



# AGENDA

## CLOVIS CITY COUNCIL

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

*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](http://www.cityofclovis.com).*

February 6, 2017

6:00 PM

Council Chamber

**The City Council welcomes participation at Council Meetings. Members of the public may address the Council on any item of interest to the public that is scheduled on the Agenda. In order for everyone to be heard, please limit your comments to 5 minutes or less, or 10 minutes per topic.**

Meeting called to order by Mayor Pro Tem Whalen  
Flag salute led by Councilmember Flores

### ROLL CALL

### PRESENTATIONS/PROCLAMATIONS

- A. Presentation of Proclamation declaring that the second Saturday in the month of March be designated as Arbor Day.

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

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

**CONSENT CALENDAR** Consent Calendar items are considered routine in nature and voted upon as one item unless a request is made to give individual consideration to a specific item. (See Attached Consent Agenda.) **Requires Unanimous Vote for Approval**

**1. PUBLIC HEARINGS**

- A. Consider Approval – Adoption of Conceptual Master Development Plan Alternative for Mixed Use Area #5 for the site generally bounded by Armstrong, Herndon and Temperance Avenues and State Route 168. City of Clovis, applicant. (Staff: D. Kroll)
- B. Consider Approval - Res. 17-\_\_\_\_, Resolution approving a Proposed Mitigated Negative Declaration and adopting a Mitigation Monitoring Program for Community Investment Project, CIP15-13, Clovis Landfill Left-turn Lane on Auberry Rd. (Staff: R. Burnett)  
(Continued to a date uncertain) **Requires Unanimous Vote for Approval**
- C. Consider Approval - Adoption of the official logo for the Old Town Area, City of Clovis, applicant. (Staff: D. Kroll)

**2. CITY MANAGER COMMENTS**

**3. COUNCIL ITEMS**

- A. Consider Approval – Change of Council Meeting Schedule. (Staff: L. Serpa)
- B. Council Comments

**ADJOURNMENT**

Meetings and Key Issues			
Feb. 13, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 21, 2017 (Tue.)	6:00 P.M.	Regular Meeting (To Be Cancelled)	Council Chamber
Mar. 6, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 13, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 20, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 3, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 10, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 17, 2017 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber

**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.

**Requires Unanimous Vote for Approval**

**A. CITY CLERK**

- 1) Approval - Minutes for the January 17, 2017 Council meeting.
- 2) Adopt - Ord. 17-01, R2016-06A, A request to approve an amendment to the conditions of approval of Rezone R2016-06 to remove the recreation building and add two (2) lots to the Planned Residential Development associated with approximately 8.5 acres of property located near the southeast corner of Shaw and Locan Avenues. (Vote: 3-0)

**B. ADMINISTRATION**

- 1) Approval – Authorize the City Manager to enter into an Amended Agreement with Willdan Financial Services to Assist with the Financial Analyses related to the Sewer, Water, and Recycled Water Master Plans Infrastructure Costs and Funding.

**C. COMMUNITY AND ECONOMIC DEVELOPMENT**

- 1) Receive and File – Economic Development Corporation Serving Fresno County Quarterly Report, October – December 2016.
- 2) Receive and File – Community and Economic Development Department July 2016 – December 2016 Report.

**D. FINANCE**

- 1) Approval – Res. 17-\_\_\_\_, A Resolution of Intention to Annex Territory (Annexation #48) (T6145-Northwest Corner DeWolf/Owens Mtn Pkwy, T6168-Northwest Corner Gettysburg/Leonard) to Community Facilities District (CFD) 2004-1; and to Authorize the Levy of Special Taxes Therein and setting the Public Hearing for March 20, 2017.
- 2) Receive and File - Investment Report for the month of October 2016.
- 3) Receive and File - Treasurer's Report for the month of October 2016.
- 4) Receive and File - Status Report of the Development Fee Funds for 2016.
- 5) Receive and File - Status Report of Community Facilities District Revenues and Expenditures.

**E. GENERAL SERVICES**

- 1) No items.

**F. PLANNING AND DEVELOPMENT SERVICES**

- 1) Approval - Final Acceptance for CIP 12-11, Minnewawa Avenue Street Improvements.
- 2) Approval – Authorize the City Manager to enter into a Consultant Service Agreement with Greenplay, LLC for the preparation of a City-Wide Parks Master Plan.

**G. PUBLIC SAFETY**

- 1) Receive and File – Police Department Report for November 2016.
- 2) Approval – Res. 17\_\_\_\_, Amending the Police Department's Budget for FY 2016-2017 to reflect the award from the San Joaquin Valley Air Pollution Control District Public Benefits Grant Program New Alternative Vehicle Purchase in the amount of \$80,000.00.

## **H. PUBLIC UTILITIES**

- 1) Approval – Res. 17-\_\_\_\_, Amending the 2016-2017 Fiscal Year Fleet Maintenance Budget for the Purchase of Replacement Refuse Trucks and Waive the City's Formal Bidding Requirements and Authorize the Purchase of Refuse Trucks from Ruckstell California Sales Co.
- 2) Approval - Res. 17-\_\_\_\_, A Resolution Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance District No. 1.
- 3) Receive and File – Public Utilities Report for October 2016.

## **I. REDEVELOPMENT SUCCESSOR AGENCY**

- 1) No items.



# CITY OF CLOVIS P R O C L A M A T I O N

## ARBOR DAY

**WHEREAS,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS,** The Special Day, called Arbor Day, was first observed with the planting of more than one million trees in the State of Nebraska; and

**WHEREAS,** Arbor Day is now observed throughout our nation and the world; and

**WHEREAS,** Trees provide numerous benefits to individuals and communities, including the lowering of heating and cooling costs, an increase in property values, the moderating of air temperatures, the supplying of oxygen, and the sequestering of carbon dioxide; and

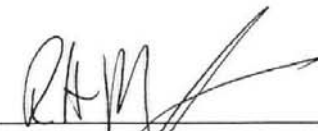
**WHEREAS,** Trees also provide habitat for wildlife, wood for our homes, material for many other products, and beautify our city.

**NOW, THEREFORE, BE IT RESOLVED,** that the Clovis City Council, on behalf of the citizens of Clovis, declare that the second Saturday in March shall be designated as

## ARBOR DAY

**IN WITNESS THEREOF,** I hereunto set my hand and cause the official seal of the City of Clovis to be affixed this 6th day of February 2017.



  
\_\_\_\_\_  
Mayor Pro Tem

<b>CLOVIS CITY COUNCIL MEETING</b>
------------------------------------

**January 17, 2017**

**6:00 P.M.**

**Council Chamber**

Meeting called to order by Mayor Pro Tem Whalen  
Flag Salute led by Councilmember Ashbeck

Roll Call:      Present:      Councilmembers Ashbeck, Flores, and Mayor Pro Tem Whalen  
                 Absent:      None

**6:02 P.M. PUBLIC COMMENTS**

Brianne Glick, commented on the flooding of her home due to what she believes is related to development that is occurring north and east of her property on Nees Avenue.

Robert Martin, resident, complained about flooding on Nees Avenue.

Carl Crum, builder of Brianne Glick's home that flooded, commented on the flooding that took place last week.

Steven Anderson, resident, commented on flooding last week and requested Council adopt an urgency ordinance to stop development until they can figure out the flooding.

**6:21 - CONSENT CALENDAR**

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, that the items on the Consent Calendar, except items (D2) and (E1), be approved. Motion carried by unanimous vote.

- A1)    Approved - Minutes for the January 9, 2017 Council meeting.
- D1)    Approved - Authorize City Manager to sign Contract for Accounting Systems Consulting Services.
- G1)    Received and Filed - Police Department Monthly Report for October 2016.

**6:22 - CONSENT CALENDAR ITEM (D2) - RECEIVED AND FILED - FINANCIAL STATUS REPORT FOR FIRST QUARTER 2016-2017**

Mayor Pro Tem Whalen posed questions of Finance Director Jay Schengel regarding sales tax. Jay Schengel responded how online retail sales are increasing and its impact on sales tax revenues. There being no public comment, Mayor Pro Tem Whalen closed the public portion. Discussion by the Council. It was the consensus of Council to receive and file.

**6:26 - CONSENT CALENDAR ITEM (E1) APPROVED – RES. 17-08, AMENDING THE CITY'S FY16-17 CLASSIFICATION AND COMPENSATION PLANS TO ADOPT A SENIOR FIRE PREVENTION OFFICER CLASSIFICATION AND SALARY RANGE**

Mayor Pro Tem Whalen posed questions of Fire Chief John Binaski regarding abandoned buildings in Clovis related to this position. Chief Binaski responded to questions. There being no public comment, Mayor Pro Tem Whalen closed the public portion. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve a resolution amending the city's FY16-17 classification and compensation plans to adopt a senior fire prevention officer classification and salary range. Motion carried by unanimous vote.

6:35 ITEM 1A1 - APPROVED INTRODUCTION - **ORD. 17-01**, R2016-06A, APPROVING AN AMENDMENT TO THE CONDITIONS OF APPROVAL OF REZONE R2016-06 TO REMOVE THE RECREATION BUILDING AND ADD TWO (2) LOTS TO THE PLANNED RESIDENTIAL DEVELOPMENT, AND ITEM 1A2 - APPROVED - **RES. 17-09**, TM6137A, APPROVING A TENTATIVE TRACT MAP AMENDMENT TO A PREVIOUSLY APPROVED SINGLE-FAMILY PLANNED RESIDENTIAL DEVELOPMENT TO REMOVE THE RECREATION BUILDING AND ADD TWO (2) LOTS

City Planner Bryan Araki presented a report on a request to amend the conditions of approval of Rezone R2016-06 to remove the recreation building and add two (2) lots to the Planned Residential Development, and item 1A2 - approved - **Res. 17-08**, TM6137A, approving a tentative tract map amendment to a previously approved single-family planned residential development to remove the recreation building and add two (2) lots. The applicant is requesting to amend the conditions of approval of Rezone R2016-06 and Tentative Tract Map TM6137. The proposed amendments include the removal of the recreation/ office building and the addition of two (2) lots to the Planned Residential Development. The revised tentative tract map will also incorporate 16 additional on-street parking stalls near the pool and recreation open space area. Dirk Poeschel, representing the applicant, spoke in support of the requests. Resident, who lives near the proposed development, commented on the size of the lots and density of the homes and requested Council deny the request for removing the recreation building.

Discussion by the Council. Motion by Councilmember Flores, seconded by Councilmember Ashbeck, for the Council to approve **Ordinance 17-01**, R2016-06A, approving an amendment to the conditions of approval of Rezone R2016-06 to remove the recreation building and add two (2) lots to the Planned Residential Development. Motion carried by unanimous vote. Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve Item 1A2 - **Resolution 17-08**, TM6137A, approving a tentative tract map amendment to a previously approved single-family planned residential development to remove the recreation building and add two (2) lots. Motion carried by unanimous vote.

6:58 ITEM 2 - CITY MANAGER COMMENTS

City Manager Luke Serpa presented Council with One Voice items from last year's priority list for the One Voice trip and requested input from City Council by February 2, 2017.

6:59 ITEM 3A - APPROVED - VARIOUS CITY COUNCIL COMMITTEE APPOINTMENTS

Mayor Pro Tem Whalen presented a report on Various City Council Committee Appointments to cover the period through the March 2017 election until a full five member council is seated. Mayor Pro Tem Whalen recommended the following:

1. **Association of Metropolitan Water Agencies.** Member of the Advisory Committee that makes recommendations to the member agencies. Appointed by Mayor for an open-ended term. Meets the 3rd Thursday of the month at noon at the Clovis Memorial Building.

Member: Jose Flores	(January 2017 - present)
Alternate: Lynne Ashbeck	(January 2017- present)

2. **City Selection Committee.** Makes various appointments to Countywide Boards such as LAFCO, Fresno Visitor and Convention Bureau, and Airport Land Use Commission. Representative is Mayor or appointed by Mayor for a two-year term. Meets on an as-needed basis.

Member: Lynne Ashbeck	(January 2017- March 2017)
Alternate: Bob Whalen	(January 2017- March 2017)

3. **Council of Fresno County Governments (COG).** A voluntary association comprised of local governments. Metropolitan planning agency for coordinating regional transportation planning and release of federal and state funds. The major role is to foster intergovernmental communication and coordination with an emphasis on transportation. Representative is Mayor or appointed by Mayor. Meets the last Thursday of the month. Meeting at 2035 Tulare Street, Ste. 201, Fresno, CA. There are no meetings in August or December unless needed.

Member: Bob Whalen	(January 2017 - March 2017)
Alternate: Jose Flores	(January 2017 - March 2017)

4. **Joint Subcommittee on School Issues.** Ad hoc committee to meet with representatives of Clovis Unified School District Board of Trustees on matters related to school district and city facilities and operations of mutual concern. Appointed by Mayor for open ended term. Meets quarterly.

Members: Jose Flores	(January 2017 - March 2017)
Bob Whalen	(January 2017 - March 2017)

There being no public comment, Mayor Pro Tem Whalen closed the public portion. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve the recommended appointments as recommended by the Mayor Pro Tem above. Motion carried by unanimous vote.

7:00 ITEM 3B - COUNCIL COMMENTS

Councilmember Ashbeck commented on not being able to attend the February 21, 2017 Council meeting. She also requested staff be proactive in dealing with the residents who complained about flooding near Locan and Nees Avenues.

Councilmember Flores complimented Clovis Police Department for the Martin Luther King Breakfast and involvement with events over the entire weekend.

Mayor Pro Tem Whalen commented on attending a One Voice planning meeting.

7:07 ITEM 4A - CLOSED SESSION

Government Code Section 54596.9(d)(1)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

City of Clovis v. Shell Oil Company, et al (TCP)

ADJOURNMENT

Mayor Pro Tem Whalen adjourned the meeting of the Council to February 6, 2017

Meeting adjourned: 7:12 p.m.

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Mayor

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City Clerk



AGENDA ITEM NO: **CC-A 2**

## **CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

**TO:** Mayor and City Council

**FROM:** Administration

**DATE:** February 6, 2017

**SUBJECT:** Adopt - Ord. 17-01, R2016-06A, A request to approve an amendment to the conditions of approval of Rezone R2016-06 to remove the recreation building and add two (2) lots to the Planned Residential Development associated with approximately 8.5 acres of property located near the southeast corner of Shaw and Locan Avenues. (Vote: 3-0)

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



AGENDA ITEM NO: **CC-B-1**

City Manager: *[Signature]*

# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Administration

DATE: February 6, 2017

SUBJECT: Approval – Authorize the City Manager to enter into an Amended Agreement with Willdan Financial Services to Assist with the Financial Analyses related to the Sewer, Water, and Recycled Water Master Plans Infrastructure Costs and Funding

ATTACHMENTS: (A) February 17, 2015 Staff report on same subject

(B) Amended Exhibit A of the 2015 Agreement increasing the contract amount from \$50,000 to \$100,000

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

For the City Council to authorize the City Manager to enter into an Amended Agreement with Willdan Financial Services to assist with the Financial Analyses related to the Sewer, Water, and Recycled Water Master Plans Infrastructure Costs and Funding and increasing the contract amount from \$50,000 to \$100,000.

### **EXECUTIVE SUMMARY**

In 2014 the City of Clovis completed a General Plan Update. Following the completion of the Update, staff entered into agreements with firms to update the Sewer, Water, and Recycled Water Master Plans. It is estimated that these plans will be completed in early 2017. These plans will identify the major infrastructure (sewer, water, and recycled water) required to be built out as the City grows over the next twenty years. A key component of facilitating future growth is to identify the costs and means to fund such infrastructure. In February 2015, Council approved an initial agreement with Willdan Financial Services in the amount of \$50,000. Over the past two years Willdan has been working on the financial analyses of the three plans. Staff is recommending amending the contract amount from \$50,000 to not to exceed \$100,000.

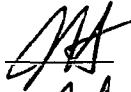
## FISCAL IMPACT

There is currently adequate funding in Planning and Development Services Consultant Component of the General Plan Fee. The proposed agreement is being recommended to not exceed \$100,000. Should the work with the Consultant need to be increased, staff will return with an updated agreement.

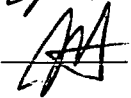
## ACTIONS FOLLOWING APPROVAL

If approved, staff will execute the amended agreement with the Consultant.

Prepared by: John Holt, Assistant City Manager



Submitted by: Luke Serpa, Interim City Manager





## 2017 AMENDED EXHIBIT A

### DESCRIPTION OF SERVICES

In 2014 the City of Clovis completed a General Plan Update that was the result of five years of work and planning. In an effort to plan for infrastructure (sewer, water, and recycled water), the City is also doing updates to the City's Sewer, Water, and Recycled Water Master Plans. In February 2015 the City of Clovis entered into an agreement with Willdan Financial Services to assist with the financial analysis required to fund the required infrastructure (See Enclosure "A"). In February 2017 City amended the total dollar amount of contract from \$50,000 to \$100,000.

The City is seeking assistance from Willdan Financial Services to do the following:

- Once the Sewer, Water, and Recycled Water Master Plans are drafted, Willdan Financial Services will review the estimated infrastructure costs to determine if they are accurately reflected. Deliverable – an analysis of the costs included in the Sewer, Water, and Recycled Water Master Plans, identification of significant differences, and any recommended changes to the costs included in the draft master plans;
- Willdan Financial Services will then evaluate ways to pay for the infrastructure as the City continues to build out in the planned area. Deliverable – an analysis of the means and options to fund the required infrastructure identified in the Sewer, Water, and Recycled Water Master Plans with the understanding that development is required to pay its own way;
- Willdan Financial Services will review the current water and sewer user fee contribution loans to the developer fund obligations and current impact fees and provide recommendations / feedback on adequacy and if any changes are recommended. Deliverable – an analysis of the current fees paid by rate payers to fund developer obligations, the current methodology of calculating impact fees, and recommended changes to either / both.

City shall provide Willdan Financial Services with all data required by Willdan Financial Services to perform the above described services. Willdan Financial Services shall be entitled to rely upon the accuracy of all by materials provided by City.

Total compensation to be paid to Consultant

Willdan Financial Services shall submit monthly invoices to City containing detailed billing information regarding the Services provided. City shall tender payment to Consultant within thirty (30) days after receipt of invoice. Total compensation will be for an amount not to exceed one hundred thousand dollars (\$100,000).

NOW, THEREFORE, City and Consultant have executed this Amended Agreement on the date(s) set forth below.

*Signatures on Next Page*

CONSULTANT

CITY OF CLOVIS

By: \_\_\_\_\_

By: \_\_\_\_\_  
Luke Serpa, Interim City Manager

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

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

Party Identification and Contact Information:

Attn: Chris Fisher, VP, Group Manager  
27368 Via Industria, Suite 110  
Temecula, California 92590  
[cfisher@willdan.com](mailto:cfisher@willdan.com)  
951.587.3528

Attn: John Holt, Assistant City Manager  
1033 Fifth Street, Clovis, CA 93612  
[johnh@cityofclovis.com](mailto:johnh@cityofclovis.com)  
559.324.2060

ATTEST

\_\_\_\_\_  
John Holt, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
David Wolfe, City Attorney



AGENDA ITEM NO: **CC-B-1**  
City Manager: *[Signature]*

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Administration

DATE: February 17, 2015

SUBJECT: Approval – Authorize the City Manager to enter into an Agreement with Willdan Financial Services to Assist with the Financial Analyses related to the Sewer, Water, and Recycled Water Master Plans Infrastructure Costs and Funding

ATTACHMENTS: (A) Draft Agreement  
(B) Statement of Qualifications

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

For the City Council to authorize the City Manager to enter into an Agreement with Willdan Financial Services to assist with the Financial Analyses related to the Sewer, Water, and Recycled Water Master Plans Infrastructure Costs and Funding.

### **EXECUTIVE SUMMARY**

In 2014 the City of Clovis completed a General Plan Update. Following the completion of the Update, staff entered into agreements with firms to update the Sewer, Water, and Recycled Water Master Plans. It is estimated that these plans will be completed in mid-2015. These plans will identify the major infrastructure (sewer, water, and recycled water) required to be built out as the city grows over the next twenty years. A key component of facilitating future growth is to identify the costs and means to fund such infrastructure. Staff is recommending the use of Willdan Financial Services to assist the city with such analysis. Willdan Financial Services is being requested to do the following:

- Once the Sewer, Water, and Recycled Water Master Plans are drafted, Willdan Financial Services will review the estimated infrastructure costs to determine if they are accurately reflected. Deliverable – an analysis of the costs included in the Sewer, Water, and Recycled Water Master Plans, identification of significant differences, and any recommended changes to the costs included in the draft master plans;
- Willdan Financial Services will then evaluate ways to pay for the infrastructure as the City continues to build out in the planned area. Deliverable – an analysis of the means and options to fund the required infrastructure identified in the Sewer, Water, and Recycled Water Master Plans with the understanding that development is required to pay its own way;
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The City has a long term relationship with Willdan Financial Services (previously MuniFinancial Services) and has used them in various capacities over the past twenty years. Willdan is nationally recognized for its expertise in developing and implementing utility system financial planning, rate and impact fee studies, and has extensive recent experience in California implementing Proposition 218 compliant rate structures. Their staff has assisted municipal clients around the country in the development of utility rates, fees, and charges that enhance the financial integrity of water and sewer utilities, while meeting broader strategic goals. Their technical capability is coupled with years of experience in providing strategic advice and policy level guidance.

Projects include development of a state-of-the-art dynamic financial model capable of testing and evaluating a wide range of financial scenarios and rate design options. When utilized this model can serve as a powerful decision-making tool and provide solutions and recommendations to meet the strategic vision of the City.

## **FISCAL IMPACT**

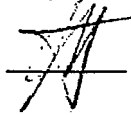
There is currently adequate funding in Planning and Development Services Consultant Component of the General Plan Fee. The proposed agreement being recommended to not exceed \$50,000. Should the work with the Consultant need to be increased, staff will return with an updated agreement.

## **ACTIONS FOLLOWING APPROVAL**

If approved, staff will execute the agreement and engage the Consultant.

Prepared by: John Holt, Assistant City Manager

Submitted by: Rob Woolley, City Manager

A handwritten signature in black ink, appearing to be 'RW', is written over a horizontal line.

## 2017 AMENDED EXHIBIT A

### DESCRIPTION OF SERVICES

In 2014 the City of Clovis completed a General Plan Update that was the result of five years of work and planning. In an effort to plan for infrastructure (sewer, water, and recycled water), the City is also doing updates to the City's Sewer, Water, and Recycled Water Master Plans. In February 2015 the City of Clovis entered into an agreement with Willdan Financial Services to assist with the financial analysis required to fund the required infrastructure (See Enclosure "A"). In February 2017 City amended the total dollar amount of contract from \$50,000 to \$100,000.

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*Signatures on Next Page*

CONSULTANT

CITY OF CLOVIS

By: \_\_\_\_\_

By: \_\_\_\_\_  
Luke Serpa, Interim City Manager

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

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

Party Identification and Contact Information:

\_\_\_\_\_  
Attn: Chris Fisher, VP, Group Manager  
27368 Via Industria, Suite 110  
Temecula, California 92590  
[cfisher@willdan.com](mailto:cfisher@willdan.com)  
951.587.3528

\_\_\_\_\_  
Attn: John Holt, Assistant City Manager  
1033 Fifth Street, Clovis, CA 93612  
[johnh@cityofclovis.com](mailto:johnh@cityofclovis.com)  
559.324.2060

ATTEST

\_\_\_\_\_  
John Holt, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
David Wolfe, City Attorney

**CITY OF CLOVIS  
CONSULTANT SERVICES AGREEMENT**

This Consultant Services Agreement ("Agreement") is entered into between the City of Clovis, a California general law city ("City") and Willdan Financial Services ("Consultant") with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on the date signed by City, which shall occur after execution by Consultant ("Effective Date").

**RECITALS**

- A. City desires to obtain services for the preparation of a study/report and associated services ("Services") described in **Exhibit A**, and as further set forth in the proposal from Consultant attached as **Exhibit B** ("Proposal") and incorporated herein by reference. If there is a conflict between the terms of the Proposal and this Agreement, this Agreement shall control.
- B. Consultant is engaged in the business of furnishing the Services and hereby warrants and represents that it is qualified, licensed, and professionally capable of performing the Services.
- C. City desires to retain Consultant, and Consultant desires to provide the City with the Services, on the terms and conditions as set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual agreements herein, City and Consultant agree as follows:

**AGREEMENT**

1. **Scope of Services.** Consultant shall perform the Services described in the Recitals.
2. **Commencement of Services; Term of Agreement.** Consultant shall commence the Services upon City's issuance of a written "Notice to Proceed" and shall continue with the Services until Consultant, as determined by City, has satisfactorily performed and completed the Services, or until such time as the Agreement is terminated by either party pursuant to Section 16 herein, whichever is earlier.
3. **Payment for Services.** City shall pay Consultant a sum not to exceed the total set forth in **Exhibit A** for the Services performed pursuant to this Agreement. Consultant shall submit monthly invoices to City containing detailed billing information regarding the Services provided and unless otherwise specified in **Exhibit A**, City shall tender payment to Consultant within thirty (30) days after receipt of invoice.
4. **Independent Contractor Status.** Consultant and its subcontractors shall perform the Services as independent contractors and not as officers, employees, agents or volunteers of City. Nothing contained in this Agreement shall be deemed to create any contractual relationship between City and Consultant's employees or subcontractors, nor shall anything contained in this Agreement be deemed to give any third party, including but not limited to Consultant's employees or subcontractors, any claim or right of action against City.



5. Standard of Care. Consultant expressly represents it is qualified in the field for which Services are being provided under this Agreement and that to the extent Consultant utilizes subcontractors, such subcontractors are, and will be, qualified in their fields. Consultant also expressly represents that both Consultant and its subcontractors, if any, are now, and will be throughout their performance of the Services under this Agreement, properly licensed or otherwise qualified and authorized to perform the Services required and contemplated by this Agreement. Consultant and its subcontractors, if any, shall utilize the standard of care and skill customarily exercised by members of their profession, shall use reasonable diligence and best judgment while performing the Services, and shall comply with all applicable laws and regulations.
6. Identity of Subcontractors and Sub-Consultants. Consultant shall, before commencing any work under this Agreement, provide to City in writing: (a) the identity of all subcontractors and sub-consultants (collectively referred to as "subcontractors"), if any, Consultant intends to utilize in Consultant's performance of this Agreement; and (b) a detailed description of the full scope of work to be provided by such subcontractors. Consultant shall only employ subcontractor's pre-approved by City and in no event shall Consultant replace an approved subcontractor without the advance written permission of City, with the understanding that City's permission will not be unreasonably withheld. Notwithstanding any other provisions in this Agreement, Consultant shall be liable to City for the performance of Consultant's subcontractors.
7. Subcontractor Provisions. Consultant shall include in its written agreements with its subcontractors, if any, provisions which: (a) impose upon the subcontractors the obligation to provide to City the same insurance and indemnity obligations that Consultant owes to City; (b) make clear that City intends to rely upon the reports, opinions, conclusions and other work product prepared and performed by subcontractors for Consultant; and (c) entitle City to impose upon subcontractors the assignment rights found elsewhere in this Agreement.
8. Power to Act on Behalf of City. Consultant shall not have any right, power, or authority to create any obligation, express or implied, or make representations on behalf of City except as may be expressly authorized in advance in writing from time to time by City and then only to the extent of such authorization.
9. Record Keeping; Reports. Consultant shall keep complete records showing the type of Services performed. Consultant shall be responsible and shall require its subcontractors to keep similar records. City shall be given reasonable access to the records of Consultant and its subcontractors for inspection and audit purposes. Consultant shall provide City with a working draft of all reports and five (5) copies of all final reports prepared by Consultant under this Agreement.
10. Ownership and Inspection of Documents. All data, tests, reports, documents, conclusions, opinions, recommendations and other work product generated by or produced for Consultant or its subcontractors in connection with the Services, regardless of the medium, including physical drawings and materials recorded on computer discs ("Work Product"), shall be and remain the property of City. City shall have the right to use, copy, modify, and reuse the Work Product as it sees fit. Upon City's request, Consultant shall make available for inspection and copying all such Work Product and all Work product shall be turned over to City promptly at City's request or upon termination of this Agreement, whichever occurs first. City acknowledges that such materials have been prepared for the specific project that is the subject of this Agreement and may not be suitable

for reuse in connection with any other project. Accordingly, Consultant shall have no responsibility for any modifications of such materials by City and Consultant shall have no responsibility for City's reuse in connection with any other project. Consultant shall not release any Work Product to third parties without prior written approval of the City Manager. This obligation shall survive termination of this Agreement and shall survive for four (4) years from the date of expiration or termination of this Agreement.

11. Confidentiality. All data, reports, conclusions, opinions, recommendations and other work product prepared and performed by and on behalf of Consultant in connection with the Services performed pursuant to this Agreement shall be kept confidential and shall be disclosed only to City, unless otherwise provided by law or expressly authorized by City. Consultant shall not disclose or permit the disclosure of any confidential information acquired during performance of the Services, except to its agents, employees and subcontractors who need such confidential information in order to properly perform their duties relative to this Agreement. Consultant shall also require its subcontractors to be bound to these confidentiality provisions:

12. City Name and Logo. Consultant shall not use City's name or insignia, photographs relating to the City projects for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

13. Conflicts of Interest. Consultant warrants that neither Consultant nor any of its employees have an interest, present or contemplated, in the Services. Consultant further warrants that neither Consultant nor any of its employees have real property, business interests or income that will be affected by the Services. Consultant covenants that no person having any such interest, whether an employee or subcontractor shall perform the Services under this Agreement. During the performance of the Services, Consultant shall not employ or retain the services of any person who is employed by the City or a member of any City Board or Commission.

14. Non-liability of Officers and Employees. No officer or employee of City shall be personally liable to Consultant, or any successors in interest, in the event of a default or breach by City for any amount which may become due Consultant or its successor, or for any breach of any obligation under the terms of this Agreement.

15. City Right to Employ Other Consultants. This Agreement is non-exclusive with Consultant. City reserves the right to employ other consultants in connection with the Services.

16. Termination of Agreement. This Agreement shall terminate upon completion of the Services, or earlier pursuant to the following.

a. Termination by City: Without Cause. This Agreement may be terminated by City at its discretion upon seven (7) days prior written notice to Consultant.

b. Termination by City or Consultant: For Cause. Either party may terminate this Agreement upon fourteen (14) days prior written notice to the other party of a material breach, and a failure to cure within that time period.

c. Compensation to Consultant Upon Termination. In the event termination is not due to fault attributable to Consultant, and provided all other conditions for payment have been met, Consultant shall be paid compensation for services performed prior to notice of termination. As to any phase partially performed but for which the applicable portion of Consultant's compensation has not become due, Consultant shall be paid the reasonable value of its services provided. However, in no event shall such payment when added to any other payment due under the applicable part of the work exceed the total compensation of such part as specified in Section 3 herein. In the event of termination due to Consultant's failure to perform in accordance with the terms of this Agreement through no fault of City, City may withhold an amount that would otherwise be payable as an offset to City's damages caused by such failure.

d. Effect of Termination. Upon receipt of a termination notice (or completion of this Agreement), Consultant shall: (i) promptly discontinue all Services affected (unless the notice directs otherwise); and (ii) deliver or otherwise make available to the City, without additional compensation, all data, documents, procedures, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process. Following the termination of this Agreement for any reason whatsoever, City shall have the right to utilize such information and other documents, or any other works of authorship fixed in any tangible medium of expression, including but not limited to physical drawings, data magnetically or otherwise recorded on computer disks, or other writings prepared or caused to be prepared under this Agreement by Consultant. Consultant may not refuse to provide such writings or materials for any reason whatsoever.

17. Insurance. Consultant shall satisfy the insurance requirements set forth in **Exhibit C**.

18. Indemnity and Defense. Consultant hereby agrees to indemnify, defend and hold the City, its officials, officers, employees, agents, and volunteers harmless from and against all claims, demands, causes of action, actions, damages, losses, expenses, and other liabilities, (including without limitation reasonable attorney fees and costs of litigation) of every nature arising out of or in connection with the alleged or actual negligent or other wrongful acts, errors or omissions of Consultant or its subcontractors relating to the performance of Services described herein. Consultant's duty to defend and indemnify City shall exist even if the alleged injuries or damages sustained by the claimant are the result in part of City's active or passive negligence, but the duty to defend and indemnify City shall not extend to injuries or damages that are the result of City's sole negligence or willful misconduct.

Consultant's duty to defend shall immediately arise when a claim is asserted and/or a lawsuit is initiated against the City arising out of or occurring in connection with the alleged or actual acts, errors, omissions or negligence of Consultant or its subcontractors relating to the performance of Services described herein and regardless of whether others may owe the City a duty of defense and/or indemnity. Consultant and City agree that said indemnity and defense obligations shall survive the expiration or termination of this Agreement for any items specified herein that arose or occurred during the term of this Agreement.

19. Assignment. Neither this Agreement nor any duties or obligations hereunder shall be assignable by Consultant without the prior written consent of City. In the event of an assignment to which City has consented, the assignee shall agree in writing to personally assume and perform the covenants, obligations, and agreements herein contained. In addition, Consultant shall not assign

the payment of any monies due Consultant from City under the terms of this Agreement to any other individual, corporation or entity. City retains the right to pay any and all monies due Consultant directly to Consultant.

20. Form and Service of Notices. Any and all notices or other communications required or permitted by this Agreement or by law to be delivered to, served upon, or given to either party to this Agreement by the other party shall be in writing and shall be deemed properly delivered, served or given by one of the following methods:

a. Personally delivered to the party to whom it is directed. Service shall be deemed the date of delivery.

b. Delivered by e-mail to a known address of the party to whom it is directed, provided the e-mail is accompanied by a written acknowledgment of receipt by the other party. Service shall be deemed the date of written acknowledgement.

c. Delivery by a reliable overnight delivery service, ex., Federal Express, receipted, addressed to the addressees set forth below the signatories to this Agreement. Service shall be deemed the date of delivery.

d. Delivery by deposit in the United States mail, first class, postage prepaid. Service shall be deemed delivered seventy-two (72) hours after deposit.

21. Entire Agreement. This Agreement, including the attachments, represents the entire Agreement between City and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral with respect to the subject matter herein. This Agreement may be amended only by written instrument signed by both City and Consultant.

22. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

23. Authority. The signatories to this Agreement warrant and represent that they have the legal right, power, and authority to execute this Agreement and bind their respective entities.

24. Severability. In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.

25. Applicable Law and Interpretation and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party. This Agreement is entered into by City and Consultant in the County of Fresno, California. Consultant shall perform the Services required under this Agreement in the County of Fresno, California. Thus, in the event of litigation, venue shall only lie with the appropriate state or federal court in Fresno County.

26. Amendments and Waiver. This Agreement shall not be modified or amended in any way, and no provision shall be waived, except in writing signed by the parties hereto. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.

27. Third Party Beneficiaries. Nothing in this Agreement shall be construed to confer any rights upon any party not a signatory to this Agreement.

28. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

29. Alternative Dispute Resolution. If a dispute arises out of or relating to this Agreement, or the alleged breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation or some other dispute resolution procedure, unless the parties mutually agree otherwise. The mediator shall be mutually selected by the parties, but in case of disagreement, the mediator shall be selected by lot from among two nominations provided by each party. All costs and fees required by the mediator shall be split equally by the parties, otherwise each party shall bear its own costs of mediation. If mediation fails to resolve the dispute within thirty (30) days, either party may pursue litigation to resolve the dispute.

Demand for mediation shall be in writing and delivered to the other party to this Agreement. A demand for mediation shall be made within reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such a claim, dispute or other matter in question would be barred by California statutes of limitations.

30. Non-Discrimination. Consultant shall not discriminate on the basis of any protected class under federal or State law in the provision of the Services or with respect to any Consultant employees or applicants for employment. Consultant shall ensure that any subcontractors are bound to this provision. A protected class, includes, but is not necessarily limited to race, color, national origin, ancestry, religion, age, sex, sexual orientation, marital status, and disability.

NOW, THEREFORE, City and Consultant have executed this Agreement on the date(s) set forth below.

*Signatures on Next Page*

CONSULTANT

By: 

Date: 3/20/2015

CITY OF CLOVIS

By: 

Robert Woolley, City Manager

Date: 4-2-2015

Party Identification and Contact Information:

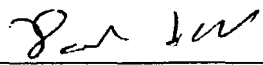
Attn: Chris Fisher, VP, Group Manager  
27368 Via Industria, Suite 110  
Temecula, California 92590  
[cfisher@willdan.com](mailto:cfisher@willdan.com)  
951.587.3528

Attn: John Holt, Assistant City Manager  
1033 Fifth Street, Clovis, CA 93612  
[johnh@cityofclovis.com](mailto:johnh@cityofclovis.com)  
559.324.2060

ATTEST

  
John Holt, City Clerk

APPROVED AS TO FORM

  
David Wolfe, City Attorney

## **EXHIBIT A**

### **DESCRIPTION OF SERVICES**

In 2014 the City of Clovis completed a General Plan Update that was the result of five years of work and planning. In an effort to plan for infrastructure (sewer, water, and recycled water), the City is also doing updates to the City's Sewer, Water, and Recycled Water Master Plans. The City is seeking assistance from Willdan Financial Services to do the following:

- Once the Sewer, Water, and Recycled Water Master Plans are drafted, Willdan Financial Services will review the estimated infrastructure costs to determine if they are accurately reflected. Deliverable – an analysis of the costs included in the Sewer, Water, and Recycled Water Master Plans, identification of significant differences, and any recommended changes to the costs included in the draft master plans;
- Willdan Financial Services will then evaluate ways to pay for the infrastructure as the City continues to build out in the planned area. Deliverable – an analysis of the means and options to fund the required infrastructure identified in the Sewer, Water, and Recycled Water Master Plans with the understanding that development is required to pay its own way;
- Willdan Financial Services will review the current water and sewer user fee contribution loans to the developer fund obligations and current impact fees and provide recommendations / feedback on adequacy and if any changes are recommended. Deliverable – an analysis of the current fees paid by rate payers to fund developer obligations, the current methodology of calculating impact fees, and recommended changes to either / both.

City shall provide Willdan Financial Services with all data required by Willdan Financial Services to perform the above described services. Willdan Financial Services shall be entitled to rely upon the accuracy of all by materials provided by City.

### **Total compensation to be paid to Consultant**

Willdan Financial Services shall submit monthly invoices to City containing detailed billing information regarding the Services provided. City shall tender payment to Consultant within thirty (30) days after receipt of invoice. Total compensation will be for an amount not to exceed fifty thousand dollars (\$50,000).



second	
AGENDA ITEM NO:	<b>CC-C-1</b>
City Manager:	<u>LS</u>

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Community and Economic Development

DATE: February 6, 2017

SUBJECT: Receive and File – Economic Development Corporation Serving Fresno County  
Quarterly Report, October – December 2016

ATTACHMENT: EDC Second Quarter Report, October – December 2016

### **CONFLICT OF INTEREST**

None.

### **RECOMMENDATION**

That the City of Clovis receive and file the Quarterly Report October – December 2016 (second quarter 2016-17 contract), from the Economic Development Corporation Serving Fresno County.

### **EXECUTIVE SUMMARY**

The Economic Development Corporation serving Fresno County (EDC) has submitted their second quarter report of activities for the City Council to receive and file, as required per the 2016-17 Agreement with the City.

### **BACKGROUND**

According to the Agreement for Fiscal Year 2016-17 between EDC and the City of Clovis, EDC is to submit a report to the City Manager detailing the progress of their activities to provide information to industrial/commercial representatives not currently located in Clovis for recruiting purposes, and continue to assist existing Clovis businesses with informational and/or technical assistance.



Highlights of the EDC quarterly reports include:

- 3 qualified business attraction leads were received.
- The EDC attended 4 trade shows and marketed the City of Clovis
- Targeted business analysis completed for both attraction and retention.
- The EDC assisted with one broker outreach event with 70 in attendance.
- The EDC staff has contact with 36 Clovis businesses and provided 10 referrals for business services including Energy Watch and the New Employment Opportunity program.

### **FISCAL IMPACT**


The City will forward the second quarter installment payment to EDC upon approval of receive and file. The funds were budgeted in the 2016-17 fiscal year budget.


### **REASON FOR RECOMMENDATION**

The attached report meets the requirement established in the 2016-17 Agreement between the EDC and the City of Clovis.

### **ACTIONS FOLLOWING APPROVAL**

Staff will file the report.

Prepared by: Andy Haussler, Community and Economic Development Director 

Submitted by: Andy Haussler, Community and Economic Development Director 



**Fresno County**  
**EDC**

*The Essential Connection*

## **City of Clovis**

# **Quarterly Activity Report**

**Quarter 2**

**Fiscal Year 2016-2017**

**October 1, 2016 – December 31, 2016**

Esther Cuevas, Vice President, Business Development  
Will Oliver, Director of Business Services  
Andrea Reyes, Contract Compliance Manager  
Jose Mora, Client Services Manager

Katrina Ballard, Economic Development Coordinator  
Heidi Ecker, Retention Specialist  
Margaret Ingham, Retention Specialist  
Lavell Tyler, Economic Development Specialist  
Jacob Villagomez, Economic Development Specialist

Mark Mimms, Economic Development Coordinator  
Sergio Hernandez, Economic Development Analyst  
Juan Carranza, Economic Development Analyst  
Shawna Glazener, Economic Development Specialist  
Tracy Tosta, Economic Development Specialist

## **City of Clovis Quarterly Activity Report**

*This report summarizes the agreement requirements between the City of Clovis and the Fresno County Economic Development Corporation (EDC).*

### **Division Mission**

To market Fresno County as the premiere location for business prosperity.

### **Fresno County EDC Services**

The Economic Development Corporation serving Fresno County is a nonprofit organization established to market Fresno County as the premier location for business prosperity. We strive to not only facilitate site selection for new businesses within Fresno County, and we assist in the retention and expansion of businesses through our alliance with collaborative partners and resources.

The EDC agrees to the following services:

1. Provide information to the industrial and office representatives not located in the City of Clovis for recruiting new businesses and industries;
2. Assist in the development of marketing materials to attract new investments, commercial and industrial brokers, developers, and site selectors. Assist in utilizing online marketing to advance economic and community development efforts;
3. Assist existing businesses and industries that contact the EDC with information and technical assistance through the BEAR Action Network;
4. Work to foster a closer working relationship with local business associations to enhance the EDC services provided to Clovis area employers;
5. Continue acting in a leadership role in promotion of high-speed rail and promote the Clovis area for related development;
6. Inform Clovis of legislation important to the economic and community development of the region and act on their behalf;
7. Assist in identifying economic development projects on the City's behalf for the inclusion in the County of Fresno's Comprehensive Economic Development Strategy (CEDS) for possible grant funding; and
8. Provide administrative staffing at all Executive Committee, Board, and related events.



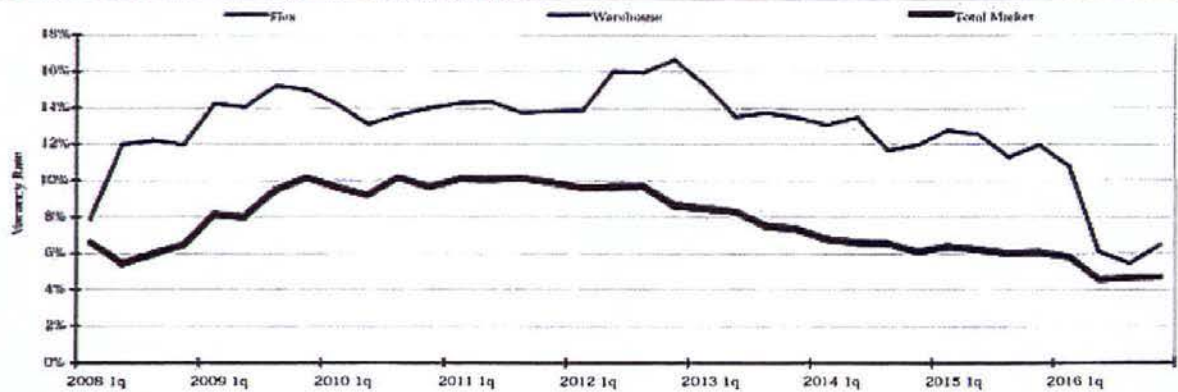
## City of Clovis Economic Snapshot

### Quarter 2 Industrial Vacancy Rates

According to CoStar, the Fresno Industrial market ended the second quarter with a vacancy rate of 4.7%. The vacancy rate was unchanged over the previous quarter, with net absorption totaling negative (12,369) square feet in the second quarter. Clovis continues to experience a low commercial building inventory with a vacancy rate of 0.3%.

### Vacancy Rates by Building Type

2007-2016



Source: CoStar Property %

Market	Vacancy Rate
Clovis	0.30%
East Side	3.20%
West Side	2.30%
Fresno	4.40%

Based on a labor force study produced by the State of California's Employment Development Department, the unemployment rate for Fresno County is at 9.3% with a labor force of 445,800. The City of Clovis has a workforce of 51,500 and an unemployment rate of 7.2%.

Area	Labor Force	Unemployment Rate
Fresno County	445,800	9.30%
Clovis	51,500	7.2%

## Business Retention and Expansion Outreach

The EDC team conducts outreach throughout communities, marketing business expansion and retention services by (but not limited to):

- Providing an operational analysis to evaluate the health of the business. This tool provides us with a deeper understanding of the appropriate referrals or resources needed for business growth or retention;
- Connecting businesses to labor subsidy programs;
- Promoting Fresno Energy Watch services;
- Providing education on Federal/State/Local Tax Incentives; and
- Providing referrals and information on financing assistance.

Stemming from direct outreach, workshops, one-on-one meetings, and marketing efforts, the areas of interest and number of referrals generated are included below:

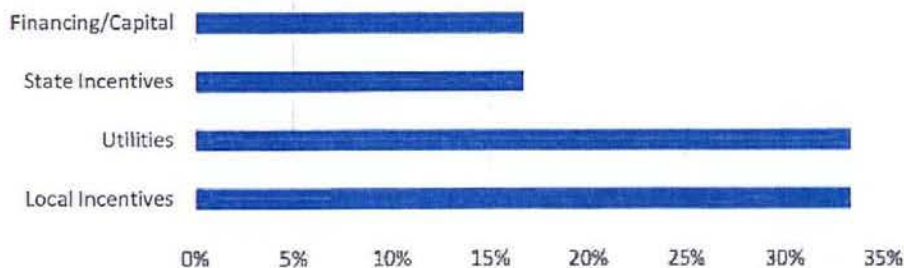
	Q2 2016 -2017
<b>Businesses Contacted</b>	<b>7</b>
<b>Referrals</b>	<b>6</b>

### Businesses Contacted

Approved Yes Auto Sales  
Sequoia Companion Care  
Xonnova  
Mark's Chevron

Eleventh Hour  
Insight Consulting  
Coast to Coast Petroleum, LLC

### Referrals by Service Type



## Business Expansion and Attraction Leads

### City of Clovis Q2 Activity



The EDC has agreed to provide a minimum of 40 new business leads. During Quarter 2, the EDC has provided two business leads and secured one expansion win. Moreover, staff remains involved with six additional prospective leads that may match Clovis' land and building inventory. See below for listing:

Client Number	Industry	Site Requirements	Jobs	Source	Cities Participated
161121A1	Arts, Entert., & Rec	6,000 SF	TBD	Direct	Clovis
CCVEDC 1626	Manufacturing	30 AC	300	CCVEDC	Clovis
161027A1	Administrative and Support	Confidential	TBD	Broker	TBD
CCVEDC 1629	Professional, Scientific, & Technical Services	TBD	TBD	CCVEDC	TBD
CCVEDC 1624	Manufacturing	600,000 SF	TBD	CCVEDC	TBD
161209A1	Health Care	TBD	TBD	Direct	TBD
161209A2	Food Processing	TBD	TBD	Direct	TBD
161212A1	Manufacturing	TBD	TBD	Direct	TBD

### Leads by Industry





## Marketing

The EDC continues to participate in trade shows and missions in partnership with the California Central Valley Economic Development Corporation (CCVEDC) and Team California to promote the City of Clovis and Fresno County.

### Mission and Broker Events:

CCVEDC members took the opportunity to meet SIOR brokers and developers at the following Northern and Southern California events:

**CCVEDC SIOR Northern California: Night at the Shark Tank – 11/3/16: 40 Contacts**

**CCVEDC Southern California Broker Mission – 11/7/16 to 11/10/16: 250 Contacts**

**CCVEDC SIOR Southern California Networking Dinner – 11/10/16: 50 Contacts**

**Northern California SIOR Holiday Luncheon, San Francisco 12/1/16: 133 Contacts**

**Phoenix, AZ Mission 12/13 to 12/15/16: Leads generated are TBD**

**15 meetings held with Phoenix area brokers and developers.**

### Trade Shows:

**1/5 to 1/7/16 – Consumer Electronics Show (CES), Las Vegas**

The EDC has been working with West Coast Entrepreneurial Alliance (WCE) who is representing a number of companies from Normandy, France belonging to the Information and Communications Technologies Cluster who are exploring the possibility of opening an operation in California. Lee Ann Eager attended CES on behalf of the EDC to attend the meetings scheduled by WCE. Taking advantage of this opportunity, Lee Ann will also meet with other companies identified as expansion targets through the Reverse Attraction work completed by EDC Analyst Sergio Hernandez.



### **"Fresno County, Growing the California Dream"**

We are pleased to launch our new marketing slogan: "Fresno County, Growing the California Dream." Identifying a new slogan became a priority for the EDC as a result of the discussion during last year's Board Retreat. During the retreat, several board members talked about the need for a positive, self-esteem boosting, and unique marketing campaign. EDC staff took the direction provided and began working on updating our "California's New Frontier" slogan. The goal was to create a slogan that better represented Fresno County and included the following characteristics: unique, catchy, succinct and positive. After considering staff's slogan recommendations, we centered around one word: *Grow*. "Grow" represents the growing economic vitality of the region among businesses and families, while also paying tribute to our rich agricultural heritage. After additional discussion, "Growing the California Dream" was identified as our new slogan. It fit our prerequisites and had that marketing power that we wanted. **Fresno County, Growing the California Dream.**

## Partnership with Department of Social Services

The EDC has been contracted to assist the Fresno County Department of Social Services in marketing the New Employment Opportunity (NEO) program, or Ready 2 Hire, and identify prospective employers to hire from the pool of eligible NEO job seekers. Currently there are **60 jobseekers from the City of Clovis who are participating in the NEO Ready 2 Hire program.**

New Employment Opportunities (NEO)	Q2 2016-2017
YTD - New NEO Participating Businesses	16/150
YTD - Positions filled by Businesses	79/200
YTD - Retention Rate	75%
YTD - Job Postings	122/500
YTD - Job Fairs	0/4
YTD - Employer Training & Workshops	2/4
*Contract Start Date October 1, 2015	

### Customized Training

Realizing the current labor demands among our local businesses, the EDC, Department of Social Services and educational partners have worked with industry stakeholders to develop customized training to fulfil today's workforce needs. Utilizing input from industries such as technology, truck driving, skilled welding, and trades, each training curriculum is developed to create career pathways to meet tomorrow's industry needs, help businesses grow, and put people back to work. Below is a list of customized training programs underway:

#### ***Fresno Career Development Institute (FCDI)***

Pre-Apprenticeship Program. The partnership between Fresno County EDC, the Department of Social Services, and Fresno Career Development Institute moves forward a 12 week program comprised of classroom and construction based training.

Passed Northern CA Laborers Testing	9
Entered Employment	3

#### ***Truck Drivers Training-- West Hills College***

Class A Truck Driving Class implemented in partnership between the Fresno County EDC, the DSS, West Hills College, and Lawson Rock and Oil to facilitate the training of commercial drivers. To date, the Truck Drivers Training has achieved a 71% placement rate to date.

Licensed Class A Drivers	74
Entered Employment	46

#### ***BitWise Industries, Fresno:***

The EDC, Department of Social Services and BitWise has entered into a partnership to help train the next generation of technologists through the GeekWise Academy. Classes focus on Computer/Webs Coding, training, and preparing job-seekers for a wide range of career opportunities. The EDC gathered valuable data from the 1st cohort, and the partners made adjustments for the 2nd cohort to meet the business need for entry-level coders.

GeekWise Stats Cohort (1-3)	Status
Graduated	22
Employed	12
Intern in industry	1



Clients in Work Experience	2
Not employed of graduates	7

## Clovis Trade Professional Alliance

### ***EDC, PG&E and City of Clovis Trade Pro Workshop***

On October 27<sup>th</sup>, the EDC, PG&E and City of Clovis hosted a Trade Professional Alliance workshop for area businesses at Clovis City Hall. The purpose of the workshop was to connect local trade professional companies who sell, install or service various products including refrigeration, lighting, and HVAC, among others. The Trade Professional Alliance allows contractors to access streamlined incentives and rebates, receive lead-generation opportunities, and be included in PG&E's referral database for certified Trade Professionals. Seven attendees participated in the Clovis event and three additional Clovis companies attended the November Trade Pro Alliance workshop held at Fresno City Hall.

## Highlights

### **Clovis Cluster Analysis**

In collaboration with the City of Clovis, the EDC conducted a macroeconomic analysis of the Clovis economy focused on identifying the top Strategic Industry Cluster to help in developing a more focused reverse business attraction campaign and to maximize the overall economic opportunities in the City of Clovis. In our analysis, we focused in identifying sectors currently present in Clovis that have an opportunity for growth, are associated with higher productivity and average wages, are active in research and development, and increase the traded economic activity base. With these objectives in mind, we identified the **Health Care Cluster** and **Advanced Business Services & Information Technology Cluster** as the top Strategic Industry Cluster for Clovis. Using our previously created Employment Growth Index by our EDC Economic Development Analyst, we created a dataset identifying current businesses in Clovis and across the state to identify those that are likely to continue to grow and those that may be a great match for expansion into Clovis.

The **Advanced Business Services & Information Technology Cluster** is comprised of 55 NAICS (North American Industry Classification System), a standard used by Federal statistical agencies in classifying business establishments. The **Health Care Cluster** is comprised of 44 NAICS. The composition of each cluster is listed in the appendix for reference. The EDC looks forward to working with the City of Clovis' Economic Development staff on our Reverse Attraction efforts.

*See Appendix Item 1 for reference*

### Fresno County California Competes Tax Credit Awardees

Polaris Energy Services, Inc. was successful in securing a \$250,000 California Competes Tax Credit for operations in Clovis and Visalia:

Company	Project Locations	Net Increase in Full-time Jobs	Investment	Credit Awarded
Polaris Energy Services, Inc.	Clovis, Visalia	11	\$247,000	\$250,000

### Dry Creek Business Park Ribbon Cutting Ceremony

The City of Clovis, in partnership with the EDC, coordinated a ribbon-cutting ceremony to celebrate the expansion of the Dry Creek Business Park. Located in Clovis, northwest of CA-168 and Herndon Ave, the phase 2 expansion of the light industrial and commercial park included \$3 million in infrastructure improvements and features 44 divisible shovel-ready lots on 30 acres. The ceremony was attended by over 70 stakeholders and makes available much needed industrial land to new and expanding businesses. EDC staff will continue to work with Andy Haussler and the City of Clovis to present new opportunities for the park and the city.



Happening now, Dry Creek Business Park ribbon cutting #BusinessinClovis



10/10/2014 - 10/10/2014

### Upcoming Trade Shows and Reverse Attraction

As the trade show season begins to heat up in the next couple of months, the EDC will be utilizing their Reverse Attraction program to increase the return-on-investment from our participation. Within the next couple of months the EDC will be attending the following trade shows: Consumer Electronics Show (CES), the Fancy Food Show, MD&M West, WestPack, Food Processing Show, and World Ag Expo. Economic Development Analyst Sergio Hernandez, will be analyzing each exhibiting company at these trade shows, compare their industries to those identified as strategic clusters for Fresno County, and provide EDC staff a list of pre-screened businesses that the EDC will contact for appointments. The ultimate goal is to see an increased success rate in attracting new companies to Fresno County from these trade shows. The EDC is excited about this new endeavor and will report the results of this new effort on subsequent monthly and quarterly reports.

### Broker Roundtable Meetings

In October, we began hosting meetings with our commercial real estate community. We are looking to host these round table discussions to foster and strengthen our relationships, provide updates on EDC leads and projects, reiterate our services, and inform them about valuable resources and incentives available in the County of Fresno. EDC staff Jose Mora, Will Oliver, Mark Mimms and Josh Howell met with Colliers Tingey on October 25th and Cushman Wakefield on October 27th at their offices. Both meetings were productive and served as an opportunity to present updates and outstanding property search requirements from the Business Attraction, Expansion and Retention and High-Speed Rail Support Departments. Our participation was well received and we look forward to increasing our communication in order to provide a more effective service to our broker community and clients.



### ***California Public Utilities Commission (CPUC) Frontier Fresno Small Business Expo***

On Tuesday, October 4, 2016, the EDC's Economic Development team attended the California Public Utilities Commission (CPUC) Frontier Fresno Small Business Expo at the Falls Event Center. The free event featured matchmaking opportunities with Procurement Specialists (one-on-one scheduled meetings) and business workshops on state government contracting, energy savings, and financing.

The EDC participated in the Resource/Vendor fair along with local/state agencies and utilities such as Frontier, AT&T, Comcast, PG&E, SoCal Gas, SDG&E, Southern California Edison, California Water Association and more. The team met with area buyers, project managers, and prime contractors. Over 300 area businesses attended.

### ***Global Cities Initiative—November 17th to November 18th***

Lee Ann Eager and Economic Development Specialist Tracy Tosta traveled to Washington D.C. to participate in the ongoing Global Cities Initiative project. The two day workshop included presentations from other major metro areas that are also developing Foreign Direct Investment (FDI) Plans. Key findings to be included in the plan were further examined at the workshop and presented to the Brookings Institute. In the weeks prior to the event, EDC staff, with the assistance of MBA students at both Fresno State and Fresno Pacific University, collected interviews from foreign owned entities (FOE) within the San Joaquin Valley.

Eighteen foreign owned businesses across eight sectors were interviewed. They provided valuable information regarding their history and decision to locate in the valley. Many FOEs are the result of mergers and acquisitions. Businesses commented on the impact of California's regulatory environment and the availability of a trained workforce. Logistics, infrastructure, and market potential were cited as key factors in choosing the valley. Data collection is ongoing and with the help of a core team and steering committee, the FDI plan is expected to be completed in mid-2017.

### ***City of Clovis Coordination***

The EDC continues to work with City of Clovis Community and Economic Development staff to fine-tune our targeted data sets and operational analysis to guide our business outreach. The Operational Analysis was updated to reflect the most pertinent information for the City of Clovis as well as for our internal data gathering. An initial list of prospective businesses to target was prepared and provided to the City of Clovis for review and refinement.

### ***Central Valley Venture Forum***

Economic Development Specialist Tracy Tosta attended the Central Valley Venture Forum at Clovis Veterans Hall. The event included panel discussions from various industry professionals and presentations from competing start-up businesses. Topics included the trade connection between California and Mexico, the history and growth story of Ruiz Foods as told by the founder Fred Ruiz and financial industry discussions regarding accessing capital and how to successfully pitch a business.

### ***Security Industrial Park Tour***

EDC Attraction, BEAR, and HSR representatives met with Vice President of Land Division Jeff Wolpert and Senior Vice President Lou Ginise of Newmark Grub Pearson Commercial. The group toured the "Security Industrial Park", a property that was the original Producer's Cotton facility located on the northwest corner of North and Chestnut Avenues and northeast corner of Maple and North. Mr. Ginise and Mr. Wolpert reviewed the property specs and other available properties, information that will prove useful for future attraction, expansion and retention project efforts.



## Other Activities

- SCE EDGE Workshop Series "Contracts 101" event at the Downtown Business Hub
- Manufacturing Summit workshop meeting at CA State Board of Equalization
- Food Safety and Quality Technician Certificate of Achievement Workshop
- Go-Biz California Competes Workshop
- Kelson Stafford/Veteran's Non-profit Project
- SEFCEDA Trailblazer for Prosperity Luncheon
- Clovis City Council meeting recognizing Supervisor Magsig's service
- SCE EDGE Workshop – Guide to Lead Generation
- Dry Creek Ribbon Cutting event with the City of Clovis

## APPENDIX

### Item 1

#### Advanced Business Services and Information Technology Cluster

Sources: Delgado, M., M.E. Porter, and S. Stern (2014), "Defining Clusters of Related Industries."

Rothwell, Jonathan, and Siddharth Kulkarni (January 2015), "Data and Methods Appendix for America's Advanced Industries: What They Are, Where They Are, Why They Matter"

Business Services					
NAICS	Description	NAICS	Description	NAICS	Description
541611	Administrative Management and General Management Consulting Services	518210	Data Processing, Hosting, and Related Services	541330	Engineering Services
541612	Human Resources and Executive Search Consulting Services	541511	Custom Computer Programming Services	541310	Architectural Services
541614	Process, Physical Distribution, and Logistics Consulting Services	541512	Computer Systems Design Services	541320	Landscape Architectural Services
541618	Other Management Consulting Services	541513	Computer Facilities Management Services	541340	Drafting Services
541690	Other Scientific and Technical Consulting Services	541519	Other Computer Related Services		
Communications Equipment and Services					
NAICS	Description	NAICS	Description	NAICS	Description
334210	Telephone Apparatus Manufacturing	334290	Other Communications Equipment Manufacturing	515210	Cable and Other Subscription Programming
334220	Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing	335912	Primary Battery Manufacturing	517210	Wireless Communications Carriers (except Satellite)
517410	Satellite Telecommunications	517919	All Other Telecommunications		
Information Technology and Analytical Instruments					
NAICS	Description	NAICS	Description	NAICS	Description
333295	Semiconductor Machinery Manufacturing	334414	Electronic Capacitor Manufacturing	334517	Irradiation Apparatus Manufacturing
334111	Electronic Computer Manufacturing	334415	Electronic Resistor Manufacturing	334518	Watch, Clock, and Part Manufacturing
334112	Computer Storage Device Manufacturing	334416	Electronic Coil, Transformer, and Other Inductor Manufacturing	334519	Other Measuring and Controlling Device Manufacturing
334113	Computer Terminal Manufacturing	334417	Electronic Connector Manufacturing	334611	Software Reproducing
334119	Other Computer Peripheral Equipment Manufacturing	334418	Printed Circuit Assembly (Electronic Assembly) Manufacturing	334613	Magnetic and Optical Recording Media Manufacturing

334310	Audio and Video Equipment Manufacturing	334419	Other Electronic Component Manufacturing	511210	Software Publishers
334411	Electron Tube Manufacturing	334510	Electromedical and Electrotherapeutic Apparatus Manufacturing	334515	Instrument Manufacturing for Measuring and Testing Electricity and Electrical Signals
334412	Bare Printed Circuit Board Manufacturing	334512	Automatic Environmental Control Manufacturing for Residential, Commercial, and Appliance Use	334516	Analytical Laboratory Instrument Manufacturing
334413	Semiconductor and Related Device Manufacturing	334513	Instruments and Related Products Manufacturing for Measuring, Displaying, and Controlling Industrial Process Variables	334514	Totalizing Fluid Meter and Counting Device Manufacturing

#### Marketing, Design, and Publishing

NAICS	Description	NAICS	Description	NAICS	Description
519110	News Syndicates	519130	Internet Publishing and Broadcasting and Web Search Portals	541613	Marketing Consulting Services
519120	Libraries and Archives	519190	All Other Information Services		

#### Video Production and Distribution

NAICS	Description
334612	Prerecorded Compact Disc (except Software), Tape, and Record Reproducing

### APPENDIX

#### Health Care Cluster

#### Item 1 continued

Cluster combines three traded clusters and one local cluster

Source: Delgado, M., M.E. Porter, and S. Stern (2014), "Defining Clusters of Related Industries."

#### Local Health Services

NAICS	Description	NAICS	Description	NAICS	Description
621111	Offices of Physicians (except Mental Health Specialists)	621492	Kidney Dialysis Centers	623110	Nursing Care Facilities
621112	Offices of Physicians, Mental Health Specialists	621493	Freestanding Ambulatory Surgical and Emergency Center	623210	Residential Mental Retardation Facilities
621210	Offices of Dentists	621498	All Other Outpatient Care Centers	623220	Residential Mental Health and Substance Abuse Facilities
621310	Offices of Chiropractors	621991	Blood and Organ Banks	623311	Continuing Care Retirement Communities
621320	Offices of Optometrists	621999	All Other Miscellaneous Ambulatory Health Care Services	623312	Homes for the Elderly
621330	Offices of Mental Health Practitioners (except Physicians)	622110	General Medical and Surgical Hospitals	623990	Other Residential Care Facilities
621340	Offices of Physical, Occupational and Speech Therapists, and Audiologists	622210	Psychiatric and Substance Abuse Hospitals	812210	Funeral Homes and Funeral Services
621391	Offices of Podiatrists	622310	Specialty (except Psychiatric and Substance Abuse) Hospitals	812220	Cemeteries and Crematories
621399	Offices of All Other Miscellaneous Health	339116	Dental Laboratories	532291	Home Health Equipment Rental
621410	Outpatient Mental Health and Substance Abuse Centers	621511	Medical Laboratories	446110	Pharmacies and Drug Stores
621420	Family Planning Centers	621512	Diagnostic Imaging Centers	446130	Optical Goods Stores
621491	HMO Medical Centers	621610	Home Health Care Services		

#### Medical Devices

NAICS	Description	NAICS	Description	NAICS	Description
333314	Optical Instrument and Lens Manufacturing	339112	Surgical and Medical Instrument Manufacturing	339114	Dental Equipment and Supplies Manufacturing



339115	Ophthalmic Goods Manufacturing	339113	Surgical Appliance and Supplies Manufacturing
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Biopharmaceuticals					
NAICS	Description	NAICS	Description	NAICS	Description
325411	Medicinal and Botanical Manufacturing	325412	Pharmaceutical Preparation Manufacturing	325414	Biological Product (except Diagnostic) Manufacturing
325413	In-Vitro Diagnostic Substance Manufacturing				

FY 16-17 Overview of Work Product	Deliverables	FY 2016 – 2017 Target Outcomes	Status as of Q2 2016-2017
<p>Economic Development Corporation Serving Fresno County</p> <p>Contract: \$40,000</p> <p>Performance Base: \$10,000 (\$2,500 per site tour)</p> <p>Staff: President &amp; CEO Lee Ann Eager</p> <p>Vice President Esther Cuevas</p> <p>Director of Business Services Will Oliver</p>	<p><b>Retention:</b> Targeted businesses will be contacted by a variety of methods to educate Clovis businesses on local, regional and statewide incentive programs</p> <ul style="list-style-type: none"> <li>Conduct Analysis to determine top 50 companies in Clovis that should be focused on for retention and expansion</li> </ul> <p><b>New Business Recruitment:</b> Provide information and tours to industrial and commercial representatives not currently located in Clovis for the purpose of recruiting new businesses and industries to the City of Clovis. Assist the City of Clovis in marketing identified industrial parks or industrial areas to new clients.</p> <ul style="list-style-type: none"> <li>Coordinate site tours for the purpose of business attraction and expansion.</li> <li>Create and update marketing materials.</li> <li>Coordinate commercial and industrial broker events for the city of Clovis.</li> <li>Conduct analysis to determine expansion industries and companies to target for expansion.</li> <li>Attend trade shows/missions and market Clovis.</li> </ul>	Top 50 target business analysis for expansion completed	During Quarter 2, the EDC completed the Top 50 Target Business Analysis for Expansion and Retention.
		Respond all City of Clovis Business inquires and connect them to appropriate resources	36 businesses contacted. 10 direct referrals made providing appropriate resources.
		4 Site Tours	0/4 - the EDC is continuing to market Clovis and available properties.
		2 Broker Events	1 of 2 completed – 2 additional broker events planned for Q3
		40 new business leads	5/40 business leads provided, with 6 additional potential leads during Q2
		5 Trade shows/missions attended	4/5 tradeshow/missions attended. With an additional 5 tradeshow to be attended in Q3.
		Economic Profile Demographic Information Business Park Brochures	<p>Economic profile to be updated January 2017.</p> <p>Demographic information and business park brochures to be coordinated.</p> <p>Incentive brochure created and distributed to Clovis businesses in cooperation with City staff.</p>



AGENDA ITEM NO: **CC-C-2**

City Manager: LS

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Community and Economic Development Department

DATE: February 6, 2017

SUBJECT: Receive and File – Community and Economic Development Department  
July 2016 – December 2016 Report

ATTACHMENTS: Attachment 1 – Economic Indicators Summary  
Attachment 2 – Economic Development Metrics

The Community and Economic Development Department had a busy half-year as the economy in Clovis saw continued growth and affordable housing programs moved forward. Staff from all City Departments worked to take advantage of the economic upswing and to make Clovis a great place to do business and live. An economic indicator snapshot is included as Attachment 1.

### **Economic Development Division**

The full Economic Development Metrics showing the results of the Department's economic development efforts are attached as Attachment 2. These metrics are used by staff to manage and allocate resources to ensure the City is engaging in a robust economic development effort. Below are highlights during the reporting period.

#### **Business Retention and Expansion Efforts**

Staff continued efforts to reach out and visit our local businesses. During the time period 135 unique businesses were visited, some multiple times, as new relationships were built or rebuilt. These visits were valuable as problems were addressed and local businesses gained a direct connection with the City. The City also conducted three key programs that served our existing businesses: Economic Gardening, Big Wins Day, and the CEO Roundtable. Some examples are below:

#### **Big Wins Day**

The highly popular program is well known for its prizes offered to Clovis shoppers and additional tax revenue generated but its true value is in the 70+ site visits and partnerships created with the local retail community. Through reviewing data it



appeared that car sales in Clovis had leveled off. Staff reached out to the car dealers and developed a Big Wins Day program that would encourage purchases of cars by buyers from outside of Clovis and bolster the other retailers in Clovis. Buyers of cars in Clovis received special cards that could be spent at Clovis retailers that amounted to the City's share of the sales tax. This resulted in over 70 cars being sold in just a few days, resulting in one of the best weekends for the dealers in some time. The purchasers then came back to Clovis to use their cards across the community. The retailers were very happy with the results and stated it drove traffic to them they wouldn't have otherwise received. A very common comment received was thanks from the store owners and how unique the program was. Staff was also able to address concerns and develop relationships as each store was visited multiple times leading up to the event.

#### CEO Roundtable

Growing out of the Economic Gardening program is the Clovis CEO Roundtable program. Staff met with a small group of CEO's to develop a networking and educational event for CEO's of Clovis businesses. In partnership with Fresno Pacific University resources were brought to a meeting with Clovis CEO's to discuss challenges that the CEO's were facing. A group discussion was prompted as the 15 CEO's talked about their experiences and the networking amongst the group was significant. It is planned to have 3 or so meetings a year with a variety of issues being covered and relationships being developed.

#### Company "A" (Name Confidential) Site Visit

Staff was made aware a key company was being pursued by a neighboring county. The company had reached its capacity in its current location and was considering the move as ample land was available. Through numerous site visits staff worked with Company A to identify options for growth in Clovis. Staff presented many options to achieve the company's goals in Clovis and supported them with research and leg work on options they wanted to pursue. Since then the company has constructed a new building at their current location and is considering another. In addition, staff facilitated an opportunity to gain access to adjacent land to help with space issues. Staff reaches out consistently to keep the relationship active and has provided further assistance to address their growth needs.

Focusing on existing businesses' needs and ensuring strong relationships will continue to be a top priority for the City's economic development efforts. Going forward staff will continue to conduct site visits and programs that support our local businesses. They are our best spokespersons to attract businesses and the most likely source of job and revenue growth.

## **Business Attraction Efforts**

The first six months of the fiscal year is when groundwork is laid to take advantage of the numerous trade shows during February and June of 2017. Staff met with 55 industrial and commercial brokers during the time period. These relationships are critical to better understanding the market and getting brokers the information needed to sell Clovis. Discussions also included how to better leverage trade shows and ideas to make Clovis a destination of choice. These conversations will lead to fruitful trade shows with active leads being developed.

Staff has also been strategizing with existing business on how to support their efforts at trade shows while giving the City of Clovis leads to their customers and suppliers. This is a retention and attraction effort as it shows the business the City values them and the City gets high quality leads.

### **Retail**

At ICSC San Diego 2016, staff met with retail property managers and built relationships with them. Strategies were discussed on how to fill vacancies and how the City could assist in the effort. Staff also received many positive reports from property managers on the positive performance of their properties. Staff also targeted hotel developers at ICSC and met with two, in addition to the six met with at the show in May of 2016. Of these, three are actively looking to add hotel rooms in Clovis and one of those made a visit in Clovis shortly after ICSC. These developers were connected at ICSC to property owners and local developers to encourage construction of new hotels. Staff also marketed the Loma Vista commercial area and due to the discussion with a broker a developer has begun the process of developing 7 acres of commercial land.

At the ICSC conference in 2015, staff developed a relationship with a significant retailer. The retailer reached out and was looking for opportunities for growth in the Fresno/Clovis market. Staff provided several locations, coordinated meetings, and continues to offer resources as the retailer is finalizing its options. The retailer at the beginning of the conversation was being pursued to locate outside of Clovis but has since determined that Clovis is its best option.

### **Professional/Industrial**

Staff has been working with the California Health Sciences University on its decision to permanently locate in Clovis. The School purchased 80+/- acres in the Clovis Research and Technology Park and announced its decision to construct a school to serve 2,000 students with approximately 400 staff in the spring of 2016. The first structure is expected to begin construction in the 2017. The School also announced the establishment of a full medical school and the ramping up of construction plans to accommodate it.

The Clovis Culinary Center was awarded funds from a variety of sources earlier in the year. Staff has developed a partnership with the Clovis Veterans Memorial District to host the Center. The Clovis Culinary Center will allow for food entrepreneurs to bring their ideas to market. Users of the facility will be supported with technical assistance such as marketing techniques, how to access capital, and other business issues. The Center improvements will be under construction in a few months.

The Dry Creek Industrial Park, Phase II was completed in December of 2016. This project has attracted several users that have submitted construction plans. Staff continues to work with brokers and developers to market the area and several users are considering the business park. In partnership with the brokers a ribbon cutting event was held and attracted seventy attendees including a large group of brokers, property owners, business owners, and City staff. At the event two lots were sold and interest in the lots has significantly increased. Interest includes engineering firms, medical support businesses, and construction industry businesses.

#### **Tourism**

The City has been working with the Clovis Chamber of Commerce to bolster the major events it manages. Staff helped to coordinate the cultural village which was wildly popular and attracted large crowds to view the dances, food, and cultural booths. Staff will continue to leverage Clovis Unified School District's success in hosting major athletic events in the spring of 2017. These events bring a significant number of additional tourists to showcase Clovis and take advantage of local businesses while bolstering tax revenues as shown in the increase in transit occupancy tax.

#### **Housing and Grants Division**

The City's affordable housing programs are active, and are providing a critical resource for our community. A total of 32 families were served during this reporting period with home rehabilitations, details are in Attachment 2. The City began the expenditure of \$2,200,000 in funding during the period, and will continue to expend existing awarded grants to support affordable housing and community development efforts. Below are some highlights from the division including a story of a family's life that was changed.

##### **Habitat for Humanity – Rialto Ranchos Subdivision**

During this reporting period, staff completed the infrastructure of a 10-lot parcel of land on W. Rialto Avenue, and transferred the land to Habitat for Humanity Fresno County. The family chosen to receive the first home on this parcel is the Gonzalez family. This family of four had been living in a rental home (outside of Clovis) that was dilapidated to the point of being a serious health and safety hazard to the family members. For example, one of family members with a breathing problem was sleeping outside because the mold in the home was negatively affecting his health. In addition, the landlord would not have the septic tank pumped, so the family was forced to empty

some of the waste out with a bucket once a week so it would not overflow and flood their yard. During this reporting period, the family was notified that they had been chosen to be the first partner family in the Rialto Ranchos Subdivision. They began construction of their home in October 2016.

#### **Mobile Home Replacement Grantee Story**

Staff received an application for the mobile home repair grant from a homeowner with a hole in his roof. Upon inspection of the home, many other health and safety deficiencies were found. Due to the limited amount of funding available for each mobile home repair grant award (\$3,000), all of the necessary repairs could not be completed. With an annual income of barely over \$18,000 per year, the homeowner did not have the option of self-financing the repairs. Staff talked to the homeowner about the mobile home replacement program being offered by the City, and the homeowner was very excited to participate in the program. The homeowner received a 0% interest, deferred, 20-year loan to purchase a replacement unit. The homeowner's dilapidated home has been removed and disposed of, and the replacement home has been installed. The homeowner is completely moved into his new home. He told staff he's never felt so good about going home, and being in his home makes him happier than he's been in many, many years. He went from living in extremely hazardous conditions, to living in a brand new home.

#### **Single-Family Rehabilitation Programs**

- Staff completed 32 home repair projects for low-income owner-occupied households.

#### **First-Time Homebuyer Programs**

- The expenditure of \$700,000 of First-Time Homebuyer Program funding was completed, and expenditure was started on a newly-funded \$1,000,000 grant for the same program. The funding comes from the California Department of Housing and Community Development.

#### **Affordable Housing Development – Habitat for Humanity**

- Infrastructure and site improvements have been completed for the 10-lot Rialto Rancho subdivision. The property has been transferred to Habitat for Humanity. Building Plans were approved by the City, and the first few permits have been pulled by Habitat for Humanity. Three partner families have been selected by Habitat for Humanity, and construction is underway.


#### **Multi-Family Projects**


- Escrow has closed on the financing for the development of a 48-unit senior supportive housing project at SR 168 and Sierra Avenue. Building Plans were approved by the City, and the permit was pulled by the developer. Construction is starting.



### Grants

- \$1,000,000 of CalHome funds were awarded to Clovis for the purpose of operating a mobile home replacement program. 16 households have been approved for replacement. Three replacements were completed during the reporting period. The remaining are currently in progress.
- Staff completed and submitted HUD's annual reporting document which is a requirement for expenditure of Community Development Block Grant (CDBG) funds. The funds covered a period which ended 6/30/16, and was due to HUD in September 2016. The report has been reviewed and approved by HUD.
- The Kitchen Incubator project will be under construction in the very near future.

Prepared by: Andy Haussler, Community and Economic Development Director 

Submitted by: Andy Haussler, Community and Economic Development Director 

## **ATTACHMENT 1**

### **Overall Economic Indicators:**

#### *Job Market*

The City continued to enjoy higher per capita income than Fresno County as a whole with \$28,686 compared to \$20,408 in Fresno County. This was an increase over 2015-16 of \$1891. This results in a median household income of \$63,666. The City also maintained higher education levels with nearly 90% of the City's adult residents having a high school diploma or higher. This is nearly 14% higher than Fresno County and 7% higher than the State of California.

Total payroll for the City of Clovis reached \$1.1 billion with 32,097 total employees on payroll in the City in 2016, this is an increase of \$74 million in payroll from the 2015 calendar year. The number of jobs increased by 1,204 from 2015. With this, the jobs-housing balance is .83 jobs per residence. This is a slight decrease due to a lag in job reporting. The City is gaining ground on job growth despite the City adding 730 households during the same time frame. More jobs need to be added to the community to reach the 1:1 goal for the jobs-housing balance but the trajectory is favorable.

The City has issued 7,639 business licenses, an annualized increase of 273.

The unemployment rate dropped to 7.4% from 7.7% a year ago. This relatively higher rate is due to a change in the data being used to calculate the unemployment rate by the federal government. This rate puts the City lower than Fresno County and lower than all cities in the County.

#### *Development*

Commercial construction maintained a healthy trajectory. The total permits pulled for construction or improvement of commercial and industrial space was over \$35.6 million in valuation. The square footage constructed equaled 446,617. For residential units a total of 752 permits were pulled during the time period.

#### *Tax Revenue*

Sales tax revenues are trending slightly higher (1-2%), a key indicator of the retail sector's health. While this is positive, the retail landscape is changing rapidly with growth in on-line shopping options. General merchandise purchases, despite the City's population growth and improved economic conditions have remained relatively flat (4% increase). The county pool allocation, in which some of the purchases our residents make from on-line retailers is up 11-14% compared to 2015. The majority of the revenue increase (14-17% increase) is from automotive sales. However there has been national news that car sales are flattening.

*Summary*

The indicators represent a City that is growing and offers opportunities to residents to improve their economic situation. While it is concerning that the unemployment rate is higher, this appears to be due to a change in methodology, with growth in other indicators it appears the job market is improving. This data will be assessed in future reports to determine trends and the progress the City's economy has made.

## ATTACHMENT 2

### ED Strategy Metrics RESULTS JULY 1, 2016 – June 30, 2017

#### Strategy 1: Business Retention and Expansion

Action	Measurement	Results (July 2016 – December 2016)
<i>Create and maintain relationships</i>		
Business Visitations – Goal is 25 businesses per month (300 per year)	<ul style="list-style-type: none"> <li>• Number of businesses visited</li> <li>• Content of contact                             <ul style="list-style-type: none"> <li>○ Number for problem solving</li> <li>○ Number for site visit</li> <li>○ Number for information sharing</li> </ul> </li> </ul>	<p>135</p> <p>6</p> <p>115</p> <p>115</p>
<i>Provide information &amp; education</i>		
<ul style="list-style-type: none"> <li>• Quarterly e-newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Number of businesses on mailing list</li> <li>• Number of opened newsletters</li> </ul>	<p>544</p> <p>225</p>
<ul style="list-style-type: none"> <li>• Workshops/Trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Number of trainings made available</li> </ul>	<p>2</p>
<ul style="list-style-type: none"> <li>• Clovis4business.com</li> </ul>	<ul style="list-style-type: none"> <li>• Use metrics</li> </ul>	<p>6,293 Visits</p>
<i>Recognize and appreciate businesses</i>		
<ul style="list-style-type: none"> <li>• Annual event</li> </ul>	<ul style="list-style-type: none"> <li>• Event held                             <ul style="list-style-type: none"> <li>○ Number of businesses in attendance</li> <li>○ Report media coverage</li> <li>○ Number of businesses in attendance</li> <li>○ Report media coverage</li> <li>○ Number of businesses in attendance</li> <li>○ Report media coverage</li> </ul> </li> </ul>	<p>Economic Gardening Events (3) 24 2 Articles + Social Media</p> <p>Big Wins Day (Retail) 70 Social Media +TV+Articles</p> <p>Broker Meetings and Round Table 90 4 Articles+TV(3)+Social</p>



**Strategies 2, 3, 4, and 5: Business Attraction (Industrial, Commercial Retail, Commercial Office)**

Action	Measurement	Results (July 2016 – December 2016)																											
Market Clovis to attract new businesses – Goal is to contact 20 businesses per cluster per year (100 prospective businesses total per year)	<ul style="list-style-type: none"> <li>Number of marketing pieces distribute per cluster/Number of Conversations</li> <li>Number of new businesses in Clovis</li> </ul>	<table> <tr> <th>Cluster</th><th>Contact</th><th>Conversation</th></tr> <tr> <td>Health</td><td>20</td><td>20</td></tr> <tr> <td>Manufacturing</td><td>4</td><td>4</td></tr> <tr> <td>Information</td><td>-</td><td>-</td></tr> <tr> <td>Tourism</td><td>21</td><td>10</td></tr> <tr> <td>Water Tech</td><td>-</td><td>-</td></tr> <tr> <td>Education</td><td>37</td><td>37</td></tr> <tr> <td>Retail</td><td>31</td><td>16</td></tr> <tr> <td>Total</td><td>113</td><td>87=200</td></tr> </table> <p>497</p>	Cluster	Contact	Conversation	Health	20	20	Manufacturing	4	4	Information	-	-	Tourism	21	10	Water Tech	-	-	Education	37	37	Retail	31	16	Total	113	87=200
Cluster	Contact	Conversation																											
Health	20	20																											
Manufacturing	4	4																											
Information	-	-																											
Tourism	21	10																											
Water Tech	-	-																											
Education	37	37																											
Retail	31	16																											
Total	113	87=200																											
Develop relationships with commercial/industrial brokers	<ul style="list-style-type: none"> <li>Host annual broker meeting <ul style="list-style-type: none"> <li>Number of brokers in attendance</li> </ul> </li> <li>Number of conversations with brokers</li> <li>Staff attendance at brokerage company meetings</li> </ul>	<p>(meetings and roundtable conducted)</p> <p>58</p> <p>55</p> <p>5</p>																											
Maintain an adequate supply of commercial and industrial available property	<ul style="list-style-type: none"> <li>Benchmark and measure commercial and industrial site acreage/square footage <ul style="list-style-type: none"> <li>Available</li> <li>Utilized <ul style="list-style-type: none"> <li>Business type and number of jobs</li> <li>Commercial building permits</li> <li>Valuation</li> </ul> </li> </ul> </li> </ul>	<p>Commercial SQ Ft 117,062</p> <p>Commercial Acreage 60</p> <p>Industrial SQ Ft 24,674</p> <p>Industrial Acreage 57</p> <p>Com/Ind Permit Value: \$32,748,861</p> <p>Com/Ind Permit SQ FT: 444,423</p>																											
Achieve and maintain a Jobs/Housing Balance ratio of 1:1	Calculate the Jobs Housing/Balance annually	.84 jobs per a residence																											

**Strategy 2: Business Start-ups**

Action	Measurement	Results (July 2016 – December 2016)
Assist in the development of new businesses	<ul style="list-style-type: none"> <li>Website metrics</li> <li>Number of business licenses for new businesses</li> </ul>	6,293  273
Host events for entrepreneurs	<ul style="list-style-type: none"> <li>Events held               <ul style="list-style-type: none"> <li>Number of attendees</li> </ul> </li> </ul>	Economic Gardening (20)  Shaw Ave/Old Town PBIA (40)

**Strategy 6: Tourism**

Action	Measurement	Results (July 2016 – December 2016)
Host events that bring people to Clovis	Track attendance for all major events	196,900
Work with hotels to increase the number of travelers who stay overnight in Clovis	Track TOT and occupancy rates for all hotels	71% Occupancy 5% TOT Increase
Provide information to visitors to Clovis and those thinking about visiting	Benchmark and report statistics from Tarpey Depot <ul style="list-style-type: none"> <li>Number of visitors</li> <li>Number of fulfillment packets</li> <li>Number of groups</li> </ul>	656 125 5
Use visitclovis.com as the information portal for visiting Clovis	Metrics from VisitClovis.com	11,166

**Strategy 7: Workforce**

Action	Measurement	Results (July 2016 – December 2016)
Identify workforce needs of Clovis businesses	<ul style="list-style-type: none"> <li>Use EDD Data to benchmark and monitor number of jobs in Clovis by industry</li> </ul>	Total of 1,204 additional jobs in Clovis since 2014/15. Health care is the strongest sector.
Conduct employer survey of training needs	<ul style="list-style-type: none"> <li>Number of businesses surveyed                             <ul style="list-style-type: none"> <li>Number of businesses connected to employee training opportunity</li> </ul> </li> </ul>	Survey upcoming by EDC
Seek higher education programs to meet employer need	<ul style="list-style-type: none"> <li>Number of meetings with educational facilities</li> </ul>	8

**Affordable Housing Programs**

Program	Goal	Results (July 2016 – December 2016)
Mobile Home Grant Program	67	32
First-Time Homebuyer Program	Be awarded additional HOME funds to continue program	Awarded \$1,000,000
Affordable Housing Development	Complete infrastructure and site improvements for 10 unit subdivision at Rialto Rancho	Infrastructure was completed. Property has been transferred from Clovis to Habitat for Humanity, and they have begun construction of the homes.
Multi-Family Projects	Secure financing for 48-unit senior supportive housing project at Sierra and HWY 168	Escrow closed on the project funding in November 2016. The property has been transferred to the developer. Building plans were approved by the City, and the building permits have been pulled.

		Construction is beginning now.
--	--	--------------------------------

**Grants Status – December 30, 2016**

<b>Program</b>	<b>Amount</b>	<b>Status</b>
CDBG 2014-15	\$578,706	Completed
CDBG 2015-16	\$635,650	Completed
CDBG 2016-17	\$672,819	Underway
CalHome Mobile Home Replacement Program	\$1,000,000	Underway
HOME First-Time Homebuyer Program	\$700,000	Completed
HOME Down Payment Assistance	\$1,000,000	Underway
Kitchen Incubator - USDA	\$40,000	Underway
Kitchen Incubator - Freshworks	\$50,000	Underway
Kitchen Incubator – NCCLF Grant	\$15,000	Underway
Kitchen Incubator – NCCLF Forgivable Loan	\$60,000	Underway
<b>Total</b>	<b>\$4,841,175</b>	





AGENDA ITEM NO: **CC-D-1**

City Manager: CS

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Finance Department

DATE: February 6, 2017

SUBJECT: Approval - Res. 17- A Resolution of Intention (ROI) to Annex Territory (Annexation #48) (T6145-Northwest Corner DeWolf/Owens Mtn Pkwy, T6168-Northwest Corner Gettysburg/Leonard), to the Community Facilities District (CFD) 2004-1 and to Authorize the Levy of Special Taxes Therein and setting the Public Hearing for March 20, 2017.

ATTACHMENTS: Resolution  
Map

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

That the Council approve Res. 17-\_\_\_\_, A Resolution of Intention to Annex Territory(Annexation #48) to Community Facilities District (CFD) 2004-1 and to Authorize the Levy of Special Taxes therein and setting the Public Hearing for March 20, 2017.

### **EXECUTIVE SUMMARY**

Since the condition to establish a CFD was imposed on the developments being processed by the City, developments proceeding after March 8, 2004 must petition to be annexed to the existing CFD. This action is required to begin the process of annexation provided by the conditions of approval of the development entitlements.

### **BACKGROUND**

Since the condition to establish a CFD was imposed on the developments being processed by the City, developments proceeding after March 8, 2004 must petition to be annexed to the existing CFD. Recently a developer has submitted a petition to annex territory to the Community Facilities District 2004-1 and to include his subdivision within the District as provided by the conditions of approval of the development entitlements.

To initiate the process for annexation of territory to a CFD, the Council must approve a Resolution of Intention (ROI) to annex territory to the CFD. The ROI included with this report includes various actions necessary for the annexation to the CFD. The Rate and Method of Apportionment (RMA) referred to in the ROI is as adopted by the Council with the Resolution of Formation adopted March 8, 2004.

The area to be annexed T6145-Northwest Corner DeWolf/Owens Mtn Pkwy, T6168-Northwest Corner Gettysburg/Leonard is shown in the attached map.

#### **FISCAL IMPACT**

No fiscal impact by this action.

#### **REASON FOR RECOMMENDATION**

All requirements to begin the process for annexation of territory to the CFD have been completed, and the Council may take action on the ROI.

#### **ACTIONS FOLLOWING APPROVAL**

The Staff will take appropriate steps to schedule the Public Hearing on the Annexation of Territory to the CFD for March 20, 2017 and will provide the notices in accordance with law.

Submitted by:

  
\_\_\_\_\_  
Jay Schengel, Finance Director



RESOLUTION NO. 17-\_\_

**A RESOLUTION OF INTENTION TO ANNEX TERRITORY TO COMMUNITY FACILITIES  
DISTRICT AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN**

**CITY OF CLOVIS  
Community Facilities District No. 2004-1  
(Police and Fire Services)  
Annexation No. 48**

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

**WHEREAS**, this Council has conducted proceedings to establish Community Facilities District No. 2004-1 (Police and Fire Services) (the "CFD") pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at Section 53311, of the California Government Code; and

**WHEREAS**, under the Act, this Council, as the legislative body for the CFD, is empowered with the authority to annex territory to the CFD, and now desires to undertake proceedings to annex territory to the CFD.

**NOW, THEREFORE, IT IS HEREBY ORDERED** as follows:

- 1. Findings.** This Council hereby finds and determines that public convenience and necessity require that territory be added to the CFD.
- 2. Territory Described.** The name of the existing CFD is "Community Facilities District No. 2004-1 (Police and Fire Services)". The territory included in the existing CFD is as shown on the map thereof filed in Book 40 of Maps of Assessment and Community Facilities Districts at Page 57, in the office of the County Recorder, County of Fresno, State of California, to which map reference is hereby made. The territory now proposed to be annexed to the CFD is as shown on the Annexation Map No. 48 to the CFD, on file with the Clerk, the boundaries of which territory are hereby preliminarily approved and to which map reference is hereby made for further particulars. The City Clerk is hereby directed to cause to be recorded said Annexation Map No. 48 to the CFD, showing the territory to be annexed, in the office of the County Recorder of the County of Fresno within fifteen days of the date of adoption of this resolution.
- 3. The Services.** The types of public services financed by the CFD and pursuant to the Act consist of those of the police and fire services (the "Services") as described in Exhibit A to Resolution No. 04-33, adopted by the Council on March 8, 2004 (the "Resolution of Formation"). It is presently intended that the Facilities (and the Services) will be shared, without preference or priority, by the existing territory in the CFD and the territory proposed to be annexed to the CFD.



4. **Special Tax.** Except to the extent that funds are otherwise available to the CFD to pay for the Services, a special tax sufficient to pay the costs thereof is intended to be levied annually within the CFD, and collected in the same manner as ordinary *ad valorem* property taxes. The proposed rate and method of apportionment of the special tax among the parcels of real property within the CFD, as now in existence and following the annexation proposed herein, in sufficient detail to allow each landowner within the territory proposed to be annexed to the CFD to estimate the maximum amount such owner will have to pay, are described in Exhibit B attached to the Resolution of Formation, by which this reference is incorporated herein.

5. **Hearing.** Monday, March 20, 2017, at 6:00 p.m. or as soon as possible thereafter, in the City Hall, Council Chambers, 1033 Fifth Street, Clovis, California, be, and the same are hereby appointed and fixed as the time and place when and where this Council, as legislative body for the CFD, will conduct a public hearing on the annexation of territory to the CFD and consider and finally determine whether the public interest, convenience and necessity require said annexation of territory to the CFD and the levy of such special tax therein.

6. **Notice.** The City Clerk is hereby directed to cause notice of said public hearing to be given by publication one time in a newspaper of general circulation in the area of the CFD. The publication of said notice shall be completed at least seven (7) days before the date herein set for said hearing. The City Clerk shall also cause a copy of such notice and a copy of the Resolution of Formation to be mailed to each landowner (and to each registered voter, if any) within the territory proposed to be annexed, which notice and resolution shall be mailed at least fifteen (15) days before the date of said hearing. Such notice shall be substantially in the form specified in Section 53339.4 of the Act, with a summary form specifically authorized.

7. **Annexation Contingency.** Section 53316 of the Act shall apply to the proceedings of the Council for the CFD to the extent that the proceedings, if appropriate, include territory which on the date of adoption of this Resolution of Intention are not annexed to the City and which territory is proposed to be annexed to the City. This Council determines that the City has filed appropriate documents, including a "resolution of application", with the Fresno County Local Agency Formation Commission ("LAFCO") for the annexation of territory as therein described, which territory includes all or a portion of the lands proposed for inclusion in the boundaries of the CFD as herein described. A certificate of filing of such application has been issued by the official who is the executive officer of LAFCO, a copy of which certificate of filing is on file with the City Clerk. It is hereby specifically provided that these proceedings for the CFD, to the extent applicable to such territory subject to such LAFCO annexation to the City, shall be contingent upon and shall be completed only if the annexation of such territory to the City by LAFCO is completed. It is further provided that this Council shall not authorize the levy of the Special Tax nor cause any amended notice of special tax lien to be recorded for the territory to be annexed to the CFD unless and until such annexation proceedings through LAFCO are completed to the satisfaction of this Council.

8. **Effective Date.** This resolution shall take effect upon its adoption.

\*\*\*\*\*



I hereby certify that the foregoing Resolution was regularly introduced and adopted by the City Council of the City of Clovis at a meeting held February 6, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

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Mayor

---

City Clerk



# LEGEND

PARCEL

ANNEXATION BOUNDARY  
 APN 555-031-17  
 APN 558-033-19  
 APN 558-033-20  
 APN 558-033-21  
 APN 558-033-22  
 APN 558-033-33

FILED IN THE OFFICE OF THE CITY CLERK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ MARCH, 2017. I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. 48 TO COMMUNITY FACILITIES DISTRICT NO. 2004-1 (POLICE AND FIRE SERVICES), CITY OF CLOVIS, COUNTY OF FRESNO, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF CLOVIS AT A REGULAR MEETING THEREOF, HELD ON THE 20TH DAY OF \_\_\_\_\_ MARCH, 2017, BY ITS RESOLUTION NO. 17-\_\_\_\_\_

JOHN HOLT  
 CITY CLERK  
 CITY OF CLOVIS

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. IN THE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AND AS INSTRUMENT NO. \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF FRESNO, STATE OF CALIFORNIA.

PAUL A. DICTOS, C.P.A. BY: DEPUTY COUNTY RECORDER  
 COUNTY ASSESSOR-RECORDER  
 COUNTY OF FRESNO  
 STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF COMMUNITY FACILITIES DISTRICT NO. 2004-1 (POLICE AND FIRE SERVICES) OF THE CITY OF CLOVIS RECORDED WITH THE FRESNO COUNTY RECORDER'S OFFICE ON FEBRUARY 19, 2004, IN BOOK 40 OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, PAGE 57.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND DIMENSIONS AS SHOWN ON THE FRESNO COUNTY ASSESSORS MAPS FOR THOSE PARCELS LISTED.

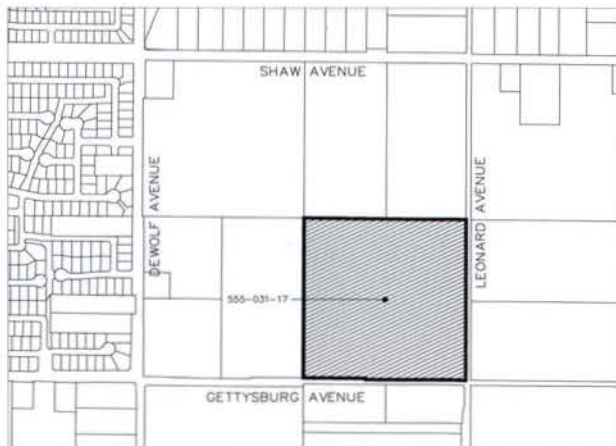
THE FRESNO COUNTY ASSESSORS MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH LOTS OF PARCELS.

ANNEXATION MAP NO. 48

COMMUNITY FACILITIES DISTRICT NO. 2004-1  
 (POLICE AND FIRE SERVICES)



CITY OF CLOVIS  
 COUNTY OF FRESNO  
 STATE OF CALIFORNIA





AGENDA ITEM NO: **CC-D-2**

City Manager: LS

## **CITY OF CLOVIS REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Finance Department

DATE: February 6, 2017

SUBJECT: Receive and File - Investment Report for the Month October 2016

Exhibits: (A) Distribution of Investments  
(B) Monthly Investment Transactions  
(C) Certificates of Deposit  
(D) Graph of October 31, 2016 Treasury Rates

Attached is the Investment Report for the month of October 2016. Shown in Exhibit A is the distribution of investments which lists all the individual securities owned by the City with the book and market values. Book value is the actual price paid for the investment. Market value is the amount that the investment is worth if sold in the open market. The market value (which fluctuates daily) that is used in the report is as of the last working day of the month. Exhibit B reflects the monthly investment transactions for the month of October 2016. Exhibit C lists the certificates of deposit. Exhibit D is a graph of Treasury rates on October 31, 2016.

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

1. Assets are invested in adherence with the safeguards and diversity of a prudent investor.
2. The portfolio is invested in a manner consistent with the primary emphasis on preservation of the principal, while attaining a high rate of return consistent with this guideline. Trading of securities for the sole purpose of realizing trading profits is prohibited.
3. Sufficient liquidity is maintained to provide a source for anticipated financial obligations as they become due.

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

The Finance Department invests the City's assets with an expectation of achieving a total rate of return at a level that exceeds the annualized rate of return on short-term government guaranteed or insured obligations (90 day Treasury bills) and to assure that the principal is preserved with minimal risk of depreciation or loss. In periods of rising interest rates the City of Clovis portfolio return may be less than that of the annualized 90 day Treasury bill. In periods of decreasing interest rates, the City of Clovis portfolio return may be greater than the annualized 90 day Treasury bill. The current 90 day Treasury bill rate (annualized) is 0.28%. The rate of return for the City of Clovis portfolio is 0.82%. The goal for the City of Clovis investment return is 120% of the 90 day Treasury bill rate. The current rate of return is 292% of the Treasury bill rate.

In accordance with the Investment Policy the investment period on each investment does not exceed three years and can be extended to five years with the City Manager's approval. As of October 2016 the average investment life of the City's investment portfolio is 0.71 years.

#### Current Investment Environment and Philosophy

During the month of October 2016 the Federal Reserve did not adjust the federal funds rate and it remained at 0.25 - 0.50%.

On October 31, 2016 the Treasury yield curve shows a steady increase in yields for three month treasuries through six month treasuries. As the holding period extended out beyond six months higher yields are realized.

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

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

#### Purchases and Maturities

- No government securities were purchased.
- 2 government securities totaling \$5,000,000.00 were called or matured.
- No certificates of deposit were purchased.
- 3 certificates of deposit totaling \$730,000.00 were called or matured.

Market Environment

- During October, the federal funds rate was maintained at .25% - .50%.
- On September 30, the yield curve increased steadily for shorter term treasuries (through six months) and shows larger increases beyond six month treasuries. See Exhibit D, Graph of Treasury Rates on October 31, 2016.

Prepared by: Haley Lynch, Deputy Finance Director  
Submitted by: Jay Schengel, Finance Director



## Exhibit A

**CITY OF CLOVIS  
DISTRIBUTION OF INVESTMENTS  
AS OF OCTOBER 31, 2016**

	<b>COST</b>	<b>NET BOOK VALUE</b>	<b>MARKET VALUE *</b>	<b>YIELD TO MATURITY</b>	<b>STATED INTEREST RATE</b>	<b>INVEST DATE</b>	<b>MATURITY DATE</b>	<b>DAYS TO MATURITY FROM 10/31/2016</b>
<b>GOV'T SECURITIES</b>								
FHLMCMTN	3,010,053	3,010,053	3,006,000	1.000%	1.000%	12/01/15	03/08/17	433
FHLMC	3,007,944	3,007,944	3,008,640	1.000%	1.000%	12/01/15	07/28/17	575
FHLB	3,015,870	3,015,870	3,012,450	1.125%	1.125%	07/02/15	12/08/17	403
FNMA	2,998,479	2,998,479	3,000,840	0.875%	0.875%	09/29/15	05/21/18	567
FHLB	3,000,000	3,000,000	3,000,030	1.250%	1.250%	04/29/16	04/29/19	910
FNMA	3,018,480	3,018,480	3,010,320	1.125%	1.125%	06/09/16	12/14/18	774
FFCB	3,007,560	3,007,560	3,001,980	1.300%	1.300%	06/09/16	06/06/19	948
FNMA	3,006,150	3,006,150	2,997,180	1.250%	1.250%	07/13/16	06/28/19	970
FNMA	3,002,400	3,002,400	2,990,700	1.125%	1.250%	07/26/16	07/26/19	998
<b>SECURITIES TOTAL</b>	<b>\$ 27,066,936</b>	<b>\$ 27,066,936</b>	<b>\$27,028,140</b>					
<b>LAIF</b>		<b>\$ 50,214,214</b>	<b>\$ 50,214,214</b>					
<b>MONEY MARKET</b>		<b>\$ 9,691,963</b>	<b>\$ 9,691,963</b>					
<b>PREMIUM-IOC</b>		<b>\$ -</b>	<b>\$ -</b>					
<b>TOTAL CD'S</b>		<b>\$ 15,503,939</b>	<b>\$ 15,575,022</b>					
<b>TOTAL INVESTMENTS</b>		<b>\$ 102,477,052</b>	<b>\$ 102,509,339</b>					

\* Market values for securities obtained from BNY Western Trust Company

**CITY OF CLOVIS  
MONTHLY INVESTMENT TRANSACTIONS  
FOR THE MONTH OF OCTOBER 2016**

**Exhibit B**

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
Ge Cap Retail Bank	CD	Maturity	(245,000)	(245,000)	1.200%	10/11/16	10/11/16
Comenity Cap Ut	CD	Maturity	(245,000)	(245,000)	1.100%	10/17/16	10/17/16
FFCB DEB	Gov Sec	Maturity	(2,001,200)	(2,000,000)	0.480%	10/19/16	10/19/16
Cit Bank	CD	Maturity	(240,000)	(240,000)	1.250%	10/31/16	10/31/16
FHLMCMTN	Gov Sec	Full Call	(3,000,000)	(3,000,000)	1.250%	10/31/16	01/29/19
Union Bank	LAIF	Interest	76,182			10/31/16	

**PORTFOLIO DATA**

**Current Month (10/16)**

	Book	Market
CD'S	\$ 15,503,939	\$15,575,022
Gov't Securities*	27,066,936	27,028,140
LAIF	50,214,214	50,214,214
Money Market	9,691,963	9,691,963
Premium IOC	0	0
<b>TOTAL</b>	<b>\$ 102,477,052</b>	<b>\$102,509,339</b>

**One Month Previous (9/16)**

	Book	Market
CD'S	\$ 15,503,939	\$15,578,622
Gov't Securities*	27,066,936	27,052,260
LAIF	50,138,032	50,138,032
Money Market	9,691,963	9,691,963
Premium IOC	0	0
<b>TOTAL</b>	<b>\$ 102,400,870</b>	<b>\$102,460,877</b>

**Three Months Previous (7/16)**

	Book	Market
CD'S	\$ 16,234,000	\$16,313,527
Gov't Securities*	36,067,219	36,074,160
LAIF	50,138,032	50,138,032
Money Market	9,691,963	9,691,963
Premium IOC	0	0
<b>TOTAL</b>	<b>\$ 112,131,214</b>	<b>\$112,217,682</b>

**Six Months Previous (4/16)**

	Book	Market
CD'S	\$ 16,969,000	\$ 17,020,568
Gov't Securities*	36,034,669	36,027,880
LAIF	50,069,913	50,069,913
Money Market	9,691,963	9,691,963
Premium IOC	899	899
<b>TOTAL</b>	<b>\$ 112,766,444</b>	<b>\$ 112,811,223</b>

**One Year Previous (10/15)**

	Book	Market
CD'S	\$ 17,684,000	\$ 17,689,119
Gov't Securities*	27,016,672	27,019,770
LAIF	49,965,938	49,965,938
Money Market	9,691,963	9,691,963
Premium IOC	899	899
<b>TOTAL</b>	<b>\$ 104,359,472</b>	<b>\$ 104,367,689</b>

\*Adjusted Quarterly for Premium/Discount Amortization



## Exhibit C

CITY OF CLOVIS  
CERTIFICATES OF DEPOSIT  
AS OF OCTOBER 31, 2016

Negotiable CDs	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 10/31/16	INTEREST FREQUENCY
FIDELITY BANK	245,000	245,025	0.550%	05/21/15	11/21/16	21	SEMI-ANNUALLY
GRUNDY NATIONAL	245,000	245,042	0.800%	08/19/14	11/21/16	21	MONTHLY
MERCANTILE COMMUNITY BANK	245,000	245,142	1.000%	12/17/14	12/19/16	49	SEMI-ANNUALLY
MB FINANCIAL	245,000	245,105	0.700%	06/29/15	12/29/16	59	MONTHLY
FIRST NATIONAL BANK	245,000	245,216	0.800%	07/16/14	01/17/17	78	MONTHLY
UNITED REP BANK	245,000	245,142	0.550%	05/29/15	01/30/17	91	MONTHLY
COMPASS BANK	245,000	245,382	1.000%	02/26/14	02/27/17	119	SEMI-ANNUALLY
BAR HARBOR BANK	245,000	245,191	0.750%	06/30/15	02/28/17	120	MONTHLY
FIRST CITY BANK OF COMMERCE	245,000	245,074	1.000%	07/25/14	03/24/17	144	MONTHLY
MINNESOTA NATIONAL	245,000	245,368	0.800%	07/15/15	04/17/17	168	MONTHLY
TRADITION CAPITAL	245,000	245,368	0.800%	07/17/15	04/17/17	168	MONTHLY
UNITED	245,000	245,368	0.650%	07/15/15	04/17/17	168	MONTHLY
BARCLAYS BANK	245,000	245,644	1.050%	04/15/14	04/18/17	169	SEMI-ANNUALLY
NBT BANK	245,000	245,718	1.000%	05/14/14	05/15/17	196	SEMI-ANNUALLY
FRANKLIN SYNERGY	245,000	245,461	0.900%	07/17/15	05/17/17	198	MONTHLY
MERRICK BANK	245,000	245,733	0.900%	06/11/14	06/12/17	224	MONTHLY
NORTHBROOK BANK AND TRUST	245,000	245,764	1.000%	06/27/14	06/27/17	239	SEMI-ANNUALLY
FIRSTTRUST	245,000	245,662	1.000%	06/30/15	06/30/17	242	MONTHLY
APPLE BK	244,939	246,029	1.000%	01/13/16	07/13/17	255	SEMI-ANNUALLY
BANK HAPOALIM	245,000	245,956	1.150%	07/17/14	07/17/17	259	SEMI-ANNUALLY
EVERBANK FLORIDA	230,000	231,058	1.250%	06/24/14	07/17/17	259	SEMI-ANNUALLY
AMERICAN EXPRESS	245,000	246,098	1.200%	08/07/14	08/07/17	280	SEMI-ANNUALLY
CUSTOMER'S BANK	245,000	246,416	1.350%	09/10/14	09/11/17	315	SEMI-ANNUALLY
CAMBRIDGE TRUST	245,000	245,897	1.050%	07/22/15	09/22/17	326	MONTHLY
CAPITAL ONE BANK	245,000	245,904	1.350%	10/01/14	10/02/17	336	SEMI-ANNUALLY
PINNACLE BANK SCOTTSDALE	245,000	246,142	1.100%	10/30/14	10/30/17	364	MONTHLY
DOLLAR BANK FED	245,000	246,166	1.200%	11/17/14	11/17/17	382	SEMI-ANNUALLY
BANKUNITED	245,000	246,147	1.200%	11/21/14	11/21/17	386	SEMI-ANNUALLY
FLUSHING BANK	245,000	246,316	1.300%	12/12/14	12/12/17	407	MONTHLY
CATHAY BANK	245,000	246,401	1.150%	07/07/15	12/29/17	424	MONTHLY
GUARANTY BANK	245,000	245,316	0.900%	05/15/15	01/16/18	442	MONTHLY
MERCANTILE BANK	245,000	245,757	1.050%	01/30/15	01/30/18	456	MONTHLY
JP MORGAN CHASE	245,000	247,070	1.200%	02/27/15	02/27/18	484	QUARTERLY
CONNECTONE BANK	245,000	246,916	1.150%	03/13/15	03/13/18	498	MONTHLY
WEBBANK CORP	245,000	245,115	1.200%	03/27/15	03/27/18	512	MONTHLY
PEOPLES UNITED	245,000	245,735	1.050%	04/15/15	04/16/18	532	SEMI-ANNUALLY
INVESTORS BANK	245,000	246,960	1.100%	04/30/15	04/30/18	546	SEMI-ANNUALLY
YADKIN BANK	245,000	246,612	1.050%	05/08/15	05/08/18	554	MONTHLY
WORLDS FOREMOST	200,000	201,164	1.300%	05/13/15	05/14/18	560	MONTHLY
B-BAY LLC PROMI	245,000	246,428	1.300%	05/22/15	05/22/18	568	SEMI-ANNUALLY
COMMERCE BANK	245,000	245,240	1.250%	06/18/15	06/18/18	595	MONTHLY
FIRST COMMERCIAL	245,000	246,441	1.250%	06/26/15	06/26/18	603	MONTHLY
ENERBANK	245,000	247,100	1.400%	07/14/15	07/13/18	620	MONTHLY
WELCH STATE BANK	245,000	247,482	1.350%	07/17/15	07/17/18	624	MONTHLY
CAPITAL ONE N.A.	245,000	247,916	1.650%	07/29/15	07/30/18	637	SEMI-ANNUALLY
FIRST BUSINESS	245,000	247,132	1.400%	08/18/15	08/17/18	655	SEMI-ANNUALLY
BUCKS COUNTY BANK	245,000	248,442	1.300%	08/31/15	08/31/18	669	MONTHLY
WASHINGTON COUNTY	129,000	130,871	1.250%	09/23/15	09/24/18	693	MONTHLY
KEY BANK	245,000	248,616	1.300%	11/12/15	11/13/18	743	SEMI-ANNUALLY
WELLS FARGO BANK	245,000	248,369	1.400%	11/12/15	11/13/18	743	MONTHLY
GOLDMAN SACHS BK	245,000	249,785	1.750%	01/13/16	01/14/19	805	SEMI-ANNUALLY
FIRST SAVINGS BANK	245,000	245,076	1.250%	02/19/16	02/19/19	841	MONTHLY
FIRST WESTERN	245,000	248,523	1.150%	02/26/16	02/26/19	848	MONTHLY
KATAHDIN TRUST	245,000	245,774	1.200%	02/26/16	02/26/19	848	MONTHLY
BRYN MAWR TR	245,000	247,379	1.200%	03/30/16	03/29/19	879	MONTHLY
PRIVATE BANK	245,000	246,695	1.100%	05/20/16	05/20/19	931	SEMI-ANNUALLY
HORIZON BANK	245,000	245,767	1.100%	05/25/16	05/24/19	935	MONTHLY
QUANTUM NATIONAL BANK	245,000	245,230	1.150%	06/22/16	06/21/19	963	QUARTERLY
DISCOVER BANK	245,000	245,855	1.200%	07/01/16	07/01/19	973	SEMI-ANNUALLY
NORTHERN BANK TRUST	245,000	245,306	1.100%	07/12/16	07/12/19	984	QUARTERLY
WEX BANK	245,000	245,012	1.200%	08/12/16	08/12/19	1,015	SEMI-ANNUALLY
FNB OF MCGREGOR	245,000	245,137	1.100%	08/18/16	08/19/19	1,022	MONTHLY
ALLY BANK	245,000	244,949	1.300%	09/15/16	09/16/19	1,050	SEMI-ANNUALLY
ATLANTIC	245,000	244,922	1.200%	09/30/16	09/30/19	1,064	MONTHLY
<b>Negotiable CD TOTAL</b>	<b>\$ 15,503,939</b>	<b>\$ 15,575,022</b>					
<b>CD TOTAL</b>	<b>\$ 15,503,939</b>	<b>\$ 15,575,022</b>					

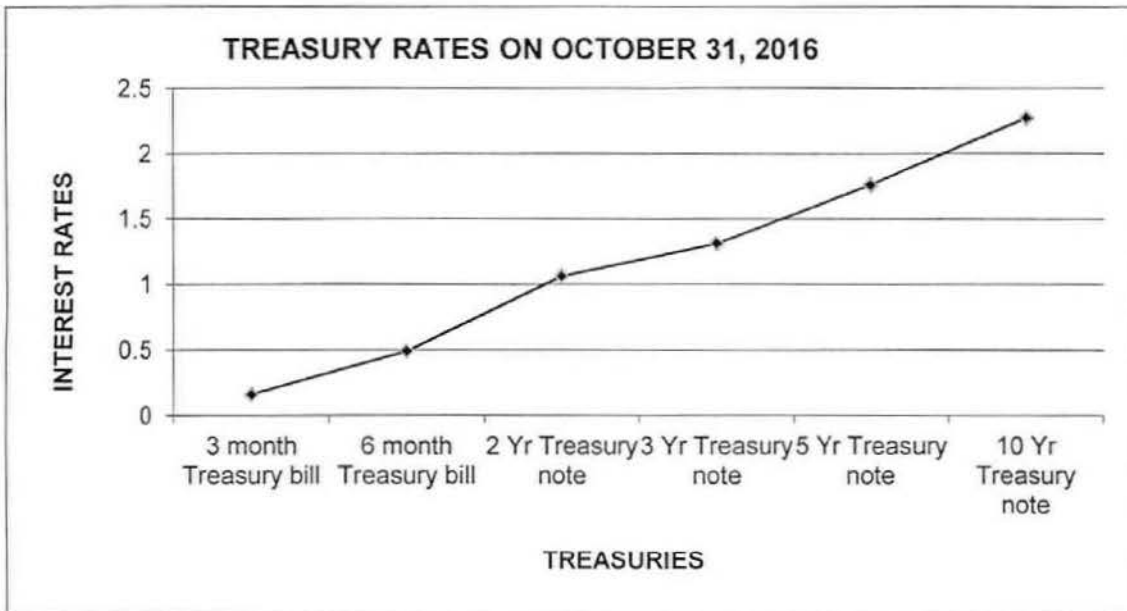
Exhibit C

**CITY OF CLOVIS  
FINANCE DEPARTMENT  
OCTOBER 31, 2016 TREASURY RATES**

**Exhibit D**

**Treasury Rates as of October 31, 2016**

3 month Treasury bill	0.34
6 month Treasury bill	0.51
2 Yr Treasury note	0.86
3 Yr Treasury note	1.00
5 Yr Treasury note	1.31
10 Yr Treasury note	1.84



As indicated in the above graph, 6 month treasuries are yielding a slightly higher interest rate than 3 month treasuries. Longer term treasuries are yielding a higher interest rate than shorter term treasuries.



AGENDA ITEM NO: **CC-D-3**

City Manager: LS

## CITY OF CLOVIS REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department *JS*

DATE: February 6, 2017

SUBJECT: Receive and File - Treasurer's Report for the Month of October 2016

ATTACHMENTS: (A) Statement of Cash Balances  
(B) Summary of Investment Activity  
(C) Investments with Original Maturities Exceeding One Year

Attached for the Council's information is the Treasurer's Report for the month ended **October 31, 2016**.

Pursuant to Section 41004 of the Government Code of the State of California, the City Treasurer is required to submit a monthly report of all receipts, disbursements and fund balances. The first page of the report provides a summary of the beginning balance, total receipts, total disbursements, ending balance for all funds, and a listing, by fund, of all month end fund balances. The second page of the report summarizes the investment activity for the month and distribution, by type of investment, held by the City. The third page lists all investments with original maturities exceeding one year as of the month ended **October 31, 2016**.

**CITY OF CLOVIS**  
**STATEMENT OF CASH BALANCES**  
**AS OF OCTOBER 31, 2016**

Previous Balance	\$ 33,043,489.32
Deposits	21,297,448.80
Disbursements	<u>(8,203,009.76)</u>
Current Balance	<u>\$ 46,137,928.36</u>

FUNDS	BALANCE
100 General Fund	\$ 1,521,257.89
201 Local Transportation	9,823,616.21
202 Parking and Business Improvements	81,618.98
203 Off Highway Use	66,327.06
205 Senior Citizen Memorial Trust	48,523.55
207 Landscape Assessment District	1,576,047.80
208 Blackhorse III (95-1) Assessment District	88,617.88
275 HCD Block Grant Fund	51,494.40
301 Park & Recreation Acquisition	4,637,467.68
305 Refuse Equipment Reserve	1,264,824.84
310 Special Street Deposit Fund	16,150,105.38
313 Successor Agency	(390,457.46)
314 Housing Successor Agency	273,819.58
402 1976 Fire Bond Redemption	25,591.17
404 1976 Sewer Bond Redemption Fund	382,173.71
501 Community Sanitation Fund	13,449,478.58
502 Sewer Service Fund	29,842,747.48
504 Sewer Capital Projects-Users	1,307,994.92
506 Sewer Capital Projects-Developer	(2,297,440.97)
507 Water Service Fund	31,579,207.38
508 Water Capital Projects-Users	3,116,059.91
509 Water Capital Projects-Developer	1,732,584.72
515 Transit Fund	540,594.05
540 Planning & Development Services	7,438,400.44
601 Property & Liability Insurance	654,424.91
602 Fleet Maintenance	8,808,536.22
603 Employee Benefit Fund	6,935,345.91
604 General Government Services	6,914,205.59
701 Curb & Gutter Fund	149,651.98
702 Sewer Revolving Fund	121,607.74
703 Payroll Tax & Withholding Fund	2,190,119.12
712 Temperance/Barstow Assmt Dist (98-1)	70,874.61
713 Shepherd/Temperance Assmt Dist (2000-1)	8,841.64
715 Supp Law Enforcement Serv	39,159.39
716 Asset Forfeiture	8,386.96
720 Measure A-Public Safety Facility Tax	328,990.29
736 SA Admin Trust Fund	1,421.39
741 SA Debt Service Trust Fund	71,620.95
747 Housing Successor Trust Fund	1,137.98
<b>SUBTOTALS</b>	<u>\$ 148,614,979.86</u>
999 Invested Funds	<u>(102,477,051.50)</u>
<b>TOTAL</b>	<u><u>\$ 46,137,928.36</u></u>

**CITY OF CLOVIS  
SUMMARY OF INVESTMENT ACTIVITY  
FOR THE MONTH OF OCTOBER 2016**

Balance of Investments Previous Month End		\$ 108,131,989.71
<b>Time Certificates of Deposit Transactions</b>		
Investments	0.00	
Withdrawals	(730,000.00)	
<b>Total CD Changes</b>		(730,000.00)
<b>Other Changes</b>		
Government Securities	(5,001,120.00)	
US Treasury Notes	0.00	
Local Agency Investment Fund	76,181.79	
Money Market	0.00	
UBOC-Premium IOC	0.00	
<b>Total Other Changes</b>		(4,924,938.21)
<b>Balance of Investments Current Month End</b>		<b>\$ 102,477,051.50</b>

**CITY OF CLOVIS  
DISTRIBUTION OF INVESTMENTS  
AS OF OCTOBER 31, 2016**

Insured CD's	15,503,938.75
Government Securities	27,066,936.00
Local Agency Investment Fund	50,214,213.92
US Treasury Notes	0.00
Medium Term Notes	0.00
Money Market	9,691,962.83
UBOC-Premium IOC	0.00
<b>Investment Total</b>	<b>\$ 102,477,051.50</b>

**CITY OF CLOVIS  
ORIGINAL MATURITIES EXCEEDING ONE YEAR  
AS OF OCTOBER 31, 2016**

<b>Institution</b>	<b>Face Value</b>	<b>Investment Balance At Amortized Cost</b>	<b>Maturity</b>	<b>Stated Rate</b>
FHLMCMTN-GOVT SEC	\$3,000,000	\$3,010,053	03/08/17	1.000%
FHLMC-GOVT SEC	\$3,000,000	\$3,007,944	07/28/17	1.000%
FHLB-GOV SEC	\$3,000,000	\$3,015,870	12/08/17	1.125%
FNMA-GOVT SEC	\$3,000,000	\$2,998,479	05/21/18	0.875%
FHLB-GOV SEC	\$3,000,000	\$3,000,000	04/29/19	1.250%
FNMA-GOVT SEC	\$3,000,000	\$3,018,480	12/14/18	1.125%
FFCB-GOVT SEC	\$3,000,000	\$3,007,560	06/06/19	1.300%
FNMA-GOVT SEC	\$3,000,000	\$3,006,150	06/28/19	1.250%
FNMA-GOVT SEC	\$3,000,000	\$3,002,400	07/29/19	1.250%



AGENDA ITEM NO: CC-D-4

City Manager: LS

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Finance Department

DATE: February 6, 2017

SUBJECT: Receive and File - Status Report of the Development Fee Funds for 2016

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

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

### **EXECUTIVE SUMMARY**

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

### **BACKGROUND**

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

1. A description of the fee.
2. The amount of the fee.
3. The beginning and ending balance of the fee account.
4. The amount of the fee collected and interest earned.
5. Identification of the public improvements for which the fee was expended, the amount of the expenditure and the percentage funded by the fee.



6. The date by which construction will begin if sufficient funds are available.
7. A description of each fund transfer or loan from the account.
8. The amount of refunds made of unexpended funds once all projects for which the fee was imposed are complete.

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

1. Sewer Major Facilities Fee
2. Sewer Oversize Acreage Fee
3. Sewer Front Footage Fee
4. Water Major Facilities Fee
5. Water Oversize Acreage Fee
6. Water Front Footage Fee
7. Community Sanitation Fee
8. Park Acquisition and Development Fee
9. Major Street Fees
  - Outside Travel Lane Fee
  - Center Travel Lane Fee
  - Traffic Signal Fee
  - Bridge Fee
  - Existing Facility Relocation Fee
  - Quad Intersection Fee
  - Underground Overhead Utilities Fee
  - Street Fee Administration Charge
10. Fire Department Fee
11. Police Department Fee
12. Landfill Liner Fee
13. Library Facilities Fee

The following is the required information provided for each of the above fees for fiscal year 2015-16:

- 1 Sewer Major Facilities Fee and Northwest Sewer Surcharge: The Sewer Major Facilities Fee is for the construction of major trunk mains and the capital improvement costs required for upgrading of the Regional Sewer Treatment Plant and debt service payments related to the bond issues to construct the improvements. The fee for 2015-16 was \$9,227 per EDU (equivalent dwelling unit). Most of these funds are committed to repayment of Sewer Bonds. This fund ended the year with a negative fund balance due to interest payable shortly after year end. A transfer was made from the Sewer Enterprise fund prior to the payment of the debt service.

Beginning Balance 2015-16	(\$1,435,951)
Plus: Fee Revenue	5,085,359
Interest	(13,838)
Loan from Users for Bonds	2,600,000
Transfers in: Cash with Agent	790,746
Other Revenues	1,127
Less: Expenditures	7,860,447
Transfers out: Debt Service	427,000
Transfers out: Projects	<u>270,000</u>
Ending Balance 2015-16	(\$1,530,004)

2. **Sewer Oversize Fee:** The Sewer Oversize Fee is for sewer mains greater than 8" in diameter, and/or mains 8" in diameter or greater that are installed deeper than 8', to provide adequate capacity for future development. The fee for 2015-16 was \$748.00 per gross acre. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2015-16	\$8,632
Plus: Fee Revenue	51,750
Less: Expenditures	<u>52,431</u>
Ending Balance 2015-16	\$7,951

3. **Sewer Front Footage Fee:** The Sewer Front Footage Fee is for the reimbursement of sewer mains previously installed. The fee for 2015-16 was \$19.70 per linear foot. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2015-16	\$919,579
Plus: Fee Revenue	117,097
Less: Expenditures	<u>3,399</u>
Ending Balance 2015-16	\$1,033,277

4. **Water Major Facilities Fee:** The Water Major Facilities Fee is for the construction of water wells, well site acquisitions, well head treatment, auxiliary power systems, reservoirs, and debt service payments related to bond issues to construct the improvements. The fee for 2015-16 was \$3,958 per unit. The transfer in from the Water Enterprise represents the Enterprise customers' share of debt service on the surface water treatment plant.

Beginning Balance 2015-16	\$836,333
Plus: Fee Revenue	3,284,759
Interest	4,199
Transfers In – Debt Service	752,000
Loan From Users – (Water Banking)	0
Less: Expenditures	<u>4,206,428</u>
Ending Balance 2015-16	\$670,863

5. **Water Oversize Fee:** The Water Oversize Fee is to provide reimbursement for the oversize cost increment of water mains 12" in diameter or greater than must be installed to insure adequate pressure and volume throughout the system. The fee for 2015-16 was \$1,067.00 per gross acre. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2015-16	\$85,365
Plus: Revenue	90,085
Less: Expenditures	<u>100,267</u>
Ending Balance 2015-16	\$75,183

6. **Water Front Footage Fee:** The Water Front Footage Fee is for reimbursement of water mains previously installed. The fee for 2015-16 was \$24.70 per linear foot. The fee is used to reimburse developers who have installed the lines. Disbursement is made based on the developer's claim.

Beginning Balance 2015-16	\$1,135,291
Plus: Revenue	182,699
Less: Expenditures	<u>56,755</u>
Ending Balance 2015-16	\$1,261,235

7. **Community Sanitation Fee:** The Community Sanitation Fee is for the purchase of toters, commercial bins, disposal trucks, and street sweeping equipment. The fee for 2015-16 was \$393 per EDU for single family and \$223 per EDU for multi-family, commercial, and churches. The fee is transferred to the Refuse Enterprise as purchases are made.

Beginning Balance 2015-16	\$1,504,187
Plus: Revenue	256,794
Interest	8,050
Less: Expenditures	3,855
Transfers Out	<u>550,000</u>
Ending Balance 2015-16	\$1,215,176

8. **Park Acquisition and Development Fee:** The Park Acquisition and Development Fee is for the purchase of parkland and the construction of improvements for regional and community parks. The fee for 2015-16 was \$2,700.00 per EDU for residential and \$1.29 per sq. ft. for commercial.

Beginning Balance 2015-16	\$2,562,388
Plus: Revenue - Fees	1,207,495
Interest	17,707
Other-Grants	663,870
Less: Expenditures	<u>249,316</u>
Ending Balance 2015-16	\$4,202,144

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

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

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

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

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

**Existing Facilities Relocation Fee:** The fee is to reimburse developers for existing facilities that are required to be relocated as part of their development.

**Quad Intersection Fee:** The fee is for the reimbursement for the cost to construct quad intersection improvements either by the City or developers in excess of the development's proportionate share.

**Undergrounding Overhead Utilities:** The fee provides a funding source for the City to underground existing overhead utilities or to reimburse developers for the undergrounding of existing overhead utilities in excess of the development's proportionate share. Undergrounding of existing overhead utilities includes the undergrounding along arterial and collector streets.

Beginning Balance 2015-16	\$3,076,189
Plus: Revenue	2,051,724
Less: Expenditures	<u>2,047,772</u>
Ending Balance 2015-16	\$3,080,141

**Street Fee Administration Charge:** The fee is no longer being charged as of 12-31-2003. Future administrative charges for the administrative work performed by the City staff to collect, track, and reimburse the street fees program will come from interest earnings. Interest earnings will also cover applicable interest charges on developer's reimbursement requests. Interest earned on the balance of street fee deposits will be utilized to complete the major street system where development is not anticipated.

Beginning Balance 2015-16	\$927,344
Plus: Interest	43,934
Less: Expenditures	<u>348,343</u>
Ending Balance 2015-16	\$622,935



10. **Fire Department Fee:** The Fire Department Fee was established in June 1997 to construct, equip and furnish fire stations. The fee for 2015-16 was \$706.00 per EDU. Due to a change in building code the fee for multi-story buildings is no longer necessary.

Beginning Balance 2015-16	\$0
Plus: Revenue	387,816
Less: Expenditures	<u>387,816</u>
Ending Balance 2015-16	\$0

11. **Police Department Fee:** The Police Department Fee was established in May 2000 for development to contribute to providing adequate police equipment and facilities as community growth requires. The fee for 2015-16 was reduced to \$100.00 per EDU. The fee revenue reported represents permits initiated prior to the suspension program and collected subsequently. During the 2015-16 year applicable expenses for this fee exceeded the revenues collected and will be applied to future revenues collected.

Beginning Balance 2015-16	\$0
Plus: Revenue	52,751
Less: Expenditures	<u>52,751</u>
Ending Balance 2015-16	\$0

12. **Library Facilities Fee:** The Library Facilities Fee was established in April 2008 and became effective July 1, 2008. This fee is to provide a portion of the funding needed to provide library facilities within the City of Clovis. The fee for 2015-16 was \$604.00 per unit for single-family and \$494.00 per unit for multi-family and assisted living/group homes. In 2013 the fee was temporarily suspended. The fee revenue reported represents permits initiated prior to the suspension program and collected subsequently.

Beginning Balance 2015-16	(\$47,600)
Plus: Revenue	293,812
Interest	-
Less: Expenditures	<u>(500,000)</u>
Ending Balance 2015-16	(\$253,788)

## **FISCAL IMPACT**

This report provides a status of the Development Fees charged by the City. It provides a good indication of available balances for projects, or reimbursements where applicable.

## **REASON FOR RECOMMENDATION**

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

## **ACTIONS FOLLOWING APPROVAL**

Copies of the report will be made available to any member of the public who requests a copy of the report. The Building Industry requested a copy of the report in accordance with Section 66006 of the Government Code as amended in 1997 and was provided a copy on February 3, 2017.

Submitted by:

  
\_\_\_\_\_  
Jay Schengel, Finance Director



AGENDA ITEM NO: CC-D-5

City Manager: LS

# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Finance Department

DATE: February 6, 2017

SUBJECT: Receive and File - Status Report of Community Facilities District  
Revenues and Expenditures.

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

That the Council receive and file the report on the status of the Community Facilities District (CFD) Revenues and Expenditures.

### **EXECUTIVE SUMMARY**

In March 2004, the Council approved the formation of Community Services District 2004-1, which provides funding for public safety operations in new growth areas generally located north of Herndon and east of Locan Avenues. The Council directed staff to prepare an annual report indicating the amounts received from CFD assessments and expenditures applicable to the CFD. The council also requested that a citizen's committee be established to review the revenues and expenditures of the CFD.

### **BACKGROUND**

Fiscal year 2005-2006 was the first year the City received revenues from the assessment of community facilities district fees. Any parcel located in the CFD with a building permit issued prior to May 1, would be subject to the CFD fee the following fiscal year, payable with their property tax bill.

There were 4,085 parcels assessed in 2015-2016, generating \$948,000 in assessments. The per-unit assessment for 2015-2016 was \$227.68 for single family units and \$196.59 for multifamily units.

Expenditures for public safety services associated growth in the CFD area for 2015-2016 were \$2,771,000. In 2015-2016 Community Service District fee revenue covered 34% of Community Service District expenditures.

	<u>2015-2016</u>	<u>2014-2015</u>	<u>2013-2014 and prior</u>
Expenditures	\$2,771,000	\$2,773,000	\$21,126,000
Revenue	\$ 948,000	\$ 876,000	\$ 4,314,000

The Council established an independent citizen's oversight committee for the purpose of reviewing revenue and expenditures associated with the Community Facilities District. The committee consists of five members for a term of four (4) years without compensation and shall be appointed by the Mayor, subject to approval by the City Council. The committee includes one member of the real estate community, one member of the Building Industry Association, and three members who are landowners of residential properties within the Community Facilities District. Once appointed, the committee reviews expenditures of the tax proceeds and determines that such expenditures are in accordance with the purpose and intent of the Community Facilities District Resolution of Intention approved by the City Council and to report those findings to the City Council.

The following members were appointed at the January 21, 2014 Council meeting:

Ed Flores - Real Estate Community Representative  
Mike Prandini - Building Industry Association Representative  
Jim Henderson - Property Owner  
Justin Witte - Property Owner  
Shelly Circo - Property Owner

## **FISCAL IMPACT**

This report provides a status of the CFD revenue and expenditures attributable to Community Facilities District. The report currently reflects that the CFD is contributing a small percentage toward the total expenditures attributable to the CFD.

## **REASON FOR RECOMMENDATION**

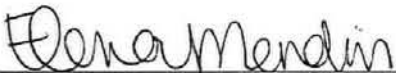
The fiscal report is for information only and no action is required. The recommended members of the Citizens oversight Committee need council confirmation. The

committee will review the status report and provide comment to council only if deemed necessary by the committee.

#### **ACTIONS FOLLOWING APPROVAL**

Copies of the report will be made available to any member of the public who requests a copy. The Committee will be meeting within the next two months and should they deem it necessary, will present their report to council no later than May 1.

Prepared by:

  
Elena Mendrin, Accountant

Submitted by:

  
Jay Schengel, Finance Director





AGENDA ITEM NO: CC-F-1  
City Manager: *[Signature]*

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council  
FROM: Planning and Development Services Department  
DATE: February 6, 2017  
SUBJECT: Approval – Final Acceptance for CIP 12-11, Minnewawa Avenue Street Improvements  
ATTACHMENTS: (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 construction involved 0.5 mile± asphalt-concrete street overlay on Minnewawa Avenue from Shaw Avenue to Barstow Avenue. The work included excavation, compaction, saw cutting, pavement grinding, pavement reinforcing fabric, construction of asphalt concrete pavement, adjustments of existing utility valves and manholes, installation of traffic loop detectors, traffic signal modification, and replacements of traffic striping.

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 February 6, 2017. The project was constructed to meet ADA standards.

### **BACKGROUND**

Bids were received and the project was awarded to the contractor, A S Dezin, Inc., on September 12, 2016. The construction was completed in accordance with the construction documents and the contractor has submitted a request for acceptance of the project.

### FISCAL IMPACT

1.	Award	\$ 347,545.47
2.	Cost decrease resulting from differences between estimated quantities used for award and actual quantities installed.	(\$ 13,206.32)
3.	Contract Change Orders	\$ 3,027.47
	CCO1 – S.D. Flat Top Replacement, \$1,100.00 CCO2 – Adjustment to Bid Item No. 4 "Earthwork and Grading", \$1,927.47	
4.	Liquidated Damages Assessed	\$ 0.00

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<b>Final Contract Cost</b>	<b>\$ 337,275.62</b>
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### 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, A S Dezn, Inc., has requested final acceptance.

### ACTIONS FOLLOWING APPROVAL

1. The notice of completion will be recorded; and
2. All retention funds will be released pursuant to Federal requirements and the *Prompt Payment of Funds Withheld to Subcontractors* clause of the Local Assistance Procedures Manual.

Prepared by: Thomas K. Cheng, Project Engineer

Submitted by:



Michael J. Harrison  
Interim City Engineer

Recommended by:

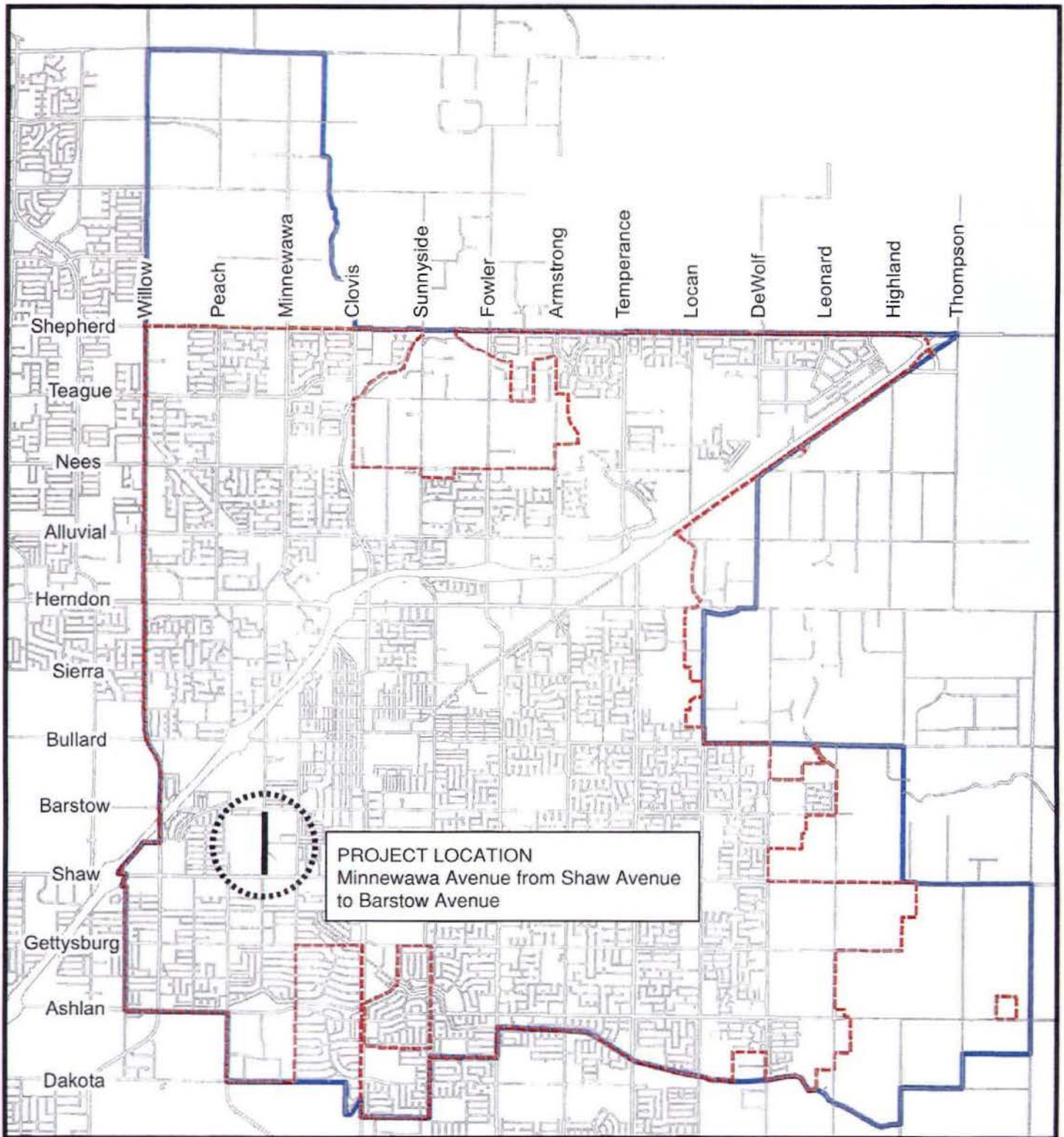


Dwight Kroll  
Director of Planning and  
Development Services



# VICINITY MAP

CIP 12-11 Minnewawa Avenue Street Improvements



December 22, 2016

## ATTACHMENT A

 CITY LIMITS  SPHERE OF INFLUENCE



Prepared By: Thomas Cheng



AGENDA ITEM NO: CC-F-2

City Manager: *AA*

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Planning & Development Services

DATE: February 6, 2017

SUBJECT: Approval – Authorize the City Manager to enter into a Consultant Service Agreement with Greenplay, LLC for the preparation of a City-Wide Parks Master Plan.

ATTACHMENTS: (A) Greenplay, LLC Work Plan / Cost Estimate Proposal

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

That the City Council authorize the City Manager to enter into a Consultant Services Agreement with Greenplay, LLC for the preparation of a City-Wide Parks Master Plan.

### **EXECUTIVE SUMMARY**

In October 2016, the City solicited competitive proposals from qualified firms to prepare a City-Wide Parks Master Plan. Four proposals from qualified firms were received. These proposals were reviewed and ranked by Planning, Engineering, and Public Utilities staff. Upon interviewing the two highest ranked firms (Greenplay, LLC and Placeworks), staff is recommending Council authorize the City Manager enter into an agreement with Greenplay, LLC to perform work identified in the attached proposal.

### **BACKGROUND**

The City's Parks Master Plan establishes the goals, policies, and implementation actions and priorities for the development of park facilities consistent with and as envisioned by the Clovis General Plan. It will also integrate information from other planning documents, such as the Clovis Active Transportation Plan, Clovis Urban Greening Plan, and City ordinances.



The City's Park Master Plan will serve as the foundation for the planning and development of the park facilities City-wide. The Parks Master Plan is intended to:

- Serve as a long term planning guide for the implementation and evaluation of the City's park facilities consistent with the goals and policies adopted with the City's 2014 General Plan.
- Guide future development fees, CIP budget, design and construction of park facilities and prioritize associated park facility capital and operational expenditures.
- Guide the City decision making processes in relation to all park facilities.
- Assign priorities and develop strategies toward meeting future community park facility needs.

Community member and stakeholder meetings will be conducted during preparation of the plan, where the public and agencies can express needs, interests, and opportunities related to park facilities.

Upon execution of the consultant services agreement with Greenplay, LLC, staff will immediately commence the planning work. The project is estimated to take approximately eight months to complete. Staff expects to present the final plan for Council review and approval at a regularly scheduled public hearing in the fall of 2017.

#### **FISCAL IMPACT**

The scope and not-to-exceed cost estimate to prepare the Parks Master Plan is \$79,990.00. The Parks Master Plan will be funded through a combination of Capital Improvement Funds and General Plan Fee allocated for the use of consultants.

#### **REASON FOR RECOMMENDATION**

To ensure the City develops a Parks Master Plan that will guide the planning and future development of park facilities City-wide.

#### **ACTIONS FOLLOWING APPROVAL**

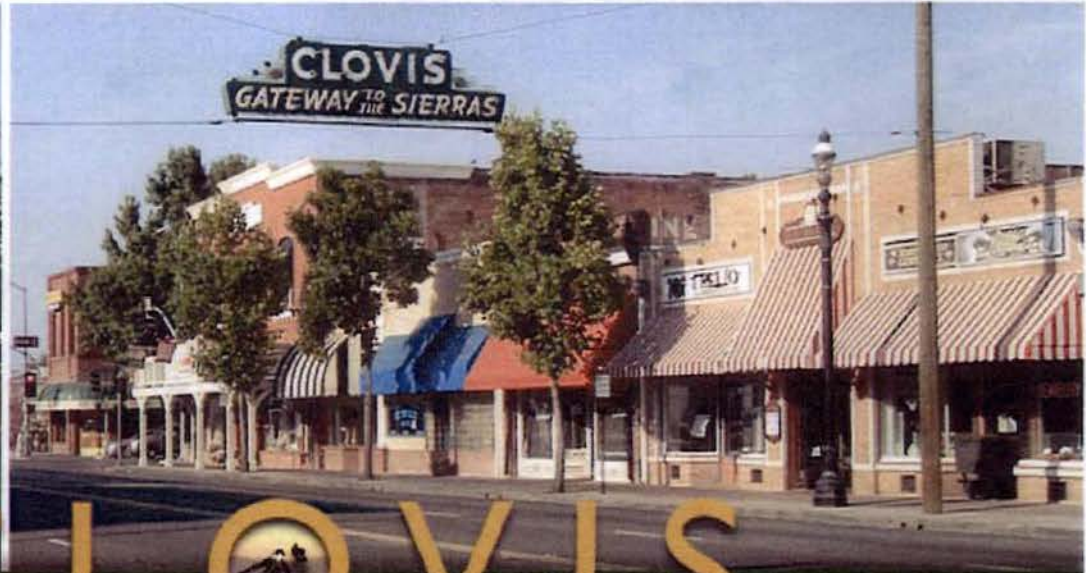
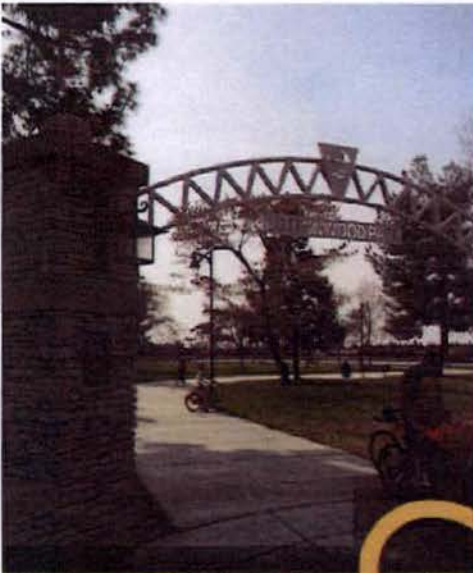
Staff will execute a consultant services agreement with Greenplay, LLC to prepare a Parks Master Plan as described in Attachment A.

Prepared by: Ryan Burnett, Management Analyst

Submitted by: dlk (Initials of Department Head)



# Proposal for Professional Planning Services



**CLOVIS**  
CALIFORNIA

## Parks Master Plan City of Clovis, California

Submittal Date:  
October 21, 2016

**GREENPLAY<sub>LLC</sub>**

*The Leading Edge In Parks, Recreation,  
And Open Space Consulting*

**Attachment "A"**



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V. Proposed Project Budget .....	14



October 21, 2016

Mr. Ryan Burnett, Engineering Division  
1033 Fifth St.  
Clovis, CA 93612

Dear Mr. Burnett and Selection Committee:

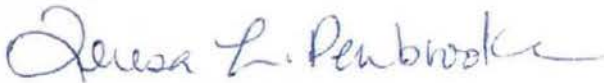
GreenPlay, LLC, is pleased to submit our qualifications to develop a Parks Master Plan for the City of Clovis. We have been providing parks and recreation master and strategic plans and related services for communities in California and around the country since 1999. We have completed similar projects for the California communities of Discovery Bay, the Valleywide Recreation District, the Desert Recreation District, the Riverside County Regional Parks and Open Space District, and the Cities of Santee, Encinitas, Palm Desert, Palm Springs, San Diego County, and Laguna Hills, among many others.

Our Team will consist of **Art Thatcher, CPRP, MPA**, as Principal-in-Charge, **Dan Seder, MBA**, as Project Manager, and **Chris Dropinski, CPRE**, as Contracting Principal-in-Charge. We have also included the expertise of **LandDesign**, based out of their San Francisco office, to assist with planning and evaluation services and conceptual costing recommendations, inventory, level of service analysis, site analysis, and mapping. **RRC Associates**, a professional survey firm with extensive experience conducting surveys for parks and recreation master planning projects, including over 80 with GreenPlay.

We have developed very effective and efficient ways of communicating, producing, and delivering high quality service, ensuring that your community is receiving the highest return on investment possible in this important work. Our team has worked with over 400 communities, and we still treat each one as unique, providing customized results. We bring demonstrated experience in parks and recreation planning, financial analysis, demand analysis, surveying, and partnership and funding analysis.

We believe that our previous experience provides us with the knowledge and insight necessary to create a Parks and Recreation Facilities Master Plan with implementable and realistic recommendations for the City of Clovis. We pride ourselves on being available and accessible to your agency, and partnering with you to help achieve your goals. Thank you for your attention and consideration. **If you have any additional questions, please feel free to contact me at the number listed below.**

Sincerely,



**Teresa Penbrooke, PhD Candidate, CPRE**  
CEO and Founding Managing Member  
Phone: (303) 870-3884 (direct)  
E-mail: TeresaP@GreenPlayLLC.com





# I. Firm Background and Experience

## BRIEF COMPANY OVERVIEW

GreenPlay, LLC, is a limited liability company founded in 1999 and headquartered in Louisville, Colorado, now with eight regional offices around the country. We operate as a **CONSORTIUM OF EXPERTS** to provide management and consulting services for parks, recreation, open space, and related quality of life agencies. We serve as a resource for agencies by organizing teams that are responsive, experienced in the field, and who understand the needs of individual communities. Our firm works nation-wide with 18 employees and over 75 technical consortium affiliates and sub-consultants to complete projects for large and small agencies throughout the nation. GreenPlay has successfully completed over **400** projects, working with local, state, and national government agencies, as well as with private sector organizations.



## Project Specific Experience

### A Proven Record of Experience and Expertise in Parks and Recreation Planning

These types of projects are not an adjunct service for our firm! This is what we do at GreenPlay, everyday, successfully, for small and large communities of all types, all over the United States. We also regularly teach others around the country how to successfully complete similar projects. We have a strong national reputation based on many years of experience with staff who will help you to develop a community-specific plan that will be easily implemented, help gain engagement and consensus, and will address the key issues for the City of Clovis.

## Relevancy of Similar Work Experience

Our firm has experience that is directly relevant to this project. We have completed similar projects for numerous California agencies of all sizes, including Discovery Bay, the Valleywide Recreation District, Encinitas, Santee, San Diego County, Riverside Regional Park and Open Space District, Irvine, Palm Springs, La Quinta, Rancho Cucamonga, and the Desert Recreation District to name a few. We utilized our expertise to help communities like yours plan for sustainable development which is environmentally sensitive and financially sound. We will be able to quickly discern key issues in your community and help you plan to address them in an effective manner.

## Experience With Governmental Agencies

Ninety-five percent (95%) of our projects have been performed for public clients. Collectively, the GreenPlay Team offers a comprehensive set of skills built on a foundation of excellent verbal and written communication abilities. We are known for our proven experience in dealing with adjacent and associated public and private entities. Our experience allows us to effectively manage our time while producing plans that are detailed, customized, and implementable.

## Management Approach and Philosophy Toward Parks and Recreation Planning

We believe that parks and recreation assets contribute to the quality of life that makes a community a desirable place to work, live, and play. GreenPlay consultants are all passionate about developing plans and documents that work conceptually and are implementable in each individual community. Our staff members are effective in leading a comprehensive public process to accurately reflect your community's needs. We develop planning and operational options that establish a balance between innovation and experience, conservation and active recreation, design excellence and cost control, and creativity and functional accommodation. We also understand the need to create a delicate balance between economic benefits and provision of equitable service, along with an appropriate mix of active and passive elements for all types of service demands.



## SUB-CONSULTANT FIRMS

### LANDDESIGN

We are a collaborative group of landscape architects, civil engineers, planners, and urban designers that approach projects with unique expertise and diverse perspectives, but with a shared goal to create places that matter. Founded in Charlotte, North Carolina, LandDesign has evolved into a multidisciplinary firm offering urban design, planning, landscape architecture, civil engineering and branding. Our organization of over 130 professionals are located across the nation in the firm's offices in San Francisco, CA, Charlotte, NC; Washington DC; Dallas, TX; and Orlando, FL. All offices are fully linked to foster collaborative efforts that take advantage of the firm's combined expertise and experience to meet each client's individual needs through reasoned solutions.

### RRC ASSOCIATES

RRC Associates offers services in market research and strategic analysis, economic and feasibility planning, and policy formulation to local governments and public agencies as well as private businesses. The company is composed of professionals with extensive experience and qualifications in addressing the needs and challenges of communities. The motivation of our principals and staff, and their active involvement in professional organizations at the state and national level, insure a high degree of professional skill and creativity.

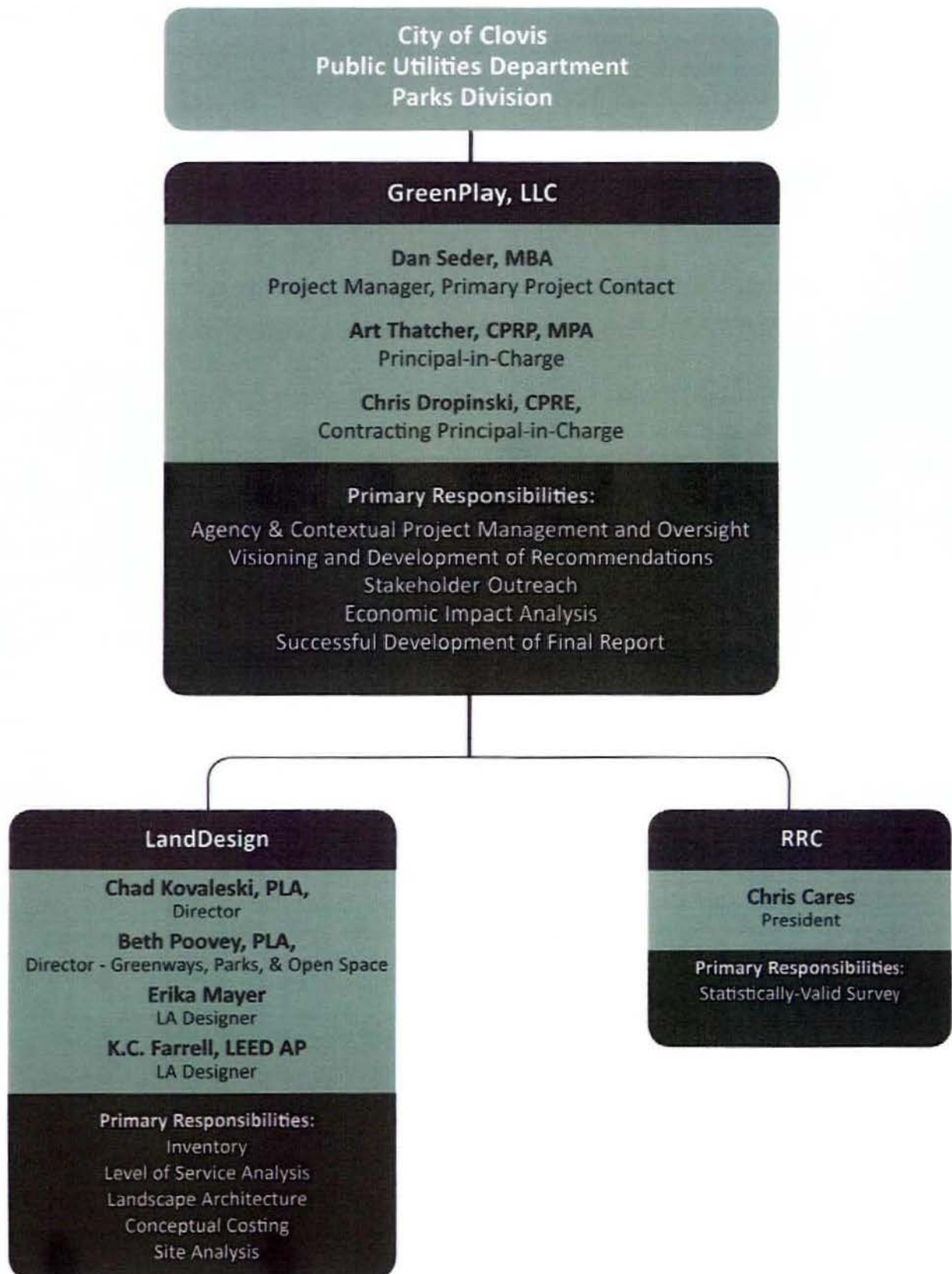
LandDesign

For nearly 40 years, our uncompromising passion for what we do has characterized our people and our work. At LandDesign, every idea is deemed worthy of consideration, every concept of the product of collective efforts that harness creative energy to produce solutions that satisfy needs and desires and protect the piece of ground on which we're allowed to work. We believe that taking the safe and easy path prevents our clients from uncovering the unique and innovative solutions that make a place truly different and instill in it a spirit that engages those who experience it.

RRC  
ASSOCIATES

Based on prior experience as staff to municipalities and counties, and through extensive consulting work with a variety of communities and private enterprises, our staff has learned the importance of seeking solutions to problems which are sensitive to local conditions and tailored to local needs. This understanding of the importance of local procedures and requirements, and experience in assisting and coordinating public policy makers and staff members at all levels of government, allows RRC Associates to work effectively in communities representing both public agencies and private entities. RRC has completed over 80 surveys for parks, recreation, and related projects with GreenPlay, including most of our projects in California.

## II. Proposed Project Team





## GREENPLAY TEAM



### **Dan Seder, MBA, Project Manager**

Dan is a Parks and Recreation Professional with 25 years in the industry. Dan has extensive experience in facility operations and management, aquatics, community programming, special events, team building and recreation programming. Throughout his career, Dan has had an emphasis on recreation facility and aquatic management. He has overseen and operated the grand opening of a multi-million dollar aquatic facility which won the URPA facility of the year award, organized and developed a new Parks and Recreation department from the ground up, coordinate the opening of a senior/community center and created multiple youth and adult recreation and aquatic programs in the community. Dan has participated on various community boards and local government agencies, been an active member Utah and Nebraska's state parks and recreation associations, and been a part of a community recreation facilities master plan collaboration group.

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### **Art Thatcher, MPA, CPRP, Principal-in-Charge, Project Consultant**

Art is a Certified Parks and Recreation Professional with 30 years of experience in public parks and recreation operations, programming and administration, volunteer board leadership, facility design and operations, and community engagement. Throughout his career, Art has concentrated on strategic and master planning, youth civic engagement and teen comprehensive planning, operations and facility management planning, outdoor adventure recreation development and programming, and community engagement facilitation. Art also has extensive experience working with local, state, and national legislators as a subject matter expert and an advocate for the profession. He has led many of GreenPlay's California projects. He was the 2014 President and Chair of the Board of the Virginia Recreation and Parks Society. He will work as Principal in Charge, and also as a second supporting consultant to Dan.

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### **Chris Dropinski, CPRE, Contracting Principal-in-Charge**

Chris is a Certified Parks and Recreation Executive who has over 25 years of Parks and Recreation administration and management and over 30 years in the field to support her current consulting role. Her passion for teaching and moving the field forward has led to many successful master planning and feasibility projects across the country. She served as Director of the City of Boulder, Colorado, Parks and Recreation Department for over a decade, providing leadership for the development and provision of parks, open space, trails and recreation services. Chris has a unique and respected approach toward addressing such challenging areas as policy development, organizational development, strategic management, revenue philosophy in the public setting, building relationships with alternative providers, partnership building, cost benefit analysis, developing board/staff relationships, and establishing an effective public engagement process.

*\*Due to page limitations, full resumes for all team members are available at [GreenPlayllc.com](http://GreenPlayllc.com).*



## SUB-CONSULTANT TEAM MEMBERS

### LANDDESIGN

LandDesign



#### **Chad Kovaleski, PLA, Director**

Chad is a Director and leads the operations for the LandDesign San Francisco office. He has nearly a decade of design experience related to projects ranging from large-scale mixed-use, resort and hospitality developments, to waterfront planning, multi-family, and commercial developments. Chad oversees a team of landscape architects and planners in production of conceptual plans, project visioning, vision books, schematic design documentation and design development packages. Chad is a design-focused landscape architect with a passion for simple graphic statements and bold use of plant materials, hardscape and paving.



#### **Beth Poovey, PLA, Director, Greenways, Parks, and Open Space**

Beth is the Director of Greenways, Parks and Open Space for LandDesign, where she leads a studio focused on the creation of public spaces that matter. She has nearly 20 years of experience in greenway, trail, streetscape and park design. Combining her sociology and landscape architecture degrees, her focus and passion has evolved into the planning and design of urban open space that authentically integrates community assets with environmental stewardship opportunities.



#### **Erika Mayer, LA Designer**

Erika is a landscape architect designer in our San Francisco office. She mainly focuses her efforts on broad conceptual design and detailed plan drawings. Her strengths include working on front-end concept ideation, branding and visioning. She has previous experience taking projects from concept phase through detailed construction documentation. Erika also has a strong understanding of stormwater management systems and conducted her graduate research on bioswale technologies. She has extensive knowledge of plant material and performance, while gaining experience as a landscape designer for private residences.



#### **K.C. Farrell, LA Designer**

K.C. is a highly motivated professional with seven years of experience with an extensive background designing high-end residential, public and commercial projects. He is well-versed in the creation of construction documents and construction details focusing on developing clear and accurate AutoCAD drawings. In addition, he is proficient in generating graphic presentation material using Adobe Creative Suite and hand graphic techniques. He embraces new opportunities and welcomes experiences that challenge him to improve. K.C. has a diverse project list ranging from large scale community/campus planning and landscape architecture projects to small parklets and vignettes. He is also in the process of completing his LARE licensure.

### RRC Associates

RRC  
ASSOCIATES



#### **Chris Cares**

Chris possesses a diverse background in public and private planning. A founding partner of RRC Associates, he specializes in practical applications of research techniques including survey and qualitative research, modeling and applied analysis to solve problems in city planning, administration, and business applications. Parks and recreation needs assessments are particular areas of specialization. Chris has overseen numerous community/citizen surveys in towns and counties throughout the United States, which provide input to parks, recreation, trails, open space, and planning needs assessments.



### III. Representative Project Experience

#### ENCINITAS, CALIFORNIA PARKS, BEACHES, OPEN SPACE, AND TRAILS MASTER PLAN

In Progress

**Reference:**

Marilee Gorham, Recreation Superintendent  
505 S. Vulcan Ave., Encinitas, CA 92024  
760.633.2740 | mgorham@encinitas.gov

**Project:** GreenPlay is in the process of developing a Parks, Beaches, Open Space, and Trails Master Plan to serve as a 10-year Growth Plan for the City's parks, beaches, trails, and open space. The plan will help the Parks and Recreation Department (PRD) develop a vision for its future while providing an integrated and accessible parks system with a wide variety of offerings to residents of Encinitas. The project team conducted a broad public input process, including a series of public meetings and focus groups and a community survey. The team also conducted inventory and GRASP® Component Based Method for level of service analysis to comprehensively evaluate the City's parks, beaches, open space, and trails. Findings from the planning process will be compiled and will be used to develop recommendations. *Team members included KTU+A, Design Concepts, and RRC Associates.*



#### RIVERSIDE COUNTY REGIONAL PARKS AND OPEN SPACE DISTRICT, CALIFORNIA COMPREHENSIVE PARK, RESOURCES, AND RECREATION SERVICE PLAN

**Reference:**

Keith Herron  
4600 Crestmore Rd., Jarupa Valley, CA 92509  
951.955.4310 | kherron@rivcoparks.org

**Project:** Building upon previous planning efforts, including a Strategic Plan, this plan cataloged and analyzed the entire District asset inventory, and through a Services Assessment provided recommendations for future programs, services and acquisition, identifying the District's role and its core services, along with potential or perceived duplication in services. It recommended collaborative approaches and alternative provision strategies and provided an Action Plan to implement future initiatives. All elements of the Plan were designed to meet CAPRA standards for accreditation. The Plan serves as a tool to help the District work with its customers while striving for excellence. It allowed the District to reach out across the region to other park and recreation providers to learn more about them and how, through cooperative efforts, it can better serve its constituents through efficient, well thought out cost of service models. *Team members included KTU+A and PCR Services Corporation.*





## CITY OF DISCOVERY BAY, CALIFORNIA COMMUNITY SERVICES DISTRICT ATHLETIC CLUB AND COMMUNITY CENTER STUDY

### Contact:

Rick Howard, Town General Manager  
1800 Willow Lake Road | Discovery Bay, CA 94505-9376  
(925) 634-1131 | [rhoward@toddb.ca.gov](mailto:rhoward@toddb.ca.gov)

**Project:** GreenPlay assisted this District in evaluating the acquisition of an existing Athletic Club for potential conversion to a public community center. This analysis was conducted to identify considerations for moving forward with the operations of the DBAC for one to two years, along with factors that should be considered to create a working Community Center for the community. The study primarily focused on specific amenities, including tennis, aquatics, special events, and fitness. It provided recommended considerations for continuing contract operations, along with public involvement, future partnership evaluation, renovations, and redevelopment potential.



## CITY OF PALM SPRINGS, CALIFORNIA PARKS AND RECREATION MASTER PLAN

### Contact:

Vicki Oltean, Director of Parks and Recreation  
City of Palm Springs  
3200 E. Tahquitz Canyon Way | Palm Springs, CA 92212  
(760) 323-8281 | [vicki.oltean@PalmSprings-ca.gov](mailto:vicki.oltean@PalmSprings-ca.gov)

**Project:** GreenPlay provided Parks and Recreation Master Planning services to assist the City in creating a clear direction for current and future parks and recreation augmentation. Specific goals and objectives were identified for City staff, the Parks and Recreation Commission, and the City Council regarding the improvement and development of the City's park system, open space, golf course, trails, recreation facilities, and recreation programs. The project also included preparation of conceptual park plans that addressed space and facility allocations by illustrating new park layouts and redesigning current parks. A special emphasis

was placed on identification of potential revenue generating activities that may affect park design. Our team completed an update of this plan in 2014. *Team members included Design Concepts and RRC Associates.*





## LANDDESIGN EXPERIENCE

### GEORGETOWN VILLAGE OPEN SPACE + TRAIL NETWORK

Georgetown Village is a 50-acre existing residential development located in Fairfield, California. Just 18 miles east of Napa, the site will offer residential housing and attractions centered on a large open space park and trail network. This 8-acre open space park will provide a gathering space for the community, serve to treat storm water from the residential, and offer a series of bike and pedestrian trails that will begin to weave and connect to the larger trail network in surrounding parks and eventually to the linear trail system in Fairfield. With several open meadow spaces, this park will provide seasonal interest and wildlife habitat for local species and migrating birds. In addition to bocce, tennis and basketball courts, a trail loop over a mile long through the meadow will provide a unique and safe opportunity for outdoor exercise.



A series of bioswales will be used to filter pollutants before connecting to the Creek, which cuts through the open space park. Daylighting these natural systems will provide an educational opportunity for community residents and their visitors. With sensitive water shortages throughout the state, this seasonal body of water will serve as a barometer to the community; bringing awareness, understanding, and a sense of ownership of these issues.

A series of bioswales will be used to filter pollutants before connecting to the Creek, which cuts through the open space park. Daylighting these natural systems will provide an educational opportunity for community residents and their visitors. With sensitive water shortages throughout the state, this seasonal body of water will serve as a barometer to the community; bringing awareness, understanding, and a sense of ownership of these issues.

### FORESTVILLE DOWNTOWN OPEN SPACE PARK

Located in the center of Russian River Valley in Sonoma wine country, Forestville Town Square aims to transform an underutilized park, and re-position it as the heart of this quaint, artisan town. In collaboration with SB Architects, the park will introduce a series of structures that pay homage to the local architectural vernacular - wine country modern. The addition of a gazebo, stage, and assembly structure will provide a series of new versatile spaces that will be utilized for farmer's markets, musical performances, artisanal fairs, and holiday festivities. This new central gathering space will also serve as the trail head for a growing bicycle network in the Russian River Valley.



The future town square overlooks adjacent vineyards and oak savannahs, and has been designed to preserve existing trees and slopes on site in order to minimize impact. Further, the use of drought-tolerant California native species will bolster the existing plant community. This will not only provide forage and refuge for local species, but offer wildlife viewing opportunities for visitors. The result is an overall design reflecting the local community, both Forestville town and the natural ecological community. These versatile new spaces will change with the seasons and grow with Forestville, serving as the central gathering place for this picturesque town.



## IV. Proposed Work Plan

The following Scope of Work details the steps that we will take to complete this project. We have drafted this scope based on our preliminary understanding of your needs; however, we are flexible and will determine the final scope and schedule following contract award.

### A. Strategic Kick-Off and Determination of Critical Success Factors

Following contract award, we will provide a **Detailed Work Plan** for discussion at a Strategic Kick-Off (SKO) meeting with City staff. We will review details of the work plan and formalize the timeline and details of the Needs Assessment, Public Involvement, and Information Gathering phases.

### Project Coordination

We will supply written **Monthly Progress Reports** that cover recent progress, outstanding issues or required information/decisions, upcoming meetings and agendas, and next steps. Our team will always be available for phone or email communication.

- We will supply the City's Project Manager with at least one (1) copy of all completed or partially completed reports, studies, forecasts, maps, or plans deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager will schedule the meetings, as necessary, at key times during the development of the Master Plan.
- We will provide up-to-date information for posting on the City's website for review of progress by stakeholders and the public.

### Review Existing Plans and Conditions

As it pertains to each major element of the project, we will integrate information from recent and/or current planning work, including (but not limited to) the 2014 Clovis General Plan, Clovis Active Transportation Plan, Clovis Urban Greening Plan, City ordinances, the established Standards, Goals, and Objectives of the Draft Parks Master Plan, current park classifications and development standards, and funding plans utilized by the City to facilitate the comprehensive coordination of direction and recommendations.

### B. Community Outreach and Public Participation

To ensure that citizens are given the opportunity to participate in the Parks Master Planning process we will conduct citizen and stakeholder engagement. The participation process utilized will be customized to your

community's unique situation – including a community with a large number of families with children alongside singles and empty nesters, involved community members, a community with a diverse population, and a community with over 250 parks and trails. We will emphasize data collection methods that are efficient and incorporate your available resources. Individual users and non-users, user groups, special interest organizations, associations, leagues, and other stakeholders will be given ample opportunity to participate in the development of this Master Plan, exploring knowledge of local issues and concerns that will assist us in producing useful and pertinent community feedback.

Based on previous successes, the following citizen involvement strategy approach is recommended for this project:

- **Initial Information Gathering:** Collect information on awareness, use patterns, satisfaction, desires, barriers, vision, priorities, funding possibilities, and willingness to pay, so as to inform the development of the plan.
- A minimum of four (4) **focus group meetings** drawing from special interest individuals and groups, associations, other service providers (staff, schools, health clubs, seniors, etc.), but also open to the public at large.
- A **community-wide public meeting (#1)** to provide information and to validate and round out the information received via focus groups.
- **Stakeholder interviews** with those who can contribute specific information that may need to be conveyed in a more detailed manner.
- **Findings Presentation:** We will compile and present a summary of findings from the inventory, needs assessment and initial analysis for validation by staff, decision makers, stakeholders, and the public.
- **Community-wide public meeting #2** (could be combined with City Council presentation).
- **Draft Recommendations Presentation:** Hearing, open to the public.
- **Final City Council Presentation for Adoption:** Hearing, open to the public.



We help to build consensus on the plan by:

- Identifying, up-front, the project “givens.”
- Making the participants aware of the process from start to finish, including where they have opportunities to contribute and who will be making final decisions.
- Allowing and encouraging participants to hear from each other.
- Identifying common ground as the plan evolves.

Knowing that consensus is not always possible, we encourage participants to think about what they can “live with” if their ideal desire is not achievable, and we convey information for informed decision making to the project team and City Council. We provide written records and summaries of the results of all public process and communications strategies appropriate for posting to the City’s website.

### C. Inventory and Level of Service Analysis

#### Inventory of Assets and Opportunities

The GreenPlay Team will collect data on the existing public and private parks and open space properties. We will work directly with City staff, using any available inventory as a starting point. We will then create a GIS map of the data to prepare for analysis. Key issues regarding any of the assets from both staff and stakeholder perspectives will be noted.

All analysis of facilities and internal components will be incorporated into a dynamic digital database that becomes property of the City of Clovis upon completion of the project. The assessment will include comparative analysis to communities of similar size and density using accepted standards and the level of service analysis. The inventory will be compiled and analyzed to provide complete information.

We can work with various information formats and will produce the final deliverables in both shapefile and textual formats that are dynamic and easily updated and used in the future. Once the physical inventory is completed and accurate, we will help analyze the system with quantitative, qualitative, and textual analysis. The inventory will include recommendations for locating areas for improvements to address unmet needs for parks and open space, and will address methods for minimizing duplication of offerings and/or enhancing possibilities for collaborative partnerships where appropriate.

#### Facility and Asset Gaps

We will collect and analyze information on usage, needs, desires, operations, maintenance, and land use trends, and use it to make recommendations. We will identify areas of service shortfalls and projected impact of future trends.

Using the results of the community survey, focus groups, stakeholder meetings, needs assessment, current level of service, current capacity and future growth, standards, and classifications analysis, GreenPlay will identify and prioritize the unmet facility and asset needs in the community. The gaps in facilities and assets can be identified using the nexus of unmet need and high importance. In addition, using the population projections as an overlay to current capacity and industry standards, we will project future needs.

#### Level of Service Analysis

The GreenPlay team will summarize all research and stakeholder input, developing recommendations and priorities for needs regarding land acquisition, conservation, and the development parks and open space.

We will apply evaluation criteria and policies to identify and map existing and future potential park and open space sites. We will work with staff to determine the degree of specificity for mapping.

From the results of the inventory and LOS Analysis, LandDesign will work with the City to:

- Evaluate community access to parks, facilities, and services.
- Evaluate whether properties adhere to the guidelines set forth in the Clovis General Plan.
- Make specific recommendations addressing access solutions and future needs including parkland acquisition and development.
- Determine how each park meets the needs of the population based on the Needs Assessment and demographic information.
- Identify redevelopment and/or acquisition opportunities within the existing community for potential park development.
- Determine recycled water availability.
- Develop a rating system to prioritize needs.
- Prepare environmental review documentation needed to comply with the California Environmental Quality Act (CEQA).



### Demographics Analysis

We know that the City would like a detailed demographic analysis to inform recommendations. GreenPlay team members are skilled at utilizing our research to prepare an updated demographic analysis and market profile of the City. We will utilize information available from the City's previous planning efforts (including the General Plan and/or other recent planning projects), the 2010 U.S. Census, Esri, the State of California, and other relevant entities to analyze existing and projected population growth. We will portray relevant demographic information in easy to read charts and figures with analysis of important topics that will impact service delivery.

We will work with City staff to analyze data and prepare population maps for the current population as well as the projected future population. This information, along with other research, will be used for a gap analysis to identify unmet needs and potential location or realignment of services or facilities.

### Trends Analysis

Our team will utilize our nationwide parks and recreation experience, literature reviews, and interviews with key leaders to analyze and summarize trends that may influence the usage of, and appreciation for, facilities and services. Trends analysis will include an evaluation of demographic shifts and their impact on what needs to be provided for the future, interest and participation levels for a variety of activities, and new developments in the field of parks and open space services, as well as how services are provided through both administrative and planning trends. Findings will be compiled in a narrative form.

## D. Findings, Recommendations, and Action Plan

### Findings and Visioning Strategies Workshop

We recognize that our team needs to work with the City's project team to fully analyze identified findings and to create implementable recommendations for your future. We also want to engage all interested project team members and key stakeholders in determining future vision and action plan steps for the City's parks and open space needs.

Our team will compile initial findings from the public involvement, standards, inventory, and needs assessments and will prepare a summary of findings for staff, decision makers, stakeholders, and the public to validate their accuracy. During this stage, we will

confirm that all information identified and collected thus far is correct, and encourage stakeholders to share any additional issues or opportunities for consideration for analysis and recommendations. Our Project Manager will then compile a **Key Issues Analysis Matrix** that helps identify focus areas from the various tools and methodologies used to collect information.

Following review of the Findings, we will facilitate a **Visioning Strategies Workshop** that will include an analysis of all findings, and any other potential challenges. We will also identify opportunities for implementation steps, work plans, and funding implications.

This Workshop will help provide an articulated guiding vision for future acquisition, development, and maintenance of parks facilities, with goals, desired outcomes, and standards identified to direct policy and acquisition for existing and proposed facilities.

### Recommendations

Based on the analysis of demographic information, participation, needs and desires, operations and maintenance, land use trends, level of service gaps, and projected impact of future trends, recommendations will be developed addressing needs for parks, acquisition, and opportunities for available funding.

We propose the following goals for recommendations and action plan development:

- Direction for level of service including acquisition and development of parkland and open space to meet future needs
- Compliance with CEQA regulations
- Identification of gaps in service, as well as future service needs for the community
- A summary chart of needed parks, facilities and capital improvement projects and relative costs
- An **Action Plan** of prioritized projects, and budget support and funding mechanisms for short, mid, and long-term implementation strategies

We will create a prioritized timetable for the development of parks and open space.

- Short Term Goals (2017 – 2019)
- Mid Term Goals (2020 – 2024)
- Long Term Development Goals (Post 2024)
- Develop charts, graphs, maps, and other data as needed to support the plan and its presentation to the appropriate audiences.



### Action/Implementation Plan and Funding Source Table

We will work with the project team to rank and prioritize recommendations, balancing needs and cost/benefit analyses, capacity of the City, and budgetary realities. The product of this task will be a set of recommendations with strategies, priorities, and identification of budget support funding mechanisms phased into immediate, near-term, and long-term timeframes addressing needs regarding land acquisition, along with the development of parks and open space. An Action Plan including costs, potential funding mechanisms, timing, and responsible party will be developed for the City of Clovis.

### Present and Projected Fiscal Resources

GreenPlay will conduct an overview analysis of existing funding to meet existing needs and projected funding to meet future needs. We will look for gaps in the current management and funding system, and look for potential areas of improvement.

### Cost Recovery and Resource Allocation

GreenPlay is a national leader in teaching and developing innovative approaches to handling the often contentious financial issues of "how much taxpayer subsidy is enough?" or "where should the resources go?" GreenPlay has established and improved the "Pyramid" methodology for helping agencies create an overall philosophy and approach for resource allocation, program pricing, and cost recovery evaluation. We currently train agencies and universities in the implementation and use of this straightforward but innovative methodology, and we teach it at conferences. As part of your project, we will use the concepts for identification of gaps and/or areas of non-consensus, and will introduce the framework of the methodology for decision making. While we will not conduct a full assessment of cost recovery, we will introduce your staff to this methodology and use it for the basis of "what if" scenarios predicated on the City's financial sustainability goals for parks management, operations, and maintenance.

### Alternative Funding and Partnerships

GreenPlay has extensive experience evaluating options for alternative funding or partnerships. Our Project Team will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area. This task does not include procurement of alternative funding, but this can be addressed separately if desired.

### E. Draft and Final Plan and Deliverables

The Draft Parks Master Plan will include all findings, needs assessment, public engagement results, written goals, plans, objectives, and policy statements that articulate a clear vision and model (a "road map") for the City's future. These will be submitted for preliminary review, and all comments will be incorporated into your Final Plan.

Deliverables will include all aspects outlined in the preceding tasks, summarized as:

- Draft Master Plan which shall include all the information contained in the Scope of Work.
- One (1) printed copy of the Draft Plan shall be provided for distribution and review plus one (1) electronic copy.
- Appropriate written materials and graphics (maps, slides, power point presentations, etc.) shall be provided for public presentations.
- One (1) printed copy and one (1) electronic copy in MS Word and PDF formats.
- All written materials, graphics, and data shall be delivered in paper and digital format consistent with the City's software.

### Our plans also include at no additional charge:

- **Qualitative and Quantitative analysis methods** beyond those specified, designed to address specific key issues, constraints, and opportunities, the City's future livability and the contribution of parks and open space to economic development, community vitality, and long-term viability.
- **Our commitment** that for each task, we will quickly assess your current circumstances and provide specific information that you need to move to the next level, rather than providing you with just a standard planning response, whether you need it or not.

City of Clovis, California Parks Master Plan								
Tasks	Months							
	N	D	J	F	M	A	M	J
A. Strategic Kick-Off and Critical Success Factors	X							
B. Community Engagement			X			X		
C. Inventory and Level of Service Analysis			X			X		
D. Findings, Recommendations, and Action Plan						X	X	
E. Draft and Final Plans and Deliverables							X	X

While GreenPlay staff will be available throughout the project by phone and email for ongoing communications and for progress meetings, the primary team visits are organized as follows:

1. **Strategic Kick-Off:** A continuing series of calls as the Consultant Team familiarizes itself with the existing planning documents, materials, survey results, set up future meetings, etc.
2. **Community Engagement/Inventory and Information Gathering:** The full team is on-site for multiple days of intensive work conducting on-site inventories and meetings with the staff and the project team. We also meet with the focus groups, public meetings, various committees and stakeholders, etc, as needed.
3. **Findings and Visioning:** We will identify key issues for solution development. Workshops with the project team and staff to develop draft recommendations and implementation strategies.
4. **Draft Presentations**
5. **Final Plan Presentation**



## V. Proposed Project Budget

City of Clovis, California Parks Master Plan				
Tasks	GreenPlay	Land Design	RRC Associates	Total
A. Strategic Kick-Off and Critical Success Factors	\$3,675	\$500		\$4,175
B. Community Engagement	\$12,495	\$2,000	\$13,500	\$27,995
C. Inventory and Level of Service Analysis	\$3,150	\$6,000		\$9,150
D. Findings, Recommendations, and Action Plan	\$10,920	\$6,000		\$16,920
E. Draft and Final Plans and Deliverables	\$15,750	\$6,000		\$21,750
<b>TOTAL</b>	<b>\$45,990</b>	<b>\$20,500</b>	<b>\$13,500</b>	<b>\$79,990</b>

*This project is billed as Firm-Fixed Fee, meaning that all travel and reimbursables are built into the per task cost.*

### GreenPlay and Sub-Consultant Fee Schedules

GreenPlay has established an inclusive fee schedule that covers the salaries of our professional project staff and of support staff who enable them to function effectively and efficiently. We consider the prevailing rates in our industry and the level of specialized expertise that we provide.

For projects such as this, which require more than 100 hours of work, GreenPlay typically recommends and proposes using a **Firm-Fixed Price** model for compensation. This means that the contract is initially based on our estimate of projected number of hours, but the compensation is actually based on the completion of pre-determined contracted tasks identified in the Scope of Work and within a pre-specified timeline. This typically works well for the client, ensuring that all work is accomplished regardless of the time required to complete each task. In the event that the contracted Scope of Work is changed by the client during the project, GreenPlay can adjust total contract fees accordingly based on our regular hourly rates. This project is proposed as a Firm-Fixed Fee; therefore, individual hourly rates and projected number of hours are not applicable.

#### Our rates include:

- Professional staff, sub-consultant, and administrative salaries.
- All office overhead, equipment, utilities, and insurances.
- Taxes, employee benefits, and Worker's Compensation.
- Administrative support staff and supplies, and local travel.

- Work Products and meetings as outlined in the Scope of Work.
- All travel costs are built into the firm-fixed fee.

#### Rates may not include (unless specified in the Scope of Work):

- Materials and services outside of the pre-specified Scope of Work (may include extra meetings, requested copies and printing of work products).

#### As a baseline:

GreenPlay's rate for additional services is based on an average of \$150 per hour if not proposed as "firm-fixed fee." For sub-consultants, hourly rates range from \$60 to \$150 per hour, depending on the task. As this project is based on a firm-fixed fee, our consultants will dedicate the necessary time to complete the project. Our sub-consultant team members set their hourly rates according to their individual firm fee schedules. While the hourly rates may sound high, when considering the costs for implementing additional experienced and professional full-time staff, benefits, insurances, office space, computers and equipment, support staff, utilities, etc., we find that this rate is usually comparable to or lower than what an agency would spend for in-house staff. An additional benefit is that when the project is finished, the expense ends. GreenPlay typically submits an invoice for payment to the project manager/primary contact person on a monthly basis. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award.



AGENDA ITEM NO: **CC-G-1**  
City Manager: LS

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council  
FROM: Police Department  
DATE: February 6, 2017  
SUBJECT: Monthly Report to Council, November 2016

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

Receive and File November 2016 Police Department Monthly Report to City Council.

### **EXECUTIVE SUMMARY**

The Police Department provides monthly updates to City Councilmembers on department activities.

### **BACKGROUND**

The Police Department Monthly Report contains statistical data along with timely articles.



# *Clovis Police Department*

## Monthly Report to Council, November 2016

### **CLOVIS POLICE OFFICER/STAFF ACCOMPLISHMENTS**

#### **FBI Crime Index Statistics for November**

Homicide	0	Burglary	40
Vehicle Theft	19	Forcible Rape	3
Robbery	7	Larceny Theft	204
Arson	0	Aggravated Assault	11

#### **Clovis Police Department Statistics for November:**

**Calls for Service: Public: 4,578 Officer Initiated: 2,513 Total: 7,091**

(Average Calls for Service per Day: 236.36)

**Arrests: Adults: 314 Juveniles: 22 Total: 336**

**Traffic Accidents: Fatal: 1 Injury: 23 Non-Injury: 47 DUI: 6 Hit & Run: 17**

**DUI Arrests: 23 Traffic Cites: 267 Parking Cites: 117**

**Municipal Citations: 106 Priority One Response Time: 4.79 min.**

#### ***Citizen Surveys of Service:***

Sept. Oct. Nov..

(Above average or excellent)

**N/A 100% 100%**

#### ***Volunteer Hours for November*** (@ \$22.14 per hour)

**Volunteers: 75 Hours Served: 911.5 hours Total Savings: \$20,180.61**

#### ***Explorer Hours for November*** (@ \$11.50 per hour):

**Explorers: 18 Hours Served: 76.3 Hours Served Total Savings: \$877.45.**

***Pet Adoption Center Volunteers contributed 571 hours***

**Community Development Block Grant Stats for November: Warnings/Courtesy Notices: 44**

**Closed CRMs due to compliance: 34**

News Releases Available online and on Facebook



*Thank You!* to all of the supporters,  
attendees and sponsors for this year's  
Pet Fashion Show & Fundraiser Dinner!

Your compassion and generosity makes  
a difference in the lives of countless animals!

## A Fashionable Foot Forward

### *Hundreds Gather to Benefit the Animals*

The dogs stole the show at this year's Miss Winkles Pet Adoption Center Pet Fashion Show & Fundraiser Dinner! A few hundred animal lovers gathered on October 1st to show their support for homeless dogs and cats - and were treated to quite the fun, fashionable and furry runway in the Ballroom in the Clovis Veterans Memorial Building.



In addition to the company of other animal lovers, guests enjoyed auctions, live music, dinner, raffles and photo booth fun. As always, proceeds from this annual event benefit homeless animals. We are very thankful for the continued support from our community.

Big Dog and Sporting Dog Sponsors for this year's event include:

*Clovis Councilmember Harry Armstrong (Retired)*

*McDonald Aviation, Clovis, CA*

*Allied Waste Services*

*Bren K. Thomas : Jackson Lewis*

*Michael Feist*

*PG&E*

*Thank You!*





AGENDA ITEM NO: **CC-G-2**

City Manager: 

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Police Department

DATE: February 6, 2017

SUBJECT: Approval – Res. 17\_\_, Amending the Police Department's Budget for FY 2016-2017 to reflect the award from the San Joaquin Valley Air Pollution Control District Public Benefits Grant Program New Alternative Vehicle Purchase in the amount of \$80,000.00.

ATTACHMENTS: (A) Resolution  
(B) Summary of Expenditures

### **CONFLICT OF INTEREST**

There is no conflict of interest with these funds.

### **RECOMMENDATION**

Approve the use of the FY 2016-2017 San Joaquin Valley Air Pollution Control District Public Benefits Grant Program (SJVAP).

### **EXECUTIVE SUMMARY**

The Clovis Police Department has been awarded \$80,000 for the San Joaquin Valley Air Pollution Control District Alternative Fuel Vehicle Purchase Program. The grant period starting date is still to be determined. The grant is to provide public agencies as defined by Government Code section 6252 with new electric, plug-in hybrid, or alternative fuel vehicles.

The Police Department will purchase two 2016 Zero DS ZF11.4 PD Motorcycles and two 2016 Focus Electric Base vehicles.

### **BACKGROUND**

The purpose of this program is to fund the purchase of new electric, plug-in hybrid, or alternative fuel vehicles for public agencies to promote clean air alternative-fuel technologies and the use of low-or zero-emission vehicles in public fleets.

**FISCAL IMPACT**

The Clovis Police Department will receive \$80,000.00 for law enforcement to promote clean air alternative-fuel in public fleets. Any costs that exceed the \$80,000.00 funds will be taken out of Police Department Budget.


**REASON FOR RECOMMENDATION**

To approve the use of the San Joaquin Valley Air Pollution Control District Public Benefit Grant Program in the amount of \$80,000.00.

**ACTIONS FOLLOWING APPROVAL**

A resolution is attached for approval.

Prepared by: Calli Biaggi- Management Analyst

Submitted by:   
Matt Basgall, Chief of Police

**RESOLUTION NO. 17-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
FOR THE USE OF SAN JOAQUIN VALLEY AIR POLLUTION CONTROL  
DISTRICT FUNDS  
FOR 2016-2017**

WHEREAS, the City Council of the City of Clovis approved the 2016-2017 Budget on June 13, 2016; and

WHEREAS, the Police Department will be awarded \$80,000 from the San Joaquin Valley Air Pollution Control District; and

WHEREAS, the City Council determines that these expenditures are necessary.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Clovis that the 2016-2017 Budget be amended as provided in the Exhibit A "Summary of Expenditures, By Department", " Summary of Expenditures by Fund."

IT IS AGREED that any liability arising out of the performance of the contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and SJVAP disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 6, 2017 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February 6, 2017

\_\_\_\_\_  
Mayor

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

## **EXHIBIT A**

### **SUMMARY OF EXPENDITURES BY DEPARTMENT**

#### **DEPARTMENT**

POLICE	\$80,000
TOTAL DEPARTMENT	\$80,000

### **SUMMARY OF EXPENDITURES BY FUND**

GENERAL FUND	\$80,000
TOTAL FUND	\$80,000





AGENDA ITEM NO: **CC-H-1**

City Manager: 

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: February 6, 2017

SUBJECT: Approval – Resolution 17-\_\_\_\_, Amending the 2016-2017 Fiscal Year Fleet Maintenance Budget for the Purchase of Replacement Refuse Trucks and Waive the City's Formal Bidding Requirements and Authorize the Purchase of Refuse Trucks from Ruckstell California Sales Co.

ATTACHMENTS: A. Resolution No. 17-\_\_\_\_

### **CONFLICT OF INTEREST**

None.

### **RECOMMENDATION**

Approve a resolution amending the 2016-2017 fiscal year Fleet Maintenance budget for the purchase of replacement refuse trucks and approve waiving the City's formal bidding requirements and authorize the purchase of three refuse trucks from Ruckstell California Sales Co off of a NJPA Contract.

### **EXECUTIVE SUMMARY**

Recently one of the City's front line commercial refuse trucks was involved in a major accident. Due to the severity of the accident and the age of the truck, the vehicle needs to be replaced rather than repaired. The vehicle was a 2009 rear loading refuse truck that was scheduled for replacement along with two other trucks during the 2017-2018 fiscal year. The Commercial Unit has 6 routes and had 7 front line trucks and one backup truck. With the demise of one front line truck, there is now only one extra truck to account for breakdowns and the extra truck is a 2003 model. It takes around 6 months after ordering to receive a new truck. With that in mind it is desired to get the replacement truck ordered as soon as possible.

The other two trucks to be replaced are another 2009 commercial rear loading truck and a 1998 backup truck in Community Cleanup. The Department is moving towards utilizing front loading trucks for commercial pickups to reduce injuries to staff and so the two new trucks in the Commercial Unit will be front loaders. The truck in the Community Cleanup Unit will be a rear loader which is more suited to the large items that the truck needs to pick up.

## **BACKGROUND**

The City is a member of the National Joint Powers Alliance which is a public agency that serves as a municipal contracting agency for over 47,000 member agencies throughout the nation. They competitively bid contracts for their members to utilize. The City has utilized these contracts previously resulting in competitive costs with low investments in staff time and expense.

## **FISCAL IMPACT**

The cost of the trucks is \$314,962.44 each for the two front loading trucks and \$296,315.78 for the rear loading truck, including tax. The total cost is \$926,240.66. The users, Solid Waste Commercial and Solid Waste Community Cleanup have adequate funds in their fleet replacement account to pay for these replacement trucks.

## **REASON FOR RECOMMENDATION**

Due to the time required to manufacture these vehicles and the current equipment shortage in the user section, it is desired to order these vehicles early. The purchase off of the NJPA contract allows the City to save both time and expense in the purchase.

## **ACTIONS FOLLOWING APPROVAL**

Staff will prepare purchase orders for the vehicles and the vehicles will be ordered. Delivery time is expected to be approximately 6 months.

Prepared and Submitted by: Lisa Koehn, Assistant Public Utilities Director



Attachment A

**RESOLUTION 17 – \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
APPROVING AN AMENDMENT TO THE ANNUAL BUDGET FOR FISCAL YEAR  
2016-2017**

WHEREAS, the City Council of the City of Clovis approved the 2016-2017 Annual Budget on **June 13, 2016**; and

WHEREAS, the City Council deems the expenditure of funds for replacing refuse trucks are necessary; and

WHEREAS, the revenues and expenditures were not included in the 2016-2017 Annual Budget.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Clovis approves the budget amendment as shown in the "Summary of Expenditures by Department", "Summary of Expenditures by Fund", "Summary of Revenues by Department", and "Summary of Revenues by Fund" as attached as Exhibit A:

\* \* \* \* \*

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 6, 2017, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

\_\_\_\_\_  
Mayor

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

**EXHIBIT A**

**SUMMARY OF EXPENDITURES BY DEPARTMENT**

Department	
Public Utilities Department	\$927,000
<b>Total</b>	<b>\$927,000</b>

**SUMMARY OF EXPENDITURES BY FUND**

Fund	
Fleet Replacement Fund	\$927,000
<b>Total</b>	<b>\$927,000</b>

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**SUMMARY OF REVENUES BY DEPARTMENT**

Department	
Public Utilities Department	\$927,000
<b>Total</b>	<b>\$927,000</b>

**SUMMARY OF REVENUES BY FUND**

Fund	
Fleet Replacement Fund	\$927,000
<b>Total</b>	<b>\$927,000</b>

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**NET GENERAL FUND SUPPORT**

<b>Total</b>	<b>\$0</b>
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## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: February 6, 2017

SUBJECT: Approval – Res. 17-\_\_\_\_, A Resolution Initiating Proceedings for the Annual Levy of Assessments for Landscape Maintenance District No. 1.

ATTACHMENTS: Resolution with Exhibit 1

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

For the City Council to approve Resolution No. 17-\_\_\_\_, which will initiate proceedings for the annual levy of assessments for Landscape Maintenance District No. 1.

### **EXECUTIVE SUMMARY**

This resolution is to initiate proceedings for the annual levy of assessments for the Landscape Maintenance District No. 1 as required by the Landscape and Lighting Act of 1972. The assessments are necessary to fund the operations and maintenance of the benefit areas within the LMD. The Engineer's Report detailing the assessments will be compiled by the City's Consultant, Francisco and Associates, Inc. Upon City Council approval of the Engineer's Report on June 5, 2017, the assessments will be sent to Fresno County to be included in the property tax rolls.

### **BACKGROUND**

On July 15, 1985, Council adopted Resolution No. 85-78 forming the City of Clovis Landscape Maintenance District No. 1 (LMD). The purpose of the District is to fund the operation and maintenance of landscaped areas and interior parks benefiting development throughout the City.

The yearly assessments established for all properties within the District provide funding for the City's cost for operation, maintenance, related services, and incidental expenses. The required operation and maintenance includes mowing, edging, fertilizing, weed control, irrigation system, pruning, plant replacement, lighting, and a depreciation fund to periodically replace landscape and park structures and associated equipment.

The Landscape and Lighting Act of 1972 (Section 22622) requires that a resolution be adopted which generally describes new improvements or substantial changes to existing improvements and orders that a report be prepared and filed regarding the assessment district. A listing of new improvements or substantial changes to the existing improvements is attached to the resolution as Exhibit "1". Adoption of this resolution satisfies the requirement.

The final step in the process is to notify the Fresno County Auditor-Controller of the approved assessments so that they may be included on the property tax rolls. The tentative schedule for notification to the County is June 29, 2017.

#### **FISCAL IMPACT**

None


#### **REASON FOR RECOMMENDATION**

This resolution is required by the Landscaping and Lighting Act of 1972 in order to levy assessments to fund the cost of operations and maintenance for benefit areas within LMD No. 1.

#### **ACTIONS FOLLOWING APPROVAL**

1. The Engineer's Report will be prepared.
2. Staff will present the final assessment costs for consideration by the City Council at the public hearing.

Prepared by: Eric Aller, Parks Manager 

Submitted by: Scott Redelfs, Acting Public Utilities Director 

RESOLUTION NO. 17-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS INITIATING  
PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS FOR LANDSCAPE  
MAINTENANCE DISTRICT NO. 1 OF THE CITY OF CLOVIS**

RESOLVED by the Council of the City of Clovis, County of Fresno, California, that:

WHEREAS, the Council has approved eleven (11) annexations with new improvements to the Landscape Maintenance District No. 1 of the City of Clovis (herein LMD No. 1) since the Engineer's Report dated June 6, 2016;

WHEREAS, proceedings for the annual assessments for LMD No. 1 for the fiscal year 2017-18 need to be initiated.

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED, AND ORDERED as follows:

1. The Council proposes to undertake proceedings for the levy of the annual assessments for LMD No. 1 under part 2 of Division 15 of the Streets and Highways Code of the State of California (Section 22500 et seq.) generally known as the Landscaping and Lighting Act of 1972 (herein the "Act").

2. The new improvements being added by the above referred annexations to the existing maintained improvements are set forth in Exhibit "1" attached hereto and by reference incorporated herein.

3. The Public Utilities Director shall have a report prepared and filed in accordance with Article 4 (commencing with Section 22565) of the Act.

\* \* \* \* \*

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on February 6, 2017 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February, 6 2017

\_\_\_\_\_  
Mayor Pro Tem

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

**EXHIBIT "1"**

**THE NEW IMPROVEMENTS FOR THE LANDSCAPE MAINTENANCE  
DISTRICT NO. 1 ARE DESCRIBED AS FOLLOWS:**

The proposed landscaping, irrigation, and lighting systems as described in the covenants appropriate to each of the following properties and other tracts to be annexed to the LMD prior to June 30, 2017.

Tract 6142  
Tract 6114  
Tract 6112  
Tract 6105  
Tract 6082  
Tract 6042  
Tract 6147  
Tract 5720A  
Tract 6107  
Tract 6143  
Tract 6128





AGENDA ITEM NO: **CC-H-3**

City Manager: 

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council  
FROM: Public Utilities Department  
DATE: February 6, 2017  
SUBJECT: Receive and File - Public Utilities Monthly Report October 2016

### **Walkway Uplifted By Tree Roots**



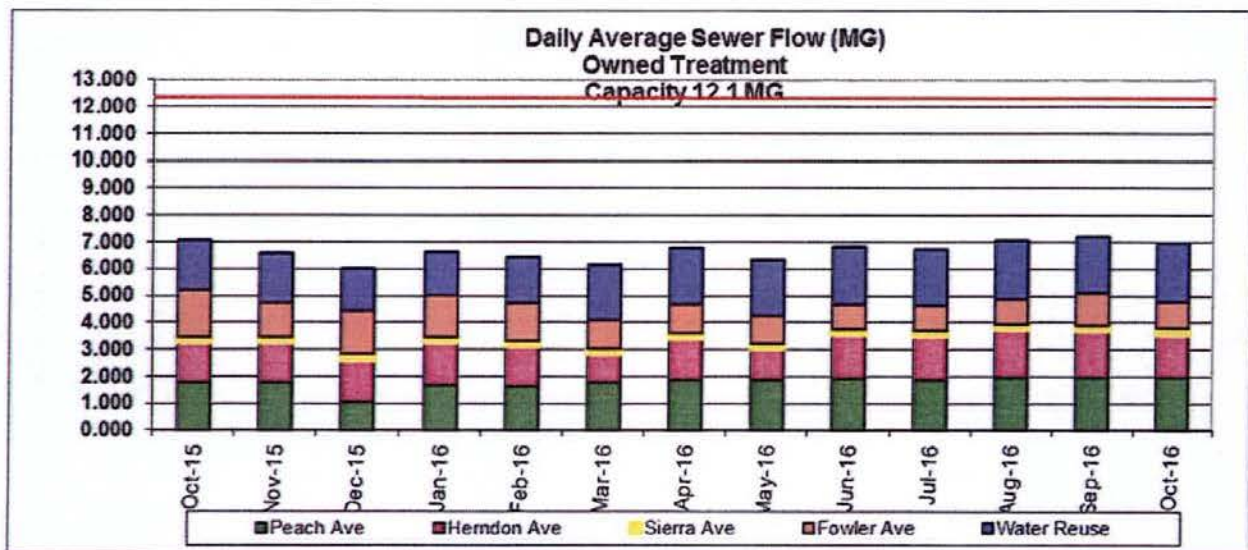


On Fifth Street adjacent to the Veteran's Memorial District building, Street Maintenance workers Jim Stevens, James Holocker, Ryan Kajitani, and Joseph Sanchez are replacing a walkway that had been uplifted by tree roots. In an effort to avoid removing the tree, the Parks Section recommended increasing the size of the existing tree well and only removing the roots that were under the walkway. Once the concrete work was completed, the Parks Section placed a ground cover that looked nice and provided the trees roots with adequate room to breathe without causing further damage to the walkway.



## WASTEWATER DISPOSAL SECTION

<u>Sewer Flow</u>	<u>Total Flow MG In October</u>		<u>Average Daily Flow MG/d</u>		<u>Owned Treatment Capacity MGD</u>
	<b>2016</b>	<b>2015</b>	<b>2016</b>	<b>2015</b>	
Peach Avenue	61.150	54.680	1.973	1.764	3.0
Herndon Avenue	49.530	46.740	1.598	1.508	2.8
Sierra Avenue	6.602	6.022	0.213	0.194	0.5
Fowler Avenue	30.329	54.160	0.978	1.747	3.0
Water Reuse	68.404	55.805	2.207	1.860	2.8
<b>TOTAL</b>			<b>6.969</b>	<b>7.073</b>	<b>12.1</b>



### Storm Drain Maintenance

<b>Summary of Activities</b>	<b>October 2016</b>	<b>October 2015</b>	<b>October 2014</b>
Number of storms this month	5	5	1
Total rainfall this month (inches)	0.67	0.49	0.50
Rainfall to date (inches)	0.67	1.04	0.69

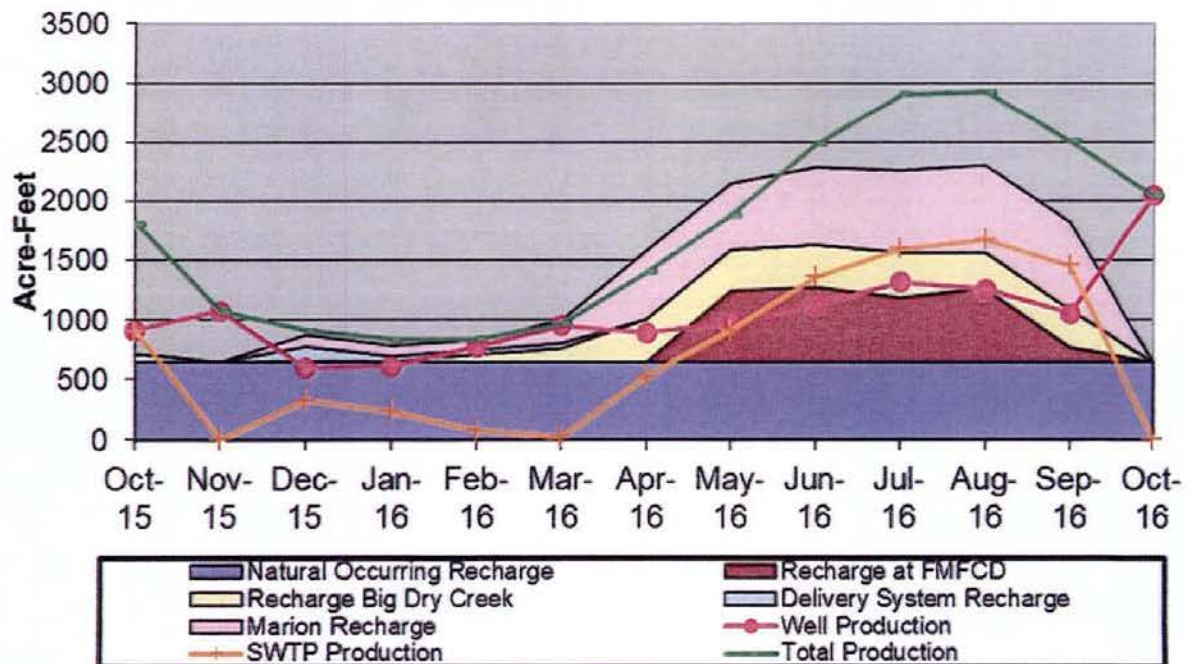


## WATER SECTION

### Water Production Unit

	This Month	Calendar Year to date
Recharge at FMFCD Basins (AF)	0	2,538
Recharge Upstream in Big Dry Creek (AF)	0	2,249
Marion Recharge per FID (AF)	0	4,323
Delivery System Recharge	0	128
Total Artificial Recharge (AF)	0	9,238
Natural Recharge	642	6,417
Total Well Production (AF)	2,042	10,963
Treatment Plant Production (AF)	0	7,826

**Water Production vs. Recharge Activities**





Summary of Activities	2016	Year to Date	2015	Year to Date	2014	Year to Date
SWTP production (mg)	0	2550.072	291.171	2449.936	410.209	3057.552
Well production (mg)	665.357	3571.978	296.569	3430.592	323.628	4325.273
Total water production (mg)	665.357	6122.050	587.740	5880.528	733.837	7382.825
Daily average	21.463	20.072	18.959	19.280	24.461	24.286
Days between readings	31	305	31	305	30	304

### PARKS SECTION

The Parks Division assisted two Eagle Scout candidates this month: Carson Gibbons and Nick Taylor. Carson Gibbons, pictured below, worked at the Tom Stearns Rest Stop at Third Street and the Old Town Trail.

Carson beautified the Tom Stearns Rest Stop by removing the older, wooded kiosk and installing one of the new metal trail map signs. Carson also added several plants and bark to the planter areas, and painted the rest stop.



Carson Gibbons placing Day Lily plants around the *Walking Doctor* statue

Nick Taylor, pictured below, worked at the Tarpey Village Rest Stop at Ashlan Avenue. Nick's Eagle Scout project was to refurbish the Tarpey Village Rest Stop. He removed the faded, wooden trail kiosk and replaced it with a new metal trail map sign. Nick also painted the rest stop and drinking fountain, and cleaned the surrounding grounds. Both Carson's and Nick's projects have given these rest stops a fresh, new look, and have helped to keep the Old Town Trail looking vibrant and ready for use.



Nick Taylor's team working at the Tarpey Village Rest Stop





AGENDA ITEM NO: **1-A**  
City Manager: *[Signature]*

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: February 6, 2017

SUBJECT: Consider Approval – Adoption of Conceptual Master Development Plan Alternative for Mixed Use Area #5 for the site generally bounded by Armstrong, Herndon and Temperance Avenues and State Route 168. City of Clovis, applicant.

**ATTACHMENTS:**

Figure 1:	Location Map
Exhibit "A.:"	General Plan Mixed Use Focus Area 5 description
Attachment 1:	Currently adopted Conceptual Development Plans
Attachment 2:	Proposed Conceptual Development Alternative

**CONFLICT OF INTEREST**

None.

**RECOMMENDATION**

Staff recommends the adoption of an alternative master development plan to guide future development entitlements in Mixed Use Area 5 and for Council to authorize staff to utilize these exhibits for developer outreach programs.

**EXECUTIVE SUMMARY**

The development and approval of conceptual master plans for Mixed Use Area 5 assists the City and property owners in establishing design and circulation templates for development. These conceptual plans are utilized in consideration of formal land use entitlements to assure the seamless development of these sites with uses envisioned by the Clovis General Plan. They also assist in attracting development interest to this site and to illustrate the City's expectations for site development.

## BACKGROUND

Under the 1993 General Plan update, 35 mixed use designations were assigned to various properties throughout the community. These mixed use areas provide for development and/or redevelopment of properties with a creative mix of land uses. In May of 2010, the City Council considered and adopted two conceptual development plans for this site (now identified as Mixed Use Area 5 under the 2014 General Plan update). These concept plans provided alternatives for either a business campus type development or for a regional large box user development.

## PROPOSAL AND ANALYSIS

The City is now experiencing requests for development entitlements in this area which has generated new ideas in a concept design. Essentially this design pattern would retain "Old" Temperance Avenue as a public right-of-way (to be renamed). As this pattern was not reflective of the two approved conceptual development plans, staff notified area property owners and stakeholders of a request to consider a new conceptual alternative and was scheduled at the Planning and Development Services Department to discuss the proposal.

On January 11, 2017, twenty property owners, stakeholders and staff met to review and comment on the proposal.

As the area is comprised of unusual lotting patterns established while in the County of Fresno and contains the original Temperance Avenue and Tollhouse Road alignments, there are several challenges to producing a comprehensive and seamless development pattern. Issues identified at that meeting included:

- A need to ensure that all properties have development and vehicular access potential;
- That limited access points along Herndon Avenue not burden one property over another;
- That the development along the west side of Temperance Avenue not be adversely affected by carrying through traffic to other properties along the Fir Avenue alignment;
- That industrial users not be required to subdivide or dedicate and improve a street on their property;
- That existing rights-of-way such as Tollhouse Road and "Old" Temperance could be effectively incorporated and utilized;
- That a street further west of "Old" Temperance not be utilized due to its effect of bisecting an existing property; and
- That a pedestrian path be introduced allowing pedestrian and bicycle travel between the business development site and service uses to the east.

As a result of this meeting, a third concept alternative was refined and distributed to property owners and stakeholders for comment.



Conceptual Development Alternative "C" proposes utilizing access points at Fir Avenue, "Old" Temperance Avenue, the McKelvey Avenue Alignment and Tollhouse Road and would continue to utilize the right-of-way for "Old" Temperance and Tollhouse Road for internal circulation. Traffic calming would be introduced for on-site circulation between "old" and "new" Temperance Avenues and a pedestrian path be required further west connecting to the center of the site. Reciprocal vehicular access would be required for "internal" properties and the industrial portion of the site not be required to provide an internal street.

### **FISCAL IMPACT**

None.

### **REASON FOR RECOMMENDATION**


The three conceptual development plans would provide guidance in the evaluation of future entitlements at this site. The adoption of three alternatives will allow for greater flexibility in the development of this regionally significant site in conformance with the Clovis General Plan and will assist in more efficiently utilizing the existing lotting pattern for the area. The comprehensive site planning for this area will also provide "value added" to the adjoining research and technology park, medical university and hospital improvements currently under development. As such, staff recommends approval of the attached concept plan alternatives "A", "B" and "C".

### **ACTIONS FOLLOWING APPROVAL**

Staff will utilize these exhibits for attrition development interests to the community and to serve as a general template for guiding and evaluating future development entitlement requests.

Prepared by: Dwight Kroll, PDS Director

Submitted by:

  
\_\_\_\_\_  
Dwight Kroll AICP  
Director of Planning and  
Development Services





## Exhibit "A"

Table LU-4. Mixed-Use Focus Areas and Specific Plans

Area	Primary Land Uses	Additional Uses Allowed	Design Features and Other Direction
5	Business Park Commercial Office	- Medium High Density Residential (limited to 25% of the focus area acreage)	- Master plan required
6	Research and Technology Business Park   Phase 3	- Live/Work - Existing residential uses	- Existing residential uses as of 2014 shall continue to be permitted uses. Live/work uses are permitted south of Nees Avenue on Locan Avenue. No other new residential is permitted.
7	Residential	Neighborhood Commercial	- Master plan required - Future development shall respect the rural residential character of the focus area
8	Commercial	- High Density Residential - Senior Housing - Mixed Use - Office	- Master plan required - Retail space shall not exceed 130,000 square feet (non-retail commercial space is unrestricted)
9	Commercial	- Office - Residential	- Master plan required - Retail space shall not exceed 400,000 square feet (non-retail commercial space is unrestricted)
10	Office	- Medium Density Residential (limited to 25% of the focus area acreage)	- Master plan required
11	Office Business Incubator	- Medium Density Residential (10 net acres max)	- Master plan required - Development and site design must consider the common boundary with adjacent educational campuses (Willow International Community College and Clovis Unified facilities), church campus, and orientation to canal, trails, and open space - Retail space shall not exceed 150,000 square feet (non-retail commercial space is unrestricted) - Proposed land uses must consider potential for college-related economic development
12	Commercial	- Office - Residential	- Master plan required - Site design must consider the focus area as a gateway to Clovis and common boundary with Clovis Unified facilities



Attachment 1



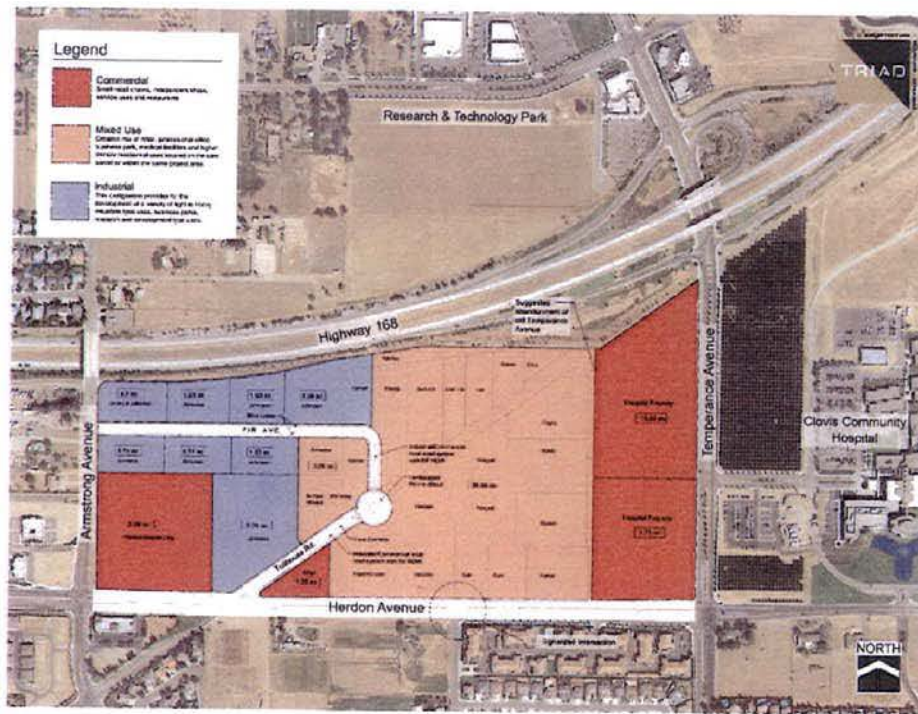
Illustrative Concept Plan for Business Campus Development



Illustrative Concept Plan for Business Campus Development



## Attachment 1

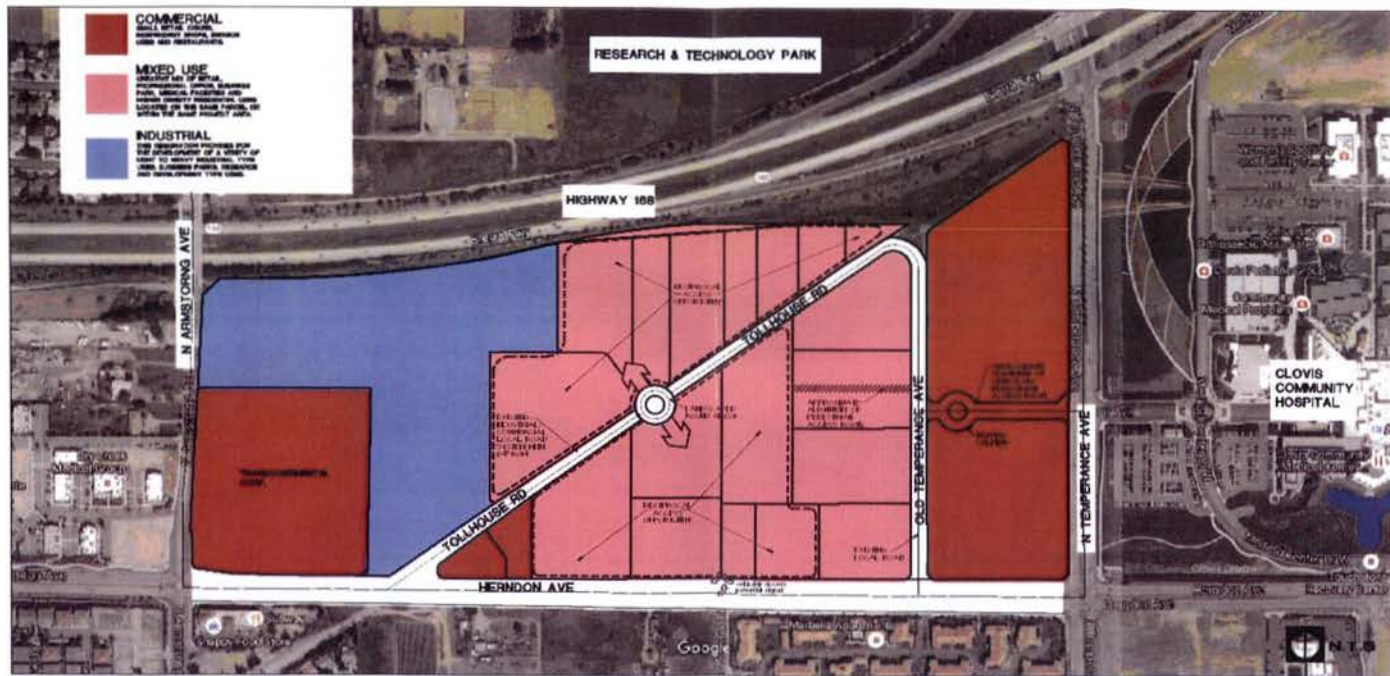


**Illustrative Concept Plan for Large Retail and Business Campus Development**



**Illustrative Concept Plan for Large Retail and Business Campus Development**

Attachment 2







AGENDA ITEM NO: **1-B**  
City Manager: *[Signature]*

## **- CITY OF CLOVIS - MEMO TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: February 6, 2017

SUBJECT: Consider Approval - Res. 17-\_\_\_\_, Resolution approving a Proposed Mitigated Negative Declaration and adopting a Mitigation Monitoring Program for Community Investment Project, CIP15-13, Clovis Landfill Left-turn Lane on Auberry Rd.

Staff is requesting that the City Council continue the consideration of this item to a date uncertain to provide staff and the City's consultant additional time to respond to comments received. Once a date has been determined, staff will re-notice the item.



AGENDA ITEM NO: 1-C  
City Manager: *[Signature]*

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council  
FROM: Planning and Development Services  
DATE: February 6, 2017  
SUBJECT: Consider Approval, Adoption of the official logo for the Old Town Area, City of Clovis, applicant.

**ATTACHMENTS:**

Exhibit "A:" Logo Design

### **CONFLICT OF INTEREST**

None.

### **RECOMMENDATION**

Staff recommends that the City Council adopt the attached graphic as the official logo of the "Old Town" area.

### **EXECUTIVE SUMMARY**

Over the past thirty-five years the City, property owners and stakeholders of the central Clovis area have sought to "brand" the historic central business district. There has been a general consensus to call the central business district and environs "Old Town Clovis" while using the lamp post features as an emblem. With the implementation of the recently adopted Central Clovis Specific Plan, there are several action items identified to assist in building upon the success of the area including a public parking program and streetscape work. With these improvements, staff felt it would be helpful to have an identifiable logo that could be placed on street signs, parking directional signs and street furniture which could also be utilized by the Business Organization of Old Town (BOOT) in marketing efforts.

## **BACKGROUND**

Efforts to vitalize the Old Town area have been ongoing since the early 80's. More recently the City has adopted an update to the Central Clovis Specific Plan seeking to build upon the success of past efforts. Over the past thirty five years the historic central business district has been branded as "Old Town" and the lamp posts used as an image.

## **PROPOSAL AND ANALYSIS**

Action items stemming from the Central Clovis Specific Plan update include developing a public parking directional sign program as well as other streetscape improvements that may include street signs and street furniture. With this there is a need for a simple logo that can be utilized in these efforts. With the development of logos for the Heritage Grove Urban Center and the update of the City of Clovis logo, designer Bruce Hale was asked to propose a graphic for "Old Town".

Exhibit "A" illustrates this graphic and its use in various applications. This graphic continues to utilize the lamppost design in a more simplified form that is easily recognizable and can be utilized at a variety of scales. It is also reminiscent of a "turn-of-the century" railroad logo reflecting upon the railroad history of the "Old Town" area. An adaptation is also provided showing its use for the Business Organization of Old Town.

Staff has met with the Business Organization of Old Town and Old Town stakeholders, who are supportive of the proposal.

## **FISCAL IMPACT**

None.

## **REASON FOR RECOMMENDATION**

The updated logo will assist in recent efforts for the vitalization of "Old Town".

## **ACTIONS FOLLOWING APPROVAL**

Staff and "Old Town" merchants and stakeholders will utilize this logo as the official graphic for the Old Town area.

Prepared by: Dwight Kroll, PDS Director

Submitted by:


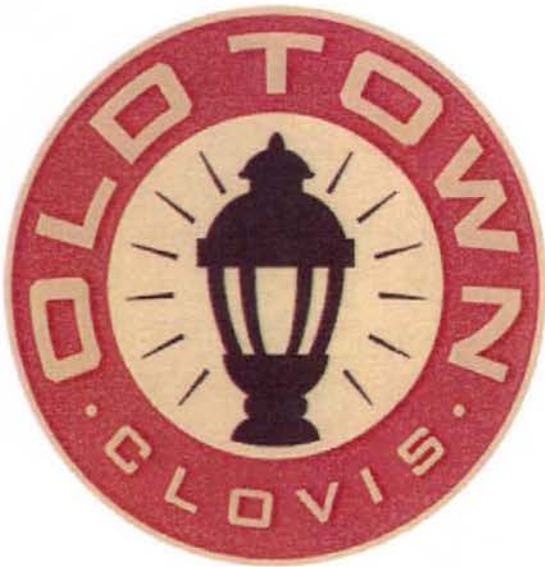
  
\_\_\_\_\_  
Dwight Kroll AICP  
Director of Planning and  
Development Services



Exhibit "A"



## Exhibit "A", Draft Parking Program Sign







AGENDA ITEM NO: **3-A**  
City Manager: LS

## **- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council  
FROM: Administration  
DATE: February 6, 2017  
SUBJECT: Approval – Change of Council Meeting Schedule

### **CONFLICT OF INTEREST**

None.

### **RECOMMENDATION**

For the City Council to approve the cancellation of the Council meeting scheduled for February 21, 2017.

### **EXECUTIVE SUMMARY**

There is a need to change the schedule of meetings for the City Council in February. Staff is recommending that City Council cancel the meeting of February 21, 2017.

### **BACKGROUND**

Councilmember Ashbeck is unable to attend the previously scheduled Council meeting for February 21, 2017. Staff is able to consolidate the agenda items to the first and second meetings in February. Staff is recommending City Council consider canceling the meeting of February 21, 2017. Given adequate notice, staff will be able to amend the timing of actions coming forward so that operations will not be affected by the cancellation.

### **FISCAL IMPACT**

None.



## **REASON FOR RECOMMENDATION**

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

## **ACTIONS FOLLOWING APPROVAL**

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

Prepared by:       Jacquie Pronovost, Exec. Asst.

Submitted by:     Luke Serpa, Interim City Manager LS