



AGENDA



CLOVIS UNIFIED SCHOOL DISTRICT GOVERNING BOARD/CLOVIS CITY COUNCIL JOINT MEETING

*Monday, October 1, 2018
6:00 p.m.*

Council Chamber, 1033 Fifth Street, Clovis, CA 93612

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.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall, in the City Clerk's office, during normal business hours. In addition, such writings and documents may be posted on the City's website at www.cityofclovis.com.

1. CALL TO ORDER – Board President Van Volkinburg / Mayor Whalen
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

CUSD Governing Board / Clovis City Council
4. INTRODUCTIONS
5. PUBLIC COMMENTS (This is an opportunity for the members of the public to address the City Council on any matter within the City Council's jurisdiction that is not listed on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic. Anyone wishing to be placed on the Agenda for a specific topic should contact the City Manager's office and submit correspondence at least 10 days before the desired date of appearance.)
6. City Growth Projections. (Planning and Development Services Director Dwight Kroll)
7. City Community Investment Program 2018 – 2019. (City Engineer Mike Harrison)
8. Opening of Clovis Unified Schools Report – Dr. Eimear O'Farrell
 - CUSD Accomplishment Video

9. Current Bond Measure A-funded Construction Projects Update – Kevin Peterson
10. Clovis Unified's Growth Plans and Potential Future School Site Locations – Kevin Peterson and Michael Johnston
11. Possible CUSD Facility Bond Measure 2020 – Kevin Peterson
12. CIF State Championships Recognition – Dr. Don Ulrich
 - o Positive Economic Impact of CUSD events on City of Clovis

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.

13. City Clerk – Approval - Minutes for the September 17, 2018 Council meeting.
14. Administration - Approval – Closure of City Administrative Offices for the In-Service Day on Columbus Day, October 8, 2018.
15. Community and Economic Development - Receive and File – Business Organization of Old Town (B.O.O.T.) First Quarter Report, July through September 2018.
16. Finance - Approval - Res. 18-____, Approving the 2018-2019 Local Transportation Fund Claim to the Council of Fresno County Governments.
17. General Services - Approval - Res. 18-____, Authorizing the General Services Manager to Execute Documents for the Fresno County Transportation Authority's (FCTA) and Fresno Council of Governments' (FCOG) FY2018-2019 New Technology Reserve Grant Program for Advanced Transit Projects.
18. Public Utilities – Approval - Waive formal bidding requirements and authorize entering into a contract with Golden Bell Products, Inc. to apply INSECTA to sanitary sewer manholes for insect control.
19. Planning & Development Services – Approval – Final Acceptance for CIP 16-21, Railroad Park Shade Structure & Helm Ranch Park Shade Structure
20. CITY MANAGER/SUPERINTENDENT COMMENTS
21. COUNCIL/BOARD COMMENTS
22. ADJOURNMENT

CLOVIS CITY COUNCIL MEETING

September 17, 2018

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Whalen
Flag Salute led by Evan from a Boy Scout Troop

Roll Call: Present: Councilmembers Ashbeck, Bessinger, Flores, Mouanoutoua,
Mayor Whalen
Absent: None

PUBLIC COMMENTS - 6:03

Oscar Garcia, Fresno County Auditor / Controller, commented on his performance since being appointed to the position.

Robert Evans, Harlan Ranch resident and HOA Board President commented on dog sitting services. He also commented the walking trail and questioned when it would be built. Assistant Planning and Development Services Director Renee Mathis addressed his questions.

PRESENTATION

1. 6:13 - FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD'S AWARD WINNER PRESENTATION

Councilmember Mouanoutoua presented a Certificate of Recognition to Ricardo Vasquez as the Fresno Regional Workforce Development Board's selection as Youth Outstanding Achievement Award

2. 6:21 - PRESENTATION BY LIFE SAFETY/ENFORCEMENT MANAGER CHAD FITZGERALD TO CLOVIS EMERGENCY RESPONSE TEAM (CERT) MEMBERS RECOGNIZING THE MONTH OF SEPTEMBER AS NATIONAL PREPAREDNESS MONTH AND THE AMAZING VOLUNTEER WORK THEY DO IN THE CITY OF CLOVIS

Life Safety Enforcement Manager Chad Fitzgerald made a presentation regarding Clovis Emergency Response Team (CERT) members and recognizing the Month of September as National Preparedness Month and the amazing volunteer work they do in the City of Clovis. Councilmember Bessinger presented a proclamation recognizing the month of September as National Preparedness Month.

CONSENT CALENDAR – 6:26

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

3. City Clerk – Approval - Minutes for the September 4, 2018 and September 10, 2018 Council meetings.
4. City Clerk – Adopt – **Ord. 18-22**, R2016-17, a request to approve an amendment to the conditions of approval of Rezone R2016-17 and the Loma Vista Community Centers North and South Master Plan to modify setback requirements and off-street parking requirements. The project site is located on the west side of Leonard Avenue, between Shaw and Gettysburg Avenues. Wilson Premier Homes, Inc., owner/ applicant; Harbour & Associates, representative. (Vote 5-0)
5. Finance - Receive and File – Investment Report for the month of July 2018.
6. Finance - Receive and File – Treasurer's Report for the month of July 2018.
7. General Services - Approval – **Res. 18-127**, Renewing the Retiree Medical Plan Option for Eligible Retirees and Restating the Eligibility Requirements for Participation in the Plan.
8. General Services – Approval – **Res. 18-123**, Authorizing Amendments to the Fire Prevention Officer Classification.
9. General Services – Approval – Selection of Janitorial Supplies Vendor.
10. Planning and Development Services – Approval - Consent to First Amendment to Declaration of Restrictions, 1800 Shaw Avenue Common Interest Development.
11. Planning and Development Services – Approval – Final Acceptance for CIP 18-01, Rubberized Cape Seal 2018.
12. Public Utilities – Receive and File – Public Utilities Report for the month of June 2018.
13. Public Utilities – Approval – **Res. 18-124**, A Resolution adopting rules for the City of Clovis Temporary Dog Park, located at the Sierra Bicentennial Park.

PUBLIC HEARINGS

14. 6:27 - APPROVED – **RES. 18-125**, ADOPTION OF THE CITY OF CLOVIS 2017-18 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR EXPENDITURE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Housing Program Coordinator Heidi Crabtree presented a report on a request to adopt the City of Clovis 2017-18 Consolidated Annual Performance and Evaluation Report (CAPER) for Expenditure of Community Development Block grant funds. The U. S. Department of Housing and Urban Development (HUD) requires the City to adopt the attached 2017-18 CAPER reporting on the expenditure of Community Development Block Grant Funds. As an entitlement city for the purpose of receiving Community Development Block Grant Funds from HUD, Clovis must adopt a CAPER which reports on the status of CDBG projects and on the expenditure of funds for the previous funding year. Mayor Whalen reported out on the League of California Cities conference he attended last week and indicated that homelessness was a very large issue discussed at the conference. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger, for the Council to adopt the City of Clovis 2017-18 Consolidated Annual Performance and Evaluation Report (CAPER) for Expenditure of Community Development Block grant funds. Motion carried by unanimous vote.

CORRESPONDENCE

NONE

ADMINISTRATIVE ITEMS

15. 6:50 - ADOPTED – ORD. 18-23, R88-09A, APPROVING AN AMENDMENT TO THE CONDITIONS OF APPROVAL TO ALLOW FOR THE DEVELOPMENT OF A MULTIPLE-FAMILY DEVELOPMENT CONSISTENT WITH THE R-2 ZONE DISTRICT FOR PROPERTY LOCATED AT 1855 AUSTIN AVENUE AND REQUIRE COUNCIL CONSIDERATION OF A CONDITIONAL USE PERMIT IF PROCESSED AS A PLANNED RESIDENTIAL DEVELOPMENT. MOHAMAD ANNAN, OWNER/APPLICANT; AESTHETICS DESIGNS, REPRESENTATIVE. (VOTE: 4-1 WITH COUNCILMEMBER MOUANOUTOUA VOTING NO)

Mayor Whalen indicated that this item was on the regular agenda because at introduction on September 10, 2018, it was approved with a less than unanimous vote. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve the rezone amendment and require Council consideration of a conditional use permit if processed as a Planned Residential Development. Motion carried 4-1 with Councilmember Mouanoutoua voting no.

16. 6:54 - APPROVED - **RES. 18-126**, A REQUEST TO APPROVE THE SECOND AMENDMENT TO THE 2017 MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF FRESNO AND CITY OF CLOVIS REGARDING TAX SHARING AND SPHERE OF INFLUENCE.

Community and Economic Development Manager Andy Haussler presented a report on a request to approve the Second Amendment to the 2017 Memorandum of Understanding between the County of Fresno and City of Clovis regarding tax sharing and sphere of influence. The current Memorandum of Understanding (MOU) between the County of Fresno and City of Clovis regarding tax sharing and Sphere of Influence (SOI) was approved by the City and the County in mid-2017. The current agreement is for a term of 10 years with an option for one 5 year extension meaning that the agreement could go through 2032. The primary purpose of the MOU is to identify how property and sales taxes are shared between the City and the County as annexations occur. As properties are annexed into the City, the City becomes responsible for providing municipal services to the area annexed.

Additionally, as part of the annexation process, property and sales taxes are transferred from the County to the City. The MOU is an agreement between both

parties on how future property and sales taxes are shared. The secondary purpose of the MOU is to encourage economic development and environmentally sound land use planning as the City grows.

The proposed Second Amendment would change the SOI in the Northeast area of the City to include approximately 1,000 acres with the justification of economic development and adding jobs to the City. The approximate 1,000 acre area is generally bounded by Highway 168 to the north, east of DeWolf Avenue, generally north of the Nees Avenue alignment on the southern boundary, and approximately halfway between McCall and DelRey Avenues to the east.

Dirk Poeschel, representing the property owners, commented on, and spoke in support of approving the second amendment. Kirk Vogt, representing the Wathan family, spoke in support of the second amendment. Tracy Thomas, Fresno County Economic Development Corporation, spoke in support.

Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Mouanoutoua, for the Council to approve the Second Amendment to the 2017 Memorandum of Understanding between the County of Fresno and City of Clovis regarding tax sharing and sphere of influence to include the Northeast Expansion Area. Motion carried by unanimous vote.

17. 7:30 - APPROVED – A REQUEST TO WAIVE THE CITY’S USUAL PURCHASING REQUIREMENTS AND AUTHORIZE THE PURCHASE OF ADVANCED COMMUNICATIONS SYSTEM DISPATCH RADIO CONSOLE EQUIPMENT AND AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ZETRON

Police Captain Curt Fleming presented a report on a request to waive the city’s usual purchasing requirements and authorize the purchase of Advanced Communications (ACOM) system dispatch radio console equipment and authorize the city manager to enter into an agreement with Zetron. The current ACOM equipment has been in use for over 13 years and is no longer able to meet the needs of the Police Department. For the past year, the Police Department has had several occasions where the system has failed and officers were unable to communicate with dispatchers. When the Police Department originally purchased the ACOM system, it was in conjunction with the Fresno Sheriff’s and Fresno Police Departments to allow for interoperability. Staff has met with both the Fresno Sheriff’s and Fresno Police Departments over the last year and discovered that they would both be upgrading their systems with ACOM equipment to maintain interoperability between their agencies. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council. Motion by Councilmember Flores, seconded by Councilmember Ashbeck, for the Council to approve a request to waive the city’s usual purchasing requirements and authorize the purchase of Advanced Communications (ACOM) system dispatch radio console equipment and authorize the city manager to enter into an agreement with Zetron. Motion carried by unanimous vote.

CITY MANAGER COMMENTS 7:35

City Manager Luke Serpa commented on attending the annual League of California Cities conference in Long Beach last week.

COUNCIL ITEMS

18. Council Comments 7:36

Councilmember Ashbeck indicated she will miss the October 1, 2018 City Council meeting.

Councilmember Flores reported out on attending the annual League of California Cities conference in Long Beach last week.

Councilmember Mouonoutoua reported out on attending the annual League of California Cities conference in Long Beach last week.

Mayor Whalen requested staff look into a joint meeting with the City of Fresno.

CLOSED SESSION

NONE

Mayor Whalen adjourned the meeting of the Council to October 1, 2018

Meeting adjourned: 7:39 p.m.

Mayor

City Clerk



AGENDA ITEM NO: 14
City Manager: LS

CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Administration
DATE: October 1, 2018
SUBJECT: Approval – Closure of City Administrative Offices for In-Service Day on Columbus Day

CONFLICT OF INTEREST

None.

RECOMMENDATION

Authorize the closure of certain City administrative offices on Columbus Day for the years 2018 – 2020 for an in-service day for purposes of annual clean-up and catch-up on filing, file closures, and preparation of records to be retained in storage.

EXECUTIVE SUMMARY

As in past years, staff is recommending certain offices be closed to the public to allow for clean-up on Columbus Day for the years 2018 – 2020.

BACKGROUND

The City does not recognize Columbus Day as a City holiday. However, some other governmental agencies close on that day. For the past several years, the City has utilized this day as an in-service day to clean and catch up by closing certain City administrative offices to public access and requiring employees to use the time to organize and reduce office files, catch up on records destruction schedules, and devote uninterrupted time to backlogged projects.

In prior years, City staff has eliminated large amounts of unneeded paper files and other documents which accumulated during the year. This material is processed through the City's office paper recycling program rather than hauling it to the City's landfill.

REASON FOR RECOMMENDATION

The closure of City administrative offices to the public one day a year for the purposes of eliminating excess paper and obsolete files has proven to be a productive use of staff time.

FISCAL IMPACT

None.

ACTION FOLLOWING APPROVAL

Notices will be posted indicating that certain City offices will be closed to the public on Columbus Day. Telephone service will be routed to voicemail. All emergency services will be operational and will function as normal. The proposed office closure will only affect City Hall campus administrative office operations and the Public Utilities' corporation yard.

Prepared by: Jacquie Pronovost, Exec. Asst.
Recommended by: John Holt, Asst. City Manager





AGENDA ITEM NO: **15**

City Manager: SD

CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Community and Economic Development

DATE: October 1, 2018

SUBJECT: Receive and File – Business Organization of Old Town (B.O.O.T.) First Quarter Report, July through September 2018

ATTACHMENTS: (A) Business Organization of Old Town (B.O.O.T.) First Quarter Report, July through September 2018

CONFLICT OF INTEREST

None

RECOMMENDATION

That the City Council receive and file the B.O.O.T. First Quarter Report, July through September 2018.

EXECUTIVE SUMMARY

According to the 2018–2019 agreement between the City of Clovis and the Business Organization of Old Town, B.O.O.T. is to submit quarterly reports to the City Manager and City Council. The amount to be funded is \$11,250.

BACKGROUND

According to the 2018-2019 agreement between the City of Clovis and the Business Organization of Old Town, B.O.O.T. is to submit quarterly reports to the City Manager and City Council detailing progress of B.O.O.T.'s promotional and marketing activity. Attached, as Attachment "A", is the First Quarter Report covering July through September 2018 activities. The amount to be funded is \$11,250.

FISCAL IMPACT

The amount to be funded is \$11,250, which is called out in the 2018-2019 Budget.

REASON FOR RECOMMENDATION

The attached report meets the requirement established in the 2018-2019 agreement between the City of Clovis and the Business Organization of Old Town.

ACTIONS FOLLOWING APPROVAL

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

Prepared by: Shawn Miller, Business Development Manager

Submitted by: Andrew Haussler, Community & Economic Development Director





Business Organization of Old Town

Quarterly Agreement/Compliance Report

1st Quarter – July 1 through September 30, 2018

In accordance with the Agreement between City of Clovis and the Business Organization of Old Town Clovis for the fiscal year 2018-2019, the following items have been accomplished to date.

Goal #1:

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

Objective:

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

Strategy:

- Provide information on the website about B.O.O.T., B.O.O.T. membership, benefits of membership and application forms year-round.
- Personal visits to businesses in the PBIA to recruit and retain memberships.
- Contact with businesses outside the PBIA to recruit and retain Associate Memberships, AKA "Friends of B.O.O.T."
- Allow members to pay dues monthly, quarterly or semi annually.
- Create a benefits package to attract both regular and associate members.
- Design benefits that will be exclusive to B.O.O.T. membership.
- Attract Members to a co-op advertising program that runs in the 4th quarter of the calendar year and at other times if funds are available.
- Plan and post meeting notices 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.

Results:

- A membership and organization characteristic of Old Town Clovis. Currently membership is at 93.
- New Members are sought throughout the year and new businesses are invited to join.
- All new businesses coming to Old Town have joined as members.
- The 2019 campaign will start in November 2018. Members meet at a local restaurant on the 4th Wednesday of each month 6:30pm.
- Board of Directors meetings have been changed to the 4th Wednesday of each month at noon to discuss issues pertinent to the organization, i.e. status of B.O.O.T members, review finances and report on events.
- Board members represent our diverse merchant groups: office professional, property owners, restaurants, bars, antique, and gift and specialty stores. The 2018 Board of Directors is as follows:

- ◆ Cora Shipley, President (through 2018)
- ◆ Tom Frost, Vice President (through 2019)
- ◆ Karen Chisum, Secretary (through 2018)
- ◆ Julie Glenn, Director at Large (through 2019)
- ◆ Sheryl Michael, Treasurer (through 2018)
- ◆ Brian Smart, Director at Large (through 2019)
- ◆ Ronnie Silva, Director at Large (through 2018)
- The Marketing and Event Committee continues to 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.
- To provide a quality event giving people a reason to visit the downtown district.
- To showcase Old Town Clovis as a shopping and dining destination.
- 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 like One Enchanted Evening, the Wine Walks and the Craft Beer Crawls to bring visitors directly into the businesses.
- B.O.O.T contracts with Archer & Hound Advertising Agency to secure best prices and practices for promoting Old Town Clovis events, merchants and Old Town as a whole.
- Continue to evolve events so they continue to attract new people.
- Contract with entertainers that have a following and will bring new people to Old Town.

Results:

- Summer events included the Year-Round Saturday Morning Farmers Market, Friday Night Farmers Market, the Peach Party, the North American Pole Vault Championships. Excessive heat and smoke from fires in California in July and August impacted the Farmers Markets with lower attendance and therefore, lower income. Late August finally brought relief from bad air from the Ferguson Fire and triple digit

temperatures. We added additional classic cars and international performers (Polynesian Dancers, Belly Dancers, Flash Mob, the Scottish Society) to the Farmers Market to add extra value to each Friday night and bring in new customers to Old Town. September events include a KSEE Concert, Tachi Palace Night at the Market, the Pistachio Party, and the Fall Antiques Fair with the British Car Roundup will finish the quarter.

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.

Strategy:

- Archer & Hound has been hired to handle all marketing for Old Town Clovis and member businesses.
- 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 Twitter, Instagram, Pinterest, Snap Chat and Facebook to promote Old Town Clovis in general, merchant businesses and specific events.
- Secure interview segments on radio and television.
- Contribute to the cost of the Clovis Appliance/General Electric ABC/30 Skycam at 5th and Pollasky when B.O.O.T. has sufficient funds (co-op advertising).
- Utilize cable tv advertising for antiques events.
- Print and distribute more than 20,000 event-specific postcards, in addition to over 30,000 Calendar of Events cards. Merchants and B.O.O.T. staff go to out-of-the-area antique events to solicit dealers to come to Old Town antique shows. Merchants also distribute these very popular cards to customers.
- Ongoing outreach to businesses to locate to Old Town Clovis.
- Work with City of Clovis Police and Fire Department to create a safe atmosphere in Old Town.
- Work with City of Clovis department heads to create a clean, well maintained streetscape in Old Town.

Results:

- Archer & Hound used nontraditional advertising avenues for our summer and fall events, including Digital Ads on Social Media and direct emails. They manage BOOT's social media postings, which resulted in a consistent message and branding.

- Archer and Hound created many media outreach "stories" for traditional TV opportunities that were carried by local TV and Radio and Print.
- Archer and Hound created "Snap Chat Filters" for our fall events. They also arranged for Instagram "take overs" that creates more excitement and greater reach.
- Facilitated wide exposure for Old Town Clovis, its events, character and appeal.
- Event generated advertising was assigned in cable TV, and Radio and social media to improve event attendance, vendor participation, as well as awareness of Old Town Clovis and our Merchants.
- The Clovis Appliance/General Electric skycam with ABC-30 Action News reaches approximately 684,700 people every week and approximately 400,000 monthly unique visitors online at abc30.com. Old Town Clovis is mentioned a minimum of 3 to 4 times per day on the news program during weather reports and if we have anything special going on in Old Town, i.e. Farmers Market, the camera will show the activity. B.O.O.T. contributes co-op advertising dollars when available.
- Stimulated customer and visitor traffic in Old Town, as evidenced by increase number of customers in town for all of our free events (weather and temperatures permitting).

Goal #4:

Provide information on activities to the Tourism Advisory Committee.

Objective:

- Communicate information to sources essential for tourism opportunities, capturing disposable money from customers who have an option to spend it elsewhere.

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.
- Publish names and dates of tour groups through B.O.O.T. newsletter and email so businesses are prepared to show Old Town Clovis' hospitality.
- Provide information to merchants of Old Town regarding activities conducted in and around Old Town through the B.O.O.T. newsletter. The newsletter is emailed to those who sign up for the electronic newsletter on B.O.O.T.'s website. It is mailed to all known businesses within the PBIa twice a year.
- Communicate information to merchants on activities at the monthly B.O.O.T. membership meetings and through E-Blasts. Post events for all organizations in Clovis on B.O.O.T. Website and insure that if someone searches for an event, B.O.O.T.'s website is in the top results.
- Provide event information for visitclovis.com.
- Actively promote Old Town Clovis and Member Businesses on Facebook, Twitter, 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.

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 any and all required insurances.

Strategy:

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

Results:

- Obtained General Liability Policy coverage period April 21, 2018 to April 21, 2019.
- State Fund Compensation Policy renewed for period April 1 2018 to April 1, 2019.
- Directors and Officers Policy will renew for period August 4, 2018 to August 4, 2019.
- 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.

Strategy:

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

Results:

- The annual compliance audit took place in September, 2018. The audit was conducted by Steve Cauthen, Classic Professional Services. The agreement between the City of Clovis, Community and Economic Development Department and the Business Organization of Old Town for July 1, 2017 through June 30, 2018 was reviewed. A letter confirming the audit has been sent to the City of Clovis.

Financial Status:

- See Balance Sheet Attached

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.

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.
- There are always changes taking place in Old Town Clovis. The following details most of these changes:
 - **New Businesses within the PBIA**
 - School of Rock moved into where Bear Creek Gifts was located 400 Clovis Ave. #107
 - Quilters Paradise building at 339 Pollasky is under construction and soon will have new tenants.
 - Roll Me Some is moving into the old Charmed Accents at 530 Pollasky
 - QK Engineers occupies the 3rd floor of the Grant Petersen Building
 - Realty Concepts occupies the top floor of their building at 565 Pollasky Avenue; 2nd floor is Lending Concepts, RC Commercial and Placer Title.
 - Hive Boutique moved out of 634 Pollasky and Simply Bliss took over the location (they have an existing salon at 624 Pollasky.
 - The Foundry Home design studio is open in their old location on 5th Street.
 - Revival 23 expanded into BWE Home Theaters old space at 414 Pollasky and carries home accents goods and furniture and a design studio.
 - Papa's Place opened in the DeWitt Building at 453 Pollasky #109 by owners of House of JuJu and On the Edge, featuring New Orleans style food and craft cocktails.

10:39 AM
08/23/18
Cash Basis

Business Organization of Old Town
Profit & Loss by Class
January through December 2018

	Jan - Dec 18
Income	
Bottle Shop Sales	3,415.00
City of Clovis / PBI A Funding	11,250.00
CVCB Line of Credit	11,250.00
Event Income	129,702.97
FM Annual Membership	10,589.39
Fm Art Hop Fees	1,940.00
Fm Weekly Income	52,577.70
HD Fees	1,851.02
Interest Income	3.76
Membership	6,975.00
Merchandise Sales	562.00
Sponsorships	48,335.24
Total Income	278,452.08
Expense	
Accounting	1,190.00
Advertising	47,375.53
Bottle Shop	2,806.40
Business License & Taxes	1,849.56
Co-Op Advertising	5,620.70
Credit Card Fees	1,431.21
Donations	10,800.00
Dues & Subscriptions	2,378.44
Entertainment	12,060.00
Equipment Rentals	16,742.41
Glasses	3,292.20
Insurance	9,123.25
IOT Chef Fees	2,500.00
Labor	14,327.00
Meetings	5,107.56
Merchandise Expense	2,334.07
Misc. Expense	752.40
Office Supplies	10,051.11
Payroll Expenses	82,649.66
Payroll Taxes	1,599.93
Postage	584.34
Printing	9,949.21
Rent	7,000.00
Repairs & Maintenance	2,569.30
Security	2,425.00
Supplies	10,640.45
Telephone	3,239.64
Utilities	300.00
Wine	927.83
Total Expense	271,627.20
Net Income	6,824.88



AGENDA ITEM NO: 16

City Manager: LS

CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: October 1, 2018

SUBJECT: Approval - Res. 18-____, Approving the 2018-2019 Local Transportation Funding (LTF) Claim to the Council of Fresno County Governments.

ATTACHMENTS: Draft Resolution
Exhibit A – Attachment to the LTF Claim Form

CONFLICT OF INTEREST

None

RECOMMENDATION

That the Council approve Resolution 18-____, approving the submittal of the 2018-2019 Local Transportation Funding Claim.

EXECUTIVE SUMMARY

Each year the City of Clovis is required to submit an annual transportation claim for the Local Transportation Fund of Fresno County to the Council of Fresno County Governments (COG) to receive funds provided through the Transportation Development Act (TDA) of 1971. The claim is prepared in accordance with the City's annual budget. After the LTF claim is adopted by Resolution of the City Council, the claim is submitted to COG for adoption by Resolution of the COG board. After approval, the City will begin to receive the funds apportioned by COG for the 2018-19 fiscal year.

BACKGROUND

Each year the City files a claim with the Council of Fresno County Governments (COG) to receive funds provided through the Transportation Development Act (TDA) of 1971. The claim provides information on the various sources that are used to fund the transit operation and to fund bicycle/pedestrian projects.

The claim is normally based on the current year budget. However, circumstances have changed since the budget was prepared and the claim is based on the best available information.

In order for COG to allocate the LTF funds, the claim needs to be submitted to COG for approval. The claim allocates the available funds based on the final estimated allocation received from COG in May 2018.

FISCAL IMPACT

The LTF funds are budgeted in 2018-19 based upon the final estimated allocation received from COG in May 2018. Approval of the claim by the Council will allow the City to receive the funds.

REASON FOR RECOMMENDATION

To allocate the funds in accordance with the 2018-2019 estimates, it is necessary to submit the LTF claim to COG for approval. Approval of the claim by the Council for submittal is required.

ACTIONS FOLLOWING APPROVAL

After Council approval, the claim will be filed with COG.

Submitted by: Jay Schengel, Finance Director



RESOLUTION NO. 18-____

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CLOVIS, CALIFORNIA, APPROVING
SUBMISSION OF A CLAIM FOR FUNDS UNDER THE LOCAL TRANSPORTATION FUND
OF FRESNO COUNTY FOR FISCAL YEAR 2018-2019**

RESOLVED by the City Council (the "Council") of the City of Clovis (the "City"), County of Fresno, State of California, that:

WHEREAS, the City of Clovis is required to submit an annual transportation claim for the Local Transportation Fund of Fresno County for the fiscal year 2018-2019; and

WHEREAS, the Council of Fresno County Governments has the authority to review claims and allocate such funds in accordance with the Transportation Development Act of 1971 and Chapter 3 of Title 30 of the California Administrative Code; and

WHEREAS, the City of Clovis has approved the 2018-2019 Budget for expenditures for 2018-2019; and

WHEREAS, the Transportation Act of 1971 requires certain findings and declarations regarding transit needs and conformance with Article 8, Chapter 1400, Statutes 1971 and applicable rules and regulations.

NOW, THEREFORE, IT IS HEREBY ORDERED, that the City Council of the City of Clovis hereby authorizes submittal of its Claim for Local Transportation Funds, as attached as Exhibit A, in the amount of \$5,459,217.00 for purposes allowed under Articles 3, 4, 4.5, and 8 of the Transportation Act of 1971.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 1, 2018 by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 1, 2018

Mayor

City Clerk

Enter Date: **9/20/2018**Claimant Name: **City of Clovis****TRANSPORTATION FUNDING CLAIM FOR FISCAL YEAR: 2018/19**

Instructions: Please note that each page of this claim is a separate worksheet, please click through all tabs and complete. Also note that light yellow fields require an entry if applicable, light grey fields contain formulas that will automatically calculate based on corresponding entries. A date and claimant name field is at the top of the first page, and automatically repeats on following pages, (date should be formatted 00/00/0000)

When completed, please print, sign and send signed original via mail to:

Les Beshears, Director of Finance, Fresno Council of Governments, 2035 Tulare Street, Suite 201,
Fresno, CA 93721

From: Applicant:	City of Clovis
Address:	1033 Fifth Street
City/State/Zip:	Clovis, CA 93612
Contact Phone/email:	Jay Schengel / 559-324-2113

This applicant is an eligible claimant pursuant to Section 99203 of the Public Utilities Code and certifies that the following transportation funds are available to be claimed:

Local Transportation Fund

Apportionment:	\$ 4,049,579
Unexpended, Held by Claimant:	\$ 426,871
County 4.5 Contribution	\$ 12,006
County Contract for Tarpey Roundup:	\$ 93,605

State Transit Assistance Fund

Estimate:	\$ 877,156
Other Agency:	

Other

Audit Exception/Impairment (required General Fund Payback):	
Other:	

Five Million, Four Hundred and Fifty Nine Thousand, Two Hundred and Seventeen Dollars	TOTAL
	\$ 5,459,217

spell out total amount in above cell

for the purposes and respective amounts specified in the attached claim be drawn from the Local Transportation Fund and State Transit Assistance Fund.

Please print and sign after completing form

Authorized Signature:

Name/Title:

Date:

[Signature]
Luke Serpa, City Manager

10/1/2018

2035 Tulare St., Ste. 201 tel 559-233-4148
Fresno, California 93721 fax 559-233-9645

www.fresnocog.org

Exhibit A

Enter Date: **9/20/2018**Claimant Name: **City of Clovis****TRANSPORTATION FUNDING CLAIM DETAIL FOR FISCAL YEAR: 2018/19**

PURPOSE	AMOUNT	SUBTOTAL
1. Bicycle & Pedestrian Facilities:		
Article 3:	\$ 81,057	
Article 8a:		
Audit Exceptions (General Fund Payback):		
Unexpended Funds, Held by Claimant:		\$ 81,057
2. Regional Transportation Planning:	\$ 113,196	\$ 113,196
3. Public Transportation		
Article 4:	\$3,401,498	
Article 8c:		
Tarpey Roundup County Contract:	\$ 93,605	
Other Agency:		
State Transit Assistance Funds (STA):	\$ 877,156	
Audit Exceptions (General Fund Payback):		
Unexpended Funds, Held by Claimant:	\$ 426,871	\$4,799,130
4. Community Transit Service CTSA, Article 4.5:	\$ 207,335	\$ 207,335
5. To Be Claimed By:		
FAX Contract:	\$ 258,499	\$ 258,499
GRAND TOTAL		\$ 5,459,217
Claim Total Must Agree With Total on First Page		\$ 5,459,217
Minus All Unexpended Funds not used for Transit Claims		\$ 426,871
GRAND TOTAL PAYABLE TO CLAIMANT		\$ 5,032,346

Allocation instructions and payment by the Fresno County Auditor-Controller to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the rules and regulations of the Transportation Development Act.

Enter Date: **9/20/2018**Claimant Name: **City of Clovis****BICYCLE AND PEDESTRIAN FACILITIES FOR FISCAL YEAR: 2018/19**

Two percent (2%) of the claimant's Local Transportation Fund apportionment must be spent on bicycle and pedestrian facilities (PUC 99233.3 and 99234); such claims are to be filed as Article 3. Claims for projects in excess of 2% may be filed as Article 8a (PUC 99400(a)). If other funding is to be used with Local Transportation Funds to implement projects, such funding should be shown on the claim form.

PROJECT TITLE & BRIEF DESCRIPTION	PROJECT COST
-----------------------------------	--------------

Various Bicycle & Pedestrian Facilities throughout the claimant's jurisdiction:	\$ 81,057.00
---------------------------------------------------------------------------------	--------------

AND/OR:

Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
Other - describe briefly if applicable:	\$ -
TOTAL PROJECT COSTS	\$ 81,057.00

Enter Date: 9/20/2018

Claimant Name: City of Clovis

PUBLIC AND SPECIALIZED TRANSPORTATION SERVICE CLAIM FOR OPERATING AND CAPITAL EXPENSES FY: 2018/19

GENERAL TRANSPORTATION SERVICE PROPOSED 2018/2019		PROJECT COSTS	TOTALS
(Information needed per PUC 99266, which states no moneys may be allocated in excess of 15% above preceding year unless claim is accompanied by supporting documentation)			
TOTAL PROJECT COSTS		\$	3,287,440.00
Prior Year		\$	3,136,569.00
Percentage Change			5%
more than prior year			
Revenue Source & Amount	Operating	Capital	Total
LTF Article 4:	\$ 1,442,701.00		\$ 1,442,701.00
LTF Article 4.5 or 8c:			\$ -
STA:		\$ 419,538.00	\$ 419,538.00
Fares:	\$ 146,000.00	N/A	\$ 146,000.00
Local Support:	\$ 394,741.00	N/A	\$ 394,741.00
Fed/State Grants:		\$ 164,200.00	\$ 164,200.00
Measure C:	\$ 710,260.00		\$ 710,260.00
Interest:	\$ 10,000.00		\$ 10,000.00
Unexpended Funds Held By Claimant:			\$ -
Audit Exception - General Payback Fund:			\$ -
SUB-TOTALS		\$ 2,703,702.00	\$ 583,738.00 \$ 3,287,440.00

ELDERLY/HANDICAPPED SERVICE PROPOSED 2018/2019		PROJECT COSTS	TOTALS
(Information needed per PUC 99266, which states no moneys may be allocated in excess of 15% above preceding year unless claim is accompanied by supporting documentation)			
TOTAL PROJECT COSTS		\$	3,352,482.00
Prior Year		\$	3,459,189.00
Percentage Change			-3%
less than prior year			
Revenue Source & Amount	Operating	Capital	Total
LTF Article 4:	\$ 1,958,797.00		\$ 1,958,797.00
Tarpey Roundup:	\$ 93,605.00		\$ 93,605.00
STA:		\$ 457,618.00	\$ 457,618.00
Fares:	\$ 84,000.00	N/A	\$ 84,000.00
Local Support:	\$ 193,546.00	N/A	\$ 193,546.00
Fed/State Grants:		\$ 110,000.00	\$ 110,000.00
Measure C:	\$ 18,045.00		\$ 18,045.00
Interest:	\$ 10,000.00		\$ 10,000.00
Unexpended Funds Held By Claimant:	\$ 417,463.00	\$ 9,408.00	\$ 426,871.00
Audit Exception - General Payback Fund:			\$ -
SUB-TOTALS		\$ 2,775,456.00	\$ 577,026.00 \$ 3,352,482.00

CONSOLIDATED TRANSIT SERVICE AGENCY PROPOSED 2018/2019		PROJECT COSTS	TOTALS
(Information needed per PUC 99266, which states no moneys may be allocated in excess of 15% above preceding year unless claim is accompanied by supporting documentation)			
TOTAL PROJECT COSTS		\$	460,744.00
Prior Year		\$	443,167.00
Percentage Change			4%
more than prior year			
Revenue Source & Amount	Operating	Capital	Total
LTF Article 4.5:	\$ 207,335.00		\$ 207,335.00
LTF Article 8c:			\$ -
STA:			\$ -
Fares:	\$ 10,000.00	N/A	\$ 10,000.00
Local Support:	\$ 243,409.00	N/A	\$ 243,409.00
Fed/State Grants:			\$ -
Other - describe briefly if applicable:			\$ -
Other - describe briefly if applicable:			\$ -
Unexpended Funds Held By Claimant:			\$ -
Audit Exception - General Payback Fund:			\$ -
SUB-TOTALS		\$ 460,744.00	\$ - \$ 460,744.00
GRAND TOTALS:			
	OPERATING	CAPITAL	TOTAL
	\$ 5,939,902.00	\$ 1,160,764.00	\$ 7,100,666.00

Enter Date: **9/20/2018**Claimant Name: **City of Clovis**

PUBLIC AND SPECIALIZED TRANSPORTATION SERVICE FAREBOX CALCULATION FOR FISCAL YEAR: 2018/19

REQUIRED OPERATING/FAREBOX CALCULATIONS

General Transportation Service:

1. Total Operating Expenses Minus Exclusions
2. Farebox Revenues
3. Other Local Support
4. Total Local Support (Adds Lines 2 + 3)
5. Farebox Revenue/Operating Expense Ratio (Line 2 Divided By Line 1)
6. Required Minimum Ratio Verification: **Enter 1 for Urban, 2 for Rural**
7. Total Local Support/Operating Expense Ratio (Line 4 Divided By Line 1)
8. Required Minimum Ratio Criteria:
 URBAN 20%
 RURAL 10%

Operating Expenses:	\$ 2,703,702.00
Amount Excluded	\$ 2,703,702.00
	\$ 146,000.00
	\$ 394,741.00
	\$ 540,741.00
	5%
	20%
	20%
Meets Minimum Requirements	20%

1

Elderly/Handicapped Service:

1. Total Operating Expenses Minus Exclusions
2. Farebox Revenues
3. Other Local Support
4. Total Local Support (Adds Lines 2 + 3)
5. Farebox Revenue/Operating Expense Ratio (Line 2 Divided By Line 1)
6. Required Minimum Ratio Verification:
7. Total Local Support/Operating Expense Ratio (Line 4 Divided By Line 1)
8. Required Minimum Ratio Criteria:
 10%

Operating Expenses:	\$ 2,775,456.00
Amount Excluded	\$ 2,775,456.00
	\$ 84,000.00
	\$ 193,546.00
	\$ 277,546.00
	3%
	7%
Meets Minimum Requirements	10%
	10%

Consolidated Transportation Service Agency:

1. Total Operating Expenses Minus Exclusions
2. Farebox Revenues
3. Other Local Support
4. Total Local Support (Adds Lines 2 + 3)
5. Farebox Revenue/Operating Expense Ratio (Line 2 Divided By Line 1)
6. Required Minimum Ratio Verification:
7. Total Local Support/Operating Expense Ratio (Line 4 Divided By Line 1)
8. Required Minimum Ratio Criteria:
 Fares 10%
 Other Local Support 45%

Operating Expenses:	\$ 460,744.00
Amount Excluded	\$ 460,744.00
	\$ 10,000.00
	\$ 243,409.00
	\$ 253,409.00
	2%
	53%
	55%
Meets Minimum Requirements	55%

SUMMARY TOTALS:

1. Total **OF ALL** Operating Expenses **PLUS** Exclusions

Total Operating Expenses:	\$ 5,939,902.00
Total Amount Excluded:	\$ - \$ 5,939,902.00

Must Agree With TOTAL, Project Detail Operator Tab: **\$ 1,160,764.00**2. Total of All Capital Projects: **\$ 1,160,764.00**Must Agree With CAPITAL PROJECTS, Project Detail Operator Tab: **\$ 7,100,666.00**3. GRAND TOTAL: **\$ 7,100,666.00**

Enter Date: **9/20/2018**

Claimant Name: **City of Clovis**

CONTINGENCY PROJECT LISTING FOR FISCAL YEAR: 2018/19

Should additional Local Transportation Fund or State Transit Assistance Fund monies be made available during the current fiscal year, they are hereby also claimed for the following purposes:

CHECK ALL THAT APPLY (Enter "X" in yellow box)

BICYCLE AND PEDESTRIAN FACILITIES

☒ Article 3

PUBLIC TRANSPORTATION

☒ Article 4

SUPPLEMENTAL INFORMATION REQUIRED OF TRANSIT CLAIMANTS (CCR 6632)

ATTACHED TO THIS CLAIM ARE SUBMITTED THE FOLLOWING DOCUMENTS:

(initial yellow box all that apply)

☒ Budget or proposed budget for the 2018/19 fiscal year.

☒ Statement for prior year revenues and expenditures (projections acceptable).

☒ California Highway Patrol Certification pursuant to PUC 99251 (no claim may be approved unless accompanied by this certification). Date on this certification must be within 13 months of the proposed claim approval date.

STANDARD ASSURANCES FOR TRANSIT CLAIMANTS

CLAIMANT ASSURANCES: (initial yellow box all that apply)

☒ A. Claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to the RTPA and to the State Controller, pursuant to PUC 99245 and 21 Cal. Code of Regulations Section 6664 for the prior fiscal year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).

☒ B. Claimant certifies that it has submitted a State Controller Report, in conformance with the uniform system of accounts and records, to the RTPA, and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Beginning with the 1979-80 fiscal year, claimant assures that this report will be audited by an independent CPA. Claimant assures that this report will be completed for the current fiscal year (project year minus one).

☒ C. Claimant certifies in accordance with PUC Section 99314.5(b) that it is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license. Claimant further certifies that no person who was a full-time employee on June 28, 1979, shall have his or her employment terminated or his or her regular hours of employment, excluding overtime, reduced by the operator as a result of it employing part-time drivers or contracting with such common carriers.

D. Claimant filing claim pursuant to PUC Section 99260 certifies that:

(check one by entering "X" in yellow cell):

☒ 1. the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC Section 99271a); or

☐ 2. the operator is implementing a plan approved by the transportation planning agency which will fully fund the retirement system for such officers and employees within 40 years (PUC Section 99271a); or

☐ 3. the operator has a private pension plan which sets aside and invests on a current basis funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC Sections 99272 and 99273.

☒ E. Claimant certifies that it is in compliance with PUC Section 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.

☒ F. Claimant certifies that it is making full use of federal funds available under the Urban Mass Transportation Act of 1964, as amended in accordance with Section 6754(a)(3).

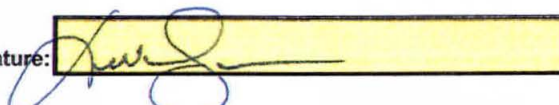
☒ G. Claimant certifies that this is in compliance with PUC Section 99155 that if it offers reduced fares to seniors, the same reduced rate is offered to disabled persons, handicapped persons, and disabled veterans and it honors the federal Medicare card for identification to receive reduced fares.

☒ H. Claimant certifies that it is in compliance with PUC Section 99155.5 regarding dial-a-ride and paratransit services being accessible to handicapped persons and that the service is provided to persons without regard to vehicle ownership and place of residence.

The undersigned hereby certifies that the above statements are true and correct.

Please print and sign after completing form

Authorized Signature:



Name/Title:

Luke Serpa, City Manager

Date:

10/1/2018



AGENDA ITEM NO: 17
City Manager: LS

CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 1, 2018

SUBJECT: Approval – Res. 18-____, Authorizing the General Services Manager to Execute Documents for the Fresno County Transportation Authority's (FCTA) and Fresno Council of Governments' (FCOG) FY 2018-2019 New Technology Reserve Grant Program for Advanced Transit Projects.

ATTACHMENT: Res. 18-____

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve Res. 18-____, Authorizing the General Services Manager to Execute Documents for the Fresno County Transportation Authority's (FCTA) and Fresno Council of Governments' (FCOG) FY 2018-2019 New Technology Reserve Grant Program for Advanced Transit Projects.

EXECUTIVE SUMMARY

The City of Clovis is an eligible applicant of Measure C New Technology Reserve Grant Funds for FY2018-2019. A project proposal in the amount of \$407,283 has been submitted for the purchase of two (2) Phoenix Motorcars Zero Emission Utility Buses, one (1) Level III and one (1) Level II charger, and construction of infrastructure to conduct a three-year pilot project to determine feasibility of cutaway-style electric buses for fixed-route and paratransit bus services.

BACKGROUND

The goal of the New Technology Reserve Grant Fund for Advanced Transit Projects is to use the set-aside Measure C funding to finance new transit technologies that may be developed in the future. To further its Measure C New Technology Program goals, Fresno COG is focusing on technological advances in public systems, safety features, fuel efficiencies and alternatives, intelligent transportation system (ITS) applications, and information dissemination. These areas help to promote passenger safety and

satisfaction, attract customers, improve capital and operating efficiencies, reduce environmental pollution, and ease dependence on fossil fuels.

Expenditures on funded projects must be directed into the Fresno County economy, and must have a strong potential to attract future financial investment in that economy. To the extent possible, the Measure C New Technology Program funds should be used to leverage additional funding from other sources to create more viable projects.

The grant is for eligible projects that fall under the following categories:

1. The evaluation of viability and local benefits of new transit technologies.
2. Planning, design and construction of new transit technologies, including construction of track and ancillary improvements.
3. Purchase of vehicles only if they are an integral part of a new-technology system, not replacement vehicles in an already existing system; hiring of staff to seek additional funding for new transit technologies after project is awarded.
4. Environmental Review.
5. Right-of-way acquisition.
6. Other necessary projects, programs, systems, or services that enable new technology transit and transportation systems to provide the desired objectives.

The project that Clovis Transit submitted is eligible because it will be evaluating the viability of zero-emission cutaway style buses in a public transit setting during a three-year pilot project. FCTA and Fresno COG require a resolution authorizing the General Services Manager to execute documents related to the grant. The City of Clovis resolution will be forwarded upon approval.

FISCAL IMPACT

Funding in the amount of \$407,283 for FY2018-19 will be allocated to the City of Clovis. These funds will be used to purchase two (2) Phoenix Motorcars Zero Emission Utility Buses, one (1) Level III and one Level II charger, and construction of infrastructure for installation of the chargers at the City's Operation and Maintenance Facility. No other funds are expected to be allocated specifically for this project.

REASON FOR RECOMMENDATION

The Request for Proposal (RFP) was issued to eligible public transit agencies within Fresno County including the Fresno COG, Fresno County Rural Transit Agency, Fresno County, and the cities in Fresno County who propose projects meeting the eligibility requirements of the Measure C New Technology Reserve Grant Program and

demonstrate the need for advanced transit and transportation. The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. The eligible public agency will need to sign a Cooperative Agreement with the FCTA. Clovis Transit is an eligible agency for the funding and expects a benefit to the operation, community, and transit industry.

ACTIONS FOLLOWING APPROVAL

- A copy of the resolution will be sent to the Fresno County Transportation Authority and the Fresno Council of Governments
- Once funds are received, vendors will be selected using the City's regular procurement process. With a nine-month lead time for purchasing vehicles, the vehicles and equipment are expected to be in service by the end of 2019.

Prepared by: Amy Hance, General Services Manager

Submitted by: Shonna Halterman, General Services Director 

RESOLUTION NO. 18 _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AUTHORIZING
THE GENERAL SERVICES MANAGER TO EXECUTE DOCUMENTS FOR THE
FRESNO COUNTY TRANSPORTATION AUTHORITY'S AND FRESNO COUNCIL OF
GOVERNMENTS' (FCOG) FY2018-2019 NEW TECHNOLOGY RESERVE GRANT
PROGRAM FOR ADVANCED TRANSIT PROJECTS.**

WHEREAS, the City of Clovis is an eligible project applicant and may receive funding from the Fresno County Transportation Authority's (FCTA) and Fresno County of Governments' (Fresno COG) Measure C New Technology Reserve Grant Program; and,

WHEREAS, the Fresno Council of Governments has issued a call for eligible applicants to submit proposals for projects to be funded in fiscal year 2018/19, for an estimated available funding of \$6,400,000; and,

WHEREAS, the City of Clovis has prepared an application in the amount of \$407,283 for the purchase of two (2) electric cutaway buses, two (2) chargers, and infrastructure costs; and,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Clovis that the fund recipient agrees to comply with all conditions and requirements set forth in the documents and applicable statutes, regulations and guidelines for all FCTA and Fresno COG funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the General Services Manager be authorized to execute all required documents of the Measure C New Technology Reserve Grant Program and any Amendments thereto with FCTA and Fresno COG.

The foregoing resolution was approved at the regularly scheduled meeting of the Clovis City Council on the 1st day of October, 2018, by the following vote to wit:

AYES:
NOES:
ABSENT:

Dated:

Mayor

City Clerk



AGENDA ITEM NO: 18
City Manager: *[Signature]*

CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: October 1, 2018

SUBJECT: Approval - Waive formal bidding requirements and authorize entering into a contract with Golden Bell Products, Inc. to apply INSECTA to sanitary sewer manholes for insect control.

ATTACHMENTS: None.

CONFLICT OF INTEREST

None.

RECOMMENDATION

For the City Council to waive the City's formal request for proposal (RFP) process and authorize entering into a service agreement with Golden Bell Products, Inc. in the amount of \$81,000 to apply INSECTA to 3,600 sanitary sewer manholes within the City of Clovis for insect control.

EXECUTIVE SUMMARY

There are funds in this year's Wastewater budget to provide insect control to 3,600 manholes, which is approximately half of the sanitary sewer manholes within the City. The application of INSECTA is guaranteed for two (2) full years from the date of treatment. Sanitary sewer manholes in specific infested areas were originally treated in 2008 and 2010. In 2016, every sanitary sewer manhole in the City was treated by Golden Bell Products. Approximately half of the sewer manholes will be treated this year and the other half will be treated in next year's budget.

BACKGROUND

Wastewater maintenance staff have noticed an increase in cockroach population in the City's sanitary sewer system over the last several years. Insect activity is detected during routine sewer line cleaning and in response to resident complaints. Several years ago, cockroaches were present in limited sections of the sewer system, and in recent years, the affected system coverage area has spread and the insect population has increased. Wastewater staff actively treats isolated infested sections; however, the manholes treated by Golden Bell Products have a longer lasting residual in comparison to any products used historically by the Wastewater section staff.

FISCAL IMPACT

The 2018-19 approved budget for Wastewater included funds to provide insect control in approximately half of the sanitary sewer manholes within the City. The service agreement will not exceed the budgeted amount.

REASON FOR RECOMMENDATION

INSECTA is the product which Golden Bell Products, Inc. applies to sewer manholes for insect control. Golden Bell Products has a sole source right for application and distribution in California and has a long history with the application and product dating back to 1998. Golden Bell Products has used INSECTA in 60 other cities and sanitation agencies in California, including the City of Fresno. Golden Bell Products holds a Qualified Applicator License and is licensed by the California Agricultural Department of Pesticide Regulation. The Public Utilities Department Wastewater section has previously worked with Golden Bell Products, Inc. and witnessed the superior performance and residual of INSECTA.

ACTIONS FOLLOWING APPROVAL

1. The contract will be prepared and executed, subject to receiving performance security that is satisfactory to the City.
2. Maintenance will tentatively begin mid-October and is expected to be completed in approximately two (2) weeks.

Prepared by: Paul Armendariz, Assistant Public Utilities Director PA

Submitted by: Scott Redelfs, Public Utilities Director SR



AGENDA ITEM NO: 19

City Manager: 

CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: October 1, 2018

SUBJECT: Approval - Final Acceptance for CIP 16-21, Railroad Park Shade Structure & Helm Ranch Park Shade Structure

ATTACHMENT: (A) Vicinity Map

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to accept the work performed as complete and authorize recording of the notice of completion.

EXECUTIVE SUMMARY

The project involved the installation of shade structures over existing play equipment in the teen (5-12 year olds) and tot (2-5 year olds) lots at the Railroad Park, located at the northeast corner of Peach and Alluvial Avenues, and over the existing play equipment at Helm Ranch Park located at the northwest corner of Ashlan and Minnewawa Avenues.

Staff has evaluated the project site for all design aspects within the scope of the project for compliance with the Americans with Disabilities Act (ADA) accessibility standards as of October 1, 2018. The project was constructed to meet ADA standards.

BACKGROUND

Bids were received on February 13, 2018 and the project was awarded by City Council to the low bidder, JT2 Inc. DBA Todd Companies, on March 5, 2018. The project was

completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1.	Award	\$ 115,940.00
2.	Cost increases/decreases resulting from differences between estimated quantities used for award and actual quantities installed.	\$ 0.00
3.	Contract Change Orders	\$ 0.00
4.	Liquidated Damages Assessed	<u>\$ 0.00</u>

Final Contract Cost

\$ 115,940.00

This project was approved in the Community Investment Program 2017-2018 fiscal year budget and is fully funded by General Fund.

REASON FOR RECOMMENDATION

The Public Utilities Department, the City Engineer, the engineering inspector, and the project Engineer agree that the work performed by the contractor is in accordance with the project plans and specifications, and has been deemed acceptable. The contractor, JT2 Inc. DBA Todd Companies, has requested final acceptance from City Council.

ACTIONS FOLLOWING APPROVAL

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

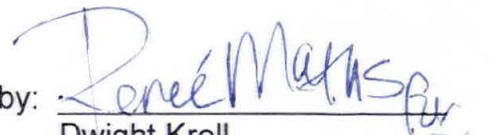
Prepared by: Eric Easterling, Construction Manager

Submitted by:



Michael Harrison
City Engineer

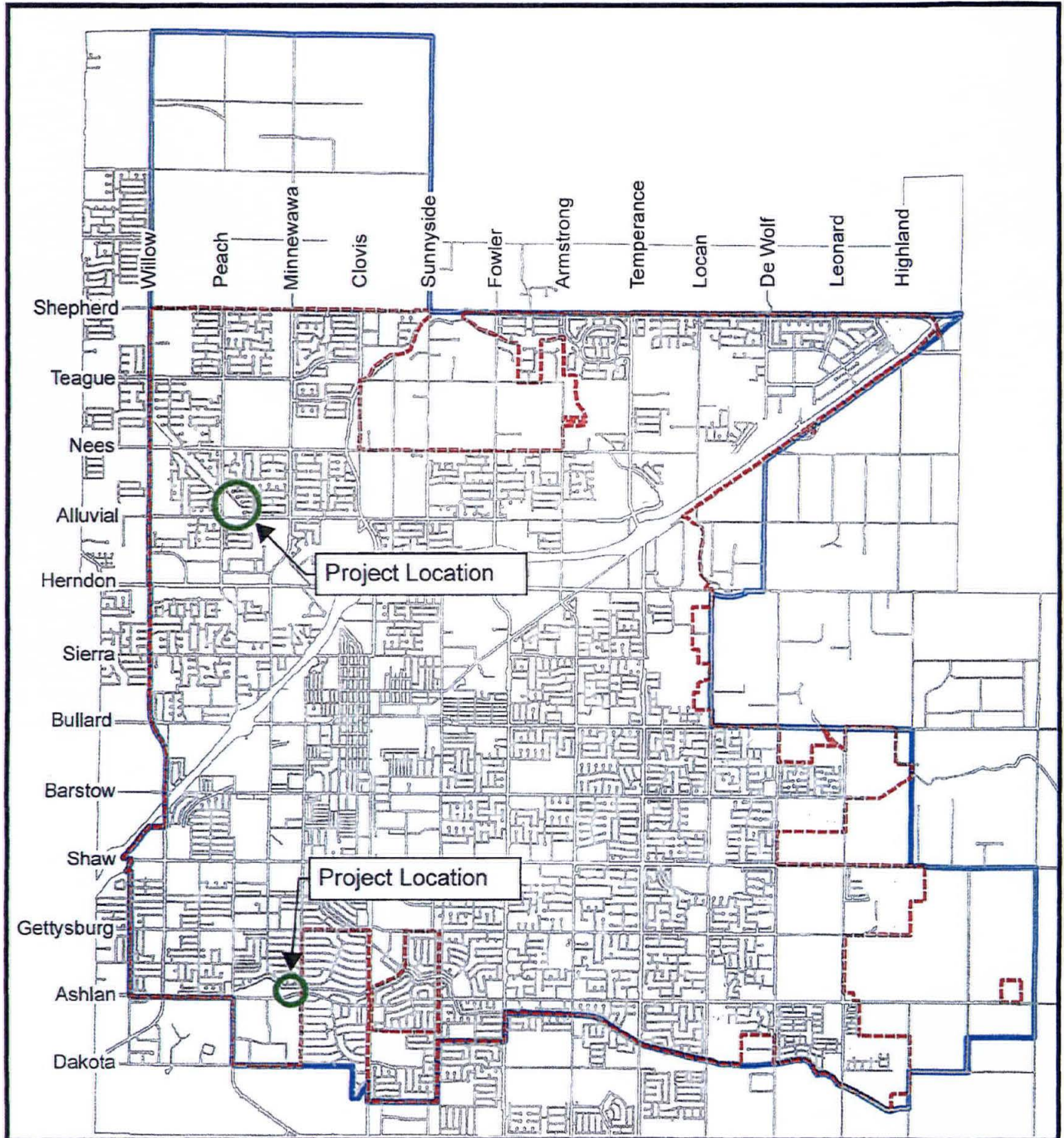
Recommended by:



Dwight Kroll
Director of Planning and
Development Services

VICINITY MAP

CIP 16-21 Railroad Park Shade Structure & Helm Ranch Park Shade Structure



ATTACHMENT A



 CITY LIMITS  SPHERE OF INFLUENCE

March 5, 2018

Prepared By: John Cross