



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

Council Chamber, 1033 Fifth Street, Clovis, CA 93612 (559) 324-2060
www.clovisca.gov

January 5, 2026

6:00 PM

Council Chamber

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.

The Clovis City Council meetings are open to the public at the physical address listed above. There are numerous ways to participate in the City Council meetings: you are able to attend in person; you may submit written comments as described below; and you may view the meeting which is webcast and accessed at www.clovisca.gov/agendas.

Written Comments

- Members of the public are encouraged to submit written comments at: www.clovisca.gov/agendas at least two (2) hours before the meeting (4:00 p.m.). You will be prompted to provide:
 - Council Meeting Date
 - Item Number
 - Name
 - Email
 - Comment
- Please submit a separate form for each item you are commenting on.
- A copy of your written comment will be provided to the City Council noting the item number. If you wish to make a verbal comment, please see instructions below.
- Please be aware that any written comments received that do not specify a particular agenda item will be marked for the general public comment portion of the agenda.
- If a written comment is received after 4:00 p.m. on the day of the meeting, efforts will be made to provide the comment to the City Council during the meeting. However, staff cannot guarantee that written comments received after 4:00 p.m. will be provided to City Council during the meeting. All written comments received prior to the end of the meeting will be made part of the record of proceedings.



SCAN ME

CAMPAIGN CONTRIBUTION PROHIBITIONS AND MANDATORY DISCLOSURE – Pursuant to Government Code section 84308, a Councilmember shall not accept, solicit, or direct a campaign contribution of more than \$500 from any party or their agent, or from any participant or their agent, while a proceeding involving a license, permit, contract, or other entitlement for use is pending before the City or for 12 months after a final decision is rendered in that proceeding. Any Councilmember who has received a campaign contribution of more than \$500 within the preceding 12 months from a party or their agent, or from a participant or their agent, must disclose that fact on the record of the proceeding and shall not make, participate in making, or in any way attempt to use their official position to influence the decision.

Pursuant to Government Code section 84308, subdivision (e), any party to a covered proceeding before the City Council is required to disclose on the record of the proceeding any campaign contribution, including aggregated contributions, of more than \$500 made within the preceding 12 months by the party or their agent to any Councilmember. The disclosure shall be made as required by Government Code Section 84308, subdivision (e)(1) and California Code of Regulations, Title 2, section 18438.8. No party or their agent, and no participant or their agent, shall make a campaign contribution of more than \$500 to any Councilmember during the covered proceeding or for 12 months after a final decision is made in that proceeding. The foregoing statements do not constitute legal advice, and parties and participants are urged to consult with their own legal counsel regarding the applicable requirements of the law.

CALL TO ORDER

FLAG SALUTE - Mayor Pro Tem Pearce

ROLL CALL

PRESENTATIONS/PROCLAMATIONS

1. Presentation of Proclamation recognizing January as National Mentoring Month Honoring Big Brothers Big Sisters of Central California.
2. Presentation of Certificate of Appreciation to Jennifer Willems - Consolidated Mosquito Abatement District Board Representative from 2021-2025.

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 3 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.

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.

- [3.](#) Administration - Approval - Minutes from the December 15, 2025, Council Meeting.
- [4.](#) Administration - Adopt - **Ord. 25-14**, R2024-008, An ordinance of the City Council approving a request to prezone the properties within the Quail Run Neighborhood from the Fresno County R-R (Rural Residential) Zone District to the Clovis R-R (Rural Residential) Zone District. (Vote: 5-0)
- [5.](#) Administration – Approval – Waive normal purchasing process and authorize purchase of VMware System subscription from Saitech, Inc., in the amount of \$93,936.
- [6.](#) General Services – Approval – Res. 26-____, Authorizing Amendments to the Firefighter, Firefighter Lateral, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Deputy Fire Marshall, and Fire Chief Classifications in the Fire Department.
- [7.](#) General Services - Approval – Res. 26-____, Authorizing Amendments to the City's Classification Plan by Revising the Recreation Coordinator Classification in the General Services Department.
- [8.](#) Planning and Development Services – Approval – Final Acceptance for CIP 24-12 Barstow Avenue Street Improvements, for a final contract cost of \$934,441.93.
- [9.](#) Planning and Development Services – Approval – Final Acceptance for CIP 21-19 Shaw Avenue Street Rehabilitation, for a final contract cost of \$1,339,401.05.
- [10.](#) Planning and Development Services – Approval – Bid Award for CIP 25-06 Antonio & Ashlan Alley Improvements to Asphalt Design by Juan Gomez in the amount of \$126,100.00 and Authorize the City Manager to execute the contract on behalf of the City.
- [11.](#) Planning and Development Services – Approval – Res. 26-____, Amend the 2025-2026 Community Investment Program Budget for Street Improvement Fund, for the Safe Streets for All Action Plan in the amount of \$378,400.
- [12.](#) Planning and Development Services – Approval – Res. 26-____, Approving a Third Amendment to the Consultant Agreement with LSA for the Preparation of the Environmental Impact Report for the Heritage Grove H-Land Specific Plan for a change in scope of services in the amount of \$234,745.44 for a total contract amount of \$840,730.44, and authorizing the City Manager to execute the amendment.

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

- [13.](#) Consider Approval - Res. 26-____, Accepting the Staffing for Adequate Fire and Emergency Response (SAFER) Grant award in the amount of \$2,018,479.50 to hire six (6) firefighters for a period of three (3) years to staff a Fire Squad; Amending the FY 2025-2026 Budget to include the salary, benefits, and equipment needs paid through Measure Y funding; and Amending the Fire Department Position Allocation for the required additional Fire Personnel.

Staff: Chris Ekk, Fire Chief

Recommendation: Approve

COUNCIL ITEMS

- [14.](#) Receive and File – Brown Act Update and Amendments for 2026.

Staff: Scott Cross, City Attorney

Recommendation: Receive and File

15. Consider Approval – First Amendment to the City Manager Employment Agreement.

Staff: Scott Cross, City Attorney

Recommendation: Approve

CITY MANAGER COMMENTS

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.

16. Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Andrew Haussler, Paul Armendariz, Amy Hance, and Scott Cross
Employee Organizations: Clovis Police Officers Association, Clovis Firefighters Association, Clovis Public Safety Employees Association, Clovis Professional and Technical Association, and Unrepresented Employees

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

ADJOURNMENT

FUTURE MEETINGS

Regular City Council Meetings are held at 6:00 P.M. in the Council Chamber. The following are future meeting dates:

Jan. 12, 2026 (Mon.)
Jan. 20, 2026 (Tue.)
Feb. 2, 2026 (Mon.)
Feb. 9, 2026 (Mon.)
Feb. 17, 2026 (Tue.)

CITY of CLOVIS

Proclamation

Recognizing January as National Mentoring Month Honoring Big Brothers Big Sisters of Central California

WHEREAS, January is recognized across the nation as National Mentoring Month, a time to celebrate the power of mentorship and acknowledge the individuals and organizations that make a lasting impact in the lives of young people; and

WHEREAS, since its founding in 1969, **Big Brothers Big Sisters of Central California (BBBSofCC)** has served as a pillar of mentorship and youth empowerment, providing guidance, stability, and opportunity to children throughout the Central Valley; and

WHEREAS, over the past five decades, BBBSofCC has positively impacted the lives of more than **30,000 children and their families**, fostering resilience, leadership, and hope through one-to-one mentoring relationships; and

WHEREAS, BBBSofCC has successfully implemented the High School Bigs Program across 21 unified school districts, serving more than 4,000 children and families each year throughout Central California; and

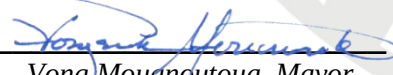
WHEREAS, through dedicated mentors, community partnerships, and innovative programming, BBBSofCC continues to inspire young people to reach their full potential, strengthening the fabric of our communities.

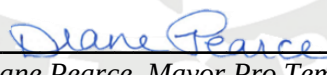
NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis hereby proclaims January 2026 as

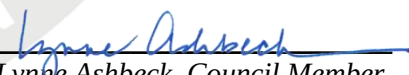
National Mentoring Month

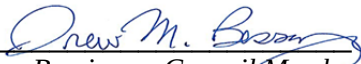
and proudly recognizes Big Brothers Big Sisters of Central California for its unwavering commitment to the children and families of our region and its enduring impact on future generations.

IN WITNESS THEREOF, We hereunto set our hands and cause the official seal of the City of Clovis to be affixed this 5th day of January 2026.


Vong Mouanoutoua, Mayor


Diane Pearce, Mayor Pro Tem


Lynne Ashbeck, Council Member


Drew Bessinger, Council Member


Matt Basgall, Council Member

CITY *of* CLOVIS

Certificate of Appreciation

Presented to

Jennifer Willems

The City of Clovis extends its sincere appreciation to Jennifer Willems for her dedicated service to the City of Clovis as our representative to the **Consolidated Mosquito Abatement District Board of Trustees** for the years of 2021-2025.

January 5, 2026



Vong Moudnoutoua, Mayor

CLOVIS CITY COUNCIL MEETING

December 15, 2025

6:00 P.M.

Council Chamber

Meeting called to order by Mayor Mouanoutoua at **6:00**
Flag Salute led by Councilmember Bessinger

Roll Call: Present: Councilmembers Ashbeck, Basgall, Bessinger, Mayor Pro Tem Pearce
Mayor Mouanoutoua

PUBLIC COMMENTS – 6:01

Anna Loza, resident, addressed the council to call attention to the death of her son on Fowler Avenue and urged long-overdue action to make the road safer for nearby residents.

Kathy Bailey, resident, spoke about her continued road safety advocacy following her son's death on Fowler Avenue.

Bill Scott, resident, spoke regarding the update to the "In God We Trust" display in the council chambers.

CONSENT CALENDAR – 6:12

Upon call, there was no public comment.

Motion by Councilmember Ashbeck, seconded by Councilmember Basgall, that the items on the Consent Calendar be approved, except items 8 and 15. Motion carried by unanimous vote.

1. Administration - Approval - Minutes from the December 1, 2025, Council Meeting.
2. Administration – Approval - 2026 Street Closure Requests; and Approval – **Res. 25-130**, Declaring Certain Events as Old Town Special Events and Setting Precise Boundaries for Those Old Town Special Events.
3. Finance – Receive and File – Investment Report for the Month of August, 2025.
4. Finance – Receive and File – Treasurer's Report for the Month of August 2025.
5. Finance - Approval – **Res. 25-131**, Approving the submittal of the 2025-2026 Transportation Funding Claim to the Fresno Council of Governments.
6. General Services – Approval – **Res. 25-132**, Approving a Side Letter Agreement with the Transit Employees Bargaining Unit to Incorporate Required Federal Transit Administration Random Drug and Alcohol Testing Protocols.
7. General Services – Approval – **Res. 25-133**, Approving a Side Letter Agreement with the Clovis Public Works Employee's Association to Incorporate Required Federal Transit Administration Random Drug and Alcohol Testing Protocols.
9. General Services – Approval – **Res. 25-135**, Authorizing Amendments to the City's Classification and Compensation Plans Adding a Deputy Planning and Development Services Director Classification with a Salary Range of \$13,534 to \$16,451 per month.

10. General Services - Approval – To Authorize the City Manager to enter into an Agreement with Pure Diamond Construction to Repair Water Damage at the Senior Activities Center in the amount of \$166,002.
11. Planning and Development Services – Approval – Final Acceptance for CIP 23-08 Sunnyside Avenue Street Improvements, for a final contract cost of \$901,934.37.
12. Planning and Development Services – Approval – Final Acceptance for Final Map for Tract 6340 acceptance of public improvements with authorization to record the Notice of Completion, and release of sureties as required, located at the southeast corner of Ashlan Avenue and North Thompson Avenue (KB Homes).
13. Planning and Development Services – Approval – To Authorize the City Manager to enter into an Agreement with Graphic Solutions in the amount of \$132,422 for the Citywide Wayfinding Plan, Trails Resource Guide and Design of Entryway Signage Project.
14. Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a Tymco Model 600 Street Sweeper through the HGAC Cooperative Purchasing Program in the Amount of \$537,388.42.

THE FOLLOWING ITEMS WERE PULLED FROM CONSENT CALENDAR FOR FURTHER DISCUSSION

- 6:13 ITEM 8 - General Services – Approval – **Res. 25-134**, Adopting the Deputy Director of Police Support Services with a Salary Range of \$12,573 to \$15,283 per month in the Police Department.

Upon call, there was no public comment.

Motion for approval by Councilmember Ashbeck, seconded by Councilmember Basgall. Motion carried by unanimous vote.

- 6:15 ITEM 15 - Police - Approval - Waive the City's formal bidding requirements and authorize the City Manager to enter into a three-year agreement with Peregrine Technologies allowing the purchase of technology software in the amount of \$136,100 per year.

Neil Mallory, resident, raised concerns about civil liberties, oversight, and potential misuse of surveillance technology related to Peregrine Technologies.

Motion for approval by Councilmember Ashbeck, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

PUBLIC HEARINGS – 6:26

- 6:26 ITEM 16 - Consider various items associated with ±40.62 acres of land located at the southeast corner of N. Sunnyside Avenue and E. Perrin Avenue. Multiple owners; Quail Run Group, applicant; Rich Wathen and Jared Callister, representatives.

The following residents spoke regarding item 16: Richard Wathen, Jared Callister, and Brian Wilson.

ITEM 16a - Consider Approval - **Res. 25-136**, A resolution of the City Council approving an addendum to the Environmental Impact Report adopted for Shepherd North for the Quail Run Annexation.

Motion for approval by Councilmember Basgall, seconded by Councilmember Ashbeck. Motion carried by unanimous vote.

ITEM 16b - Consider Approval - **Res. 25-137**, RO313, A resolution of the City Council approving an application for the Annexation of the Territory known as the Perrin-Sunnyside Southeast Reorganization area (±40.62 acres).

Motion for approval by Councilmember Basgall, seconded by Councilmember Bessinger. Motion carried by unanimous vote.

ITEM 16c - Consider Introduction - **Ord. 25-14**, R2024-008, An ordinance of the City Council approving a request to prezone the properties within the Quail Run Neighborhood from the Fresno County R-R (Rural Residential) Zone District to the Clovis R-R (Rural Residential) Zone District.

Motion by Councilmember Basgall, seconded by Councilmember Bessinger to direct staff to report back on the feasibility of installing all utility laterals along with related infrastructure like fire hydrants, at the time of street construction to avoid repeated road cuts and reduce long-term costs. Motion carried by unanimous vote.

ADMINISTRATIVE ITEMS – 7:26

7:26 ITEM 17 - Consider Approval – To authorize the City Manager to enter into an agreement with Willdan Financial Services in the amount of \$131,520 for the Review and Update of the City's Development Impact Fee Program.

Upon call, there was no public comment.

Motion for approval by Councilmember Ashbeck, seconded by Councilmember Basgall. Motion carried by unanimous vote.

7:39 ITEM 18 - Consider Approval - 2024-25 Annual Comprehensive Financial Report.

Mike Prandini, resident, spoke about the dramatic growth of the city's general fund over the decades and commended the long history of strong, consistent financial reporting by city staff.

Motion for approval by Councilmember Ashbeck seconded by Councilmember Bessinger. Motion carried by unanimous vote.

CITY MANAGER COMMENTS – 7:49

City Manager Haussler shared upcoming events, including the Hmong American Friendship Day event, January 3, 2026, a public meeting on the draft water rate study, Wednesday, December 17, 2025, and an update that Measure Y findings were presented to the oversight committee and will return to council early next year.

COUNCIL COMMENTS – 7:50

There was no formal Council direction for staff

CLOSED SESSION – 8:08

Upon call, there was no public comment.

ITEM 19 - GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE PERFORMANCE
EVALUATION TITLE: CITY MANAGER

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

No action taken.

ADJOURNMENT

Mayor Mouanoutoua adjourned the meeting of the Council to January 5, 2026.

Meeting adjourned: **9:00** p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 5, 2026

SUBJECT: Administration - Adopt - **Ord. 25-14**, R2024-008, An ordinance of the City Council approving a request to prezone the properties within the Quail Run Neighborhood from the Fresno County R-R (Rural Residential) Zone District to the Clovis R-R (Rural Residential) Zone District. (Vote: 5-0)

ATTACHMENTS: None.

This item was approved for introduction on December 15, 2025, with a unanimous vote.

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



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 5, 2026

SUBJECT: Administration – Approval – Waive normal purchasing process and authorize purchase of VMware System subscription from Saitech, Inc., in the amount of \$93,936.

RECOMMENDATION

For the City Council to waive the City's normal purchasing process and authorize purchase of VMware System subscription from Saitech, Inc., in the amount of \$93,936.

EXECUTIVE SUMMARY

Included in the 2025-2026 Budget are funds to renew the existing subscription for the VMware virtualization system that is used for the City's virtualized servers. Staff have been utilizing virtualized servers and infrastructure in all datacenters for close to a decade now. This has proven to be an effective use of resources and allows staff to quickly provide additional virtualized servers when needed and perform maintenance of hosts (physical) without interruption to production systems. This has provided significant cost savings and a great return on investment.

Staff recommends waiving the City's normal purchasing policy to authorize the purchase of the VMware subscription from Saitech, Inc., using the National Association of State Procurement Officials (NASPO) cooperative procurement contract.

BACKGROUND

The City uses, across its five datacenters, seventeen host servers that support more than 300 virtual servers running on the VMware Virtualization platform. This architecture delivers substantial cost savings by eliminating the need to purchase dedicated hardware for each of the 300+ servers currently required to support city operations. Instead, the seventeen host servers are virtualized (partitioned) to create a shared resource pool, reducing expenses related to hardware, power, cooling, and maintenance. This approach has produced an exceptional return on investment.

The City has previously procured the VMware System subscription from Saitech, Inc. as they had submitted the lowest cost and most responsible proposal for the previous VMWare subscription in January 2023. To ensure continuity of service, support, and to remain in

compliance with the licensing terms, staff recommend purchasing the subscription from Saitech, Inc. using the NASPO cooperative purchasing agreement, a competitively bid contract with purchasing provisions for California State and Local government agencies.

FISCAL IMPACT

Funds for this subscription are included in the 2025-2026 budget for the IT Division. No additional appropriation is required.

REASON FOR RECOMMENDATION

VMware is a core virtualization platform used to consolidate servers and improve IT efficiency. The City is required by State and Federal law to properly license the software used on City desktop computers and servers. Procuring the subscription from Saitech, Inc., will ensure that service and support continue seamlessly.

ACTIONS FOLLOWING APPROVAL

Upon Council approval, staff will purchase the VMware subscription from Saitech, Inc., under the terms of the NASPO contract.

CONFLICT OF INTEREST

None.

Prepared by: Patrick Linares, Information Technology Manager

Reviewed by: City Manager AA



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: January 5, 2026

SUBJECT: General Services – Approval – Res. 26-____, Authorizing Amendments to the Firefighter, Firefighter Lateral, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Deputy Fire Marshall, and Fire Chief Classifications in the Fire Department.

ATTACHMENTS: 1. Resolution 26-____ Classification Plan

RECOMMENDATION

For the City Council to approve a resolution authorizing amendments to the Firefighter, Firefighter Lateral, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Deputy Fire Marshall, and Fire Chief Classifications in the Fire Department.

EXECUTIVE SUMMARY

The classifications of Firefighter, Firefighter Lateral, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Deputy Fire Marshall, and Fire Chief require updates to the education, certification, and experience sections to recruit additional job applicants for the Department and reflect current terminology. Also, minor revisions are necessary to coincide with the current certification requirements of the positions. Modification of the City's Classification Plan requires City Council's approval.

BACKGROUND

An analysis conducted on the Fire Department classifications identified a need for updates in the education, certification, and experience sections of the job descriptions to accurately reflect the minimum qualifications necessary for success in those positions, as well as reflect current terminology. These adjustments more accurately reflect the needs of the positions and will allow the City to broaden the pool of potential candidates for these roles.

The revisions to the Firefighter, Firefighter Lateral, Fire Engineer, and Fire Captain classifications have been reviewed and approved by the Clovis Firefighters' Association (CFFA) bargaining unit. The Battalion Chief, Deputy Fire Chief, Deputy Fire Marshal, and Fire Chief classifications are management classifications that have been reviewed and approved by Fire Administration. Revisions to these classifications are included in Attachment A of Attachment 1.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

Updating the education, certification, and experience requirements are needed for recruiting purposes and to reflect current terminology.

ACTIONS FOLLOWING APPROVAL

The City's Classification Plan will be updated to include the revised classifications.

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager AM

RESOLUTION 26-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION PLAN FOR THE FIREFIGHTER, FIREFIGHTER LATERAL, FIRE ENGINEER, FIRE CAPTAIN, BATTALION CHIEF, DEPUTY FIRE CHIEF, DEPUTY FIRE MARSHALL, AND FIRE CHIEF CLASSIFICATIONS IN THE FIRE DEPARTMENT

WHEREAS, it has been determined that it is necessary to update the Firefighter, Firefighter Lateral, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Deputy Fire Marshall, and Fire Chief classifications to support the needs of the Fire Department; and

WHEREAS, amendments to each of the classification's education, certification, and experience requirements are necessary in order to accurately depict the current job requirements and terminology; and

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

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis shall modify the City's Classification Plan to include the revised Firefighter, Lateral Firefighter, Fire Engineer, Fire Captain, Battalion Chief, Deputy Fire Chief, Deputy Fire Marshall, and Fire Chief specifications in Attachment A.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 5, 2026, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 5, 2026

Mayor

City Clerk

City of Clovis FIREFIGHTER

DEFINITION

Under general supervision, to respond to fire alarms and other emergency calls for the protection of life and property; to render first aid and lifesaving assistance; to participate in fire prevention and training activities; to perform firefighting and fire station equipment maintenance; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform both probationary and journey level firefighting and fire prevention work. When initially employed, incumbents may not have prior practical firefighting experience and are expected to successfully complete an entry-level firefighter training program as established by the City of Clovis. Incumbents generally operate at various types of emergency incidents and perform duties under supervision. Incumbents are expected to render first aid in the event of extreme conditions. A major effort is spent in training for hazardous situations. Incumbents are called upon to work in potentially hazardous conditions when at the scene of an emergency.

EXAMPLES OF DUTIES

Performs fire control activities and utilizes strategies in the areas of victim rescue, exposure tactics, ventilation, fire containment, and extinguishment; fights structural, residential, commercial, industrial, chemical, petroleum, vehicle, and wildland fires; operates fuel and oil pumps, building heating and cooling systems, cutting, boring, and sawing tools, lighting, lifting and air moving equipment, various types of extinguishers, appliances, elevators, fire protection and escape systems, radio equipment and meters; uses a variety of tools, ropes, knots, ladders, lifelines, and belts; couples, reels, unreels, and carries hoses; connects nozzles and valve fittings; extends and reduces hose lines; lays single and multiple hose lines; lays hoses and operates hose streams above and below street level; raises, climbs, and works from extension ladders; makes forcible entries and transmits alarms; controls traffic; provides emergency rescue and medical care; lifts, carries, and transports victims; identifies common, special, structural, and panic hazards; responds to incidents involving hazardous materials; examines the storage, handling, and use of flammable and combustible liquids and of other hazardous materials; makes recommendations regarding the correction of hazards; operates City vehicles; inspects and maintains nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid, and related equipment; engages in public information activities; conducts fire drills and demonstrates fire equipment; writes incident reports; interprets federal, state, local, and department rules and regulations; assists in the maintenance of fire station and grounds; conducts inspections of dwellings, public assemblies and commercial, industrial, and government buildings; interprets fire and building codes; inspects and tests fire protection systems; assists in the investigation of fires; responds to complaints and requests for information from the public; may perform Fire Engineer duties when qualified; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid Driver's License and a good driving record;
- Possession of a valid California Emergency Medical Technician (EMT-1) Certificate or National Registry of Emergency Medical Technicians Certification or higher;
- Possession of a valid ~~healthcare provider~~ Cardiopulmonary Resuscitation (CPR) Certificate;
- Possession of a Candidate Physical Ability Test (CPAT) or Biddle Physical Agility completed within twelve (12) months of application date;
- Possession of a California State Board of Fire Services Firefighter I Certificate (FF-1) or completion of an approved Basic Firefighter I Academy;
- Possession of a Hazardous Materials First Responder Operational Level Certificate within twelve (12) months of appointment;
- Possession of a California State Board of Fire Services Firefighter II Certificate (FF-2) within twelve (12) months of appointment;
- Possession of a California State Board of Fire Services Fire Apparatus Driver/Operator 1A Certificate within twelve (12) months of appointment;
- Possession of an appropriate California Driver's License for operating firefighting equipment within twelve (12) months of appointment;
- Must be currently on the Firefighter Candidate Testing Center (FCTC) Statewide Eligibility List by the application closing date with a passing score of 70% or greater.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to the following:

Education:

- High school diploma or equivalent.

Experience **Desirable**:

- One (1) year of firefighting experience as a full-time Firefighter. ~~in a municipal setting is desirable.~~

QUALIFICATIONS

Knowledge of:

- Basic mathematics and mechanical relationships;
- Simple record-keeping methods;
- Proper methods, materials, tools, and equipment used in firefighting;
- General principles of fire suppression and prevention;
- Appropriate safety precautions and procedures;
- Emergency Medical Care;
- Computer operation and use of electronic media.

Ability to:

- Read, understand firefighting materials, and apply firefighting concepts;
- Respond quickly to changing situations under emergency pressures;

- Perform limited mechanical work;
- Operate a vehicle observing legal and defensive driving practices;
- 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

Hearing:

- Adequate to hear and respond to instructions both in person and on the radio.

Physical fitness:

- Ability to walk, stand, sit, and climb to perform various firefighting/rescue duties;
- Ability to reach, push, pull, grab, and carry equipment of varying sizes and weights;
- Requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Smell:

- Must be able to perceive odors.

Strength:

- Physical strength to operate heavy equipment including firefighting apparatus and rescue equipment, and to lift and carry people with or without assistance of varying sizes and weights.

Verbal:

- Ability to be understood orally in person, on the telephone, or on the radio.

Vision:

- Must be able to perceive color and shapes;
- Vision to properly operate equipment and perform firefighting and rescue operations.

Other physical requirements include:

- Manual dexterity to use tools and equipment;
- May be subject to uncomfortable working conditions including exposure to odors, toxic agents, machinery, explosives, dust, noise, and smoke;
- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of personal computer or other office equipment or supplies and operation of a motor vehicle.

City of Clovis FIREFIGHTER LATERAL

DEFINITION

Under general supervision, to respond to fire alarms and other emergency calls for the protection of life and property; to render first aid and lifesaving assistance; to participate in fire prevention and training activities; to perform firefighting and fire station equipment maintenance; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class represent the working or journey level firefighting class and are distinguished from the recruit level firefighter by the more advanced level of training and experience required. Incumbents are responsible for all basic firefighting skill sets. Incumbents generally operate at various types of emergency incidents and perform duties under supervision. Incumbents are expected to render first aid in the event of extreme conditions. A major effort is spent in training for hazardous situations. Incumbents are called upon to work in potentially hazardous conditions when at the scene of an emergency.

EXAMPLES OF DUTIES

Performs fire control activities and utilizes strategies in the areas of victim rescue, exposure tactics, ventilation, fire containment, and extinguishment; fights structural, residential, commercial, industrial, chemical, petroleum, vehicle, and wildland fires; operates fuel and oil pumps, building heating and cooling systems, cutting, boring, and sawing tools, lighting, lifting and air moving equipment, various types of extinguishers, appliances, elevators, fire protection and escape systems, radio equipment and meters; uses a variety of tools, ropes, knots, ladders, lifelines, and belts; couples, reels, unreels, and carries hoses; connects nozzles and valve fittings; extends and reduces hose lines; lays single and multiple hose lines; lays hoses and operates hose streams above and below street level; raises, climbs, and works from extension ladders; makes forcible entries and transmits alarms; controls traffic; provides emergency rescue and medical care; lifts, carries, and transports victims; identifies common, special, structural, and panic hazards; responds to incidents involving hazardous materials; examines the storage, handling, and use of flammable and combustible liquids and of other hazardous materials; makes recommendations regarding the correction of hazards; operates City vehicles; inspects and maintains nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid, and related equipment; engages in public information activities; conducts fire drills and demonstrates fire equipment; writes incident reports; interprets federal, state, local, and department rules and regulations; assists in the maintenance of fire station and grounds; conducts inspections of dwellings, public assemblies and commercial, industrial, and government buildings; interprets fire and building codes; inspects and tests fire protection systems; assists in the investigation of fires; responds to complaints and requests for information from the public; may perform Fire Engineer duties when qualified; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of an appropriate valid California Driver's License for operating firefighting equipment;
- Possession of a valid California Emergency Medical Technician (EMT-1) Certificate or National Registry of Emergency Medical Technicians Certification or higher;
- Possession of a valid ~~healthcare provider~~ Cardiopulmonary Resuscitation (CPR) Certificate;
- Possession of a California State Board of Fire Services Fire Fighter I Certificate (FF-1) or completion of an approved Basic Firefighter I Academy;
- Possession of a California State Board of Fire Services Fire Fighter II (FF-2) Certificate; ~~within twelve (12) months of appointment;~~
- Possession of a Hazardous Materials First Responder Operational Level Certificate;
- Possession of a California State Board of Fire Services Fire Apparatus Driver/Operator 1A Certificate within twelve (12) months of appointment;
- Possession of an appropriate California Driver's License for operating firefighting equipment within twelve (12) months of appointment.
- ~~Possession of a California State Board of Fire Services Fire Apparatus Driver/Operator 1B Certificates within twelve (12) months of appointment;~~

DESIRABLE LICENSES

- Possession of a California State Board of Fire Services Fire Apparatus Driver/Operator 1B Certificate;

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to the following:

Education:

- High school diploma or equivalent;
- Completion of twelve (12) semester units of college credit in Fire Science, Fire Administration, or a related field from an accredited college or university.

Experience:

- Two (2) consecutive years of firefighting experience as a non-probationary, full-time firefighter; ~~in a municipal setting.~~
- Current employment as a full-time firefighter.

QUALIFICATIONS

Knowledge of:

- Basic mathematics and mechanical relationships;
- Simple record-keeping methods;
- Proper methods, materials, tools, and equipment used in firefighting;
- General principles of fire suppression and prevention;
- Appropriate safety precautions and procedures;
- Emergency Medical Care;
- Computer operation and use of electronic media.

Ability to:

- Read, understand firefighting materials, and apply firefighting concepts;
- Respond quickly to changing situations under emergency pressures;
- Perform limited mechanical work;
- Operate a vehicle observing legal and defensive driving practices;
- 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****Hearing:**

- Adequate to hear and respond to instructions both in person and on the radio.

Physical fitness:

- Ability to walk, stand, sit, and climb to perform various firefighting/rescue duties;
- Ability to reach, push, pull, grab, and carry equipment of varying sizes and weights;
- Requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Smell:

- Must be able to perceive odors.

Strength:

- Physical strength to operate heavy equipment including firefighting apparatus and rescue equipment, and to lift and carry people with or without assistance of varying sizes and weights.

Verbal:

- Ability to be understood orally in person, on the telephone, or on the radio.

Vision:

- Must be able to perceive color and shapes;
- Vision to properly operate equipment and perform firefighting and rescue operations.

Other physical requirements include:

- Manual dexterity to use tools and equipment;
- May be subject to uncomfortable working conditions including exposure to odors, toxic agents, machinery, explosives, dust, noise, and smoke;
- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of personal computer or other office equipment or supplies and operation of a motor vehicle.

City of Clovis FIRE ENGINEER

DEFINITION

Under general supervision, to have primary responsibility for the operation, use and routine maintenance of fire vehicles and pumping equipment utilized during fire fighting activities; to perform a full range of fire fighting duties; to perform fire prevention inspections; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are the engineering position within the fire fighting series. Incumbents generally drive and operate the fire apparatus and hydraulic controls at a fire scene but may perform other duties upon order of the incident commander. Incumbents are expected to render emergency medical service in the event of extreme conditions.

EXAMPLES OF DUTIES

Responds fire apparatus and equipment to fires, operates a pumping engine or truck engaged in boosting water pressure from street mains or draft, through hose lines to nozzle; use hydraulic theory and mathematics to figure correct pump pressure to nozzles, use hydraulic theory and mathematics to figure correct pump pressure to ensure required water pressure at the nozzle; assumes responsibility for operation of pumps; cleans, washes, and services fire fighting equipment and hose; inspect apparatus and motor of pump; places apparatus in appropriate position at the scene of a fire or in other emergencies calling for ladders or other equipment; performs a full range of fire fighting duties, performs rescue and life-saving work through the use of ladders and other equipment; estimates building heights and adjusts equipment to ensure proper and safe operation; ~~conducts inspections of public assemblies and commercial, industrial, or governmental buildings and other public establishments to secure compliance with codes and regulations pertaining to fire safety; issues orders to comply with codes; inspects and tests fire protection systems; assists in the investigation of fires; responds to complaints and requests for information from the public;~~ responds to incidents involving hazardous materials; assists in maintenance of fire station and grounds; conducts daily inspections of condition and readiness of equipment; flow-tests hydrants, maintains and services hydrants; studies the geography of the City and location of fire hydrants; performs emergency medical services during emergency and stressful conditions; operates lifting, spreading, and pulling equipment; operates foam and additive proportions; assumes charge of an engine company in the absence of the Captain when qualified; operates City vehicles; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of an appropriate valid California Driver's License for operating fire fighting equipment;
- Possession of a valid California Emergency Medical Technician (EMT-1) Certificate;
- Possession of a valid ~~healthcare provider~~ Cardiopulmonary Resuscitation (CPR) Certificate;
- Currently qualified as an Acting Engineer with the Clovis Fire Department;

- ~~Effective January 1, 2016, possession~~ Possession of a California State Board of Fire Services Fire Apparatus Driver/Operator 1A and 1B Certificate or equivalent.

EDUCATION AND EXPERIENCE

Education:

- Completion of thirty (30) college units from an accredited college or university.

Experience:

- Two (2) years of full-time fire fighting experience with the Clovis Fire Department.

QUALIFICATIONS

Knowledge of:

- Hydraulic principles related to fire fighting;
- City geography and water systems;
- Technical fire fighting principles and techniques;
- Basic mathematics and mechanical relationships;
- Appropriate safety precautions and procedures;
- Computer operation and use of electronic media.

Ability to:

- Calculate hydraulic engineering problems under emergency conditions;
- Drive fire engine or fire truck safely;
- Operate a vehicle observing legal and defensive driving practices;
- Perform skilled fire fighting duties;
- Respond quickly to changing situations under emergency pressures;
- Use tools and equipment in fighting fire;
- Perform mechanical work involved in maintaining fire fighting rescue vehicles, equipment and tools;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Operate a computer.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

Hearing:

- Adequate to hear and respond to instructions both in person and on the radio.

Physical fitness:

- Ability to walk, stand, sit, and climb to perform various fire fighting/rescue duties;
- Ability to reach, push, pull, grab, and carry equipment of varying sizes and weights;
- Requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Smell:

- Must be able to perceive odors.

Strength:

- Physical strength to operate heavy equipment including fire fighting apparatus and rescue equipment, and to lift and carry people with or without assistance of varying sizes and weights.

Verbal:

- Ability to be understood orally in person, on the telephone, or on the radio.

Vision:

- Must be able to perceive color and shapes;
- Vision to properly operate equipment and perform fire fighting and rescue operations.

Other physical requirements include:

- Manual dexterity to use tools and equipment;
- May be subject to uncomfortable working conditions including exposure to odors, toxic agents, machinery, explosives, dust, noise, and smoke;
- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of personal computer or other office equipment or supplies and operation of a motor vehicle.

City of Clovis FIRE CAPTAIN

DEFINITION

Under direction, as a staff officer or on an assigned shift, to have charge of and supervise the activities of an engine or truck company; as assigned, to formulate and implement a fire technical instruction and training program; to conduct fire fighting drills; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are at the supervisory level of a fire company during a shift or as a staff officer. As such, the Captain supervises an engine or truck crew ensuring that training, facility maintenance, and operational readiness are maintained. At the scene of an emergency, the Captain assumes command as the officer to arrive first on the scene. Positions in this class perform work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned and have some latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for direction in matters, which do not fit a clear pattern. Incumbents are expected to plan and direct to meet organizational needs. This classification may also be assigned to staff officer functions such as Training Captain or Prevention Captain.

EXAMPLES OF DUTIES

Plans, organizes, and directs the work of a firefighting company or a staff officer assignment; responds to fire alarms and emergencies; gives detailed direction to personnel and personally assists in the work of extinguishing fires and in performing related life and property protection; maintains discipline on calls and in company quarters; assigns daily work to staff; prepares performance evaluations; recommends commendations and discipline; records company activities in daily journal; prepares reports of company activities for review; inspects personnel, equipment, and company quarters; performs or assists in company inspections, classroom instructions, and in the preparation of sketches, charts, and instruction for fire suppression purposes; drills and instructs personnel regarding emergency response equipment and procedures; instructs personnel on location of target hazards occupancies, and other fire hazards and methods of combating fires in such places, conforming in training and instructional work with department policy and procedures; arranges and presents public information programs; assigns personnel to maintenance duties in and around company quarters; attends fire officers' meetings; maintains records and prepares reports; makes work assignments, sets priority for, trains and reviews the work of firefighting personnel; conducts staff meetings; distributes assigned work to subordinate personnel; instructs assigned staff in work methods; participates fully in the work of crew/subordinate staff; makes budget recommendations and purchases, manages department programs; may act as Battalion Chief when qualified; and performs related work as required.

TYPICAL QUALIFICATIONS LICENSE REQUIRED

- Possession of an appropriate valid California Driver's License for operating firefighting equipment;
- Possession of a valid California Emergency Medical Technician (EMT-1) Certificate;
- Possession of a valid ~~healthcare provider~~ Cardiopulmonary Resuscitation (CPR) Certificate;
- **Currently qualified as an Acting Captain with the Clovis Fire Department;**
- **~~Possession of a California State Board of Fire Services~~ Certification as a Fire Company Officer (2014), or completion of all six (6) required classes and course work for the ~~California State Board of Fire Services~~ Company Officer (2014) certification by the California State Marshal's Office; or certification as a Fire Officer 2 (2020), or completion of all four (4) required classes and course work for the Fire Officer 2 (2020) certification by the California State Fire Marshal's Office.; or ~~Center for Public Safety Excellence (CPSE) Fire Officer Designation.~~**

EDUCATION AND EXPERIENCE

Education:

- Completion of thirty (30) college units from an accredited college or university.

Education Desirable:

- Possession of an Associate of Arts or Sciences Degree from an accredited college or university.

Experience:

- Five (5) years of municipal firefighting experience at the Fire Fighter/Engineer level of which four (4) years must be with the Clovis Fire Department as a Fire Fighter or Engineer.

QUALIFICATIONS

Knowledge of:

- Modern fire suppression and prevention practices and techniques;
- Principles of personnel deployment, supervision, and training;
- Principles of fire ground hydraulics;
- Principles of building construction;
- Emergency medical techniques;
- City street layout and water systems;
- Simple record keeping methods;
- Principles of correct English usage, grammar, and composition;
- Basic mathematical and mechanical relationships;
- Appropriate safety precautions and procedures;
- Computer operation and use of electronic media.

Ability to:

- Make sound decisions, set priorities, and direct fire personnel at the scene of an alarm;

- Supervise, motivate, guide, train, and evaluate entry and journey-level fire personnel;
- Prepare and present concise written and oral reports and make recommendations on department programs and activities;
- Plan, assign, supervise, and direct the work of subordinates;
- Develop and implement work plans;
- Assist in work activities, projects, and programs;
- Monitor work flow;
- Review and evaluate work products, methods, and procedures;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain and modify filing systems;
- Meet, interact and mutually problem-solve effectively with public and private officials, the general public, and City staff;
- Operate, access, retrieve, and input information using computer equipment;
- Understand and carry out complex oral and written instructions requiring problem-solving and independent decision-making;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

Hearing:

- Adequate to hear and respond to instructions both in person and on the radio.

Physical fitness:

- Ability to walk, stand, sit, and climb to perform various firefighting/rescue duties;
- Ability to reach, push, pull, grab, and carry equipment of varying sizes and weights;
- Requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb, and lift in performance of assigned duties.

Smell:

- Must be able to perceive odors.

Strength:

- Physical strength to operate heavy equipment including firefighting apparatus and rescue equipment, and to lift and carry people with or without assistance of varying sizes and weights.

Verbal:

- Ability to be understood orally in person, on the telephone, or on the radio.

Vision:

- Must be able to perceive color and shapes;
- Vision to properly operate equipment and perform firefighting and rescue operations.

Other physical requirements include:

- Manual dexterity to use tools and equipment;
- May be subject to uncomfortable working conditions including exposure to odors, toxic agents, machinery, explosives, dust, noise, and smoke;
- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of personal computer or other office equipment or supplies and operation of a motor vehicle.

City of Clovis BATTALION CHIEF

DEFINITION

Under general direction by the Fire Chief or Deputy Fire Chief, to have administrative responsibility to plan, organize and direct shift operations; supervise and direct personnel and equipment at fire and/or emergency scenes; organize the activities of the Fire/EMS training section; serves as a key member of the Fire Department management team; and performs related duties as required. May be assigned as a shift battalion chief and/or assigned on a 40-hour administrative assignment.

CLASS CHARACTERISTICS

Plans, organizes and directs the work of fire fighting personnel; positions in this class have considerable independence in selecting work methods from a variety of standard methods and procedures. Incumbents report directly to the Fire Chief or Deputy Fire Chief. Instructions given by the supervisor generally do not provide all the information needed to cope with emergency situations. Incumbents are expected to resolve problems confronted through the application of judgment and precedent, develop and recommend new procedures when solutions are inconsistent with departmental procedures and policies. Incumbents will work schedule/hours as assigned by the Fire Chief; and performs related duties as required.

EXAMPLES OF DUTIES

Plan, organize and direct the work of a fire fighting shift; assume control of emergency scenes, making decisions and giving directions on tactics and strategies; provide supervision, direction, training and development of all subordinate staff; develop, coordinate and update training program and recordkeeping system to conform with meeting State guidelines and requirements; coordinate the testing and development of new products, tools, and equipment; responsible for the maintenance of all fire facilities; serve as a qualified Safety Officer; conduct post incident critiques of all major fires or emergencies; present training programs for shift and staff personnel; prepare functional and department budgets; and respond to citizen's inquiries and complaints.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATIONS REQUIRED

License:

- Possession of a valid California Class B Driver's License or Class C with appropriate endorsements;
- Possession of a valid CPR Certificate;
- Possession of a valid EMT-D Certificate.

Certification:

- Certification as a Chief Fire Officer (2014) or Fire Officer 3 (2020) or completion of required coursework and task book to obtain Chief Fire Officer (2014) or Fire Officer 3 (2020) by the California State Fire Marshal's Office.

EDUCATION AND EXPERIENCE

Education:

- Possession of a Bachelor's Degree in Fire Science, Fire Administration or related field.

Experience:

- Five (5) years of progressive full-time career experience in a municipal fire department with a minimum of three (3) years at or above the rank of Fire Captain. ~~or equivalent to the level of Fire Captain in a municipal fire department;~~
- ~~Acting Battalion Chief experience.~~

Desirable Education, Experience and Certification:

- Masters' Degree or equivalent;
- Acting Battalion Chief experience.
- Completion of the Clovis Fire Department Acting Battalion Chief task book.
- 40-Hour staff assignment while in the Fire Captain rank;
- Executive Fire Officer (EFO) Certification from the National Fire Academy;
- Chief Fire Officer (CFO) from the Center for Public Safety Excellence.

QUALIFICATIONS

Knowledge of:

- Appropriate safety precautions and procedures;
- Federal, state and government agency laws and regulations pertaining to Emergency Management, emergency medical service, and fire/life safety;
- City geography and water systems;
- Fire codes, standards and investigation procedures, and building construction methods;
- Hazardous materials and their properties;
- Modern fire suppression and prevention principles, methods, practices and techniques;
- Principles of correct English usage, grammar, and composition;
- Principles of emergency medical service;
- Principles of hydraulic and construction engineering;
- Municipal budget preparation, monitoring and analysis;
- Principles of personnel deployment, supervision, and training;
- Principles of Fire Administration and general management and organization;
- Research methods, analysis and compiling of technical information;
- Short and long-range planning.

Ability to:

- Ensure that department goals and objectives are accomplished through supervising and coordinating staff efforts;
- Develop and implement policies, procedures, and work plans;
- Review and evaluate division performance;
- Assume responsibility for tactics, strategies, and decision making at the scene of an emergency;
- Communicate effectively, both orally and in writing;
- Communicate effectively within the organization, to elected officials, and to the general public;

- Effectively develop training programs, make presentations, and train large and small groups;
- Develop and implement community relations and information programs;
- Represent the City and Department to the community through public education, presentations, and through the media;
- Establish and maintain effective working relationships with governmental officials, employees, the public, and with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices, in accordance with traffic rules;
- Perform complex analytical work, and responsible administrative work including use of modern office equipment;
- Operate personal computer, database software, word processing and spreadsheets;
- Plan, schedule, make work assignments, set priorities, train, evaluate, and recommend discipline of subordinates;
- Respond to and process employee grievances in accordance with labor agreements;
- Supervise and evaluate subordinate level personnel;
- Understand and carry out oral and written instructions;
- Act on behalf of the Fire Chief as required.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Incumbent is a Management/Supervisory/Confidential employee per the Meyers-Milias Brown Act;
- Incumbent is required to attend periodic evening meetings and to travel within and out of City to attend meetings;
- Medium work-lifting, carrying, and/or pushing 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds.

City of Clovis DEPUTY FIRE CHIEF

DESCRIPTION

Under general direction by the Fire Chief, plans, directs, supervises, and coordinates activities of the Emergency Operations Division or the Community Risk Reduction Division; acts for the Fire Chief in their absence; and performs related duties as required.

CLASS CHARACTERISTICS

This class is distinguished from the Fire Chief by its emphasis on providing hands-on departmental direction, whereas the Fire Chief provides strategic, long-term planning extending beyond the scope of departmental administration. Plans, organizes and directs the work of safety and non-safety personnel assigned to either the Emergency Operations Division or the Community Risk Reduction Division; positions in this class have considerable independence in determining performance methods from a variety of standard methods and procedures. Incumbents report directly to the Fire Chief receiving general direction to develop and implement work plans defining the goals and objects of the organization's strategic plan. Incumbents are expected to resolve problems confronted through the application of judgment and precedent. Incumbents are expected to develop and recommend new procedures when solutions are inconsistent with departmental procedures and policies. Incumbents will work schedule/hours as assigned by the Fire Chief; and performs related duties as required.

EXAMPLES OF DUTIES

Assist the Fire Chief in development and administration of rules, regulations, policies, and procedures; create the departmental strategic plan, standards of cover, and fire service accreditation requirements; review the effectiveness of such plans and recommend changes as necessary; provide policy direction to department's management team to enable them to make operational decisions; ensure coordination of operations for activities integrating two or more functions; designate responsibility in areas of functional overlap; evaluate and recommend changes in organization and allocation of staff and equipment in order to meet operational needs; oversee special projects; monitor revenues and expenditures to ensure departmental compliance with budget; evaluate the effectiveness of departmental performance measures and recommend changes and/or improvements as needed; advocate the Fire Department's position to City Council, various boards, commissions, county departments, community groups, outside agencies, and the media; assumes command at or advises incident commander at major emergencies; act as department head in Fire Chief's absence; provide leadership and direction for the department and in the area of public fire safety during the Fire Chief's absence; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATIONS REQUIRED

- Possession of a valid California Class C Driver's License and a good driving record;
- Possession of a valid CPR Certificate;
- Certification as a Chief Fire Officer (2014), or Fire Officer 3 (2020) or equivalent; or completion of required coursework to obtain Executive Chief Fire Officer (2014) or Fire

Officer 4 (2020) by the California State Fire Marshal's Office; or Chief Fire Officer (CFO)
Certification from the Center for Public Safety Excellence (CPSE).

EDUCATION AND EXPERIENCE

Education:

- Possession of a Bachelor's Degree in Fire Science, Fire Administration or a related field.

Experience:

- Seven (7) years of progressive full-time career fire service experience in a municipal fire department with a minimum of two (2) years at or above the rank of a Battalion Chief.

Education and Certifications Desirable:

- Masters' Degree or equivalent;
- Executive Fire Officer (EFO) Certification from the National Fire Academy.

QUALIFICATIONS

Knowledge of:

- Appropriate safety precautions and procedures;
- City geography and water systems;
- Fire codes, standards and investigation procedures, and building construction methods;
- Geography, types of building construction, major fire hazards, water supply, fire and building laws, and zoning regulations of the City;
- Hazardous materials and their properties;
- Laws, ordinances, and codes affecting the work of the Fire Department;
- Methods of fire fighting, fire inspection, and fire prevention;
- Modern fire suppression and prevention principles, methods, practices, and techniques;
- Operation and maintenance of the apparatus and equipment used in the fire service;
- Principles and practices of training fire fighting personnel;
- Principles and techniques of fire department organization and administration;
- Principles of correct English usage, grammar, and composition;
- Principles of emergency medical service;
- Principles of Fire Administration and general management and organization, including strategic planning, deployment analysis, and budgeting;
- Principles of hydraulic and construction engineering;
- Principles of personnel deployment, supervision, and training.

Ability to:

- Assume responsibility for tactics, strategies, and decision making at the scene of an emergency;
- Communicate effectively, both orally and in writing;
- Communicate effectively within the organization, to elected officials, and to the general public;
- Contribute to overall City efficiency and responsiveness to service demands through understanding and implementing City policy;

- Develop and implement the fire department strategic plan and standards of cover, assist in work activities, projects and programs, monitor work flow, review and evaluate work products, methods, and procedures;
- Establish and maintain effective working relationships with governmental officials, employees, the public, and with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices;
- Perform strategic planning, budget development, and oversight, complex analytical work, and responsible administrative work including use of modern office equipment;
- Operate personal computer, database software, word processing and spreadsheets;
- Respond to and process employee grievances in accordance with labor agreements;
- Supervise and evaluate subordinate level personnel;
- Understand and carry out oral and written instructions.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Incumbent is a Management/Supervisory/Confidential employee per the Meyers-Milias Brown Act;
- Incumbent is required to attend periodic evening meetings and to travel within and out of the City to attend meetings;
- Medium work-lifting, carrying, and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

City of Clovis DEPUTY FIRE MARSHAL

DEFINITION

Under general direction, plan, perform, supervise, and review ~~Fire Prevention~~ **Community Risk Reduction Division** activities including inspection, plan check, and enforcement functions to ensure compliance with laws, regulations, codes and ordinances; and perform related duties as required.

CLASS CHARACTERISTICS

Positions in this class supervise, coordinate, and perform the full range of skilled fire inspection and enforcement work and are distinguished from the Fire Inspector positions by the responsibility for performing complex and responsible administrative duties, having full authority to enforce the rules and codes of the City and State, and interpreting and enforcing the most complex levels of fire code enforcement requirements. Incumbents perform plan checks and site plan review of submitted plans for current and proposed projects to determine and verify compliance with City and State code requirements; oversee complex assignments; and supervise and train prevention staff.

EXAMPLE OF DUTIES

Supervise day-to-day operations of the fire prevention ~~division~~ **bureau** including planning, coordinating, and performing inspections; assign, direct, train, and evaluate work of assigned staff and participate in the hiring process; inspect buildings and related structures, systems and installations for correct construction, modification and addition; review and approve commercial building plans and conduct field inspections of residential, commercial and/or industrial plans to ensure code compliance and consult with architects and developers regarding deficiencies and required corrective action per the California Fire Code; conduct field checks to correct violations of city codes and ordinances in new construction and new businesses; examine existing structures for hazardous conditions and possible code violations, red tag substandard structures in coordination with the Building Department for demolition or removal, and maintain accurate records and time schedules relative to the legal requirements for such abatement; investigate complaints, serve as an information source and liaison to contractors, architects, inspectors, developers and the general public; oversee the issuance of permits, citations, warnings, notice corrections and collection of fees; research, analyze and compile information and prepare reports on a variety of code enforcement and development matters; interpret, seek compliance and/or enforce provisions of laws relative to fire, health and safety, and other related codes and environmental considerations; develop, modify, and make recommendations for needed changes and revisions to city policies, procedures, and ordinances; inspect state mandated occupancies; inspect commercial, industrial, mercantile, manufacturing and residential properties for hazardous materials and enforce ordinances and codes pertaining to hazardous materials; supervise maintenance and compliance of documents regarding fire prevention and investigation activities; represent the Department through public presentations to the community; perform periodic and follow-up inspections of new and existing buildings, structures, and installations; contact the responsible parties in person and in writing and perform follow-up inspections to see that remedial action has been taken as directed; may witness water flow, sprinkler and fire alarm systems tests to determine compliance with code requirements; participate in court cases in conjunction with city attorney and testify in court as

required; serve on committees and represent the department on teams such as DRC, Current Applications, Special Events Committee, and Site Plan Review; and perform related duties as required.

TYPICAL QUALIFICATIONS LICENSES REQUIRED

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

EDUCATION AND EXPERIENCE:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

- Bachelor's Degree or greater from an accredited college or university;

Certifications:

- Completion of the current CSFM Fire Inspector II series of courses;
 - 2A: Fire Prevention Administration
 - 2B: Fire and Life Safety Requirements
 - 2C Inspecting New and Existing Fire and Life Safety Systems and Equipment
 - 2D Hazardous Materials, Operations and Processes
- Completion of the current CSFM Plan Examiner series of courses;
 - Plan Examiner 1A
 - Plan Examiner 1B
 - Plan Examiner 1C
- Completion of the current CSFM Fire Marshal series of courses;
 - Fire Marshal 1A
 - Fire Marshal 1B
 - Fire Marshal 1C
 - Fire Marshal 1D
 - Fire Marshal 1E

or

- The ability to complete all required courses to obtain certification within one (1) year of appointment.
- Completion of the previous CSFM Fire Prevention Specialist, Plans Examiner and Fire Marshal series of courses.

Experience:

- ~~Eight (8)~~ Five (5) years of increasingly responsible Fire Prevention experience within a Fire Department division.

or

- ~~Five (5)~~ Three (3) years of experience as a Deputy Fire Marshal or equivalent within a Fire Department.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of fire prevention;
- Federal, state and local fire and building penal code;
- Principles and techniques of building inspection work;
- Ordinances related to specific types of commercial and industrial structures.
- Planning and plan checking concepts;
- Procedures, techniques and equipment used in Fire Prevention such as fire sprinklers, fire alarm systems and exiting;
- Construction methods, materials, tools and safety standards and practices;
- Report preparation and presentation;
- Basic mathematical principles for use in reviewing construction plans and calculations;
- Principles of supervision, training and performance evaluation;
- Fire chemistry and practical hydraulics;
- Hazardous materials and their properties that relate to the fire and building codes;
- Modern office methods, recordkeeping and procedures including use of computers and various programs in support of prevention activities;
- Short and long range planning.

Ability to:

- Research, analyze and compile technical information;
- Interpret and enforce federal, state and local codes and ordinances, such as fire codes, building codes, health and safety codes and state housing laws;
- Identify fire and safety hazards and nuisances to recommend the appropriate corrective action;
- Read, analyze, and interpret fire codes, procedures and building plans;
- Direct, evaluate, schedule, prioritize and supervise the work of assigned personnel;
- Communicate effectively in written and oral form to individuals and groups;
- Develop and maintain effective working relationships.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds;
- Ability to climb ladders to access any portion of a building and be comfortable working on roof top areas or other above ground locations;
- Ability to work in extreme weather conditions;
- Ability to attend periodic evening meetings and weekend events outside of regularly scheduled shift;
- Incumbents may be scheduled to work modified workweeks including evenings and weekends, subject to periodic rotation of schedule.
- Incumbents may be required to travel within and out of the City to attend meetings, training, or other job-related requirements.

City of Clovis FIRE CHIEF

DESCRIPTION

Under administrative direction by the City Manager, plans, directs, and organizes the City's Fire Department; advises the City Manager and City Council regarding the City's fire protection services; and performs related duties as required.

CLASS CHARACTERISTICS

This single-position class represents the chief executive and operational officer of the Fire Department. The incumbent is responsible to the City Manager for the effectiveness and quality of fire prevention, fire suppression, and emergency preparedness of the City. The position in this class acts 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. 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 the supervisor and when work is reviewed, the review is directed toward final outcomes and results; and performs related duties as required.

EXAMPLES OF DUTIES

Plans, organizes, coordinates, controls and administers the activities of personnel performing fire suppression, fire prevention, and emergency preparedness; makes recommendations for the establishment and maintenance of a superior fire protection service; directs all safety and non-safety personnel; makes assignments and supervises subordinate officers in the care and maintenance of equipment, stations, and other materials; supervises subordinate officers in the development and operation of fire training, prevention, and emergency preparedness programs; initiates and advises on the development of ordinances and regulations; reviews reports on departmental activities; prepares reports for the City Manager and City Council; prepares Department budget and goals/objectives; supervises the preparation and maintenance of records and reports; prepares long-range plans for the development of the Department; meets with community groups and officials to explain and improve the programs of the Department; attends conferences and meetings related to the Fire Department's mission; coordinates activities of the Department with those of other departments responsible for water service on problems relative to the Fire Department's mission; conducts performance evaluations; hires and disciplines subordinate employees; responds to and processes employee grievances; explains policies, procedures, and objectives of the City and the Department to staff by written directive and by oral communication; establishes standards of performance for each position supervised; conducts staff meetings; develops staff development programs; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATIONS REQUIRED

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

- Certification as a California Chief Fire Officer (2014) or Fire Officer 3 (2020), or completion of required coursework to obtain Executive Chief Fire Officer (2014) or Fire Officer 4 (2020) by ~~the California Fire Service Training and Education System~~ the California State Fire Marshal's Office, or designation as a Chief Fire Officer (CFO) from the Center for Public Safety Excellence; or Executive Fire Officer (EFO) Certification from the National Fire Academy.

EDUCATION AND EXPERIENCE

Education:

- Possession of a Bachelor's Degree in Fire Science, Fire Administration or a related field.

Experience:

- Ten (10) years of progressive full-time career fire service experience in a municipal fire department, with at least eight (8) years increasingly responsible professional and administrative experience in all major functions of the fire service, including at least three (3) years in an administrative or supervisory capacity at the Battalion Chief rank or higher. ~~a FLSA-exempt Chief Officer level.~~

Education and Certifications Desirable:

- Masters' Degree or equivalent;
- ~~Executive Fire Officer (EFO) Certification from the National Fire Academy;~~
- ~~Fire Instructor III/II, or Fire Investigator II, and Prevention Officer Certification from the California State Fire Marshal's Office or designation as a Chief Training Officer (CTO) or Fire Marshal (FM) from the Center for Public Safety Excellence.~~

QUALIFICATIONS

Knowledge of:

- Appropriate safety precautions and procedures;
- City geography and water systems;
- Fire codes, standards and investigation procedures, and building construction methods;
- Geography, types of building construction, major fire hazards, water supply, fire and building laws, and zoning regulations of the City;
- Hazardous materials and their properties;
- Laws, ordinances, and codes affecting the work of the Fire Department;
- Methods of fire fighting, fire inspection, and fire prevention;
- Modern fire suppression and prevention principles, methods, practices, and techniques;
- Operation and maintenance of the apparatus and equipment used in the fire service;
- Principles and practices of training fire fighting personnel;
- Principles and techniques of fire department organization and administration;
- Principles of correct English usage, grammar, and composition;
- Principles of emergency medical service;
- Principles of Fire Administration and general management and organization, including strategic planning, deployment analysis, investigation procedures and public information;

- Principles of hydraulic and construction engineering;
- Principles of personnel deployment, supervision, and training.

Ability to:

- Assume responsibility for tactics, strategies, and decision making at the scene of an emergency;
- Communicate effectively, both orally and in writing;
- Communicate effectively within the organization, to elected officials, and to the general public;
- Contribute to overall City efficiency and responsiveness to service demands through understanding and implementing City policy;
- Develop and implement the fire department strategic plan and standards of cover, assist in work activities, projects and programs, monitor work flow, review and evaluate work products, methods, and procedures;
- Establish and maintain effective working relationships with governmental officials, employees, the public, and with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices;
- Perform strategic planning, budget development and oversight, complex analytical work, and responsible administrative work including use of modern office equipment;
- Operate personal computer, database software, and word processing spreadsheets;
- Respond to and process employee grievances in accordance with labor agreements;
- Supervise and evaluate subordinate level personnel;
- Understand and carry out oral and written instructions.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Incumbent is an "At Will" employee serving under the direction of the City Manager;
- Incumbent is a Management/Supervisory/Confidential employee per the Meyers-Milias Brown Act;
- Incumbent is required to attend periodic evening meetings and to travel within and out of the City to attend meetings;
- Light work-lifting, carrying, and/or pushing 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: January 5, 2026

SUBJECT: General Services - Approval – Res. 26-____, Authorizing Amendments to the City's Classification Plan by Revising the Recreation Coordinator Classification in the General Services Department.

ATTACHMENTS: 1. Res. 26-____, Classification Plan

RECOMMENDATION

For the City Council to approve a resolution authorizing amendments to the City's Classification Plan by revising the Recreation Coordinator classification in the General Services Department.

EXECUTIVE SUMMARY

It is necessary to revise the Recreation Coordinator classification to update each section to include education, experience, and physical demands sections. Modifications to the City's Classification Plan require City Council approval.

BACKGROUND

An analysis of the Recreation Coordinator classification was conducted in advance of an upcoming recruitment to ensure the classification accurately reflects the current needs of the organization. The review determined that revisions are necessary to the education, experience, and physical demands sections of the classification in order to align them with the actual duties and minimum qualifications required for successful performance in the role. Specifically, the education and experience requirements have been broadened to expand the applicant pool. Expanding these criteria will allow the City to consider a wider range of applicants while maintaining appropriate standards for the position.

In addition, the reporting structure for the Recreation Coordinator has been updated to reflect operational needs. The position will now report to two divisions: Recreation and Senior Services. This change supports cross-divisional coordination and more accurately reflects the scope of responsibilities associated with the position. The Recreation Coordinator classification is assigned to the Management Group for purposes of employee benefits. Any revisions to the City's Classification Plan require approval by the City Council.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

The recommended changes to the City's Classification Plan better suit the staffing needs of the General Services Department. Modification of the City's Classification Plan requires City Council's approval.

ACTIONS FOLLOWING APPROVAL

Staff will update the City's Classification Plan to include the revised General Services Classification. Personnel staff will then open a recruitment for the Recreation Coordinator position.

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager AA

RESOLUTION 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION PLAN FOR THE RECREATION COORDINATOR CLASSIFICATION IN THE GENERAL SERVICES DEPARTMENT

WHEREAS, it has been determined that amendments to the classification, as well as updates to the qualifications, physical demands, and working conditions sections of the Recreation Coordinator classification, are necessary to accurately reflect the role and requirements needed to recruit for this position; and

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

NOW THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification Plan to include the Recreation Coordinator classification (**Attachment A**).

* * * * *

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 5, 2026, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: January 5, 2026

Mayor

City Clerk

City of Clovis RECREATION COORDINATOR

DEFINITION

Under direction, to design, implement, supervise, monitor, and participate in various public recreation **and senior** programs for area youth, ~~and~~ adults, **and seniors**; **and** to perform related duties as required.

CLASS CHARACTERISTICS

Reporting to the ~~General Services Manager~~ **Senior Services Supervisor or Recreation Supervisor**, the position is responsible for the developing, planning, supervising, and participating in the day-to-day operations of a variety of community recreational activities and programs. The incumbent works within a framework of established program guidelines and is expected to perform the full range of recreation activities skills including organizing, coordinating, and participating in activities and monitoring program effectiveness. The incumbent receives direction when assignments are made and has considerable latitude in selecting work methods. The incumbent is expected to refer to the ~~General Services Manager~~ **Supervisor** for instruction on matters that do not conform to established policy.

EXAMPLES OF DUTIES

Plans, organizes, implements, participates and evaluates a variety of youth, adult, and senior recreation programs and activities in the **community center, recreation center, senior center**, local parks, schools, **and other community facilities**; recruits, trains and supervises ~~recreation~~ **community services** staff, **program instructors** and volunteers; schedules the use of ~~park, playground and school~~ **community** facilities for program activities; works with local agencies and **senior** service organizations to coordinate activities; prepares periodic reports detailing the status of recreation **and senior** program activities; maintains program records; develops and maintains cooperative working relations with community organizations; develops media releases, fliers, and other promotional materials for program activities; prepares purchase orders; prepares payroll documents; prepares personnel forms; collects, counts, tracks, and secures funds for recreation **and senior** programs and deposits funds; and performs related duties as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid California Class 'C' Driver's License and a good driving record.
- Current First Aid and CPR certificates.

EDUCATION AND EXPERIENCE

~~A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Education, Child Development, **Sociology**, Public Administration or a related field.
- **In addition to the required experience, additional experience may be substituted for up to two years of education on a year-to-year basis with thirty semester units equaling one year of experience.** ~~No more than two years of education may be substituted for additional related experience.~~

AND**Experience:**

- Two (2) years of related work experience including responsibility for staff supervision.

QUALIFICATIONS**Knowledge of:**

- Modern methods, techniques, principles, and procedures used in the planning, development and implementation of community recreation programs;
- Common recreational and social needs of youth, ~~and~~ adult, **and senior** groups;
- Principles and practices of basic supervision;
- Laws, regulations, and rules affecting the provision of recreation programs;
- Basic mathematics;
- Advanced recordkeeping methods;
- **Effective use of computers and relevant software and technology, including online applications and social media.**
- ~~Computer terminal operating methods and related software.~~

Ability to:

- Develop and administer a wide variety of recreation programs suited to the needs of the community;
- **Establish and maintain cooperative working relationships with a wide variety of individuals and organizations;**
- ~~Establish and maintain effective working relationships with those contacted in the course of work;~~
- Analyze, interpret, and explain policies and procedures;
- Communicate effectively, both orally and in writing;
- Supervise, recruit, train, and evaluate program staff and volunteers;
- **Work evenings, weekends, and holidays as needed;**
- **Operate a vehicle to run errands;**
- **Understand, interpret and apply regulations, policies and procedures;**
- **Research relevant information and data;**
- **Develop and maintain administrative procedures, records, and budgets.**

SUPPLEMENTAL INFORMATION PHYSICAL DEMANDS AND WORKING CONDITIONS

- Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires far and near vision when reading and using a computer. Acute hearing is required when providing phone and personal service. Also required is the need to lift, drag, and push files, boxes, containers, supplies, and field equipment weighing up to 50 pounds; setting up tables and chairs, refolding and restacking tables and chairs, and moving sliding room dividers.
- Incumbent may be required to work evenings, weekends, and holidays as needed.
- ~~Strength: Medium work occasional lifting, carrying and/or pushing 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds; ability to work out of doors during the summer months.~~



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: January 05, 2026

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 24-12 Barstow Avenue Street Improvements, for a final contract cost of \$934,441.93.

ATTACHMENTS: 1. Vicinity Map

RECOMMENDATION

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

EXECUTIVE SUMMARY

The project involved ± 0.75 -mile of street improvements on Barstow Avenue from Willow Avenue to Villa Avenue, including removing and replacing existing asphalt pavement, replacement of concrete curb returns, concrete sidewalk, concrete curb and gutter, valley gutters, adjustments of utility boxes, manholes and utility valve boxes to finished grade, replacement of traffic striping, markings and signage, traffic signal modification, and reinstallation of traffic loop detectors, traffic signal modification, and reinstallation of traffic loop detectors.

BACKGROUND

Bids were received on July 15, 2025, and the project was awarded by the City Council to the lowest responsible bidder, Dave Christian Construction Co., Inc., on August 4, 2025. The project was completed in accordance with the construction documents, and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1. Award	\$952,950.25
2. Cost decrease resulting from differences between estimated quantities used for award and actual quantities installed	<\$35,110.95>
3. Contract Change Orders	\$16,602.63
CCO 1 Additional drive approach requested by PUD	\$16,332.00
CCO 2 Remove and replace two water meter boxes	\$270.63

4. Liquidated Damages Assessed

\$0.00

Final Contract Cost

\$934,441.93

The cost decrease was due to an overestimation of asphalt concrete for the project quantities.

REASON FOR RECOMMENDATION

The Public Utilities Department, the City Engineer, the Engineering Inspector, and the Project Engineer agree that the work performed by the contractor is in accordance with the project plans and specifications and has been deemed acceptable. The contractor, Dave Christian Construction Co., Inc., has requested final acceptance from the City Council.

ACTIONS FOLLOWING APPROVAL

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

CONFLICT OF INTEREST

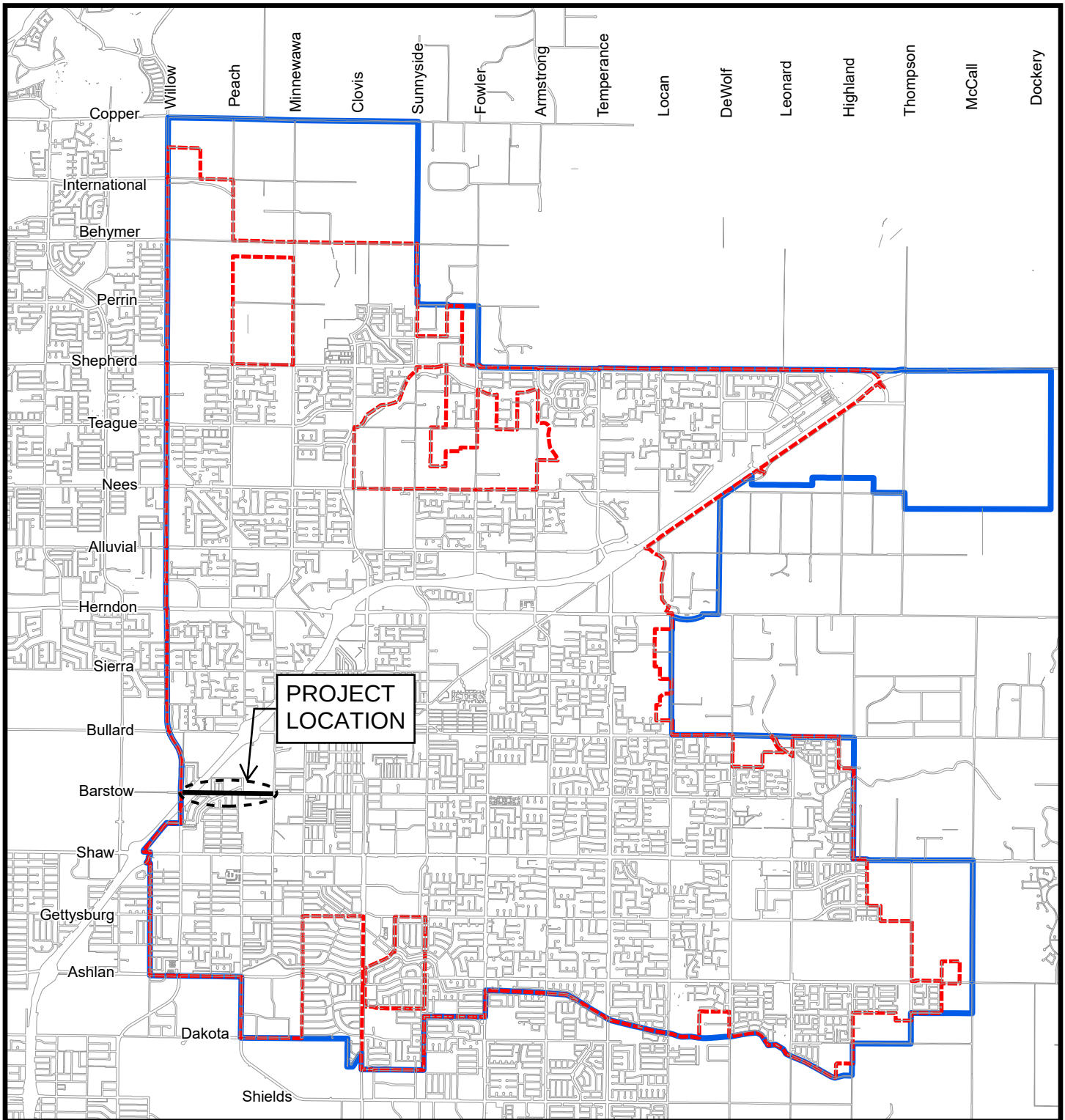
None.

Prepared by: Rami Abunamous, Engineering Inspector

Reviewed by: City Manager AM

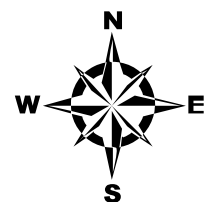
VICINITY MAP

CIP 24-12 Barstow Avenue Street Improvements



Legend

- City Limits
- Sphere of Influence





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: January 5, 2026

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 21-19 Shaw Avenue Street Rehabilitation, for a final contract cost of \$1,339,401.05.

ATTACHMENTS: 1. Vicinity Map

RECOMMENDATION

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

EXECUTIVE SUMMARY

The project included street rehabilitation of approximately 0.5 mile of existing Shaw Avenue, from Armstrong Avenue to Temperance Avenue. The work included grinding and replacing asphalt concrete pavement; replacement of concrete curb returns; adjustment of existing utility boxes, manholes, and utility valve boxes to finish grades; replacement of traffic striping, markings, signage, and traffic loop detectors; and traffic signal modification.

BACKGROUND

Bids were received on April 30, 2024, and the project was awarded by the City Council to the lowest responsible bidder, Cal Valley Construction, Inc., on May 13, 2024. The project was completed in accordance with the construction documents, and the contractor has submitted a request for acceptance of the project.

FISCAL IMPACT

1. Award	\$1,449,573.25
2. Cost decrease resulting from differences between estimated Quantities used for award and actual quantities installed	<\$123,883.88>
3. Contract Change Orders	\$13,711.68
CCO 1- Additional Curb and Gutter and Electrical Pull boxes	
4. Liquidated Damages Assessed	\$0.00

Final Contract Cost **\$1,339,401.05**

The cost decrease was due to an overestimation of asphalt concrete for the project quantities.

REASON FOR RECOMMENDATION

The Public Utilities Department, the City Engineer, the Engineering Inspector, and the Project Engineer agree that the work performed by the contractor is in accordance with the project plans and specifications and has been deemed acceptable. The contractor, Cal Valley Construction Inc., has requested final acceptance from the City Council.

ACTIONS FOLLOWING APPROVAL

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

CONFLICT OF INTEREST

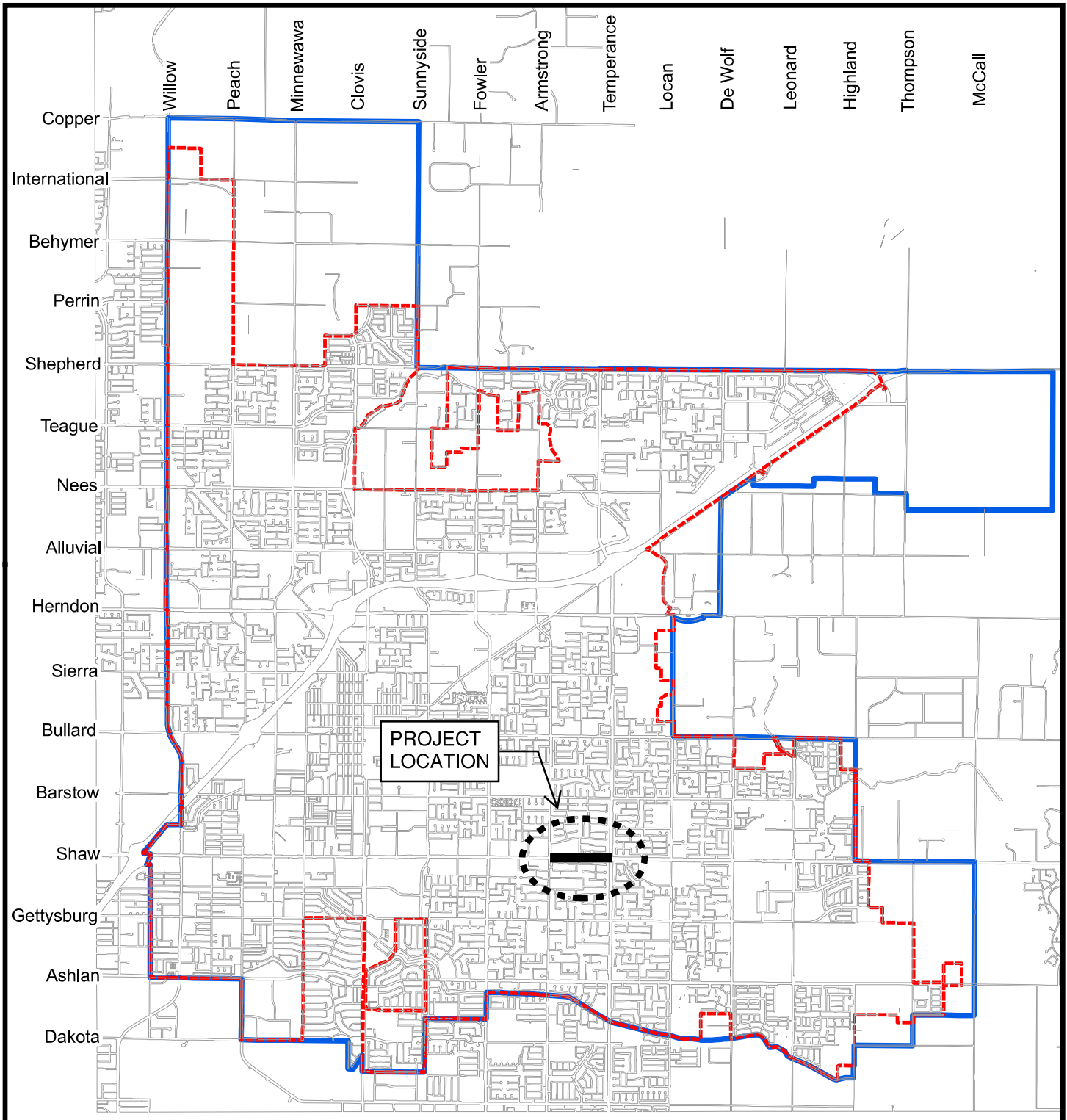
None.

Prepared by: Matt Buller, Projects Administrator

Reviewed by: City Manager AM

VICINITY MAP

CIP 21-19 Shaw Avenue Street Rehabilitation



Attachment 1

 CITY LIMITS SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: January 5, 2026

SUBJECT: Planning and Development Services – Approval – Bid Award for CIP 25-06 Antonio & Ashlan Alley Improvements to Asphalt Design by Juan Gomez in the amount of \$126,100.00 and Authorize the City Manager to execute the contract on behalf of the City.

ATTACHMENTS: 1. Vicinity Map

RECOMMENDATION

1. For the City Council to award a contract for CIP 25-06 Antonio & Ashlan Alley Improvements to Asphalt Design by Juan Gomez in the amount of \$126,100.00; and
2. For the City Council to authorize the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY

Staff is recommending that City Council award the contract to Asphalt Design by Juan Gomez, who was the lowest responsible bidder from a bid opening that took place on December 16, 2025, and authorize the City Manager to execute the project contract on behalf of the City.

This project involves ±0.20 miles of alley improvements. Improvements include clearing & grubbing, grinding existing asphalt concrete pavement and replacing with new 2" asphalt concrete section, installation of concrete drive approaches, asphalt concrete speed humps & traffic striping and signage.

BACKGROUND

The following is a summary of the bids received on December 16, 2025:

BIDDERS	BASE BID
Asphalt Design by Juan Gomez	\$126,100.00
GC Builders	\$131,637.60
Terra West Construction, Inc.	\$132,060.00
California Paving Company	\$136,526.15

Dave Christian Construction	\$137,907.00
Seal Rite Paving & Grading	\$145,915.50
Ares Engineering	\$150,658.00
Walsh Montgomery Construction, Inc.	\$158,213.00
Juarez Brothers General Engineering	\$177,885.55

ENGINEER'S ESTIMATE \$127,383.00

All bids were examined, and the bidder's submittals were found to be in order. For this reason, Asphalt Design by Juan Gomez is the lowest responsible bidder. Staff has validated the lowest bidder contractor's license status and bid bond.

FISCAL IMPACT

This project was approved in the Community Investment Program 2025-2026 fiscal year budget and is funded by Community Development Block Grant (CBDG) program.

REASON FOR RECOMMENDATION

Asphalt Design by Juan Gomez is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this project.

ACTIONS FOLLOWING APPROVAL

1. The contract will be prepared and executed, subject to the Contractor providing performance security that is satisfactory to the City.
2. Construction will begin approximately two (2) weeks after the contract execution and be completed in twenty-five (25) working days thereafter.

CONFLICT OF INTEREST

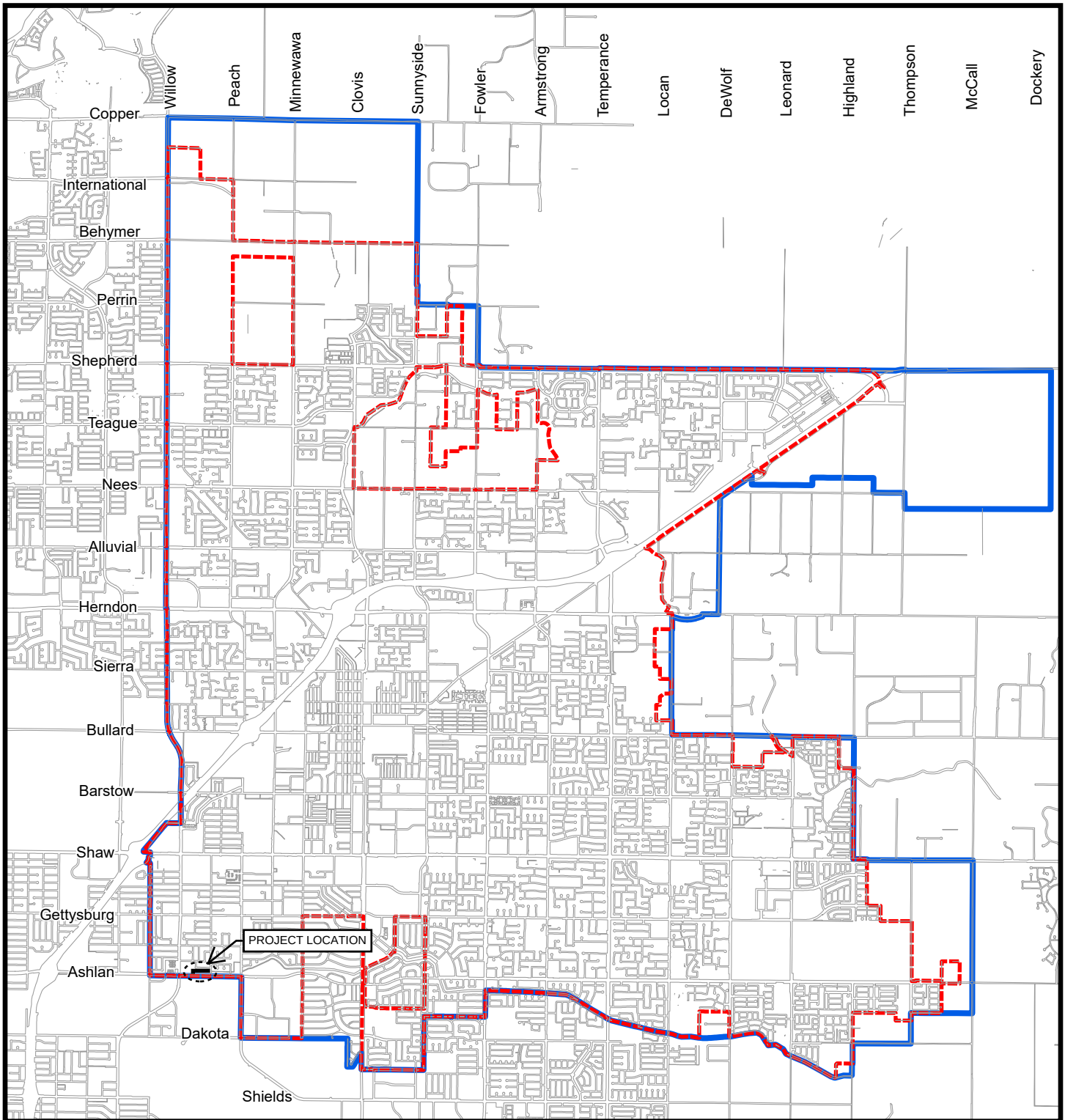
None.

Prepared by: Nate Stava, Project Engineer

Reviewed by: City Manager AS

VICINITY MAP

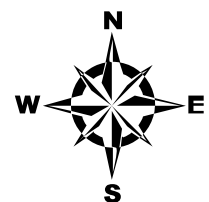
CIP 25-06 Antonio & Ashlan Alley Improvements



Attachment 1



- City Limits
- Sphere of Influence



Print Date: February 27, 2024

Nathaniel Stava



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 5, 2026

SUBJECT: Planning and Development Services – Approval – Res. 26-____, Amend the 2025-2026 Community Investment Program Budget for Street Improvement Fund, for the Safe Streets for All Action Plan in the amount of \$378,400.

ATTACHMENTS: 1. Resolution 26-____, Budget Amendment

RECOMMENDATION

For the City Council to approve a resolution amending the Street Improvement Fund in the 2025-2026 Community Investment Program (CIP) to include the Safe Streets for All Action Plan and authorize expenditures in the amount of \$378,400.

EXECUTIVE SUMMARY

Staff recommends that the City Council approve an amendment to the Community Investment Program to include the Safe Streets for All Action Plan and authorize expenditures from the Street Improvements Fund.

The Safe Streets for All Action Plan will involve retaining an outside consultant to update and bring the City's current Multijurisdictional Road Safety Plan into compliance with the federal Safe Streets for All program requirements. This effort will position the City to pursue future federal funding opportunities for street safety improvements.

BACKGROUND

In 2022, the federal government passed the Infrastructure Investment and Jobs Act (IIJA), which established the Safe Streets and Roads for All (SS4A) Program. The SS4A Program provides approximately \$5 billion in funding nationwide over federal fiscal years 2022 through 2026 and is focused on preventing roadway fatalities and serious injuries.

To be eligible for SS4A implementation grant funding for roadway safety improvements, applicants are required to have a comprehensive Safety Action Plan in place. The City of Clovis has adopted its portion of the Multijurisdictional Road Safety Plan to serve as its Safety Action Plan; however, the current plan does not fully meet the requirements of the SS4A Program. As a result, staff determined it would be in the City's best interest to pursue SS4A grant funding to update the existing plan and bring it into compliance with federal program requirements.

The City of Clovis was selected as a funding recipient during the second round of SS4A awards in Fiscal Year 2024/25. Due to staff turnover at the Federal Highway Administration (FHWA) and subsequent contract revisions, there was a delay in formally accepting the awarded funds. Since that time, the City has coordinated with FHWA to secure the funding, which will be provided on a reimbursement basis, and is now prepared to begin drafting the Request for Proposals (RFP) to retain a consultant for this project. Prior to initiating this work, a budget amendment is required to incorporate the project into the Community Investment Program.

FISCAL IMPACT

The City was awarded \$302,720.00 under the Safe Streets for All Grant program and committed to a match of \$75,680.00 bringing the total anticipated project cost up to \$378,400.00. The City will utilize Measure C dollars to fund its local match commitment.

REASON FOR RECOMMENDATION

The City has finalized the agreement with the Federal Highway Administration (FHWA) to begin working on this awarded project. A budget amendment is needed to authorize expenditures in the Street Improvements Fund for the addition of the Safe Streets for All Action Plan.

ACTIONS FOLLOWING APPROVAL

Funds will be appropriated and accounted for in the City of Clovis 2025-2026 CIP Budget as specified in this staff report. Staff will work with the City's Finance team to set up an account and begin reporting for reimbursement to the FHWA, Safe Streets for All program.

CONFLICT OF INTEREST

None.

Prepared by: Tatiana Partain, Management Analyst

Reviewed by: City Manager AA

RESOLUTION 26-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AN AMENDMENT TO THE FY 2025-2026 COMMUNITY INVESTMENT
PROGRAM BUDGET**

WHEREAS, the City Council adopted the FY 2025-2026 City budget on June 9, 2025; and

WHEREAS, the City Council approved the expenditure of funds for the 2025-2026 Community Investment Program – Street Improvements Fund; and

WHEREAS, the expenditures needed for the Safe Streets for All Action Plan project were not included in the 2025-2026 Community Investment Program – Street Improvements Fund; and

WHEREAS, it has been determined that the funds for the costs of this project can be allocated due to the recently secured grant from the Federal Highway Administration and the use of Measure C funding.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis hereby approves the budget amendment as shown in the “Summary of Expenditures by Section” and the “Summary of Expenditures by Fund” as shown as Attachment A.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 5, 2026, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

Attachment A**SUMMARY OF REVENUE BY SECTION**

STREET IMPROVEMENTS SECTION	<u>\$302,720</u>
TOTAL SECTION	\$302,720

SUMMARY OF REVENUE BY FUND

STREET IMPROVEMENTS FUND	<u>\$302,720</u>
TOTAL FUND	\$302,720

SUMMARY OF EXPENDITURES BY SECTION

STREET IMPROVEMENTS SECTION	<u>\$378,400</u>
TOTAL SECTION	\$378,400

SUMMARY OF EXPENDITURES BY FUND

STREET IMPROVEMENTS FUND	<u>\$378,400</u>
TOTAL FUND	\$378,400



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: January 5, 2026

SUBJECT: Planning and Development Services – Approval – Res. 26-____, Approving a Third Amendment to the Consultant Agreement with LSA for the Preparation of the Environmental Impact Report for the Heritage Grove H-Land Specific Plan for a change in scope of services in the amount of \$234,745.44 for a total contract amount of \$840,730.44, and authorizing the City Manager to execute the amendment.

ATTACHMENTS: 1. Res. 26-____, Approving a third amendment to the Consultant Agreement

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving a third amendment to the consultant agreement between the City of Clovis and LSA for the preparation of the Environmental Impact Report for the Heritage Grove H-Land Specific Plan, and authorize the City Manager to sign the amendment.

EXECUTIVE SUMMARY

In September 2021, the City Council authorized the City Manager to enter into a consultant agreement with LSA for the preparation of an Environmental Impact Report (EIR) for the Heritage Grove H-Land Specific Plan (H-Land Specific Plan), herein referred to as “Project.” Since that time, the applicant’s evolving plans have required multiple revisions to the project scope and corresponding budget adjustments.

The proposed amendment exceeds the City Manager’s approval threshold and thus requires City Council authorization. The original contract amount of \$467,985 was previously amended in August 2024 to increase the contract amount by \$50,000 (\$517,985 total), to cover additional traffic related analysis and services by LSA, and in July 2025 to increase the contract amount by \$88,000 (\$605,985 total), to cover further changes in the scope of services.

This amendment reflects additional changes in the scope of services to include environmental analysis associated with the addition of a subdivision tract map, in the amount of \$234,745.44, thus increasing the contract total to \$840,730.44. This amendment additionally extends the term of the agreement to March 2027 to accommodate the additional services required by the

amendment. The consultant agreement is between the City and LSA; however, the City and the project applicant have a separate agreement requiring the applicant to pay/reimburse the City the full cost paid to LSA for the Project EIR work, plus an additional fifteen percent administration fee.

BACKGROUND

In April 2021, the City issued a Request for Proposal (RFP) for preparation of an EIR to assess the potential environmental impacts of the H-Land Specific Plan. Following the RFP, the City Council approved the contract with LSA to complete the EIR. Since then, the applicant's evolving plans have necessitated multiple revisions to the project scope and corresponding budget adjustments.

PROPOSAL AND ANALYSIS

The following outlines the original contract and subsequent amendments to the scope of work and budget for the EIR for the H-Land Specific Plan:

Original Contract

- Authorized by: Council (September 2021)
- Contract Amount: \$467,985

First Amendment

- Authorized by: City Manager (August 2024)
- Amount Added: \$50,000
- Purpose: To expand the traffic analysis scope in response to agency comments.
- Amended Contract Amount: \$517,985

Second Amendment

- Authorized by: City Council (July 2025)
- Amount added: \$88,000
- Purpose: Further update to the traffic scope in response to applicant-proposed changes to the project.
- Amended Contract Amount: \$605,985

Proposed Third Amendment

- City Council Authorization Required
- Amount added: \$234,745.44
- Purpose: Incorporate environmental analysis associated with the applicant's addition of a subdivision map to the project into scope of work and extend term of agreement.

This amendment is necessary to evaluate changes proposed by the applicant, which includes environmental analysis for a subdivision map added to the project. The revised scope of work is included as Exhibit A. The applicant is in agreement with the proposed amendment and will be responsible for paying the increased contract amount.

FISCAL IMPACT

There are no fiscal impacts to the City's General Fund. All costs associated with the preparation of the EIR for the H-Land Specific Plan will be fully funded by the applicant, Heritage Development Company.

If approved, the total proposed EIR contract amount will be \$840,730.44. This amount covers the environmental review and associated scope revisions, including the applicant's addition of a subdivision tract map to the project.

REASON FOR RECOMMENDATION

Approval of the proposed contract amendment is recommended to ensure that the EIR accurately reflects the applicant's most current project proposal. The project changes require updates to the various components of the EIR to ensure the EIR satisfies the CEQA requirements. All costs associated with this amendment will be fully funded by the applicant.

ACTIONS FOLLOWING APPROVAL

The consultant will continue working on the Environmental Impact Report for the H-Land Specific Plan.

CONFLICT OF INTEREST

None.

Prepared by: Lily Cha, Senior Planner

Reviewed by: City Manager AA

RESOLUTION 26-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING A THIRD AMENDMENT TO THE CONSULTANT AGREEMENT WITH LSA
FOR THE PREPARATION OF THE ENVIRONMENTAL IMPACT REPORT FOR THE
HERITAGE GROVE H-LAND SPECIFIC PLAN**

WHEREAS, the City requires assistance from an external consulting firm to assist with the preparation of an Environmental Impact Report and related services for purposes of analyzing potential environmental effects, related to a request for a Specific Plan to include approximately 888 acres of land located north of Shepherd Avenue, between N. Willow and N. Sunnyside Avenues, pursuant to the California Environmental Quality Act; and

WHEREAS, In September 2021, LSA was selected to prepare the environmental impact report (EIR) for the Heritage Grove H-Land Specific Plan, and the City and LSA entered into a consultant agreement for the services; and

WHEREAS, the consultant agreement was amended in August 2024 and July 2025 to address changes in the traffic analysis scope in response to agency comments and applicant changes to the project; and

WHEREAS, due to applicant-proposed project changes, further changes to the scope of services are required to incorporate a subdivision tract map, necessitating another amendment to the consultant agreement; and

WHEREAS, the changes to the scope of services require additional time to complete, and thus warrant an extension to the term of the agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the change in the scope of services and term for the consultant agreement with LSA as provided in **Attachment A** attached hereto and authorizes the City Manager to execute the third amendment to the consultant agreement with LSA.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 5, 2026, by the following vote, to wit.

AYES:
NOES:
ABSENT:
ABSTAIN:

DATED: January 5, 2026

Mayor

City Clerk

**CITY OF CLOVIS
CONSULTANT SERVICE AGREEMENT
THIRD AMENDMENT**

HERITAGE GROVE EIR AND SPECIFIC PLAN

This third amendment to the Consultant Service Agreement ("Amendment") is entered into between the City of Clovis, a California general law city ("City"), and LSA Associates, Inc., a California Corporation ("Consultant"), with respect to an Amendment to the Heritage Grove Environmental Impact Report (EIR) and Specific Plan Consultant Service Agreement ("Agreement") signed by the City on October 25, 2021 and by the Consultant on October 7, 2021. This Amendment shall be effective on January 5, 2026 ("Effective Date").

The City and Consultant desire to modify the scope of services and budget for the Heritage Grove Specific Plan EIR related to an update to the project to include a subdivision tract map. The original scope of services and contract amount was \$467,985. The scope was previously amended in the First Amendment dated February 14, 2025, and a Second Amendment on July 8, 2025, increasing the total of \$605,985. This Third Amendment further modifies the scope of services to include the environmental analysis for a subdivision tract map and increases the contract amount by \$234,745.44, resulting in a new total of \$840,730.44. The scope of services and updated contract amount is outlined in Exhibit A.

This Third Amendment also extends the term of Agreement. Consultant shall complete the Services no later than March 2027 ("Completion Date"), unless extended by mutual written agreement of the Parties. All other terms and conditions of the Agreement shall remain in full force and effect.

As required by Section 23 of the Agreement, the Agreement may be amended only by written instrument signed by both City and Consultant.

The Amendment is only providing the written permission required for the contract cost of service increase and term of agreement. The Amendment does not modify any other area of the Agreement.

The City and Consultant have executed this Amendment to the Agreement on the date(s) set forth below.

CITY OF CLOVIS

CONSULTANT

By: _____
Andrew Haussler, City Manager

By: _____
Anthony Petros, President

Date: _____

Date: _____

ATTEST

Briana Parra, City Clerk

APPROVED AS TO FORM

Scott G. Cross, City Attorney

Party Identification and Contact Information:

Consultant

LSA Associates, Inc.

Attn: Kyle Simpson

Principal

2565 Alluvial Avenue, Suite 172

Clovis, CA 93611

Kyle.Simpson@lsa.net

(559) 490-1212

City of Clovis

Planning Division

Attn: Lily Cha, MPA, AICP

Senior Planner

1033 Fifth Street

Clovis, CA 93612

lilyc@clovisca.gov

(559) 324-2335

September 9, 2025

Lily Cha-Haydostian, MPA, AICP, Senior Planner
 City of Clovis, Planning Division
 1033 Fifth Street, Clovis, CA 93612
 (559) 324-2335

Subject: Proposal to Prepare an Environmental Impact Report for the H-Land Specific Plan in Clovis, California

Dear Ms. Cha-Haydostian:

LSA is pleased to submit this proposal to prepare the environmental impact report (EIR) for the proposed H-Land Specific Plan Project (project) pursuant to the California Environmental Quality Act (CEQA). This letter proposal summarizes our understanding of the proposed project and discusses the individual tasks that LSA will complete as part of the analysis. Kyle Simpson, Principal, will serve as Principal-in-Charge. Brianna Shaw, Senior Environmental Planner, will serve as Project Manager and will prepare the analysis with assistance from other LSA staff. LSA's in-house technical specialists will prepare the technical studies as described in Task 2.0 in the scope of services.

PROJECT UNDERSTANDING

It is LSA's understanding that the project will be analyzed using a hybrid environmental impact report (EIR) that covers both programmatic and project-level impacts of a master development plan for the City of Clovis (City). The EIR will analyze the development of approximately 892 acres of agricultural land into residential and mixed-use development (Master Plan Area). The full build-out of the Master Plan Area would allow for a maximum of approximately 8,320 dwelling units, 940,000 square feet of retail, and 570,000 square feet of commercial/office space. Approximately 4,800 dwelling units, 270,000 square feet of retail, and 200,000 square feet of commercial/office will be analyzed at project-level with tract maps available; the remaining build-out (approximately 3,500 dwelling units, 670,000 square feet of retail, and 370,000 square feet of commercial/office) will be analyzed at program-level, anticipated to be developed in the future.

SCOPE OF SERVICES

The following provides a detailed scope of work, schedule, and estimated budget for the preparation a hybrid program-project EIR for the H-Land Specific Plan and associated tract maps.

TASK 1.0: PROJECT KICK-OFF, DATA COLLECTION, AND BACKGROUND INFORMATION

LSA will review previously collected background information, new data and build-out projections, and coordinate with City staff to hold a kickoff meeting, as described below.

1.1: Kick-off Meeting

LSA will meet with the City staff and Project Applicant team to discuss expectations regarding the tasks to be undertaken as part of the revised environmental documentation effort. During this meeting, LSA will do the following:

- Confirm the revised Scope of Work and expectations for use of any previously prepared technical materials or other background materials that may be available for the area.
- Discuss the significance criteria for each topic to be addressed in the EIR.
- Gather relevant information and data if there is information LSA has not yet received.
- Discuss the City's desired schedule for the review process. Items to discuss include project planning, coordination, and schedule, including establishing target dates for re-issuance of the Notice of Preparation (NOP), the Scoping Meeting, and release of the Draft EIR.

Following the kickoff meeting, LSA will provide a summary memorandum to the City.

1.2: Data Collection and Background Information Review

LSA will review existing environmental documents, regulations, and plans. These include, but are not limited to previous technical studies, previous environmental documents prepared for the project area, the documents of nearby projects, and the City's General Plan

TASK 2.0: NOTICE OF PREPARATION AND SCOPING MEETING

LSA will work closely with City staff to revise and reissue the Notice of Preparation (NOP) for the proposed project and attend a scoping meeting, as described below.

2.1: Notice of Preparation

LSA will prepare a revised Notice of Preparation in accordance with the requirements of CEQA. Project information will include all available details of the proposed project, including a discussion of the hybrid program-project approach for the analysis to be included in the EIR.

2.2: Scoping Meeting

LSA will participate in a public EIR scoping meeting. LSA will revise previously developed projects materials, including handouts that may include an overview of the objectives of CEQA, the EIR process and schedule, and the topics to be addressed in the EIR. It is assumed that LSA will make a short presentation at the scoping meeting that outlines the project's environmental review requirements and process. LSA will take minutes and will submit the scoping meeting summary memorandum outlining the key issues and topics related to the environmental review. The City will be responsible for meeting logistics, such as location, time, day, and refreshments (if any).

Following the 30-day comment period on the NOP, LSA will review all comments, recommend any needed changes to the proposed Scope of Work, and ensure that all submitted concerns are adequately covered by the EIR.

2.3: Scope of Work Refinement

It may be necessary to refine the work program in accordance with information compiled under Task 1.0, as well as in response to comments received on the NOP. Upon receipt and review of all of the comments on the NOP, and taking into consideration comments heard at the scoping meeting, LSA will work with the City staff to refine the scope of work and budget, if necessary, to address any environmental issues that are not yet adequately addressed in this work program.

TASK 3.0: PROJECT DESCRIPTION AND ALTERNATIVES

LSA will work closely with the City staff to develop a Project Description for the EIR and project alternatives to be analyzed in the EIR, as described below.

3.1: Project Description

LSA will prepare a Project Description that details the purpose, phasing, and physical elements of the proposed project. The Project Description will include a map showing the location and boundaries of the Master Plan Area and a general description of the proposed project's technical and environmental characteristics. LSA will work closely with the City to ensure that the Project Description provides a level of detail appropriate to describe the proposed project. As part of the Project Description, LSA will work with the City staff to prepare a list of project objectives consistent with the City's goals for the proposed project.

The Project Description will also include a statement briefly describing the intended uses of the EIR, including a list of agencies expected to use the EIR, a list of permits and other approvals required to implement the proposed project, and a list of related environmental review and consultation steps required by federal, State, or local laws, regulations, and policies. LSA will submit a draft of the Project Description to the City for review and acceptance before the LSA Team begins conducting any impact analyses.

3.2: Alternatives Development

The LSA Team will identify and evaluate up to three alternatives to the proposed project, one of which will be the CEQA-required No Project Alternative. LSA will work with the City staff to develop the project alternatives that would reduce potential environmental impacts.

TASK 4.0: TECHNICAL STUDIES

Once project components are determined, and City staff provides input on the Master Plan, LSA will prepare technical studies for the Master Plan Area. Detailed scopes of work for the technical studies listed below will be reviewed once project components are determined, and if additional studies are required an augment may be needed.

LSA will submit one digital copy of the draft technical studies to City staff for review as in Microsoft Word (MS Word) and Adobe Portable Document Format (PDF). Based on one set of consolidated comments from the City, LSA will prepare final technical studies to be included as appendices to the Draft EIR.

4.1: Air Quality, Energy, and Greenhouse Gas Emissions

Development activity associated with the proposed project could increase pollutant concentrations in Clovis through increased vehicle trips and building operations. Construction activities associated with development of the proposed project, including grading and ground disturbance, could increase concentrations of particulate matter. This increase could contribute to existing air pollution in the San Joaquin Valley Air Basin. LSA will prepare an Air Quality, Energy, and Greenhouse Gas Technical Analysis for the proposed project in response to the Environmental Checklist questions.

Typically, an individual project does not generate sufficient greenhouse gas (GHG) emissions to influence global climate change significantly on its own; therefore, the issue of global climate change is cumulative in nature. Implementation of the proposed project, through construction and operational activities, would generate GHG emissions that would cumulatively contribute to global climate change. LSA will also evaluate the proposed project's compliance with applicable energy efficiency standards and whether the proposed project would result in wasteful, inefficient, or unnecessary consumption of energy resources.

The draft Air Quality, Energy, and Greenhouse Gas Technical Analysis will be included as sections of the EIR document. Any supporting technical analyses, such as modeling output, will be included as an appendix to the EIR. Following the San Joaquin Valley Air Pollution Control District's (SJVAPCD) Guide for Assessing and Mitigating Air Quality Impacts (GAMAQI), LSA will identify existing air quality and GHG conditions and potential air quality, GHG emissions, and energy impacts resulting from the proposed project by undertaking the following subtasks:

- Describe Existing Environmental Setting: LSA will provide a summary of information related to air quality and global climate change along with the climate/meteorological conditions in the project vicinity.
- Describe the Existing Regulatory Framework: The existing regulatory framework for air quality and global climate change will identify applicable federal, State, and City of Fresno policies, regulations, and programs.
- Determine the Project's Consistency with Adopted Plans. LSA will review adopted plans related to clean air and the reduction of greenhouse gas emissions in the State of California and the SJVAPCD to determine the project's consistency with these plans.
- Assess Project Construction Emissions. Construction activities associated with the proposed project would generate increased particulate emissions associated with site preparation, grading, soil hauling, and other construction activities on the project area. Construction equipment exhaust would also be a source of air pollution. LSA will calculate the regional construction emissions using the California Emissions Estimator Model version 2022.1 (CalEEMod).
- Assess Project Operation-period Air Quality Impacts. The proposed project would generate new vehicular trips within the region. Regional emissions of criteria air pollutants associated with long-term operations from vehicle trips will be calculated with CalEEMod. In addition, emissions

associated with stationary sources, such as on-site energy consumption and landscaping equipment, will be estimated.

- Conduct a Construction Health Risk Assessment. Based on the anticipated construction activity and the proximity of nearby residential receptors to the proposed project site, LSA will prepare a construction health risk assessment (HRA) that will summarize cancer risk and non-cancer risk (chronic and acute) and will compare the results of the HRA with the SJVAPCD's recommended thresholds. Supporting technical information will be included in the Air Quality section of the EIR. Modeling files will be attached as an appendix to the EIR.
- Assess Project Greenhouse Gas Emissions. LSA will evaluate the proposed project's impacts on GHG emissions by providing a quantitative assessment of GHG emissions using CalEEMod. LSA will further analyze the potential GHG emissions impacts of the proposed project using the project attribute thresholds of significance recommended by the Bay Area Air Quality Management District to show if a project is implementing a "fair share" of GHG emission reductions necessary to support achievement of State emission reduction goals and policies. LSA will consider any proposed building design features that would contribute to a reduction in GHG emissions. In addition, since the proposed project would require a General Plan Amendment and rezone, LSA will estimate GHG emissions under both the proposed project and the maximum buildout of the existing designation using CalEEMod to determine if the proposed project would result in a significant impact related to GHG emissions.
- Analyze Energy Use. LSA will evaluate the proposed project's impacts related to energy use in response to the environmental checklist questions. This discussion will address the proposed project's compliance with applicable energy efficiency standards and will cross reference the discussion provided in the Greenhouse Gas Emissions section, as necessary. Energy data estimated using the CalEEMod model will be reported.
- Determine Project's Consistency with Energy Efficiency Standards. The analysis will also address the project's compliance with applicable energy efficiency standards and will cross reference the discussion provided in the GHG emissions discussion as necessary. For purposes of this analysis, impacts to energy resources will be considered to be significant if the project would result in the wasteful, inefficient, or unnecessary consumption of fuel or energy.
- Identify Mitigation Measures. LSA will identify, where necessary, practical mitigation measures to address any significant project or cumulative impacts. Mitigation measures designed to reduce the project's short-term construction and long-term air quality and GHG impacts to the extent feasible will be identified. Mitigation measures established by the SJVAPCD for dust suppression will be identified to reduce construction impacts. Both an evaluation of the potential mitigation measures and a discussion of their effectiveness will be provided.

4.2: Noise and Vibration

LSA will prepare a noise and vibration impact analysis in the Noise section of the EIR that quantifies existing ambient noise levels in the project area, summarizes applicable noise and vibration standards, evaluate potential short-term construction and long-term operation noise and vibration

impacts, and identify avoidance, minimization, or mitigation measures. The noise and vibration analysis will be completed by undertaking the following subtasks:

- Identify City Noise and Vibration Standards. LSA will review and discuss applicable City noise standards, goals, and policies in the General Plan Noise Element and the Municipal Code for land uses adjacent to the project site. Also, LSA will discuss noise and vibration standards in the 2018 Federal Transit Administration (FTA) Transit Noise and Vibration Impact Assessment Manual for land uses adjacent to the project site.
- Conduct Ambient Noise Survey. LSA will conduct up to eight long-term ambient noise level measurements within the project area. The long-term ambient noise level will be documented for 24 hours. Observed noise sources within the project will be identified. The ambient noise levels will be used to assess the existing ambient noise environment in the project vicinity.
- Evaluate Construction Noise Impacts. Noise levels generated from project construction will be evaluated based on the equipment expected to be used, its distance to existing adjacent off-site uses, length of a specific construction task, equipment power type (gasoline or diesel engine), load factor, and percentage of time in use. The Federal Highway Administration (FHWA) recommended equipment noise emission levels will be used to describe construction noise levels in terms of maximum instantaneous noise levels (L_{max}) and hourly equivalent continuous sound levels (L_{eq}). Potential construction noise impacts will be assessed based on the City's Municipal Code and FTA recommendations.
- Evaluate Construction Vibration Impacts. Vibration levels generated from project construction will be evaluated based on the equipment expected to be used and its distance to existing adjacent off-site structures. The FTA-recommended equipment vibration levels will be used to describe construction vibration levels in terms of the peak particle velocity (PPV, measured in inches per second [in/sec]) and the vibration decibel level (VdB) for building damage and human annoyance, respectively. Potential construction vibration impacts will be assessed based on the sensitivity of the area directly adjacent to the project site and FTA recommendations.
- Evaluate Aircraft Noise Impacts. Aircraft noise from nearby airports will be assessed based on the project location, the nearest airports, and the airport noise contour.
- Evaluate Traffic Noise Impacts. Vehicular traffic will be assessed using the FHWA Highway Traffic Noise Prediction Model (FHWA-RD-77-108, December 1978). Model input data needed include average daily traffic (ADT) volumes; day/night percentages of automobiles, medium trucks, and heavy trucks; vehicle speeds; ground attenuation factors; and roadway widths. The 24-hour weighted Community Noise Equivalent Level (CNEL) or day-night average noise level (L_{dn}) along adjacent roadways will be tabulated. LSA will analyze project-related noise impacts on off-site sensitive land uses in the project vicinity.
- Evaluate Stationary Source Noise Impacts. Noise levels generated from on-site stationary sources will be evaluated based on the equipment expected to be used and its distance to existing adjacent off-site uses. Potential stationary noise impacts from on-site noise sources will be assessed based on the City's Municipal Code noise standards.

- Identify Reduction Measures. If necessary, LSA will identify avoidance, minimization, or mitigation measures designed to reduce short-term construction noise and vibration impacts and long-term stationary and mobile source noise and vibration impacts to acceptable levels.

4.3 Transportation Impact Analysis

The scope of work for the Transportation Impact Analysis has been previously approved by the City under a separate amendment. No changes or additional work related to the Transportation Impact Analysis is included in this scope of work.

4.4: Agricultural Resource Evaluation

LSA will prepare an Agricultural Resource Evaluation Technical Report to assess impacts to active farmland and California Department of Conservation Farmland Mapping and Monitoring Program (FMMP) designations with implementation of the proposed project. The Project Applicant team is proposing to develop a master development plan within the City's Heritage Grove Growth Area to facilitate the future annexation and development of approximately 892 acres. The majority of the 892 acre project area is currently occupied by agricultural uses consisting of almond orchards. Based on California Department of Conservation (DOC) Farmland Mapping and Monitoring Program (FMMP) information, the Project area includes land that is designated as Unique Farmland, Prime Farmland, Farmland of Statewide Importance, and Farmland of Local Importance. According to publicly available information from the Department of Conservation, the project area does not include land that is under a Williamson Act contract.

4.4.1: LESA Model Preparation

LSA will evaluate farmland impacts to agricultural land within the Project area using the California Agricultural Land Evaluation and Site Assessment (LESA) model prepared by the California Department of Conservation. The LESA model is used to help determine if impacts to agricultural resources are significant environmental effects. In preparing the LESA model, LSA will coordinate with the County, the land owners, the California DOC, and on-line data sources to collect data about the project area including current irrigation practices on the project area, the source of irrigation water, the seasonal availability of water, soil types and ratings, and the protected status of surrounding land. Results of the LESA Model will be provided in the Farmland Impact Analysis Report (Task 4.4) and will provide a quantitative conclusion as to whether the conversion of Unique Farmland, Prime Farmland, Farmland of Statewide Importance, and Farmland of Local Importance to a non-agricultural use would result in a significant impact.

4.4.2: Farmland Impact Analysis Report

LSA will prepare a Farmland Impact Analysis Report that will evaluate the impacts (i.e., farmland conversion to a nonagricultural use) to Unique Farmland, Prime Farmland, Farmland of Statewide Importance, and Farmland of Local Importance resulting from the development of the proposed Project. The Farmland Impact Analysis Report will include a discussion of the existing environmental setting, the relevant current federal, State and local regulations pertaining to agricultural resources, the methods used to assess the Project-related impacts, and the potential short-term agricultural

impacts associated with Project construction, the long-term effects associated with Project operation, and the cumulative impacts associated with Project implementation.

The Farmland Impact Analysis Report will be prepared in accordance with CEQA Guidelines. The CEQA Guidelines, Appendix G, indicate that the conversion of Prime Farmland, Unique Farmland, or Farmland of Statewide Importance to non-agricultural uses could be considered a significant impact. The LESA Model will be included as an appendix to the Farmland Impact Analysis Report to support conclusions on potential impacts to farmland due to Project implementation. Appendix G of the CEQA Guidelines also indicate that a project could result in significant impacts to agricultural resources and farmland if the proposed project: 1) conflicts with agricultural zoning; 2) conflicts with a Williamson Act contract; or 3) involves changes in the existing environment, which due to their location or nature, could result in conversion of Farmland to non-agricultural use. LSA will evaluate the Project's impacts to agricultural land within the Project area in accordance with the threshold questions provided in Appendix G of the CEQA Guidelines. If applicable, Mitigation Measures will be provided in the Farmland Impact Analysis Report, to reduce impacts to agricultural resources due to implementation of the proposed Project. LSA will assist City staff to prepare mitigation measures that are consistent with the General Plan and that are feasible and mutually acceptable to reduce the anticipated impact, if necessary.

LSA will submit a draft Agricultural Resource Evaluation to the City via email as a MS Word file and PDF file and will respond to one round of comments from the City on the draft technical report.

4.5: Biological Resources

LSA will conduct a database review for potential biological resources known or with potential to occur in the project area. Sources will include, the California Natural Diversity Database, California Native Plant Society (CNPS) Inventory of Rare and Endangered Plants, and the United States Fish and Wildlife Service (USFWS) Information for Planning and Consultation list of federal endangered threatened species that may be affected by the project area, as well as other pertinent published and unpublished data regarding biological resources.

The results of the database searches will be field verified through a combined pedestrian/windshield survey of the project area plus a 500-foot buffer, access permitting. The location of any special-status biological and aquatic resources detected, as well as all vegetation communities and other land cover types within the biological study area, will be mapped. Protocol surveys for special status plant and animal species are not included in this scope. If the results of the reconnaissance survey determine that protocol surveys are warranted, a separate scope and fee will be prepared.

As part of the field work, potential jurisdictional waters of the United States as well as streambeds, riparian vegetation, or wetlands subject to State jurisdiction, and/or features considered sensitive under local ordinances that are identified within the study area would also be assessed in the field. Within the project boundary is Fresno Irrigation District Canal Enterprise No. 109 canal which may be affected by the project. This canal, and any other potentially jurisdictional waters encountered, will be delineated to determine its jurisdictional status. The information will be incorporated into the report described below. A formal aquatic resources delineation report is not proposed at this time as it is unlikely that this feature is regulated by the United States Army Corps of Engineers or

Regional Water Quality Control Board. If it turns out that the canal or any other feature may be waters of the United States or State, a formal delineation report may be required, and a separate scope and fee will be provided. If the canal is regulated by the California Department of Fish and Wildlife, the report described below will be sufficient.

The results of the database search and field survey efforts will be summarized in a Biological Resources Evaluation (BRE) report designed to comply with CEQA. The BRE will include a general description of the habitats and land cover types occurring in the project area, a graphic of representative site photographs showing the existing conditions in the project area, a figure displaying the location of plant communities and other land cover types on site, and a discussion of any special-interest biological resources observed or with potential to occur within the direct and indirect disturbance limits of the project. Project-related impacts to biological resources will be evaluated in accordance with current CEQA Statute and Guidelines and other relevant federal, State, and local regulations. As applicable, measures will be identified for avoidance, minimization, and/or mitigation of project impacts. The BRE will be an attachment to the environmental document, with the key CEQA impact findings summarized in the text of the environmental document.

4.6: Cultural Resources

LSA will prepare an Archaeological Survey Report (ASR) and a Historical Resources Evaluation (HRE) to identify previously-recorded cultural resources in the project area as well as identify, evaluate and record unidentified cultural resources, and if warranted, assess potential impacts to archeological and built environment cultural resources.

4.6.1: Archaeological Survey Report

LSA will conduct research and a field survey and will complete reporting tasks, as described below, for the project area. As appropriate, tasks below will reveal information that will be used to also prepare a draft and final HRE. LSA will prepare a draft and final ASR by completing the following subtasks:

- **Research.** LSA will conduct the following research:
 - California Historical Resources Information System (CHRIS): A CHRIS records search will be conducted at the South San Joaquin Valley Information Center (SSJVIC) to identify any previous cultural resources or cultural resources studies in the project area.
 - Native American Heritage Commission (NAHC): LSA will contact the NAHC to conduct a Sacred Lands File search, which will identify the presence or absence of locations that may have traditional or cultural value to tribal organizations, regardless of archaeological value, in or adjacent to the project area.
 - Local Interested Parties Consultation: LSA will contact the Fresno County Historical Society and the Clovis-Big Dry Creek Historical Society to inquire about the history of the project area.

- Review background information. LSA will review background information, historical maps and records, cultural resources inventories, and pertinent literature to determine the precontact and historic context and assess the archaeological site sensitivity of the project area. LSA will also review local planning documents (such as Specific Plans or Cultural Resources Elements of Specific Plans or General Plans) that include the project area for important contextual information of historic-period resources. If available, Fresno County Assessor's information and/or building permits for parcels within the project area will be requested from the City for use in mapping location of historic-period buildings in the project area.
- Field Survey. LSA will utilize results from the record search conducted for the 892 acre area for the project-level archaeological analysis. LSA will utilize two archaeologists to conduct a pedestrian field survey of the project area. Based on aerial photographs, the majority of the 892 acre project site (all but approximately 150 ac) is actively used for agriculture. As such, LSA will not intensively survey (using transects spaced 15 meters [49.2 ft] or less) the entire project area because it is assumed that the majority of the project area has been subject to disturbance and heavy compaction from agricultural use and equipment. Instead, LSA archaeologists will intensively survey any portions of the approximately 150 ac of nonactive agricultural land within the 892 acre project area and will conduct a spot check of sediments in the remainder of the project area with active agricultural lands. Should the results of the background research or field survey indicate that a full survey of the project area is necessary, a scope change and augmentation will be required.
- Archaeological Study Report. LSA will prepare a stand-alone Archaeological Study Report that will describe the methods, results, and recommendations of the investigations, especially with regard to additional work that may be necessary to address the requirements of CEQA. The draft report will be submitted to the City in PDF format. Following resolution of any comments, the final report will be resubmitted as a PDF file and will also be submitted to the SSJVIC in fulfillment of a requirement to access its archives.

The scope of work is based upon negative results, a CEQA-level effort, no involvement of federal or state agencies and that the City will conduct all tribal consultation unassisted. In the event circumstances develop requiring any unanticipated effort not included in this scope (including, but not limited to positive results, expansion of the project area, a requirement for surveying additional lands, an OHP ARMR format report, response to comments from third-party [peer] reviewer or tribe, protracted coordination with City or other entities), a contract amendment will be necessary and a schedule adjustment may also be needed.

Optional Task: DPR Forms

LSA can prepare documentation of a maximum of five archaeological isolates that may be identified during the field survey. If identified, archaeological isolates would be recorded on State of California Department of Parks and Recreation (DPR) Series 523 forms in accordance with the guidelines established by the State Office of Historic Preservation (OHP). The DPR forms would be attached to the archaeological report as a confidential appendix. If the City would like to include this optional task, a budget augment will be required.

4.6.2 Historical Resources Evaluation

LSA will prepare an HRE to (1) assess whether the project area contains buildings, structures, or objects that are in or eligible for inclusion in the California Register of Historical Resources either as individual resources or as contributing elements to a potential historic district and ascertain if it appears to qualify as a “historical resource” as defined in California Public Resources Code §21084.1; and, if necessary, (2) evaluate whether the proposed project would cause a “substantial adverse change” (as defined in Chapter 14 California Code of Regulations §15064.5(b)) to the resource.

LSA will prepare an HRE that will rely, as much as possible, on previous research, maps, plans, drawings, and other background information provided by the Project Applicant team or property owner, to characterize and understand the historical and architectural context of the study area. Any property-specific data gaps in previously prepared information will be addressed through supplemental research. The impacts analysis portion of the HRE, if warranted, will rely on conceptual illustrations, plans, and visual simulations for the proposed project provided by you, the applicant, or a designated representative.

Based on a preliminary review of aerial photographs, USGS topographic quadrangles, and specific parcel information, LSA identified the following nine parcels and two segments of an irrigation canal within the project area:

1. A single-family residence constructed in 1958 on a 2.295-acre parcel at 3788 East Shepherd Avenue (APN 556-020-085);
2. A single-family residence constructed in 1963 on a 1.014-acre parcel at 3602 East Shepherd Avenue (APN 556-020-050);
3. A single-family residence constructed circa 1920 on a 63.1-acre parcel at 3491 North Minnewawa Avenue (APN 556-020-180);
4. A single-family residence constructed in 1933 on a 18.29-acre parcel at 9788 North Willow Avenue (APN 556-010-390);
5. A single-family residence constructed in 1934 on a 32.25-acre parcel at 3328 East Perrin Road (APN 556-010-065);
6. A single-family residence constructed in 1968 on a 3-acre parcel at 3490 East Perrin Road (APN 556-010-085);
7. A single-family residence constructed in 1930 on a 39.37-acre parcel at 9791 North Minnewawa Avenue (APN 556-020-100);
8. Two, single-story shop buildings constructed circa 1960 and an equipment storage yard on a portion of a 79.09-acre parcel at 9601 North Minnewawa Avenue (APN 556-010-09);

9. A remnant brick arch commemorating the site of the Garfield School constructed in 1912 on a 1.53-acre parcel at 9001 Noth Minnewawa Avenue (APN 556-020-270). The school house burned in 1990, the arch and entrance steps remained ; and
10. Two segments of Enterprise Cancel No. 109, an unlined irrigation canal managed by the Fresno Irrigation District.

The tasks listed below will be completed as part of this work program. To the extent possible, LSA will utilize information obtained via the ASR process described above, to maximize efficiencies and prevent redundant research:

- Records search. As described above, LSA will request staff of the SSJVIC to conduct a records search. The SSJVIC, an affiliate of the California Office of Historic Preservation, is the official state repository of cultural resources reports and records for Fresno County. The records search will identify recorded cultural resources and studies within and adjacent to the approximately 892-acre project area.
- Review other inventories and directories. Cultural resource inventories will be reviewed to determine if the project area contains listed resources. These inventories will include the California Inventory of Historic Resources (California Department of Parks and Recreation 1976), the Office of Historic Preservation's Five Views: An Ethnic Historic Site Survey for California (1988), California Historical Landmarks (1996), California Points of Historical Interest (1992), and the Built Environment Resources Directory for Fresno County (which contains the listings of the National Register of Historic Places, National Historic Landmarks, California Register of Historic Resources, California Historical Landmarks, and California Points of Historical Interest).
- Property-focused research. Additional research will be conducted, as necessary, at the San Joaquin Valley Heritage & Genealogy Center in the Main Branch of the Fresno County Main Library and the Special Collections Research Center, Madden Library, at Fresno State University. LSA will rely on sources at these locations to inform, in part, the land use history of the project area.
- Architectural field review. An LSA architectural historian will conduct a field survey to review and document the form, materials, and construction style of the resources listed above, as well as to identify any structural modifications that may have occurred over time. The survey will also examine their architectural context and character of the surrounding area.
- Eligibility Evaluation. Following the research and field review, LSA will prepare a historic context statement for the properties listed above and evaluate them for inclusion in the California Register. The methods, results, and recommendations of LSA's study will be documented in a cover letter report. The building will be formally recorded on official State of California Department of Parks and Recreation 523 Series Form records and attached to the cover letter report which will be submitted to the NWIC to fulfill an archives access agreement.

Optional Task: Impacts Assessment.

Should review of the evidence suggest that one, or several, properties in the project area appear to qualify as a historical resource under CEQA, LSA can conduct an optional task of preparing an impacts assessment to determine whether a significant impact would result as the result of project implementation. The impacts analysis will utilize the Secretary of the Interior's Standards for the Treatment of Historic Properties to inform any appropriate design recommendations and/or preservation-oriented alternatives for the proposed project as described in Section 15064.5(b) of the California Code of Regulations. If the City would like to include this optional task, a detailed budget augment will be required.

Assumptions:

- LSA will spend up to eight hours total to address one set of non-contradictory comments from City staff on the draft HRE. If more than eight hours are required to address comments, LSA will request your authorization to proceed on a time-and-materials basis (i.e., the cost for additional time, if necessary, is not included as part of the fee presented above).
- An LSA Architectural Historian who meets the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) for History and Architectural History will be available to participate in meetings with the applicant and/or City staff on a time-and-materials basis.
- Additional studies that may be required by the City staff, the Fresno County Planning Commission, or other local government entities, are not included in this scope.
- LSA will be provided with visual simulations, plans, drawings, and/or illustrations that convey a conceptual sense of the design, massing, and stylistic aspects of the proposed construction, as available.

TASK 5.0: ADMINISTRATIVE DRAFT EIR

Consistent with Appendix G of the State CEQA Guidelines, LSA will conduct an analysis of the proposed project's potential environmental impacts in the following resources topic areas:

- | | |
|--------------------------------------|---------------------------------|
| ▪ Aesthetics | ▪ Land Use and Planning |
| ▪ Agriculture and Forestry Resources | ▪ Mineral Resources |
| ▪ Air Quality | ▪ Noise |
| ▪ Biological Resources | ▪ Population and Housing |
| ▪ Cultural Resources | ▪ Public Services |
| ▪ Energy | ▪ Recreation |
| ▪ Geology and Soils | ▪ Transportation |
| ▪ GHG Emissions | ▪ Tribal Cultural Resources |
| ▪ Hazards and Hazardous Materials | ▪ Utilities and Service Systems |
| ▪ Hydrology and Water Quality | ▪ Wildfire |

Analysis completed under Task 4.0, Technical Studies, will be incorporated into the section of applicable resource topic areas. The setting section for each topic will describe the current conditions of the project area, which form the baseline for the analysis. Each impact analysis will

evaluate the potential environmental effects resulting from construction and operation of the proposed project, and feasible mitigation measures will be identified as necessary.

Each topical section will also include a discussion of cumulative impacts. The analysis of cumulative effects will address the potential impacts associated with the proposed project in conjunction with other projects that are under construction, approved, or reasonably foreseeable. The preferred methodology for conducting the cumulative impacts analysis will be developed and agreed upon during the early stages of the EIR preparation. The EIR will cover the topics listed above, and the following key topic areas will include detailed technical analysis.

Hydrology and Water Quality: LSA will prepare the Hydrology and Water Quality section of the EIR, which will discuss the project area watershed, groundwater basin, receiving waters, floodplain, and drainage; applicable regulations; and project impacts and mitigation related to hydrology, water quality, groundwater, and flooding. LSA will evaluate the need for project mitigation measures and additional best management practices (BMPs) to ensure compliance with federal, State, and local National Pollutant Discharge Elimination System (NPDES) permit requirements during construction and operation. The Hydrology and Water Quality section will incorporate information from hydrology and geotechnical reports provided by the Project Applicant, if available. Specifically, the impact analysis will incorporate information on disturbed soil area; new impervious surface area; and site design, source control, Low Impact Development, and/or treatment BMPs. The impact analysis will also incorporate information on existing and proposed drainage patterns, existing and proposed rate and volume of storm water runoff, and capacity of downstream storm drain systems from the proposed project's hydrology report and information provided by the City. Information on depth to groundwater and the potential for groundwater dewatering during construction will be obtained from available documentation.

Utilities and Service Systems: LSA will prepare the Utilities and Service Systems section of the EIR based on input from the City related to potable water and sanitary sewer systems. In addition, LSA will rely on existing documentation and research to address the proposed project's potential impacts on storm water and solid waste collection.

Alternatives: The LSA Team will evaluate the three project alternatives developed under Task 3.2, Alternatives Development. According to the State CEQA Guidelines, alternatives can be evaluated in less detail than the proposed project, and the discussion for each issue topic will be of sufficient detail to evaluate the benefits and drawbacks of each alternative and to provide some qualitative conclusions regarding the alternatives. A summary table will be included in Alternatives analysis that identifies the level of significance of each environmental topic for each alternative as compared to implementation of the proposed project. Based on this analysis, the Environmentally Superior Alternative will be identified (as required by CEQA).

TASK 6.0: SCREENCHECK DRAFT EIR

Following receipt of one set of consolidated and reconciled comments from the City on the Administrative Draft EIR, LSA will amend the Administrative Draft EIR and prepare a Screencheck Draft EIR to be reviewed by the City staff. Digital versions (MS Word format and PDF) of the Screencheck Draft will be provided. A PDF comparison version in underline and strikeout will also be

provided for review by the City to verify that all requested changes have been made and all appendix materials, references, and final graphics are acceptable.

TASK 7.0: PUBLIC REVIEW DRAFT EIR

Following receipt of one set of consolidated and reconciled comments from the City on the Screencheck Draft EIR, LSA will prepare a Public Review Draft EIR. LSA assumes that comments on the Screencheck Draft EIR will be limited mostly to clarifications, spelling, and other editorial comments and that no major changes to the substantive details of the proposed project or analysis would occur under this task.

TASK 8.0: FINAL EIR AND MITIGATION MONITORING AND REPORTING PROGRAM

Following the CEQA-required public review period of the Public Review Draft EIR, LSA will prepare the Final EIR and Mitigation Monitoring and Reporting Program (MMRP), as described below.

8.1: Final Environmental Impact Report

Administrative Draft Final Environmental Impact Report: Following the completion of the 45-day public review period of the Public Review Draft EIR, the LSA Team will formulate responses to written comments from the public and public agencies on the Public Draft EIR. The Administrative Draft Final EIR will include the following: (1) a list of persons, organizations, and public agencies commenting on the Draft EIR; (2) copies of written comments received; (3) responses to environmental comments raised in the review process; and (4) any necessary text, table, or figure changes as an Errata to the Draft EIR. LSA will discuss the best approach to the responses document with the City following the close of the comment period.

LSA's budget estimate shows the level of professional effort assumed for this task, considering the potential interest that the public might have in the Public Review Draft EIR. Should an unexpectedly large volume of comments be submitted (e.g., an organized letter-writing campaign by project opponents or a substantial package of comments by a law firm representing labor union interests), an adjustment in the budget (and/or use of contingency funds) to cover work beyond the assumed level would be needed. LSA will submit one digital version (in MS Word format and PDF) of the Administrative Draft Final EIR for City review.

Screencheck Draft Final Environmental Impact Report: After review by the City staff and transmittal of suggested revisions, LSA will amend the Administrative Final EIR and prepare a screencheck version for final review by the City staff. Digital versions (MS Word format and PDF) of the Screencheck Draft EIR will be provided. A PDF comparison version in underline and strikeout will also be provided for review by the City to verify that all requested changes have been made.

Final Environmental Impact Report: After review by the City staff and transmittal of suggested revisions, LSA will amend the Screencheck Draft Final EIR and prepare a final version. Digital versions will be prepared as PDF files and will be provided to the City for website posting. It is assumed that the City will be responsible for distribution of the Final EIR to the public and commenting agencies a minimum of 10 days prior to the final public hearing on the EIR. LSA will also provide any additional reference materials as PDF files and update the Administrative Record as needed.

8.2: Mitigation Monitoring and Reporting Program

LSA will prepare an MMRP, which will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequency, subject to approval by the City staff. Monitoring will be dovetailed with existing processes of project development and review.

TASK 9.0: PUBLIC NOTICING

LSA will prepare all public notices required under CEQA, including, but not limited to, the NOP, Notice of Completion (NOC), Notice of Availability (NOA), and Notice of Determination (NOD). This task assumes one round of revisions for each notice prepared.

LSA will be responsible for any required submittals to the State Clearinghouse. The City staff will be responsible for mailing any of the notices locally, including Planning Commission and City Council noticing.

TASK 10.0: STATEMENT OF OVERRIDING CONSIDERATIONS AND FINDINGS OF FACT

In compliance with CEQA, and based on an existing City template, LSA will prepare a Statement of Overriding Considerations (SOC) and Findings of Fact, as necessary. This task assumes preparation of an Administrative, Screencheck, and Final Draft of each deliverable.

TASK 11.0: PUBLIC HEARINGS

LSA will attend two Planning Commission hearings and two City Council hearings. Prior to each hearing, LSA will work with the City staff to prepare a PowerPoint presentation related to the CEQA portion of the proposed project. During each hearing, LSA will assist the City in addressing CEQA-related questions or comments as they are received.

TASK 12.0: PROJECT MANAGEMENT AND MEETINGS

Mr. Simpson and Ms. Shaw will undertake a variety of general project management tasks throughout the process of preparing the EIR and presenting it to decision-makers. Mr. Simpson will provide input on scope, budget, and scheduling of the project and quality assurance for all work products. He will review all in-house prepared text, tables, and graphics before these materials are presented to the City as administrative review documents. He will be available for consultation on CEQA procedural matters as well as application of the CEQA Guidelines.

Ms. Shaw will be in charge of the day-to-day activities associated with the proposed Project. Project management tasks include regular client contact; oversight of team members; schedule coordination; contract negotiation and management; and development of products. As Project Manager, Ms. Shaw will attend all meetings and maintain a project schedule. She will monitor the project budget in light of progress in the project schedule and will communicate any potential deviations with the City in a timely manner. She will also provide direction to all team members that will ensure an internally consistent, coherent document.

Mr. Simpson, Ms. Shaw, and LSA staff, as appropriate, will be available to meet with the project team to gather information, review progress, discuss project alternatives, review preliminary findings, discuss staff comments, and offer input into any discussions on project modifications. The proposed cost estimate includes attendance by both Mr. Simpson and Ms. Shaw at the project start-up meeting and the NOP scoping meeting(s) as detailed under Task 1.0 and Task 2.0, respectively. In addition, LSA has budgeted (under this task) for attendance at up to three in-person or teleconference team meetings with the City, the agendas and issues to be determined. In addition, this scope assumes bi-weekly check-in calls during heavy work periods in order to keep the City updated on progress and to resolve any issues that may be identified during LSA's analysis.

SCHEDULE

The preliminary work schedule for preparation and completion of the environmental review process is attached. LSA will finalize the schedule, including deliverable dates with the City and Project Applicant team once we are authorized to proceed and the City provides an approved version of the draft Specific Plan and tract map that can be analyzed in the EIR. As shown in the attached schedule, LSA estimates that the EIR will be complete, and the proposed project can be considered for approval by the City in approximately 14 months.

BUDGET

The estimated cost for the preparation and completion of the environmental review process is attached. As shown, the estimated cost of the LSA team's labor and direct expenses is \$389,250. We have also identified a contingency amount of 10 percent of the total budget (\$39,600). The amount would not be used without written authorization from the City. With the contingency amount, the total contract budget would be \$435,650. LSA's previously approved budget for the EIR and traffic study including Contract Amendment 1 through Contract Amendment 3, totals \$605,985 of which \$200,904.56, remains unbilled. Applying the unused budget to the requested budget for the hybrid EIR, LSA would require an increase in the overall EIR budget of \$234,745.44.

As you review the proposal and compare the work scope with the line-item budget, if you find that there are ways of economizing or believe that expansions are needed, we would be glad to discuss suggestions for modifying both scope and budget. This proposed scope of work and cost estimate is valid for 90 days from the date included on page 1.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please feel free to contact Mr. Simpson at (559) 490-1212 or kyle.simpson@lsa.net if you have any questions and/or require additional information.

Sincerely,

LSA Associates, Inc.



Theresa Wallace, AICP
Managing Director of Environmental Planning



Kyle Simpson
Principal

Attachments:

- Schedule
- Cost Estimate

H-Land Specific Plan EIR Schedule

September 9, 2025

Task	Responsible	Duration	Cumulative Weeks
Project Initiation			
Notice to Proceed/Kick-off meeting	LSA	--	--
Data Requests	City	1 week	1 week
CEQA Project Description			
LSA Draft Project Description	LSA	2 weeks	3 weeks
City Review	City	2 weeks	5 weeks
Notice of Preparation			
LSA Draft NOP	LSA	2 weeks	7 weeks
City Review NOP	City	1 week	8 weeks
LSA Revise NOP/prep for circulation	LSA	1 week	9 weeks
NOP to State ClearingHouse	LSA	1 day	--
Circulate NOP	City/LSA	30 days	13 weeks
NOP Public Meeting	City/LSA	1 day	--
Draft Environmental Impact Report			
Preparation of Administrative Draft EIR and Technical Analyses	LSA	12 weeks	25 weeks
City Review of Administrative Draft EIR and Technical Analyses	City	4 weeks	29 weeks
Revisions to Administrative Draft EIR and Technical Analyses	LSA	2 weeks	31 weeks
City Review	City	2 weeks	33 weeks
Prepare Screencheck Draft EIR	LSA	2 weeks	35 weeks
City Review	City	1 week	36 weeks
Finalize and Reproduce Draft EIR	LSA	1 week	37 weeks
Publish Draft EIR and Notice of Availability	City/LSA	1 day	--
Public Circulation of Draft EIR/Submittal to SCH with NOC	City/LSA	45 days	43 weeks
Final Environmental Impact Report			
Preparation of Admin Draft Responses to Comments, Final EIR, MMRP	LSA	4 weeks	47 weeks
City Review of Admin Draft RTC, Final EIR, MMRP	City	4 weeks	51 weeks
Preparation of Screencheck Draft RTC, Final EIR, MMRP	LSA	2 weeks	53 weeks
City Review of Screencheck Draft RTC, Final EIR, MMRP	City	2 weeks	55 weeks
Finalization and Reproduction of Public Review RTC, Final EIR, MMRP	LSA	1 week	56 weeks
Preparation of Findings of Fact, SOC	City	1 week	57 weeks
Final EIR Public Review Period	City	10 days	58 weeks
EIR Certification Hearings	City	1 day (within 5 days of project	
File Notice of Determination with County Clerk and SCH	City/LSA	1 day (within 5 days of project	

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LABOR COSTS

	Principal-in-Charge (Simpson)	Project Manager (Shaw)	Environmental Planner	Assistant Environmental Planner	Principal, Agricultural Resources (Reading)	Senior Planner, Agricultural Resources (Honer)	Principal Biologist (Ross-Borrego)	Senior Biologist (Wingart)	Principal Cultural Resources (Sample)	Senior Cultural Resources (Behrend/Himba)	Archeologist (DeOrnellas)	Principal, Air Quality (Fischer)	Associate, Air Quality (Coria)	Air Quality Technical Specialist	Assistant Air Quality Technical Specialist	Principal, Noise (Stephens)	Senior Noise Specialist (Lui)	Noise Specialist	Assistant Noise Specialist	GIS	Document Management/ Graphics/Production	Administrative Assistant			
Hourly Rate:	\$265	\$215	\$135	\$115	\$295	\$140	\$290	\$205	\$295	\$175	\$135	\$300	\$260	\$165	\$135	\$275	\$195	\$150	\$135	\$150	\$150	\$120	Total Hours	LSA Total	
Task 1. Project Kick-off, Data Collection, and Background Information																									
1.1 Kick-off Meeting	4	4	2																				10	\$ 2,190	
1.2 Data Collection and Background Information Review	1	2	4	4																			11	\$ 1,695	
Subtotal for Task 1	5	6	6	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21	\$ 3,885	
Task 2. Notice of Preparation and Scoping Meeting																									
2.1 Notice of Preparation	2	4	8	8																	2	2	26	\$ 3,990	
2.2 Scoping Meeting	4	4	4																			4	16	\$ 3,060	
2.3 Scope of Work Refinement	2	4	4																				10	\$ 1,930	
Subtotal for Task 2	8	12	16	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	6	0	52	\$ 8,980
Task 3. Project Description and Alternatives																									
3.1 Project Description	2	4	8	16																	4	4	38	\$ 5,510	
3.2 Alternatives Development	4	8	12	16																	2	4	46	\$ 7,140	
Subtotal for Task 3	6	12	20	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	8	0	84	\$ 12,650	
Task 4. EIR Technical Studies																									
4.1 Air Quality, Energy, and Greenhouse Gas Emissions	1	2										6	8	16	60						4	12	109	\$ 17,715	
4.2 Noise and Vibration	1	2														8	62	40	48		2	16	179	\$ 30,165	
4.3 Transportation Impact Analysis																							0	\$ -	
4.4 Agricultural Resource Evaluation	1	2			12	62															12	8	97	\$ 15,915	
4.5 Biological Resources	1	2					2	46													12	6	69	\$ 13,405	
4.6 Cultural Resources	1	2							24	246	90										12	16	16	407	\$ 69,095
Subtotal for Task 4	5	10	0	0	12	62	2	46	24	246	90	6	8	16	60	8	62	40	48	42	58	16	861	\$ 146,295	
Task 5. Administrative Draft EIR																									
Subtotal for Task 5	52	102	140	176	6	4	8	12	4	4	24	0	0	0	0	0	0	0	0	0	34	0	0	\$ 92,180	
Task 6. Screencheck Draft EIR																									
Subtotal for Task 6	12	16	24	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	16	0	108	\$ 17,140	
Task 7. Public Review Draft EIR																									
Subtotal for Task 7	6	8	12	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	24	0	70	\$ 10,970	
Task 8. Final EIR and Mitigation Monitoring and Reporting Program																									
8.1 Final EIR	28	48	68	76	2	2	2	2	2	2		2	2			2	2			8	34		282	\$ 46,820	
8.2 Mitigation Monitoring and Reporting Program	2	4	8	8																	8		30	\$ 4,590	
Subtotal for Task 8	30	52	76	84	2	2	2	2	2	2	0	2	2	0	0	2	2	0	0	8	42	0	312	\$ 51,410	
Task 9. Public Noticing																									
Subtotal for Task 9	2	6	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	12	0	48	\$ 7,220	
Task 10. Statement of Overriding Considerations and Findings of Fact																									
Subtotal for Task 10	4	8	12	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	12	0	54	\$ 8,340	
Task 11. Public Hearings																									
Subtotal for Task 11	16	16	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	\$ 8,760	
Task 12. Project Management and Meetings																									
Subtotal for Task 12	24	60	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	\$ 21,420	
TOTAL LABOR	170	308	342	380	20	68	12	60	30	252	114	8	10	16	60	10	64	40	48	76	212	16	2316	\$ 389,250	
DIRECT COSTS																									
1. Travel, Deliveries, Communication, Meters																								\$ 2,500	
2. Maps; Plans; Reports; Database Searches																								\$ 4,300	
TOTAL DIRECT COSTS																								\$ 6,800	
TOTAL LSA TEAM BUDGET WITHOUT CONTINGENCY																									
TOTAL LSA TEAM BUDGET (WITHOUT CONTINGENCY)																									\$ 396,050
CONTINGENCY BUDGET																									
CONTINGENCY BUDGET (10%)																									\$ 39,600
TOTAL LSA TEAM BUDGET WITH CONTINGENCY																									
TOTAL LSA TEAM BUDGET (WITH CONTINGENCY)																									\$ 435,650

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CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Fire Department

DATE: January 5, 2026

SUBJECT: Consider Approval - Res. 26-__, Accepting the Staffing for Adequate Fire and Emergency Response (SAFER) Grant award in the amount of \$2,018,479.50 to hire six (6) firefighters for a period of three (3) years to staff a Fire Squad; Amending the FY 2025-2026 Budget to include the salary, benefits, and equipment needs paid through Measure Y funding; and Amending the Fire Department Position Allocation for the required additional Fire Personnel.

Staff: Chris Ekk, Fire Chief

Recommendation: Approve

ATTACHMENTS: 1. Res. 26-__

RECOMMENDATION

For the City Council to approve a resolution accepting the SAFER Grant award to hire six (6) firefighters, amending the FY 2025-2026 Budget for the associated costs, and amend the Fire Department Position Allocation for the additional Fire Personnel.

EXECUTIVE SUMMARY

The Clovis Fire Department has been awarded a federal Staffing for Adequate Fire and Emergency Response (SAFER) Grant to fully fund six (6) firefighter positions across three shifts. This funding will support the deployment of a new fire squad at Fire Station 2, converting the station into a dual-company facility.

The addition of a squad was identified in the Department's Five-Year Plan under Measure Y (June 2024), with implementation originally scheduled for FY 2026–2027. Acceptance of the SAFER Grant accelerates this timeline, requiring funding to begin in March 2025 as part of the FY 2025–2026 budget. Initial implementation will also require the purchase of personal protective equipment (PPE), furnishings, and operational equipment.

While the SAFER Grant provides funding for six firefighter positions for a three-year period, this staffing alone does not meet established squad staffing requirements. To comply with industry best practices and the Clovis Firefighters Association Memorandum of Understanding (MOU),

the Department will also need to add three (3) Fire Captain positions and three (3) Fire Engineer positions to the Position Allocation Plan to properly staff the new unit.

BACKGROUND

Over the past decade, the City's geographic growth and increasing population have resulted in a steady rise in Fire Department demand, with 13,431 calls for service in 2024. As call volume has increased, response times have also trended upward as noted in the table below, a pattern that is expected to continue based on preliminary 2025 data.

First Unit Arrival, Total Response Time - EMS

Goal: 06:30, 90% of Responses

Actual Performance: **07:48**

First Unit Arrival, Total Response Time - MVA/Rescue

Goal: 07:00, 90% of Responses

Actual Performance: **08:10**

First Unit Arrival, Total Response Time - Fire

Goal: 07:00, 90% of Responses

Actual Performance: **07:50**

Effective Response Force, 18 personnel - Fire

Goal: 10:30, 90% of Responses

Actual Performance: **12:14**

Total Turnout Time for All Priority Responses

Goal: 01:30, 90% of Responses

Actual Performance: **01:32**

Following voter approval of Measure Y in November 2024, the Fire Department conducted a strategic assessment to guide the use of Measure Y funding. This evaluation identified three primary objectives: (1) increasing staffing, (2) expanding services, and (3) improving community involvement. To address growing service demands and response time challenges, the Department prioritized adding one engine company and implementing fire squad companies in a phased approach during Years One and Two of Measure Y funding.

The additional engine company will be staffed through Measure Y, with hiring completed by February 1, 2026, and the unit placed in service at Fire Station 1 in March 2026. The next phase is the deployment of a fire squad company. Squad companies are a proven deployment model previously used by the Clovis Fire Department and consist of one Fire Captain and one Fire Engineer operating a smaller, highly mobile apparatus. This model provides faster response times, increased service capacity, and lower operating costs compared to traditional engine companies.

To support squad implementation, the Department applied for the federal Staffing for Adequate Fire and Emergency Response (SAFER) Grant in November 2025. The SAFER program is intended to help fire departments meet national staffing and operational standards and improve response performance. On September 24, 2025, the Federal Emergency Management Agency (FEMA) approved the City's application in the amount of \$2,018,479.50 to fund six (6) firefighter positions over a three-year period. The grant includes a local cost share of 25 percent in Years

One and Two and 65 percent in Year Three, requires the City to maintain minimum staffing levels through March 23, 2029, and reimburses eligible salary and benefit costs quarterly.

The SAFER grant performance period begins March 23, 2026. The City plans to hire the six SAFER-funded firefighters at the start of the performance period, allowing them to complete training and job shadowing prior to deployment. Concurrently, the City will fund three (3) Fire Captain positions and three (3) Fire Engineer positions through Measure Y to meet established staffing requirements and industry best practices for a squad company.

With staffing, promotions, and equipment in place, the fire squad will be placed in service on May 1, 2026, operating out of Fire Station 2. Fire Station 2 was selected due to its high call volume and frequency of concurrent incidents. The station was designed to support dual-company operations and will require only minor furnishings, equipment, and the assignment of a reserve apparatus to support squad deployment.

FISCAL IMPACT

By accepting the SAFER award, FEMA will reimburse the City of Clovis a total of \$2,018,479.50 over the three-year grant period from March 24, 2026, through March 23, 2029. Due to the required 25 percent local cost share in Year One, the fiscal impact to the Fiscal Year 2025–2026 General Fund is \$140,000.

In addition, the City will be required to increase the Fire Department's Measure Y budget to fund squad staffing consisting of three (3) fire captains and three (3) engineers. This includes promotional costs and all required equipment necessary to outfit the apparatus and station to place the squad in service. The total fiscal impact to Measure Y funding for Fiscal Year 2025–2026 is \$909,000.

REASON FOR RECOMMENDATION

The acceptance of the SAFER award provides a cost-effective pathway for the staffing of the new squad deployment which aims to reduce response times and provide enhanced service throughout the community through a cost-effective unit.

ACTIONS FOLLOWING APPROVAL

1. Finance will adjust the FY 2025-2026 budget according to the budget amendment, which accounts for personnel salary, benefits, and all equipment needed.
2. Personnel will adjust the position allocation for the Fire Department.
3. The Clovis Fire Department will hire six (6) firefighters.
4. The Clovis Fire Department will promote three (3) engineers and three (3) fire captains effective May 1, 2026.
5. The Clovis Fire Department will place its first fire squad with staffing of one (1) fire captain and one (1) fire engineer per shift in service on May 1, 2026.

CONFLICT OF INTEREST

None.

Prepared by: Katie Krahn, Senior Management Analyst

Reviewed by: City Manager *AK*

RESOLUTION 26-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
ACCEPTING THE STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE
(SAFER) GRANT AWARD AND APPROVING AN AMENDMENT TO THE 2025-2025 FY
FIRE DEPARTMENT BUDGET AND POSITION ALLOCATION PLAN**

WHEREAS, the 2025-2026 FY Budget and Position Allocation for the Fire Department was approved as part of the City budget adoption process on June 16, 2025; and

WHEREAS, as a result of the 2024 SAFER Grant award, the staffing needs for the Fire Department requires amendment to add three (3) additional Fire Captains and three (3) additional Fire Engineers; and

WHEREAS, the establishment of these positions will allow for a Squad company to be placed into service which requires equipment and materials; and

WHEREAS, amending the City's adopted 2025-2026 FY City Budget and Position Allocation Plan requires City Council authorization.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis shall amend the 2025-2026 FY City Budget and Position Allocation Plan for the Fire Department as noted in Attachments A and B.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 5, 2026, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

SUMMARY OF EXPENDITURES BY DEPARTMENT

Department		
Fire Department	\$	1,049,000
Total	\$	1,049,000

SUMMARY OF EXPENDITURES BY FUND

Fund		
General (61000)	\$	140,000
Measure Y (61001)	\$	909,000
Total	\$	1,049,000

SUMMARY OF REVENUES BY DEPARTMENT

Department		
Fire Department	\$	264,000
Total	\$	264,000

SUMMARY OF REVENUES BY FUND

Department		
General Fund (61000-45200)	\$	264,000
Total	\$	264,000

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT
FY 2025-2026

DEPARTMENT		NUMBER OF POSITIONS
Fire		
Add:	Fire Captain	3.0
	Fire Engineer	3.0



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Administration
DATE: January 5, 2026
SUBJECT: Receive and File – Brown Act Update and Amendments for 2026.

Staff: Scott Cross, City Attorney

Recommendation: Receive and File

ATTACHMENTS: None.

City Attorney Scott Cross will give a verbal presentation on this item. Please direct questions to the City Manager's office at 559-324-2060.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: January 5, 2026

SUBJECT: Consider Approval – First Amendment to the City Manager Employment Agreement.

Staff: Scott Cross, City Attorney

Recommendation: Approve

ATTACHMENTS: 1. City Manager Employment Agreement Dated December 16, 2024
2. Proposed First Amendment to City Manager Employment Agreement

RECOMMENDATION

For City Council to approve the First Amendment to the City Manager Employment Agreement (Attachment 2), which sets forth the terms and conditions of the employment of Andrew Haussler as City Manager, effective January 1, 2026.

EXECUTIVE SUMMARY

The City Council appointed Andrew Haussler as the City Manager effective January 1, 2025, and approved an employment agreement which sets forth the terms and conditions of that appointment (Attachment 1). The Council originally set the City Manager's annual salary at Step 1 of the City Manager's salary schedule that was in effect on January 1, 2025. Approving this First Amendment will place the City Manager at Step 3 of the salary schedule effective January 1, 2026 (Attachment 2), with a monthly salary of \$24,234. Also, the current agreement includes a three-year employment term. The proposed First Amendment removes the three-year term but retains the provisions that allow either party to terminate the agreement and Mr. Haussler's employment, with or without cause, in accordance with the termination provisions in the agreement.

BACKGROUND

The City Council appointed Andrew Haussler as the City Manager effective January 1, 2025, and approved an employment agreement which sets forth the terms and conditions of that appointment.

After completing the annual evaluation of the City Manager's performance, the current agreement authorizes the City Manager and City Council to amend the agreement to implement a step advancement on the City Manager's salary schedule. The proposed First Amendment includes placing Mr. Haussler at Step 3 of the current City Manager salary schedule. Below is an excerpt of the City Manager's monthly salary from the current Management Salary Schedule.

Position	Step 1	Step 2	Step 3	Step 4	Step 5
City Manager	21,981	23,080	24,234	25,446	26,718

It should be noted that since the approval of the City Manager Employment Agreement on December 16, 2024, the City Council approved changes to the salary schedule with a 3% cost of living increase provided to all full-time employees effective July 1, 2025, which resulted in 3% increases to each of the steps on the City Manager salary schedule. Step 3 of the current City Manager salary schedule is \$24,234 monthly. If the First Amendment is approved, Mr. Haussler will begin receiving this salary effective as of January 1, 2026. In accordance with the Employment Agreement, Mr. Haussler shall also be entitled to receive any future cost of living adjustments made applicable to all executive management employees and any salary adjustments approved to the salary schedule.

The proposed First Amendment also includes a change to the term of the agreement. The current agreement includes a three-year term of employment. The proposed First Amendment removes the three-year term but retains the provisions that allow either party to terminate the agreement and Mr. Haussler's employment, with or without cause, in accordance with the termination provisions in the agreement.

FISCAL IMPACT

There are sufficient funds available in the Administration budget to accommodate the increase.

REASON FOR RECOMMENDATION

City Manager employment agreements and amendments require approval by the City Council in open session.

ACTIONS FOLLOWING APPROVAL

The First Amendment will be executed by all parties, and a personnel action form will be prepared consistent with the terms of the Employment Agreement as amended.

Prepared by: Scott Cross, City Attorney

Reviewed by: City Manager *AA*

EMPLOYMENT AGREEMENT CITY MANAGER, CITY OF CLOVIS

This Employment Agreement (Agreement”) is entered into on December 16, 2024, by and between the City of Clovis (“City”) and Andrew Haussler (“Haussler”), with respect to the following Recitals, which are a substantive part of this Agreement:

RECITALS

- A. City’s current City Manager, John Holt (“Holt”) is retiring effective December 30, 2024.
- B. City has completed the process for selecting a new City Manager to replace Holt upon his retirement.
- C. Haussler is currently serving as the Assistant City Manager and has been selected by the City Council to serve as the new City Manager upon Holt’s retirement.
- D. Haussler desires to become the new City Manager upon Holt’s retirement and City desires to appoint Haussler as the City Manager effective upon Holt’s retirement, subject to the terms of this Agreement.

NOW, THEREFORE, City and Haussler agree as follows:

- 1. Employment. City employs Haussler as the City Manager effective beginning on January 1, 2025. Haussler will be an at-will employee serving at the pleasure of the City Council subject to the terms and conditions set forth below. Haussler’s employment with the City as City Manager is at the mutual consent of both Haussler and the City. There are no express or implied agreements contrary to the foregoing.
- 2. Term. This Agreement shall be in effect for a period of three (3) years beginning on January 1, 2025, unless terminated in accordance with Section 6 below or otherwise amended by mutual written agreement signed by both parties. In the event of termination pursuant to Section 6, Haussler shall not be entitled to any additional compensation except as provided in Section 6.
- 3. Salary. Haussler shall be placed on Step 1 of the City Manager’s salary schedule in effect on January 1, 2025. Haussler shall not be entitled to receive any step increases but will be entitled to cost of living adjustments made applicable to all executive management employees. Following Haussler’s December performance evaluation as addressed in Section 5 herein, City and Haussler may mutually agree to an amendment implementing a salary step increase or other amendment to this Agreement.
- 4. Duties and Professional Conduct. Haussler shall have the powers and shall perform the duties prescribed in the Clovis Municipal Code for the City Manager. Haussler shall also perform such additional responsibilities as may be assigned by the City Council.
 - a. Haussler shall adhere to the professional standards of conduct as prescribed by the International City/County Management Association.

- b. Consistent with the provisions of Clovis Municipal Code section 2.2.105, the City Council and its members shall deal with the administrative services of the City only through the City Manager, except for the purposes of inquiry, and neither the City Council nor any member thereof shall give orders or instructions to any subordinates of the City Manager on matters of administrative services. The City Manager shall take orders and instructions from City Council on matters of policy and administrative services only when sitting in a duly convened meeting of City Council, and no individual Councilmember shall give any orders or instructions to the City Manager on matters of policy or administrative services.

5. Evaluation. During the first year of the Term of this Agreement, Haussler and the City Council shall meet in March to review and discuss performance expectations and an evaluation process. Thereafter, Haussler shall receive a performance evaluation in June and December of each year during the Term of this Agreement, or more often as may be requested by the City Council. It shall be the responsibility of Haussler to schedule those evaluations. A facilitator may be utilized during any evaluation if agreed upon by the City Council and Haussler. Failure to evaluate shall have no effect on the rights, duties, and obligations of the parties herein.

6. Termination and Severance.

- a. Termination Defined. Termination shall mean removal from office by a majority vote of the entire City Council at a duly held City Council meeting or a request by a majority of the entire City Council at a duly held City Council meeting that the City Manager resign. Termination shall not mean a reduction of benefits generally applicable to all management employees or a voluntary resignation by Haussler.
- b. Termination Without Cause. Subject to Clovis Municipal Code section 2.2.109, the majority of the entire City Council may terminate this Agreement at any time without cause by providing at least thirty (30) days written notice to Haussler.
- c. Severance. In the event of termination without cause, Haussler shall be entitled to severance compensation equal to Haussler's salary for six (6) months and continuation of all existing medical, dental, and optical insurance benefits (health benefits) for six (6) months for Haussler and his dependents. If Haussler finds other employment that provides health benefits and Haussler qualifies to begin receiving those health benefits before the six-month severance period expires, then the health benefits provided by the City shall terminate. Severance for salary shall be paid in one lump sum and in the same manner as the customary payout of earned benefits.

In addition to the severance payment above, upon termination without cause Haussler shall also receive payment for the cash value of the following upon the date of termination: (i) accrued and unused vacation leave, (ii) accrued and unused administrative leave, and (iii) earned and unused floating holidays.

- d. Termination for Cause. City may terminate this Agreement immediately for cause notwithstanding Clovis Municipal Code section 2.2.109. If Haussler is terminated for cause, Haussler shall not be entitled to the severance compensation under this Section but shall receive payment for the cash value of the following upon the date of termination: (i)

accrued and unused vacation leave, (ii) accrued and unused administrative leave, and (iii) earned and unused floating holidays.

- e. For Cause Defined. Cause shall be defined to include, but shall not be limited to, any of the following: (a) willful and insubordinate refusal to follow or carry out a lawful directive of the City Council given at a City Council meeting; (b) repeated unexcused absences from the City Manager's office and duties; (c) material violation of City Council adopted policy; (d) conviction of a felony or a misdemeanor crime involving acts of moral turpitude under California law; (e) use or possession of illegal drugs; (f) breach of this Agreement.
 - f. Communications Upon Separation. In the event the City terminates Haussler for Cause or Without Cause, the City and Haussler agree that no member of the City Council, the City Executive Management staff, nor Haussler, shall make written, oral, or electronic statements at any public meeting or to any member of the public or the press concerning the termination except in the form of a joint press release or statement, the content of which is mutually agreeable to the City and Haussler. The joint press release or statement shall not contain any text or information that is disparaging to either party. Either party may verbally repeat the substance of the joint press release or statement in response to any inquiry.
 - g. Release and Waiver for Severance. In exchange for the severance compensation Haussler hereby expressly releases the City and waives any and all rights he may have under any applicable law, City policy, or otherwise to bring a claim or file a complaint relating to his termination or an alleged breach of this Agreement, or otherwise appeal or grieve his termination and the terms of this Agreement.
 - h. Abuse of Office. In the event that Haussler is convicted of a crime involving an abuse of his office or position, as defined in California Government Code section 53243.4, Haussler shall be required to fully reimburse the City in accordance with California Government Code sections 53243, 53243.1, 53243.2 and/or 53243.3.
7. Notice of Voluntary Resignation. Haussler shall provide City written notice of his intent to voluntarily resign or retire as the City Manager at least sixty (60) days prior to his intended final date of employment by the City. If Haussler resigns or retires voluntarily (without a request from City Council to resign), Haussler shall not be entitled to severance compensation and benefits under Section 6 herein.
8. Benefits and Allowances. During the Term of this Agreement, Haussler shall continue to receive all of City's best miscellaneous executive management benefits for PERS retirement, annuities, deferred compensation, life and other insurance, expense and reimbursement allowances, medical, dental and vision plans, automobile allowances, sick leave, vacation, compensatory time off, credit union, worker's compensation and similar subsequent or replacement benefits, all in accordance with the terms and conditions thereof as adopted or approved by the City Council.
9. Professional Meetings. Haussler is expected to attend appropriate professional meetings at local and state levels and meetings necessary to maintain professional certifications and shall be reimbursed for the expense of attending those meetings.

10. Expense Reimbursement. City shall reimburse Haussler for actual and necessary expenses incurred within the scope of employment in accordance with City's reimbursement schedules and policies.

11. Notices. Any notices required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given and deemed served upon the other party if sent by United State Postal Service, first class postage prepaid, and addressed as follows:

TO CITY: City Council
c/o City Attorney City of
Clovis 1033 Fifth Street
Clovis, CA 93612

TO EMPLOYEE: Andrew Haussler
City Manager City of
Clovis
1033 Fifth Street
Clovis, CA 93612

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the US Postal Service.

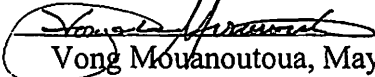
12. Indemnification. In accordance with Government Code section 825, et seq., City shall defend, hold harmless, and indemnify Haussler against any claim or action against him arising out of an alleged act or omission occurring in the scope of his employment with the City, and Haussler shall reasonably cooperate in good faith in the defense. This provision is not intended to, and shall not operate to, expand the protections afforded to Haussler or the City's obligations as provided in Government Code 825 et seq., except that this Section shall operate as Haussler's standing written request to the City for defense and indemnity as required by Government Code section 825 for any and all claims or actions against him arising out of an alleged act or omission occurring in the scope of his employment with the City whether such claim is submitted or action commenced during or after his employment with the City.

13. General Provisions.

- a. Governing Law and Venue. This Agreement and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the state or federal courts located in Fresno County, California.
- b. Entire Agreement. This Agreement contains the entire agreement and understanding between Haussler and City with respect Haussler's employment as City Manager. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. No Assignment. Haussler may not assign or transfer any rights granted or obligations assumed under this Agreement.

- d. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
- e. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

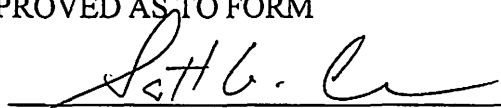
CITY

By: 
Vong Mouanoutoua, Mayor

CITY MANAGER

By: 
Andrew Haussler

APPROVED AS TO FORM


Scott G. Cross, City Attorney

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT CITY MANAGER, CITY OF CLOVIS

This First Amendment to Employment Agreement (“First Amendment”) is entered into effective January 1, 2026, between the City of Clovis (“City”) and Andrew Haussler (“Haussler”), with respect to the following Recitals, which are a substantive part of this Agreement:

RECITALS

- A. City and Haussler entered into a City Manager Employment Agreement on December 16, 2024, effective January 1, 2025, (“Agreement”), for a three-year term under which Haussler was initially placed at Step 1 of the City Manager’s salary schedule.
- B. Following an annual performance evaluation of Haussler, City and Haussler desire to amend the Agreement as set forth in this First Amendment.

NOW, THEREFORE, City and Haussler agree as follows:

AGREEMENT

- 1. Section 2 of the Agreement is amended to read as follows:
 - a. Term. This Agreement and Haussler’s employment as City Manager shall continue until terminated by either party, with or without cause, in accordance with the provisions of this Agreement, or as modified or amended by mutual written agreement of both parties.
- 2. Section 3 of the Agreement is amended to read as follows:
 - a. Salary. Haussler shall be placed at Step 3 of the City Manager’s salary schedule, effective as of January 1, 2026. Haussler shall not be entitled to any step advancement on the salary schedule but will be entitled to cost of living adjustments approved by the City Council as applicable to all executive management employees and any salary adjustments subsequently adopted for the City Manager’s salary schedule. Following Haussler’s December performance evaluation as addressed in Section 5 of the Agreement, City and Haussler may mutually agree to an amendment implementing a salary step advancement or other amendment to this Agreement.
- 3. Except as expressly set forth herein, all other terms of the Agreement shall remain unchanged and in full force and effect, and the Agreement shall be interpreted to give full force and effect to this First Amendment.

CITY OF CLOVIS

CITY MANAGER

By: _____
Vong Mouanoutoua, Mayor

By: _____
Andrew Haussler