



CITY of CLOVIS

AGENDA • CLOVIS CITY COUNCIL
Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559) 324-2060
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.

January 7, 2019

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 Bessinger

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

1. None.

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

2. City Clerk – Approval - Minutes for the December 10, 2018 and December 17, 2018 Council Meetings.
3. City Clerk – Adopt - **Ord. 18-29**, R2018-10, A request to approve a rezone from the C-P (Professional Office) Zone District to the C-2 (Community Commercial) Zone District, associated with approximately 1.2 acres of land located at the northeast corner of Shaw and Fowler Avenues. (Vote: 5-0)
4. General Services - Approval – Res. 19-____, Authorizing Classification Title Modification from Department Support Manager to Facilities Maintenance and Purchasing Manager.

PUBLIC HEARINGS - A public hearing is an open consideration within a regular or special meeting of the City Council, for which special notice has been given and may be required. When a public hearing is continued, noticing of the adjourned item is required as per Government Code 54955.1.

5. None.

CORRESPONDENCE – Correspondence is communication addressed to City Council that requests action.

6. None.

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

7. None.

CITY MANAGER COMMENTS

COUNCIL ITEMS

8. Council Comments

CLOSED SESSION - A “closed door” (not public) City Council meeting, allowed by State law, for consideration of pending legal matters and certain matters related to personnel and real estate transactions.

9. Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Lionel Hawkins v. City of Clovis

ADJOURNMENT

Future Meetings and Key Issues			
Jan. 14, 2019 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Jan. 22, 2019 (Tue.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 4, 2019 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 11, 2019 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Feb. 19, 2019 (Tue.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 4, 2019 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 11, 2019 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber
Mar. 18, 2019 (Mon.)	6:00 P.M.	Regular Meeting	Council Chamber

CLOVIS CITY COUNCIL MEETING

December 10, 2018

6:00 P.M.

Council Chamber

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

Roll Call: Present: Councilmembers Ashbeck, Bessinger, Mouanoutoua, Mayor Whalen
Absent: Councilmember Flores

PRESENTATION

1. None

PUBLIC COMMENTS - NONE

6:02 CONSENT CALENDAR

Motion by Councilmember Ashbeck, seconded by Councilmember Mouanoutoua, that the items on the Consent Calendar be approved, including the waiver of the reading of the ordinance. Motion carried by 4-0-1 with Councilmember Flores absent.

2. City Clerk – Approved - Minutes for the December 3, 2018 Council Meeting.
3. City Clerk – Adopted - **Ord. 18-28**, R2018-12, a request to rezone approximately 887 acres to the P-F (Public Facilities) Zone District as a comprehensive rezone update to bring properties designated Public, Water, and School, into conformance with the General Plan. City of Clovis, Clovis Unified School District, Fresno Metropolitan Flood Control District, and State of California, owners; City of Clovis, applicant.
4. Administration - Received and Filed - Update on Fresno/Clovis Community Media Authority and Community Media Access Collaborative.
5. Community and Economic Development - Approved – 2019 Street Closure Requests; and Approved - **Res. 18-165**, Declaring Certain Events as Old Town Special Events and Setting Precise Boundaries for Those Old Town Special Events.
6. Community and Economic Development - Received and Filed – Business Organization of Old Town (BOOT) Second Quarter Report, October through December 2018.
7. Finance - Received and Filed – Investment Report for the month of August 2018.
8. Finance - Received and Filed – Treasurer's Report for the month of August 2018.
9. Finance - Received and Filed – Investment Report for the month of September 2018.
10. Finance - Received and Filed – Treasurer's Report for the month of September 2018.
11. Finance - Approved – **Res. 18-166**, A Resolution of Intention (ROI) to Annex Territory (Annexation #56) (T6181-North East Corner of Shaw and Leonard.), to the Community Facilities District (CFD) 2004-1 and to Authorize the Levy of Special Taxes Therein and Setting the Public Hearing for January 14, 2019.
12. General Services – Approved – **Res. 18-167**, amending the City's FY18-19 Position Allocation Plan by deleting one (1) Office Assistant position and adding one (1) Principal Office Assistant position within the Public Utilities Department.

13. Public Safety - Approved - **Res. 18-168**, Amending the 2018-19 Police Department Budget to reflect the award of the Edward Byrne Memorial Justice Assistance Grants (JAG) Program in the amount of \$33,949.00.
14. Public Safety - Approved - **Res. 18-169**, amending the Fire Department Budget to reflect \$28,547 in 2017 State Homeland Security Grant Program (SHSGP) to fund Fire Department equipment.
15. Public Utilities – Approved - Waive Formal Bidding Requirements and Authorize the Purchase of Replacement Modules for the Surface Water Treatment Plant from PALL Water.
19. 6:03 - APPROVED – APPOINTMENT TO THE CONSOLIDATED MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES

City Manager Luke Serpa presented a report on an appointment to the Consolidated Mosquito Abatement District. The term of appointment of Karl Peterson as representative of the City of Clovis to the Consolidated Mosquito Abatement District expires on December 31, 2018. Mr. Peterson has served in this capacity since December 2014 and is requesting reappointment for another four-year term through December 31, 2022. Karl Peterson presented an update to City Council. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger, for the Council to reappoint of Karl Peterson to the Consolidated Mosquito Abatement District for another four-year term through December 31, 2022. Motion carried by 4-0-1 with Councilmember Flores absent.

ADMINISTRATIVE ITEMS

ADMINISTRATION (City Manager, City Clerk, Finance)

16. 6:11 - APPROVED - **RES 18-170**, FINAL AMENDMENTS TO THE 2017-18 BUDGET IN CONFORMANCE WITH THE BUDGET ORDINANCE; AND RECEIVE AND FILE – YEAR END REPORT FOR ALL FUNDS AS OF JUNE 30, 2018.

Finance Director Jay Schengel presented a report on final amendments to the 2017-18 budget in conformance with the budget ordinance; and receive and file – year-end report for all funds as of June 30, 2018. Jay Schengel indicated that both items 16 and 17 would be heard concurrently. During the preparation of the 2018-19 budget, estimates were made for 2017-18 revenues and expenditures to establish the estimated June 30, 2018 fund balances that are expected to be available for appropriation in the 2018-19 fiscal year. This report compares the variances between actual revenues and expenditures versus the estimates established during the budget process. The basis for this report is different from the information presented in the Comprehensive Annual Financial Report (CAFR), which compares actual data against the Council approved budget, as amended from time to time during the year. The Council adopted budget, as amended, is normally higher than the estimated budget used during the budget process. All departments were within or very close to their estimates to close. Jay Schengel provided Council a summary update by fund type. There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger, for the Council to

approve a resolution approving final amendments to the 2017-18 budget in conformance with the budget ordinance. Motion carried 4-0-1 with Councilmember Flores absent.

17. 6:11 - RECEIVED AND FILED – 2017/2018 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Finance Director Jay Schengel and City Financial Auditor Ken Pun presented a report on the 2017/18 Comprehensive Annual Financial Report. Financial reports are a primary objective source of information to most persons concerned about a government's financial condition. Taxpayers are interested in the amount of revenues and expenditures. Investors and bond-rating agencies are interested in the ability of a jurisdiction to meet its debt obligations. For the City Council, the financial reports provide an opportunity to determine compliance with budgetary appropriations as well as the status of the government's assets and liabilities and the financial condition of the City. The City of Clovis' financial report was audited and received an unqualified opinion from The Pun Group LLP, a firm of independent, licensed certified public accountants, which means the financial statements for the fiscal year ending June 30, 2018 are free of material misstatement and are fairly presented in conformity with Generally Accepted Accounting Principles (GAAP).

There being no public comment, Mayor Whalen closed the public portion. Discussion by the Council. It was the consensus of Council, with Councilmember Flores absent, to receive and file the 2017/18 Comprehensive Annual Financial Report.

18. 7:12 - APPROVED - AUTHORIZING THE RENEWAL OPTION IN THE SERVICE CONTRACT WITH CH2M HILL ENGINEERS, INC. FOR THE SEWAGE TREATMENT/WATER REUSE FACILITY DESIGN, BUILD AND OPERATE SERVICES

Public Utilities Director Scott Redelfs and Assistant Public Utilities Director Paul Armendariz presented a report on a request to authorize the renewal option in the service contract with CH2M Hill Engineers, Inc. for the Sewage Treatment/Water Reuse Facility (ST-WRF) Design, Build and operate services. The initial 10 year service contract for the ST-WRF commenced in June 2009 and is set to expire on July 1, 2019. The contract allows for two optional 5 year renewal terms, and staff has determined that these can be combined into one 10 year renewal term upon mutual agreement of both parties. Per the contract requirements, in February 2018 the City received a letter from CH2M Hill Engineers requesting to exercise the renewal options and extend the contract.

In consultation with the City Attorney, consideration was given to staff that the renewal of the contract would anticipate some limited negotiations and changes to the current contract to address operational and compensation concerns of both parties. The attached amendment addresses the areas of discussion where staff and CH2M have come to a tentative mutual agreement on terms to recommend contract renewal to the Clovis City Council. Staff believes that this renewal option is in the best interest of the City and that the City would not necessarily receive a more competitive operational and payment package in a Request for Proposal (RFP) process for future operation of the ST-WRF. The annual payment to CH2M for operations of the ST-WRF is approximately \$2,000,000. CH2M is not requesting an increase to the annual service payment.

However, CH2M is requesting a slight modification to future Consumer Price Index (CPI) increases, substantial relief of penalties imposed on the amount of energy used to wastewater processed, and that the City provide some help on costs associated with disposal of the plant waste material which is referred to as bio-solids.

Representatives of CHM2 Hill spoke in support of the recommendation to renew the agreement. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger, for the Council to approve a request to authorize the renewal option in the service contract with CHM2 Hill Engineers, Inc. for the Sewage Treatment/Water Reuse Facility (ST-WRF) Design, Build and Operate services. Motion carried 4-0-1 with Councilmember Flores absent.

CITY MANAGER COMMENTS

None

COUNCIL ITEMS

20. 7:45 - Council Comments

Councilmember Ashbeck questioned who was in the March 2019 Clovis election. City Clerk John Holt responded.

Councilmember Mouanoutoua commented on the Fire pinning ceremony and was impressed with the event.

Mayor Whalen commented on the Children's Electric Christmas Parade and thanked Transit Staff for all of their support.

7:51 - CLOSED SESSION

21. Government Code Section 54956.9

CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

A. Initiation of Litigation Pursuant to Paragraph (4) of Subdivision (d) of Section 54956.9 (Deciding Whether to Initiate Litigation)

One Potential Case

B. Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9

One Potential Case

Mayor Whalen adjourned the meeting of the Council to December 17, 2018

Meeting adjourned: 8:45 p.m.

Mayor

City Clerk

CLOVIS CITY COUNCIL MEETING

December 17, 2018

6:05 P.M.

Council Chamber

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

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

PRESENTATION

1. NONE

PUBLIC COMMENTS - NONE

CONSENT CALENDAR – 6:07

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

2. General Services - Approved - **Res. 18-170**, amending the Management Benefit Summary, the Executive Management Benefit Summary, and the Represented Employees Benefit Summary.
3. General Services - Approved – **Res. 18-171**, amending the FY2018-2019 General Services Department Budget to reflect \$10,000 in additional grant funding for the Clovis Senior Center awarded by the Fresno-Madera Area Agency on Aging.
4. Planning and Development Services - Approved – **Res. 18-172**, authorize the City Engineer to waive certain inspection and processing fees on cooperative inter-agency public improvement projects.
5. Planning and Development Services – Approved – Encroachment agreement and Authorize the City Engineer to enter into agreement on behalf of the City with Fresno Irrigation District for Tract Map 6193 located at the southwest area of Ashlan Avenue and Highland Avenue (Wilson Premier Homes, Inc.).

PUBLIC HEARINGS

6. 6:08 APPROVED – **RES. 18-173**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADOPTING INTERIM RULES FOR VENDING ON PUBLIC STREETS, SIDEWALKS, AND PARKS

Business Development Manager Shawn Miller and Deputy City Attorney Jessica Mejorado presented a report on a recommendation to adopt interim rules for vending on public streets, sidewalks, and parks. California State Senate Bill SB 946 will become law on January 1, 2019. The legislation was designed to limit local jurisdictions' abilities to regulate vending on streets, sidewalks and parks, unless the regulation is connected to

public health, safety, and welfare. Vending is defined in the law as the sale of food or merchandise from the person or a non-motorized conveyance. SB 946 allows municipalities to establish permit programs for vendors, and they may require sidewalk vendors to obtain a tax certificate and abide by state tax laws, just like other businesses.

Staff has been working on an ordinance to implement reasonable regulations to address the public health, safety, and welfare concerns that might arise from Vending. Due to the short time since passage of the legislation, staff is unable to process the Ordinance so that it becomes effective before January 1, 2019. Therefore, staff is proposing that the Council adopt the primary regulations from the draft Ordinance (proposed new Chapter 5.33) by Resolution as interim rules for Vending. Following Council input on the interim rules, staff will make any needed adjustments, do additional community outreach, and bring back the permanent Ordinance early next year.

Mike Cunningham, resident, commented on a recent dinner experience he had near Shaw and Minnewawa and the lack of compliance for showing permits and what implementation of the new law may look like. Discussion by the Council. Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger, for the Council to adopt interim rules for vending on public streets, sidewalks, and parks with the added provision to not allow vending on Centennial Plaza in downtown Clovis. Motion carried by unanimous vote

7. 6:30 - APPROVED - ITEMS ASSOCIATED WITH APPROXIMATELY 1.2 ACRES OF LAND LOCATED AT THE NORTHEAST CORNER OF SHAW AND FOWLER AVENUES. AHIRA BBB CLOVIS SHAW LP, OWNER; BOWIE ENTERPRISES, MICHAEL BOWIE, APPLICANT; DIRK POESCHEL LAND DEVELOPMENT SERVICES, REPRESENTATIVE

ITEM 7a - APPROVED - **RES. 18-174**, APPROVING AN ENVIRONMENTAL FINDING OF A MITIGATED NEGATIVE DECLARATION FOR GENERAL PLAN AMENDMENT GPA2018-04, REZONE R2018-10 AND CONDITIONAL USE PERMIT CUP2018-06; and **ITEM 7b** - APPROVED - **RES. 18-175**, GPA2018-04, AMENDING THE GENERAL PLAN DESIGNATION FROM OFFICE TO GENERAL COMMERCIAL AND A TEXT AMENDMENT TO THE SHAW AVENUE SPECIFIC PLAN PERMITTING C-2 (COMMUNITY COMMERCIAL) ZONING AND DRIVE-THRU USES FOR THIS SPECIFIC SITE; and **ITEM 7c** - APPROVED INTRODUCTION - **ORD. 18-29**, R2018-10, APPROVING A REZONE FROM THE C-P (PROFESSIONAL OFFICE) ZONE DISTRICT TO THE C-2 (COMMUNITY COMMERCIAL) ZONE DISTRICT; and **ITEM 7d** - APPROVED - **RES. 18-176**, CUP2018-06, APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR A DRIVE-THRU CAR WASH FACILITY.

City Planner Bryan Araki and Associate Planner Lily Cha presented a report on various items associated with approximately 1.2 acres of land located at the northeast corner of Shaw and Fowler Avenues. The applicant is requesting to amend the General Plan Land Use Diagram, a text amendment to the Shaw Avenue Corridor Specific Plan, and the rezone of approximately 1.2 acres of property located at the northeast corner of Shaw and Fowler Avenues. The applicant is also requesting conditional use permit approval for the infill development of a drive-thru car wash facility (Ride and Shine). Approval of this

request will allow the applicant to move forward with site plan review for the proposed facility.

Dirk Poeschel, representing the applicant, spoke in favor of the report and conditions. Jose Benavidez, traffic consultant, addressed questions of Council regarding competing traffic with Jefferson Elementary School and other nearby businesses. Discussion by the Council.

Motion by Councilmember Mouanoutoua, seconded by Councilmember Flores, for the Council to approve **Resolution 18-174** approving an environmental finding of a mitigated negative declaration for General Plan Amendment GPA2018-04, Rezone R2018-10 and Conditional Use Permit CUP 2018-06. Motion carried by unanimous vote.

Motion by Councilmember Mouanoutoua, seconded by Councilmember Flores, for the Council to approve **Resolution 18-175** approving GPA2018-04, amending the general plan designation from Office to General Commercial and a text amendment to the Shaw Avenue Specific Plan permitting C-2 (Community Commercial) zoning and drive-thru uses for this specific site. Motion carried by unanimous vote.

Motion by Councilmember Mouanoutoua, seconded by Councilmember Flores, for the Council to approve the introduction **Ord. 18-29**, R2018-10, approving a rezone from the C-P (Professional Office) zone district to the C-2 (Community Commercial) zone district. Motion carried by unanimous vote.

Motion by Councilmember Mouanoutoua, seconded by Councilmember Flores, for the Council to approve **Resolution 18-176** approving CUP 2018-06, approving a conditional use permit to allow for a drive-thru car wash facility. Motion carried 4-1 with Councilmember Ashbeck voting no.

ADMINISTRATIVE ITEMS

8. 7:21 - APPROVED – SCHEMATIC ELEVATIONS, FLOORPLANS, PROJECT BUDGET, AUTHORIZATION OF DESIGN, CONTRACT DOCUMENTS, AND BIDDING PHASES; AND APPROVAL OF AMENDMENT 1 TO THE ARCHITECTURAL SERVICES CONTRACT FOR LANDMARK COMMONS WITH PAUL HALAJIAN ARCHITECTS

Community and Economic Development Manager Andy Haussler and Assistant Planning and Development Services Director Renee Mathis presented a report on a request for the Council to approve schematic elevations, floorplans, project budget, authorization of design, contract documents, and bidding phases; and approval of Amendment 1 to the Architectural Services Contract for Landmark Commons with Paul Halajian Architects. On April 12, 2017, the City of Clovis entered into a contract with Halajian Architects for the design of a new Senior Activity Center, Transit Hub and on/off-site improvements as part of the Landmark Commons project. The first phase of the Architectural Services Contract included schematic designs. The contract requires City Council approval of the schematic designs and estimated project development budget to proceed to the Design Development Phase. The schematic design of the project is complete. The architect and staff recommend moving forward with the Landmark Commons project based on the

schematic designs provided. Due to the increased cost and size of the buildings in comparison to the original requests for proposals for architectural services, staff is recommending an increase in the Architectural Services Contract with Paul Halajian Architects in the amount of \$318,680. This increase takes the project through all remaining phases of the Architectural Services Contract.

Kurt Vote, legal counsel representing DeBenedetto Properties to the north of the project, addressed questions of Council and commented on a need for an additional access off of Clovis Avenue. Paul Halajian, Architect, addressed questions of Council and reasons for cost increase. Discussion by the Council. Kurt Vote additionally commented on moving forward with the project but wanted to raise the concern of not allowing access via a Second Street access to the DeBenedetto property. Mark Keppler, resident, commented on the trail adjacent the project remain a trail and on the west side of the property access to the trail from the project needs to be considered as well as shading. He also requested that the architecture for the county library be aligned with what the city is building at that site.

Motion by Councilmember Ashbeck, seconded by Councilmember Bessinger, for the Council to approve:

- The Schematic Design Phase of the Architectural Services Contract with Paul Halajian Architects, including conceptual elevations, the conceptual floorplans, the conceptual site plan, the estimated development budget and schedule;
- A request to authorize staff to proceed with the Design Development, Contract Documents, and Bidding Phases of the Architectural Services Contract with Paul Halajian Architects;
- An amendment to the Architectural Services Contract with Paul Halajian Architects to increase the contract amount by \$318,680.

Motion carried by unanimous vote.

CITY MANAGER COMMENTS - 8:45

City Manager Luke Serpa commented on a recommendation to cancel the Council meeting of January 7, 2019. He also commented on the traffic issues associated with Cindy Lane and Santa Claus Lane.

COUNCIL ITEMS

9. Council Comments – 8:48

City Council wished everyone a Merry Christmas.

CLOSED SESSION – 8:49

10. Government Code Section 54956.9(d)(1)
CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Lionel Hawkins v. City of Clovis

11. Government Code Section 54957
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager
12. Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: City Attorney, David J. Wolfe
Unrepresented Employee: City Manager

Mayor Whalen adjourned the meeting of the Council to January 14, 2019

Meeting adjourned: 9:20 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 7, 2019

SUBJECT: City Clerk – Adopt - **Ord. 18-29**, R2018-10, A request to approve a rezone from the C-P (Professional Office) Zone District to the C-2 (Community Commercial) Zone District, associated with approximately 1.2 acres of land located at the northeast corner of Shaw and Fowler Avenues. (Vote: 5-0)

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



AGENDA ITEM NO: 4

City Manager: LS

CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: January 7, 2019

SUBJECT: Approval - Res 19 - ___, Authorizing Classification Title Modification from Department Support Manager to Facilities Maintenance and Purchasing Manager

ATTACHMENTS: Resolution 19-___; Modification of the Department Support Manager Classification Title to Facilities Maintenance and Purchasing Manager.

Exhibit A – Facilities Maintenance and Purchasing Manager Classification

CONFLICT OF INTEREST

None

RECOMMENDATION

For City Council to approve a resolution authorizing the modification of the classification title of Department Support Manager Classification to Facilities Maintenance and Purchasing Manager in order to better reflect the duties and responsibilities of the classification.

EXECUTIVE SUMMARY

As discovered during a recent recruitment to fill the Department Support Manager Classification, the current title does not adequately explain or reflect the duties and responsibilities of the position. Staff believes the limited number of qualified candidates during the hiring process is directly related to the ambiguity of the Department Support Manager title. Therefore, staff is recommending the title be changed to Facilities Maintenance and Purchasing Manager in order to attract candidates specifically qualified for this position. The specifications, requirements, and salary of the position remain unchanged, only the title is being revised. Updating the specification title in advance of an upcoming recruitment is recommended in order to attract the most qualified

applicants. Modification of the City's Classification Plan requires the City Council's approval.

BACKGROUND

A recent recruitment for Department Support Manager yielded a very limited number of qualified candidates. Feedback from the recruitment indicated the Department Support Manager title hampered job searches by candidates. Typical job search keywords such as "facilities maintenance" and "purchasing" did not coincide with the City's vacant Department Support Manager position during searches and therefore, the optimum candidates did not apply.

The requested change is only for the modification of the classification title; the job specifications and salary schedule remain unchanged.

FISCAL IMPACT

None

REASON FOR RECOMMENDATION

The Facilities Maintenance and Purchasing Manager title better describes the position requirements and is more widely used and accepted in the industry. The Department Support Manager Classification is ambiguous and doesn't properly describe the job duties. Revision of the title should provide for better industry understanding and an improved applicant pool for recruitments. 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 title of Facilities Maintenance and Purchasing Manager classification (Exhibit A).

Prepared by: Shonna Halterman, General Services Director

Submitted by: Shonna Halterman, General Services Director 

RESOLUTION 19-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING
MODIFICATION OF THE CITY'S CLASSIFICATION PLAN TO CHANGE THE
DEPARTMENT SUPPORT MANAGER CLASSIFICATION TITLE
TO FACILITIES MAINTENANCE AND PURCHASING MANAGER**

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

WHEREAS, a review of the Department Support Manager classification title has identified ambiguity defining the duties and responsibilities of the classification; and

WHEREAS, it has been determined that modifying the title to Facilities Maintenance and Purchasing Manager is more industry compliant and better describes the duties of the classification; and

WHEREAS, modification is to the title only. The job specifications and salary remain unchanged; 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 attached revised classification title (Exhibit A) of the Facilities Maintenance and Purchasing Manager in place of Department Support Manager.

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 7, 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: January 7, 2019:

Mayor

City Clerk

Exhibit A

**City of Clovis
Facilities Maintenance and Purchasing Manager**

DESCRIPTION:

Under administrative direction, manage the maintenance and operation of City facilities and facility systems; and manage the City's department support functions, including public purchasing. Perform related work as required.

CLASS CHARACTERISTICS:

Under the direction of the General Services Director, this single position class is responsible for the management of the Facilities Maintenance and Department Support sections and assigned staff. The incumbent acts with a high degree of independence of action in the assigned area of responsibility in order to attain objectives according to policy guidelines. Methods and procedures are expected to be developed to resolve problems encountered. Except where deviation in policy is involved, most work is not reviewed; review is directed towards final outcome and results. Work hours vary and may include being subject to 24-hour emergency callback and occasionally working on holidays and weekends.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following: plan, organize, coordinate, control and manage the activities of the Department Support Division including the daily operations of the Facilities Maintenance Section and Department Support Section; develop, review, recommend, and administer service contracts; prepare and review bid specifications for the purchase of City services, equipment and supplies; analyze facility and equipment maintenance systems and devise solutions to problems; establish performance standards and analyze output to predict future needs for personnel, supplies, services and equipment; perform analyses related to City purchasing procedures, property/facility maintenance and acquisition; make periodic field inspections of work in progress; operate computers and computer-based programs to develop, monitor and extract complex information related to facility operating systems and purchasing systems; conduct performance evaluations, recommend and participate in hiring and disciplinary actions as appropriate; process and address employee grievances; explain policies, procedures and objectives to staff through written and oral communication; conduct staff meetings and employee training programs; enforce rules; provide leadership and work with assigned staff to ensure that work is performed in a proper, safe and efficient manner; instruct staff in new operating procedures and methods; assist in creating training instruction manuals in assigned areas of responsibilities; respond to emergency situations as required, including those occurring after normal working hours; support the City's safety program; maintain records and files, and assist in preparation of a variety of

technical research analysis and reports; develop the Division budget and perform related work as required.

TYPICAL QUALIFICATIONS:

LICENSE REQUIRED

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

EDUCATION AND EXPERIENCE

A combination of education and experience is required.

Education:

- Graduation with a Bachelor's Degree from an accredited college or university with major study in public or business administration, construction management, or a related field.

AND

Experience:

- Five (5) years of experience in the maintenance of facilities/purchasing, with two (2) years at a supervisory level.

Desirable Education and Certification(s):

- Master's Degree.
- Professional certification(s) in public purchasing and/or facility maintenance and operations.

QUALIFICATIONS

Knowledge:

- State and local laws pertaining to facility maintenance and operations, and construction;
- Public purchasing laws and regulations;
- Facility maintenance and facility operating systems;
- Contract administration;
- Public purchasing processes;
- Basic math;
- Record keeping;
- In depth knowledge of commercial and industrial building construction;
- Proper methods, materials, tools and equipment used in the facility maintenance, construction, and design trades;
- General principles of supervision and training;
- Operation of computer/web based facility monitoring systems including: security, solar power, HVAC, lighting and plumbing systems;
- Appropriate safety precautions and procedures;
- Facility and facility system design and operation.

Ability to:

- Estimate and organize personnel, material and equipment requirements for facility maintenance and construction projects;
- Perform and train others in the performance of skilled facility maintenance duties and equipment operation;
- Prepare public purchasing documents in compliance with applicable regulations;
- Prepare reports;
- Make oral presentations;
- Prepare a complete set of complex construction drawings for building permit;
- Coordinate outsourced engineers as needed to accomplish tasks for the maintenance and renovation of City facilities;
- Read, write and perform mathematical calculations at the level required for successful job performance;
- Perform complex analysis of data and source material;
- Maintain records;
- Supervise the work of others;
- Operate a vehicle observing legal and defensive driving practices;
- Establish efficient record-keeping systems;
- Formulate and administer budget;
- Formulate long range strategic plans for the Department Support Division;
- Operate personal computer including word processing, spreadsheet, database, presentation and other associated software;
- Operate complex software programs designed for public purchasing applications and for monitoring the performance of facility systems;
- Conduct effective training of subordinates and other employees;
- Administer contracts related to Department Support Division activities;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS AND WORKING CONDITIONS

- May require work in inclement weather, including sun, cold and rain;
- Wear protective apparel, including goggles, face protectors, noise insulator, apron, and shoes;
- Work around hazardous material and substances;
- Some assigned areas are exposed to extreme heat, humidity, and noise; explosive hazards of gasses; traffic, mechanical and electrical hazards of machinery; fumes, odors and dust from construction and maintenance equipment;

- Frequent sitting, walking, standing, downward flexion of neck, side-to-side turning of neck, lifting below and at waist level of tools weighing up to 25 lbs., including carrying of these tools up to 300 feet;
- Occasional bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist, upward flexion of neck;
- Lifting objects weighing 26-50 lbs. from below waist to above shoulder level either with or without assistance and transporting for distances up to 25 feet;
- Lifting of objects weighing over 50 lbs. and, with assistance, transporting for distances less than 10 feet;
- Manual dexterity to operate computer keyboard, grasp writing materials;
- Strength to grasp hand and power tools;
- Infrequent crawling, climbing, and lifting of objects weighing 26 lbs. to over 50 lbs. from below waist to chest level either with or without assistance and transporting for distances less than 10 feet.