



# CITY of CLOVIS

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).*

March 5, 2018

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 Whalen  
Flag salute led by Councilmember Flores

## ROLL CALL

**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.)

**1. ADMINISTRATIVE ITEMS**

**A. PLANNING AND DEVELOPMENT SERVICES**

1. Receive and File – Update on the Cottage Home Program and other downtown activities. (Staff: D. Kroll)

**B. PUBLIC SAFETY**

1. Receive and File – Update from the Police Department on 2017 City of Clovis Crime Statistics. (Staff: M. Basgall)

**C. ADMINISTRATION** (City Manager, City Clerk, Finance)

1. Consider Approval - Res. 18-\_\_\_\_, A Resolution of the City Council of the City of Clovis Confirming Assessment for Costs for Abatement of Nuisance, 1507 Pollasky Avenue, Clovis, CA, APN No: 497-184-09. (Staff: J. Holt)

**2. CITY MANAGER COMMENTS**

**3. COUNCIL ITEMS**

- A. Council Comments

**4. CLOSED SESSION**

- A. Government Code Section 54956.9(a)  
CONFERENCE WITH LEGAL COUNCIL- EXISTING LITIGATION  
Workers Compensation Case  
in Regards to: David Smith

**ADJOURNMENT**

<b>Meetings and Key Issues</b>			
Mar. 12, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 19, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 2, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 9, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Apr. 16, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
May 7, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
May 14, 2018 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
May 21, 2018 (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.

**A. CITY CLERK**

- 1) Approval - Minutes for the February 20, 2018 Council meeting.
- 2) Adopt - Ord. 18-07, An Ordinance of the City Council of the City of Clovis Adding Article 12 and Sections 2.2.1201-2.2.1205 of Chapter 2.2 – Officers and Employees to the Clovis Municipal Code Pertaining to Background Checks of applicants. (Vote: 5-0)

**B. ADMINISTRATION**

- 1) No items.

**C. COMMUNITY AND ECONOMIC DEVELOPMENT**

- 1) Approval – Res. 18-\_\_\_\_, Authorizing Submission of an Application to the Fresno Council of Governments for Funding under the Fresno County Measure C Transit Oriented Development (TOD) Program.
- 2) Receive and File – Community and Economic Development Department July 2017 – December 2017 Report.

**D. FINANCE**

- 1) Receive and File – Investment Report for the month of December 2017.
- 2) Receive and File – Treasurer's Report for the month of December 2017.

**E. GENERAL SERVICES**

- 1) Approval - Res. 18-\_\_\_\_, Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP) and Approval - Res. 18-\_\_\_\_, Approving the Submittal of One Project for Fiscal Year 2017-18 for the Low Carbon Transit Operations Program (LCTOP).
- 2) Approval – Res. 18-\_\_\_\_, Amending the FY2017-18 Transit Budget to add \$247,463.34 to purchase One (1) Hometown Trolley using State Transit Assistance funds and Approval - Waive the City's Usual Purchasing Procedures and Authorize the Purchase of One (1) Hometown Trolley utilizing the CalACT Competitive Bid.
- 3) Approval – Res. 18-\_\_\_\_, Authorizing Amendments to the Assistant Planning and Development Services Director Classification and Approval – Res. 18-\_\_\_\_, Authorizing Amendments to the Deputy City Planner Classification.

**F. PLANNING AND DEVELOPMENT SERVICES**

- 1) Approval – Waive the City's usual purchasing procedures and Authorize the City Manager to enter into a purchase agreement with Tesco Controls, Inc. to supply a Motor Control Center for CIP 17-09, Well 22 Panel Upgrade.
- 2) Approval - Bid Award for CIP 16-21, Railroad Park Shade Structure & Helm Ranch Park Shade Structure, and; Authorize the City Manager to execute the contract on behalf of the City.

**G. PUBLIC SAFETY**

1) No items.

**H. PUBLIC UTILITIES**

1) No items.

**I. REDEVELOPMENT SUCCESSOR AGENCY**

1) No items.



**CLOVIS CITY COUNCIL MEETING**

**February 20, 2018**

**6:00 P.M.**

**Council Chamber**

Meeting called to order by Mayor Whalen  
Flag Salute led by Councilmember Bessinger

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

**6:04 - PRESENTATION BY EXECUTIVE DIRECTOR NICOLE LENDER TO UPDATE COUNCIL ON THE MARJAREE MASON CENTER**

Marjaree Mason Center Executive Director Nicole Lender provided an update to Council on the Marjaree Mason Center.

**6:18 - PRESENTATION BY CLOVIS AREA MODELERS CLUB REGARDING THE NEED FOR A RADIO CONTROLLED MODEL PARK AND REQUESTING A LETTER OF SUPPORT FROM THE COUNCIL TO OBTAIN APPROVAL FROM FRESNO METROPOLITAN FLOOD CONTROL DISTRICT TO GAIN ACCESS TO DRY CREEK FLOODPLAIN**

Clovis Area Modelers Club made a presentation to Council regarding the need for a radio controlled model park and requested a letter of support from the Council to obtain approval from Fresno Metropolitan Flood Control District to gain access to Dry Creek Floodplain. Council did not take action but directed staff to work with the Club and come back with an action item for Council to consider a letter of support.

**6:55 - PRESENTATION BY PAT WYNNE PROVIDING AN UPDATE ON THE CLOVIS BOTANICAL GARDEN**

Pat Wynne provided City Council an update on the Clovis Botanical Garden.

**7:28 - PRESENTATION BY CENTRAL VALLEY ROBOTICS TEAM #16337 FIRST LEGO LEAGUE, BUD RANK ELEMENTARY REGARDING POTENTIAL USE OF RECYCLED WATER AT THE CLOVIS FIRE TRAINING CENTER.**

Members of the Central Valley Robotics Team #16337 First Lego League, Bud Rank Elementary, presented Council a project regarding potential use of recycled water at the Clovis Fire Training Center.

**7:37 - PUBLIC COMMENTS**

Tom Berg, resident, thanked City Council for their work and shared his background with Boy Scouts, as well of support of the Remote Control Modelers Club.



**7:41 - CONSENT CALENDAR**

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

- A1) Approved - Minutes for the February 5, 2018 Council meeting.
- A2) Approved – Award the Request for Proposals and approve the purchase of the Microsoft Enterprise Agreement from Software House International Corp.
- A3) Adopted - Ord. 18-05, R2017-06, a request to approve the rezone from R-1-7500 (Single-Family Residential 7,500 minimum) to C-2 (Community Commercial) and R-2 (Low density multiple family residential). (Vote: 5-0)
- A4) Adopted - Ord. 18-06, An Ordinance of the City Council of the City of Clovis Amending Section 4.5.1600, of Chapter 4.5, of Title 4 of the Clovis Municipal Code pertaining to the Establishment, Reestablishment and Modification of Speed Zones and Limits. (Vote: 5-0)
- E1) Received and Filed - 2nd Quarter FY 17-18 General Services Department Report.
- F1) Approved – Final Acceptance for CIP 14-14, Shepherd & N. Temperance Traffic Signal.
- F2) Approved - Final Acceptance for CIP 15-05, Fowler Avenue Street Improvements - Ashlan Avenue to Gettysburg Avenue.
- F3) Approved – Final Acceptance for CIP 16-06, Minnewawa/Cherry Lane and Cherry Lane/Oxford Alley Improvements.
- F4) Approved – Res. 18-35, Amending the Fresno Metropolitan Flood Control District (FMFCD) Schedule of Drainage Costs and Fees for 2018-2019.
- F5) Approved – Final Acceptance for Tract 6072, located at the northwest corner of DeWolf and Richmond Avenues (Wilson Premiere Homes).
- F6) Approved – Res. 18-36, Final Map for Tract 6120, located at the northeast area of Leonard and Barstow Avenues (BN 6120 LP, Bonadelle Neighborhoods).
- F7) Approved – Res. 18-37, Annexation of Proposed Tract 6120, located at the northeast area of Leonard and Barstow Avenues, to the Landscape Maintenance District No. 1 (BN 6120 LP, Bonadelle Neighborhoods).
- F8) Approved - Bid Award for CIP 16-22, Sierra Bicentennial Park Arbor, and; Authorize the City Manager to execute the contract on behalf of the City.
- H1) Approved - Authorize the City Manager to establish Sub Lease Rates with 5 Bars Communications.
- H2) Received and Filed – Public Utilities Report for the month of November 2017.

**7:42 ITEM 1A - APPROVED INTRODUCTION - **ORD. 18-07**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADDING ARTICLE 12 AND SECTIONS 2.2.1201-2.2.1205 OF CHAPTER 2.2 – OFFICERS AND EMPLOYEES TO THE CLOVIS MUNICIPAL CODE PERTAINING TO BACKGROUND CHECKS OF APPLICANTS.**

General Services Director Shonna Halterman presented a report on a request to approve the introduction of an ordinance adding Article 12 and Sections 2.2.1201-2.2.1205 of Chapter 2.2 – Officers and Employees to the Clovis Municipal Code Pertaining to Background Checks of applicants. The proposed ordinance would allow the City to conduct a criminal history background early in the hiring process. The City does not want to discourage or prevent the hiring of an individual with a criminal history, however, the City has an obligation to ensure the health, safety, and welfare of the community by



hiring employees whose background has been properly verified. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve the introduction of an ordinance adding Article 12 and Sections 2.2.1201-2.2.1205 of Chapter 2.2 – Officers and Employees to the Clovis Municipal Code Pertaining to Background Checks of applicants. Motion carried by unanimous vote.

**7:45 ITEM 1B - APPROVED - RES. 18-38, A 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.**

Management Analyst Ryan Burnett presented a report on a request to approve a 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. Consistent with the California Environmental Quality Act (CEQA), an Initial Study was prepared to analyze the environmental impacts of CIP15-13, Clovis Landfill Left-turn Lane on Auberry Road. The Project includes the construction of a left-turn lane at the Clovis Landfill entrance on Auberry Road to increase vehicular safety. Staff recommends the adoption of a Mitigated Negative Declaration for this project. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve a 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. Motion carried by unanimous vote.

**7:52 ITEM 2A1 - APPROVED – RES. 18-39, A REQUEST FOR CALIFORNIA DEPARTMENT OF TRANSPORTATION AND THE CALIFORNIA TRANSPORTATION COMMISSION TO REMOVE ACCESS RESTRICTIONS AT THE INTERSECTION OF OWENS MOUNTAIN PARKWAY AND TEMPERANCE AVENUE**

City Engineer Mike Harrison presented a report on a request for California Department of Transportation and the California Transportation Commission to remove access restriction at the intersection of Owens Mountain Parkway and Temperance Avenue. The resolution serves to formalize the City's request of Caltrans and the California Transportation Commission to transfer the right of way at the intersection of Owen's Mountain Parkway and Temperance Avenue to the City of Clovis. The resolution also confirms the City's commitment to fund and deliver the roundabout project within a timely manner. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Councilmember Flores, for the Council to approve a resolution for California Department of Transportation and the California Transportation Commission to remove access restriction at the intersection of Owens Mountain Parkway and Temperance Avenue. Motion carried 4-1 with Councilmember Bessinger voting no.



**8:42 ITEM 3A - APPROVED - APPOINTMENT OF TWO COUNCIL MEMBERS TO REPRESENT THE CITY OF CLOVIS IN NEGOTIATIONS WITH THE FRESNO IRRIGATION DISTRICT ON THE WATER CONVEYANCE AGREEMENT**

City Manager Luke Serpa presented a report on a request to appoint two council members to represent the City of Clovis in negotiations with the Fresno Irrigation District on the Water Conveyance Agreement. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council.

Motion by Councilmember Ashbeck, seconded by Mayor Whalen, for the Council to appoint Councilmember Flores and Councilmember Bessinger to represent the City of Clovis in negotiations with the Fresno Irrigation District on the Water Conveyance Agreement. Motion carried by unanimous vote.

**8:48 ITEM 4 - COUNCIL COMMENTS**

Councilmember Ashbeck provided an update on FCTA actions and proposed legislation.

Councilmember Flores reported out on his involvement with the Groundwater Sustainability Agency activities.

Councilmember Mouanoutoua reported out that he will not be at the March 5, 2018 meeting and complimented Mayor Whalen for his comments at the memorial services for Harry Armstrong.

Mayor Whalen commented that Council of Governments One Voice trip agenda for positions taken this year may include language to lobby in Washington DC to relax the Department of Justice enforcement of federal marijuana laws. He further indicated that if the agenda does include such a request he would not attend.

**9:00 ITEM 5A - CLOSED SESSION**

Government Code Section 54956.8

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: A portion of APN: 555-031-03, south of Shaw Avenue between DeWolf and Leonard Avenues

Agency Negotiators: D. Kroll, R. Burnett

Negotiating Parties: Philip Neufeld, Trustee and Dick Ellsworth, Newmark Grubb  
Pearson Commercial

Under Negotiation: Price and Terms

**ADJOURNMENT**

Mayor Whalen adjourned the meeting of the Council to March 5, 2018

Meeting adjourned: 9:10 p.m.

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Mayor

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City Clerk



# **CITY** *of* **CLOVIS**

## REPORT TO THE CITY COUNCIL

**TO:** Mayor and City Council

**FROM:** Administration

**DATE:** March 5, 2018

**SUBJECT:** Adopt - Ord. 18-07, An Ordinance of the City Council of the City of Clovis Adding Article 12 and Sections 2.2.1201-2.2.1205 of Chapter 2.2 – Officers and Employees to the Clovis Municipal Code Pertaining to Background Checks of applicants. (Vote: 5-0)

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





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

City Manager: LS

## CITY of CLOVIS

### REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Community and Economic Development

DATE: March 5, 2018

SUBJECT: Approval – Res. 18-\_\_\_ Authorizing Submission of an Application to the Fresno Council of Governments for Funding under the Fresno County Measure C Transit Oriented Development (TOD) Program

ATTACHMENTS: (A) Resolution – Authorizing Submission of an Application to the Fresno Council of Governments for Funding Under the Measure C Transit Oriented Development (TOD) Grant; the Execution of a Standard Agreement if Selected for Such Funding; and Any Related Documents Necessary to Participate in the Fresno County Measure C Transit Oriented Development (TOD) Program

#### CONFLICT OF INTEREST

None.

#### RECOMMENDATION

Approval of Resolution authorizing submission of an application to the Fresno Council of Governments for funding under the Fresno County Measure C Transit Oriented Development (TOD) Program.

#### EXECUTIVE SUMMARY

In January 2018, the Fresno Council of Governments (COG) released a call for projects to be funded under the Fresno County Measure C TOD Program. In order to submit an application to the Fresno COG, the Clovis City Council must pass authorizing legislation allowing the submission of an application for funding under this program.

Capital improvements for projects that include pedestrian, bicycle, transit facilities and other infrastructure to support and enhance transit oriented development are eligible uses of funding under this program. Clovis' application will include funding requests for on-site

improvements and infrastructure costs, trail improvements, and plaza construction at Landmark Commons. It is proposed that the City of Clovis' application be in the amount of \$250,000.

## **BACKGROUND**

The TOD Program was created by the 2006 Measure C Extension Plan. TOD projects support community-based transit projects that are developed through an inclusive planning process with broad private-public partnerships and outreach. They improve the range of transportation choices by supporting transit facilities and improving links between facilities and activity nodes.

## **FISCAL IMPACT**

None.

## **REASON FOR RECOMMENDATION**

Submission of an application for funding under the Fresno County Measure C TOD Program could potentially bring \$250,000 of capital improvement grant funds to the Landmark Commons Project.

## **ACTIONS FOLLOWING APPROVAL**

Staff will prepare and submit an application to the Fresno COG for funding under the Fresno County Measure C TOD Program. If funded, all documents including the Standard Agreement will be executed, and the funded planning project will be completed within the grant period.

Prepared by: Heidi Crabtree, Housing Program Coordinator



Submitted by: Andrew Haussler, Community and Economic Development Director



RESOLUTION NO. 18-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF CLOVIS AUTHORIZING SUBMISSION OF AN APPLICATION TO THE FRESNO COUNCIL OF GOVERNMENTS FOR FUNDING UNDER THE MEASURE C TRANSIT ORIENTED DEVELOPMENT (TOD) GRANT; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE FRESNO COUNTY MEASURE C TRANSIT ORIENTED DEVELOPMENT (TOD) PROGRAM**

**WHEREAS**, the Fresno County TOD Program was created by the 2006 Measure C Extension Plan; and

**WHEREAS**, in January 2018, the Fresno Council of Governments released a call for projects to be funded under the Measure C TOD Program; and

**WHEREAS**, in response to the call for projects, the City of Clovis, a political subdivision of the State of California, wishes to apply for and receive an allocation of funds through the Measure C TOD Program.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Clovis that the City of Clovis shall submit to the Fresno Council of Governments an application to receive funding under the Measure C TOD Program in the amount of \$250,000.

**BE IT FURTHER RESOLVED**, the City Council of the City of Clovis authorizes the City Manager to execute in the name of the City of Clovis, the application, the Standard Agreement, and all other documents required by the Fresno Council of Governments.

The foregoing resolution was introduced and adopted at the regular meeting of the City Council of Clovis held on March 5, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: March 5, 2018

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Mayor

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City Clerk





AGENDA ITEM NO: **CC-C-2**  
City Manager: S

# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Community and Economic Development Department

DATE: March 5, 2018

SUBJECT: Receive and File – Community and Economic Development Department July 2017 – December 2017 Report

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

The Community and Economic Development Department had a busy year as the economy in Clovis saw continued growth and affordable housing programs move 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 157 unique businesses were visited, some multiple times, as new relationships were built or continued. 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, and 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.

This year it was entirely done on social media. Participants were asked to post a photo of themselves shopping or dining in Clovis to be entered in a random drawing for 31 gift cards and other prizes. The campaign built awareness of the benefit of buying local and of businesses here in Clovis. The digital ads were focused on the Fresno-Clovis area and were seen nearly 100,000 times. This resulted in nearly 2,000 interactions, over 650 comments, and 260 entries into the contest. Based on Facebook standards this was a very effective and efficient ad campaign. Furthermore, many small businesses were highlighted by their customers and expressed gratitude for the promotion.

The retailers were very happy with the results and stated it drove traffic to them that 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 and Clovis Community College, resources were brought to two meetings with Clovis CEO's to discuss challenges that the CEO's were facing. A group discussion was prompted as the 15 - 20 CEO's talked about their experiences and the networking amongst the group was significant. It is planned to have 2 - 3 meetings a year with a variety of issues being covered and relationships being developed. In this reporting period staff has been meeting one-on-one with CEO's to determine the best next steps for this group.

### Anlin Expansion

Staff was made aware that 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 Anlin 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 building. 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.



In order to support this effort, staff developed a tax sharing agreement that was approved by Council. Anlin entered into escrow on an adjacent parcel and is conducting due diligence. In addition, staff assisted Anlin in applying to Pacific Gas and Electric to receive a reduction in PG & E rates of 30% for five years. Staff connected Anlin to this program as part of the retention package staff supplied. Anlin received word that the rate reduction has been approved. This was a critical piece to Anlin staying and expanding in Clovis. Anlin is moving forward with the purchase of the adjacent Builder's Concrete site and is now conducting due diligence. Staff will continue working with Anlin to make sure they have all of the support they need to thrive in Clovis.

#### **Clovis Chrysler Dodge Jeep Expanding**

The Clovis Chrysler Dodge Jeep dealership purchased a vacant lot near their existing dealership at Herndon and Peach Avenues. The lot is now being improved as a parking lot and vehicle display area, and should be completed soon. The owners of the dealership, the Finnegan's, reached out to staff for assistance in dealing with an irrigation pipeline that runs through the property that was causing a major hurdle to developing the site. Staff also worked with the designer to reduce costs and increase feasibility. The additional space will allow the dealership to increase inventory and sales.

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**

Staff met with 173 industrial and commercial brokers thus far during the year. 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 businesses 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 businesses that the City values them and gets high quality leads.

#### **Retail**

At the ICSC conference in Los Angeles in 2017, 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 five, in addition to the eight met with at



previous year shows. This has resulted in numerous site visits for new hotel locations throughout Clovis. One hotel received entitlements (HOME 2) and two more hotels applied for entitlements and others are in the pre-development stages. 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 is in the process of developing 7 acres of commercial land.

At the ICSC conference in 2015, staff developed a relationship with a significant retailer, Costco Wholesale. 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. The developer has entered escrow to purchase a 16-acre site near Shaw and Clovis Avenues, and submitted an entitlement application.

Centennial Plaza launched in December with both House of Juju and Blast & Brew opening. Both restaurants have been successful and causing significant activity in the SOFI district. Realty Concepts also opened professional offices, and engineering firms will be opening in 2018. Staff spent considerable effort supporting the opening of these buildings and the transition of the area becoming active in order to minimize negative impacts.

#### 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 Summer of 2018. 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 is under construction and is planned to be opening in the Spring of 2018 in a retail center at Ashlan and Willow Avenues. The Center is offering its first classes assisting food entrepreneurs. 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 Dry Creek Industrial Park, Phase II continues to enjoy significant demand. About 70% of the lots have sold and the construction of the first professional offices has begun. At the Clovis Industrial Park it was announced the County of Fresno will be taking over some of the Schneider Electric buildings and increasing the number of employees in the park. In addition, Diversified Development Group received



entitlements to construct nearly 400,000 square of industrial space in the park and should be under construction in the Summer of 2018. The old Winery property at Clovis and Dakota Avenues has been marketed and is receiving interest from job producing uses. This will most likely come to fruition in 2018.

#### **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. 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 and plans for new hotels.

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

The City's affordable housing programs are active, and are providing a critical resource for our community. A total of 85 families were served during this reporting period with home rehabilitation grants, mobile home replacement loans, and first-time homebuyer assistance, (details are in Attachment 2). The City continues to expend existing awarded grants to support affordable housing and community development efforts. Below are some highlights from the division.

##### **Mobile Home Replacement Program**

One of the clients assisted through the mobile home replacement program was a senior male whose wife had passed away a couple of years prior, and was dealing with some significant health issues of his own. His income was under \$10,000 annually. His original mobile home was 53 years old, and was in horrible condition. He was living in a home that presented many critical hazards to his health and safety. The estimated cost of making repairs to fix all deficiencies in the home was just under \$50,000. Through the City's mobile home replacement program, we were able to provide a brand new mobile home for this client. The assistance was provided as a deferred/declining/forgiven, 20-year, and zero interest loan. As long as he continues to occupy the home, he does not have to make any monthly payments on the assistance. About three weeks after the client was able to move into his new home, City staff followed up with him to see how he was doing. He told staff that in the past, he had spent so much time worrying about the condition of his home and his lack of ability to afford any repairs, that he had forgotten what it was like to not have that stress on him. He has expressed his gratitude on many occasions to the City of Clovis for helping him.

##### **Home Rehabilitation Grant Program**

Staff received an application from an elderly woman whose furnace had quit working. Her application said she had been without heat for about 2 weeks, and the temperature at night had been getting into the 40 degree range. Because of the urgent



nature of the repair request, staff was able to get a program-approved contractor to replace the furnace on the same day the application was submitted. The next morning, the client called staff to say thank you. She said she never dreamed that when she brought her application into the office, that she would be able to be warm in her home by that evening. She said she slept better that night than she had in a long time.

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

- Staff completed 60 home repair projects for low-income owner-occupied households.

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

- The expenditure of \$1,000,000 of First-Time Homebuyer Program funding is underway, with six households having been assisted. The funding comes from the California Department of Housing and Community Development.


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

- Six of the ten homes have been completed. The remaining four are in various stages of construction with completion estimated for Summer of 2018. One of the three homes in the Stanford Addition is underway. Construction is anticipated to start in the Summer of 2018 on the two remaining homes.
- Construction is completed on Magnolia Crossing, a 48-unit, senior assisted-living facility. In exchange for Clovis' land donation, 24 of the units are dedicated to low-income seniors.

#### **Grants**

- \$1,000,000 of CalHome funds were awarded to Clovis for the purpose of operating a mobile home replacement program. All funds have been expended. The goal of 16 households being assisted was surpassed, with a total of 19 households receiving assistance through this program.
- Staff started the expenditure of 2017-18 Community Development Block Grant (CDBG) funds. Clovis will receive \$689,077 in CDBG funds for the 2017-18 funding year.
- A site has been selected for the Clovis Culinary Kitchen, and modifications are under construction with a planned Spring of 2018 opening. CDBG funds will be used to assist low-income entrepreneurs wishing to start or expand their business by using the Kitchen.

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 \$29,876 compared to \$21,057 in Fresno County. This was an increase over 2016-17 of \$1,190. This results in a median household income of \$64,640. 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 15% higher than Fresno County and 8% higher than the State of California.

Total payroll for the City of Clovis reached \$1.2 billion with 33,754 total employees on payroll in the City in 2016-17. This is an increase of \$100 million in payroll. The number of jobs increased by 1,657 from 2015-16. With this, the jobs-housing balance is .86 jobs per a residence. This is a significant increase and represents the highest ratio in the past 10 years. The City is gaining ground on job growth despite the City adding 1,095 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. New jobs and payroll data will be available in the Spring of 2018 to provide current data.

The City has issued 329 new business licenses.

The unemployment rate dropped to 6.2% from 6.5% a year ago.

#### *Development*

Commercial construction maintained a healthy pace. The total permits pulled for construction or improvement of commercial and industrial space was over nearly \$14 million in valuation. The square footage constructed or improved equaled 267,532. For single-family and multi-family residential units, a total of 1,095 permits were pulled during the time period.

#### *Tax Revenue*

Sales tax revenues are trending higher (5%), 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 (1% increase). The County Pool Allocation, in which some of the purchases our residents make from on-line retailers, is up 4% compared to 2016-17. The majority of the revenue increase is from automotive sales (8% increase) and construction sales (20%) continue to perform well. There has been continued national news that car sales are flattening which is indicated here in which in 2015-16, increase in tax revenue for cars was 12%.

#### *Summary*

The indicators represent a City that is growing and offers opportunities to residents to improve their economic situation. It is encouraging that the unemployment rate is lower, the City is adding jobs at a fast clip, and commercial/industrial development is strong. 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, 2017 – December 31, 2017**

#### **Strategy 1: Business Retention and Expansion**

<b>Action</b>	<b>Measurement</b>	<b>Results (July 2017 – December 2017)</b>
<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>	157  7 157 157
<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>	532 257
<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>	1
<ul style="list-style-type: none"><li>• Clovis4business.com</li></ul>	<ul style="list-style-type: none"><li>• Use metrics</li></ul>	13,000 Visits (Estimated)
<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></ul></li><li>• Number of businesses in attendance</li><li>• Report media coverage</li></ul>	Big Wins Day (Retail) 150 58,500 people reached on Social Media +TV+Articles  Broker Meetings 178 39 Articles+TV+Social



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

Action	Measurement	Results (July 2017 – December 2017)																														
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 distributed 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>64</td><td>64</td></tr> <tr> <td>Manufacturing</td><td>67</td><td>67</td></tr> <tr> <td>Information</td><td>2</td><td>2</td></tr> <tr> <td>Tourism</td><td>11</td><td>11</td></tr> <tr> <td>Water Tech</td><td>1</td><td>1</td></tr> <tr> <td>Education</td><td>2</td><td>2</td></tr> <tr> <td>Retail</td><td>18</td><td>18</td></tr> <tr> <td>Total</td><td>165</td><td>165=330</td></tr> <tr> <td></td><td>429</td><td></td></tr> </table>	Cluster	Contact	Conversation	Health	64	64	Manufacturing	67	67	Information	2	2	Tourism	11	11	Water Tech	1	1	Education	2	2	Retail	18	18	Total	165	165=330		429	
Cluster	Contact	Conversation																														
Health	64	64																														
Manufacturing	67	67																														
Information	2	2																														
Tourism	11	11																														
Water Tech	1	1																														
Education	2	2																														
Retail	18	18																														
Total	165	165=330																														
	429																															
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>	(meetings and roundtable conducted) 173 173 20																														
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>	Commercial SQ Ft 221,688 Commercial Acreage 67 Industrial SQ Ft 29,029 Industrial Acreage 52  Com/Ind Permit Value: \$13,900,015 Com/Ind Permit SQ FT: 267,532																														
Achieve and maintain a Jobs/Housing Balance ratio of 1:1	Calculate the Jobs Housing/Balance annually	.86 jobs per a residence																														

**Strategy 2: Business Start-ups**

<b>Action</b>	<b>Measurement</b>	<b>Results (July 2017 – December 2017)</b>
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>	13,000 visits  329
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>	Shaw Ave/Old Town PBIA (80)  Commercial Kitchen (25)

**Strategy 6: Tourism**

<b>Action</b>	<b>Measurement</b>	<b>Results (July 2016 – June 2017)</b>
Host events that bring people to Clovis	Track attendance for all major events	257,000
Work with hotels to increase the number of travelers who stay overnight in Clovis	Track TOT and occupancy rates for all hotels	70% Occupancy 2% 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>	650 183 2
Use visitclovis.com as the information portal for visiting Clovis	Metrics from VisitClovis.com	55,000 visitors (estimate)



**Strategy 7: Workforce**

<b>Action</b>	<b>Measurement</b>	<b>Results (July 2017 – December 2017)</b>
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>	Jobs data will be available in Spring of 2018.
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>	Staff has met with major employers and is working to make connections with programs to assist in training
Seek higher education programs to meet employer needs	<ul style="list-style-type: none"> <li>• Number of meetings with educational facilities</li> </ul>	3

**Affordable Housing Programs**

<b>Program</b>	<b>Goal</b>	<b>Results (July 2017 – December 2017)</b>
Home Rehabilitation Grant Program	Assist 55 low-income, owner-occupied homes	60 assisted
Mobile Home Replacement Program	Assist 16 low-income owner-occupied mobile homes	19 assisted
First-Time Homebuyer Program	Assist 10 low-income homebuyers.	6 assisted (4 pending)
Affordable Housing Development	<p>Complete 10 unit subdivision at Rialto Rancho</p> <p>3 additional lots for sale to Habitat for Humanity in the Stanford Addition.</p> <p>Complete Magnolia Crossing – a 48-unit senior assisted-living facility (with 24 units for low-income seniors).</p>	<p>6 of the 10 homes are completed. The remaining under construction</p> <p>Escrow has closed on the transfer of the lots. The first house is under construction.</p> <p>Construction is complete and the first residents have moved in.</p>

**Grants Status**

<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	Completed
CDBG 2017-18	\$689,077	Underway
CalHome Mobile Home Replacement Program	\$1,000,000	Underway – nearing completion
HOME First-Time Homebuyer Program	\$1,000,000	Underway
HOME First-Time Homebuyer Program	\$700,000	Completed
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
Total	\$5,441,252	





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

City Manager:   JD  

# **CITY of CLOVIS**

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: March 5, 2018

SUBJECT: Receive and File - Investment Report for the Month December 2017

Exhibits: (A) Distribution of Investments  
(B) Monthly Investment Transactions  
(C) Certificates of Deposit  
(D) Graph of December 31, 2017 Treasury Rates

Attached is the Investment Report for the month of December 2017. 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 December 2017. Exhibit C lists the certificates of deposit. Exhibit D is a graph of Treasury rates on December 31, 2017.

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 0.92%. The rate of return for the City of Clovis portfolio is 1.34%. The goal for the City of Clovis investment return is 120% of the 90 day Treasury bill rate. The current rate of return is 146% 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 December 2017 the average investment life of the City's investment portfolio is 0.97 years.

#### Current Investment Environment and Philosophy

During the month of December 2017 the Federal Reserve increased the federal funds rate from 1.00% - 1.25% to 1.25%-1.50%.

On December 31, 2017 the Treasury yield curve shows a steady increase that is only slightly more pronounced at the interval between three and ten years.

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

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

#### Purchases and Maturities

- 1 government security totaling \$3,000,000.00 was purchased.
- 1 government security totaling \$3,000,000.00 was called or matured.
- 1 certificate of deposit totaling \$250,000.00 was purchased.
- 2 certificates of deposit totaling \$490,000.00 were called or matured.

#### Market Environment

- During December, the federal funds rate was increased to 1.25% - 1.50%.
- On December 31, 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 December 31, 2017.

Prepared by: Haley Lynch, Deputy Finance Director

Submitted by: Jay Schengel, Finance Director 

## Exhibit A

**City of Clovis**  
**Distribution of Investments**  
**As of December 31, 2017**

	<u>COST</u>	<u>NET BOOK VALUE</u>	<u>MARKET VALUE *</u>	<u>YIELD TO MATURITY</u>	<u>STATED INTEREST RATE</u>	<u>INVEST DATE</u>	<u>MATURITY DATE</u>	<u>DAYS TO MATURITY FROM 12/31/2017</u>
<b>GOV'T SECURITIES</b>								
FNMA	2,998,479	2,998,479	2,992,140	0.875%	0.875%	09/29/15	05/21/18	141
FNMA	3,018,480	3,018,480	2,980,050	1.125%	1.125%	06/09/16	12/14/18	348
FHLB	3,000,000	3,000,000	2,968,530	1.250%	1.250%	04/29/16	04/29/19	484
FFCB	3,007,560	3,007,560	2,967,420	1.300%	1.300%	06/09/16	06/06/19	522
FNMA	3,006,150	3,006,150	2,970,420	1.250%	1.250%	07/13/16	06/28/19	544
FNMA	3,002,400	3,002,400	2,964,810	1.125%	1.125%	07/26/16	07/26/19	572
FHLMCMTN	2,997,000	2,997,000	2,976,750	1.500%	1.500%	10/12/17	09/27/19	635
FHLB	2,498,750	2,498,750	2,486,675	1.625%	1.625%	09/18/17	10/30/19	668
FNMA	3,000,000	3,000,000	2,957,790	1.250%	1.250%	11/16/16	11/15/19	684
FHLMC	3,000,000	3,000,000	2,958,870	1.300%	1.300%	11/28/16	11/27/19	696
FFCB	994,500	994,500	986,310	1.400%	1.400%	03/30/17	02/24/20	785
FHLB	1,008,597	1,008,597	995,570	1.875%	1.875%	03/22/17	03/13/20	803
FNMA	3,006,210	3,006,210	2,974,860	1.700%	1.700%	05/02/17	04/27/20	848
FNMA	3,007,770	3,007,770	2,979,660	1.800%	1.800%	05/02/17	04/27/20	848
FFCB	1,990,555	1,990,555	1,962,840	1.320%	1.320%	08/31/17	05/07/20	858
FHLMC	2,498,750	2,498,750	2,475,975	1.550%	1.550%	05/25/17	05/22/20	873
FFCB	2,500,000	2,500,000	2,471,375	1.670%	1.670%	06/01/17	06/01/20	883
FHLB	5,000,000	5,000,000	4,954,850	1.625%	1.625%	06/26/17	06/26/20	908
FAMCMTN	2,500,000	2,500,000	2,472,900	1.650%	1.650%	07/27/17	06/29/20	911
FHLB	2,500,000	2,500,000	2,473,175	1.640%	1.640%	07/27/17	06/29/20	911
FFCB	5,000,000	5,000,000	4,940,950	1.625%	1.625%	07/06/17	07/06/20	918
FHLB	2,500,000	2,500,000	2,468,000	1.600%	1.600%	09/18/17	09/18/20	992
FNAMAMTN	2,500,000	2,500,000	2,484,500	1.850%	1.850%	09/18/17	10/13/20	1,017
FFCB	3,000,000	3,000,000	2,992,740	2.100%	2.100%	12/22/17	12/22/20	1,087
<b>SECURITIES TOTAL</b>	<u>\$ 67,535,201</u>	<u>\$ 67,535,201</u>	<u>\$66,857,160</u>					
<b>LAIF</b>		<u>\$ 64,732,730</u>	<u>\$ 64,732,730</u>					
<b>MONEY MARKET (Rabo)</b>		<u>\$ -</u>	<u>\$ -</u>					
<b>Sweep Account (Union Bank)</b>		<u>\$ 17,518,248</u>	<u>\$ 17,518,248</u>					
<b>TOTAL CD'S</b>		<u>\$ 12,879,000</u>	<u>\$ 12,836,253</u>					
<b>TOTAL INVESTMENTS</b>		<u>\$ 162,665,178</u>	<u>\$ 161,944,391</u>					

\* Market values for securities obtained from US Bank.



## Exhibit B

**City of Clovis**  
**Monthly Investment Transactions**  
**As of December 31, 2017**

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
FFCB	GOV SEC	Purchase	3,000,000	2,992,740	2.100%	12/22/17	12/22/20
Communitywide FCU	CD	Purchase	250,000	249,198	1.950%	12/01/17	06/01/20
FHLB	CD	Maturity	(3,000,000)	(3,000,000)	1.125%	12/08/17	12/08/17
Cathay Bank	CD	Maturity	(245,000)	(245,000)	1.150%	12/29/17	12/29/17
Flushing Bank	CD	Maturity	(245,000)	(245,000)	1.300%	12/12/17	12/12/17

**PORTFOLIO DATA****Current Month (12/17)**

	Book	Market
CD'S	\$ 12,879,000	\$ 12,836,253
Gov't Securities*	67,535,201	66,857,160
LAIF	64,732,730	64,732,730
Money Market (Rabo Bank)	0	0
Sweep Account (Union Bank)	17,518,248	17,518,248
<b>TOTAL</b>	<b>\$ 162,665,178</b>	<b>\$161,944,391</b>

**One Month Previous (11/17)**

	Book	Market
CD'S	\$ 13,119,000	\$13,077,119
Gov't Securities*	67,551,071	66,942,200
LAIF	64,732,730	64,732,730
Money Market (Rabo Bank)	0	0
Sweep Account (Union Bank)	12,988,000	12,988,000
<b>TOTAL</b>	<b>\$ 158,390,801</b>	<b>\$ 157,740,049</b>

**Three Months Previous (09/17)**

	Book	Market
CD'S	\$ 13,349,000	\$13,318,328
Gov't Securities*	59,555,321	59,237,355
LAIF	64,558,000	64,558,000
Money Market (Rabo Bank)	9,691,963	9,691,963
Sweep Account (Union Bank)	0	0
<b>TOTAL</b>	<b>\$ 147,154,284</b>	<b>\$ 146,805,646</b>

**Six Months Previous (06/17)**

	Book	Market
CD'S	\$ 13,554,000	\$ 13,531,877
Gov't Securities*	45,572,710	45,331,380
LAIF	64,409,669	64,409,669
Money Market (Rabo Bank)	9,691,963	9,691,963
Sweep Account (Union Bank)	0	0
<b>TOTAL</b>	<b>\$ 133,228,342</b>	<b>\$ 132,964,889</b>

**One Year Previous (12/16)**

	Book	Market
CD'S	\$ 14,769,000	\$ 14,777,687
Gov't Securities*	36,066,936	35,850,450
LAIF	50,214,214	50,214,214
Money Market (Rabo Bank)	9,691,963	9,691,963
Sweep Account (Union Bank)	0	0
<b>TOTAL</b>	<b>\$ 110,742,113</b>	<b>\$ 110,534,314</b>

\*Adjusted Quarterly for Premium/Discount Amortization



**City of Clovis  
Certificates of Deposit  
As of December 31, 2017**

**Exhibit C**

<b>Negotiable CDs</b>	<b>COST</b>	<b>MARKET PRICE</b>	<b>INTEREST RATE</b>	<b>INVEST DATE</b>	<b>MATURITY DATE</b>	<b>MATURITY FROM 12/31/17</b>	<b>INTEREST FREQUENCY</b>
GUARANTY BANK	245,000	244,936.30	0.900%	05/15/15	01/16/18	16	MONTHLY
MERCANTILE BANK	245,000	244,958.35	1.050%	01/30/15	01/30/18	30	MONTHLY
JP MORGAN CHASE	245,000	245,139.65	1.200%	02/27/15	02/27/18	58	QUARTERLY
CONNECTONE BANK	245,000	245,102.90	1.150%	03/13/15	03/13/18	72	MONTHLY
WEBBANK CORP	245,000	244,941.20	1.200%	03/27/15	03/27/18	86	MONTHLY
PEOPLES UNITED	245,000	244,762.35	1.050%	04/15/15	04/16/18	106	SEMI-ANNUALLY
INVESTORS BANK	245,000	245,063.70	1.100%	04/30/15	04/30/18	120	SEMI-ANNUALLY
YADKIN BANK	245,000	244,948.55	1.050%	05/08/15	05/08/18	128	MONTHLY
WORLDS FOREMOST	200,000	199,902.00	1.300%	05/13/15	05/14/18	134	MONTHLY
B-BAY LLC PROMI	245,000	244,857.90	1.300%	05/22/15	05/22/18	142	SEMI-ANNUALLY
COMMERCE BANK	245,000	244,816.25	1.250%	06/18/15	06/18/18	169	MONTHLY
FIRST COMMERCIAL	245,000	244,779.50	1.250%	06/26/15	06/26/18	177	MONTHLY
ENERBANK	245,000	244,977.95	1.400%	07/14/15	07/13/18	194	MONTHLY
WELCH STATE BANK	245,000	245,110.25	1.350%	07/17/15	07/17/18	198	MONTHLY
CAPITAL ONE N.A.	245,000	245,254.80	1.650%	07/29/15	07/30/18	211	SEMI-ANNUALLY
FIRST BUSINESS	245,000	244,911.80	1.400%	08/18/15	08/17/18	229	SEMI-ANNUALLY
BUCKS COUNTY BANK	245,000	245,414.05	1.300%	08/31/15	08/31/18	243	MONTHLY
WASHINGTON COUNTY	129,000	129,214.14	1.250%	09/23/15	09/24/18	267	MONTHLY
KEY BANK	245,000	245,296.45	1.300%	11/12/15	11/13/18	317	SEMI-ANNUALLY
WELLS FARGO BANK	245,000	245,178.85	1.400%	11/12/15	11/13/18	317	MONTHLY
GOLDMAN SACHS BK	245,000	245,749.70	1.750%	01/13/16	01/14/19	379	SEMI-ANNUALLY
FIRST SAVINGS BANK	245,000	243,855.85	1.250%	02/19/16	02/19/19	415	MONTHLY
FIRST WESTERN	245,000	244,995.10	1.150%	02/26/16	02/26/19	422	MONTHLY
KATAHDIN TRUST	245,000	244,693.75	1.200%	02/26/16	02/26/19	422	MONTHLY
BRYN MAWR TR	245,000	244,287.05	1.200%	03/30/16	03/29/19	453	MONTHLY
CBC FED CREDIT UNION	250,000	249,735.00	1.600%	10/20/17	04/22/19	477	MONTHLY
PRIVATE BANK	245,000	243,699.05	1.100%	05/20/16	05/20/19	505	SEMI-ANNUALLY
HORIZON BANK	245,000	243,142.90	1.100%	05/25/16	05/24/19	509	MONTHLY
QUANTUM NATIONAL BANK	245,000	243,015.50	1.150%	06/22/16	06/21/19	537	QUARTERLY
DISCOVER BANK	245,000	243,003.25	1.200%	07/01/16	07/01/19	547	SEMI-ANNUALLY
NORTHERN BANK TRUST	245,000	242,893.00	1.100%	07/12/16	07/12/19	558	QUARTERLY
Morgan Stanley Bank	250,000	249,792.50	1.700%	08/10/17	08/12/19	589	SEMI-ANNUALLY
WEX BANK	245,000	242,258.45	1.200%	08/12/16	08/12/19	589	SEMI-ANNUALLY
FNB OF MCGREGOR	245,000	242,290.30	1.100%	08/18/16	08/19/19	596	MONTHLY
ALLY BANK	245,000	242,025.70	1.300%	09/15/16	09/16/19	624	SEMI-ANNUALLY
ATLANTIC	245,000	241,908.10	1.200%	09/30/16	09/30/19	638	MONTHLY
First CD	250,000	250,042.50	1.800%	10/16/17	10/16/19	654	MONTHLY
MORTON COMMUNITY BANK	245,000	243,375.65	1.500%	12/15/16	12/16/19	715	MONTHLY
SALLIE MAE	245,000	244,492.85	1.750%	01/11/17	01/13/20	743	SEMI-ANNUALLY
STEARNS BANK	245,000	243,586.35	1.600%	02/10/17	02/10/20	771	SEMI-ANNUALLY
CRESCENT BANK	245,000	243,299.70	1.550%	02/15/17	02/14/20	775	MONTHLY
PYRAMAX BANK	245,000	243,544.70	1.600%	02/17/17	02/18/20	779	MONTHLY
AMERICAN EXPRESS	245,000	244,125.35	1.900%	04/17/17	04/06/20	827	MONTHLY
FIRST BANK	245,000	243,201.70	1.600%	04/17/17	04/20/20	841	MONTHLY
ION BANK	245,000	243,199.25	1.600%	04/17/17	04/20/20	841	MONTHLY
NTHWT DIST CH8	250,000	248,430.00	1.700%	06/16/17	06/16/20	898	MONTHLY
TBK BANK SSB	250,000	249,015.00	1.800%	06/23/17	06/23/20	905	MONTHLY
AMER NATL BK FOX	250,000	248,270.00	1.700%	07/12/17	07/13/20	925	MONTHLY
Mb Financial Bank	250,000	248,755.00	1.800%	08/10/17	08/10/20	953	MONTHLY
East Boston	250,000	248,470.00	1.800%	09/28/17	09/28/20	1,002	MONTHLY
Medallion Bank	250,000	248,807.50	1.850%	09/29/17	09/29/20	1,003	MONTHLY
Illinois Cmnty Cr Un	250,000	249,527.50	2.000%	11/28/17	11/30/20	1,065	MONTHLY
Communitywide FCU	250,000	249,197.50	1.950%	12/01/17	06/01/20	883	MONTHLY
<b>Negotiable CD TOTAL</b>	<b>\$ 12,879,000</b>	<b>\$ 12,836,253</b>					
<b>CD TOTAL</b>	<b>\$ 12,879,000</b>	<b>\$ 12,836,253</b>					

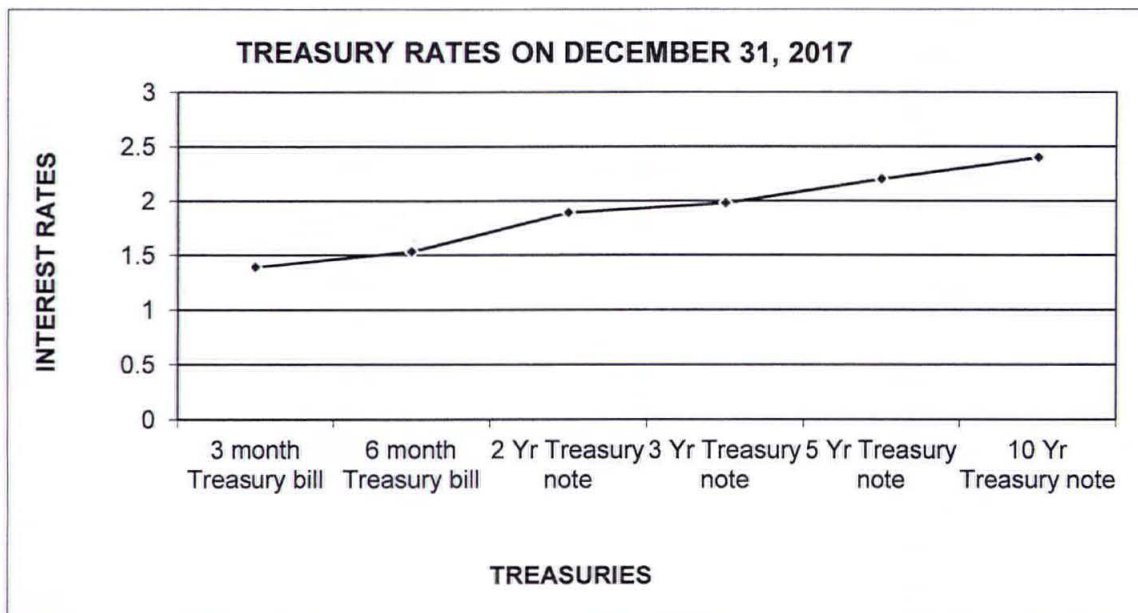
**Exhibit C**

**CITY OF CLOVIS  
FINANCE DEPARTMENT  
DECEMBER 31, 2017 TREASURY RATES**

**Exhibit D**

**Treasury Rates as of December 31, 2017**

3 month Treasury bill	1.39
6 month Treasury bill	1.53
2 Yr Treasury note	1.89
3 Yr Treasury note	1.98
5 Yr Treasury note	2.20
10 Yr Treasury note	2.40



As indicated in the above graph, treasuries climb at a steady pace with an increase that is only slightly more pronounced at the interval between 6 months and 2 years.





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

City Manager: CS

# CITY of CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: March 5, 2018

SUBJECT: Receive and File - Treasurer's Report for the Month of December 2017

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 **December 31, 2017.**

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 **December 31, 2017.**

Prepared by: Haley Lynch, Deputy Finance Director

Submitted by: Jay Schengel, Finance Director JS

**City of Clovis**  
**Statement of Cash Balances**  
**As of December 31, 2017**

Previous Balance	\$	10,938,104.09
Deposits		21,047,543.58
Disbursements		(21,750,091.38)
Current Balance	\$	10,235,556.29

<b>FUNDS</b>	<b>BALANCE</b>
100 General Fund	\$ (997,225.01)
201 Local Transportation	10,934,684.49
202 Parking and Business Improvements	97,444.96
203 Off Highway Use	66,832.02
205 Senior Citizen Memorial Trust	50,123.61
207 Landscape Assessment District	1,736,542.19
208 Blackhorse III (95-1) Assessment District	94,287.78
275 HCD Block Grant Fund	(982,249.53)
301 Park & Recreation Acquisition	5,564,775.75
303 Community Development Fund	200.00
305 Refuse Equipment Reserve	1,451,953.26
310 Special Street Deposit Fund	16,300,900.25
313 Successor Agency	612,761.05
314 Housing Successor Agency	1,327,415.76
402 1976 Fire Bond Redemption	25,591.17
404 1976 Sewer Bond Redemption Fund	385,109.79
501 Community Sanitation Fund	13,946,142.72
502 Sewer Service Fund	29,712,785.28
504 Sewer Capital Projects-Users	1,396,063.80
506 Sewer Capital Projects-Developer	(683,383.90)
507 Water Service Fund	44,571,722.68
508 Water Capital Projects-Users	3,402,856.22
509 Water Capital Projects-Developer	3,467,571.76
510 Water Master Plan Improvements	(1,851.49)
515 Transit Fund	1,352,713.79
540 Planning & Development Services	9,889,711.47
601 Property & Liability Insurance	911,446.42
602 Fleet Maintenance	9,387,407.10
603 Employee Benefit Fund	3,431,683.52
604 General Government Services	13,015,458.78
701 Curb & Gutter Fund	151,484.57
702 Sewer Revolving Fund	136,109.37
703 Payroll Tax & Withholding Fund	2,560,941.54
712 Temperance/Barstow Assmt Dist (98-1)	71,415.31
713 Shepherd/Temperance Assmt Dist (2000-1)	5,488.55
715 Supp Law Enforcement Serv	131,038.01
716 Asset Forfeiture	10,709.92
720 Measure A-Public Safety Facility Tax	331,516.37
736 SA Admin Trust Fund	1,421.40
741 SA Debt Service Trust Fund	(970,004.44)
747 Housing Successor Trust Fund	1,137.98
<b>SUBTOTALS</b>	<b>\$ 172,900,734.27</b>
999 Invested Funds	(162,665,177.98)
<b>TOTAL</b>	<b>\$ 10,235,556.29</b>

**City of Clovis**  
**Summary of Investment Activity**  
**For the month of December 31, 2017**

<hr/> <hr/>	
Balance of Investments Previous Month End	\$ 158,390,800.47
<hr/>	
Time Certificates of Deposit Transactions	
Investments	250,000.00
Withdrawals	(490,000.00)
<b>Total CD Changes</b>	(240,000.00)
<hr/>	
Other Changes	
Government Securities	(15,870.00)
US Treasury Notes	0.00
Local Agency Investment Fund	0.00
Money Market	0.00
Sweep Account	4,530,247.51
<b>Total Other Changes</b>	4,514,377.51
<b>Balance of Investments Current Month End</b>	<b>\$ 162,665,177.98</b>

**City of Clovis**  
**Distribution of Investments**  
**As of December 31, 2017**

<hr/> <hr/>	
Insured CD's	12,879,000.00
Government Securities	67,535,200.72
US Treasury Notes	0.00
Local Agency Investment Fund	64,732,729.75
Money Market	0.00
Sweep Account	17,518,247.51
<b>Investment Total</b>	<b>\$ 162,665,177.98</b>



**City of Clovis**  
**Original Maturities Exceeding One Year**  
**As of December 31, 2017**

<b>Institution</b>	<b>Face Value</b>	<b>Investment Balance At Amortized Cost</b>	<b>Maturity</b>	<b>Stated Rate</b>
FNMA-GOVT SEC	\$3,000,000	\$2,998,479	05/21/18	0.875%
FNMA-GOVT SEC	\$3,000,000	\$3,018,480	12/14/18	1.125%
FHLB-GOV SEC	\$3,000,000	\$3,000,000	04/29/19	1.250%
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%
FHLB-GOVT SEC	\$3,000,000	\$2,997,000	09/27/19	1.500%
FHLB	\$2,500,000	\$2,498,750	10/30/19	1.625%
FNMA-GOVT SEC	\$3,000,000	\$3,000,000	11/15/19	1.250%
FHLMCMTN-GOVT SEC	\$3,000,000	\$3,000,000	11/27/19	1.300%
FFCB-GOVT SEC	\$1,000,000	\$994,500	02/24/20	1.400%
FHLB-GOV SEC	\$1,000,000	\$1,008,597	03/12/20	1.875%
FNMAMTN-GOVT SEC	\$3,000,000	\$3,006,210	04/27/20	1.800%
FNMAMTN-GOV SEC	\$3,000,000	\$3,007,770	04/27/20	1.700%
FFCB-GOVT SEC	\$2,000,000	\$1,990,555	05/07/20	1.320%
FHLMCMTN-GOVT SEC	\$2,500,000	\$2,498,750	05/22/20	1.550%
FFCB-GOVT SEC	\$2,500,000	\$2,500,000	06/01/20	1.670%
FHLB-GOVT SEC	\$2,500,000	\$2,500,000	06/26/20	1.625%
FFCB-GOVT SEC	\$2,500,000	\$2,500,000	07/06/20	1.625%
FAMCMTN-GOVT SEC	\$2,500,000	\$2,500,000	06/09/20	1.650%
FFCB-GOVT SEC	\$2,500,000	\$2,500,000	07/06/20	1.625%
FHLB-GOVT SEC	\$2,500,000	\$2,500,000	06/29/20	1.640%
FHCB-GOVT SEC	\$2,500,000	\$2,500,000	06/26/20	1.625%
FHLB-GOVT SEC	\$2,500,000	\$2,500,000	09/18/20	1.600%
FNMAMN	\$2,500,000	\$2,500,000	10/13/20	1.850%
FFCB-GOVT SEC	\$3,000,000	\$3,000,000	12/22/20	2.100%



# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

**TO:** Mayor and City Council

**FROM:** General Services Department

**DATE:** March 5, 2018

**SUBJECT:** Approval – Res.18-\_\_\_\_; Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP); and, Approval Res. 18-\_\_\_\_; Approving the Submittal of One Project for Fiscal Year 2017-18 for the Low Carbon Transit Operations Program (LCTOP)

**ATTACHMENTS:** (A) Res. 18-\_\_\_\_ Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP)

(B) Res. 18-\_\_\_\_ Approving the Submittal of One Project for Fiscal Year 2017-18 for the Low Carbon Transit Operations Program (LCTOP)

(C) Certification and Assurances Document

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

For the City Council to approve Res. 18-\_\_\_\_; Authorizing the Execution of the Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP); and, Res. 18-\_\_\_\_; Approving the Submittal of a Project for Fiscal Year 2017-18 for the Low Carbon Transit Operations Program (LCTOP).

### **EXECUTIVE SUMMARY**

The City of Clovis is eligible for annual allocations of Low Carbon Transit Operations Program (LCTOP) funds effective FY 2014-15. Starting in FY 2015-16 and beyond, five percent (5%) of the annual auction proceeds in the Greenhouse Gas Reduction Fund will be appropriated for LCTOP. The City of Clovis is eligible for funding on a formulaic basis. At least 50% of the funds must be spent in designated disadvantaged areas. In



the City of Clovis, the designated area is south of Bullard Avenue and west of Clovis Avenue, and the area between Bullard Avenue and Shaw Avenue to Fowler Avenue.

Caltrans administers the disbursement of LCTOP funds and ensures that proper reporting is completed. Caltrans staff is requiring City Council approval of the LCTOP funding Certifications and Assurances document (attached), and requests the authorization of a designated staff person to complete applications, required reports, and audits, to maintain compliance with the program. The attached resolution lists the position of General Services Manager as the authorized staff person to oversee the applications, procurement, records keeping and reporting for the remaining LCTOP projects.

In addition, a second resolution is required to approve the specific project for FY 2017-18. The FY 2017-18 funds, \$156,444, will be rolled over into allocations from FY 2016-17 and FY 2018-19 and used for a transit route redesign project. In anticipation of the new transit hub building located near downtown Clovis, a study of current routes will be conducted to evaluate efficiency and convenience. New routes will be designed and LCTOP funds will be used to purchase, construct, and install bus stops and enhancements along new transit routes.

## **BACKGROUND**

The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by SB 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions, and improve mobility with an emphasis on serving disadvantaged communities. At least 50% of the total funds must be expended on projects that benefit disadvantaged communities. In Clovis, the project areas are south of Bullard Avenue, west of Clovis Avenue, to the city limits west and south, and including the area between Bullard Avenue and Shaw Avenue to Fowler Avenue.

Caltrans administers the LCTOP projects and the required reporting. Caltrans requires City Council approval of the Certifications and Assurances document (attached). The document lists the application and reporting requirements and authorizes the General Services Manager to oversee the grant for the City of Clovis.

In addition, Caltrans is requiring a resolution approving the application of the FY 2017-18 project. Previously allocated LCTOP funds from FY 2016-17 in the amount of \$54,105 will be combined with the \$156,444 FY 2017-18 allocation, and future FY 2018-19 funding for a transit route redesign project. In anticipation of the new transit hub building located near downtown Clovis, a study of current routes will be conducted to evaluate efficiency and convenience. New routes will be designed and LCTOP funds will be used to purchase, construct, and install bus stops and enhancements along new transit routes.



**FISCAL IMPACT**

Revenue from the LCTOP grants in the amount of \$156,444, for FY 2017-18. Revenue will be combined with revenue from LCTOP in FY 2016-17 and FY 2018-19. Project implementation is planned for FY 2019-20.

**REASON FOR RECOMMENDATION**

The resolutions and Certifications and Assurances documents are required by Caltrans for LCTOP funds.

**ACTIONS FOLLOWING APPROVAL**

Staff will send a copy of the resolutions and Certifications and Assurances document to Caltrans. The General Services Manager will continue to apply for LCTOP annual funding and will complete required program reporting and documentation requirements.

Prepared by: Amy Hance, General Services Manager

Submitted by: Shonna Halterman, General Services Director



## RESOLUTION 18-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AUTHORIZING THE  
EXECUTION OF THE CERTIFICATIONS AND ASSURANCES FOR LOW CARBON TRANSIT  
OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS:  
ROUTE REDESIGN PROJECT - \$156,444**

**WHEREAS**, the City of Clovis is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and,

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and,

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and,

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and,

**WHEREAS**, the City of Clovis wishes to delegate authorization to execute these documents and any amendments thereto to the General Services Manager; and

**WHEREAS**, the City of Clovis wishes to implement the following LCTOP projects listed above.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Clovis that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the General Services Manager shall be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

The foregoing resolution was approved at the regularly scheduled meeting of the Clovis City Council on the 5<sup>th</sup> day of March, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: March 5, 2018

\_\_\_\_\_  
Mayor

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



## RESOLUTION 18 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS TO APPROVE THE SUBMITTAL OF A PROJECT FOR THE FISCAL YEAR 2017-18 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS: ROUTE REDESIGN PROJECT \$156,444**

**WHEREAS**, the City of Clovis is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and,

**WHEREAS**, the statutes related to state-funded transit project require a local or regional implementing agency to abide by various regulations; and,

**WHEREAS**, Senate Bill 862 (2014) names the Department of Transportation (Department) as the administrative agency for the LCTOP; and,

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies).

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

**BE IT FURTHER RESOLVED**, by the City Council of the City of Clovis that it hereby authorizes the submittal of the project nomination and allocation request to Caltrans requesting in FY 2017-2018 LCTOP funds for one project: Route Redesign Project in the amount of \$156,444. Funds will be combined with FY 2016-2017 and FY 2018-2019 allocations for bus route redesign project, bus stop purchase, relocation, and construction.

The foregoing resolution was approved at the regularly scheduled meeting of the Clovis City Council on the 5<sup>th</sup> day of March, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

OBSTAIN:

Dated: March 5, 2018

---

Mayor

---

City Clerk



## FY 2017-2018 LCTOP

**Certifications and Assurances****Lead Agency:** City of Clovis**Project Title:** Route Improvement Project**Prepared by:** Amy Hance

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

**A. General**

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

**B. Project Administration**

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.





## FY 2017-2018 LCTOP

### Certifications and Assurances

#### C. Reporting

1. The Lead Agency must submit the following LCTOP reports:
  - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
2. Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

#### D. Cost Principles

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.





FY 2017-2018 LCTOP

**Certifications and Assurances**

**A. Record Retention**

1. The Lead Agency agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.
3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

**F. Special Situations**

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Amy Hance  
*(Print Authorized Agent)*

*(Signature)*

General Services Manager  
*(Title)*

*(Date)*





# CITY of CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: March 5, 2018

SUBJECT: Approval – Res. 18-\_\_\_\_, Amending the FY2017-18 Transit Budget to add \$247,463.34 to purchase One (1) Hometown Trolley using State Transit Assistance funds; and Approval - Waive the City's Usual Purchasing Procedures and Authorize the Purchase of One (1) Hometown Trolley utilizing the CalACT Competitive Bid Award.

ATTACHMENTS: Res. 18-\_\_\_\_  
Exhibit A – Summary of Expenditures by Department

### CONFLICT OF INTEREST

None.

### RECOMMENDATION

Amend the FY2017-18 Transit budget to add \$247,463.34 for vehicle purchase expenditures; and for the City Council to authorize the City Manager to approve the purchase of one (1) Hometown Trolley from Creative Bus Sales utilizing the California Association for Coordinated Transportation (CalACT) competitive bid award.

### EXECUTIVE SUMMARY

Staff recommends purchasing one (1) 30' Hometown Trolley vehicle as a replacement vehicle to be used for Stageline fixed-route service, for parades and other community events, and as a rental vehicle available to the community for special events. This trolley would allow for the retirement of the aging trolley that is showing significant signs of wear after many years of use. The total cost of the trolley is \$247,463.34 and will be paid through State Transit Assistance (STA) funds already received.

### BACKGROUND

#### FY2017-18 Transit Budget Amendment

A budget amendment is required for the FY2017-18 budget to account for expenditure of \$247,463.34 in previously received State Transit Assistance as follows:



- Roundup budget: (34700): Increase expenditure budget for vehicle purchase by \$123,731.67 for half the cost of the new trolley.
- Stageline budget: (34800): Increase expenditure budget for vehicle purchase by \$123,731.67 for half the cost of the new trolley.

### Trolley Purchase

In 2010, The California Association for Coordinated Transportation (CalACT) created a purchasing cooperative administered by Morongo Basin Transit Authority to assist small and medium sized transit agencies with vehicle and bus shelter procurements. Prior to 2010, most California transit agencies, including Clovis Transit, utilized a bus purchasing cooperative administered by Caltrans. Due to retirements of key administrative personnel at Caltrans, that program was discontinued, leaving transit agencies throughout the state without a practical option for bus purchasing. In response to this need, CalACT created a bus purchasing cooperative to assist transit agencies. The program was so successful through the first five-year contract period, the CalACT board voted to continue the purchasing cooperative. In 2015, CalACT renewed the purchasing cooperative for another five years, drafted technical bid specifications and issued an RFP for various transit vehicles and bus shelters. The responding bus vendors, Creative Bus Sales and A-Z Bus Sales, have various makes and models of buses on the purchasing cooperative, but each only sell a particular make and model of bus. For example, A-Z Bus Sales offers Glaval and Arboc buses, while Creative Bus Sales offers Champion.

The CalACT purchasing cooperative awarded bid position in accordance with the Federal Transit Administration and California Department of Transportation regulations and has been audited by both agencies with no findings. The purchasing cooperative is also compliant with Buy America requirements. The purchase of transit vehicles requires technical expertise and a broad scope of knowledge of bus manufacturing. By utilizing the purchasing cooperative, Clovis Transit has the ability to buy the buses our operation needs at a competitive cost. More than 100 transit agencies, including Caltrans, have purchased vehicles from the CalACT purchasing cooperative. Like Caltrans did in the past, CalACT charges a 1.5% procurement fee, and estimated delivery is 180 days for the trolley.

Vehicle specifications and options were listed in the CalACT RFP and the vendor's proposals. These specifications meet or exceed the transit operations desired vehicle design and capacity. The 30' Hometown Trolley includes the following features:

- Highest capacity air conditioning unit available
- Electronic front and side destination signs
- Upgraded wheelchair lift to accommodate up to 1,000 pounds
- Prewiring for after-market amenities for easy installation of GPS, cameras, electronic farebox, and decorative event lights.
- Authentic wood seats with removable cushions.
- Removable windows for parades and events.



### **FISCAL IMPACT**

The replacement of our current 21-year-old trolley with a new trolley provides an opportunity for cost savings with lower maintenance costs from warranty coverage. Additionally, new vehicles have current technology which results in more efficient fuel use, less vehicle emissions, a safer ride for passengers, and better ergonomics for bus operators. It's anticipated that the new trolley will be in higher demand for events including weddings, birthday parties, and holiday light tours. The trolley will also be used as a regular fleet vehicle on Stageline and Roundup routes to promote the transit service and as a marketing tool for city events.

Pricing for the recommended purchase is as follows:

- 
- Proposed 30' Hometown Trolley (including tax) including options and procurement fee: \$247,463.34

**Total:      \$247,463.34**

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### **REASON FOR RECOMMENDATION**

Replacement of the aging trolley will upgrade the fleet, increase revenue for trolley rentals, and reduce expensive repairs on aging equipment. Clovis Transit's use of the CalACT bid is within the City of Clovis Purchasing Policy, Section C,1, b, (1).

### **ACTIONS FOLLOWING APPROVAL**

Amend the Transit FY2017-18 budget to reflect the budgetary changes to expenditure accounts. A purchase order will be prepared for the City Manager's approval and the vehicles will be ordered. The trolley is expected 180 days from order. The retired trolley will be disposed of in accordance with City policy.

Prepared by:      Amy Hance, General Services Manager

Submitted by:      Shonna Halterman, General Services Director 

**RESOLUTION 18-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS  
APPROVING AMENDMENTS TO THE FY 2017-18 GENERAL SERVICES  
DEPARTMENT BUDGET**

**WHEREAS**, the City Council adopted the FY2017-18 Budget on June 12, 2017; and,

**WHEREAS**, the City of Clovis has previously received State Transit Assistance (STA) funds for transit capital purchases; and,

**WHEREAS**, prior allocations of STA funds were not expended and remain in the Transit Fund awaiting allocation, and;

**WHEREAS**, the City Council has approved the expenditure of STA funds for the purchase of a new trolley, and;

**WHEREAS**, the STA funds were not originally included in the FY 2017-2018 General Services budget.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Clovis hereby approves the budget amendment shown in the "Summary of Expenditures/Revenues by Department" "Summary of Expenditures/Revenues by Fund", 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 March 5, 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: March 5, 2018



EXHIBIT A

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**SUMMARY OF EXPENDITURES BY DEPARTMENT**

DEPARTMENT – GENERAL SERVICES

Transit (50/50%: 34700/34800-68725)	<u>\$247,463.34</u>
TOTAL DEPARTMENT	\$247,463.34

**SUMMARY OF EXPENDITURES BY FUND**

Transit (50/50%: 34700/34800-68725)	<u>\$247,463.34</u>
TOTAL FUND	\$247,463.34

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**SUMMARY OF REVENUES BY DEPARTMENT**

DEPARTMENT – GENERAL SERVICES

Transit (50/50%: 34700/34800-45066)	<u>\$247,463.34</u>
TOTAL DEPARTMENT	\$247,463.34

**SUMMARY OF REVENUE BY FUND**

Transit (50/50%: 34700/34800-45066)	<u>\$247,463.34</u>
TOTAL FUND	\$247,463.34

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**NET GENERAL FUND SUPPORT**

TOTAL	\$0
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AGENDA ITEM NO: **CC-E-3**  
City Manager: IS

# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

**TO:** Mayor and City Council

**FROM:** General Services Department

**DATE:** March 5, 2018

**SUBJECT:** Approval – Res. 18-\_\_\_\_, Authorizing Amendments to the Assistant Planning and Development Services Director Classification; and, Approval – Res. 18-\_\_\_\_, Authorizing Amendments to the Deputy City Planner Classification

**ATTACHMENTS:** Res. 18-\_\_\_\_, Amendments to the Assistant Planning and Development Services Director Classification  
Res. 18-\_\_\_\_, Amendments to the Deputy City Planner Classification  
Exhibit A – Assistant Planning and Development Services Director Classification  
Exhibit B – Deputy City Planner Classification

### **CONFLICT OF INTEREST**

None

### **RECOMMENDATION**

For City Council to approve Resolutions authorizing amendments to the Assistant Planning and Development Services Director and Deputy City Planner classifications in order to update the the duties performed and the education and experience requirements of the classifications.

### **EXECUTIVE SUMMARY**

It is necessary to revise the Assistant Planning and Development Services Director and Deputy City Planner classifications in order to define the definition, class characteristic, and the examples of duties for each of the classifications. Updating the specifications in advance of the upcoming recruitments is recommended to ensure that applicants understand the job functions they will be responsible for performing. Modification of the City's Classification Plan requires the City Council's approval.



## **BACKGROUND**

An analysis of both the Assistant Planning and Development Services Director and the Deputy City Planner classifications recently conducted in advance of upcoming recruitments identified a need to revise each of the classifications. The analysis indicates that both of the classifications are in need of revision in order to accurately depict the current scope of duties that will be required of the Assistant Planning and Development Services Director and the Deputy City Planner. The positions are being revised due to anticipated retirements and to allow for succession planning in the Planning and Development Services Department. The recommended changes include the addition of clarifying verbiage regarding current duties needed to perform in each of the classifications. City Engineer responsibilities were deleted from the Assistant Planning and Development Services Director as it is no longer required. The Deputy City Planner will now be responsible for preparing master plans under the direction of the City Planner. These updated classification amendments will reflect the current needs of the Planning and Development Services Department.

## **FISCAL IMPACT**

None

## **REASON FOR RECOMMENDATION**

The Assistant Planning and Development Services Director and Deputy City Planner classifications are recommended for revision in order to reflect accurate descriptions of the duties, education and experience requirements of the classifications. Modification of the City's Classification Plan requires the City Council's approval.

## **ACTIONS FOLLOWING APPROVAL**

The City's Classification Plan will be updated to include the revised Assistant Planning and Development Services Director and Deputy City Planner classifications (Exhibits A and B).

Prepared by: Lori Shively, Personnel/Risk Manager

Submitted by: Shonna Halterman, General Services Director



**RESOLUTION 18-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING  
AMENDMENTS TO THE CITY'S CLASSIFICATION PLAN FOR THE ASSISTANT  
PLANNING AND DEVELOPMENT SERVICES DIRECTOR CLASSIFICATION**

The City Council of the City of Clovis resolves as follows

**WHEREAS**, a review of the Assistant Planning and Development Services Director classification has identified a need to update the classification specification; and,

**WHEREAS**, it has been determined that the duties need to be updated to reflect the current job responsibilities and abilities to perform the necessary job duties needed for this classification: and,

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

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Clovis that the City's Classification Plan shall be modified to include the revised Assistant Planning and Development Services Director classification specification (Exhibit A) attached.

\* \* \* \* \*

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on March 5, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: March 5, 2018:

\_\_\_\_\_  
Mayor

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



**RESOLUTION 18-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING  
AMENDMENTS TO THE CITY'S CLASSIFICATION PLAN FOR THE DEPUTY  
CITY PLANNER CLASSIFICATION**

The City Council of the City of Clovis resolves as follows:

**WHEREAS**, a review of the Deputy City Planner classification has identified a need to update the classification specification; and,

**WHEREAS**, it has been determined that the duties need to be updated to reflect the current job responsibilities and abilities to perform the necessary job duties needed for this classification: and,

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

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Clovis that the City's Classification Plan shall be modified to include the revised Deputy City Planner Classification specification (Exhibit B) attached.

\* \* \* \* \*

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on March 5, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: March 5, 2018:

\_\_\_\_\_  
Mayor

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

**EXHIBIT A**

**City of Clovis**  
**Assistant Planning and Development Services Director**

**DEFINITION**

Under direction of the Director of Planning and Development Services, oversees operations of the Planning and Development Services Department, to advise the Director of Planning and Development Services, the Public Utilities Director, the City Manager and the City Council regarding planning, engineering and building matters; and performs related work as required.

**CLASS CHARACTERISTICS**

Reporting to the Director of Planning and Development Services the incumbent is responsible for managing the three divisions within the Planning and Development Services Department, providing advice and consultation on planning, engineering and building matters for the efficient operation of the Department. The Assistant Director manages Planning, Engineering and Building Division Heads and exercises supervision over other managerial employees, making assignments, setting priorities, training and reviewing work. The incumbent is responsible for preparing performance evaluations, processing employee grievances, recommending employment, and for taking and recommending disciplinary action. Positions in this class act with a high degree of independence of action in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines, department, and city objectives. Incumbents are expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by a supervisor, and when work is reviewed, the review is directed toward final outcomes and results.

**EXAMPLES OF DUTIES**

Plans, organizes, and controls the activities of the Planning, Engineering and the Building sections under the direction of the Director of Planning and Development Services and in cooperation with other Departments; participates and represents the City in communications with other City Departments and regional agencies; confers with the Director of Planning and Development Services, the City Manager, other departments, and various public groups on proposed projects and improvements; oversees staff report preparation and ordinances for Council consideration; participates in the selection of new employees; represents the City in relations with other governmental agencies; in consultation with the Director of Planning and Development Services, formulates program definition and policy; develops and administers the Department budget, and the City capital improvement program budget; conducts performance evaluations; explains policies, procedures and



objectives of the Department to staff by written directive and by oral communications; meets and negotiates with outside agencies and the public, including local developers, members of the business community, and citizen groups; explains policies, procedures, goals and objectives; ensures compliance with legislative, regulatory and judicial mandates, regulations and professional standards; conducts staff and public information meetings; acts as the Director of Planning and Development Services when needed; and performs related work as required.

## **LICENSE**

License Required:

Possession of a valid appropriate California Driver's License and a good driving record.

## **EDUCATION AND EXPERIENCE**

Education:

Graduation from an accredited four-year college or university and possession of a Bachelor Degree in Business or Public Administration, Civil Engineering, Planning or a closely related field.

Education Desirable:

A Master's Degree in a closely related field.

Experience:

Five (5) years of increasingly responsible professional management experience working in Engineering or a Planning Department for a municipality or county government, with at least three (3) years in a supervisory capacity in a municipal or county government.

## **QUALIFICATIONS**

Knowledge of:

- Principles of budgeting and financial management;
- Technical, legal, financial and public relations problems involved in the conduct of Planning and Development Services programs;
- Principles and techniques needed to organize and manage various programs and research methods;
- Programs, funding sources and mandates of assigned area of specialization;
- Grant writing / application processes;
- Principles of supervision, training and performance evaluation;
- Organizational principles and practices as applied to Planning and Development within a municipal government;
- Appropriate safety precautions and procedures;
- Applicable Federal, State and local laws regulations, ordinances and policies.

Ability to:

- Prepare comprehensive and complex technical reports;
- Manage all aspects of grant programs;
- Perform advanced research and develop sound recommendations;
- Read, understand and apply highly complex materials;
- Establish and maintain effective working relationships with subordinates, public groups and organizations, City officials and private and governmental agencies;
- Formulate and administer Department and CIP budgets;
- Help formulate and carry out City and department policy;
- Communicate clearly and concisely, orally and in writing;
- Supervise, plan, assign and evaluate the work of assigned staff;
- Act as the Director of Planning and Development Services when needed.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Incumbent is required to attend frequent evening meetings.
- Incumbent is required to travel within and out of the City to attend meetings.
- Positions in the classification are designated as confidential under the Meyers-Milias Brown Act and are exempt employees under the Fair Labor Standards Act.
- The work is primarily sedentary.



**EXHIBIT B**

**City of Clovis**  
**Deputy City Planner**

**DEFINITION**

Under general direction, plans, organizes, and directs assigned operations of the Planning Division; advises the City Planner, Assistant Director, and the Director of Planning and Development Services regarding planning matters; performs the most complex professional planning work of the Division; and performs related work as required.

**CLASS CHARACTERISTICS**

This position is a managerial level class in the professional planner series. The incumbent is responsible to the City Planner for advice and consultation on planning matters and for the efficient operation of assigned functions within the Planning Division, and will serve as the Acting City Planner in their absence. The Deputy City Planner exercises supervision over other employees, establishing assignments and setting priorities, training, and reviewing work. The incumbent is responsible for preparing performance evaluations, processing employee grievances, recommending employment, and for taking and recommending disciplinary action. Positions in this class have considerable independence in selecting work methods from a variety of standard methods or procedures in the assigned area of responsibility. Direction received consists of the assignment of the responsibility to attain objectives according to policy guidelines, Division, Department, and City objectives. The incumbent is expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by a supervisor, and when work is reviewed, the review is directed toward final outcomes and results.

**EXAMPLES OF DUTIES**

Plans, organizes, and carries out the environmental activities of the Planning Division under the direction of the City Planner; participates in evaluating the need for and helps develop plans and schedules for long-range planning programs; under the direction of the City Planner, prepares master plans for urban villages, mixed-use areas and business campuses utilizing urban design skills; directs maintenance of the City General Plan, Specific Plans, and Development Code; confers with Division and Department staff, other departments, and various groups on assigned activities; confers, negotiates, and manages consultants on planning projects including master plans and California Environmental Quality Act (CEQA) contracts; prepares documents and reports for the Planning Commission and City Council consideration; participates in the selection, training, and supervision of assigned staff; represents the City in relations with other governmental agencies; in consultation with the City Planner, Assistant Director, and the Director of Planning and Development Services,



formulates program definition and policies; develops and administers the Division budget under the direction of the City Planner; takes a major role in the office management of the Planning Division under the direction of the City Planner; conducts performance evaluations of assigned staff; conducts public information meetings; and performs related work as required.

### **LICENSE AND CERTIFICATION**

License Required:

Possession of a valid California Driver's License and a good driving record.

Certification Desirable:

**American Institute of Certified Planners (AICP)** Certification.

### **EDUCATION AND EXPERIENCE**

Education:

Graduation from an accredited four-year college or university and possession of a Bachelor Degree in City Planning, or a closely related field.

Education Desirable:

A Master's Degree in City Planning, or a closely related field.

Experience:

A minimum of five (5) years of increasingly responsible professional city planning and administrative experience; a minimum of two (2) years in a supervisory capacity.

### **QUALIFICATIONS**

Knowledge of:

- Principles and practices of municipal planning programs;
- Techniques for resolving conflict with staff and the public;
- Applicable Federal, State, and local laws, regulations relating to planning, ordinances, and policies;
- Principles of supervision, training, and performance evaluation;
- Principles and practices of budgeting and financial management;
- California Environmental Quality Act (CEQA) and guidelines;
- Appropriate safety precautions and procedures.

Ability to:

- Prepare comprehensive and complex technical reports;
- Prepare comprehensive master plans and design guidelines;
- Establish and maintain effective working relationships with officials, employees, organizations, the general public, and private and governmental agencies;
- Read, understand, and apply highly complex materials, pertinent procedures and department functions;
- Prepare and administer consultant service contracts;



- Communicate clearly and concisely, orally and in writing;
- Help formulate and carry out City and department policy;
- Supervise, plan, assign, and evaluate the work of assigned staff.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Incumbent is required to attend frequent evening meetings;
- Incumbent is required to travel within and out of the City to attend meetings;
- Positions in this classification are designated as confidential under the Meyers-Milias Brown Act and are exempt employees under the Fair Labor Standards Act;
- The work is primarily sedentary.



AGENDA ITEM NO: CC-F-1

City Manager: 

# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 5, 2018

SUBJECT: Approval – Waive the City's usual purchasing procedures and authorize the City Manager to enter into a purchase agreement with Tesco Controls, Inc. to supply a Motor Control Center for CIP 17-09, Well 22 Panel Upgrade.

ATTACHMENT: (A) Vicinity Map

### **CONFLICT OF INTEREST**

Councilmember Drew Bessinger owns property within 500 feet of subject property.

### **RECOMMENDATION**

For the City Council to waive the City's usual purchasing procedures and authorize the City Manager to sign a purchase agreement in an amount estimated at \$98,055.00 for material and services to be provided by Tesco Controls, Inc.

### **EXECUTIVE SUMMARY**

Tesco Controls, Inc. will be providing the Motor Control Center that will be installed at the Well 22 site located at the southeast corner of Clovis and Alluvial Avenue. The City will be using a competitively bid General Services Administration (GSA) contract, which was awarded to Tesco Controls, Inc. The 2017-2018 Water Enterprise budget has sufficient funding for the purchase of the Motor Control Center.

### **BACKGROUND**

Because of propriety software by Tesco Controls, Inc. used by the City of Clovis to control the automation of its well sites, City staff would like to contract directly with Tesco Controls, Inc. under their GSA contract. The City's purchasing policies and procedures allow services to be exempt from the bidding process when the City is participating in an established governmental cooperative purchasing agreement. Tesco Controls, Inc. has secured GSA contract # GS-07F-0513X, with a contract period from June 1, 2016, through May 31, 2021.



The program has been price analyzed and competitively bid for government agencies. The bidding process has been completed so that each individual government entity does not need to repeat the process for the same products and services.

Council authorization will allow the City of Clovis to utilize the GSA contract GS-07F-0513X to purchase and deliver a Motor Control Center to Well 22 through Tesco Controls, Inc. The Motor Control Center will contain all components necessary for Public Utilities Department to control well pump operations by automation with their existing computer system or manually on site.

### **FISCAL IMPACT**

This project is budgeted in the Community Investment Program budget.

### **REASON FOR RECOMMENDATION**

Tesco Controls, Inc. has met the necessary requirements for obtaining a GSA contract, which complies with the public bidding requirements of the Public Contract Code, as well as complying with the latest building and safety codes.

### **ACTIONS FOLLOWING APPROVAL**

1. The City Manager will enter into a Purchase Agreement with Tesco Controls, Inc.
2. The City Manager will authorize a purchase order in an amount estimated at \$98,055.00 to Tesco Controls, Inc. for the purchase and delivery of the Motor Control Center.

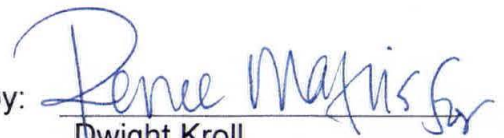
Prepared by: John Armendariz, Assistant Engineer

Submitted by:



Michael Harrison  
City Engineer

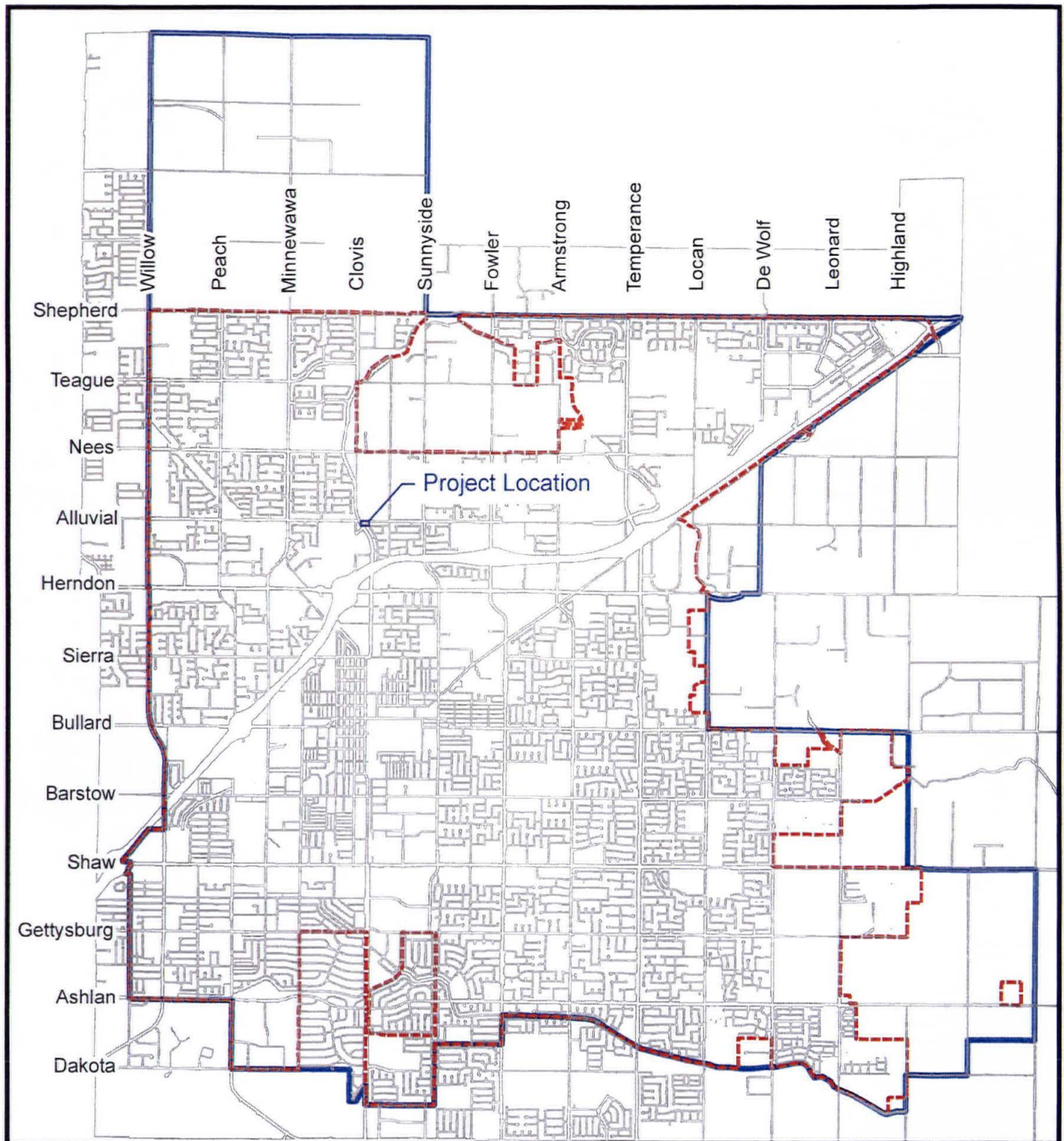
Recommended by:



Dwight Kroll  
Director of Planning and  
Development Services

# VICINITY MAP

CIP 17-09 Well Site 22 Electrical Panel Upgrade



## ATTACHMENT A



 CITY LIMITS  SPHERE OF INFLUENCE

April 19, 2017

Prepared By: John Armendariz





AGENDA ITEM NO: CC-F-2

City Manager: AS

## CITY of CLOVIS

### REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 5, 2018

SUBJECT: Approval – Bid Award for CIP 16-21, Railroad Park Shade Structure & Helm Ranch Park Shade Structure, and; Authorize City Manager to Execute the Contract on Behalf of the City

ATTACHMENT: (A) Vicinity Map

#### CONFLICT OF INTEREST

None

#### RECOMMENDATION

1. For the City Council to award a contract for CIP 16-21 Railroad Park Shade Structure & Helm Ranch Park Shade Structure to JT2 Inc. DBA Todd Companies in the amount of \$115,940.00 and;
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

#### EXECUTIVE SUMMARY

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

## BACKGROUND

On February 13, 2018, the City received bids for the subject project. The bids were conformed and validated as follows:

BIDDERS	BASE BID
JT2 Inc. DBA Todd Companies	\$115,940.00
Steve Dovali Construction Inc.	\$132,610.00
NR Development, Inc.	\$151,820.00
Community Playgrounds, Inc.	\$179,621.00
<b>Engineer's Estimate</b>	<b>\$114,500.00</b>

All bids were examined and found to be in order with the exception of a discrepancy between a written bid amount in words and the number which did not change the order of the bidders. Staff contacted the California State Contractor's Board and was informed that Todd Companies is properly licensed and is in good standing with no record of complaints filed against them.

## FISCAL IMPACT

This project is approved in the current year's Community Investment Program fiscal budget. The project is supported solely by the General Fund.


## REASON FOR RECOMMENDATION

Todd Companies is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

## ACTIONS FOLLOWING APPROVAL

1. Staff will prepare the contract for execution, subject to the contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after contract execution and be completed not more than thirty (30) working days thereafter.

Prepared by: John Cross, Assistant Engineer

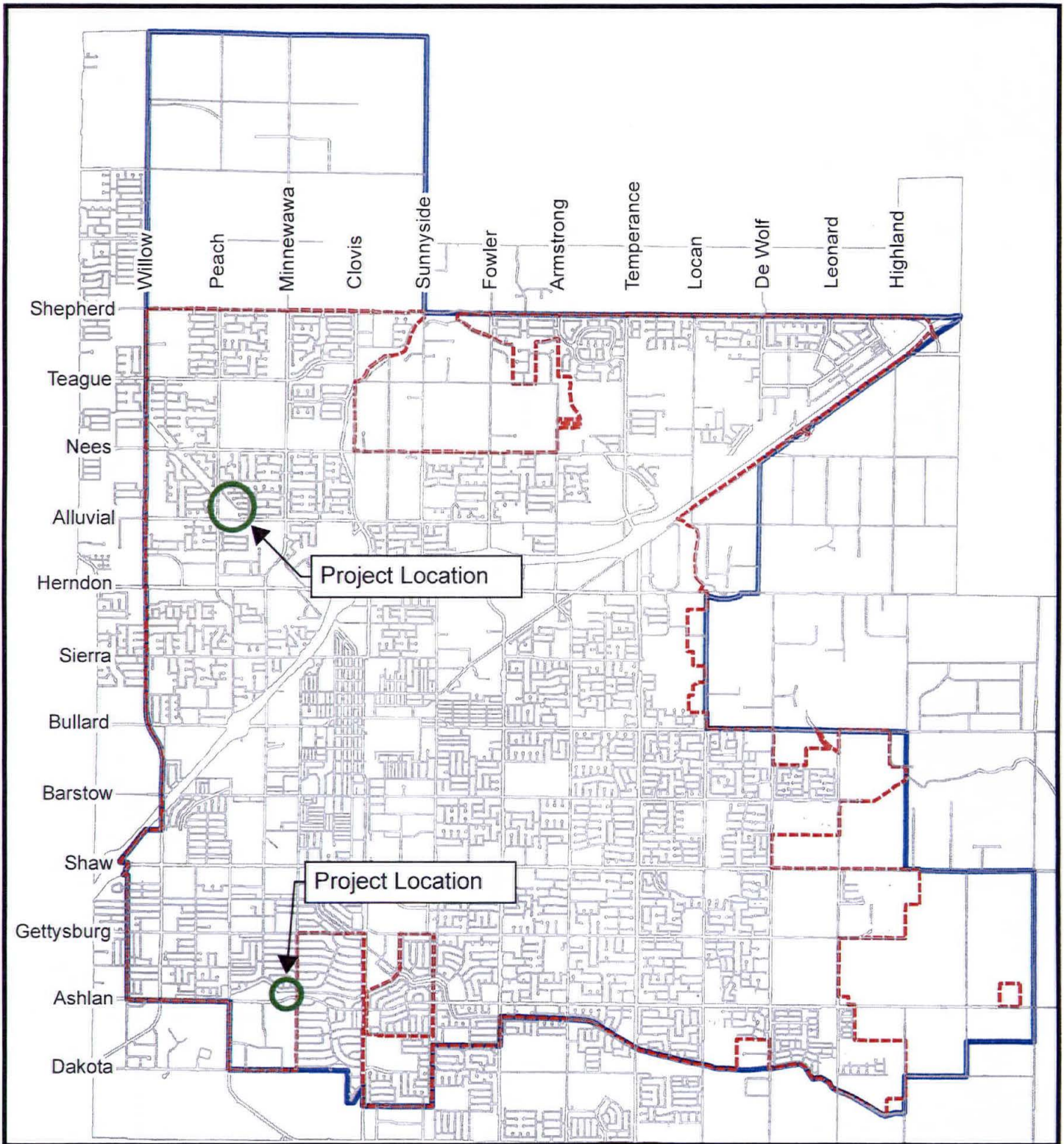
Submitted by:   
Michael Harrison, PE  
City Engineer

Recommended by:   
Dwight Kroll, AICP  
Director of Planning and  
Development Services



# VICINITY MAP

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



## ATTACHMENT A



March 5, 2018

 CITY LIMITS  SPHERE OF INFLUENCE

Prepared By: John Cross



AGENDA ITEM NO: 1-A-1

City Manager: *[Signature]*

# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: March 5, 2018

SUBJECT: Receive and File – Update on the Cottage Home Program and other downtown activities.

There will be no written report on this Receive and File item. Planning and Development Services Director Dwight Kroll will present a verbal report on this item.





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

City Manager: *[Signature]*

# CITY *of* CLOVIS

## REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Police Department

DATE: March 5, 2018

SUBJECT: Receive and File – Update from the Police Department on 2017 City of Clovis Crime Statistics.

There will be no written report on this Receive and File item. Police Chief Matt Basgall will present a verbal report on this item.



AGENDA ITEM NO: **1-C-1**  
City Manager: S

# **CITY of CLOVIS**

## **REPORT TO THE CITY COUNCIL**

**TO:** Mayor and City Council

**FROM:** Administration

**DATE:** March 5, 2018

**SUBJECT:** Consider Approval - Res. 18-\_\_\_\_, A Resolution of the City Council of the City of Clovis Confirming Assessment for Costs for Abatement of Nuisance, 1507 Pollasky Avenue, Clovis, CA, APN No: 497-184-09.

**ATTACHMENTS:** Exhibit "A": Draft Resolution

### **CONFLICT OF INTEREST**

None.

### **RECOMMENDATION**

For the City Council to adopt Resolution No. 18-\_\_\_\_, A Resolution of the City Council of the City of Clovis Confirming Assessment for Administrative Penalties, 1507 Pollasky Avenue, Clovis, CA, APN No: 497-184-09.

### **EXECUTIVE SUMMARY**

Over the past approximate two years, the City has imposed administrative penalties in the total amount of Forty-Four Thousand Five Hundred Forty Dollars and Zero Cents (\$44,540.00) for numerous animal-related Municipal Code violations for pets kept at 1507 Pollasky Avenue ("Property"). The Property owner, Connie Alfaro, has ignored these administrative citations and penalties, has failed and refused to pay any portion thereof, and continues to commit new Municipal Code violations in the manner she is keeping her pets.

At this time the City is entitled to recover the administrative penalties imposed from Ms. Alfaro and/or the Property. Pursuant to Clovis Municipal Code section 5.29.109, Resolution No. 18-\_\_\_\_, will confirm these penalties as an assessment and regular lien against the Property if not paid within 15 days of the passage of the Resolution.



## **BACKGROUND**

For the past approximate two years, the City has responded to numerous Municipal Code violations at 1507 Pollasky Avenue in Clovis resulting from the manner in which Property owner Connie Alfaro has kept her pet dogs. The violations include, but are not limited to: unlicensed dogs, unaltered dogs, excessive animals, animals at large, and animals kept in unsanitary conditions at the Property.

To date, in total, the City has imposed administrative penalties in the amount of Forty-Four Thousand Five Hundred Forty Dollars and Zero Cents (\$44,540.00) as a result of these violations. Ms. Alfaro has entirely ignored these citations and penalties, neither paying any amount nor appealing any of the citations. Furthermore, Ms. Alfaro continues to incur new Municipal Code violations related to her dogs, and appears to have no intention of coming into compliance.

## **PROPOSAL AND ANALYSIS**

Pursuant to the City's Cost and Penalties Recovery Ordinance (Chapter 5.29 of the CMC), upon the City Council's confirmation of the amount of the assessment, after notice is given to the owner and holders of any mortgage or deed of trust, the City may record a notice of lien in the office of the County Recorder, creating a lien on the Property which may be enforced either by collection with the County property taxes, or by foreclosure.

Notice was provided to Ms. Alfaro by letter on January 23, 2018. This notice and the proposed notice of lien are attached as exhibits to the Draft Resolution.

## **FISCAL IMPACT**

The City will collect Forty-Four Thousand Five Hundred Forty Dollars and Zero Cents (\$44,540.00) either upon sale of the property or as part of the taxes collected from the Property.

## **REASONS FOR RECOMMENDATION**

The City has been compelled to impose substantial administrative penalties attempting to gain Ms. Alfaro's compliance with the Municipal Code in relation to the animals kept at the Property. To date, Ms. Alfaro has completely ignored these citations and penalties and continues to violate the Code without consequence. The City is now entitled to recover those penalties from Ms. Alfaro, or as an assessment and regular lien against the Property.

## **ACTIONS FOLLOWING APPROVAL**

If after 15 days following the passage of the resolution, Ms. Alfaro has not paid the amount owed, the City will record the Notice of Lien with the County Recorder.

Prepared by: Wiley R. Driskill, Assistant City Attorney

Submitted by:   
John Holt, Assistant City Manager

**EXHIBIT "A"**



**RESOLUTION NO. 18-\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS CONFIRMING  
ASSESSMENTS FOR ADMINISTRATIVE PENALTIES FOR VIOLATIONS OF  
ANIMAL REGULATIONS (CLOVIS MUNICIPAL CODE TITLE 6, CHAPTER 6.1), AT  
1507 POLLASKY AVENUE, CLOVIS, CA, APN NO: 497-184-09**

**WHEREAS**, the City has had to respond to, and issue numerous administrative citations as a result of, violations of Clovis Municipal Code (CMC) Title 6, Chapter 6.1 (Animal Regulations) at 1507 Pollasky Avenue, City of Clovis, 93612 ("Property"); and

**WHEREAS**, the Property owner has failed and refused to pay any portion of these administrative citations, has not appealed any of the citations, and has failed to take any measures to come into compliance with the Municipal Code regarding the manner in which pets at the Property are maintained; and

**WHEREAS**, the City has imposed administrative citations totaling \$44,540.00; and

**WHEREAS**, on January 23, 2018, the City provided notice by letter ("Notice") to the Property owner of her responsibility for payment of the administrative penalties, and of her right to appeal these penalties (a copy of the Notice is attached hereto as **Exhibit 1**); and

**WHEREAS**, the Property owner has filed no appeal of the administrative penalties, nor paid any of these penalties; and

**WHEREAS**, the City scheduled March 5, 2018, as the time for the City Council to consider and confirm the amount of the administrative penalties as an assessment ("Assessment"); and

**WHEREAS**, the City provided notice by letter to the owner of the Property (Connie Alfaro) at least 15 days before the date of the Council's consideration of the assessment (see, **Exhibit 1**).

**WHEREAS**, the Notice informed the owner that the Council would be considering the Assessment during the Council's March 5, 2018 Council meeting.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Clovis as follows:

1. Confirms the amount of the administrative penalties (\$44,540.00).
2. Authorizes the filing of Notice of Lien on the Property in the Fresno County Recorder's Office which shall become a special assessment against the Property, and may be added to the next regular tax bills levied against the Property, and collected at

the same time and in the same manner as the County collects property taxes. The Notice of Lien shall be in substantially the form attached hereto as **Exhibit 2**.

3. Authorizes the City Manager and his designee(s) to take whatever actions are necessary and appropriate to perfect the recording of the Notice of Lien and collect the amounts due under the Assessment, which may include, but are not limited to ensuring that the Costs are added to the next regular tax bills and collected with property taxes, or by judicial foreclosure or other sale, or any other means provided by law.

4. Nothing in this Resolution or in the filing of the Notice of Lien shall preclude the City from collecting the Costs in any other lawful manner, including collecting the Assessment as a debt against the responsible owner.

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on the 5th day of March, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: March \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

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



# **EXHIBIT 1**



Wiley R. Driskill  
Attorney at Law

E-mail: [wdriskill@lozanosmith.com](mailto:wdriskill@lozanosmith.com)

January 23, 2018

**Via Certified Mail  
And Return Receipt No. 7015 3010 0001 8843 1367**

Connie Alfaro  
1507 Pollasky Avenue  
Clovis, CA 93612  
(Property Owner)

RE: Property located at 1507 Pollasky Avenue, Clovis, CA 93612.  
Invoice and Notice of City Council Meeting to Confirm Code Enforcement and  
Abatement Costs and Place an Assessment Lien on Property  
Invoice Amount: \$ 44,540.00

Dear Ms. Alfaro:

Over a substantial period of time, the City of Clovis has responded to a public nuisance at the property described above. In accordance with Chapters 5.27, 5.28, and 5.29 of the Clovis Municipal Code, as the property owner or other responsible party, you are responsible for the City's administrative penalties and enforcement costs issued in response to the nuisance ("Response Costs").

1. The penalties and enforcement actions are for violations described as follows: Unlicensed dogs, unneutered dogs, excessive animals, animals kept in unsanitary conditions.
2. The Costs to date amount to a total of \$44,540.00 as detailed in the attached invoice. To date, you have failed to pay any portion of these costs. Furthermore, you have requested no administrative review of accounting these costs within fifteen (15) days of the date you were last invoiced on December 21, 2017.
3. Before a special assessment is placed on the subject property, the costs will be confirmed by the City Council. This special assessment will be considered by the City Council at the March 5, 2018 meeting. If the costs are not paid by March 5, 2018, the City Council will consider approval of a resolution confirming the Costs and authorizing the filing of a Notice of Lien on the Property in the Fresno County Recorder's Office which shall become a special assessment against the Property, added to the next regular tax bills



levied against the Property, and collected in the same manner as the County collects property taxes.

You have a right to appear at the March 5, 2018 meeting and present objections to the accounting. The basis for the code enforcement action will not be the subject of the Council's consideration.

The filing of a Notice of Lien will not relieve the responsible parties from paying the Costs and the Costs will remain a debt of the responsible parties until paid.

If you plan to attend and present documentary evidence to the City Council, please present that evidence to the City Clerk before 12:00 p.m. on the Wednesday before the Council meeting (March 5, 2018) in order for that information to be timely considered by the City Council.

5. This Invoice may be recorded as a Notice of Costs or Penalties in the Fresno County Recorder's Office.

This Invoice is separate and independent of any other notices you may have received relating to abatement of a nuisance on the property. Payment should be made as follows:

City of Clovis  
1033 Fifth Street  
Clovis, CA 93612  
Attn. City Clerk

If you have any questions or concerns, you may contact John Holt at 559-324-2072.

Sincerely,



Wiley R. Driskill  
Assistant City Attorney  
for City of Clovis

cc: John Holt, Asst. City Manager  
David J. Wolfe, City Attorney

Enclosures

J:\wdocs\00613\001\ltr\00551402.DOC



**CITY OF CLOVIS**  
**INVOICE / STATEMENT**

ALFARO, CONNIE  
1507 POLLASKY AVE  
CLOVIS, CA 93612

STATEMENT DATE: 12/21/17

DATE	DESCRIPTION	AMOUNT
	PREVIOUS BALANCE:	32,140.00
12/04/17	AC42887/44888 UNSANITARY COND	2,000.00
12/04/17	AC42886/44887/42883 EXCESS ANIM	3,000.00
12/04/17	AC45633/35242/44885/42884 "COOKIE"	3,800.00
12/04/17	AC35243/44886/42885 "DIABLO"	3,600.00

**TOTAL DUE 44,540.00**

PLEASE PAY FROM THIS INVOICE/STATEMENT. IF YOU HAVE  
QUESTIONS, PLEASE CALL (559) 324-2112, MON-FRI, 8:00 A.M. - 4:30 P.M.

MAKE YOUR CHECK PAYABLE TO: **CITY OF CLOVIS**  
MAIL PAYMENT TO: **CITY OF CLOVIS, 1033 FIFTH STREET, CLOVIS, CA 93612**

• Please detach and return bottom portion •

**CITY OF CLOVIS**

0000096774  
ALFARO, CONNIE  
1507 POLLASKY AVE  
CLOVIS, CA 93612

DATE 11/15/17  
DUE DATE 11/30/17  
AMOUNT DUE **44,540.00**



## CITY OF CLOVIS

Citation No. AC- 42886

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS 6.1.301 ☐ WARNING  
☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
 OFFENSES DEEMED INFRACTIONS ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING  
☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☐ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 HOURS. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/21/2017 TIME 1443 PM DAY OF WEEK TUES CASE NO. 17-74725  
 NAME (FIRST, MIDDLE, LAST) CONSTANCE, KATE, ALFARO  
 VIOLATION LOCATION 1507 POLLASKY AVE CITY CLOVIS STATE CA ZIP 93612  
 RESIDENCE OR BUSINESS ADDRESS (559) 905-2240 ☐ SAME AS ABOVE  
 MAILING ADDRESS ☐ SAME AS ABOVE

DRIVERS LICENSE NO. N77215100 STATE CA CLASS C BIRTH DATE 11-25-58  
 SEX F HAIR  EYES  HEIGHT  WEIGHT   
 VEHICLE LICENSE NO. / STATE / OPERABLE Y  
 YEAR / MAKE / BODY STYLE / COLOR / VEH. TYPE /  
 REGISTERED OWNER OR LESSEE / ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION
1. <u>6.1.301</u>	<u>TOO MANY ANIMALS (\$1000)</u>
2.	
3.	

Corrections Required:  
REDUCE THE TOTAL NUMBER OF ANIMALS TO 3 WITHIN 72 HOURS.

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/21/17  
 DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

X CERTIFIED MAIL / USPS

Signing of the Citation is not an admission of guilt, it only acknowledges receipt. Citation is valid with or without signature. If service by mail only, send Certified First Class Mail.

READ REVERSE SIDE FOR IMPORTANT INFORMATION

FINANCE/ACCOUNTS RECEIVABLE-COPY

## CITY OF CLOVIS

Citation No. AC- 42887

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS 6.1.503 ☐ WARNING  
☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
 OFFENSES DEEMED INFRACTIONS ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING  
☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☐ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 HOURS. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/21/2017 TIME 1443 PM DAY OF WEEK TUES CASE NO. 17-74725  
 NAME (FIRST, MIDDLE, LAST) CONSTANCE, KATE, ALFARO  
 VIOLATION LOCATION 1507 POLLASKY AVE CITY CLOVIS STATE CA ZIP 93612  
 RESIDENCE OR BUSINESS ADDRESS (559) 905-2240 ☐ SAME AS ABOVE  
 MAILING ADDRESS ☐ SAME AS ABOVE

DRIVERS LICENSE NO. N77215100 STATE CA CLASS C BIRTH DATE 11-25-58  
 SEX F HAIR  EYES  HEIGHT  WEIGHT   
 VEHICLE LICENSE NO. / STATE / OPERABLE Y  
 YEAR / MAKE / BODY STYLE / COLOR / VEH. TYPE /  
 REGISTERED OWNER OR LESSEE / ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION
1. <u>6.1.503</u>	<u>UNSANITARY CONDITIONS (\$1000)</u>
2.	
3.	

Corrections Required:  
PICK UP DOG FECES ON A DAILY BASIS. DOG FECES THROUGHOUT BACKYARD.

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/21/17  
 DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

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## CITY OF CLOVIS

Citation No. AC- 44885

## ADMINISTRATIVE CITATION

## MUNICIPAL CODE VIOLATIONS

☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
☐ OFFENSES DEEMED INFRACTIONS ☐ WARNING

☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
☐ ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING

☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
☐ ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING

☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☒ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 HOURS. If you fail  
 to make the indicated corrections by this date, the next level of citation may be  
 issued.

DATE 11/16/2017 TIME 1410 P M DAY OF WEEK THURS CASE NO. 17-73789  
 NAME (FIRST, MIDDLE, LAST)

ONNIE ALFARO

VIOLATION LOCATION 1507 POLLASKY AVE. CLOVIS, CA 93612 CITY CLOVIS STATE CA ZIP 93612

RESIDENCE OR BUSINESS ADDRESS 5591905-2240 ☒ SAME AS ABOVE

MAILING ADDRESS ☐ SAME AS ABOVE

DRIVER'S LICENSE NO. N7721560 STATE CA CLASS C BIRTH DATE 11-25-58

SEX F HAIR  EYES  HEIGHT  WEIGHT

VEHICLE LICENSE NO. / STATE / OPERABLE Y N

YEAR / MAKE / BODY STYLE / COLOR / VEH. TYPE /

REGISTERED OWNER OR LESSEE ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED

6.1.201 NO DOG LICENSE (\$200)

6.1.515 UNALTERED (\$1,000)

## Corrections Required:

SHOW PROOF OF DOG LICENSE FOR "COOKIE" WITHIN 72 HOURS.

SHOW PROOF OF ALTER FOR "COOKIE" WITHIN 72 HOURS.

WITHIN 72 HOURS.

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/16/17

DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

☒ CERTIFIED MAIL USPS

Signing of the Citation is not an admission of guilt, it only acknowledges receipt. Citation is valid with or without signature. If service by mail only, send Certified First Class Mail.

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FINANCE/ACCOUNTS RECEIVABLE-COPY

## CITY OF CLOVIS

Citation No. AC- 44886

## ADMINISTRATIVE CITATION

## MUNICIPAL CODE VIOLATIONS

☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
☐ OFFENSES DEEMED INFRACTIONS ☐ WARNING

☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
☐ ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING

☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
☐ ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING

☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☒ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 HOURS. If you fail  
 to make the indicated corrections by this date, the next level of citation may be  
 issued.

DATE 11/16/2017 TIME 1410 P M DAY OF WEEK THURS CASE NO. 17-73789  
 NAME (FIRST, MIDDLE, LAST)

CONSTANCE, KATE, ALFARO

VIOLATION LOCATION 1507 POLLASKY AVE. CLOVIS, CA 93612 CITY CLOVIS STATE CA ZIP 93612

RESIDENCE OR BUSINESS ADDRESS 5591905-2240 ☐ SAME AS ABOVE

MAILING ADDRESS ☐ SAME AS ABOVE

DRIVER'S LICENSE NO. N7721560 STATE CA CLASS C BIRTH DATE 11-25-58

SEX F HAIR  EYES  HEIGHT  WEIGHT

VEHICLE LICENSE NO. / STATE / OPERABLE Y N

YEAR / MAKE / BODY STYLE / COLOR / VEH. TYPE /

REGISTERED OWNER OR LESSEE ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED

1. 6.1.201 NO DOG LICENSE (\$200)

2. 6.1.515 UNALTERED (\$1,000)

3.

## Corrections Required:

SHOW PROOF OF DOG LICENSE FOR "DIABLO" WITHIN 72 HOURS.

SHOW PROOF OF ALTER FOR "DIABLO" WITHIN 72 HOURS.

WITHIN 72 HOURS.

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/16/17

DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

☒ CERTIFIED MAIL USPS

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## CITY OF CLOVIS

Citation No. AC- 44887

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS b.i. 301 ☐ WARNING  
☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
 OFFENSES DEEMED INFRACTIONS ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING  
☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☐ 3RD AND SUBSEQUENT CITATION \$200

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 Corrections indicated below required by 72 Hours. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/16/2017 TIME 4:10 P.M. DAY OF WEEK TUES CASE NO. 17-73789  
 NAME (FIRST, MIDDLE, LAST) CONSTANCE KATE ALFARO  
 VIOLATION LOCATION 1507 POLLASKY AVE CLOVIS, CA 93612 CITY CLOVIS STATE CA ZIP 93612  
 RESIDENCE OR BUSINESS ADDRESS 559 905-2240 ☐ SAME AS ABOVE  
 MAILING ADDRESS ☐ SAME AS ABOVE

DRIVERS LICENSE NO. NT721560 STATE CA CLASS C BIRTH DATE 11-25-58  
 SEX F HAIR   EYES   HEIGHT   WEIGHT    
 VEHICLE LICENSE NO.   STATE   OPERABLE Y  
 YEAR   MAKE   BODY STYLE   COLOR   VEH. TYPE    
 REGISTERED OWNER OR LESSEE ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION
1. <u>b.i. 301</u>	<u>TDO MANY ANIMALS (\$1000)</u>
2. <u> </u>	<u> </u>
3. <u> </u>	<u> </u>

Corrections Required:  
REDUCE THE TOTAL NUMBER OF ANIMALS TO 3 WITHIN 72 HOURS.

SIGNATURE OF ISSUING OFFICER [Signature] # 5193 ISSUANCE DATE 11/16/17  
 DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450  
 SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED  
☒ CERTIFIED MAIL / USPS  
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## CITY OF CLOVIS

Citation No. AC- 44888

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS b.i. 503 ☐ WARNING  
☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
 OFFENSES DEEMED INFRACTIONS ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING  
☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☐ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 Hours. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/16/2017 TIME 4:10 P.M. DAY OF WEEK TUES CASE NO. 17-73789  
 NAME (FIRST, MIDDLE, LAST) CONSTANCE KATE ALFARO  
 VIOLATION LOCATION 1507 POLLASKY AVE CLOVIS, CA 93612 CITY CLOVIS STATE CA ZIP 93612  
 RESIDENCE OR BUSINESS ADDRESS 559 905-2240 ☐ SAME AS ABOVE  
 MAILING ADDRESS ☐ SAME AS ABOVE

DRIVERS LICENSE NO. NT721560 STATE CA CLASS C BIRTH DATE 11-25-58  
 SEX F HAIR   EYES   HEIGHT   WEIGHT    
 VEHICLE LICENSE NO.   STATE   OPERABLE Y  
 YEAR   MAKE   BODY STYLE   COLOR   VEH. TYPE    
 REGISTERED OWNER OR LESSEE ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION
1. <u>b.i. 503</u>	<u>UNSANITARY CONDITIONS (\$1000)</u>
2. <u> </u>	<u> </u>
3. <u> </u>	<u> </u>

Corrections Required:  
PICK UP DOG FECES ON A DAILY BASIS. DOG FECES THROUGHOUT BACKYARD

SIGNATURE OF ISSUING OFFICER [Signature] # 5193 ISSUANCE DATE 11/16/17  
 DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450  
 SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED  
☒ CERTIFIED MAIL / USPS  
 Signing of the Citation is not an admission of guilt, it only acknowledges receipt. Citation is valid with or without signature. If service by mail only, send Certified First Class Mail.

READ REVERSE SIDE FOR IMPORTANT INFORMATION

FINANCE/ACCOUNTS RECEIVABLE-COPY



## CITY OF CLOVIS

Citation No. AC- 35243

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$100	<input type="checkbox"/> 2ND CITATION \$500	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$1,000
OFFENSES DEEMED INFRACTIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$30	<input type="checkbox"/> 2ND CITATION \$60	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by IMMEDIATELY. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE	11/7/2017	TIME	1518 P.M.	DAY OF WEEK	TUES	CASE NO.	17-71812
NAME (FIRST, MIDDLE, LAST) CONSTANCE, ALFARO							
VIOLATION LOCATION 1507 POLLASKY AVE. CLOVIS, CA 93612							
RESIDENCE OR BUSINESS ADDRESS (559) 905-2240							
MAILING ADDRESS							

DRIVERS LICENSE NO.		STATE	CLASS	BIRTH DATE	
N7721560		CA	C	11-25-58	
SEX	HAIR	EYES	HEIGHT	WEIGHT	
F					
VEHICLE LICENSE NO.		STATE	OPERABLE		
			Y N		
YEAR	MAKE	BODY STYLE	COLOR	VEH. TYPE	
REGISTERED OWNER OR LESSEE					

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION
1. W.1.201	NO DOG LICENSE (\$200)
2. W.1.515	UNALTERED (\$1,000)
3.	

Corrections Required:  
 - SHOW PROOF DOB LICENSE LICENSE FOR "DIABLO" WITHIN 7 DAYS.

- SHOW PROOF OF ALTER FOR DIABLO WITHIN 30 (THIRTY) DAYS.

SIGNATURE OF ISSUING OFFICER	ISSUANCE DATE
[Signature]	11/7/17
DEPARTMENT	PHONE NUMBER
Animal Services	324-2400

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED  
 X CERTIFIED MAIL/USPS

Signing of the Citation is not an admission of guilt, it only acknowledges receipt. Citation is valid with or without signature. If service by mail only, send Certified First Class Mail.

READ REVERSE SIDE FOR IMPORTANT INFORMATION  
 FINANCE/ACCOUNTS RECEIVABLE-COPY

## CITY OF CLOVIS

Citation No. AC- 42883

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$100	<input type="checkbox"/> 2ND CITATION \$500	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$1,000
OFFENSES DEEMED INFRACTIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$30	<input type="checkbox"/> 2ND CITATION \$60	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by IMMEDIATELY. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE	11/7/2017	TIME	1518 P.M.	DAY OF WEEK	TUES	CASE NO.	17-71812
NAME (FIRST, MIDDLE, LAST) CONSTANCE, ALFARO							
VIOLATION LOCATION 1507 POLLASKY AVE. CLOVIS CA 93612							
RESIDENCE OR BUSINESS ADDRESS (559) 905-2240							
MAILING ADDRESS							

DRIVERS LICENSE NO.		STATE	CLASS	BIRTH DATE	
N7721560		CA	C	11-25-58	
SEX	HAIR	EYES	HEIGHT	WEIGHT	
VEHICLE LICENSE NO.		STATE	OPERABLE		
			Y N		
YEAR	MAKE	BODY STYLE	COLOR	VEH. TYPE	
REGISTERED OWNER OR LESSEE					

MUNICIPAL CODE SECTION VIOLATED	VIOLATION DESCRIPTION
1. W.1.301	TOO MANY ANIMALS (\$1,000)
2.	
3.	

Corrections Required:  
 - REDUCE THE TOTAL NUMBER OF ANIMALS TO THREE WITHIN 72 HOURS.

SIGNATURE OF ISSUING OFFICER	ISSUANCE DATE
[Signature]	11/7/17
DEPARTMENT	PHONE NUMBER
Animal Services	324-2400

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED  
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CITY OF CLOVIS

Citation No. AC- 45633

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS ☐ WARNING  
☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☐ 3RD AND SUBSEQUENT CITATION \$1,000  
 OFFENSES DEEMED INFRACTIONS ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING  
☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☒ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 HRS. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 10/17/2017 TIME 1006 A.M. DAY OF WEEK TUES CASE NO. 17-67027  
 NAME (FIRST, MIDDLE, LAST)

CONSTANCE, KATE, ALFARO

VIOLATION LOCATION 1507 POLLASKY AVE. CLOVIS, CA 93612 CITY CLOVIS STATE CA ZIP 93612

RESIDENCE OR BUSINESS ADDRESS (559) 905-2240 ☒ SAME AS ABOVE

MAILING ADDRESS (559) 905-2240 ☒ SAME AS ABOVE

DRIVERS LICENSE NO. N7721560 STATE CA CLASS C BIRTH DATE 11-25-58

SEX F HAIR  EYES  HEIGHT  WEIGHT

VEHICLE LICENSE NO.  STATE  OPERABLE Y N

YEAR  MAKE  BODY STYLE  COLOR  VEH. TYPE

REGISTERED OWNER OR LESSEE  ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED VIOLATION DESCRIPTION

1. 6.1.201 NO DOG LICENSE (\$200)

2.

3. 51000. 43102

Corrections Required:

SHOW PROOF OF DOG LICENSE FOR "COOKIE" WITHIN 72 HOURS.

SIGNATURE OF ISSUING OFFICER [Signature] #593 ISSUANCE DATE 10/17/17

DEPARTMENT Animal Services PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

X CERTIFIED MAIL / USPS

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CITY OF CLOVIS

Citation No. AC- 35242

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS ☐ WARNING 6.1.515  
☐ 1ST CITATION \$100 ☐ 2ND CITATION \$500 ☒ 3RD AND SUBSEQUENT CITATION \$1,000  
 OFFENSES DEEMED INFRACTIONS ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE ☐ WARNING  
☐ 1ST CITATION \$50 ☐ 2ND CITATION \$200 ☐ 3RD AND SUBSEQUENT CITATION \$500  
 ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE ☐ WARNING  
☐ 1ST CITATION \$30 ☐ 2ND CITATION \$60 ☒ 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by IMMEDIATELY. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/7/17 TIME 1518 P.M. DAY OF WEEK TUES CASE NO. 17-71812

NAME (FIRST, MIDDLE, LAST) CONSTANCE, ALFARO

VIOLATION LOCATION 1507 POLLASKY AVE. CLOVIS, CA 93612 CITY CLOVIS STATE CA ZIP 93612

RESIDENCE OR BUSINESS ADDRESS (559) 905-2240 ☐ SAME AS ABOVE

MAILING ADDRESS (559) 905-2240 ☐ SAME AS ABOVE

DRIVERS LICENSE NO. N7721560 STATE CA CLASS C BIRTH DATE 11-25-58

SEX F HAIR  EYES  HEIGHT  WEIGHT

VEHICLE LICENSE NO.  STATE  OPERABLE Y N

YEAR  MAKE  BODY STYLE  COLOR  VEH. TYPE

REGISTERED OWNER OR LESSEE  ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED VIOLATION DESCRIPTION

1. 6.1.201 NO DOG LICENSE (\$200)

2. 6.1.515 UNALTERED (\$1,000)

3.

Corrections Required:

SHOW PROOF OF DOG LICENSE FOR "COOKIE" WITHIN 72 HOURS.

SHOW PROOF OF ALTER FOR "COOKIE" WITHIN 30 DAYS.

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/7/17

DEPARTMENT Animal Services PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

X CERTIFIED MAIL / USPS

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CITY OF CLOVIS

Citation No. AC- 42884

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$100	<input type="checkbox"/> 2ND CITATION \$500	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$1,000
OFFENSES DEEMED INFRACTIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$30	<input type="checkbox"/> 2ND CITATION \$60	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 Hours. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/21/2017 TIME 1443 P.M. DAY OF WEEK TUES CASE NO. 17-74725

NAME (FIRST, MIDDLE, LAST)

CONSTANCE, KATE ALFARO

VIOLATION LOCATION CITY STATE ZIP

1507 POLLASKY AVE CLOVIS CA 93012

RESIDENCE OR BUSINESS ADDRESS ☐ SAME AS ABOVE

(559) 905-2240

MAILING ADDRESS ☐ SAME AS ABOVE

DRIVERS LICENSE NO. STATE CLASS BIRTH DATE  
 N7721560 CA C 11-25-58

SEX F HAIR EYES HEIGHT WEIGHT

VEHICLE LICENSE NO. STATE OPERABLE  
 YEAR MAKE BODY STYLE COLOR VEH. TYPE

REGISTERED OWNER OR LESSEE ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED VIOLATION DESCRIPTION

1. 6.1.201 NO DOG LICENSE (\$200)

2. 6.1.515 UNALTERED (\$1000)

3.

## Corrections Required:

SHOW PROOF OF DOG LICENSE FOR "COOKIE"

WITHIN 72 HOURS

SHOW PROOF OF ALTER FOR "COOKIE"

WITHIN 72 HOURS

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/21/17

DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

X CERTIFIED MAIL / USPS

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CITY OF CLOVIS

Citation No. AC- 42885

## ADMINISTRATIVE CITATION

MUNICIPAL CODE VIOLATIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$100	<input type="checkbox"/> 2ND CITATION \$500	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$1,000
OFFENSES DEEMED INFRACTIONS		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - EXCESSIVE NOISE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$50	<input type="checkbox"/> 2ND CITATION \$200	<input type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$500
ANIMAL CONTROL VIOLATIONS - DOG AT LARGE/NO LICENSE		<input type="checkbox"/> WARNING
<input type="checkbox"/> 1ST CITATION \$30	<input type="checkbox"/> 2ND CITATION \$60	<input checked="" type="checkbox"/> 3RD AND SUBSEQUENT CITATION \$200

Payment is due within 15 days. (See reverse side for payment instructions.)  
 Corrections indicated below required by 72 Hours. If you fail to make the indicated corrections by this date, the next level of citation may be issued.

DATE 11/21/2017 TIME 1443 P.M. DAY OF WEEK TUES CASE NO. 17-74725

NAME (FIRST, MIDDLE, LAST)

CONSTANCE, KATE ALFARO

VIOLATION LOCATION CITY STATE ZIP

1507 POLLASKY AVE CLOVIS CA 93012

RESIDENCE OR BUSINESS ADDRESS ☐ SAME AS ABOVE

(559) 905-2240

MAILING ADDRESS ☐ SAME AS ABOVE

DRIVERS LICENSE NO. STATE CLASS BIRTH DATE  
 N7721560 CA C 11-25-58

SEX F HAIR EYES HEIGHT WEIGHT

VEHICLE LICENSE NO. STATE OPERABLE  
 YEAR MAKE BODY STYLE COLOR VEH. TYPE

REGISTERED OWNER OR LESSEE ☐ SAME AS ABOVE

MUNICIPAL CODE SECTION VIOLATED VIOLATION DESCRIPTION

1. 6.1.201 NO DOG LICENSE (\$200)

2. 6.1.515 UNALTERED (\$1000)

3.

## Corrections Required:

SHOW PROOF OF DOG LICENSE FOR "DIABLO"

WITHIN 72 HOURS

SHOW PROOF OF ALTER FOR "DIABLO"

WITHIN 72 HOURS

SIGNATURE OF ISSUING OFFICER [Signature] #5193 ISSUANCE DATE 11/21/17

DEPARTMENT ANIMAL SERVICES PHONE NUMBER 324-2450

SIGNATURE OF PERSON CITED OR ADDRESS WHERE SERVED, POSTED OR MAILED

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# **EXHIBIT 2**

Recording requested by: The City of Clovis

**WHEN RECORDED MAIL TO:**

LOZANO SMITH  
Attn: Wiley R. Driskill  
7404 N. Spalding Avenue  
Fresno, California 93720-3370

GOVERNMENT CODE §38773.5(e)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOTICE OF LIEN**

**APN. 497-184-09**

**1507 POLLASKY AVENUE, CLOVIS, CALIFORNIA**

**Property Owner: Jonathan Alfaro and Connie Alfaro**

(Claim of the City of Clovis)

Under the authority vested by the provisions of Chapter 5.29 of Title 5 of the Clovis Municipal Code, the City Council of the City of Clovis did on the 5th day of March 2018, confirm the administrative penalties incurred on the real property hereinafter described; and the same has not been paid nor any part thereof and the City of Clovis does hereby claim a lien for such costs, to wit: the sum of \$44,540.00 dollars. The same shall be a lien upon said real property until it has been paid in full and discharged of record.

The real property hereinabove mentioned, and upon which a lien is claimed, is that certain parcel of land lying and being in the City of Clovis, County of Fresno, State of California, and more particularly described as follows:

1507 Pollasky Avenue  
Clovis, CA  
APN: 497-184-09

DATED: \_\_\_\_\_ 2018.

\_\_\_\_\_  
JOHN HOLT  
CITY CLERK/ASSISTANT CITY MANAGER  
CITY OF CLOVIS  
1033 FIFTH STRTEET, CLOVIS, CA 93612  
(559) 324-2060

**[NOTARY ACKNOWLEDGMENT ATTACHED]**



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(insert name and title of the officer)

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

(Seal)