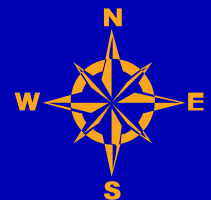
AGENDA ITEM NO. 10.

2025 Federal Transportation Act Project Candidates



Attachment 2

 CITY LIMITS SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: January 6, 2025

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 23-06 New Rectangular Rapid Flashing Beacons to Sebastian Corporation for the amount of \$236,763.00; and authorize the City Manager to execute the contract on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

RECOMMENDATION

1. For the City Council to award a contract for CIP 23-06 New Rectangular Rapid Flashing Beacons in the amount of \$236,763.00; 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 award the contract to Sebastian Corporation, who was the lowest responsible bidder from a bid opening that took place on December 17, 2024, and authorize the City Manager to execute the project contract on behalf of the City.

This project involves installation of rectangular rapid flashing beacons at two City of Clovis intersections, one at the four legs of the roundabout on Temperance Avenue and Owen's Mountain Parkway and the other one at the intersection of Locan and San Jose avenues for a trail crossing.

BACKGROUND

The following is a summary of the bids received on December 17, 2024:

BIDDERS	BASE BID
Sebastian Corporation	\$236,763.00
C3 Electric, Inc.	\$238,600.00
ENGINEER'S ESTIMATE	\$155,000.00

All bids were examined, and found to be in order, except for a few arithmetic and clerical errors that did not affect the order of the bid results. For this reason, Sebastian Corporation is the lowest responsible bidder. Staff has validated the lowest bidder contractor's license status and bid bond.

The low bid is a large percentage above the Engineers Estimate, but staff believes the bid is representative of the market due to the closeness of the two bids received. Instead of rejecting the bids and shrinking the project to be within the funding, staff is recommending moving forward with the project and use other street funding as needed to supplement the cost of the project. Staff has reached out to Caltrans Local Assistance to see if we can increase the funding of the project and has been told the City has a high chance of obtaining additional funding to support the additional cost through the Local Highway Safety Improvement Program.

FISCAL IMPACT

This project was budgeted in the 2024-2025 Community Investment Program. The project is supported by Local Highway Safety Improvement Program (HSIP) through the City Community Investment Program.

REASON FOR RECOMMENDATION

Sebastian Corporation 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 twenty (20) working days thereafter.

CONFLICT OF INTEREST

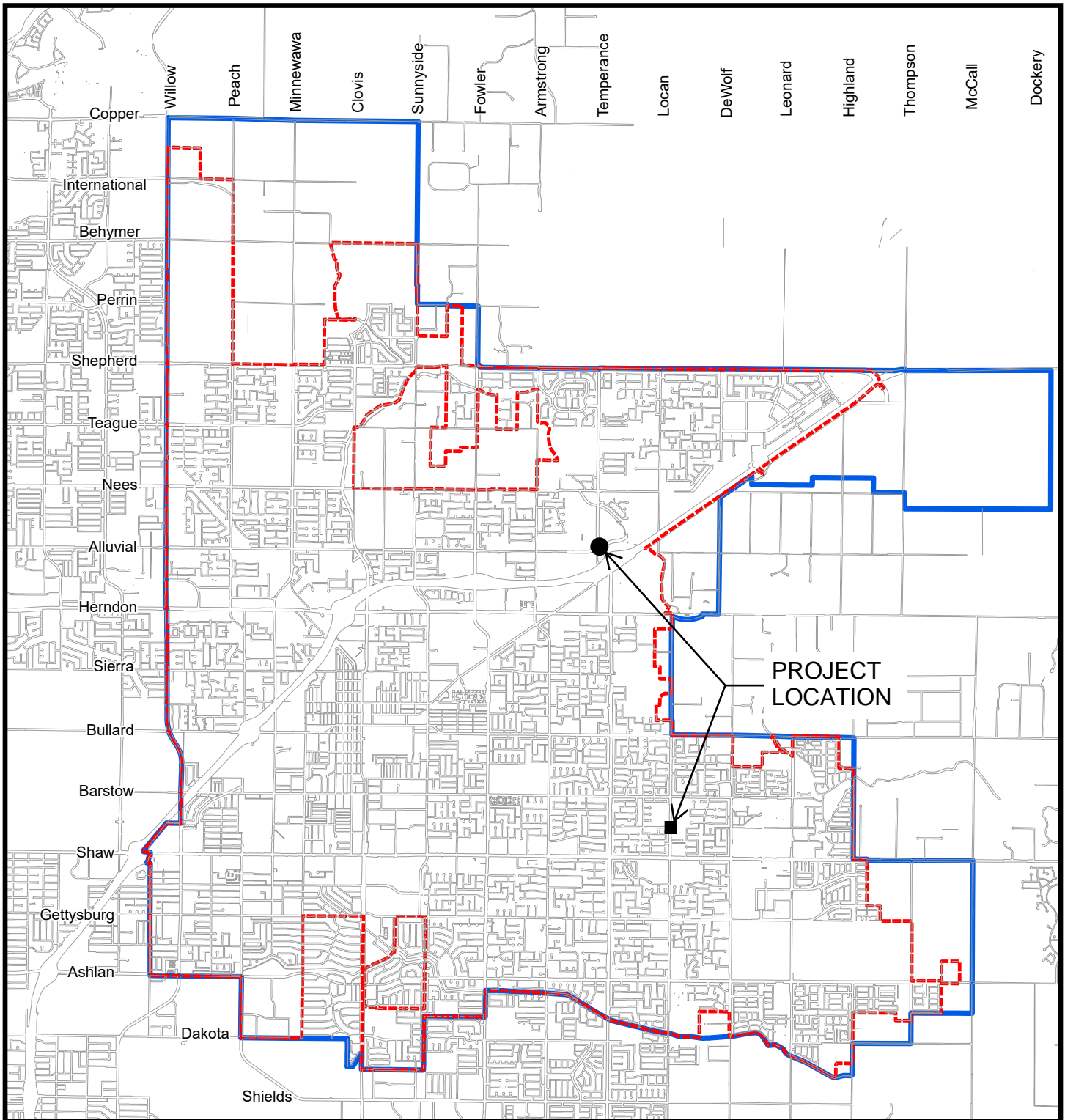
None.

Prepared by: Daniel Negrete, Project Engineer

Reviewed by: City Manager AA

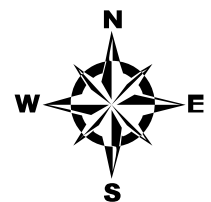
VICINITY MAP

CIP 23-06 NEW RECTANGULAR RAPID FLASHING BEACONS



Attachment 1

 CITY LIMITS  SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 6, 2024

SUBJECT: Consider – General Plan Update progress and request for direction regarding the Planning Area Boundary

Staff: Lily Cha, Senior Planner

Recommendation: Consider and Provide Direction

ATTACHMENTS: 1. Planning Area Boundary – Option 1
2. Planning Area Boundary – Option 2

RECOMMENDATION

Staff recommends that the Council review the General Plan Update progress and provide guidance on a preferred Planning Area boundary.

EXECUTIVE SUMMARY

The update to the City's General Plan was initiated on September 16, 2024, following the City Council's approval of a consultant contract with De Novo Planning Group (De Novo). Initial work is underway, and identifying a Planning Area has necessitated this meeting to gather Council feedback on two proposed options. Once the Council identifies a preferred boundary, De Novo can proceed with evaluating the feasibility of the City's growth in these areas.

BACKGROUND

As part of the General Plan Update process, the City will evaluate potential growth areas and regions of interest outside its current boundaries. Together with the existing city limits, these areas form the City's Planning Area boundary. This Planning Area represents the geographic scope for which the General Plan establishes policies regarding future urban development, long-term agricultural use, and natural resource conservation. State law mandates that a City's General Plan must include all territory within its incorporated boundaries, as well as "any land outside its boundaries which in the planning agency's judgment bears relation to its planning" (Gov. Code 65300).

Defining a Planning Area is a crucial step in the General Plan Update process, as it sets the geographic scope for planning efforts and allows for analysis of the City's long-term goals, growth, and infrastructure needs. While the Planning Area includes regions beyond the current

city limits as areas of potential interest, it does not commit the City to expanding into these areas. Rather, the Planning Area represents the farthest-most boundary where the City may ultimately choose to establish land use patterns and related policies. Within this area, land use designations can be established to reflect the City's intention for properties to be developed with urban uses, while also preserving other areas for rural residential or agricultural purposes.

Planning Area

In defining the Planning Area, staff met with all Departments soliciting feedback on the appropriate proposed planning boundary. Staff began by considering the existing boundary outlined in the current General Plan. Staff also took into consideration, nearby areas with potential for urban development, physical features and topography, the Planning Areas of neighboring jurisdictions, and existing city sites not contiguous with the larger city limits, such as the solid waste facility located 13 miles north in Fresno County. Based on these factors, staff prepared two draft options for consideration.

Option 1

This version of the Planning Area boundary incorporates the current Planning Area boundary including the area north of Copper Avenue between the City of Fresno's current Planning Area boundary to the west, the City's landfill site to the north, and the Friant Kern canal to the east. Additionally, it extends the eastern boundary of the current Planning Area boundary further east by approximately one (1) mile.

Option 2

This version of the Planning Area boundary incorporates the current Planning Area boundary including the area north of Copper Avenue between the City of Fresno's current Planning Area boundary to the west, the City's landfill site to the north, and the Friant Kern canal to the east. Additionally, it extends the eastern boundary of the current Planning Area boundary, north of the Friant Kern canal further east by approximately one (1) mile. This boundary extends the eastern boundary of the current Planning Area Boundary, south of the Friant Kern Canal, up to the Friant Kern Canal.

After deliberations with the Departments, a consensus was reached to recommend Option 2 as the preferred Planning Area boundary as it allows the consultant to study a larger area.

General Updates

Staff is collaborating with De Novo to gather essential data for the Existing Conditions Report, a document that outlines development patterns, natural resources, socioeconomic conditions, and environmental constraints. The report will also detail the regulatory framework for each topic and serve as a valuable resource for the City Council, Planning Commission, and City staff during the General Plan Update and Environmental Impact Report process. Additionally, we are developing an official General Plan Update webpage to keep Clovis residents informed about the progress and provide access to related information and documents. This webpage will also host future surveys and interactive virtual tools.

FISCAL IMPACT

This request is associated with the tasks outlined in the current scope of work and budget for the General Plan Update.

REASON FOR RECOMMENDATION

Staff recommends that the City Council provide feedback on the preferred Planning Area boundary to enable De Novo to move forward with the analysis.

ACTIONS FOLLOWING APPROVAL

De Novo will conduct the necessary analysis of the properties within the Planning Area boundary.

CONFLICT OF INTEREST





None.

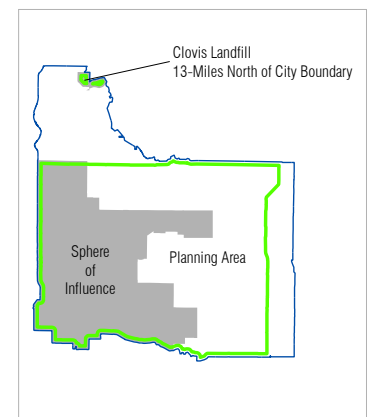
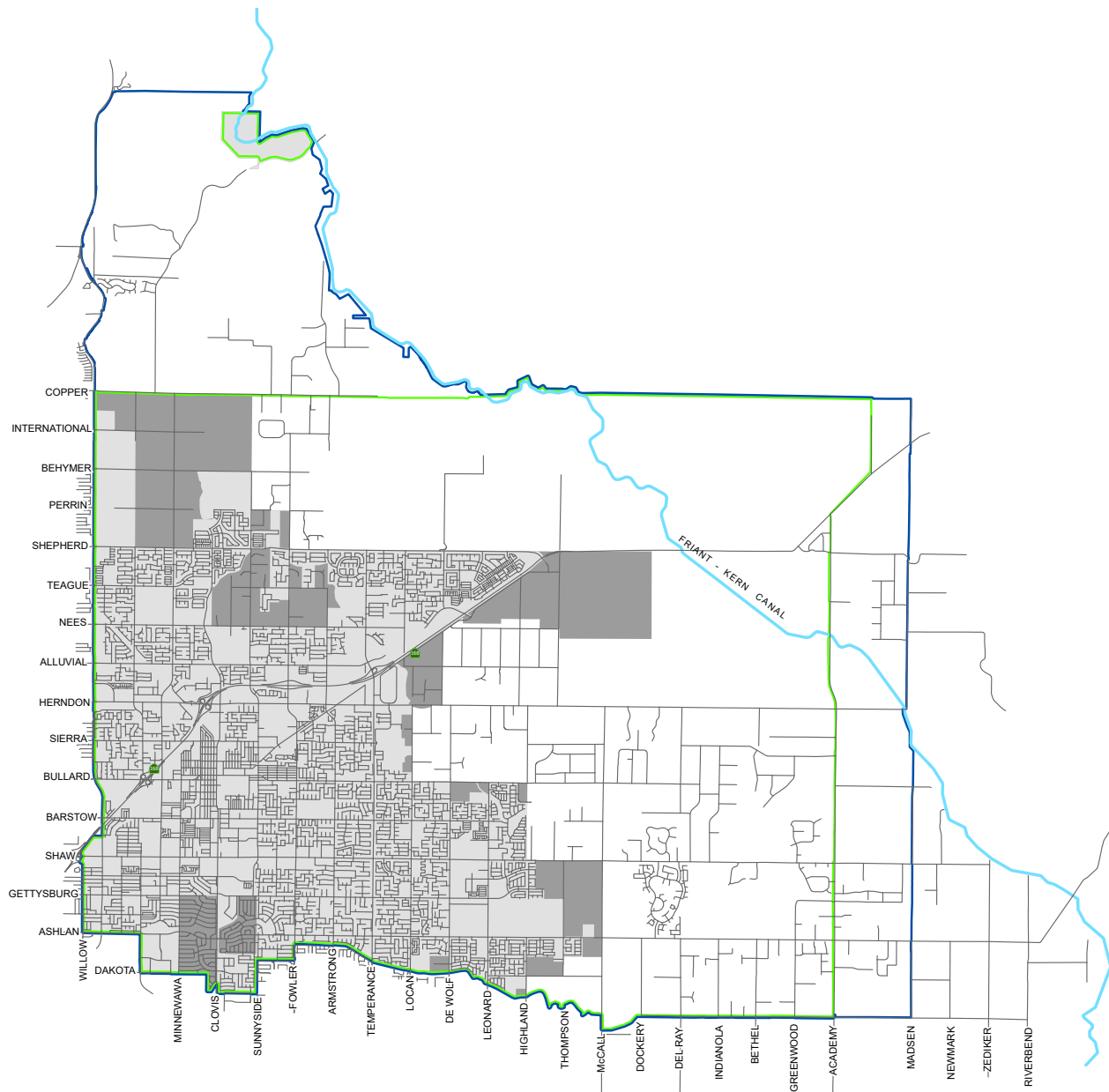
Prepared by: Lily Cha, Senior Planner


Reviewed by: City Manager AK

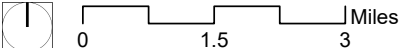
Clovis Planning Area

Option 1

-  City Boundary
-  Sphere of Influence Boundary
-  Planning Area Boundary - Current
-  Planning Area Boundary - Expansion







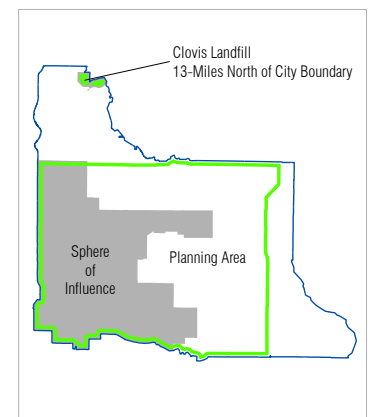
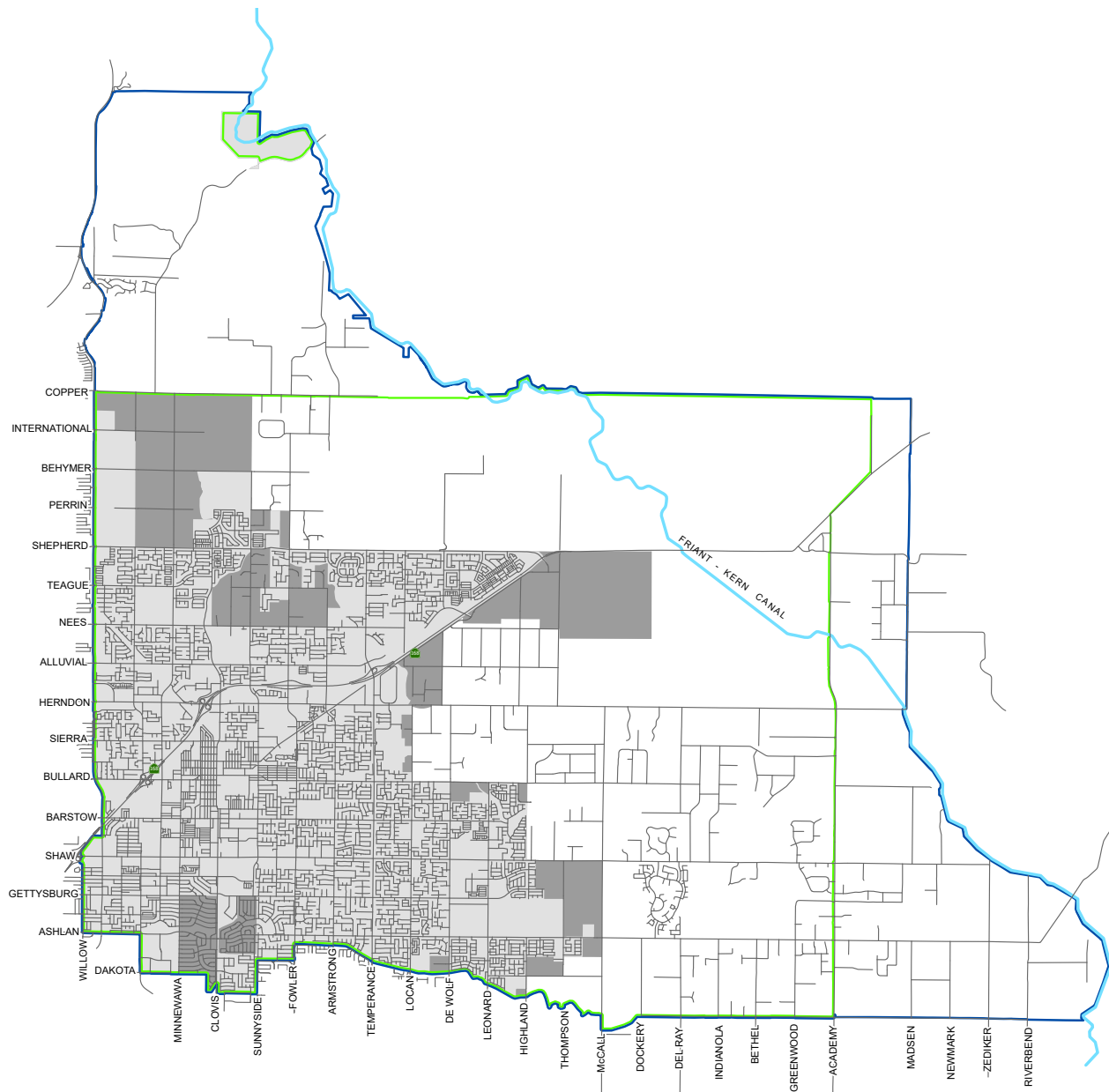
 **CLOVIS**
GENERAL PLAN


 0 1.5 3 Miles

Clovis Planning Area

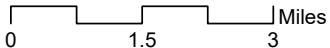

Option 2

-  City Boundary
-  Sphere of Influence Boundary
-  Planning Area Boundary - Current
-  Planning Area Boundary - Expansion





CLOVIS
GENERAL PLAN





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 6, 2025

SUBJECT: Consider Introduction – Ord. 25-___, an Ordinance Repealing Ordinance 24-16 Amending Section 2.1.01 of Chapter 2 of Title 2 of the Clovis Municipal Code Relating to City Council Meeting Day and Time Adopted on November 12, 2024.

Staff: Andrew Haussler, City Manager

Recommendation: Approve

ATTACHMENTS: 1. Ord. 25-___
2. Ord. 24-16

RECOMMENDATION

For the City Council to consider action to repeal Ordinance 24-16 adopted on November 12, 2024, which amended Section 2.1.01 of Chapter 2 of Title 2 of the Clovis Municipal Code to change regular City Council meeting days and times to Tuesdays at 6:00 p.m. beginning February 2025. To repeal Ordinance 24-16 requires adopting an Ordinance to repeal, and if Ordinance 24-16 is repealed the schedule of regular City Council meetings will remain on the first three Mondays of each month at 6:00 p.m.

EXECUTIVE SUMMARY

Section 2.1.01 of the Clovis Municipal Code establishes that the City Council shall meet in regular session three times each month. These meetings are scheduled for the first, second, and third Mondays of each month at 6:00 p.m. If a Monday falls on a legal holiday, the meeting will be held on the next business day. On November 12, 2024, the City Council adopted Ordinance 24-16, amending this section to change regular meeting days from Mondays to Tuesdays at 6:00 p.m. beginning February 2025.

At the December 16, 2024, City Council meeting, Council requested to reconsider the change to Tuesday meetings. If Council desires to keep the regular City Council meetings on the first three Mondays each month, it is recommended that Ordinance 24-16 be repealed, which will reinstate regular City Council meetings on Mondays at 6:00 p.m.

BACKGROUND

Section 2.1.01 of the Clovis Municipal Code requires that the City Council meet in regular session three times each month. Since April 1, 2010, these meetings have been held on the first, second, and third Mondays of each month at 6:00 p.m., except when a Monday falls on a legal holiday, in which case the meeting is held on the next business day. The City Council has historically met on Mondays since 1912.

On November 12, 2024, the Council adopted Ordinance 24-16, amending the Municipal Code to change regular meeting days to the first three Tuesdays each month at 6:00 p.m. beginning February 2025.

On December 16, 2024, by Council consensus in accordance with the City Council's adopted Protocols, the City Council requested the meeting schedule change be reconsidered. Since meeting days and times are codified, retaining regular Council meetings on the first three Mondays each month requires repealing Ordinance 24-16 and reinstating the applicable provisions of Municipal Code as existed before Ordinance 24-16 was adopted.

Approval of Ordinance 25-__ will repeal Ordinance. 24-16, restore regular City Council meetings to Mondays at 6:00 p.m. If desired, the change will be effective immediately to avoid a temporary change to Tuesday meetings in February.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

The recommendation is to consider Ordinance 25-__ repealing Ordinance No. 24-16 and returning regular City Council meetings to the first three Mondays of each month at 6:00 p.m.

ACTIONS FOLLOWING APPROVAL

Staff will implement the direction of the City Council.

CONFLICT OF INTEREST

None.

Prepared by: Briana Parra, City Clerk

Reviewed by: City Manager AK

ORDINANCE 25-____

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS REPEALING
ORDINANCE 24-16 AMENDING SECTION 2.1.01 OF CHAPTER 2 OF TITLE 2 OF
THE CLOVIS MUNICIPAL CODE RELATING TO CITY COUNCIL MEETING TIME**

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

WHEREAS, the City Council adopted Ordinance 24-16 on November 12, 2024, amending Section 2.1.01 of Chapter 2 of Title 2 of the Clovis Municipal Code to change the regular City Council meeting schedule from the first, second, and third Mondays of each month to the first, second, and third Tuesdays of each month; and

WHEREAS, after receiving input from the public about the changed City Council meeting schedule to be effective in February 2025, the City Council desires to repeal Ordinance 24-16 and keep the scheduled regular City Council meetings as the first, second, and third Mondays of each month.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLOVIS DOES
ORDAIN AS FOLLOWS:**

Section 1. Ordinance 24-26 is hereby repealed effective immediately, and the schedule of regular City Council meetings shall remain as set forth in Section 2.1.01 of Chapter 2 of Title 2 of the Clovis Municipal Code as it existed prior to the adoption of Ordinance 24-16, as follows:

2.1.01 Meetings: Time:

The Council shall meet three times (3) each month in regular session. Such meetings shall be held on the first, second, and third Mondays of each month beginning at 6:00 p.m., unless such Monday is a legal holiday, in which event such meeting shall be held on the next business day beginning at 6:00 p.m. and be a regular meeting for all purposes.

Section 2. This Ordinance repeals Ordinance 24-16 and shall be effective immediately to avoid a temporary change in the regular meeting schedule as otherwise required by Ordinance 24-16.

APPROVED: January 6, 2025

Mayor

City Clerk

* * * * *

The foregoing ordinance was introduced at a regular meeting of the City Council held on January 6, 2025, and was adopted at a regular meeting of said Council held on January 13, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 13, 2025

City Clerk

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS AMENDING
SECTION 2.1.01 OF CHAPTER 2 OF TITLE 2 OF THE CLOVIS MUNICIPAL CODE
RELATING TO CITY COUNCIL MEETING TIME

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

Section 1 Section 2.1.01 of Chapter 2 of Title 2 of the Clovis Municipal Code is hereby amended to read as follows:

2.1.01 Meetings: Time:

The Council shall meet three times (3) each month in regular session. Such meetings shall be held on the first, second, and third Tuesdays of each month beginning at 6:00 p.m, unless such Tuesday is a legal holiday, in which event such meeting shall be held on the next business day beginning at 6:00 p.m. and be a regular meeting for all purposes.

Section 3 This Ordinance shall go into effect and be in full force beginning on February 1, 2025.

APPROVED: November 4, 2024



Mayor



City Clerk

* * * * *

The foregoing Ordinance was introduced and read at a regular meeting of the City Council held on November 4, 2024, and was adopted at a regular meeting of said Council held on November 12, 2024, by the following vote, to wit:

- AYES: Councilmembers Basgall, Bessinger, Pearce
NOES: Councilmember Mouanoutoua, Mayor Ashbeck
ABSENT: None
ABSTAIN: None

DATED: November 12, 2024



City Clerk

