



**CITY OF CLOVIS**

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

# 2007 Master Service Plan Update

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## General Government

### *Administration*



The City of Clovis was incorporated in 1912 and is a general law city. The City is located in the northeast quadrant of the Fresno-Clovis Metropolitan Area (FCMA). As of January 2007, the City covered 22.66 square miles in area. Clovis has a Council/Manager form of government.

The City Council is made up of five council members representing the City at large. The mayor and mayor pro tempore are elected by the seated City Council and traditionally serve a two-year term. Regular Council meetings are the first, second, and third Mondays of each month. The City Council sets policy, approves the City's budget, and approves land use policies. The Council also acts on the recommendation of the City Manager, who is appointed by the Council to implement the plans and policies of the Council.

The City Manager's Office is a cost control center for general city administration. The City Manager utilizes the tools of management audits to evaluate various departments and city services, looking for ways to reduce the cost of services of ways to improve the delivery of those services which might result in cost reduction or other efficiencies. The City Manager's Office also manages and promotes community and economic development efforts. These efforts increase the community's tax base, create jobs for Clovis' unemployed and future employment opportunities for the children growing up in the community, and enhance the economic viability and vitality of the older areas of Clovis through redevelopment.

The City Manager is responsible for administering city operations, finances, activities, and projects consistent with City Council policy directives. In accordance with the Municipal Code, the City Manager also serves as the Personnel Officer, appointing and removing employees on recommendation of the various department heads. The City Manager also serves as Executive Director of the Clovis Community Development Agency. General Services, Finance, Planning and Development Services, Police, Fire, and Public Utilities are the major city departments reporting to the City Manager.

The City Clerk performs various professional and managerial duties according to statute, Municipal Code, requests of citizens, and the needs of various City departments. Prior to March 2001, the City Clerk was an elected position. At the General Municipal Election in March 1997, the voters approved an ordinance to make the City Clerk appointed by the City Council, which became effective in March 2001. The ordinance did not change the duties of the City Clerk.

Professional legal services of the City Attorney are obtained by contract as determined by the City Council. The City Attorney is the City's chief legal advisor, representing the City in civil actions and prosecuting violations of the Municipal Code. The City Attorney also drafts ordinances, resolutions, contracts, leases, deeds, covenants, and other legal documents required by the City Council and city departments.

The Assistant City Manager provides policy analysis and administrative oversight of all city departments in support of the City Manager. In addition, the Assistant City Manager has direct oversight responsibility for growth management and development services.

### *Citizen Participation and Reorganization*

**B**ecoming a resident of the Clovis community offers citizens a number of advantages. Annexation to the City of Clovis provides an opportunity to share existing, efficient public services as well as allowing for a more extensive involvement in City and community affairs. Residents will find all city service departments responsive to their requests for both information and service.

Citizens are encouraged to attend the regular City Council and Planning Commission meetings held at the City's centrally located Civic Center. These meetings are designed to allow every citizen in the community the opportunity to be involved in important issues and a chance to speak up and be heard by municipal leaders. After reorganization, property owners and residents continue to be represented by the Fresno County Board of Supervisors. In addition, they gain local representation through the Clovis City Council.

Annexations are subject to legal procedures and policy guidelines established to ensure orderly City growth and the efficient provision of services to new Clovis residents and to remaining Fresno County residents. Proposals for reorganization are subject to the Cortese-Knox Local Government Reorganization Act of 2000, and to review by the Fresno County Local Agency Formation Commission (LAFCO). A LAFCO has been established in each county of California to serve as an impartial body responsible for overseeing the formation and boundary changes of cities and special districts. LAFCO is required by state law to review

and make a determination of approval or denial of all annexations or other changes of organization to cities and special districts.

The act of reorganization transfers political jurisdiction for an area from one local government agency to another. An annexation to a city that includes detachment from special districts located in the County is called reorganization. Annexations to the City of Clovis involve detachment of the area to be annexed from the Fresno County Fire Protection District and the Kings River Conservation District, and are therefore, entitled “reorganizations.”

### *Development Responsibility*

All services related to the development of the newly annexed areas will be the responsibility of the City of Clovis. It is the policy of the City to zone all newly annexed areas R-A, unless prezoned. Uses that are currently permitted by County code will be permitted upon reorganization to the City. Undeveloped areas will be zoned according to the City’s General Plan.

### *Addresses*

Street addresses in the City are established at the baselines of Sierra and Minnewawa Avenue alignments, differing from County address baselines at Thorne/Blackstone and Tulare/Kings Canyon Avenues. After annexation, residents are notified of their address change and given one year by the Post Office to make the correction. Emergency services countywide are advised of address changes resulting from annexation.

### *Bonded Indebtedness/Debt Obligations*



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

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

General obligation bonds are direct obligations of the City, are backed by the full faith and credit of the City, requiring voter approval, and may have a tax rate set to cover repayment. General obligation debt is also subject to a legal debt limitation.

The City has not issued any general obligation debt since 1985, and does not intend to issue general obligation debt during the 2006-07 budget year. Future projects that may use general obligation debt include parkland acquisition and improvements.

*Financial Policies for Provision of Current and Future  
Municipal Services*

The City Council has established fiscal policies that govern the city's financial administration and are designed to safeguard the city's assets, provide for a stable funding base, and ensure that adequate accounting data are compiled. These accounting data allow for the preparation of various accounting reports such as this budget and the annual year-end financial report. Following are the financial policies that provide the basis for the financial direction of the city.

- The city's budget policy states that all operating budgets shall be balanced and ongoing costs will not exceed current revenues plus available fund balance that exceeds reserve requirements. The minimum reserve for any operational fund is 5% of the budgeted expenditures with the goal for reserves of 5 - 10% of budgeted expenditures unless capital borrowing or extraordinary fiscal conditions require that higher levels of reserves be maintained. Budgetary and purchasing controls have been instituted that ensure adherence to the adopted budget.
- The Enterprise Funds are to be fully supported by user fees and charges, and the Internal Services Funds are to be funded at appropriate levels to ensure reasonable ability to respond to unforeseen events. In response to this policy, in 1992 the city began transferring funds into the General Government Services Fund (an Internal Service Fund) to address the building space needs for new fire stations, corporation yard consolidation, new animal shelter, regional parks, industrial parks, and major remodeling, repairs, or additions to existing facilities. The fund also provides resources to improve and expand the use of technology for improved productivity and effectiveness.
- The city will not issue long-term debt to cover current operations. The city will consider the issuance of long-term debt to purchase/build capital assets when those assets will benefit users over several years and it is determined that it is more equitable to spread the capital investment and financing costs of the asset to current and future users of the asset.

- Annually the city must have an audit of its financial records by a certified public accountant and submit an annual financial report to the City Council by December 31 for the previous fiscal year.
- Fees for services are to be charged for services provided where appropriate and should cover the cost to deliver the service. Fees are to be reviewed on an annual basis to ensure that the fee is appropriate for the service provided.
- The city will establish development impact fees so that growth pays the cost of infrastructure improvements.
- The city will invest available cash assets in a manner consistent with the safeguards and diversity that a prudent investor would adhere to with primary emphasis on preservation of principal, sufficient liquidity to cover anticipated payment outflows, and, lastly, high yields consistent with the first two goals. The city's investments will be consistent with Section 53601 of the Government Code of the State of California that identifies which types of investments are eligible for investment of public funds and the maximum percentage of an investment portfolio that are allowed in any one investment.

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

### *Long-Range Goals*

The vision statement developed at the last Citizens' Summit in consultation with the City Council provides guidance for city policy and operations. The purpose of the statement is to articulate the most desirable qualities that will prevail in the City of Clovis of the future, building on the City's current values and opportunities, and inspiring its citizens to achieve the community's potential. Our Vision for Clovis:

Clovis is a safe community with small town character and feeling, livable neighborhoods, excellent schools, quality recreation and cultural choices, Old Town traditions, new urban villages, a strong and growing local economy, and a great place for families to live, work and play; a place where we are committed to creating a sense of community for all in which citizens work together to contribute to this "Clovis Way of Life."

This statement is intended to serve as a guide for future design of the city and its services to make sure decisions are made that will perpetuate community values and further enhance the quality of living.

The City Council periodically conducts goal-setting and strategic planning workshops to develop a blueprint of goals and target actions. Goals express the expectation for direction and achievement for the next five-year period or longer, and target actions are those programs and projects to be addressed with the budget cycle to help achieve the goals. These are reviewed and updated annually. The priority goals for Clovis 2010 and beyond are:

1. **Provide for orderly and planned community growth** consistent with the vision adopted with general and specific plans, with particular emphasis on the Southeast Urban Center, ensure that infrastructure and service capacity is in place prior to development, include green space and buffers around neighborhood centers, and provide trails to link neighborhoods and village centers designed with active people in mind and for protection of property values with choices of neighborhoods and types of housing.
2. **Make Clovis the safest city in the Valley**, providing diligent enforcement of the law and no tolerance for criminal activity, providing timely response to calls for service in five minutes or less for emergencies, taking a preventive approach to safety through public education and citizen partnerships, community design and outreach to families and youth, being prepared for emergencies and potential disasters, maintaining the same or better level of service throughout the community.
3. **Provide for business and employment opportunities** pursue build out and expansion of the research and technology business park, facilitate development of a more diverse local economy ranging from high technology to light industry, promote a strong retail base to grow sales tax revenues, plan for additional land for industrial expansion, retain and grow existing businesses, and implement the economic development strategy to meet the goals and objectives.
4. **Provide for financially sustainable city services** by retaining and expanding city revenue and tax base, providing adequate financial reserves and fund balance consistent with adopted polices, maximizing utilization of grants and partnerships and better leverage scarce resources with a focus on grants with lower matching requirements, delivering services in the most cost-effective manner, keeping well-maintained city infrastructure and facilities, improving financial forecasting and planning for establishing city service rates, and formalize succession planning for management staff.
5. **Make Clovis a great place for families to live**, providing well-maintained, attractive neighborhoods and transportation corridors, expanding performing arts and cultural venues, nurture an engaged citizenry by increasing opportunities for civic involvement and preparing future leaders, balance jobs and residential housing at a ratio of 1.25 to 1, provide a range of housing

opportunities in character, density, and cost, and continue working with local schools for educational excellence.

6. **Establish regional and community leadership** by maintaining a distinct community identity and pride, providing leadership on regional issues and problem solving, providing strong advocacy to protect Clovis' interests, integrating new residents into our community blending old and new arrivals, actively ensuring that citizens are engaged in city governance and planning, and developing future civic and community leaders.

The priority target actions to meet these goals for 2006-07 are:

Target Actions to Meet Goal 1

1. Implement the Loma Vista Specific Plan and development of the village center plan.
2. Implement the Harlan Ranch Master Plan and complete annexation of infill area.
3. Initiate the planning process for the Northwest Urban Center Specific Plan.
4. Initiate the planning process for update of the General Plan and review of the Sphere of Influence.
5. Complete the master plan for development of the Golden Triangle site.
6. Continue implementation of the Shaw Avenue Corridor revitalization strategy, Old Town Vitality Action Plan, and the Southwest Neighborhood Action Plan.
7. Complete the revision and adoption of the new zoning and development ordinance.
8. Continue implementation of the master plan for wastewater and contract with the preferred vendor for the design / build / operate solution for the new sewage treatment-water reuse facility and related collection and distribution systems.
9. Participate in regional efforts to prepare water master plans for the region.
10. Pursue plans for future water banking and/or purchase of additional water resources with the Fresno Irrigation District.

Target Actions to Meet Goal 2

1. Expand staffing resources in both Police and Fire Departments to meet response goals for the growing community.
2. Complete construction on two new fire stations and place into service.
3. Begin three-year phase to construct and remodel the Fire Department Training Facility.
4. Complete assessment of risk and hazards of certain buildings in the city.
5. Continue building of the Citizen Emergency Response Team to prepare citizen volunteers.
6. Develop contract and policies to implement a contract for fire dispatch services.
7. Complete revision to the Fire Protection Master Plan.
8. Review and update disaster preparedness plans, provide training for city staff, and coordinate with training efforts in the region.
9. Participate in installation of countywide radio interoperability solutions and implement cell phone technology to route directly to emergency service provider serving the area where the call is placed.
10. Conduct city wide traffic safety evaluation in coordination with planners and engineers with professional assistance from UC Berkeley Institute of Transportation Studies.
11. Conduct effective building and property code enforcement for improved life safety, crime prevention, and neighborhood preservation.
12. Continue installation of and master plan for use of video cameras for crime prevention and the use of wireless technology for police officers.
13. Coordinate planning and design for future public safety services and facilities in response to growth with acquisition of two fire station sites.

Target Actions to Meet Goal 3

1. Pursue build-out of Phase 1(80 acres) of the Research and Technology Business Park, continue marketing of sites in Phase 2 (80 acres), and complete plans for expansion of Phase 3 (125 Acres).

2. Continue implementation of the Shaw Avenue Corridor revitalization strategy and the Old Town Vitality Action Plan.
3. Continue implementation of the action plan for revitalization of the Southwest Area residential neighborhoods as funding permits.
4. Encourage and support the Clovis Memorial District in pursuit of implementation of master planning for a performing arts center.
5. Facilitate economic development of the Herndon Avenue Corridor as a mixed use business corridor consistent with the General Plan.
6. Facilitate the continuing expansion of Anlin Industries window manufacturing plant and Pelco security camera manufacturing complex.
7. Continue exploring strategies for making Clovis a hub for innovation and technology and plan to host a technology conference in fall 2007.
8. Pursue recruitment and marketing for technology businesses.

Target Actions to Meet Goal 4

1. Support the strategy for reauthorization of the local sales tax for transportation purposes.
2. Monitor funding derived from the Community Facilities District enacted in 2004 to determine sustainability of future public safety services.
3. Support legislation that will stabilize or increase primary sources of revenue that support local government services.
4. Continue to support business retention and attraction programs.
5. Work in cooperation with the Clovis Community Foundation to seek private funding for community-serving recreation and cultural amenities.
6. Emphasize succession planning for all departments where future retirements of key personnel will be occurring in the next five years.
7. Continue the implementation of master plans for water and wastewater facilities

Target Actions to Meet Goal 5

1. Evaluate “best practices” for affordable housing and develop new strategies to increase the affordable housing supply.

2. Update the parks, open space and trails master plan.
3. Implement measures to maintain service levels for the landscape maintenance district.
4. Improve maintenance and overall appearance of major corridors throughout the city.
5. Develop a master plan for the Big Dry Creek Regional Park site with support from Fresno County.

Target Actions to Meet Goal 6

1. Participate in regional discussions with the Council of Fresno County Governments to develop the San Joaquin Valley Regional Blueprint.
2. Support efforts to extend the local sales tax for transportation to ensure continued maintenance of streets and provision of public transit.
3. Implement the regional air quality strategy through design and approval of projects in the city.
4. Review mutual aid agreements for police and fire services within and outside of the city and evaluate the costs/benefits to determine policy direction.
5. Continue to support and enhance the relationship between the city and the schools.
6. Continue to support the quarterly magazine featuring the Clovis community to educate and inform residents about the community.
7. Continue to evaluate opportunities for improving the regional electricity supply with both Kings River Conservation District and Pacific Gas and Electric.
8. Continue to offer the Citizens' Academy as a way to invite citizen participation and foster development of future community leaders.
9. Pursue joint meetings at least annually with officials of service districts operating in Clovis to discuss matters of mutual concern and to forge cooperative relationships.

In achieving these goals and target actions, the city utilizes various long-range planning documents including the General Plan, Specific Plans (for sub-areas of the General Plan), Service and Infrastructure Master Plans, various project and facility plans, and the Five-Year Community Investment Program. These plans are reviewed from time to time to ensure consistency with current law, trends, and technologies.

The General Plan is the overall guiding document for the City's future growth. The General Plan undergoes major review and update by the city about every ten years. Because of recent changes in state law, the Sphere of Influence is now required to be reviewed by the Local Agency Formation Commission (LAFCO) every five years. The current Sphere of Influence was approved in December 2000 and will be reviewed this year. The 1993 General Plan was a major revision from the 1974 General Plan. In the intervening years between major revisions of the General Plan, the city utilizes Specific Plans to focus on defined areas of the Plan for more precise parameters for land use and development. The Service and Infrastructure Master Plans provide the implementation details for the General and Specific Plans. The Five-Year Community Investment Program schedules of capital improvements and implements the Service and Infrastructure Master Plans as part of the annual budget process.

### *Major Policies*

Over the years, the Council has adopted the following policies to guide implementation of the long-range goals.

- Public participation is encouraged in the development of the major long-range planning documents.
- Professional and timely delivery of public safety services is a high priority.
- Moderate community growth is supported consistent with adopted General and Specific Plans.
- Development impact fees will be established to ensure that growth pays the cost of infrastructure improvements.
- Debt financing is utilized only when current fees and charges cannot pay for capital improvements within a reasonable period.
- Development of cohesive neighborhoods is encouraged.
- User fees should be charged for services provided when appropriate and should cover the cost to deliver the service.

*Discretionary versus Nondiscretionary Revenues*

The distinction between these types of revenues, especially for the General Fund, is the key to understanding the financing of basic government services such as public safety, streets, parks, and general administration. Understanding these types of revenues makes it very clear how decisions that are made at the state or local level, about funding for local government and use of the revenues, can affect the City's basic government services. With shrinking sources of revenue, the terms "discretionary" and "non-discretionary" revenues have taken on greater importance.

Discretionary revenues are those for which the City can determine the use, without restriction, by deciding how those funds will be expended and on which programs. Examples of discretionary revenues are property taxes, most sales taxes, and vehicle license fees, all of which may be allocated to support any lawful purpose of the City's choosing. Discretionary revenues are used to support the General Fund expenditures. The primary sources of discretionary revenues are property and other taxes, which include sales taxes and account for more than 89% of total discretionary funding.

Non-discretionary revenues have restrictions; and the City must spend those revenues on the programs for which they are intended. Examples of non-discretionary revenues include gas taxes that must be used for street maintenance and development fees that must be used for entitlement processes or expenditure for public infrastructure associated with development.

## Community Development



### *Planning and Development Services*

The Planning and Development Services Department consolidates the functions of planning, engineering, and building inspection and carries out these responsibilities through those respective divisions. The Department coordinates development from the first plan review to the final sign-off of finished construction. The Department also coordinates the preparation of the Capital Improvement Program for all City departments.

The Department is also responsible for all land use planning for the future development of Clovis and for adherence to city, state, and federal codes. The Department is responsible for preparing and ultimately implementing the comprehensive General Plan for the City.

Current and future funding for the Planning and Development Services will come from the General Fund, user fees, permit fees, and entitlement fees.

#### Planning Division

The Planning Division is responsible for both long-range planning activities and current planning that entails the review of residential subdivisions, apartment projects, conditional use permits, and variances to the zoning ordinance. The Planning Division also provides professional advice for ordinance amendments and for the environmental review and processing services for other City departments. The Planning Division provides enforcement measures for the zoning portion of the municipal code.

#### Building Division

The Building Division is created under Title 8 of the Clovis Municipal Code with further authority provided by State of California building statutes and applicable federal codes. It is the Division's responsibility to provide to the community minimum standards to safeguard health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures within the City.

### Engineering Division

The Engineering Division provides two major services, among others, that are vital to the community. The Division's first major responsibility is to ensure that private development activities meet all City conditions and standards when developing within the City. The Division's second primary responsibility is to implement the City's capital improvement program, thereby enhancing the safety and security of the community through the construction of new infrastructure and the maintenance and repair of existing infrastructure.

### *Clovis Community Development Agency*

The Clovis Community Development Agency is the redevelopment agency for the City of Clovis. The Agency consists of two project areas with a total of 1,624 acres. Project Area One (1,200 acres), established in 1981, is located in the central portion of the City and includes Old Town. The Herndon Avenue Project Area was created in 1991 and includes land north of Project Area One, along Herndon Avenue, between Minnewawa and Fowler Avenues.

The Agency is responsible for the elimination of blight and the development, reconstruction, and rehabilitation activity within the boundaries of the two project areas, including, but not limited to, residential, commercial, industrial, and retail. The Agency is responsible for the implementation of the Redevelopment Plan.

Current and future funding for the Clovis Community Development Agency will come from redevelopment funds.

### General Administration

The General Administration Division is responsible for the day-to-day operation of the Agency. General Administration reviews and recommends proposals for rehabilitation and new construction applications for assistance to the Agency Board. The General Administration Division coordinates with other City departments and provides professional and technical expertise on redevelopment plans to the Agency Board.

### Housing Division

The Housing Division is responsible for implementation of the Agency's mandatory 20% set-aside of tax increment revenue. The Housing Division administers the Summer Youth Program, Clovis Housing Improvement Program (CHIP), and new construction projects. This division coordinates with county,

state, and federal agencies to secure funds for affordable housing construction and rehabilitation projects.

Business Development Division

The Business Development Division of the Clovis Community Development Agency is responsible for the administration of the Agency's contracts with the Business Organization of Old Town to market and promote Old Town Clovis. This division also administers the Community Development Block Grant program as well as marketing and consulting contracts for the Agency.

Clovis YES!

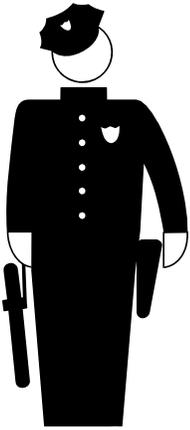
Clovis YES! is responsible for the administration and operation of the youth employment services for the City of Clovis and the area boundaries of the Clovis Unified School District. The Fresno County Workforce Investment Board through the Federal Workforce Investment Act provides the funds for this program.

Community Development Block Grant Administration

Community Development Block Grant (CDBG) Administration is responsible for the day-to-day operation of the CDBG Program. The CDBG Administration is responsible for the oversight of the expenditure of CDBG funds per the policies of the Federal Housing and Community Development Department.

## Public Safety

### *Police Department*



The responsibility of the Police Department is to provide protection and police-related services to the community. The Department's mission is to do this in a manner that builds public confidence and improves the quality of life in Clovis. Police headquarters is located at the Clovis Civic Center. Currently, the Police Department has 107 sworn officers. The current ratio is 1.19 sworn officers per 1,000 citizens.

Police protection to the unincorporated areas is provided by the Fresno County Sheriff and California Highway Patrol. The City has a mutual aid assistance agreement with both agencies

Continued development and annexation will affect services, but the City has proposed future facilities to accommodate growth. The operations of the Police Department, now and as the City grows, will be funded through the General Fund, Community Facilities District (CFD) fund, and grants.

The Department is organized into four major divisions, which are composed of seven budgetary sections as shown below.

#### Patrol Divisions

The Patrol Division is the most highly visible section of the Police Department. It consists of North and South Sectors, each overseen by a Police Captain. Uniformed Patrol, which includes traffic enforcement, a Gang Response Team, the Reserve Unit, and Community Service Officers respond to calls for service and represent the Police Department in their daily contact with the citizens of Clovis. They also deal effectively and appropriately with the criminals they apprehend. Neighborhood Corporals work closely with business and property owners to resolve any problems within the community. The Police Chaplain Program assists our Department and victims of crime during traumatic events or at times of grief. The Patrol Division's aggressive and pro-active approach toward

eliminating criminal activity and protecting its citizens has helped create a safe community for the citizens of Clovis.

#### Communications

The Communications section provides dispatch services for the Police and Fire Departments and serves as the primary answering point for 9-1-1 calls made from within the City limits. They serve as a resource to Police Officers and Fire Fighters, providing automated information as necessary to officers in the field.

#### Investigations

The Investigations section is responsible for follow-up on all felony cases and preparing the cases for submittal to the District Attorney's Office. The section is divided into two main areas of responsibility: General Investigations and Narcotics. Computer Crime and Identity Theft cases are up significantly (200%) and are beginning to take a toll on other general investigators' responsibilities. Narcotics Investigators continue to work with Patrol as a team targeting street level dealers and their suppliers.

#### Youth Services

The Youth Services unit is charged with the responsibility of preventing youth from getting into trouble, preventing repeat juvenile offenses and practicing youth from criminal influences. Youth Services also works closely with the school district and other Youth Service providers to support parents and the youth in our community. Currently the unit provides programs to twenty-three of the school district's forty-two schools. In September 2006, with the annexation of the Reagan Educational Center this number will increase to twenty-six. Youth Services unit is also responsible for domestic violence programs for adult and youth victims and support.

#### Support Services

The Support Services unit encompasses diverse duties that focus on providing outstanding service to its customers and the citizens of Clovis. Division sections and functions include Communications/Dispatch, citizen and business services, fleet management, technology, department personnel training, department equipment and supplies management, and Records and Property.

#### Administrative Services

The Administrative Services Division is the office of Chief of Police which provides leadership and general direction and oversight for the entire department.

The Administrative Services Division is responsible for several functions including administrative support to the Chief, special projects, research, internal audits and compliance, Homeland Security, grant administration, public information officer duties, employee injury and oversight of Workers' Compensation issues. The office support staff also performs a variety of personnel functions regarding recruitment and hiring and also provides support for other division commanders.

### Animal Shelter

The Animal Services Division is responsible for responding to calls for service in the community, investigating cruelty to animal cases, operating the Adoption Center and stray animal facility. The Animal Services Division works closely with Clovis veterinarians to achieve our primary goal of increasing our pet adoption rate, and educating the public on the importance of reducing the pet population through spaying and neutering of pets.

### *Fire Department*



The Fire Department is responsible for providing Fire Suppression, Technical Rescue, Hazardous Materials Spill/Release Mitigation, Emergency Medical Services (EMS) and Life Safety Services for the citizens of Clovis. This responsibility includes the following functions: fire protection; emergency medical services; urban search and rescue; high angle, trench and confined space rescue; hazardous condition mitigation; strategic planning; administration; fire cause and origin investigations; code enforcement; public education; and emergency preparedness, with responsibilities distributed through two bureaus and seven divisions.

The operations of the Fire Department, now and as the City grows, will be funded through the General Fund, Fire Department impact fees, CFD fund, and grants. The Fire Department operates out of five community stations and a headquarters. New fire facilities are financed by internal service funds and City issued debt. Facilities are constructed in accordance with the City's Capital Investment Program.

### Emergency Services Bureau

The Emergency Services Bureau is responsible for providing the resources needed by Fire Department members who respond daily to requests for emergency and non-emergency services from the citizens of Clovis through four divisions: Operations, Special Operations, Training and Support Services, and Communications. The Operations Division activities include: responding to fires, first responder medical services, mapping, radio communications, apparatus replacement, etc. The Special Operations Division is covered below under Emergency Preparedness. The Training and Support Services Division activities include: recruitment, testing and training of new employees, in-service training for

all safety employees, coordination of the Fire Explorer program, apparatus maintenance, facilities maintenance, station supplies, etc. The Communications Division has the responsibility for providing dispatch services to the Fire Department. The fire dispatch center coordinates the emergency response of all City fire resources, mutual or automatic aid resources, and general information management. The Department continues to promote sound planning, economic efficiency, and effective use of the City resources while providing essential and valuable services.

#### Life Safety and Enforcement Bureau

The Life Safety and Enforcement Bureau regulates and enforces fire safety through three divisions using adopted fire codes, standards, and local ordinances while continually educating the citizens and youth in our community about fire behavior and life safety. The Bureau has the responsibility to investigate all fires for cause and origin, and enforce minimum standards to safeguard life or limb, health, property, and public welfare. The provision of public education regarding home safety, disaster preparedness, and arson prevention are critical to maintain a fire-safe community. The fire prevention division provides quality support for our growing community through consultations with developers, plan review, and new construction inspections. In addition, an aggressive weed abatement program reduces fire hazards and helps maintain an attractive community. The Administrative Services Division activities include: incident response data management, time keeping, and other routine duties performed daily that support the delivery of emergency and non-emergency services.

#### Emergency Preparedness

The Emergency Preparedness Division has the responsibility for preparing and carrying out emergency plans to protect property and the citizens of Clovis in case of actual or threatened conditions of disaster or extreme peril. This includes having an emergency plan in place, maintaining an Emergency Operations Center (EOC), and following the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS) guidelines. The Special Operations Division is managed under the Emergency Services Bureau and has the responsibility for responding to emergency incidents that require specific and advanced training and specialized tools and equipment. The Department currently fields a Hazardous Materials Response Team and an Urban Search and Rescue Team. Some funding for this division is augmented by state and federal grants.

#### *Paramedic Services*

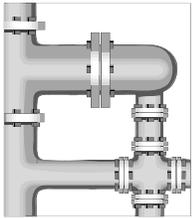
The City does not provide paramedic service but receives such service through coordination with the Fresno county-wide emergency medical service contract. Paramedic service is available from America Ambulance

Service, a private company. American Ambulance is available on call from private citizens and 9-1-1 public safety dispatchers.

When a request for emergency medical aid is received, both American Ambulance Service and the Clovis Fire Department are dispatched.

## Municipal Utilities

### *Public Utilities Department*



The Public Utilities Department is a service and maintenance organization whose principal duties are to provide essential municipal services including water, wastewater, solid waste handling, street cleaning, and maintenance of the City's street system, parks, and street landscaping. Services also include maintenance of the City's fleet of vehicles and equipment. The Department plays a leading role in water and wastewater planning to ensure these essential services are available when needed.

Organizationally, the Department is divided into two divisions with budgetary responsibilities as shown below. Some changes were made along geographic lines to facilitate the addition of Fleet Maintenance. All functions operating out of the Villa Avenue Corporation Yard report to one Division head, while those operating out of the Lind Avenue Corporation yard report to the other Division Head.

Utilities and services such as: water, sewer, street sweeping, refuse, greenwaste, and recycling are and will continued to be supported by user fees, development fees, enterprise funds, assessment districts, and capital facilities financing through a greater tax base.

### Utilities, Streets, and Fleet Division

#### **Street Maintenance**

Street Maintenance provides preventive and corrective maintenance on all City streets and alleys. The unit also maintains all lane striping, pavement markings and legends, and all street regulatory, warning, and information signs, as well as all street name signs.

### **Street Lighting**

Street Lighting provides a funding source separate from the operations budgets to pay the cost of energy/repairs/replacements for PG&E-owned streetlights within the City, energy and materials for City-owned streetlights, and energy for certain City-owned traffic signals maintained under contract by the City of Fresno. Street Maintenance personnel perform maintenance of City-owned streetlights.

### **Storm Drain**

Storm Drain provides off-hour emergency response to excess rainfall events, providing sand bags, pumping of flooded areas, monitoring stream channels, placing warning signage, and pumping temporary storm drain basins when needed.

### **Fleet Maintenance**

Fleet Maintenance maintains the City's fleet of vehicles and equipment.

### **Fleet Acquisition**

Fleet Acquisition acquires vehicles and equipment and administers the fleet depreciation account.

### **Wastewater**

Wastewater maintains the City's sewer collection system consisting of sewer pipelines and lift stations. Also manages the City's 11.6% of capacity rights in the Fresno-Clovis Wastewater Treatment Plant, rate analysis, and master planning.

### **Water**

Water is responsible for the production and distribution of the City's water supply, via a network of water mains and wells, and maintains treatment and/or disinfection facilities on a number of wells thus ensuring pure and safe drinking water that meets all state and federal standards. This section also conducts groundwater recharge programs, rate analysis, and master planning.

## Sanitation and Parks Division

### **Parks**

Parks provides maintenance to City parks, trails, street landscaping, City trees, and numerous recreational facilities, including playgrounds and picnic sites; maintains Old Town streetscape; and provides grounds maintenance at City administrative facilities. Also provides support for civic activities such as hanging banners and decorating for Christmas, Rodeo Weekend, Big Hat Days, and Farmer's Market. Administration of the Landscape Maintenance Assessment District, which provides funding for maintenance of certain parks, trails, street landscaping, streetlights, and neighborhood architectural enhancement features for areas within the Landscape Maintenance District.

### **Landscape Maintenance Assessment District**

The Landscape Maintenance Assessment District provides a means to account for revenue derived from assessments through the Landscape Maintenance District (LMD). All personnel and expenses for maintaining LMD landscaping, architectural, and recreational features are incorporated in the Parks budget.

### **Refuse Collection**

Refuse Collection collects and disposes of solid waste generated by residential and commercial customers located within the City. Private vendors, under City contract, collect waste from select commercial customers and recyclables and yard wastes from residential customers. For improved cost accounting and control, the Refuse Collection Unit is further organized into four sub-accounts identified as Administration, Residential, Commercial and Community Cleanup.

### **Refuse Landfill**

Refuse Landfill conducts all operations necessary to landfill City refuse in accordance with county, state, and federal requirements. The landfill is currently going through a re-permitting process to expand its capacity and longevity to the year 2050. Several regulatory issues are also being addressed.



### **Refuse Contracts**

Refuse Contracts provides refuse-related services to the community through contracts with private vendors. These include refuse compactor and roll-off services for larger businesses, residential curbside recycling, and greenwaste programs.

### **Street Cleaning**

Street Cleaning provides routine sweeping for all City streets to remove dirt and debris. Residential areas are swept twice per month and downtown areas twice per week. The street cleaning operation contributes greatly towards reducing the particulate matter and hence improves air quality, stormwater quality and the overall quality of life for the residents of Clovis.

### *Storm Drainage, Flood Control*

The transfer of all permanent flood control facilities to the Fresno Metropolitan Flood Control District (FMFCD) was completed in 1992. The District operates and maintains all master plan improvements, including the retention basins. Some of the actual work may be performed by Clovis employees, but the City will be reimbursed by FMFCD.

The City is responsible for operation and maintenance of all temporary facilities where master plan improvements are not complete. The City is also responsible for all surface flooding in streets and other areas where storm water cannot reach inlets and pipes quickly enough. Storm drainage facilities are designed for two-year storm capacity. Storm drain retention basins are designed for 50-year storm frequency.

Development impact fees will finance acquisition and construction of ponding basins. Storm drainage improvement districts fund development of storm drainage systems for existing urban areas.

### *Water Master Plan*

The Water Master Plan Update, completed in 1995, by Provost & Pritchard, Inc. was prepared to support the 1993 Clovis General Plan, and the development plans therein. The plan examined the feasibility of continued

growth in the greater Clovis area from a water resource standpoint. This includes a review of existing and future demands for water from both surface and groundwater. The study area corresponds with the General Plan planning area. Since the 1995 report, the City completed construction of the Surface Water Treatment Facility (SWTF). The 2005 Urban Water Management Plan updates the water supply and demand issues identified in the 1995 Master Plan and recognizes the changes in water supply dynamics resulting from the completion of the SWTF.

The City has over 30 domestic water wells to provide for the needs of its residents. Some of these have wellhead treatment facilities to treat contaminated water. The wells discharge water into a distribution main grid, based on a minimum of 12 inch mains, spaced at half-mile intervals. The present water storage facilities consist of two elevated tanks and three ground level tanks. The total storage capacity is 7.06 million gallons.

The City began operations of the SWTF, located on the Enterprise Canal on the east side of Clovis, in 2004. Kings River water is supplied to the plant via FID's Enterprise Canal. This 15 million gallons per day (MGD) plant will allow Clovis to serve existing users and new growth areas, while lessening the demand on groundwater.

The strategy for future water supply is termed "conjunctive use" where multiple elements are utilized to provide a secure long-term supply. It includes using both groundwater and treated surface water to insure a secure drought resistant water supply with the flexibility to use surface and groundwater supplies in a cost and operationally efficient manner. This strategy is conducive to phased development that is critical to both community approval and existing operational constraints.

Water systems for newly developed areas will be financed by development fees, assessment districts, user fees, and capital facilities funding.

A map showing the master planned water facilities is included in Appendix B. The entire Water Master Plan Update is available from the Public Utilities Department.

#### Wastewater Master Plan

The Fresno-Clovis Regional Wastewater Treatment Facility serves the Fresno and Clovis urban area from its location southwest of the two cities. The City of Clovis owns and maintains sewer lines within the City Sphere of Influence, with the exception of the Tarpey Village area, which is maintained by the City of Fresno. The City does not have sewer collection facilities constructed

for the entire current Sphere of Influence at this time, but all areas have been master planned.

As development occurs in the planned urban centers, sewer service will be provided initially by the Fowler trunk line and the Regional treatment Facility, and later by the Clovis Sewage Treatment and Wastewater Reuse Facility to be constructed in the southeast growth area. This new facility will also be sized to serve portions of the northwest and northeast growth areas.

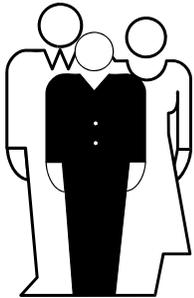
The Clovis Wastewater Master Plan Update in 2005 provided the City with a course of action with respect to wastewater service needs through the year 2030, in keeping with the Clovis General Plan.

Wastewater facilities for newly developed areas will be financed by development fees, assessment districts, and capital facilities funding.

A map showing the wastewater service boundaries is included in Appendix B. The Wastewater Master Plan Update is available from the Public Utilities Department.

## General City Services

### *General Services Department*



The General Services Department is responsible for providing internal services to City departments. Internal services provided by the General Services Department include maintenance of City buildings and facilities, central purchasing and procurement of goods and services, and personnel and risk management services. In addition to internal services, the General Services Department also administers community service programs including senior citizen programs, public transit services, and community recreation programs.

The General Services Department will continue to be supported by the General Fund as the City grows, from and expanding tax base.

### Personnel/Risk Management Division

The Personnel/Risk Management Division is responsible for administering all aspects of personnel work for the City. This includes: administration of the City's Personnel Ordinance, employee recruitment, employee training, benefits administration, personnel records management, and labor relations. The Division also administers the City's risk management function, which includes: procurement of various insurance coverages, processing of liability claims, coordination of the City's workers' compensation program, and development of employee safety programs.

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

### Department Support Division

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

### Community Services Division

The Community Services Division administers various senior citizen programs at the Clovis Senior Center. The Division also administers the City's Round-Up demand-response transit program, the fixed-route Stageline transit program, and administers the City's contract with Fresno Area Express (FAX). User fees, and state and federal transit funds and grants support the transit service.

The Division provides community recreation programs through the Clovis Area Recreation (CAR) program. The City's recreation programs feature family-oriented sports, games, and recreational activities throughout the year. Recreation services will continue to be financed by user fees and the General Fund as the city grows.

## Recommended Actions

### *Reorganization*



The City of Clovis plans to develop according to its “vision” for the community outlined in the 1993 General Plan. The City of Clovis Vision Statement is:

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

The City plans to keep its small town image through comprehensive and conscientious planning. Clovis will promote the development of three Urban Villages with the preservation of agricultural land to prevent urban sprawl. Development will be predicated on the ability to provide adequate water supply, sewer and storm water infrastructure; public services and transportation system connections, and will be planned in further detail under Specific Plan approval.

A specific plan for the first urban village, in the southeast portion of the community,, was adopted in 2003. Development within the area is ongoing. The second urban village, in the northwest portion of the community, will start the specific plan approval process during the 2006-07 fiscal year. Development of the second urban village will not take place until the specific plan process is complete and not until there is 60% development in the first urban village, consistent with the terms of the Memorandum of Understanding between the City of Clovis and Fresno County. Also, development will not take place until municipal services are available to support growth.

Municipal facilities, such as fire stations, community centers, and police satellite facilities will be planned into each urban village area.



## Other Affected or Interested Agencies

### *Fresno County Fire Protection District*

**F**resno County Fire Protection District provides service on the city fringe and unincorporated areas in the City's sphere of influence. As the City annex land, corresponding detachments from Fresno County Fire Protection District occur.

The City of Clovis maintains an instant aid agreement with Fresno County Fire Protection District. Under this agreement, the closest fire station will respond for emergency calls.

The City has entered into an agreement with the Fresno County Fire Protection District for service and revenue transition. The Fire District agreement provides for a gradual transfer of property tax revenue over a ten-year period to the District by the City.

### *Fresno Irrigation District*

**F**resno Irrigation District (FID) overlaps the City of Clovis and the agricultural areas to the north and east of the City. The District provides surface water to City ground water recharge facilities and to the flood control ponds for underground recharge. FID taxes are paid by the City on behalf of its residents. No district detachment occurs with annexation because of this arrangement.

*Fresno Metropolitan Flood Control District*

**F**resno Metropolitan Flood Control District (FMFCD) covers the entire Fresno/Clovis Metropolitan Area with a service area of over 250,000 acres. FMFCD defined, in its service plan, flood control as; “the control, containment, and safe disposal of foreign storm waters, which flow or drain into and through the district.” The District provides storm drainage through a system of inlets, drainage pipes, drainage ponds, and a system of dams and channels upstream. This system provides the primary means of urban storm drainage control for the City of Clovis and its sphere of influence. New storm drainage improvements are made by either development fees or by formation of assessment or improvement districts. The Fresno Metropolitan Flood Control District maintains a District Master Service Plan, which reviews its service in detail. The City of Clovis has a representative on the FMFCD Board.

*School Districts*

**T**he City of Clovis and its sphere of influence lies primarily within the Clovis Unified School District (CUSD). Only a small portion of the southwest area of the city lies in the Fresno Unified Scholl District (FUSD). A small portion of the southeast area of the proposed sphere of influence lies within the Sanger Unified School District (SUSD). These districts are affected by residential growth in the Clovis area. CUSD is managing the growth by financing new facilities through bonds, development fees, and state schools funding. The area of the City serviced by FUSD is fully built-out and future development within the City’s sphere of influence will not affect this district.

*Fresno County Free Library*

**L**ibrary services are provided by Fresno County and funded by the County General Fund and countywide sales tax override. A branch library is located in the Clovis Civic Center. New library facilities are proposed for inclusion in each of the Urban Villages outlined in the 1993 General Plan Update.

*Utility Services*

Pacific Gas and Electric (P. G. & E.) provides gas and electrical service to the City of Clovis, its sphere of influence, and Fresno County. Electrical service is supplied by underground and overhead lines routed through three substations in the greater Clovis area. The hierarchy of establishing electrical power lines from generation stations to customers is as follows: transmission distribution; sub-transmission; and service. P. G. & E. provides gas to customers through plastic and steel underground lines. Residents not serviced by P. G. & E. use propane or butane fuel.

*Other Affected or Interested Agencies*

The following is a list of other agencies and districts within the City of Clovis' requested sphere of influence revision area and current sphere of influences.

Clovis Cemetery District

Kings River Conservation District

Clovis Memorial District

Consolidated Mosquito Abatement District

State Center Community College District

West Fresno County Red Scale Protection District

Sierra Resource Conservation District

## Supplemental Maps

*Current City Boundaries*

*Current Sphere of Influence*

*General Plan- Sphere of Influence*

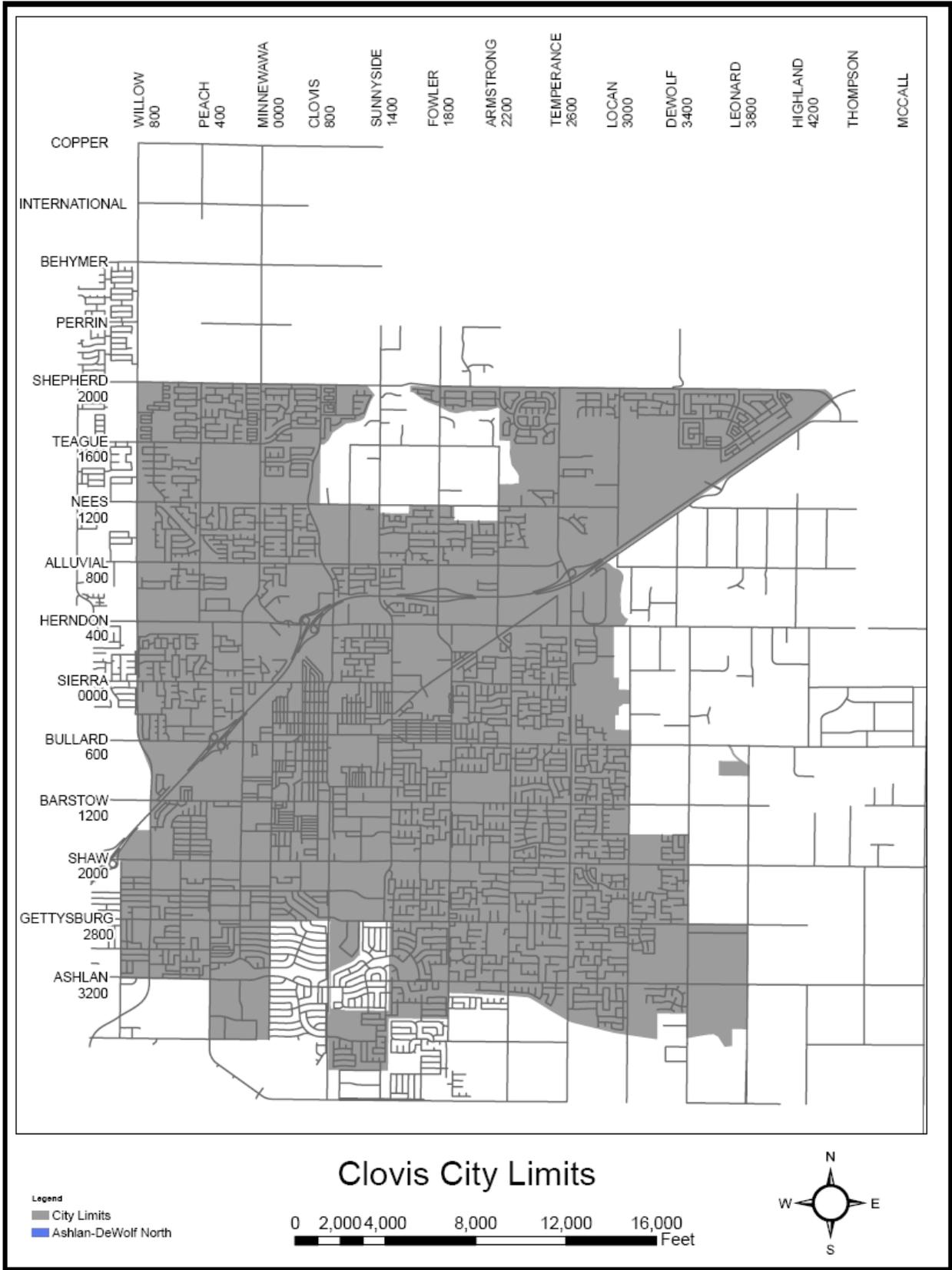
*General Plan- 1993 Plan Area*

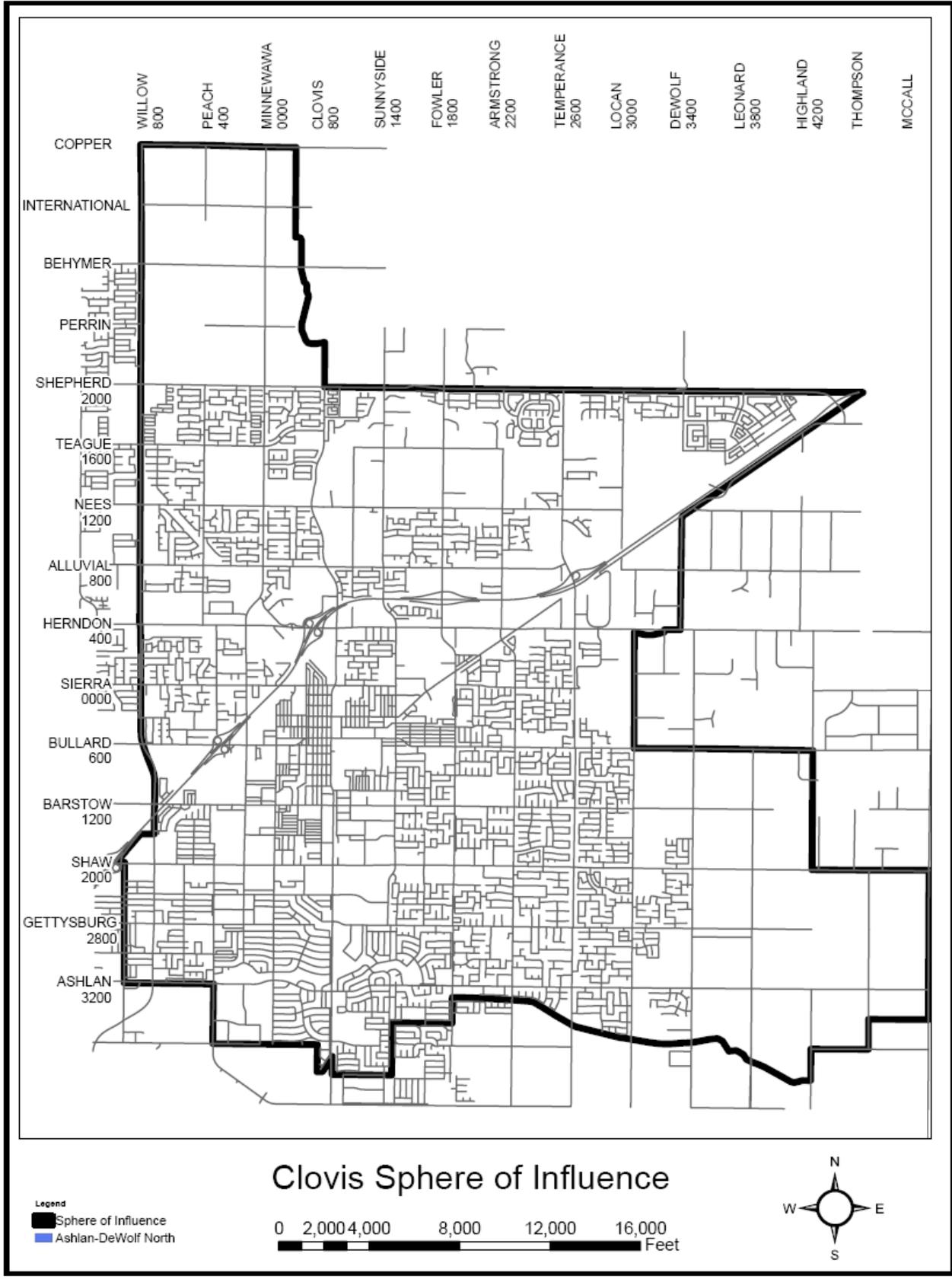
*Police and Fire Stations Location Map*

*Master Planned Water Facilities*

*Wastewater Service Area Boundaries*

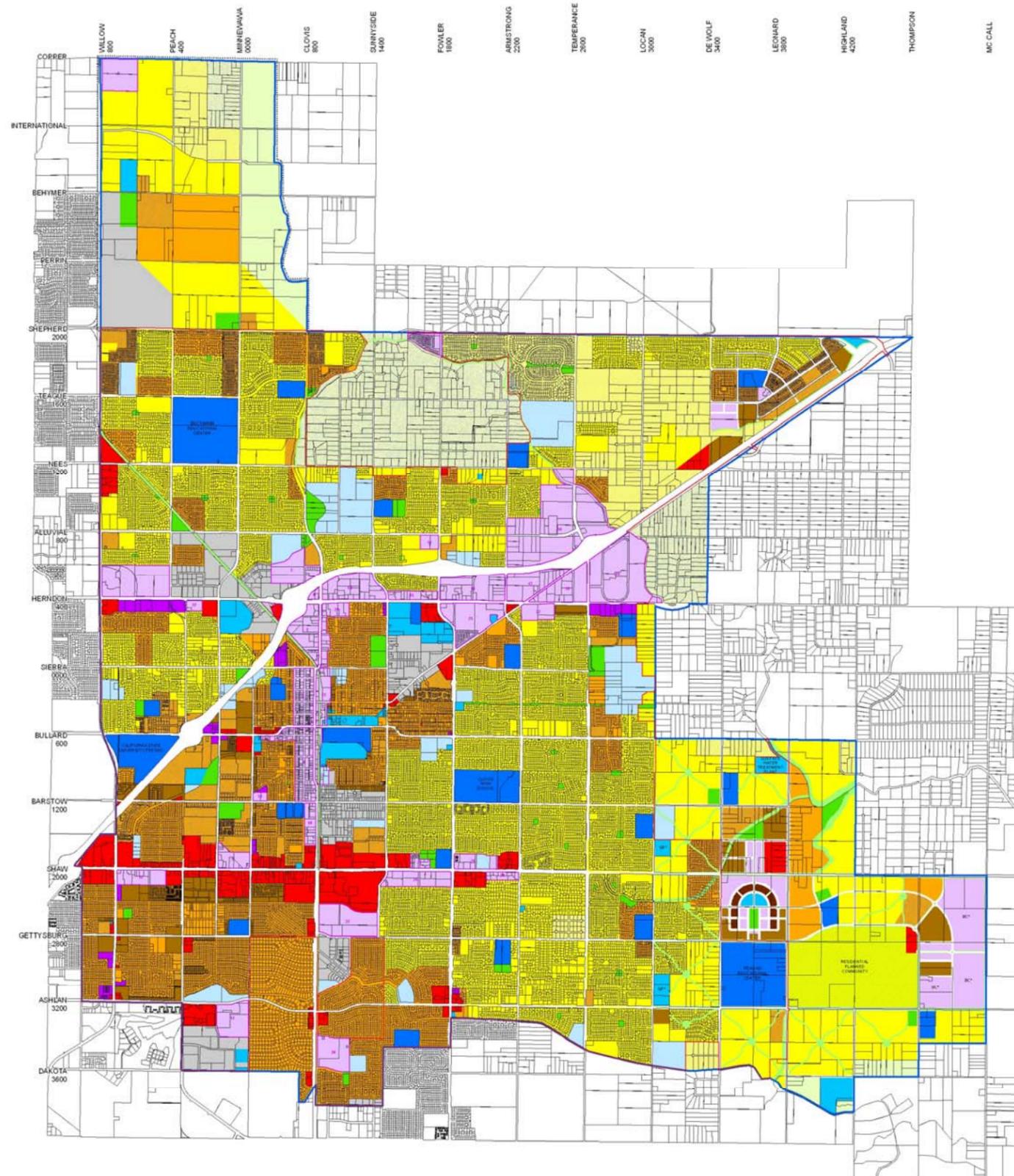








CITY OF CLOVIS  
Department of Planning and  
Development Services



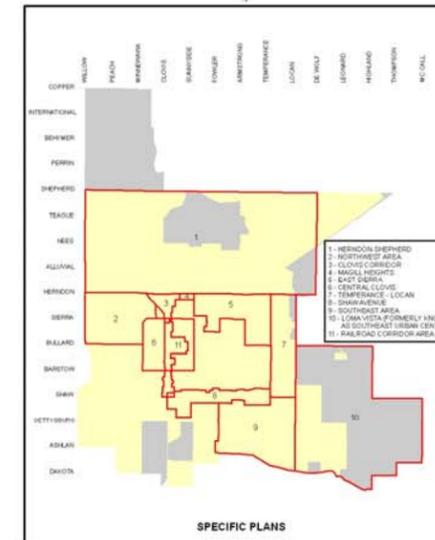
**GENERAL PLAN**  
Land Use Designations within  
the Clovis Sphere of Influence

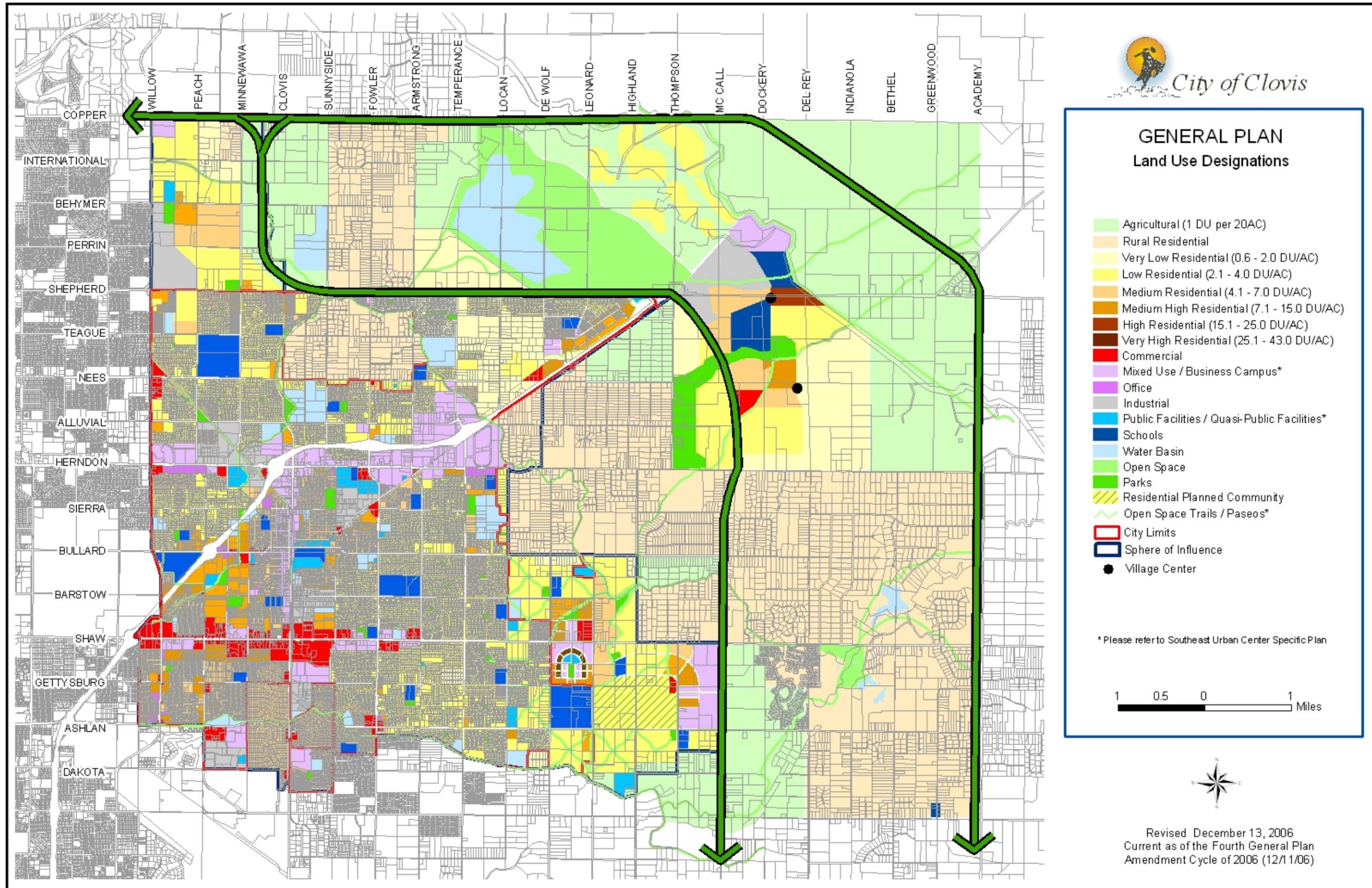
- Agricultural (1 DU per 20 AC)
- Rural Residential
- Very Low Residential (0.6 - 2.0 DU/AC)
- Low Residential (2.1 - 4.0 DU/AC)
- Medium Residential (4.1 - 7.0 DU/AC)
- Medium High Residential (7.1 - 15.0 DU/AC)
- High Residential (15.1 - 25.0 DU/AC)
- Very High Residential (25.1 - 43.0 DU/AC)
- Commercial
- Mixed Use / Business Campus (BC\*)
- Office
- Industrial
- Public Facilities / Quasi-Public Facilities (QP\*)
- Schools
- Water Basin
- Open Space
- Parks
- Open Space Trails / Paseos\*
- Sphere of Influence
- City Limits
- Tentative Land Uses  
Subject to Future Specific Plan Adoption



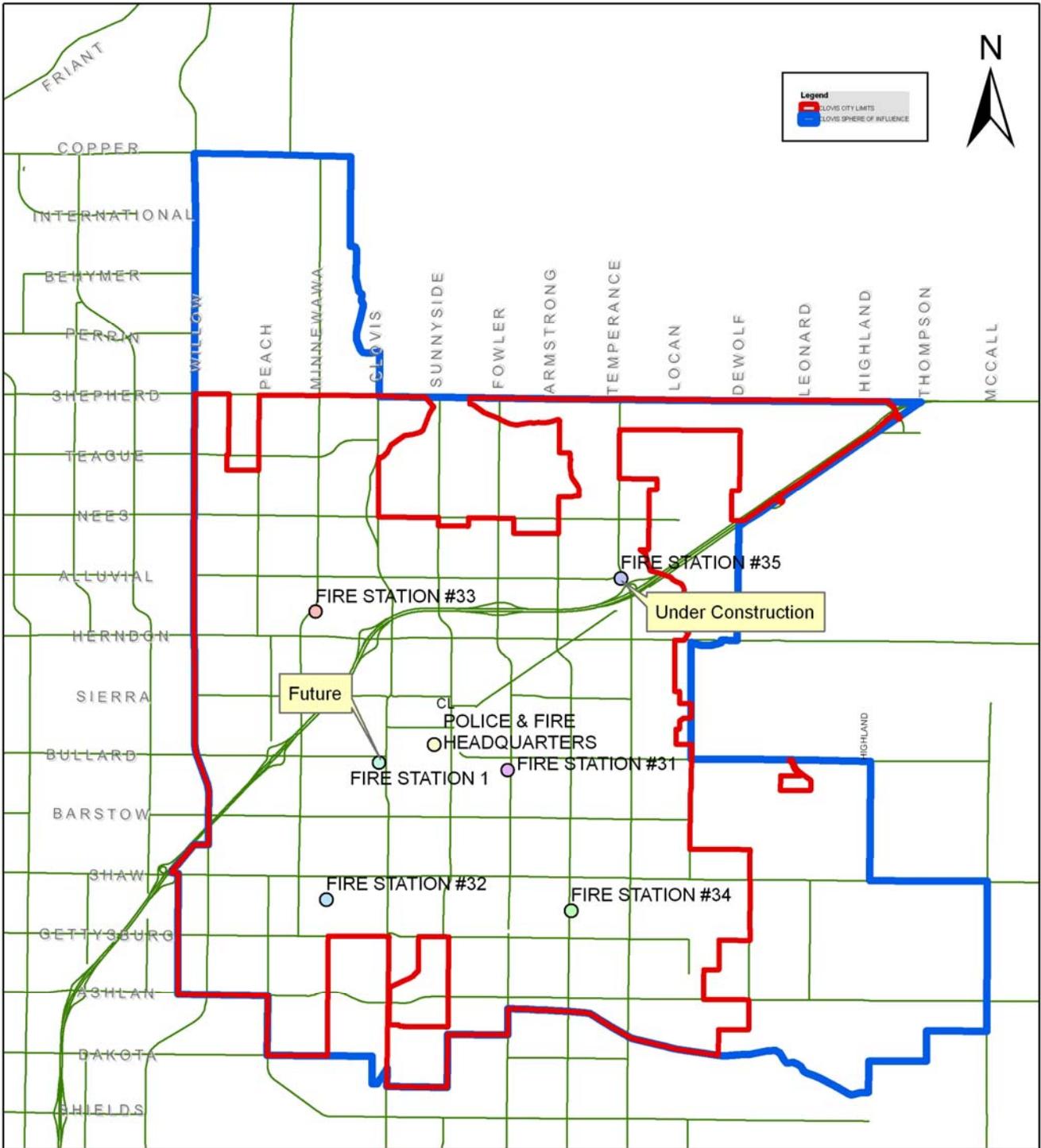
Revised December 13, 2006

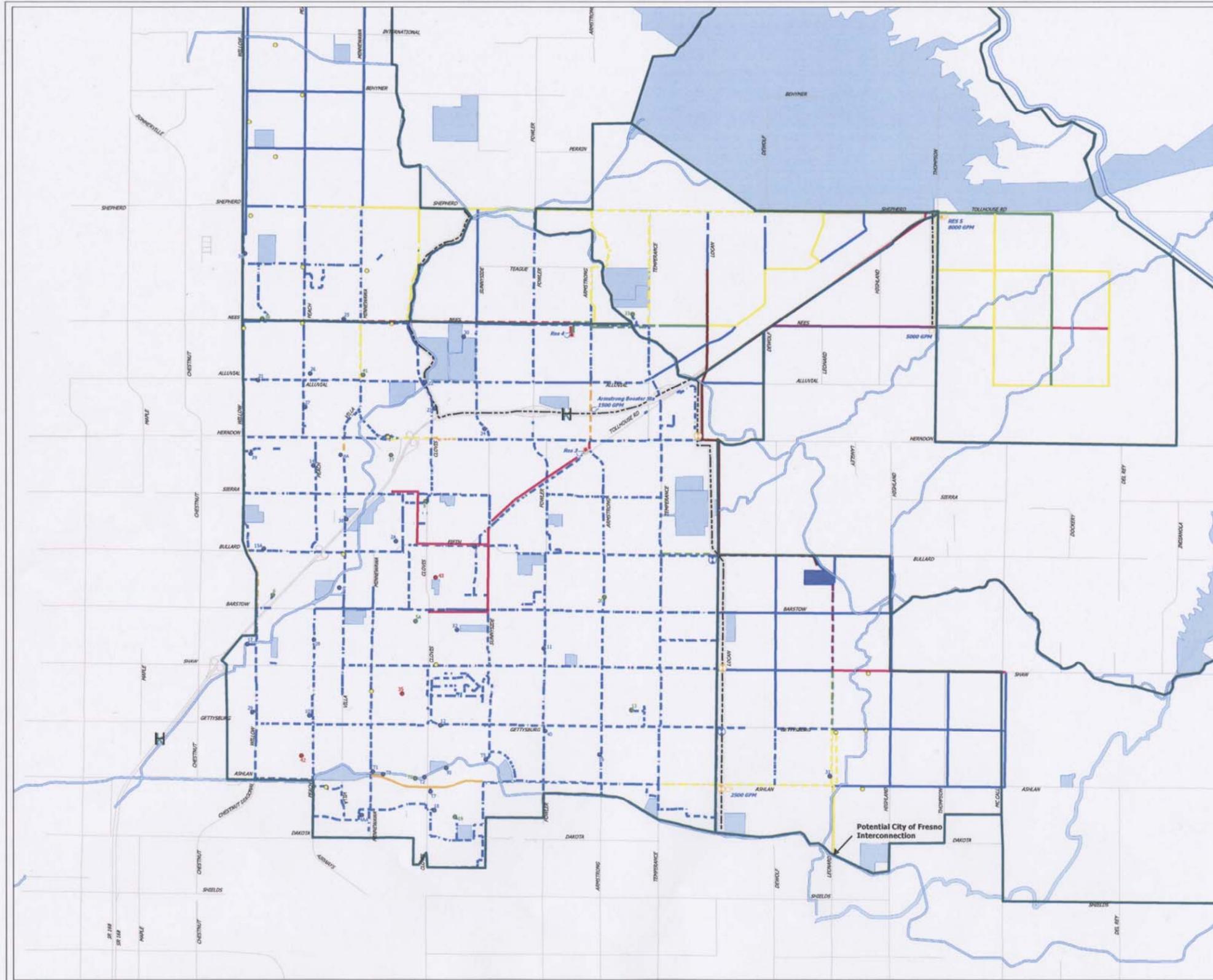
Current as of the Fourth General Plan  
Amendment Cycle of 2006 (12/11/06)





City of Clovis Police and Fire Stations





**Existing Water Mains**

**Size (in inches)**

- 12"
- 14"
- 16"
- 18"
- 20"
- 24"
- 30"
- 36"
- 42"

**Future Water Mains**

**Size (in inches)**

- 12"
- 14"
- 16"
- 18"
- 20"
- 24"
- 30"
- 36"
- 42"

- 1999 WMP Future Well Sites
- Existing Off Line Wells
- Existing On Line Wells
- New Wells

**Pressure Sustaining Valves**

- Existing
- Future

**Pump Stations**

- Existing
- Future

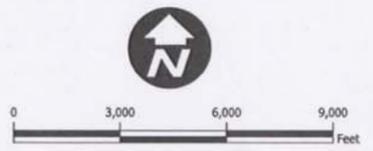
**Storage Tanks**

- Existing
- Future

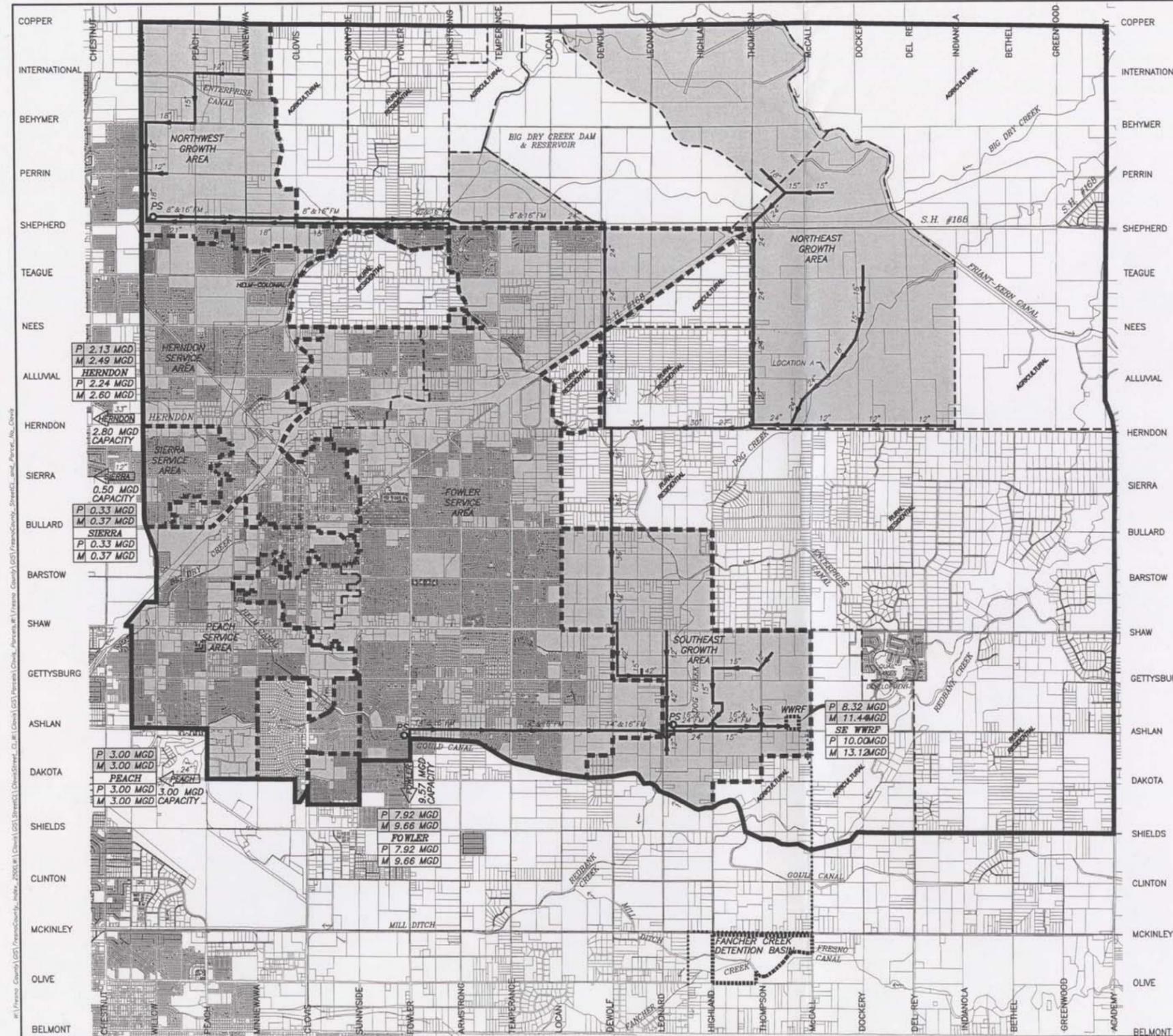
- VILLAGE BOUNDARIES
- Major Streets
- Water Treatment Plant
- Water Basins
- water\_basins\_fmfdandcity
- Friant-Kern Canal
- CREEKS AND CANALS

*Notes:*  
 Installation of distribution mains parallel to transmission mains will be evaluated on a case-by-case basis.  
 Potential City of Clovis interconnection to be sited along Willow Avenue, at a specific intersection that has yet to be determined.  
 All future wells shown north of Shepherd Avenue or east of Leonard will require a local recharge basin in order to stabilize long term production. Proposed basin(s) must be able to recharge 25 acre-ft/acre/year/No. local well.

**City of Clovis  
 Master Planned  
 Water Facilities**  
 (April 2006)



EST. 1968  
**PROVOST & PRITCHARD**  
 ENGINEERING GROUP  
 An Employee Owned Company



### PROPOSED SERVICE AREA BOUNDARIES AND MAJOR FACILITIES

#### MODIFIED ALTERNATIVE 5 EXISTING TRUNK SEWER FLOWS TO REGIONAL SYSTEM, GP EXPANSION AREA FLOWS TO ONE CLOVIS SATELLITE WWRF

#### LEGEND

- BOUNDARY OF OVERALL STUDY AREA
- STREET OR PARCEL BOUNDARY
- BOUNDARY OF TRUNK SEWER SERVICE AREA OR POSSIBLE SATELLITE WWRF SERVICE AREA
- SUB-SERVICE AREA BOUNDARY
- AREAS REQUIRING SERVICE UNDER 1993 CLOVIS GENERAL PLAN (URBAN DENSITIES)
- EXISTING REGIONAL TRUNK SEWER, WITH DESIGN CAPACITY (AVERAGE DAILY ANNUAL FLOW)
- PROPOSED CLOVIS MAJOR SEWER
- PROPOSED PUMP STATION
- 
- PROJECTED AVERAGE DAILY FLOW, SHADED AREAS  
MAXIMUM AVERAGE DAILY FLOW, SHADED AREAS  
TRUNK SEWER OR SATELLITE WWRF DESIGNATION  
PROJECTED AVERAGE DAILY FLOW, ALL AREAS  
MAXIMUM AVERAGE DAILY FLOW, ALL AREAS
- GENERAL VICINITY OF POSSIBLE SATELLITE WASTEWATER RECLAMATION FACILITY (WWRF) SITE
- PROPOSED OUTFALL TO FID CANAL OR OTHER WATERCOURSE

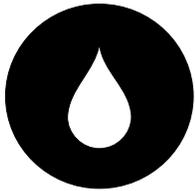
<b>CLOVIS WASTEWATER MASTER PLAN UPDATE PHASE 1-B</b>	
<b>BLAIR, CHURCH &amp; FLYNN CONSULTING ENGINEERS</b> <small>A CALIFORNIA CORPORATION 451 CLOVIS AVENUE, SUITE 200, CLOVIS, CA 93612 TEL. (559) 326-1400 FAX. (559) 326-1500</small> In Conjunction With: <b>NBS/LOWRY ENGINEERS &amp; PLANNERS SAN BERNARDINO, CALIFORNIA</b>	 SCALE: 1" = 1 MILE B.C.F. FILE NO.: 202-0112 PH R
FEBRUARY 18, 2005	Page 8.
<b>PLATE 1H (MODIFIED)</b>	

Drawing: Q:\Eng-MP\Study\Eng\202712\_wwrp\_ServiceStudy\_A.dwg; Layout1 - BCF.ctb; Plot by: ksm; Feb 18, 2005 - 3:54pm



## City of Clovis Fee Schedules

### *Utility Billing*



**U**tility Billing occurs every two months and each account is billed for a two-month period of service. Bills are due and payable 30 days after the billing date. Failure to pay may result in the shutoff of utilities with additional fees for reconnection and after-hours charges. The fees are subject to change by City Council action. The minimum for residential service is as follows:

Water by Meter	\$9.75
(\$9.75 up to 10,000 gallons. \$1.05 per thousand gallons from 10,000 to 35,000 gallons. After 35,000 gallons the fee is \$1.31 per thousand gallons)	
Refuse Collection	\$43.48
Street Sweeping	\$4.50
Sewer Rental	\$29.36
Recycling/Greenwaste Program	\$12.30
<b>Minimum Bi-monthly Bill - Base Rate</b>	<b>\$99.39</b>

**CITY OF CLOVIS FEE SCHEDULE**  
 Effective: February 27, 2007

The following are the fees to be paid when filing an application with the City of Clovis Planning Department. The fee must accompany the application. Once an application is accepted, the fee is nonreturnable regardless of the disposition of the application.

<b>ABANDONMENT OF RIGHT-OF-WAY</b> .....	\$2,025
<b>ABANDONMENT (Summary)</b> .....	\$550
<b>ACCESSORY UNIT (Second Residential Unit)</b> .....	\$1,575
<b>ADULT ORIENTED BUSINESS PERMIT</b> .....	\$5,825
<b>ANNEXATION</b> .....	\$20,550 + \$75/Acre (Fee subject to increase in accordance with LAFCO fee increases)
Agricultural Preserve Annexation (In addition to Annexation Fee).....	\$6,175
<b>APPEALS</b>	
Appeal requiring a City Council hearing.....	\$1,125
Appeal requiring a Planning Commission hearing.....	\$2,400 (includes environmental review)
<b>CONCURRENT PROCESSING WITH GENERAL PLAN AMENDMENTS</b> .....	
	5% of all associated fees (min. \$250)
<b>DETERMINATION OF USE</b> .....	\$2,375
<b>DIRECTOR REVIEW AND APPROVAL</b> .....	\$875
<b>EIR or EA by Consultant hired by the City</b> .....	Cost + 15%
<b>ENVIRONMENTAL ASSESSMENT</b>	
Not part of any other application (The normal cost of environmental assessments, except EIRs is included in the various application fees).	
Categorical Exemption.....	\$450
Negative Declaration.....	\$2,800
Mitigated Negative Declaration.....	\$3,500 (plus consultant fees)
NEPA Compliance.....	Actual costs
<b>GENERAL PLAN AMENDMENT</b>	
Non-Refundable \$500 Initial Filing Fee + Actual costs (\$8,075 minimum).	
<b>ORDINANCE AMENDMENT</b> .....	\$3,975
<b>REAR YARD ENCROACHMENT</b> .....	\$200
<b>RESIDENTIAL SITE PLAN REVIEW</b>	
Residential Site Plan Review, Single Family Residential, Subdivision.....	
	\$4,250 + \$50/Building Permit Requesting Modification
Residential Site Plan Review, Single Family Residential, Individual Lot.....	\$775
<b>SIDEWALK MERCHANDISE/USE PERMIT</b> (Old Town).....	
	\$60
<b>SIGN REVIEW</b>	
Sign Review.....	\$250 + \$10 / Sign
Sign Review (Subdivision).....	\$475 + \$10/Sign
Sign Review Amendment.....	1/2 established fee

**SITE PLAN REVIEW**

Site Plan Review, 1-4 Units.....	\$2,100 + \$35 / Unit
Site Plan Review, Multi-Family Residential/PUDs.....	\$4,250 + \$35/Dwelling Unit
Site Plan Review, Nonresidential.....	\$4,250 + \$110/ Acre
Site Plan Review, Multi-Family Residential/PUDs, requiring PC Hearing.....	\$6,075+\$35/Dwelling Unit
Site Plan Review, Nonresidential, requiring PC Hearing.....	\$6,075 + \$110 / Acre
Site Plan Review, Amendment.....	1/2 established fee
Site Plan Review, Minor Amendments, Amendments to Conditions.....	\$775

**STAFF RESEARCH & DOCUMENT PREPARATION**

(Deferment Agreements, Zoning Confirmations, etc.).....	\$95 /hr (1 hr min)
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**SUBDIVISIONS**

Lot Line Adjustment (Minor).....	\$775
(Major).....	\$1,325
Tentative Parcel Maps.....	\$3,025
Final Parcel Map.....	\$1,300 +\$40/Parcel
Tentative Tract Maps / Planning Commission.....	\$8,150 + \$35 /Lot or Unit
Final Tract Map.....	\$2,750 + \$20 /Lot or Unit
(Fees for Condominium and Planned Unit Development Maps are determined by the number of units)	
Tentative Tract Maps-Minor Amendments / Amendments to Conditions.....	1/2 base fee
Refiling of an Expired Tentative Tract map (Request can incorporate no changes to the approved map and must be filed within 6 months of expiration).....	1/2 established fee

**USE PERMITS**

Conditional Use Permits.....	\$5,500
Conditional Use Permits / City Council Hearing.....	\$6,075
Extension / Amendment.....	\$3,825
Conditional Use Permit for a Residential Condominium or a PUD project.....	\$6,075 + \$15 / Lot or Unit
Conditional Use Permit for Office & Business Campus Condominium or PUD project.....	\$6,075 + \$15 / Lot or Unit

**VARIANCE**

Single Family Residential.....	\$2,775
All Other Variances.....	\$4,850
Minor Deviation.....	\$775
Minor Adjustment, Signs.....	\$775

**ZONING**

Single Family Rezone.....	\$5,500 + \$35/ Acre
Rezones other than Single Family and P-C-C.....	\$5,500 + \$50/ Acre
P-C-C Rezone.....	\$7,275 + \$75/ Acre
P-C-C Rezone, Minor Amendments/Amendments to Conditions.....	1/2 base fee
Master Plan Community Overlay District.....	\$12,075 + \$75 /Acre
Master Plan Community Overlay District Amendments	
Minor Amendment.....	\$775
Major Amendment.....	1/2 base fee

Adopted on February 26, 2007 by City Council Resolution 07-26

## City Phone Listing

### *City Staff*



Kathleen Millison, City Manager	324-2074
Jeff Witte, Assistant City Manager	324-2072
Thomas Riggs, City Attorney	324-2060
Rob Woolley, Finance Director	324-2111
Jim Zulim, Police Chief	324-2407
Mark Aston, Fire Chief	324-2210
John Wright, Planning and Development Director	324-2343
Mike Leonardo, Public Utilities Director	324-2613
Mike Dozier, Economic Development Director	324-2099
Robert Ford, General Services Director	324-2700

### *City Departments*

City Council	324-2010
City Clerk	324-2060
City Manager's Office	324-2060
Economic Development Department	324-2080
Fire Department	324-2200

Finance Department	324-2101
Police Department	324-2400
Planning and Development Services	324-2340
Public Utilities Department	324-2600