



CITY *of* CLOVIS

AGENDA • CITY COUNCIL MEETING

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

October 20, 2025

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



SCAN ME

- 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.

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 - Councilmember Bessinger

ROLL CALL

PUBLIC COMMENTS - This is an opportunity for the members of the public to address the City Council on any matter within the City Council's jurisdiction that is not listed on the Agenda. In order for everyone to be heard, please limit your comments to 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.

1. Administration - Approval - Minutes from the October 6, Council Meeting.
2. Administration - Receive and File – Annual Report regarding status of the Affordable Housing Development Impact Fee Deferral Program for the 2024-2025 Fiscal Year.
3. Finance – Receive and File – Investment Report for the Month of June 2025.
4. Finance – Receive and File – Treasurer's Report for the Month of June 2025.
5. Finance - Approval – Res. 25-____, Amending the 2025-26 Budget to reappropriate carryover funding from the 2024-25 budget.

- [6.](#) General Services – Approval - Claim Rejection of the General Liability Claim by LaToya Lewis.
- [7.](#) General Services – Approval - Claim Rejection of the General Liability Claim on behalf of April Gallardo.
- [8.](#) General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Delilah Casarez.
- [9.](#) General Services – Approval – Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans by Revising and Renaming the Classification of Building Inspector to Building Inspector I with a Monthly Salary Range of \$6,219 to \$7,560, Revising the Senior Building Inspector with a Monthly Salary Range of \$8,227 to \$10,000, and by Adopting the Classification of Building Inspector II with a Monthly Salary Range of \$6,969 to \$8,470, in the Planning and Development Services Department, and Approval – Res. 25- ____, Amending the City's FY 25-26 Position Allocation Plan.
- [10.](#) General Services – Approval – Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans by Revising and Renaming the Classification of Permit Technician to Permit Technician I with a Monthly Salary Range of \$4,869 to \$5,918, Adopting the Classification of Permit Technician II with a Salary Range of \$5,869 to \$7,134, and Adopting the Classification of Senior Permit Technician with a Monthly Salary Range of \$6,474 to \$7,870, in the Planning and Development Department, and Approval – Res. 25- ____, Amending the City's FY 25-26 Position Allocation Plan.
- [11.](#) General Services – Approval – Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans by Revising and Renaming the Classification of Plans Examiner to Plans Examiner I with a Monthly Salary Range of \$6,321 to \$7,683, Adopting the Classification of Plans Examiner II with a Salary Range of \$7,321 to \$8,899, and Adopting the Classification of Senior Plans Examiner with a Monthly Salary Range of \$8,227 to \$10,000, in the Planning and Development Department, and Approval – Res. 25- ____, Amending the City's FY 25-26 Position Allocation Plan.
- [12.](#) General Services – Approval - Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans to Adopt a Communications and Marketing Specialist with a Salary Range of \$6,021- \$7,319 per month; and Approval – Res. 25-____, Amending the City's FY 2025-26 Position Allocation Plan by adding one (1) Communications and Marketing Specialist.
- [13.](#) Planning and Development Services – Approval – Final Acceptance for CIP 24-05 Barstow Avenue Street Improvements, for a final contract cost of \$714,181.14.
- [14.](#) Public Utilities – Approval – Bid Award for CIP 24-28 Loma Vista Recharge Basin Park Demo to David Knott, Inc., in the Amount of \$178,128; and Authorize the City Manager to Execute the Contract on Behalf of the City.
- [15.](#) Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a Landfill Automatic Tarping Machine from Tarp O Matic, Inc., in the Total Amount of \$90,831.90.
- [16.](#) Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a Vactor Hydro-Excavator Truck from Haaker Equipment Company Utilizing the Sourcewell Purchasing Contract in the Total Amount of \$723,753.10.
- [17.](#) Public Utilities – Approval – Waive Formal Bidding Requirements and Award a Contract to Aqua-Metric Sales Company for the Purchase and Installation of Two Sensus Base Stations and Associated Software in the Amount of \$181,787.63, and Authorize the City Manager to Execute the Contract on Behalf of the City.

18. Public Utilities – Approval – Res. 25-____, Authorizing the Public Utilities Director to Approve and Execute Agreements and Other Instruments Incidental to Right-of-Way, Regulatory, Operational, and Maintenance Programs and Projects Approved by the City Council, and Accept and Consent to Recording Grants of Real Property Interests to the City for Public Purposes as Authorized by Government Code Section 27281.

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

19. Consider Approval - Res. 25-____, SPR2025-029, Adopting a Class 1 Categorical Exemption from further environmental review under the California Environmental Quality Act; and Approving a site plan review for the site layout and design of the Big Dry Creek Trail Improvements at Letterman Park, Barstow Avenue and Villa Avenue. City of Clovis, Owner and Applicant.

Staff: Marissa Parker, Associate Planner

Recommendation: Approve

20. Consider Approval - Res. 25 -____, Resolution of Necessity to determine that public interest and necessity require acquisition of property for public purposes; and Authorize proceedings in eminent domain for property located North of Shepherd Avenue, West of Fowler Avenue.

Staff: Jomar Rushdan, Management Analyst

Recommendation: Approve

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

21. Consider Approval – Res. 25-____, Amending License Fees for Gaming Clubs and Card Rooms in the City.

Staff: Andy Haussler, City Manager

Recommendation: Consider Approval

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.

22. Government Code Section 54957.6
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Andrew Haussler, Paul Armendariz, Amy Hance, Jay Schengel, Scott Cross
Employee Organizations: Transit Employees Bargaining Unit, Clovis Public Safety Employees Association, Clovis Police Officers Association, Clovis Public Works Employees Association, and Unrepresented Employees

23. Government Code Section 54956.8
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: APN 580-072-41S, Southwest Corner of Minnewawa/International
Agency negotiators: Andrew Haussler, Scott Cross, Ryan Burnett, and Amy Hance
Negotiating parties: HGCLOVIS, LLC
Under negotiation: Price and terms of payment

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:

Nov. 3, 2025 (Mon.)
Nov. 10, 2025 (Mon.)
Nov. 17, 2025 (Mon.)

CLOVIS CITY COUNCIL MEETING

October 6, 2025

6:00 P.M.

Council Chamber

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

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

PRESENTATION – 6:01

6:01 – ITEM 1 - Presentation of Proclamation declaring October 2025, as Domestic Violence Awareness Month.

PUBLIC COMMENTS – 6:18

Mayor Mouanoutoua noted for the record that four written public comments were received regarding the Clovis Senior Center and the Dance Instructor.

Richie Sayavong, with the California Department of Insurance, spoke regarding the support his agency provides to residents.

Bill Rogers, a Clovis resident, invited the Council to attend “The Wall That Heals” event taking place October 9–12.

The following individuals spoke regarding the Senior Center facility and dance classes: Sharon Foster; Don Kolz; Diane Suderman; Hans Kam; Katherine Leona; Beverly Trenhaile; Shirley C.; Eliene D.; Jeanean Brown; Mary Bracci; Diane McCullum; Chuck Swanson; and Debbie Graeber.

Tara Wink, resident, spoke about the proposed “In God We Trust” sign and expressed concern about ensuring community inclusivity and balanced discussion.

Steven Trevino, resident, encouraged residents to stay engaged with City Council meetings and plan ahead for community needs.

Brian Wilson, resident, thanked City staff for installing the new sign at David McDonald Park.

CONSENT CALENDAR – 7:19

Upon call, there was no public comment.

Motion by Mayor Pro Tem Pearce seconded by Councilmember Basgall, that the items on the Consent Calendar be approved. Motion carried by 4-0-1, with Councilmember Ashbeck absent.

2. Administration - Approval - Minutes from the September 15, 2025, Council Meeting.
3. General Services – Approval of Contract Award for Consultant Services for a Strategic Operations Plan (SOP) to Jarrett Walker & Associates, LLC for \$169,907.97; and Authorize the City Manager to Execute the Contract on behalf of the City.
4. General Services – Approval - **Res. 25-103**, Authorize the Federal Funding Under Federal Transit Administration (FTA) Section 5310 (49 U.S.C. Section 5310) with Fresno Council of Governments (FCOG) and the Execution of Certifications and Assurances, Applications, and Documents; and Authorize the Deputy General Services Director to execute all necessary documentation.
5. Planning and Development Services – Approval – Final Acceptance for CIP 21-15 Armstrong Avenue Street Improvements, with a final contract cost of \$529,880.88.
6. Planning and Development Services – Approval – Partial Acceptance for Final Map for Tract 6086, and reduction of the Performance Surety and Labor and Materials Surety to the appropriate values of the remaining improvements to be completed, located at the southeast corner of Shaw Avenue and Leonard Avenue (Lennar Homes of California, LLC).
7. Planning and Development Services – Approval – Final Acceptance for Final Map for Tract 6107, acceptance of public improvements with authorization to record the Notice of Completion, and release of sureties as required, located at the southwest corner of Shaw and Highland Avenues (Lennar Homes of California).
8. Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a 2026 Ford F750 Altec Tree Trimming Truck Model LR856 from Altec Industries, Inc., Utilizing the Sourcewell Cooperative Purchasing Contract in the Total Amount of \$211,736.37.
9. Public Utilities – Approval – **Res. 25-104**, Authorizing the Submittal of an Application Under the San Joaquin Valley Air Pollution Control District Public Benefit Grant Program - New Alternative Fuel Vehicle Purchase and Authorizing the City Manager to be the Contract Authority; and Approval – Waive Formal Bidding Requirements and Authorize the Purchase of Five (5) 2025 Chevrolet Silverado EV Crew Cab Work Trucks from Hedricks Chevrolet in the Amount of \$359,549.40.
10. Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the City Manager to Enter into a Contract with Golden Bell Products, Inc., for Insect Control in Sanitary Sewer Manholes, in the Amount of \$221,120.

ADMINISTRATIVE ITEMS – 7:19

Upon call, there was no public comment.

7:19 ITEM 11 - Workshop - Presentation on Cybersecurity Awareness.

COUNCIL ITEMS – 7:46

7:46 ITEM 12 - Consider Approval – **Res. 25-105**, Adopting a Position of Opposition to Proposition 50 on the November 4, 2025, Ballot, Authorizes Temporary Changes to Congressional District Maps.

The following members of the public spoke regarding Proposition 50: Richard Caputo; Alfred Gutierrez; Art Ruth; Dr. Jeni-Ann Kren; Steven Trevino; Eric Rollins; Brian Wilson; and Bill Scott.

Mayor Mouanoutoua noted for the record that twelve written public comments were received regarding Proposition 50.

Motion by Mayor Pro Tem Pearce, seconded by Councilmember Bessinger to approve the Resolution as amended to include “the City of Clovis, currently located within a single congressional district, is slated to be divided among three congressional districts, one of which spans ten counties” in the Resolution. Motion carried by 4-0-1, with Councilmember Ashbeck absent.

CITY MANAGER COMMENTS – 8:26

City Manager Haussler announced that the Clovis Mobile Recreation Program will be at David McDonald Park next weekend during Clovis Night Out. He also highlighted that The Wall That Heals Traveling Memorial will be coming to Clovis and encouraged everyone to visit, he shared that a car show will be held at the Senior Center and that two community surveys are currently underway—one through the Community Development Block Grant program to gather input on community needs, and another general Clovis community survey.

COUNCIL COMMENTS – 8:27

There was no formal Council direction for staff.

CLOSED SESSION – 8:40

ITEM 13 - GOVERNMENT CODE SECTION 54957.6 CONFERENCE WITH LABOR NEGOTIATORS AGENCY DESIGNATED REPRESENTATIVES: ANDREW HAUSSLER, PAUL ARMENDARIZ, AMY HANCE, BETHANY BERUBE, JAY SCHENGEL, SCOTT CROSS
EMPLOYEE ORGANIZATIONS: TRANSIT EMPLOYEES BARGAINING UNIT, CLOVIS PUBLIC SAFETY EMPLOYEES ASSOCIATION, CLOVIS POLICE OFFICERS ASSOCIATION, CLOVIS PUBLIC WORKS EMPLOYEES ASSOCIATION, AND UNREPRESENTED EMPLOYEES

RECONVENE INTO OPEN SESSION AND REPORT FROM CLOSED SESSION

No action taken.

ADJOURNMENT

Mayor Mouanoutoua adjourned the meeting of the Council to October 13, 2025.

Meeting adjourned: 9:15 p.m.

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: October 20, 2025

SUBJECT: Administration - Receive and File – Annual Report regarding status of the Affordable Housing Development Impact Fee Deferral Program for the 2024-2025 Fiscal Year.

ATTACHMENTS: 1. Annual Report – Affordable Housing Development Impact Fee Deferral Program

RECOMMENDATION

Staff recommends that the City Council receive and file the Annual Report for the Development Impact Fee Deferral Program for the 2024-2025 Fiscal Year.

EXECUTIVE SUMMARY

The Clovis City Council adopted the City of Clovis Affordable Housing Development Impact Fee Deferral Program at its April 8, 2024 meeting, in accordance with the Judgement entered in the Martinez v. City of Clovis case. The Program will provide assistance to affordable housing projects by deferring a portion of water and sewer impact fees for up to 120 affordable housing units on an annual basis. As required, attached is the Annual Report for the Affordable Housing Development Impact Fee Deferral Program for the first fiscal year for the program (June 1, 2024 to July 31, 2025).

BACKGROUND

In accordance with Section 2.f. of the Settlement Agreement and Stipulated Judgment in the above-referenced case, the Clovis City Council approved the Development Impact Fee Deferral Program and Program Guidelines (Action Item #6) on April 8, 2024. The City is required to prepare and present an annual report to the City Council on the status of the Program.

Attached is the first annual report on the Program. During the fiscal year, City staff published a Request for Proposals for the program and received an application for deferral of fees for the 46 units at the 135 Osmun Senior Apartments. As of May 20, 2025, the City has set aside \$359,310 for this project. Staff will market this program on a yearly basis and provide City council an annual report.

FISCAL IMPACT

Funding for the Program is included in FY 2025-2026 Budget.

REASON FOR RECOMMENDATION

This recommendation ensures the City meets the terms of the Judgement.

ACTIONS FOLLOWING APPROVAL

City staff will file the report in archives.

CONFLICT OF INTEREST

None.

Prepared by: Claudia Cazares, Housing Program Manager

Reviewed by: City Manager AH



Affordable Housing Development Impact Fee Deferral Program Annual Report to the Clovis City Council June 30, 2025

In accordance with the terms of the Judgment entered in the Martinez v. City of Clovis case, the City is required to establish an Affordable Housing Development Impact Fee Deferral Program to assist in the development of up to 120 affordable housing units on an annual basis. To meet this requirement, the Clovis City Council adopted the City of Clovis Affordable Housing Development Impact Fee Deferral Program at its April 8, 2024 meeting.

The Affordable Housing Development Impact Fee Deferral Program can provide funds to affordable housing development to defer up to 50% of City of Clovis' major facility sewer and water fees, depending on income targeting/affordability. Eligible housing units include multi-family and single-family housing units and are subject to a recorded affordability covenant restricting the unit(s) as affordable housing.

City staff published a Notice of Funding Availability for applications to the Affordable Housing Development Impact Fee Deferral Program on June 7, 2024. The RFP was published on Planet Bids, on the City's website, and emailed to the City's affordable housing developer's interest list.

One application was received for deferral of fees for 46 low-income senior housing units. As of May 20, 2025, the City has set aside \$359,310 for this project.

Staff will again market the program in the 2025-2026 fiscal year, and has included the DIF Program in the 2025-2026 Affordable Housing Trust Fund Budget.

The Program is administered by Housing Program staff within the Economic Development, Housing and Communications Department.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: October 20, 2025

SUBJECT: Finance – Receive and File – Investment Report for the Month of June 2025.

ATTACHMENTS:

1. Distribution of Investments
2. Monthly Investment Transactions
3. Certificates of Deposit
4. Municipal Securities
5. Corporate Securities
6. Graph of June 30, 2025, Treasury Rates

RECOMMENDATION

Staff recommends that the City Council receive and file the Investment Report for the Month of June 2025.

EXECUTIVE SUMMARY

Attached is the Investment Report for the month of June 2025. Shown in Attachment 1 is the distribution of investments which lists all the individual securities owned by the City with the book and market values. Book value is the actual price paid for the investment. Market value is the amount that the investment is worth if sold in the open market. The market value (which fluctuates daily) that is used in the report is as of the last working day of the month. Attachment 2 reflects the monthly investment transactions for the month of June 2025. Attachment 3 lists the certificates of deposit. Attachment 4 lists the municipal securities. Attachment 5 lists the corporate securities. Attachment 6 is a graph of Treasury rates on June 30, 2025.

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

1. Assets are invested in adherence with the safeguards and diversity of a prudent investor.
2. The portfolio is invested in a manner consistent with the primary emphasis on preservation of the principal, while attaining a high rate of return consistent with this guideline. Trading of securities for the sole purpose of realizing trading profits is prohibited.

3. Sufficient liquidity is maintained to provide a source for anticipated financial obligations as they become due.
4. Investments may be made, consistent with the Investment Policy Guidelines, in fixed income securities maturing in three years or less and can be extended to five years with the City Manager's approval.

The Finance Department invests the City's assets with an expectation of achieving a total rate of return at a level that exceeds the annualized rate of return on short-term government guaranteed or insured obligations (90-day Treasury bills) and to assure that the principal is preserved with minimal risk of depreciation or loss. In periods of rising interest rates, the City of Clovis portfolio return may be less than that of the annualized 90-day Treasury bill. In periods of decreasing interest rates, the City of Clovis portfolio return may be greater than the annualized 90-day Treasury bill. The current 90-day Treasury bill rate (annualized) is 4.61%. The rate of return for the City of Clovis portfolio is 3.79%. The goal for the City of Clovis investment return is 120% of the 90-day Treasury bill rate. The current rate of return is 82% of the Treasury bill rate.

The Finance Department began investing in corporate securities in February 2024 to provide additional diversification and yield to the portfolio. To date, 34 corporate securities have been purchased at a net book value of \$70,073,902 as of June 30, 2025. Their average yield is 4.20%, which is roughly 41 basis points higher than current yields on 5-year Treasury bonds.

In accordance with the Investment Policy, the investment period for each investment is up to three years and can be extended to five years with the City Manager's approval. As of June 2025, the average investment life of the City's investment portfolio is 1.69 years.

Current Investment Environment and Philosophy

During the month of June 2025, the federal funds rate target range was 4.25%-4.50%. On June 30, 2025, the Treasury yield curve decreased from 3-month to 2-year notes, held steady from 2-year to 3-year notes, and increased from 3-year to 10-year notes.

Certificates of Deposit (CD's)

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

Purchases and Maturities

- 0 government securities were purchased.
- 0 government securities matured.
- 0 certificates of deposit were purchased.
- 4 certificates of deposit totaling \$1,000,000 matured.
- 0 municipal security was purchased.
- 0 municipal securities were called or matured.
- 1 corporate security was purchased.
- 0 corporate securities were called or matured.

Market Environment

- During June, the federal funds target rate range was at 4.25%-4.50%.
- On June 30th, the yield curve decreased from 3-month to 2-year notes, held steady from 2-year to 3-year notes, and increased from 3-year to 10-year notes. See Attachment 6, Graph of Treasury Rates on June 30, 2025.

BACKGROUND

State law (Government Code Section 53646(b)) requires that the City Treasurer provide quarterly reports on their investment activities to their governing body.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

Staff will file the report.

CONFLICT OF INTEREST

None.

Prepared by: Angela Papazian, Deputy Finance Director

Reviewed by: City Manager AM

**City of Clovis
Distribution of Investments
As of June 30, 2025**

AGENDA ITEM NO. 3.

	COST	NET BOOK VALUE	MARKET VALUE *	YIELD TO MATURITY	STATED INTEREST RATE	INVEST DATE	MATURITY DATE	DAYS TO MATURITY FROM 6/30/2025
<u>GOV'T SECURITIES</u>								
FAMCMTN	3,947,600	3,998,889	3,989,160	1.121%	0.750%	12/16/21	07/28/25	28
FHLB	5,000,000	5,000,000	4,993,100	3.600%	3.600%	08/30/22	08/28/25	59
FAMCMTN	4,948,500	4,997,470	4,964,050	0.869%	0.600%	10/14/21	09/08/25	70
FHLB	871,150	937,651	936,377	3.886%	0.500%	04/26/23	11/25/25	148
FHLB	4,963,000	4,994,828	4,888,800	0.750%	0.580%	09/08/21	02/11/26	226
FHLB	3,922,000	3,987,823	3,910,760	1.229%	0.750%	12/16/21	02/24/26	239
FHLB	2,751,000	2,937,689	2,929,920	3.916%	0.790%	05/17/23	03/16/26	259
FFCB	4,967,500	4,991,830	4,822,250	1.075%	0.940%	10/14/21	09/28/26	455
FHLB	3,649,200	3,892,454	3,858,440	3.342%	1.150%	06/29/22	10/28/26	485
FHLB	5,988,000	5,996,635	5,776,500	1.291%	1.250%	11/24/21	11/24/26	512
FHLB	5,127,757	5,037,841	4,878,850	1.580%	2.125%	01/20/22	12/11/26	529
FHLB	4,043,250	4,337,815	4,264,542	3.397%	1.020%	06/29/22	02/24/27	604
FHLB	4,550,000	4,835,472	4,799,028	3.173%	1.020%	08/17/22	02/24/27	604
FHLB	3,695,200	3,896,984	3,935,188	2.564%	0.900%	03/31/22	02/26/27	606
FHLB	6,072,400	6,505,854	6,466,777	3.737%	0.900%	01/19/23	02/26/27	606
FHLB	5,247,000	5,689,791	5,587,771	4.329%	0.900%	02/16/23	02/26/27	606
FHLB	5,050,770	5,443,692	5,435,235	3.971%	1.000%	12/14/22	02/26/27	606
FHLB	4,000,000	4,000,000	3,897,640	2.375%	2.375%	03/08/22	03/08/27	616
FFCB	5,160,000	5,547,980	5,544,600	3.996%	0.830%	03/23/23	02/22/28	967
FHLB	355,160	371,004	372,732	4.123%	1.125%	01/18/24	02/25/28	970
FFCB	2,123,750	2,273,041	2,323,125	4.812%	1.000%	09/27/23	03/02/28	976
FHLB	1,893,209	2,029,323	2,083,068	5.018%	1.000%	10/18/23	03/10/28	984
FHLB	3,124,500	3,069,607	3,059,070	3.553%	4.500%	05/17/23	03/10/28	984
FFCB	626,780	652,210	655,816	4.121%	1.370%	01/18/04	03/22/28	996
FFCB	6,102,000	6,057,535	6,009,600	3.501%	3.875%	04/26/23	04/25/28	1,030
FFCB	5,354,250	5,415,497	5,455,230	4.349%	3.740%	06/14/23	04/27/28	1,032
FFCB	2,955,000	2,972,921	2,998,230	4.814%	4.470%	07/12/23	06/22/28	1,088
FFCB	2,641,500	2,761,502	2,779,350	4.130%	1.230%	12/20/23	07/13/28	1,109
FHLMC	853,500	904,126	921,890	4.601%	1.100%	11/15/23	07/27/28	1,123
FNMA	848,800	901,020	918,950	4.613%	1.000%	11/15/23	07/28/28	1,124
FHLB	882,500	921,319	923,320	4.117%	1.300%	12/20/23	08/04/28	1,131
FHLB	2,981,700	2,988,059	3,091,740	4.892%	4.750%	10/18/23	09/08/28	1,166
FHLMC	842,300	894,253	913,290	4.614%	1.000%	11/15/23	10/19/28	1,207
SECURITIES TOTAL	<u>\$ 115,539,275</u>	<u>\$ 119,242,114</u>	<u>\$ 118,384,399</u>					
LAIF		<u>\$ 59,940,157</u>	<u>\$ 59,940,157</u>					
Municipal Issuance		<u>\$ 60,084,332</u>	<u>\$ 59,995,964</u>					
Corporate Securities		<u>\$ 70,073,902</u>	<u>\$ 71,006,745</u>					
Sweep Account (Union Bank)		<u>\$ 35,184,563</u>	<u>\$ 35,184,563</u>					
TOTAL CD'S		<u>\$ 28,000,000</u>	<u>\$ 28,151,018</u>					
TOTAL INVESTMENTS		<u>\$ 372,525,068</u>	<u>\$ 372,662,846</u>					

* Market values for securities obtained from US Bank.

City of Clovis
Monthly Investment Transactions
As of June 30, 2025

AGENDA ITEM NO. 3.

Institution	Description	Activity	Amount	Market Value	Rate	Activity Date	Maturity Date
Pfizer Inv't Enterprise	Corp	Purchase	2,000,000	2,040,000	4.650%	06/27/25	05/19/30
Baxter Cr Un	CD	Maturity	250,000	250,000	3.400%	06/30/25	06/30/25
BMO Harris Bk	CD	Maturity	250,000	250,000	3.150%	06/17/25	06/17/25
Capital One Bk	CD	Maturity	250,000	250,000	3.350%	06/30/25	06/30/25
Saco Biddeford Svgs	CD	Maturity	250,000	250,000	2.850%	06/17/25	06/17/25

PORTFOLIO DATA

Current Month (06/25)

	Book	Market
CD'S	\$ 28,000,000	\$ 28,151,018
Gov't Securities*	119,242,114	118,384,399
Municipal Securities	60,084,332	59,995,964
Corporate Securities	70,073,902	71,006,745
LAIF	59,940,157	59,940,157
Sweep Account (Union Bank)	35,184,563	35,184,563
TOTAL	\$ 372,525,068	\$ 372,662,846

Prior Month (05/25)

	Book	Market
CD'S	\$ 29,000,000	\$ 29,097,303
Gov't Securities*	119,112,733	117,878,004
Municipal Securities	59,995,893	59,691,261
Corporate Securities	68,015,988	68,516,435
LAIF	59,940,157	59,940,157
Sweep Account (Union Bank)	30,582,117	30,582,117
TOTAL	\$ 366,646,888	\$ 365,705,277

Three Months Previous (03/25)

	Book	Market
CD'S	\$30,750,000	\$30,898,495
Gov't Securities*	122,849,665	121,483,239
Municipal Securities	60,815,018	60,478,344
Corporate Securities	58,287,786	58,733,350
LAIF	59,312,273	59,312,273
Sweep Account (Union Bank)	17,855,116	17,855,116
TOTAL	\$349,869,858	\$ 348,760,817

Six Months Previous (12/24)

	Book	Market
CD'S	\$32,000,000	\$32,184,800
Gov't Securities*	130,438,202	127,893,330
Municipal Securities	57,478,100	56,825,390
Corporate Securities	42,697,671	42,478,960
LAIF	48,646,660	48,646,660
Sweep Account (Union Bank)	22,934,861	22,934,861
TOTAL	\$334,195,494	\$ 330,964,001

One Year Previous (06/24)

	Book	Market
CD'S	\$32,250,000	\$31,974,833
Gov't Securities*	136,266,024	131,879,026
Municipal Securities	57,393,714	55,984,820
Corporate Securities	29,748,493	29,596,620
LAIF	57,312,667	57,312,667
Sweep Account (Union Bank)	31,626,776	31,626,776
TOTAL	\$ 344,597,674	\$ 338,374,742

*Adjusted Quarterly for Premium/Discount Amortization

City of Clovis
Certificates of Deposit
As of June 30, 2025

AGENDA ITEM NO. 3.

Negotiable CDs	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 06/30/25	INTEREST FREQUENCY
American First Cr Un	250,000	249,882.50	3.250%	07/15/22	07/15/25	15	QUARTERLY
Trustone Financial Cr Un	250,000	249,835.00	3.250%	07/19/22	07/21/25	21	QUARTERLY
American Natl Bank	250,000	249,752.50	3.100%	07/27/22	07/28/25	28	QUARTERLY
TCM Bank	250,000	249,800.00	3.350%	07/28/22	07/28/25	28	QUARTERLY
Generations Bank	250,000	249,795.00	3.400%	08/03/22	08/04/25	35	QUARTERLY
Direct Fed Credit	250,000	249,682.50	3.500%	08/17/22	08/18/25	49	QUARTERLY
Resource One Credit	250,000	249,665.00	3.300%	08/17/22	08/18/25	49	QUARTERLY
Skyone Fed Credit	250,000	249,687.50	3.600%	08/30/22	09/02/25	64	QUARTERLY
Credit Union of Texas	250,000	249,570.00	3.600%	09/14/22	09/15/25	77	QUARTERLY
Forbright Bank	250,000	249,532.50	3.500%	09/16/22	09/16/25	78	QUARTERLY
Alabama Credit Union	250,000	249,575.00	3.600%	09/20/22	09/22/25	84	QUARTERLY
Kemba Finl Credit Union	250,000	249,777.50	4.000%	09/21/22	09/22/25	84	QUARTERLY
Ally Bank Sandy Utah	250,000	249,657.50	4.050%	09/29/22	09/29/25	91	QUARTERLY
Farmers Merchants	250,000	249,627.50	3.750%	09/28/22	09/29/25	91	QUARTERLY
Jefferson Finl FCU	250,000	249,875.00	4.150%	09/29/22	09/29/25	91	QUARTERLY
Dort Finl Credit Union	250,000	249,780.00	4.000%	09/30/22	09/30/25	92	QUARTERLY
First National Bank	250,000	249,597.50	3.625%	09/30/22	09/30/25	92	QUARTERLY
Numerica Credit Union	250,000	249,940.00	4.200%	09/30/22	09/30/25	92	QUARTERLY
Vystar Credit Union	250,000	249,970.00	4.350%	09/30/22	09/30/25	92	QUARTERLY
1st Financial Bank	250,000	249,837.50	4.150%	10/13/22	10/14/25	106	QUARTERLY
Bell Bank Fargo	250,000	249,837.50	4.150%	10/13/22	10/14/25	106	QUARTERLY
Pacific Alliance	250,000	249,872.50	4.200%	10/14/22	10/14/25	106	QUARTERLY
Great Southern Bank	250,000	250,017.50	4.500%	10/20/22	10/20/25	112	QUARTERLY
American Bank	250,000	249,880.00	4.350%	10/21/22	10/21/25	113	QUARTERLY
Queensborough Natl Bank	250,000	249,907.50	4.100%	10/21/22	10/21/25	113	QUARTERLY
Public Alliance Cr Un	250,000	250,112.50	4.500%	10/25/22	10/27/25	119	QUARTERLY
First Citizens Bank	250,000	250,167.50	4.700%	10/28/22	10/28/25	120	QUARTERLY
LCA Bank Corp	250,000	249,927.50	4.400%	10/28/22	10/28/25	120	QUARTERLY
Sharonview Fed Cr Un	250,000	250,130.00	4.850%	10/31/22	10/31/25	123	QUARTERLY
United Heritage Cr Un	250,000	250,372.50	4.700%	11/04/22	11/04/25	127	QUARTERLY
Capital One Natl Assn	250,000	250,527.50	4.900%	11/16/22	11/17/25	140	QUARTERLY
Spokane Teachers Cr Un	250,000	250,702.50	5.000%	11/23/22	11/23/25	146	QUARTERLY
Morgan Stanley Private	250,000	250,387.50	4.750%	12/09/22	12/09/25	162	QUARTERLY
Community Bank Topeka	250,000	250,005.00	4.300%	12/14/22	12/15/25	168	QUARTERLY
Austin Telco Fed	250,000	250,762.50	4.950%	12/16/22	12/16/25	169	QUARTERLY
Alliant Credit Union	250,000	251,020.00	5.100%	12/30/22	12/30/25	183	QUARTERLY
First Technology Fed Cr Un	250,000	251,082.50	5.150%	06/30/23	12/30/25	183	MONTHLY
Liberty First Cr Un	250,000	250,455.00	4.550%	01/17/23	01/19/26	203	QUARTERLY
Capital Educators Fed Cr	250,000	250,455.00	4.550%	01/19/23	01/20/26	204	QUARTERLY
City Natl Bank	250,000	250,262.50	4.350%	01/25/23	01/26/26	210	QUARTERLY
Manufacturers Traders	250,000	250,140.00	4.250%	01/31/23	02/02/26	217	QUARTERLY
Coastlife Cr Un	250,000	250,710.00	4.650%	02/13/23	02/13/26	228	QUARTERLY
Achieve Finl Cr Un	250,000	250,735.00	4.650%	02/17/23	02/17/26	232	QUARTERLY
California Cr Un Glendale	250,000	250,490.00	4.500%	02/23/23	02/23/26	238	QUARTERLY
Truliant Fed Cr Un	250,000	250,750.00	4.600%	02/28/23	02/27/26	242	QUARTERLY
Pioneer Fed Cr Un Mtn Home	250,000	250,765.00	4.600%	02/28/23	03/02/26	245	QUARTERLY
Tradition Cap Bankk	250,000	250,667.50	4.600%	03/03/23	03/03/26	246	MONTHLY
Alaska Fed Cr	250,000	250,982.50	4.650%	03/05/23	03/09/26	252	MONTHLY
Mid Carolina Credit	250,000	251,490.00	4.600%	03/13/23	03/13/26	256	MONTHLY

City of Clovis
Certificates of Deposit
As of June 30, 2025

AGENDA ITEM NO. 3.

Negotiable CDs	COST	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 06/30/25	INTEREST FREQUENCY
Blue Ridge Bank	250,000	251,380.00	4.500%	03/16/23	03/16/26	259	MONTHLY
Northwest Bank	250,000	251,545.00	4.600%	03/17/23	03/17/26	260	MONTHLY
Valleystar Credit Union	250,000	251,572.50	4.600%	03/20/23	03/20/26	263	MONTHLY
First Community Bank	250,000	251,392.50	4.500%	03/22/23	03/23/26	266	MONTHLY
Technology Credit Union	250,000	251,622.50	4.650%	03/23/23	03/23/26	266	MONTHLY
Cibc Bank	250,000	251,367.50	4.650%	03/24/23	03/24/26	267	MONTHLY
Signature Bank	250,000	251,612.50	4.500%	03/24/23	03/24/26	267	MONTHLY
Point West Credit Union	250,000	251,707.50	5.000%	04/12/23	04/13/26	287	MONTHLY
Flagstar Bank	250,000	251,732.50	4.650%	03/30/23	04/24/26	298	MONTHLY
Utah Cmnty Credit Union	250,000	251,090.00	4.600%	04/26/23	04/27/26	301	MONTHLY
Cross River Bank	250,000	251,142.50	4.650%	05/19/23	05/19/26	323	MONTHLY
Raiz FCU	250,000	251,652.50	4.650%	05/24/23	05/26/26	330	MONTHLY
Usalliance FCU	250,000	251,430.00	4.700%	05/26/23	05/26/26	330	MONTHLY
Chartway Fed Cr Un	250,000	251,970.00	4.900%	06/09/23	06/09/26	344	MONTHLY
Customers Bank	250,000	251,507.50	4.700%	06/14/23	06/15/26	350	MONTHLY
Lafayette Fed Cr Un	250,000	252,165.00	4.950%	12/13/23	06/15/26	350	QUARTERLY
Latino Cmnty Cr Un	250,000	252,152.50	4.900%	06/27/23	06/29/26	364	MONTHLY
Leaders Cr Un	250,000	252,372.50	5.000%	06/30/23	06/30/26	365	MONTHLY
Farmers Insurance	250,000	252,517.50	5.000%	07/21/23	07/21/26	386	MONTHLY
Maine Svgs FCU	250,000	252,517.50	5.000%	07/21/23	07/21/26	386	MONTHLY
Popular Bank New York	250,000	252,382.50	4.850%	09/06/23	09/04/26	431	QUARTERLY
Freedom Northwest Cr Un	250,000	253,985.00	5.350%	09/19/23	09/18/26	445	QUARTERLY
Amex National Bank	250,000	252,902.50	5.000%	09/20/23	09/21/26	448	QUARTERLY
First Gty Bank	250,000	253,402.50	5.100%	10/13/23	10/13/26	470	MONTHLY
Bridgewater Bank	250,000	253,555.00	5.100%	11/03/23	11/03/26	491	MONTHLY
Taylorville Svgs Bk	250,000	253,555.00	5.100%	11/03/23	11/03/26	491	MONTHLY
Mountain Comm Bk	250,000	251,782.50	4.500%	12/20/23	12/21/26	539	QUARTERLY
American Bk Freedom	250,000	251,687.50	4.500%	12/22/23	12/22/26	540	QUARTERLY
Rockland Fed Cr Un	250,000	252,145.00	4.600%	12/22/23	12/22/26	540	QUARTERLY
Hughes Fed Cr Un	250,000	251,572.50	4.400%	01/29/24	01/29/27	578	QUARTERLY
MVB Bk Inc Fairmont	250,000	251,000.00	4.250%	01/31/24	01/29/27	578	QUARTERLY
Farmers & Merchants Tr Co	250,000	250,622.50	4.150%	01/30/24	02/01/27	581	QUARTERLY
Oregon Cmnty Cr Un	250,000	251,192.50	4.300%	02/09/24	02/09/27	589	MONTHLY
Valley Natl Bk	250,000	251,812.50	4.450%	02/21/24	02/22/27	602	MONTHLY
CFBank Fairlawn	250,000	251,870.00	4.450%	03/05/24	03/05/27	613	QUARTERLY
Haven Svgs Bk	250,000	251,965.00	4.500%	03/06/24	03/08/27	616	QUARTERLY
Univest Natl Bk	250,000	252,465.00	4.600%	03/13/24	03/15/27	623	QUARTERLY
First Natl Bk	250,000	252,542.50	4.600%	03/19/24	03/19/27	627	QUARTERLY
Nicolet Natl Bk	250,000	252,557.50	4.600%	03/22/24	03/22/27	630	QUARTERLY
People Bank Co	250,000	253,462.50	4.650%	03/30/23	03/30/27	638	MONTHLY
United FID Bank FSB	250,000	252,650.00	4.600%	04/12/24	04/12/27	651	QUARTERLY
Maine Cmnty Bk	250,000	253,270.00	4.700%	05/15/24	05/17/27	686	QUARTERLY
Fahey Banking Co	250,000	253,290.00	4.700%	05/21/24	05/21/27	690	QUARTERLY
Crown Bank Edina	250,000	253,080.00	4.650%	05/23/24	05/24/27	693	QUARTERLY
Gilmer Natl Bk	250,000	253,610.00	4.750%	06/07/24	06/07/27	707	QUARTERLY
First Fndtn Bk	250,000	254,295.00	4.900%	06/13/24	06/14/27	714	QUARTERLY
Empower Fed Cr Un	250,000	254,450.00	4.900%	06/26/24	06/28/27	728	QUARTERLY
Optum Bk Draper	250,000	253,522.50	4.700%	07/10/24	07/12/27	742	QUARTERLY
Generations Cmnty Fed Cr Un	250,000	250,157.50	4.000%	08/21/24	08/23/27	784	QUARTERLY
National Bk Superior	250,000	247,407.50	3.500%	10/08/24	10/08/27	830	QUARTERLY
True Sky Cr Un	250,000	250,695.00	4.100%	11/06/24	11/08/27	861	QUARTERLY
Workers Cr Un	250,000	250,672.50	4.100%	11/22/24	11/22/27	875	QUARTERLY
Morgan Stanley Bk	250,000	250,150.00	4.000%	01/15/25	01/18/28	932	QUARTERLY
Carroll County	250,000	253,322.50	4.650%	03/30/23	03/30/28	1,004	MONTHLY
Discover Bank	250,000	252,327.50	4.350%	04/26/23	04/24/28	1,029	MONTHLY
TTCU Fed Cr Un	250,000	257,190.00	5.000%	07/26/23	07/26/28	1,122	MONTHLY
Wells Fargo Natl Bk	250,000	258,117.50	5.050%	11/14/23	11/14/28	1,233	MONTHLY
Consumers Fed Cr Un	250,000	257,732.50	5.000%	11/16/23	11/16/28	1,235	MONTHLY
San Francisco Fed Cr Un	250,000	251,822.50	4.250%	11/27/24	11/27/28	1,246	QUARTERLY
Amerasia Bk	250,000	249,732.50	4.000%	02/15/24	02/15/29	1,326	MONTHLY
Merrick Bk South	250,000	250,022.50	4.050%	12/20/24	06/11/29	1,442	QUARTERLY
USF Fed Cr Un	250,000	252,840.00	4.350%	07/30/24	07/30/29	1,491	QUARTERLY
Sallie Mae Bk	250,000	252,295.00	4.300%	07/31/24	07/31/29	1,492	QUARTERLY
Negotiable CD TOTAL	\$ 28,000,000	\$ 28,151,018					
CD TOTAL	\$ 28,000,000	\$ 28,151,018					

**City of Clovis
Municipal Securities
As of June 30, 2025**

AGENDA ITEM NO. 3.

Municipal Securities	NET BOOK VALUE	MARKET PRICE	INTEREST RATE	INVEST DATE	MATURITY DATE	MATURITY FROM 06/30/25	INTEREST FREQUENCY
Antelope Valley CA Ref Bond	749,125	748,313	1.767%	05/12/22	08/01/25	32	QUARTERLY
Chabot Las Positas Cmnty Clg Bond	1,487,468	1,485,843	0.880%	04/29/22	08/01/25	32	QUARTERLY
Foothill De Anza Bond	832,701	832,762	0.906%	03/24/23	08/01/25	32	QUARTERLY
San Dieguito High School Ref Bond	997,729	997,820	1.661%	10/13/22	08/01/25	32	QUARTERLY
Santa Ana CCD Ref Bond	249,497	249,303	0.744%	05/12/22	08/01/25	32	QUARTERLY
Orange County Water Dist Ref Bond	897,521	897,561	2.095%	10/13/22	08/15/25	46	QUARTERLY
San Jose CA Txble Ser B	2,347,470	2,348,477	2.450%	10/13/22	09/01/25	63	QUARTERLY
Los Angeles CA USD Ref Bond	1,002,167	974,600	1.455%	11/15/21	07/01/26	366	QUARTERLY
Chabot Las Positas Cmnty Clg CA	3,431,914	3,395,399	1.080%	07/27/22	08/01/26	397	QUARTERLY
Chaffey CA High School Ref Bond	1,548,147	1,540,257	2.475%	06/30/22	08/01/26	397	QUARTERLY
Huntington Beach HS Dist Ref Bond	3,246,441	3,202,677	1.208%	04/29/22	08/01/26	397	QUARTERLY
Placentia Yorba USD Ref Bond	1,088,647	1,075,967	1.070%	05/31/22	08/01/26	397	QUARTERLY
San Diego CA Cmnty Ref Bond	466,101	461,455	2.299%	04/29/22	08/01/26	397	QUARTERLY
San Ramon Valley CA USD Ref Bond	2,125,000	2,058,509	1.147%	11/03/21	08/01/26	397	QUARTERLY
Sonoma Cnty Jr College Ref Bond	1,977,877	1,965,100	2.447%	06/30/22	08/01/26	397	QUARTERLY
San Diego CA Pub Facs Ref Bond	1,593,794	1,577,631	1.812%	08/18/22	10/15/26	472	QUARTERLY
CA ST Univ Rev Ref Bond	2,398,351	2,407,475	1.142%	02/17/23	11/01/26	489	QUARTERLY
El Dorado CA Irr Dist Ref Bond	1,143,715	1,128,893	1.687%	08/18/22	03/01/27	609	QUARTERLY
Rancho Santiago Cmnty Clg	312,810	315,587	1.106%	11/17/22	03/01/27	609	QUARTERLY
University Gen Rev Bond	2,255,954	2,275,409	1.316%	10/13/22	05/15/27	684	QUARTERLY
El Monte Ca Ref Bond	567,919	570,390	1.326%	03/24/23	06/01/27	701	QUARTERLY
Los Angeles CA Dept Wtr Ref Bond	2,055,053	2,028,360	5.516%	04/27/23	07/01/27	731	QUARTERLY
Colton CA Jt Uni Sch	1,002,265	1,010,339	1.603%	11/17/22	08/01/27	762	QUARTERLY
Contra Costa Ref Bond	851,386	847,678	2.163%	09/15/22	08/01/27	762	QUARTERLY
Corona Norco Ref Bond	237,101	241,868	2.297%	09/28/23	08/01/27	762	QUARTERLY
Foothill De Anza CCD	511,043	514,658	1.473%	12/15/22	08/01/27	762	QUARTERLY
Fremont CA Uni Sch Dist	1,029,549	1,037,784	1.113%	11/17/22	08/01/27	762	QUARTERLY
Fremont CA USD Ref Bond	1,117,317	1,095,551	2.000%	05/31/22	08/01/27	762	QUARTERLY
Marin CA Cmnty Clg Dist	327,078	331,486	3.330%	11/17/22	08/01/27	762	QUARTERLY
Mount San Antonio Cmnty Clg	266,267	268,376	1.139%	11/17/22	08/01/27	762	QUARTERLY
Mount San Antonio Ref Bond	387,985	390,906	2.329%	10/13/22	08/01/27	762	QUARTERLY
Saddleback VY Uni Ref Bond	2,947,323	2,910,270	2.400%	08/10/22	08/01/27	762	QUARTERLY
San Diego CA Com CD	569,262	572,666	2.407%	12/15/22	08/01/27	762	QUARTERLY
San Ramon Valley Ref Bond	1,369,060	1,362,590	3.415%	09/15/22	08/01/27	762	QUARTERLY
Santa Monica Cmnty Clg Ref Bond	991,315	990,210	3.050%	09/15/22	08/01/27	762	QUARTERLY
Sierra CA Cmnty Clg Dist	435,528	439,737	1.129%	11/17/22	08/01/27	762	QUARTERLY
William Hart CA Un High	187,137	188,930	1.174%	11/17/22	08/01/27	762	QUARTERLY
San Jose CA Txble Ser B	875,820	885,230	2.600%	10/13/22	09/01/27	793	QUARTERLY
Soquel Creek Cnty Ref Bond	509,039	508,872	1.445%	05/18/23	03/01/28	975	QUARTERLY
Gardena Calif Pension Oblig	936,652	956,740	2.663%	10/19/23	04/01/28	1,006	QUARTERLY
Beverly Hills Ref Bond	587,778	591,858	1.514%	06/15/23	06/01/28	1,067	QUARTERLY
California Health FACS	729,450	742,900	3.378%	11/16/23	06/01/28	1,067	QUARTERLY
Alameda Cnty Calif	526,243	534,152	3.519%	03/21/24	08/01/28	1,128	QUARTERLY
Desert CA Cmnty College	936,932	944,160	2.023%	01/19/24	08/01/28	1,128	QUARTERLY
Long Beach Calif Cmnty	686,090	694,602	2.337%	03/21/24	08/01/28	1,128	QUARTERLY
Redondo Beach Ref Bond	609,146	624,132	1.430%	09/28/23	08/01/28	1,128	QUARTERLY
San Ramon Valley CA Uni	1,677,471	1,696,386	1.670%	07/13/23	08/01/28	1,128	QUARTERLY
Santa Ana College Impt	1,366,324	1,385,925	1.320%	07/13/23	08/01/28	1,128	QUARTERLY
Santa Clarita CA Cmnty	924,142	932,320	1.563%	01/19/24	08/01/28	1,128	QUARTERLY
William Hart CA High	919,667	925,710	1.429%	12/21/23	08/01/28	1,128	QUARTERLY
Yosemite Calif Cmnty Clg	705,566	714,458	2.210%	12/21/23	08/01/28	1,128	QUARTERLY
Los Angeles Calif Cmnty	1,272,899	1,281,925	5.520%	02/13/25	08/01/29	1,493	QUARTERLY
Riverside Calif Cmnty	1,816,101	1,835,760	1.785%	03/27/25	08/01/29	1,493	QUARTERLY
Mun. Securities TOTAL	\$ 60,084,332	\$ 59,995,964					
Municipal Securities TOTAL	\$ 60,084,332	\$ 59,995,964					

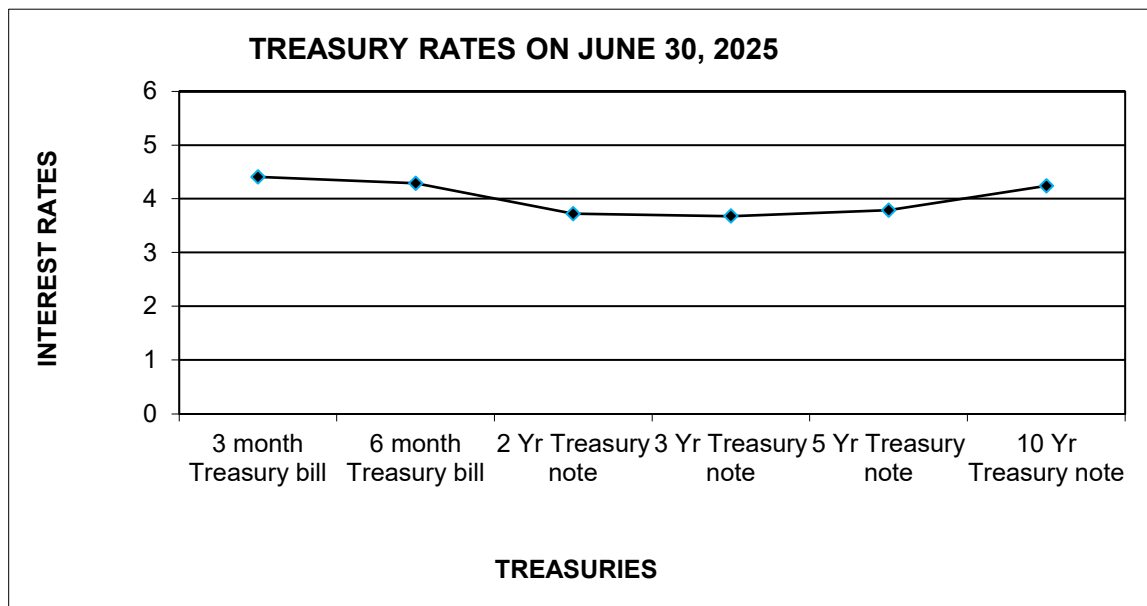
AGENDA ITEM NO. 3.

20

**CITY OF CLOVIS
FINANCE DEPARTMENT
June 30, 2025 TREASURY RATES**

Treasury Rates as of June 30, 2025

3 month Treasury bill	4.41
6 month Treasury bill	4.29
2 Yr Treasury note	3.72
3 Yr Treasury note	3.68
5 Yr Treasury note	3.79
10 Yr Treasury note	4.24



As indicated in the above graph, treasuries decreased from 3-month to 2-year notes, held steady from 2-year to 3-year notes, and increased from 3-year to 10-year notes.



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: October 20, 2025

SUBJECT: Finance – Receive and File – Treasurer’s Report for the Month of June 2025.

ATTACHMENTS:

1. Summary of Cash Balances
2. Summary of Investment Activity
3. Investments with Original Maturities Exceeding One Year

RECOMMENDATION

Staff recommends that the City Council receive and file the Treasurer’s Report for the Month of June 2025.

EXECUTIVE SUMMARY

Attached for the Council’s information is the Treasurer’s Report for the month ended June 30, 2025.

Pursuant to Section 41004 of the Government Code of the State of California, the City Treasurer is required to submit a monthly report of all receipts, disbursements, and fund balances. Attachment 1 provides a summary of the beginning balance, total receipts, total disbursements, ending balance for all funds, and a listing, by fund, of all month end fund balances. Attachment 2 summarizes the investment activity for the month and distribution, by type of investment, held by the City. Attachment 3 lists all investments with original maturities exceeding one year as of the month ended June 30, 2025.

BACKGROUND

State law (Government Code Section 41004) requires that the City Treasurer shall submit to the City Clerk each month a written report and accounting of all receipts, disbursements, and fund balances.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

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

ACTIONS FOLLOWING APPROVAL

Staff will file the report.

CONFLICT OF INTEREST

None.

Prepared by: Angela Papazian, Deputy Finance Director

Reviewed by: City Manager AA

City of Clovis
Statement of Cash Balances
As of June 30, 2025

AGENDA ITEM NO. 4.

Previous Balance		\$	10,129,942.84 *
Deposits			24,482,090.70
Disbursements			(29,222,030.02)
Current Balance		\$	<u>5,390,003.52</u>
FUNDS			BALANCE
100	General Fund	\$	15,311,965.44
201	Local Transportation		22,322,004.64
202	Parking and Business Improvements		338,291.50
203	Off Highway Use		77,298.55
204	Community Facilities District 2020-1		431,012.50
205	Senior Citizen Memorial Trust		67,979.88
207	Landscape Assessment District		9,813,174.51
208	Blackhorse III (95-1) Assessment District		18,278.49
209	Blackhorse III (95-1) Assessment District 2		51,789.07
275	HCD Block Grant Fund		722,604.94
301	Park & Recreation Acquisition		8,490,985.38
304	Affordable Housing		1,031,185.55
305	Refuse Equipment Reserve		2,870,111.88
310	Special Street Deposit Fund		59,028,555.20
314	Housing Successor Agency		443,606.85
402	1976 Fire Bond Redemption		25,446.16
404	1976 Sewer Bond Redemption Fund		446,866.99
501	Community Sanitation Fund		16,658,567.07
502	Sewer Service Fund		39,650,591.89
504	Sewer Capital Projects-Users		594,259.90
506	Sewer Capital Projects-Developer		4,037,740.06
507	Water Service Fund		45,930,191.18
508	Water Capital Projects-Users		7,947,665.88
509	Water Capital Projects-Developer		15,916,737.64
515	Transit Fund		10,229,220.11
540	Planning & Development Services		16,916,853.22
601	Property & Liability Insurance		2,973,906.02
602	Fleet Maintenance		30,634,559.09
603	Employee Benefit Fund		23,204,444.05
604	General Government Services		25,372,575.05
605	Facilities Maintenance		5,771,712.42
606	Information Technology		6,491,361.85
701	Curb & Gutter Fund		176,499.32
703	Payroll Tax & Withholding Fund		1,716,031.77
712	Temperance/Barstow Assmt Dist (98-1)		83,215.44
713	Shepherd/Temperance Assmt Dist (2000-1)		6,068.57
715	Supp Law Enforcement Serv		399,876.19
716	Asset Forfeiture		656,141.74
720	Measure A-Public Safety Facility Tax		2,136.14
736	SA Admin Trust Fund		1,421.40
741	SA Debt Service Trust Fund		1,051,000.32
747	Housing Successor Trust Fund		1,137.98
SUBTOTALS		\$	377,915,071.83
999	Invested Funds		<u>(372,525,068.31)</u>
TOTAL		\$	<u>5,390,003.52</u>

* Prior balance difference due to an unposted cash receipt from April

City of Clovis
Summary of Investment Activity
For the month of June 30, 2025

Balance of Investments Previous Month End		\$ 366,646,887.93
Time Certificates of Deposit Transactions		
Investments	0.00	
Withdrawals	(1,000,000.00)	
Total CD Changes		(1,000,000.00)
Other Changes		
Government Securities	129,381.00	
Local Agency Investment Fund	0.00	
Municipal Securities	88,439.00	
Corporate Securities	2,057,914.00	
Sweep Account	4,602,446.38	
Total Other Changes		6,878,180.38
Balance of Investments Current Month End		\$ 372,525,068.31

City of Clovis
Distribution of Investments
As of June 30, 2025

Insured CD's	28,000,000.00
Government Securities	119,242,114.10
Corporation Securities	70,073,902.00
Local Agency Investment Fund	59,940,156.84
Municipal Securities	60,084,331.55
Sweep Account	35,184,563.82
Investment Total	\$ 372,525,068.31

City of Clovis
Government Maturities Exceeding One Year
As of June 30, 2025

AGENDA ITEM NO. 4.

Institution	Face Value	Investment	Maturity	Stated Rate
		Balance At Amortized Cost		
FAMCMTN	4,000,000.00	3,998,889.00	7/28/2025	0.750%
FHLB	5,000,000.00	5,000,000.00	8/28/2025	3.600%
FHLB	5,000,000.00	4,997,470.00	9/8/2025	0.600%
FHLB	980,000.00	937,651.00	11/25/2025	0.500%
FFCB	5,000,000.00	4,994,828.00	2/11/2026	0.580%
FHLB	4,000,000.00	3,987,823.00	2/24/2026	0.750%
FHLB	3,000,000.00	2,937,689.00	3/16/2026	0.790%
FHLB	5,000,000.00	4,991,830.00	9/28/2026	0.940%
FHLB	4,000,000.00	3,892,454.00	10/28/2026	1.150%
FHLB	6,000,000.00	5,996,635.00	11/24/2026	1.250%
FHLB	5,000,000.00	5,037,840.60	12/11/2026	2.125%
FHLB	4,500,000.00	4,337,815.00	2/24/2027	1.020%
FHLB	5,000,000.00	4,835,472.00	2/24/2027	1.020%
FHLB	4,000,000.00	3,896,984.00	2/26/2027	0.900%
FHLB	6,800,000.00	6,505,854.00	2/26/2027	0.900%
FHLB	5,700,000.00	5,689,791.00	2/26/2027	0.900%
FHLB	6,000,000.00	5,443,692.00	2/26/2027	1.000%
FHLB	4,000,000.00	4,000,000.00	3/8/2027	2.375%
FHLB	6,000,000.00	5,547,980.00	2/22/2028	0.830%
FHLB	400,000.00	371,004.00	2/25/2028	1.125%
FFCB	2,500,000.00	2,273,041.00	3/2/2028	1.000%
FHLB	3,000,000.00	3,069,607.00	3/10/2028	4.500%
FFCB	2,245,000.00	2,029,322.50	3/10/2028	1.000%
FFCB	700,000.00	652,210.00	3/22/2028	1.370%
FFCB	6,000,000.00	6,057,535.00	4/25/2028	3.875%
FFCB	5,500,000.00	5,415,497.00	4/27/2028	3.740%
FFCB	3,000,000.00	2,972,921.00	6/22/2028	4.470%
FFCB	3,000,000.00	2,761,502.00	7/13/2028	1.230%
FHLMC	1,000,000.00	904,126.00	7/27/2028	1.100%
FNMA	1,000,000.00	901,020.00	7/28/2028	1.000%
FHLB	1,000,000.00	921,319.00	8/4/2028	1.300%
FFCB	3,000,000.00	2,988,059.00	9/8/2028	4.750%
FHLMC	1,000,000.00	894,253.00	10/19/2028	1.000%

City of Clovis
Municipal Maturities Exceeding One Year
As of June 30, 2025

AGENDA ITEM NO. 4.

Institution	Face Value	Investment	Maturity	Stated Rate
		Balance At Amortized Cost		
Antelope Valley Comm Coll	750,000.00	749,124.50	8/1/2025	1.767%
Chabot Las Positas Comm Coll	1,490,000.00	1,487,468.00	8/1/2025	0.880%
Foothill De Anza Ref Bds 2021B	835,000.00	832,700.50	8/1/2025	0.906%
San Dieguito USD GO Bonds	1,000,000.00	997,729.00	8/1/2025	1.661%
Santa Ana Coll Improv Dist	250,000.00	249,496.50	8/1/2025	0.744%
Orange County Water Dist	900,000.00	897,521.00	8/15/2025	2.095%
San Jose Ca Taxable Series B	2,355,000.00	2,347,469.50	9/1/2025	2.450%
LA CUSD GO Bonds	1,000,000.00	1,002,167.00	7/1/2026	1.455%
Chabot Las Positas Comm Coll	3,505,000.00	3,431,914.00	8/1/2026	1.080%
Chaffey Joint Union HS	1,565,000.00	1,548,146.50	8/1/2026	2.475%
Huntington Beach Union HS	3,305,000.00	3,246,441.00	8/1/2026	1.208%
Placentia Yorba Linda USD	1,110,000.00	1,088,647.00	8/1/2026	1.070%
San Diego Comm Coll Dist	470,000.00	466,101.00	8/1/2026	2.299%
San Ramon Valley CUSD	2,125,000.00	2,125,000.00	8/1/2026	1.147%
Sonoma County Jr Coll Dist	2,000,000.00	1,977,877.00	8/1/2026	2.447%
San Diego Pub Facilities Dist	1,625,000.00	1,593,794.00	10/15/2026	1.812%
California St Univ Taxable 2021B	2,500,000.00	2,398,351.00	11/1/2026	1.142%
El Dorado Irrigation Dist	1,175,000.00	1,143,715.00	3/1/2027	1.687%
Rancho Santiago CC Ref 2020	335,000.00	312,809.50	3/1/2027	1.106%
UC Taxable Gen Bds 2020 B	2,385,000.00	2,255,953.50	5/15/2027	1.316%
El Monte HSD Taxable Ref 2021	600,000.00	567,919.00	6/1/2027	1.326%
LA Dept Wtr Pwr Rev Bonds 2010C	2,000,000.00	2,055,053.00	7/1/2027	5.516%
Colton CA USD Ref Bonds 2020	1,060,000.00	1,002,265.00	8/1/2027	1.603%
Contra Costa Comm College Dist	880,000.00	851,386.00	8/1/2027	2.163%
Corona Norco USD Ref Bond 2019	250,000.00	237,101.00	8/1/2027	2.297%
Foothill De Anza CC Taxable 2021	540,000.00	511,043.00	8/1/2027	1.473%
Fremont USD Alameda County	1,100,000.00	1,029,549.00	8/1/2027	1.113%
Fremont USD Taxable Ref 2021	1,140,000.00	1,117,317.00	8/1/2027	2.000%
Marin County Comm Coll 2016	335,000.00	327,077.80	8/1/2027	3.330%
Mount San Antonio CC 2021	285,000.00	266,267.00	8/1/2027	1.139%
Mount San Antonio Comm Coll	405,000.00	387,984.75	8/1/2027	2.329%
Saddleback Valley USD	3,000,000.00	2,947,323.00	8/1/2027	2.400%
San Diego CCD Taxable 2019	590,000.00	569,262.00	8/1/2027	2.407%
San Ramon Valley CUSD	1,435,000.00	1,369,060.00	8/1/2027	1.440%
Santa Monica Comm College Dist	1,000,000.00	991,315.00	8/1/2027	3.415%
Sierra CA CCD 2021A Ref	465,000.00	435,527.50	8/1/2027	1.129%
William Hart USD 2020 Ref	200,000.00	187,137.00	8/1/2027	1.174%
San Jose Ca Taxable Series B	910,000.00	875,820.00	9/1/2027	2.600%
Soquel Creek Wtr Ref 2020	545,000.00	509,038.50	3/1/2028	1.445%
Gardena Calif Pension Obligation	1,000,000.00	936,652.00	4/1/2028	2.663%
Beverly Hills Taxable Ref 2020B	635,000.00	587,777.50	6/1/2028	1.514%
California Health Facs Fing Au	760,000.00	729,450.00	6/1/2028	3.378%
Alameda Cnty Calif	540,000.00	526,243.00	8/1/2028	3.519%
Desert CA Cmnty College	1,000,000.00	936,932.00	8/1/2028	2.023%
Long Beach Calif Cmnty	730,000.00	686,090.00	8/1/2028	2.337%
Redondo Beach CA Uni Bond 2018	675,000.00	609,146.00	8/1/2028	1.430%
San Ramon Valley CA	1,820,000.00	1,677,471.00	8/1/2028	1.670%
Santa Ana College Impt	1,500,000.00	1,366,324.00	8/1/2028	1.320%
Santa Clarita Calif Cmnty	1,000,000.00	924,142.00	8/1/2028	1.563%
William Hart High	1,000,000.00	919,667.00	8/1/2028	1.429%
Yosemite Calif Cmnty College	750,000.00	705,566.00	8/1/2028	2.210%
Los Angeles Community College Dist	1,250,000.00	1,272,899.00	8/1/2029	5.520%
Riverside Community College Dist	2,000,000.00	1,816,101.00	8/1/2029	1.785%

City of Clovis
Corporate Maturities Exceeding One Year
As of June 30, 2025

AGENDA ITEM NO. 4.

Institution	Face Value	Investment	Maturity	Stated Rate
		Balance At Amortized Cost		
Duke Energy Carolinas LLC	2,000,000.00	1,963,421.00	11/15/2028	3.950%
Toyota MTR Cr Corp	2,000,000.00	1,994,240.00	1/5/2029	4.350%
Procter & Gamble Co	2,000,000.00	1,996,093.00	1/29/2029	4.650%
Air Products and Chemicals	2,000,000.00	1,994,175.00	2/8/2029	4.600%
Texas Instrument Inc	2,000,000.00	2,007,173.00	2/8/2029	4.600%
Cummins Inc	2,000,000.00	2,023,953.00	2/20/2029	4.900%
Bristol-Myers Squibb Co	2,000,000.00	2,003,073.00	2/22/2029	4.900%
Astrazeneca Finance LLC	2,000,000.00	1,986,434.00	2/26/2029	4.850%
Cisco Sys Inc.	2,000,000.00	2,014,831.00	2/26/2029	4.850%
Caterpillar Finl	2,000,000.00	2,015,631.00	2/27/2029	4.850%
Merck Co Inc.	2,000,000.00	1,924,232.00	3/7/2029	3.400%
Blackrock Fund Inc.	2,000,000.00	2,007,438.00	3/14/2029	4.700%
Adobe Inc	2,000,000.00	2,008,046.00	4/4/2029	4.800%
Home Depot Inc.	2,000,000.00	1,993,919.00	4/15/2029	4.900%
United Health Group	2,000,000.00	1,977,195.00	4/15/2029	4.700%
Midamerican Energy Co	1,500,000.00	1,456,950.00	4/15/2029	3.650%
Glaxosmithkline Capital	2,000,000.00	1,912,779.00	6/1/2029	3.375%
John Deere Capital	2,000,000.00	2,010,322.00	6/11/2029	4.850%
Citibank NA	2,000,000.00	2,035,276.00	8/6/2029	4.838%
Honeywell Intl Inc	2,000,000.00	2,076,200.00	9/1/2029	4.875%
Unilever Capital Corp	1,500,000.00	1,369,018.00	9/6/2029	2.125%
Paccar Financial Group	2,000,000.00	1,961,765.00	9/26/2029	4.000%
State Street Corp	2,000,000.00	1,815,171.00	1/24/2030	2.400%
Pepsico Inc	3,000,000.00	2,986,129.00	2/7/2030	4.600%
Eli Lilly & Co	3,000,000.00	3,000,000.00	2/12/2030	4.750%
Target Corp	2,000,000.00	1,828,627.00	2/15/2030	2.350%
Hershey Company	2,000,000.00	2,024,623.00	2/24/2030	4.750%
Johnson & Johnson	2,000,000.00	2,033,138.00	3/1/2030	4.700%
President & Fellow	2,500,000.00	2,554,110.00	3/15/2030	4.887%
Kimberly Clark Corp	2,500,000.00	2,379,657.00	3/26/2030	3.100%
Mastercard Inc	2,000,000.00	1,907,101.00	3/26/2030	3.350%
Nike Inc	2,500,000.00	2,352,639.00	3/27/2030	2.850%
Gen Dynamics Corp	2,500,000.00	2,420,610.00	4/1/2030	3.625%
Pfizer Investment Enterprise	2,000,000.00	2,039,933.00	5/19/2030	4.650%



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Finance Department

DATE: October 20, 2025

SUBJECT: Finance - Approval – Res. 25-____, Amending the 2025-26 Budget to reappropriate carryover funding from the 2024-25 budget.

ATTACHMENTS: 1. Res. 25-____, Amendments to the 2025-26 Budget
2. Description of Projects

RECOMMENDATION

That the Council approve Resolution 25-____, Reappropriating certain Capital Projects, Services and Capital Outlays from Fiscal Year 2024-25 to 2025-26 by Department and Fund as shown on Attachment 1A and as described on Attachment 2.

EXECUTIVE SUMMARY

During the budget process, estimates are made as to projects and services expected to be completed by year-end. For a variety of reasons, some of these projects and services are not completed by June 30th. These unspent funds are available for reappropriation to the next fiscal year. This request requires Council approval as it amends the next year's budget. These projects and services will be completed during the next fiscal year.

BACKGROUND

As part of the preparation of the 2025-26 Annual Budget, certain projects in the Community Investment Program, capital outlays and services in the operation budgets were estimated to be completed by June 30, 2025, or at least contracts awarded, or purchase orders issued. Because of unforeseen delays or planned postponements contracts or purchase orders were not awarded in Fiscal Year 2024-25 as originally anticipated. Because these projects were expected to be completed in Fiscal Year 2024-25, they were not re-budgeted in Fiscal Year 2025-26.

Included on Attachment 2 is a description of the projects to be reappropriated from the various departments with the reason given by the department for the request for reappropriation.

FISCAL IMPACT

The estimated fund balances for the year-end 2024-25 included the anticipated expenditure of funds for these items. Since these items were not encumbered and the funds not expended, the year-end balances will be higher than expected. Sufficient resources are available to cover these expenditures.

REASON FOR RECOMMENDATION

In order to complete the planned projects and procure the necessary items, it is necessary to reappropriate the items to Fiscal Year 2025-26 to provide the budget authorization.

ACTIONS FOLLOWING APPROVAL

Purchase orders or contracts for the reappropriated items will be issued, in most cases, within ninety days.

CONFLICT OF INTEREST

None.

Prepared by: Jose Cortez, Accounting Supervisor

Reviewed by: City Manager AA

RESOLUTION 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE 2025-26 BUDGET

WHEREAS, the City Council of the City of Clovis approved the 2025-26 Budget on June 9, 2025; and

WHEREAS, some capital projects were not initiated, and related capital outlays and services were not purchased in 2024-25; and

WHEREAS, the 2025-26 Budget assumed that the items would be completed, and no provision was made for said items in the 2025-26 Budget and the Fund Balances were adjusted accordingly; and

WHEREAS, the ending June 30, 2025 Fund Balances will be greater by the amount of those capital outlays and services not purchased in 2024-25; and

WHEREAS, the Council desires that the items be completed.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis amend the 2025-26 Budget as provided in Attachment A for the “Summary of Expenditures by Fund” and the “Summary of Expenditures by Department.”

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

ATTACHMENT 1

SUMMARY OF REVENUES BY DEPARTMENT

<u>Department</u>	<u>Amount</u>
General Services	\$68,000
Planning and Development Services	<u>321,200</u>
Total Revenues by Department	<u>\$389,200</u>

SUMMARY OF REVENUES BY FUND

<u>Fund</u>	<u>Amount</u>
Transit	\$68,000
Planning and Development Services	<u>321,200</u>
Total Revenues by Fund	<u>\$389,200</u>

SUMMARY OF EXPENDITURES BY DEPARTMENT

<u>Department</u>	<u>Amount</u>
City Manager	\$425,000
Finance	10,000
Police	25,000
Fire	278,700
General Services	68,000
Public Utilities	1,961,900
Planning & Development Services	321,200
Capital Improvement	<u>50,554,900</u>
Total Expenditures by Department	<u>\$53,644,700</u>

SUMMARY OF EXPENDITURES BY FUND

<u>Fund</u>	<u>Amount</u>
General	\$358,700
Information Services	425,000
Fleet	546,900
Transit	68,000
Refuse	120,000
Sewer Enterprise	1,000,000
Water Enterprise	250,000
Planning & Development Services	321,200
General Services	4,021,600
Sewer Construction-Enterprise	24,000
Sewer Construction-Developer	760,000
Park Improvement	2,444,000
Street Construction	33,684,300
Water Construction-Enterprise	2,319,000
Water Construction-Developer	6,427,000
Community Sanitation-Enterprise	<u>875,000</u>
Total Expenditures by Fund	<u>\$53,644,700</u>

ATTACHMENT A

2024 - 2025 Reappropriations
Operations and Capital Improvement Program

Department/Account Number	Description and Explanation	Amount
Revenues		
General Services Department		
Transit - Stageline		
State Transit Assistance (STA)	Rebranding / Archer & Hound	\$ 41,000
34800 45066	Design phase took longer than expected	
Other Grants - Operating	Strategic Operation Plan (SOP) Consulting Services	3,000
34800 45046	RFP delayed	
Other Grants - Capital	Intelligent Transportation System (ITS) Project /	24,000
34800 45038	Passio - Active Route Management (ARM) Software	
	Software was not purchased	
Total General Services Department		<u>\$ 68,000</u>
Planning and Development Services Department		
Project Participation Developer	Heritage Grove and Phase 2 Vista Ranch	\$ 321,200
74100 46330	Environmental Impact Report (EIR)	
	Already Bid	
Total Planning & Development Services		<u>\$ 321,200</u>
Total Revenue Reappropriations		<u><u>\$ 389,200</u></u>

Expenditures

City Manager Department		
Information Technology		
Central Processors	Disaster Recovery / System Backups Improvements	\$ 150,000
36200 68201	Phase 2 Request for Proposal (RFP) will go out in Nov/Dec 2025	
Printers / Plotters	Public Utilities Plotter	25,000
36200 68203	In Progress	
Dept Hardware/Software Systems	Fleet Software System Upgrade	50,000
36200 68208	In Progress	
Dept Hardware/Software Systems	Police Department Storage Area Network upgrade	50,000
36200 68208	Delayed due to limited staff availability	

Department/Account Number	Description and Explanation	Amount
City Manager Department - Continued		
Fiber Optics 36200 68209	Fiber Optic Network System improvements Delayed due to limited staff availability	40,000
Computer Aided Dispatch-Police Sys 36200 68260	New World Law Enforcement Records Management System (LERMS) Upgrade In Progress	110,000
Total City Manager Department		<u>\$ 425,000</u>
Finance Department		
Furnishings 35100 68103	New Office Chairs Unanticipated delay	<u>\$ 10,000</u>
Police Department		
Furnishings 51000 68103	Furnishings Unanticipated delay	<u>\$ 25,000</u>
Fire Department		
Professional & Public Services 61000 63300	Professional & Public Services Unanticipated delay	\$ 25,000
Medical Services 61000 63306	Medical Services Unanticipated delay	7,500
Meals/Support Unit Supplies 61000 63327	Meals/Support Unit Supplies Unanticipated delay	5,000
Building Repair - Fire 61000 63403	Building Repair - Fire Unanticipated delay	35,000
Repair & Maintenance - Radio/Pager 61000 63443	Repair & Maintenance - Radio/Pager Unanticipated delay	2,000
Emergency Medical Supplies 61000 64213	Emergency Medical Supplies Unanticipated delay	15,000
Personal Safety Equipment 61000 64402	Personal Safety Equipment Unanticipated delay	20,000
Protective Clothing 61000 64403	Protective Clothing Unanticipated delay	36,000
Travel - Conferences 61000 65001	Travel - Conferences Unanticipated delay	10,000
Training - Classes & Seminars 61000 65102	Training - Classes & Seminars Unanticipated delay	25,000
Fire Hose 61000 68401	Fire Hose Unanticipated delay	8,000

Department/Account Number	Description and Explanation	Amount
Fire Department - Continued		
Fire Station Furnishings 61000 68430	Fire Station Furnishings Unanticipated delay	20,000
Portable Radios 61000 68604	Portable Radios Unanticipated delay	21,700
Protective Clothing 63000 64403	Protective Clothing Unanticipated delay	4,500
Training - Classes & Seminars 63000 65102	Training - Classes & Seminars Unanticipated delay	20,000
Hazard Materials Equipment 63000 68405	Hazard Materials Equipment Unanticipated delay	5,000
Urban Search & Rescue Equipment 63000 68406	Urban Search & Rescue Equipment Unanticipated delay	6,000
Misc Fire Equipment 63000 68420	Misc Fire Equipment Unanticipated delay	2,000
Computer Programming 64000 63307	Computer Programming Unanticipated delay	10,000
General Office Supplies 64000 64101	General Office Supplies Unanticipated delay	1,000
Total Fire Department		<u>\$ 278,700</u>
General Services Department		
Transit - Stageline		
STA Capital Outlay 34800 68151	Rebranding / Archer & Hound Design phase longer than expected	\$ 41,000
Sustainable Communities Grant 34800 68160	Strategic Operation Plan (SOP) Consulting Services RFP delayed	3,000
Dept Hardware/Software Systems 34800 68208	Intelligent Transportation System (ITS) Project / Passio - Active Route Management (ARM) Software Software was not purchased	24,000
Total General Services Department		<u>\$ 68,000</u>
Public Utilities Department		
Parks		
Other Services 73000 63315	Other Services Park Rehabilitation No bid necessary	\$ 45,000

Department/Account Number	Description and Explanation	Amount
Public Utilities Department - Continued		
Fleet Capital		
Professional & Public Services 75000 63300	Professional & Public Services Fleet Management Software No bid necessary	100,000
Consulting Services 75000 63301	Consulting Services Zero Emission Vehicles (ZEV) Transition Plan Consultant No bid necessary	95,000
Standard Pick-Ups (1/2 to 3/4 ton) 75100 68710	Standard Pick-Ups (1/2 to 3/4 ton) For the build-out of vehicles ordered No bid necessary	161,900
Fire Light Duty Vehicles 75100 68719	Fire Light Duty Vehicles For the build-out of vehicles ordered No bid necessary	90,000
Heavy Duty Truck (over 5 ton) 75100 68721	Heavy Duty Truck (over 5 ton) For the build-out of vehicles ordered Not yet bid	100,000
Refuse		
Specialty Equipment 76100 68750	Specialty Equipment Indoor heat improvement to vehicle cabin No bid necessary	20,000
Corporation Yard Expansion 76100 71355	Corporation Yard Expansion Yard and building improvements No bid necessary	100,000
Sewer		
Plant and Trunk Capital 76500 73015	Plant and Trunk Capital Regional plant Community Investment Program (CIP) No bid necessary	1,000,000
Water		
Repair & Maintenance Outside Vendor 77000 63455	Surface Water Treatment Plant (SWTP) SCADA Upgrade No bid necessary	250,000
Total Public Utilities Department		<u>\$ 1,961,900</u>

Department/Account Number	Description and Explanation	Amount
Planning & Development Services Department		
Consulting Services 74100 63301	Heritage Grove and Phase 2 Vista Ranch Environmental Impact Report (EIR) Already Bid	\$ 321,200
Total Planning & Development Services		<u>\$ 321,200</u>

Community Investment Program
Government Facilities

Fire Station 2 Rebuild 90000 71059	Station reconstruction In progress	\$ 80,000
Fire Station #4 - Kitchen Remodel 90000 71079	Kitchen Remodel Funds will be reassigned to account 90000-71063	64,000
Fire Station 3 - Gym 90000 71063	Fire Station 3 - Gym In progress	73,000
Fire Training Center Drainage - Phase 2 90000 71104	Drainage Improvements at training facilities Funds will be reassigned to account 90000-71063	17,600
City Hall Admin - Housing 90000 71214	City Hall Admin - Housing In progress	80,000
Library North District 90000 71324	Civic Center North Site improvements / Library In progress - Parking Lot Improvements	443,000
Clovis Senior Activity Center (CSAC) Northwest Annex T1 90000 71325	CSAC Northwest Annex T1 In progress	1,667,000
Transit Station T1 90000 71428	Civic Center North Site improvements / Transit Station In progress - Parking Lot Improvements	631,000
Police Alternate Dispatch at Loma Vista 90000 71449	Police Alternate Dispatch at Loma Vista In progress	655,000
Fire Station Exhaust Systems 90000 71463	Fire Station Exhaust Systems Limited staff availability	31,000
Capital Assessment 90000 71464	Capital Assessment In progress	220,000
Letterman Park - Irrigation System 90000 75191	Letterman Park - Irrigation System Limited staff availability	60,000

Sewer Capital Projects - Enterprise Fund

Misc Sewer Main Replacement 91000 72632	Misc Sewer Main Replacement In progress	24,000
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Department/Account Number	Description and Explanation	Amount
Sewer Capital Projects - Developer Fund		
Miscellaneous Extensions 92000 72010	Install sewer mains and laterals at various locations In progress	50,000
Shaw Sewer - De Wolf to McCall 92000 72141	Install Sewer Main in Shaw Avenue In progress	403,000
De Wolf Trunk Sewer 92000 72381	Sewer in De Wolf from Owen's Mountain to Bullard In progress	49,000
Pump Station E - Pump Addition 92000 72597	Install additional pump to keep up with demand Nearly complete	21,000
Sewer Master Plan (Eval. Siting Study) 92000 73200	Sewer Master Plan In progress	77,000
Shaw Recycled Water De Wolf to McCall 92000 73376	Install Recycled water main in Shaw In progress	160,000
Park Improvements		
Misc. Developer Park Projects 93000 75015	Misc. Developer Park Projects In progress	640,000
Recharge Basin Park - Barstow/Agua Dulce 93000 75126	Recharge Basin Park - Barstow/Agua Dulce In progress	496,000
Dry Creek/ Enterprise Canal - Trail Connection 93000 75224	Dry Creek/ Enterprise Canal - Trail Connection In progress	110,000
Trail System Survey 93000 75591	Trail System Survey In progress	11,000
Dry Creek/ Letterman Park 93000 75593	Dry Creek/ Letterman Park Trail In progress	187,000
Community Park Property Acquisition 93000 75600	Community Park Property Acquisition In progress	1,000,000
Street Improvements		
Plan Lines 95000 74007	Create Plan lines for area north of Shepherd In progress	40,000
Lane Reduction Study 95000 74019	Lane Reduction Study In progress	29,000
Shaw - De Wolf to McCall 95000 74057	Street widening and signals Under design - Regional Measure C funded	10,282,000
Minnewawa - Alluvial to Herndon 95000 74059	Street Widening In progress - RSTP funded	4,190,000

Department/Account Number	Description and Explanation	Amount
Street Improvements - Continued		
Holland/ Richet Alley - Peach to Homsy 95000 74064	Alley Improvements In progress - CDBG funded	106,000
Bicycle & Pedestrian Facilities 95000 74110	Bicycle & Pedestrian Facilities In progress - RSTP funded	75,000
Herndon - Temperance to De Wolf 95000 74184	Street widening and signals Measure C funded	4,841,000
Herndon Adaptive Signalization - Clovis to Locan 95000 74185	Install adaptive signalization Design in progress	564,000
Misc. Concrete Repairs 95000 74210	Design and Environmental - street widening Under design - Regional Measure C funded	68,000
Miscellaneous Construction Repairs 95000 74215	Design and Environmental - street widening Under design - Regional Measure C funded	384,000
Shaw Adaptive Signalization - Cole to De Wolf 95000 74218	Install adaptive signalization Design in progress	542,000
Barstow - Sunnyside to Fowler 95000 74301	Reconstruct/overlay street In progress	933,800
Sunnyside - Barstow to Shaw 95000 74483	Reconstruct/overlay street Design in progress	973,000
Willow - Barstow to Sierra 95000 74513	Reconstruct/overlay street In progress - STBG and combined with 95000-74516	21,000
Leonard-Enterprise Canal 95000 74529	Replace bridge at canal DIFs funded. Currently in Construction	1,727,000
Trail Pavement Maintenance 95000 74561	Maintenance / rejuvenation of the City Trails In progress	255,000
ADA Ramps for Local Street Imp. 95000 74567	Street widening and signals Design & ROW in progress	313,000
Ashlan - West of Leonard 95000 74568	Street widening and signals Design & ROW in progress	283,000
Sheperd/Peach Intersection 95000 74584	New traffic Signals Construction Phase	195,500
Nees/Armstrong Intersection 95000 74585	New traffic Signals ROW & Design In Progress	82,000
Horizontal Control System 95000 74587	Horizontal Control System In progress	20,000
Shepherd Signal Interconnect 95000 74595	Shepherd Signal Interconnect Construction Phase	1,411,000

Department/Account Number	Description and Explanation	Amount
Street Improvements - Continued		
Alluvial Sunnyside to Fowler 95000 74667	Reconstruct/overlay street In progress	74,000
Shaw/Herndon Adapt Sig - Willow to Clovis 95000 74687	Install adaptive signalization Design in progress	763,000
Armstrong - Alluvial to Nees 95000 74691	Reconstruct/overlay street Construction Phase	45,000
Teague - Willow to Peach 95000 74738	Reconstruct/overlay street Under design	56,000
De Wolf/Owens Mtn Roundabout 95000 74767	New roundabout at De Wolf and Owens Mtn Under design	2,345,000
Armstrong - Shaw to Barstow 95000 74832	Reconstruct/overlay street Under design	1,000,000
Peach - Gettysburg to Ashlan 95000 74833	Reconstruct/overlay street Under design	53,000
Sunnyside Widening - Third to Fifth 95000 74966	Street Widening In progress	966,000
Pavement Maintenance - Crack Seal 95000 74971	Crack Seal at multiple locations In progress	60,000
Pavement Management System Replace 95000 74975	Development of the pavement management system In progress	13,000
Gettysburg - Sierra Vista to Clovis 95000 74977	Street rehabilitation In Progress	964,000
Barstow - Villa to Minnewawa 95000 74991	Street rehabilitation In Progress	10,000
Water Capital Projects - Enterprise Fund		
Loma Vista Recharge Basin Park 96000 75126	Dual use recharge basin and park In Design	116,000
Misc Water Main Extensions 96000 76010	Misc Water Main Extensions In Progress	12,000
Well Site Panel - Control Upgrade 96000 77516	Well Site Panel In Progress	42,000
SWTP Pretreatment 96000 77528	SWTP Pretreatment In Design	1,369,000
SWTP Process Addition 96000 77531	SWTP Process Addition In Design	780,000

Department/Account Number	Description and Explanation	Amount
Water Capital Projects - Developer		
Loma Vista Recharge Basin Park 97000 75126	Dual use recharge basin and park In Progress	384,000
Miscellaneous Extensions 97000 76010	Misc Water Main Extensions In Progress	50,000
Water Master Plan 97000 77091	City of Clovis Water Master Plan In Progress	167,000
SWTP Pretreatment 97000 77528	Construct surface water treatment plant in the northeast area In progress	250,000
SWTP Expansion 97000 77529	Install Water Main in Shaw Avenue In progress	200,000
SWTP Process Addition 97000 77531	Generator at well Site 34 In progress	260,000
Water Storage Reservoir #6 97000 77532	Drill and develop well In progress	200,000
Northeast SWTP 97000 77536	Connection of Water Main to City of Fresno at Willow In progress	82,000
Shaw Water Main - De Wolf to McCall 97000 77539	Install Water Main in Shaw Avenue In progress	332,000
Well 34 Aux Power 97000 77587	Well 34 Aux Power In progress	101,000
Well 45 D&D 97000 77600	Well 45 D&D In Design	385,000
Northern Water Intertie 97000 77750	Acquire and construct storage in the northwest village area In progress	425,000
Water Storage Reservoir #9 97000 78045	Acquire and construct storage in the northwest village area In progress	2,763,000
Water Storage Reservoir #10 97000 78050	Construct water storage tank In progress	828,000
Community Sanitation Improvements - Enterprise Fund		
Landfill Electric Power 99500 81170	Extension of power to west end of property In progress	175,000
Solid Waste Facility Expansion 99500 81205	Solid Waste Facility Expansion In progress	100,000
Landfill Solar 99500 81211	Install solar panels on landfill buffer area In progress	100,000

Department/Account Number	Description and Explanation	Amount
Community Sanitation Improvements - Enterprise Fund - Continued		
Landfill Gas Extraction 99500 81213	Install new low Nitrogen Oxides (NOx) flare to meet San Joaquin Valley Air Pollution Control District (SJVAPCD) requirement In progress	500,000
Total Community Investment Program		<u>\$ 50,554,900</u>
Total Expenditure Reappropriations		<u>\$ 53,644,700</u>



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval - Claim Rejection of the General Liability Claim by LaToya Lewis.

ATTACHMENTS: None.

RECOMMENDATION

Reject the General Liability Claim filed by LaToya Lewis.

EXECUTIVE SUMMARY

LaToya Lewis (claimant), the City received a claim on September 12, 2025, alleging the Clovis Police Department contributed to unlawful transport and involuntary confinement of her person, and violation of her constitutional rights. Ms. Lewis is seeking compensation in an amount of \$650,000. It is recommended that the City reject the claim at this time, send notice of rejection, and refer the matter to the City's third-party administrator for liability claims for further investigation and handling.

BACKGROUND

On September 12, 2025, a General Liability Claim was filed against the City of Clovis by LaToya Lewis. The claim was considered legally sufficient and timely. Ms. Lewis alleges that on July 21, 2025, members of the Clovis Police Department detained her and violated her constitutional rights, contributed in the unlawful transport and involuntary confinement of her person, and harassment. Ms. Lewis further alleges the result of the Clovis Police Department actions caused severe emotional distress, humiliation, trauma, and psychological harm.

Ms. Lewis seeks damages against the City in amount of \$650,000 to resolve this matter to avoid litigation.

FISCAL IMPACT

Rejection of the claim does not result in any fiscal impact.

REASON FOR RECOMMENDATION

It is recommended that the claim be rejected. The City's liability is disputed, and although the claim is legally sufficient, the amount of the alleged damages sustained by the claimant may also be disputed. Rejecting the claim and sending notice of rejection in accordance with the Government Claims Act will commence the time in which claimant may file a lawsuit against the City based on the claim.

ACTIONS FOLLOWING APPROVAL

A rejection notice letter will be sent to the claimants informing them that the claims have been rejected.

CONFLICT OF INTEREST

None.

Prepared by: Charles W. Johnson, Senior Management Analyst

Reviewed by: City Manager AK



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval - Claim Rejection of the General Liability Claim on behalf of April Gallardo.

ATTACHMENTS: None.

RECOMMENDATION

Reject the General Liability Claim filed on behalf of April Gallardo.

EXECUTIVE SUMMARY

On behalf of April Gallardo (claimant), the City received a Claim Form on September 30, 2025, alleging the City of Clovis failed to maintain and inspect a manhole cover within the roadway, which caused damages to Ms. Gallardo's vehicle and person. It is recommended that the City reject the claim, send notice of rejection, and refer the matter to the City's third-party administrator for liability claims for further investigation and handling.

BACKGROUND

On September 30, 2025, a General Liability Claim was received by the City of Clovis on behalf of April Gallardo, by Drake Law Firm located in Woodland Hills, CA. The claim was considered legally sufficient and timely. The claim alleges the City of Clovis failed to maintain and inspect a manhole cover on Temperance Avenue at Sussex Avenue. The claim further alleges Ms. Gallardo sustained property damages and bodily injuries from the incident.

Ms. Gallardo seeks monetary damages from the City of Clovis, and the claim has been filed as a "civil unlimited case".

FISCAL IMPACT

Rejection of the claim does not result in any fiscal impact.

REASON FOR RECOMMENDATION

It is recommended that the claim be rejected. The City's liability is disputed, and although the claim is legally sufficient, the amount of the alleged damages sustained by the claimant may also be disputed. Rejecting the claim and sending notice of rejection in accordance with the

Government Claims Act will commence the time in which claimant may file a lawsuit against the City based on the claim.

ACTIONS FOLLOWING APPROVAL

A rejection notice letter will be sent to the claimants informing them that the claims have been rejected.

CONFLICT OF INTEREST

None.

Prepared by: Charles W. Johnson, Senior Management Analyst

Reviewed by: City Manager AA



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval - Claim Rejection of the General Liability Claim on behalf of Delilah Casarez.

ATTACHMENTS: None.

RECOMMENDATION

Reject the General Liability Claim filed on behalf of Delilah Casarez.

EXECUTIVE SUMMARY

On behalf of Delilah Casarez (claimant), the City received a Claim Form on September 30, 2025, alleging the City of Clovis negligently engaged in a high-speed vehicle pursuit, which caused the death of the decedent (Adrian Labra Jr.). It is recommended that the City reject the claim, send notice of rejection, and refer the matter to the City's third-party administrator for liability claims for further investigation and handling.

BACKGROUND

On September 30, 2025, a General Liability Claim was received by the City of Clovis on behalf of Delilah Casarez, by Bond Legal Injury Lawyers located in Irvine, CA. The claim was considered legally sufficient and timely. The claim alleges the City of Clovis operated their patrol vehicles in a negligent, careless, and dangerous manner while engaging in a high-speed vehicle pursuit, which caused the death of the decedent (Adrian Labra Jr.) near the intersection of Temperance Avenue and Belmont Avenue. The claim also alleges Clovis police officers violated their written pursuit policy, and the department failed to provide training to officers.

Ms. Casarez seeks monetary damages from the City of Clovis, and the claim has been filed as a "civil unlimited case".

FISCAL IMPACT

Rejection of the claim does not result in any fiscal impact.

REASON FOR RECOMMENDATION

It is recommended that the claim be rejected. The City's liability is disputed, and although the claim is legally sufficient, the amount of the alleged damages sustained by the claimant may

also be disputed. Rejecting the claim and sending notice of rejection in accordance with the Government Claims Act will commence the time in which claimant may file a lawsuit against the City based on the claim.

ACTIONS FOLLOWING APPROVAL

A rejection notice letter will be sent to the claimants informing them that the claims have been rejected.

CONFLICT OF INTEREST

None.

Prepared by: Charles W. Johnson, Senior Management Analyst

Reviewed by: City Manager AA



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval – Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans by Revising and Renaming the Classification of Building Inspector to Building Inspector I with a Monthly Salary Range of \$6,219 to \$7,560, Revising the Senior Building Inspector with a Monthly Salary Range of \$8,227 to \$10,000, and by Adopting the Classification of Building Inspector II with a Monthly Salary Range of \$6,969 to \$8,470, in the Planning and Development Services Department, and Approval – Res. 25-____, Amending the City's FY 25-26 Position Allocation Plan.

ATTACHMENTS: 1. Resolution 25-____, Classification and Compensation Plans
2. Resolution 25-____, Position Allocation

RECOMMENDATION

For the City Council to Approve a Resolution authorizing amendments to the City's Classification and Compensation Plans by revising and renaming the classification of Building Inspector to Building Inspector I with a reduced monthly salary range of \$6,219 to \$7,560, and the classification of Senior Building Inspector with a monthly salary range of \$8,227 to \$10,000, and by adopting the classification of Building Inspector II with a monthly salary range of \$6,969 to \$8,470 in the Planning and Development Services Department, and Approve a Resolution Amending the City's FY 25-26 Position Allocation Plan.

EXECUTIVE SUMMARY

A recent study of positions within the Building Division of the Planning and Development Services Department concluded that there was a need to add a position to fit current and future demands of both the Department and the City. Continued growth within both the Building Division and the City as a whole has created the need for this additional job classification. The Planning and Development Services Department has identified the need to establish a Building Inspector II classification. This job classification would be assigned to the Building Division within the Planning and Development Services Department. If the new classification is adopted, it would create a need to revise the current Building Inspector and Senior Building Inspector classifications. The current Building Inspector classification would be revised and renamed to Building Inspector I with a reduced salary range of \$6,219 to \$7,560 and would be the entry and

first working level of the Building Inspector classification series. The Senior Building Inspector classification would have a new monthly salary range of \$8,227 to \$10,000.

BACKGROUND

As the City continues to experience steady growth in residential, commercial, and mixed-use development, the demand for services within the Building Division has increased. This growth has led to a significant rise in permitting, inspections, and enforcement activities required by the Planning and Development Services Department, particularly within the Building Division.

A need for a mid-level position within the Building Inspector series was identified and will provide a classification that reflects the complexity and responsibility levels required in today's inspection environment. This classification restructuring is essential to effectively manage increased workload, ensure consistent service delivery, and support employee development as the City continues to grow.

The proposed Building Inspector II classification would handle more complex building inspections, investigate allegations of construction being built without a permit, research code section issues, and work more independently. The recommended Building Inspector II monthly salary range should be \$6,969 to \$8,470, which is the same as the current Building Inspector classification monthly salary range. Current experienced staff in the Building Inspector classification would be reclassified as Building Inspector II.

To accommodate this change, the current Building Inspector classification would be revised and renamed to Building Inspector I, with a reduced monthly salary range of \$6,219 to \$7,560. This classification would serve as the entry-level classification for the series and would primarily focus on performing light commercial and residential building inspections under direct supervision.

The revision of Building Inspector and Senior Building Inspector classifications, along with the proposed classification of Building Inspector II, have been reviewed and approved by the Clovis Professional and Technical Association (CPTA) bargaining unit. The revision of the Building Inspector and Senior Building Inspector classifications, along with the proposed new Building Inspector II classification, are included in Attachment A of Attachment 1.

FISCAL IMPACT

There will be no fiscal impact related to the reclassification of staff from Building Inspector to Building Inspector II as the monthly salary range is the same.

REASON FOR RECOMMENDATION

Creation of the Building Inspector II classification, along with the updates to the Building Inspector and Senior Building Inspector classifications, are necessary in order to meet the needs of the Building Division within the Planning and Development Services Department. The recommended changes to the City's Classification and Compensation plans require City Council's approval.

ACTIONS FOLLOWING APPROVAL

Personnel staff will add the new classification descriptions to the City's Classification and Compensation Plans and current staff in the Building Inspector classification will be reclassified as Building Inspector II.

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager AS

RESOLUTION 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY REVISING AND RENAMING THE CLASSIFICATIONS OF BUILDING INSPECTOR TO BUILDING INSPECTOR I WITH A MONTHLY SALARY RANGE OF \$6,219 to \$7,560, THE SENIOR BUILDING INSPECTOR WITH A MONTHLY SALARY RANGE OF \$8,227 to \$10,000, AND BY ADOPTING THE CLASSIFICATION OF BUILDING INSPECTOR II WITH A MONTHLY SALARY RANGE OF \$6,969 to \$8,470 PER MONTH IN THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

WHEREAS, it has been determined that the City has a need to revise the classifications of Building Inspector and Senior Building Inspector, as well as to add a new classification of Building Inspector II in the Planning and Development Services Department; and

WHEREAS, it has been determined that it is appropriate to rename the Building Inspector job classification to Building Inspector I and that the appropriate salary range for the Building Inspector I classification is \$6,219 to \$7,560 per month, the Building Inspector II classification salary range is \$6,969 to \$8,470 per month, and the Senior Building Inspector salary range is \$8,227 to \$10,000 per month; and

WHEREAS, it has been determined that it is appropriate to assign the Building Inspector II classification to the Clovis Professional and Technical Association (CPTA) Group; and

WHEREAS, modification of the City's Classification and Compensation Plans require authorization by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans to include the revised and renamed classification of Building Inspector to Building Inspector I with a salary range of \$6,219 to \$7,560 per month, the Senior Building Inspector with a salary range of \$8,227 to \$10,000 per month, as well as the addition of the Building Inspector II classification with a salary range of \$6,969 to \$8,470 per month (Attachment A).

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

City of Clovis
BUILDING INSPECTOR I
~~\$6,969 to \$8,470 monthly salary~~
\$6,219 to \$7,560 monthly salary

DEFINITION

Under direct supervision, ~~to~~ perform various light commercial and residential building inspection~~s~~ duties in different stages of construction, alteration, and repair; ensure compliance with municipal, building, plumbing, electrical, mechanical, zoning, and Title 24 California codes; provide technical assistance to other inspectors, staff, and customers; conduct light plan reviews; and ~~to perform~~ related work as required.

CLASS CHARACTERISTICS

The Building Inspector I is ~~Positions in this class are~~ the entry and first working level of the Building Inspector classification series. ~~building inspection positions in the building inspection series.~~ Incumbents work with independence in the field but may have their work reviewed by persons in higher authority. Positions in this class perform work which is performed in accordance with established instructions and ~~is structured a~~ varies only in respect to the work project being inspected ~~and which is performed in accordance with established instructions.~~ Incumbents receive instructions when tasks are initially assigned and after training are expected to perform duties without constant supervision. When necessary, ~~W~~work is reviewed ~~when necessary~~ upon completion. Incumbents are expected to refer most variations in work to a Senior Building Inspector or supervisor for instructions.

EXAMPLES OF DUTIES

Makes on-site inspections of construction, room additions, alterations, rehabilitation projects, or change-of-use permits to determine compliance ~~with uniform and national codes, city~~ with municipal, zoning, and Title 24 California codes; ~~and zoning regulations;~~ contacts owners, consumers, architects, engineers, developers, contractors, workers, and other public officials to explain and interpret requirements and restrictions of the building codes; inspect from beginning through finished product for compliance with the building codes; ~~ensures the integrity and compliance of the structure from soil testing, siding to the finished product;~~ makes repeated inspections from groundbreaking to the release for occupancy; uses individual judgment in interpreting legal requirements, standards of method, materials and workmanship, and ensures effective corrective measures; keeps inspection logs; issues notices for corrections, stop work orders, and citations; prepares reports; inputs data into computers; reads blueprints and specifications to ensure project conformity to plans; perform light plan review when required; ~~checks building plans;~~ prepares final inspection certificates; attends workshops and meetings; and operates City vehicles; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATON REQUIRED

License:

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

Certification:

- Within ~~six (6)~~ **eleven (11)** months of employment must obtain certification from the International Code Council (ICC) as a ~~Combination~~ **Residential or Commercial** Building Inspector, ~~Building Inspector, or Plans Examiner.~~

EDUCATION AND EXPERIENCE

~~Any combination of education and experience equivalent to:~~

Education:

- ~~Sixty (60) semester units of accredited college-level coursework in building inspection, building codes, or a closely related field.~~
- **High school diploma or equivalent.**

Education Desirable:

- **Completion of twelve (12) units of accredited college-level coursework in Building Inspection technology or a closely related field; or completion of twelve (12) units of International Code Council (ICC) coursework.**

Experience:

- **A minimum of two (2) years of progressively responsible experience in a variety of building construction work or related inspection work, or one (1) year of comparable experience in building inspection, building construction, or plan review.**
- **Incumbents in the Building Inspector I classification may be promoted to the Building Inspector II classification upon meeting the following qualifications:**
 - **Meeting the minimum qualifications and minimum required certifications for a Building Inspector II;**
 - **Successful completion of the probationary period, one (1) year;**
 - **Recommendation of the appointing authority;**
 - **A minimum of exceeds standards on the most current performance evaluation.**

QUALIFICATIONS**Knowledge of:**

- **Applicable building codes and state energy laws;**
- **Familiar with different building methods and alternative methods; ~~Building construction methods involving wood, concrete and steel;~~**
- Accepted standards of building materials and craftsmanship;
- Basic mathematics applicable to building construction;
- Basic English usage, spelling, grammar, and punctuation;
- Appropriate safety precautions and procedures;
- **Principles of customer service methods and techniques.**

Ability to:

- Read, understand, interpret, and apply the **Title 24** California Building, Plumbing, Mechanical and Electrical Codes, Abatement of Dangerous Building Code, Fire and Safety Standards, municipal ordinances, ~~zoning requirements~~, and other applicable codes and regulations;
- **Perform building inspections;**
- Read and understand blueprints;

- Use inspection tools, computers, touchscreen tablets, and laptops;
- Use checklists;
- Use permit tracking systems and inspection systems;
- Understand pertinent procedures and functions quickly and apply them without immediate supervision;
- Operate a vehicle, observing legal and defensive driving practices;
- Maintain accurate records;
- Read, understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Coordinate with other divisions and departments on project requirements;
- Learn to write fire damage, special inspection, and code enforcement reports.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Medium work-lifting, carrying and/or pushing 50 pounds and/or carrying of objects weighing up to 25 pounds. Ability to climb ladders and traverse narrow walkways above ground level.

City of Clovis
BUILDING INSPECTOR II
\$6,969 to \$8,470 monthly salary

DEFINITION

Under general supervision, perform various commercial and residential building inspection duties in different stages of construction, alteration, and repair; ensure compliance with municipal, building, plumbing, electrical, mechanical, zoning, and Title 24 California codes; provide technical assistance to other inspectors, staff, and customers; conduct light plan reviews; and perform related work as required.

CLASS CHARACTERISTICS

The Building Inspector II is the journey-level of the Building Inspector classification series. Work in this class is distinguished from the Building Inspector I class by the greater independence with which an incumbent is expected to operate, make decisions in accordance with established rules and procedures, and by the greater complexity of the assignments received. Incumbents perform work that has some variation and allows or requires a moderate range of choice in the application of defined methods or procedures; receive minimal instructions when tasks are assigned and have some latitude in selecting work methods; work is generally reviewed upon completion; and incumbents are expected to refer to their supervisor for instruction on matters that do not fit a clear pattern.

EXAMPLES OF DUTIES

Make on-site inspections of residential and commercial construction, room additions, alterations, rehabilitation projects, or change-of-use permits to determine compliance with municipal, zoning, and Title 24 California codes; contact owners, consumers, architects, engineers, developers, contractors, workers, and other public officials to explain and interpret requirements and restrictions of the building codes; inspect from beginning through finished product for compliance with the building codes; make repeated inspections from groundbreaking to the release for occupancy; use individual judgement of methods, materials, and workmanship that meet the minimum intent of codes and ensure effective corrective measures; keep inspection logs; issue notices for corrections, stop-work orders, and citations; prepare reports; input data into computer; read blueprints and specifications to ensure project conformity to plans; perform light plan review when required; prepare final inspection certificates; attend workshops and meetings; operate City vehicles; investigate allegations of construction being built without a permit; research code section issues and disseminate information to staff and public; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATION REQUIRED

License:

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

Certification:

- Possession of the following current certificates:
 - B1 – Residential Building Inspector;
 - B2- Commercial Building Inspector, and;
 - B5 Residential Combination Inspector, which includes these certifications:

- B1- Residential Building Inspector
- E1- Residential Electrical Inspector
- M1- Residential Mechanical Inspector
- P1- Residential Plumbing Inspector

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Education Desirable:

- Completion of fifteen (15) units of accredited college-level coursework in Building Inspection technology or a closely related field; or completion of fifteen (15) units of International Code Council (ICC) coursework.

Experience:

- A minimum of three (3) years of progressively responsible experience as a Building Inspector, or closely related field.
- Incumbents in the Building Inspector II classification may be promoted to the Senior Building Inspector classification upon meeting the following qualifications:
 - Meet the minimum qualifications and minimum required certifications for a Senior Building Inspector;
 - Successful completion of the probationary period, one (1) year;
 - Recommendation of the appointing authority;
 - A minimum of exceeds standards on the most current performance evaluation.

QUALIFICATIONS

Knowledge of:

- Applicable building codes;
- Familiar with different building methods and alternative methods;
- Accepted standards of building materials and craftsmanship;
- Basic mathematics applicable to building construction;
- Basic English usage, spelling, grammar, and punctuation;
- Appropriate safety precautions and procedures;
- Principles and techniques of building inspection work;
- Research methods and sources of information related to building codes and listed building products;
- Principles of structural design and mathematics applicable to building construction;
- Basic understanding of code enforcement processes;
- Basic understanding of plan review.
- Principles and Techniques of Building Inspection Work.

Ability to:

- Read, understand, interpret, and apply the Title 24 California Building, Plumbing, Mechanical and Electrical Code, Abatement of Dangerous Building Code, Fire and Safety Standards, municipal and zoning ordinances, and other applicable codes and regulations;
- Perform building inspections;
- Read and understand blueprints;

- Use inspection tools, computers, touchscreen tablets, and laptops;
- Use checklists;
- Use permit tracking systems and inspection systems;
- Understand pertinent procedures and functions quickly and apply them without immediate supervision;
- Operate a vehicle, observing legal and defensive driving practices;
- Maintain accurate records;
- Read, understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Coordinate with other divisions and departments on project requirements;
- Write fire damage, special inspection, and code enforcement reports;
- Complete complex plan review;
- Provide lead work direction;
- Research code questions, listed products, and communicate in writing and orally to the public on findings.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Medium work-lifting, carrying and/or pushing 50 pounds and/or carrying of objects weighing up to 25 pounds. Ability to climb ladders and traverse narrow walkways above ground level.

City of Clovis
SENIOR BUILDING INSPECTOR
\$8,227 to \$10,000 monthly salary

DEFINITION

Under ~~general supervision~~ **direction**, ~~to perform the more complex building inspections, to act as a resource person for building inspectors~~ lead, assign, and review work of subordinate personnel in commercial and residential building inspections and code enforcement activities; participate and assist in day-to-day operations and plan reviews; and perform ~~related~~ other work as required.

CLASS CHARACTERISTICS

The Senior Building Inspector is the professional journey-level of the Building Inspector classification series. Positions in this class reflect the more experienced positions in the building inspection series. Incumbents perform the more complex building inspection duties, may review the inspections of subordinate building inspectors and ~~may act as resource person to lower classes~~ provide direction and oversight to subordinate personnel. Positions in this class perform work which has variation and which allows or requires a range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned but have latitude in selecting work methods. Incumbents are expected to refer to the supervisor ~~for instruction matters which do not fit a clear pattern~~ only in those situations which involve the establishment of new procedures or which involves solutions which are inconsistent with established procedures or policies.

EXAMPLES OF DUTIES

Perform~~s~~ a wide variety of complex, on-site construction project inspections for conformance with zoning ordinances and business licensing, such as new construction, room additions, alterations, rehabilitation projects or change of-use permits; act~~s~~ as a combination inspector to determine compliance with ~~uniform and national codes, City ordinances and zoning regulations~~ **municipal, zoning, and Title 24 California codes**; contact~~s~~ owners, consumers, architects, engineers, developers, contractors, workmen and other public officials to explain and interpret requirements and restrictions **of the building codes**; ensure~~s~~ the integrity and compliance of a structure from soil testing, **footing and foundation** ~~laying~~, framing, rough and final plumbing, ~~wiring electrical, heating roofing, lathing and siding, mechanical, and all assigned inspection~~ to the finished product; ~~makes repeated inspections from ground breaking to the release for occupancy~~; use~~s~~ individual judgment in interpreting ~~legal requirements~~, standards of method, materials and workmanship, and ensure~~s~~ effective corrective measures, as needed; **make code enforcement inspections and reports**; keep~~s~~ inspection logs; issue~~s~~ notices for corrections, stop work orders and citations; prepare~~s~~ reports; **testifies** ~~testify~~ in court when litigation is instigate~~d~~; read~~s~~ blueprints and specifications to ensure project conformity to plans; initiate~~s~~ minor field changes on contract projects not involving structural or architectural features; investigate~~s~~ sign ~~ordinance and~~ building use **and building code** violations; **perform plan review for building plans when needed**; ~~inspects and approves water, gas, electrical and sewer connections; checks building plans; prepares final inspection certificates~~; inspect~~s~~ fire-damaged structures; issue~~s~~ permits, ~~calculating~~ **calculate** fees, operate~~s~~ City vehicles; assist in training of new personnel; instruct~~s~~ assigned staff in work methods; check and correct work in progress and upon completion; ~~notifies~~ **notify** immediate supervisor of employee

performance problems; reports to supervisor problems encountered in the assigned work and progress in completing work assignment; participates fully in the work of crew/unit; attends workshops and meetings; ~~uses two-way radio~~; collaborate with the Building Official and Deputy Building Official to interpret and apply building codes; provide training to staff; review policies and procedures; make informed recommendations to the Building Official and Deputy Building Official on possible changes to improve the workflow; and performs related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATON REQUIRED

License:

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

Certification:

- Possession of the following current ~~I.C.B.O.~~ I.C.C. Certificates: ~~of "Combination Building Inspector: or "Plans Examiner."~~
 - R5 Residential Combination Inspector, which includes these certifications:
 - B1- Residential Building Inspector
 - E1- Residential Electrical Inspector
 - M1- Residential Mechanical Inspector
 - P1- Residential Plumbing Inspector
 - C5 Building Inspector or Combination Plans Examiner, which includes these certifications:
 - B2- Commercial Building Inspector
 - E2- Commercial Electrical Inspector
 - P2- Commercial Plumbing Inspector
 - M2- Commercial Mechanical Inspector

EDUCATION AND EXPERIENCE

Education:

- ~~Completion of the twelfth grade, supplemented by specialized training in building inspection.~~
- High school diploma or equivalent.

Education Desirable:

- Completion of thirty (30) units of accredited college-level coursework in Building Inspection technology or a closely related field; or completion of thirty (30) units of International Code Council (ICC) coursework.

Experience:

- ~~Four years of responsible experience in building inspection, building trades or as a contractor exposed to a wide variety of building construction work, including two years experience in building inspection.~~
- A minimum of five (5) years of experience as a Building Inspector or comparable experience in building inspection.

QUALIFICATIONS

Knowledge of:

- Applicable building codes ~~and state energy laws;~~
- ~~Building methods from wood framing to concrete tilt-ups;~~
- ~~Basic knowledge of~~ Familiar with different building methods and alternative methods;
- Accepted standards of building materials and craftsmanship;
- ~~Principles of basic supervision;~~
- Basic mathematics applicable to building construction;
- Basic English usage, spelling, grammar, and punctuation;
- Appropriate safety precautions and procedures;
- Principles and techniques of building inspection work;
- Research methods and sources of information related to building codes and listed building products;
- Principles of structural design and mathematics applicable to building construction;
- Principles and practices of code enforcement process;
- Principles and practices of plan review;
- Understand the intent of the building codes;
- Principles of essential supervision;
- Principles of structural design and mathematics applicable to building construction.

Ability to:

- Read, understand, interpret, and apply the Title 24 California Building, Plumbing, ~~mechanical~~ Mechanical and Housing Electrical Code, Abatement of Dangerous Building Code, Fire and Safety Standards, municipal ordinances, and other applicable codes and regulations;
- ~~Use independent judgment in properly interpreting specifications and issuing correction and stop-work orders;~~
- ~~Inspect all areas and aspects of a construction project;~~
- Read, ~~interpret and work from~~ understand blueprints ~~and drawings;~~
- ~~Keep logs, write inspection reports and prepare detailed documentation of inspections, compliance and non-compliance;~~
- Detect substandard workmanship and materials;
- ~~Operate a computer terminal for file maintenance and information retrieval;~~
- Use inspection tools, computers, touchscreen tablets, and laptops;
- Operate a vehicle observing legal and defensive driving practices;
- ~~Interact and mutually solve problems effectively with private officials and the general public;~~
- Maintain accurate records;
- ~~Read, understand and apply complex materials;~~
- ~~Understand and carry out oral and written instructions requiring problem-solving and independent decision-making;~~
- Perform building inspections;
- Use checklists;
- Use permit tracking systems and inspection systems;
- Understand pertinent procedures and functions quickly and apply them without immediate supervision;

- Read, understand and carry out oral and written instructions;
- Coordinate with other divisions and departments on project requirements;
- Write fire damage, special inspection, and code enforcement reports;
- Complete complex plan review;
- Provide lead work direction;
- Research for code questions, listed products, and communicate in writing and orally to the public on findings;
- Research methods and sources of information related to building codes and listed building products;
- Use independent judgement in correctly interpreting specifications, issuing corrections and stop-work orders;
- Demonstrate skills in interacting and problem-solving effectively with officials, staff, and the general public;
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Demonstrate independent decision-making skills.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Medium work-lifting, carrying and/or pushing 50 pounds and/or carrying of objects weighing up to 25 pounds. Ability to climb ladders and traverse narrow walkways above ground level.

RESOLUTION 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S FY 2025-26 POSITION ALLOCATION PLAN

WHEREAS, the FY 2025-26 Position Allocation Plan in the Planning and Development Services Department was approved as part of the FY 2025-26 City Budget adoption process; and

WHEREAS, a review of the staffing needs for the Planning and Development Services Department indicates that the addition of four (4) Building Inspector II positions and the removal of four (4) Building Inspector positions is necessary in order to provide the support needed for the Planning and Development Services Department; and

WHEREAS, amending the City's adopted FY 2025-26 Position Allocation Plan requires City Council authorization.

NOW, THEREFORE, BE IT RESOLVED, by the City of Clovis that the City's FY 2025-26 Position Allocation Plan shall be amended as noted 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 October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 2025-2026

<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>
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Planning and Development Services Department

Add: Building Inspector II	4.0
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Delete: Building Inspector	4.0
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CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval – Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans by Revising and Renaming the Classification of Permit Technician to Permit Technician I with a Monthly Salary Range of \$4,869 to \$5,918, Adopting the Classification of Permit Technician II with a Salary Range of \$5,869 to \$7,134, and Adopting the Classification of Senior Permit Technician with a Monthly Salary Range of \$6,474 to \$7,870, in the Planning and Development Department, and Approval – Res. 25- ____, Amending the City's FY 25-26 Position Allocation Plan.

ATTACHMENTS: 1. Resolution 25-____, Classification and Compensation Plans
2. Resolution 25-____, Position Allocation

RECOMMENDATION

For the City Council to Approve a Resolution authorizing amendments to the City's Classification and Compensation Plans by revising and renaming the classification of Permit Technician to Permit Technician I with a reduced monthly salary range of \$4,869 to \$5,918, adopting the classification of Permit Technician II with a monthly salary range of \$5,869 to \$7,134, and adopting the classification of Senior Permit Technician with a monthly salary range of \$6,474 to \$7,870, in the Planning and Development Department, and Approve a Resolution Amending the City's FY 25-26 Position Allocation Plan.

EXECUTIVE SUMMARY

A recent study of positions within the Building Division of the Planning and Development Services Department concluded that there was a need to add positions to fit current and future demands of both the Department and the City. Continued growth within both the Building Division and the City as a whole has created the need for additional positions. The Planning and Development Services Department has identified the need to establish a Permit Technician II classification and a Senior Permit Technician classification. These positions will be assigned to the Building Division within the Planning and Development Services Department. If the new classifications are adopted, this would create a need to revise and rename the current Permit Technician classification. The current Permit Technician classification would be renamed Permit Technician I with a reduced monthly salary range of \$4,869 to \$5,918 and would be the entry and first working level of the Permit Technician classification series.

BACKGROUND

As the City continues to experience steady growth in residential, commercial, and mixed-use development, the workload within the Building Division has increased. This growth has led to a significant rise in customer interactions, permit applications, and processing requirements required by the Planning and Development Services Department, particularly within the Building Division.

A recent study identified the need for more flexibility and career progression necessary to support the increasing complexity and volume of permitting services. Permit Technicians play a critical frontline role in assisting applicants, reviewing permit applications for completeness, and coordinating with various City departments to ensure timely and accurate permit issuance. As projects and permitting processes have become more complex, the need for a tiered structure within the Permit technician classification series has become increasingly evident. As a result, the Department has proposed the creation of two new classifications, Permit Technician II and Senior Permit Technician. These classifications will allow for appropriate task delegation, improved workflow, and better alignment of responsibilities.

The proposed Permit Technician II classification would handle more complex permit applications, mentor entry-level staff, and work more independently. The recommended Permit Technician II monthly salary range should be \$5,869 to \$7,134, which is the same as the current Permit Technician classification monthly salary range. Current experienced staff in the Permit Technician classification would be reclassified as Permit Technician II.

The proposed Senior Permit Technician classification would take on advanced responsibilities such as overseeing daily permit operations, providing technical guidance, and assisting with process improvements and training. The recommended Senior Permit Technician monthly salary range should be \$6,474 to \$7,870.

To accommodate this change, the current Permit Technician classification would be revised and renamed to Permit Technician I and have a reduced monthly salary range of \$4,869 to \$5,918. This classification would serve as the entry-level classification for the series and would primarily focus on performing routine permit processing under general supervision.

The revision of Permit Technician, along with the proposed classifications of Permit Technician II and Senior Permit Technician, have been reviewed and approved by the Clovis Professional and Technical Association (CPTA) bargaining unit. The revision of the Permit Technician classification, along with the proposed new classifications, are included in Attachment A of Attachment 1.

FISCAL IMPACT

There will be no fiscal impact related to the reclassification of staff from Permit Technician to Permit Technician II as the salary is the same.

REASON FOR RECOMMENDATION

Creation of the Permit Technician II and Senior Permit Technician classifications, along with the update to the Permit Technician classification are necessary in order to meet the needs of the Building Division within the Planning and Development Services Department. The

recommended changes to the City's Classification and Compensation plans require City Council's approval.

ACTIONS FOLLOWING APPROVAL

Personnel staff will add the new classification descriptions to the City's Classification and Compensation Plans and current staff in the Permit Technician classification will be reclassified as a Permit Technician II.

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager AS

RESOLUTION 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY REVISING AND RENAMING THE CLASSIFICATION OF PERMIT TECHNICIAN TO PERMIT TECHNICIAN I WITH A MONTHLY SALARY RANGE OF \$4,869 to \$5,918, ADOPTING THE CLASSIFICATION OF PERMIT TECHNICIAN II WITH A MONTHLY SALARY RANGE OF \$5,869 to \$7,134, AND BY ADOPTING THE CLASSIFICATION OF SENIOR PERMIT TECHNICIAN CLASSIFICATION WITH A MONTHLY SALARY RANGE OF \$6,474 to \$7,870 PER MONTH IN THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

WHEREAS, it has been determined that the City has a need to revise and rename the classification of Permit Technician, as well as to add the new classifications of Permit Technician II and Senior Permit Technician in the Planning and Development Services Department; and

WHEREAS, it has been determined that it is appropriate to rename the Permit Technician classification to Permit Technician I and that the appropriate salary range for the Permit Technician I classification is \$4,869 to \$5,918 per month, the Permit Technician II classification salary range is \$5,869 to \$7,134 per month, and the Senior Permit Technician classification salary range is \$6,474 to \$7,870 per month; and

WHEREAS, it has been determined that it is appropriate to assign the Permit Technician II classification and the Senior Permit Technician classification to the Clovis Professional and Technical Association (CPTA) Group; and

WHEREAS, modification of the City's Classification and Compensation Plans require authorization by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans to include the revised and renamed classification of Permit Technician to Permit Technician I with a monthly salary range of \$4,869 to \$5,918, as well as the addition of the Permit Technician II classification with a monthly salary range of \$5,869 to \$7,134, and the addition of the Senior Permit Technician classification with a monthly salary range of \$6,474 to \$7,870 (Attachment A).

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The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

City of Clovis
PERMIT TECHNICIAN I
~~\$5,869 to \$7,134 monthly salary~~
\$4,869 to \$5,918 monthly salary

DEFINITION

Under **direct** supervision receive and review plans and applications; perform a wide variety of technical and clerical duties involved in the initial review of permit applications; process building plans and specifications for routine review; provide services to the public by staffing the front counter to provide basic information and cashiering services, assist the public in the application process for permits and other developmental processes; issue **building permits**; ~~provide technical advice and assistance regarding applicable law, code, and ordinance requirements; calculate permit fees; and perform related work as required.~~

CLASS CHARACTERISTICS

~~Under supervision of the, Planning and Development Services Department positions in this class are responsible to process permit applications, provide information to applicants, refer applications and plans to appropriate departments for review, and issue permits. Incumbents are expected to resolve most problems confronted through application of judgment and precedent, referring to the supervisor only those issues which involve the establishment of new procedures or which involve situations, which are inconsistent with departmental procedures and policies.~~

The Permit Technician I is the entry and first working level of the Permit Technician classification series. The Permit Technician I initially performs developmental assignments addressing the processing of permit applications and department policies and procedures. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. Generally, work is reviewed during both performance and upon completion; however, as experience is acquired, the incumbent performs with increasing independence. Incumbents are expected to refer most variations in work to a supervisor for instructions.

EXAMPLES OF DUTIES

~~In-person and remote customer interaction;~~ **R**Receive, review, and assist in completion of permit applications and associated site plans; respond to inquiries and provide technical assistance to applicants and the public regarding permit, plan, and fee requirements consistent with applicable laws, codes, or ordinances; cashier, calculate fees, generate and issue permits and prepare associated correspondence; ~~process refunds and bonds;~~ **perform issue** over the counter ~~plan checks~~ permits; train in plan review for code compliance with municipal, zoning, and Title 24 California codes ~~compliance~~ on patios, decks, garages, signs, solar panels, block wall, and other small projects **as assigned**; ~~for structural soundness and compliance with all applicable codes and regulations;~~ maintain records of permit activity; ~~prepare correction lists and maintain records of plan checking procedures;~~ and perform related work as required.

ATTACHMENT A

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATES REQUIRED

License:

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

Certification:

- Within ~~six (6)~~ **eleven (11)** months of employment must obtain certification from the International Code Council (ICC) as a Permit Technician.

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Education Desirable:

- Completion of twelve (12) semester units of accredited college-level coursework in administrative or clerical coursework or a closely related field.

Experience:

- ~~Two (2) years of experience in an engineering, building, planning, or closely related environment.~~
- A minimum of one (1) year of increasing ~~responsible~~ responsibility in administrative or technical work experience that involves extensive public contact; preferably with community development.
- Incumbents in the Building Permit Technician I classification may be promoted to the Building Permit Technician II classification upon meeting all of the following qualifications:
 - Meet the minimum qualifications and minimum certifications for a Building Permit Technician II;
 - Successful completion of the probationary period, one (1) year;
 - Recommendation of the appointing authority;
 - A minimum of an exceeds standards on the most current performance evaluation.

QUALIFICATIONS

Knowledge of:

- ~~State and local engineering, building, planning, and zoning codes;~~
- ~~Principles and practices of the construction permit process;~~
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- **Computerized** ~~r~~Record keeping methods;
- Proper English usage, spelling, grammar, and punctuation;
- Basic math;
- Filing systems and procedures;
- Appropriate safety precautions and procedures;
- Principles of customer service methods and techniques.

Ability to:

- Basic ability to read and understand design blueprints and specifications;
- Effectively meet and interact with developers, contractors, the public, and employees;
- Use and operate telephone systems, personal computer, related software, and peripheral equipment ~~a computer and associated software~~;
- Operate a calculator efficiently and accurately;
- Maintain accurate records;
- Maintain up to date logs, records, and files;
- Use checklists;
- Read, understand, interpret, and apply applicable laws and codes;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Moderate work-lifting, carrying, and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

City of Clovis
PERMIT TECHNICIAN II
\$5,869 to \$7,134 monthly salary

DEFINITION

Under general supervision, perform a wide variety of comprehensive technical and/or clerical duties involved in the initial review of permit applications; process building plans and specifications for routine review for various departments and divisions; provide services to the public by staffing the front counter to provide information and direction on building plan requirements and cashiering services, assist the public in the application process for permits and other developmental processes; issue building permits; and perform related work as required.

CLASS CHARACTERISTICS

The Permit Technician II is the journey-level of the Permit Technician classification series. Work in this class is distinguished from the Permit Technician I class by the greater independence with which an incumbent is expected to operate, make decisions in accordance with established rules and procedures, and by the greater complexity of the assignments received. Incumbents perform work which has some variation and allows or requires a moderate range of choice in the application of defined methods or procedures; receive minimal instructions when tasks are assigned and have some latitude in selecting work methods; work is generally reviewed upon completion; and incumbents are expected to refer to their supervisor for instruction on matters that do not fit a clear pattern.

EXAMPLES OF DUTIES

Respond to in-person, phone, and online customer inquiries; receive, review, and assist in completion of permit applications and associated site plans; respond to inquiries and provide technical assistance to applicants and the public regarding permit, plan, and fee requirements consistent with applicable laws, codes, or ordinances; cashier; calculate fees; generate and issue permits and prepare associated correspondence; issue over the counter permits; complete plan review for code compliance with municipal, zoning, and Title 24 California codes on patios, decks, garages, signs, solar panels, block wall, and other small projects as assigned; maintain records of permit activity; write reports as needed; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATES REQUIRED

License:

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

Certification:

- Permit Technician Certification
- R3 – Residential Plan Examiner or B3 - Building Plans Examiner

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Education Desirable:

- Completion of fifteen (15) units of accredited college-level coursework in building construction technology or a closely related field; or completion of fifteen (15) units of International Code Council (ICC) coursework in building, plumbing, electrical, or mechanical code.

Experience:

- A minimum of two (2) years of progressively responsible experience as a Permit Technician, or in a closely related field.
- Incumbents in the Building Permit Technician II classification may be promoted to the Senior Building Permit Technician classification upon meeting all of the following qualifications:
 - Meet the minimum qualifications and minimum certifications for a Senior Building Permit Technician;
 - Successful completion of the probationary period, one (1) year;
 - Recommendation of the appointing authority;
 - A minimum of an exceeds standards on the most current performance evaluation.

QUALIFICATIONS

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Computerized record keeping methods;
- Proper English usage, spelling, grammar, and punctuation;
- Basic math;
- Filing systems and procedures;
- Appropriate safety precautions and procedures;
- State and local engineering, building, planning processes, and zoning codes;
- Principles and practices of the construction permit process;
- Data collection process and report writing;
- Methods and techniques of public relations;
- Principles of customer service methods and techniques.

Ability to:

- Read and understand design blueprints and specifications;
- Effectively meet and interact with developers, contractors, the public, and employees;
- Use and operate telephone equipment, personal computer, related software, and peripheral equipment;
- Operate a calculator efficiently and accurately;
- Perform complex mathematical calculations;
- Maintain accurate records;
- Maintain up to date logs, records, and files;

- Use checklists;
- Read, understand, interpret, and apply applicable laws and codes;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices;
- Learn and perform complex and technical support work under the supervision of building permits under the supervision of the Building Official or a Senior Permit Technician;
- Perform plan review on the assigned project to verify compliance with the Title 24 California code, multiple ordinances, and zoning requirements;
- Understand basic planning requirements.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Moderate work-lifting, carrying, and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

City of Clovis
SENIOR PERMIT TECHNICIAN
\$6,474 to \$7,870 monthly salary

DEFINITION

Under direction, lead, assign, review, and participate in a wide variety of comprehensive technical duties involved in building plan requirements and permit applications and issuance; processing of building plans and specifications for routine review for various departments and divisions; oversee day-to-day operations of the permit center; provide lead work direction to subordinate Permit Technicians; and perform related work as required.

CLASS CHARACTERISTICS

This is the advanced level of the Permit Technician classification series. Positions in this class reflect the more experienced positions in the permit technician series. Incumbents perform the more complex permit technician duties, may review the work of permit technicians and may act as resource person to lower classes provide lead work direction and oversight to subordinate personnel. Positions in this class perform work which has variation and which allows or requires a range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned but have latitude in selecting work methods. Incumbents are expected to refer to the supervisor for instruction matters which do not fit a clear pattern only in those situations which involve the establishment of new procedures which involves solutions which are inconsistent with established procedures or policies.

EXAMPLES OF DUTIES

Respond to in-person, phone, and online customer inquiries; receive, review, and assist in completion of permit applications and associated site plans; respond to inquiries and provide technical assistance to applicants and the public regarding permit, plan, and fee requirements consistent with applicable laws, codes, or ordinances; cashier, calculate fees, generate and issue permits and prepare associated correspondence; process refunds and bonds; issue over the counter permits; train subordinates and participate in plan review for code compliance with municipal, zoning, and Title 24 California codes on patios, decks, garages, signs, solar panels, block wall, and other small projects as assigned; maintain records of permit activity; write reports as needed; provide staff training; review policies and procedures; collaborate with the Building Official and Deputy Building Official to interpret and apply building codes; make informed recommendations to the building official and deputy building official on possible changes to improve the workflow; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE AND CERTIFICATES REQUIRED

License:

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

Certification:

- Possession of a valid Permit Technician Certification.
- R3 – Residential Plan Examiner or B3 - Building Plans Examiner

- CS – Code Specialist Module certification

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Education Desirable:

- Completion of thirty (30) units of accredited college-level coursework in building construction technology or a closely related field; or completion of thirty (30) units of International Code Council (ICC) coursework in building, plumbing, electrical, or mechanical code.

Experience:

- A minimum of five (5) years increasing responsible work experience as a Permit Technician or closely related field.

QUALIFICATIONS

Knowledge of:

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;
- Computerized record keeping methods;
- Proper English usage, spelling, grammar, and punctuation;
- Basic math;
- Filing systems and procedures;
- Appropriate safety precautions and procedures;
- State and local engineering, building, planning processes, and zoning codes;
- Principles and practices of the construction permit process;
- Data collection process and report writing;
- Methods and techniques of public relations;
- Principles of customer service methods and techniques;
- Principles of data processing and the use of and operation of a permit center;
- Principles and methods of supervision.

Ability to:

- Read and understand design blueprints and specifications;
- Effectively meet and interact with developers, contractors, the public, and employees;
- Use and operate telephone equipment, personal computer, related software, and peripheral equipment;
- Operate a calculator to accurately determine construction elements;
- Maintain accurate records;
- Maintain up to date logs, records, and files;
- Use checklists;
- Read, understand, interpret, and apply applicable laws and codes;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;

- Operate a vehicle observing legal and defensive driving practices;
- Perform complex and technical support work under the supervision of the Building Official;
- Perform complex mathematical calculations;
- Perform plan review on the assigned project to verify compliance with the Title 24 California code, multiple ordinances, and zoning requirements;
- Understand planning requirements;
- Organize day-to-day operations of a permit center.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Moderate work-lifting, carrying, and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

RESOLUTION 25-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING
AMENDMENTS TO THE CITY'S FY 2025-26 POSITION ALLOCATION PLAN**

WHEREAS, the FY 2025-26 Position Allocation Plan in the Planning and Development Services Department was approved as part of the FY 2025-26 City Budget adoption process; and

WHEREAS, a review of the staffing needs for the Planning and Development Services Department indicates that the addition of one (1) Permit Technician II position and the removal of one (1) Permit Technician position is necessary in order to provide the support needed for the Planning and Development Services Department; and

WHEREAS, amending the City's adopted FY 2025-26 Position Allocation Plan requires City Council authorization.

NOW, THEREFORE, BE IT RESOLVED, by the City of Clovis that the City's FY 2025-26 Position Allocation Plan shall be amended as noted 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 October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 2025-26

<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>
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Planning and Development Services Department

Add: Permit Technician II	1.0
Delete: Permit Technician	1.0



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval – Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans by Revising and Renaming the Classification of Plans Examiner to Plans Examiner I with a Monthly Salary Range of \$6,321 to \$7,683, Adopting the Classification of Plans Examiner II with a Salary Range of \$7,321 to \$8,899, and Adopting the Classification of Senior Plans Examiner with a Monthly Salary Range of \$8,227 to \$10,000, in the Planning and Development Department, and Approval – Res. 25-____, Amending the City's FY 25-26 Position Allocation Plan.

ATTACHMENTS: 1. Resolution 25-____, Classification and Compensation Plans
2. Resolution 25-____, Position Allocation Adjustment

RECOMMENDATION

Request for City Council approval of a resolution authorizing amendments to the City's Classification and Compensation Plans by revising and renaming the classification of Plans Examiner to Plans Examiner I with a reduced monthly salary range of \$6,321 to \$7,683, adopting the classification of Plans Examiner II with a monthly salary range of \$7,321 to \$8,899, and adopting the classification of Senior Plans Examiner with a monthly salary range of \$8,227 to \$10,000, in the Planning and Development Department, and Approve a Resolution amending the City's FY 25-26 Position Allocation Plan.

EXECUTIVE SUMMARY

A recent study of positions within the Building Division of the Planning and Development Services Department concluded that there was a need to add positions to fit current and future demands of both the Department and the City. Continued growth within both the Building Division and the City as a whole has created the need for additional positions. The Planning and Development Services Department has identified the need to establish a Plans Examiner II classification and a Senior Plans Examiner classification. These positions will be assigned to the Building Division within the Planning and Development Services Department. If the new classifications are adopted, this would create a need to revise and rename the current Plans Examiner classification. The current Plans Examiner classification would be revised and renamed to Plans

Examiner I and would be the entry and first working level of the Plans Examiner classification series.

BACKGROUND

The City has experienced a sustained increase in development activity over the past several years, including residential, commercial, and mixed-use projects. This growth has led to a significant rise in the volume and complexity of building permit applications, construction plans, and inspection services required by the Planning and Development Services Department, particularly within the Building Division.

To ensure the Department can continue to meet customer service expectations, regulatory compliance, and processing timelines, a recent internal staffing study was conducted. The study identified the need for a more clearly defined career path within the Plans Examiner series to better address the increasing complexity of plan review assignments and to retain experienced personnel. As a result, the Department has proposed the creation of two new classifications, Plans Examiner II and Senior Plans Examiner. These classifications will allow for appropriate task delegation, improved workflow, and better alignment of responsibilities.

The proposed Plans Examiner II classification would serve as an intermediate level, handling more complex plan reviews with greater independence. The recommended Plan Examiner II monthly salary range should be \$7,321 to \$8,899, which is the same as the current Plan Examiner classification monthly salary range. Current experienced staff in the Plans Examiner classification would be reclassified as a Plans Examiner II.

The proposed Senior Plans Examiner classification would be responsible for advanced technical work, mentoring subordinate staff, and potentially performing lead duties over the plan review team. The recommended Senior Plans Examiner monthly salary range should be \$8,227 to \$10,000.

To accommodate this change, the current Plans Examiner classification would be revised and renamed to Plans Examiner I and have a reduced monthly salary range of \$6,321 to \$7,683. This classification would serve as the entry-level classification for the series and would primarily focus on routine plan checks under closer supervision.

The revision and renaming of the Plans Examiner to Plans Examiner I, along with the proposed classifications of Plans Examiner II and Senior Plans Examiner, have been reviewed and approved by the Clovis Professional and Technical Association (CPTA) bargaining unit. The revision of the Plans Examiner classification, along with the proposed new classifications, is included in Attachment A of Attachment 1.

FISCAL IMPACT

There will be no fiscal impact related to the reclassification of staff from Plans Examiner to Plans Examiner II as the salary is the same. However, one incumbent in the Plans Examiner classification is expected to meet the qualifications for the Senior Plans Examiner this fiscal year and the additional cost will be approximately \$19,000.

REASON FOR RECOMMENDATION

Creation of the Plans Examiner II and Senior Plans Examiner classifications, along with the update to the Plans Examiner classification are necessary in order to meet the needs of the Building Division within the Planning and Development Services Department. The recommended changes to the City's Classification and Compensation plans require City Council's approval.

ACTIONS FOLLOWING APPROVAL

Personnel staff will add the new classification descriptions to the City's Classification and Compensation Plans and current staff in the Plans Examiner classification will be reclassified as a Plans Examiner II.

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Services Director

Reviewed by: City Manager AA

RESOLUTION 25-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING
AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY
REVISING AND RENAMING THE CLASSIFICATIONS OF PLANS EXAMINER TO PLANS
EXAMINER I WITH A MONTHLY SALARY RANGE OF \$6,321 to \$7,683, ADOPTING THE
CLASSIFICATION OF PLANS EXAMINER II WITH A MONTHLY SALARY RANGE OF
\$7,321 to \$8,899, AND BY ADOPTING THE CLASSIFICATION OF SENIOR PLANS
EXAMINER CLASSIFICATION WITH A MONTHLY SALARY RANGE
OF \$8,227 to \$10,000 PER MONTH, IN THE PLANNING AND
DEVELOPMENT SERVICES DEPARTMENT**

WHEREAS, it has been determined that the City has a need to revise the classification of Plans Examiner, as well as to add the new classifications of Plans Examiner II and Senior Plans Examiner in the Planning and Development Services Department; and

WHEREAS, it has been determined that it is appropriate to rename the Plans Examiner classification title to Plans Examiner I and that the appropriate salary range for the Plans Examiner I classification is \$6,321 to \$7,683 per month, the Plans Examiner II classification salary range is \$7,321 to \$8,899 per month, and the Senior Plans Examiner classification salary range is \$8,227 to \$10,000; and

WHEREAS, it has been determined that it is appropriate to assign the Plans Examiner II classification and the Senior Plans Examiner classification to the Clovis Professional and Technical Association (CPTA) Group; and

WHEREAS, modification of the City's Classification and Compensation Plans require authorization by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis will modify the City's Classification and Compensation Plans to include the revised and renamed classification of Plans Examiner to Plans Examiner I with a monthly salary range of \$6,321 to \$7,683, as well as the addition of the Plans Examiner II classification with a monthly salary range of \$7,321 to \$8,899, and the Senior Plans Examiner classification with a monthly salary range of \$8,227 to \$10,000 (Attachment A).

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The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

City of Clovis
PLANS EXAMINER I
~~\$7,321 to \$8,899 monthly salary~~
\$6,321 to \$7,683 monthly salary

DEFINITION

Under **direct** supervision, reviews and approves proposed plans for commercial and residential structures for compliance with **Title 24 California codes on building, plumbing, electrical, mechanical, energy, green building standards code, and municipal ordinances.** and ordinances; provides advice to the public regarding routine code, law, and ordinance requirements; and performs related work as required.

CLASS CHARACTERISTICS

~~Positions in this class are primarily concerned with examination of all plans for compliance with applicable codes and for structural soundness, advising the public regarding code, law, and ordinance requirements, and doing occasional field inspection of buildings with special structural problems. However, incumbents may be assigned to perform a full range of building, inspection duties. The work is performed under the supervision of the Building Official who assigns and inspects work to assure that it is conducted according to instructions and in conformity with accepted engineering principles. Incumbents are expected to resolve most problems confronted through application of judgment and precedent, referring to the supervisor only those which are inconsistent with departmental procedures and policies.~~

The Plans Examiner I is the entry and first working level of the Plans Examiner classification series. The Plans Examiner I initially performs development assignments addressing plan checking and department policies and procedures. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. Generally, work is observed and reviewed during both performance and upon completion; however, as experience is acquired, the incumbent performs with increasing independence. Incumbents are expected to refer most variations in work to a supervisor for instructions.

EXAMPLES OF DUTIES

Serve as initial contact for members of the public submitting permit applications and building plans for review and approval; receive and review building permit and plan submittals, check the application, plan, calculations, and related specifications for completeness, accuracy, and compliance with established building codes and regulations. Perform plan review on residential and light commercial plans for compliance with municipal and Title 24 California codes, and any potential safety and structural failures; perform basic calculations in the review process for fees and basic structural elements; calculate permit fees; approve, process, and issue building permits; calculate and collect fees as

needed; answer inquiries regarding building, electrical, mechanical, and plumbing code issues; coordinate with other divisions on project requirements, including, but not limited to: Planning, Engineering, and Fire Department; ~~Examines plans and engineering calculations of all new construction and remodels for structural soundness and compliance with all applicable codes and regulations; assists owners and developers in person and over the phone with interpretation and information regarding various codes and ordinances; prepares permits, gives information concerning public services and related charges and checks plans at the counter; prepares written reports to owners, developers, architects, and engineers regarding the inspection of their plans; enforces zoning ordinances as they apply to new construction, including calculating assessment charges for new projects; occasionally makes field inspections of buildings; prepares correction lists for plan owners; checks routine mathematical calculations on electrical, plumbing, energy, and mechanical plans for code compliance; prepares, and maintains and update~~ records of building plans and files ~~plan checking procedures; prepare reports and correspondence as required;~~ attends various seminars; operates City vehicles; and performs related work as required.

TYPICAL QUALIFICATIONS LICENSE REQUIRED

License:

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

Certification:

- Within ~~six (6)~~ eleven (11) months of employment, must obtain certification from the International Code Council (ICC) as a Residential Plans Examiner or Building Plans Examiner.

EDUCATION AND EXPERIENCE

~~Any combination of education and experience equivalent to that provides the required knowledge, skills and abilities is qualifying.~~

Education:

- ~~Sixty (60) semester units of accredited college level course work in building inspection, building codes, or a closely related field.~~
- High school diploma or equivalent.

Education Desirable:

- Completion of fifteen (15) units of accredited college-level coursework in building construction technology or a closely related field; or completion of fifteen (15) units of International Code Council (ICC) coursework in building, plumbing, electrical, or mechanical code.

Experience:

- A minimum of ~~Three~~ one (1) (3) years of responsible experience in a variety of building construction work or related inspection work.
- ~~One (1) year of experience in building inspection and/or plan review.~~ One (1) year of experience in plan review and/or building inspections is also acceptable.
- Incumbents in the Plan Examiner I classification may be promoted to the Plans Examiner II classification upon meeting all of the following qualifications:
 - Meet the minimum qualifications and minimum certifications for a Plans Examiner II;
 - Successful completion of the probationary period, one (1) year.
 - Recommendation of the appointing authority.
 - A minimum of exceeds standards on the most current performance evaluation.

QUALIFICATIONS

Knowledge of:

- Basic knowledge of ~~C~~ civil engineering principles and practices applicable to the design, construction, ~~and~~ plan review, and/or inspection of commercial, and residential structures, ~~and~~ state requirements, Title 24 California building codes, ~~and~~ municipal ~~ordinances~~, and zoning ordinances;
- Accepted standards of building materials and craftsmanship;
- Principles of structural design and mathematics applicable to building construction;
- Basic English usage, spelling, grammar, and punctuation;
- Basic mathematical skills;
- Principles of customer service methods and techniques;
- Basic inspection processes.
- Permit tracking systems and inspection systems.

Ability to:

- Read, understand, interpret, and apply Title 24 California, ~~Plumbing, Mechanical and Electrical~~ codes for building, plumbing, mechanical, electrical, green building, energy, and the Abatement of Dangerous Building Code, Fire and Safety Standards, municipal ordinances, zoning requirements, and other applicable codes and regulations;
- Read and understand design blueprints and specifications;
- ~~Investigate problems at new construction sites;~~
- Perform building inspections when needed;
- ~~Effectively meet and deal with developers, the general public, and employees;~~
- Operate a computer terminal for file maintenance and information retrieval;
- Operate a calculator ~~quickly and~~ accurately in the day-to-day use as a plans examiner, including fee calculations and determining square feet of structures and other aspects of plan review;
- Operate a vehicle, observing legal and defensive driving practices;
- Read, understand, and apply laws and codes;

- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Provide basic customer service skills;
- Keep accurate records;
- Read, write, and spell using proper grammar and punctuation;
- Write clear corrections during the plan review process;
- Use a checklist;
- Coordinate with other divisions and departments on project requirements;
- Use permit tracking systems and inspection systems;
- Use appropriate safety precautions and procedures.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Moderate work-lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds.

City of Clovis
PLANS EXAMINER II
\$7,321 to \$8,899 monthly salary

DEFINITION

Under general supervision, receive and conduct detailed, comprehensive technical reviews of residential and commercial permit applications and building plans; ensure compliance with the Title 24 codes and the City of Clovis Municipal and zoning ordinances, provide customer service, assist in resolving problems regarding plan submissions and sufficiency; and perform other work as required.

CLASS CHARACTERISTICS

The Plans Examiner II is the journey-level of the Plans Examiner classification series. Work in this class is distinguished from the Plans Examiner I class by the greater independence with which an incumbent is expected to operate, make decisions in accordance with established rules and procedures, and by the greater complexity of the assignments received. Incumbents perform work which has some variation and allows or requires a moderate range of choice in the application of defined methods or procedures; receive minimal instructions when tasks are assigned and have some latitude in selecting work methods; work is generally reviewed upon completion; and incumbents are expected to refer to their supervisor for instruction on matters that do not fit a clear pattern.

EXAMPLES OF DUTIES

Receive, review, and ensure submittals for building permits and building plans are complete, including applications, plans, calculations, and related specifications; perform plan reviews on residential, industrial, and commercial plans for compliance with the municipal and California Title 24 codes and potential safety and structural failures; perform basic calculations in the review process for fees and essential structural elements; calculate permit fees; approve, process, and issue building permits; calculate and collect fees as needed; answer inquiries regarding building, electrical, mechanical, and plumbing code issues; coordinate with other divisions on project requirements, including, but not limited to: Planning, Engineering, and Fire Department on project requirements; attend various seminars; maintain and update records of building plans and files; prepare required reports and correspondences as required; operate City vehicles; provide technical assistance to other plan examiners, staff, and customers; and perform related work as required.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

License:

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

Certification:

- Possession of valid R3 – Residential Plans Examiner, or B3 – Building Plans Examiner certification.

- And three (3) other International Code Council (ICC) Plans Examiner certifications.

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Education Desirable:

- Completion of fifteen (15) units of accredited college-level coursework in building construction technology or a closely related field; or completion of fifteen (15) units of International Code Council (ICC) coursework in building, plumbing, electrical, or mechanical code.

Experience:

- A minimum of two (2) years of experience in plan review experience.
- Incumbents in the Plan Examiner II classification may be promoted to the Senior Plans Examiner classification upon meeting all of the following qualifications:
 - Meet the minimum qualifications and minimum certifications for a Senior Plans Examiner;
 - Successful completion of the probationary period, one (1) year;
 - Recommendation of the appointing authority;
 - A minimum of exceeds standards on the most current performance evaluation.

QUALIFICATIONS

Knowledge of:

- Understand civil engineering principles and practices applicable to the design, construction, plan review, inspection of commercial and residential structures, state requirements, Title 24 California building codes, municipal ordinances, and zoning ordinances;
- Accepted standards of building materials and craftsmanship;
- Principles of structural design and mathematics applicable to building construction;
- Basic English usage, spelling, grammar, and punctuation;
- Basic mathematical skills;
- Basic inspection processes;
- Safety standards, construction methods, materials, alternative building materials, and techniques used in building construction;
- Able to explain and understand the intent of the building codes;
- Research methods and sources of information related to building codes and listed building products;
- Principles of customer service methods and techniques;
- Principles and techniques of building inspection work.

Ability to:

- Read, understand, interpret, and apply Title 24 California codes for building, plumbing, mechanical, electrical, green building, energy, municipal ordinances, zoning requirements, and other applicable codes and regulations;
- Read and understand design blueprints and specifications;
- Perform building inspections when needed;
- Operate a computer terminal for file maintenance and information retrieval;
- Operate a calculator accurately in the day-to-day use as a plans examiner, including fee calculations and determining square feet of structures and other aspects of plan review;
- 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;
- Effectively meet and deal with any issues with developers, the general public, and staff;
- Use permit tracking systems and inspection systems;
- Keep accurate records;
- Use a checklist;
- Read, write, and spell using proper grammar and punctuation;
- Coordinate with other divisions and departments on project requirements;
- Use appropriate safety precautions and procedures;
- Read, understand, and apply laws and codes;
- Write comprehensive plan review reports during the plan review process and explain the deficiencies to the customers and staff;
- Write clear corrections during the plan review;
- Research for the Title 24 California codes and listed products to answer questions for customers and staff;
- Provide customer service, including effective handling of issues with developers, the general public, and staff.
- Serve as a resource for the lower classes.
- Coordinate with other divisions and departments on project requirements.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Moderate work-lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying objects weighing up to 25 pounds.

City of Clovis
SENIOR PLANS EXAMINER
\$8.227 to \$10,000 monthly salary

DEFINITION

Under direction, lead, assign, and review work of subordinate personnel in proposed commercial, industrial, and residential structure plans, ensuring consistency and completion within required timeframes; ensure all plan review and building permit submissions are complete and compliant with municipal and Title 24 California codes; assist in resolving complex problems regarding plan submissions and sufficiency, and perform other work as required.

CLASS CHARACTERISTICS

This is the advanced level of the Plans Examiner classification series. Positions in this class reflect the more experienced positions in the plans examiner series. Incumbents perform the more complex plans examiner duties, may review the work of plans examiners, and may act as a resource person to lower classes, provide senior work direction and oversight to subordinate personnel. Positions in this class perform work that has variation and that allows or requires a range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned, but have latitude in selecting work methods. Incumbents are expected to refer to the supervisor for instruction matters that do not fit a clear pattern, only in those situations that involve the establishment of new procedures that involve solutions that are inconsistent with established procedures or policies.

EXAMPLES OF DUTIES

Receive, review, and ensure submittals for building permits and plans are complete, including applications, plans, calculations, and related specifications; perform plan reviews on residential, industrial, and commercial plans for compliance with the municipal and California Title 24 codes, and potential safety and structural failures; prepare comprehensive correction lists for: plan review, issuing, processing, and approving building permits; perform basic calculations in the review process for fees and essential structural elements; calculate permit fees; approve, process and issue building permits and calculate and collect fees as needed; coordinate with other divisions on project requirements, including, but not limited to: Planning, Engineering, and Fire Department; complete research on code-related issues ensuring compliance with Title 24 California code; collaborate on code interpretation; check and correct work in progress and upon completion of subordinate personnel; notify immediate supervisor of employee performance problems; report to supervisor problems encountered in the assigned work and progress in completing work assignment; assist contractors, architects, engineers, and others customers in the solution of building, mechanical, electrical plumbing, energy, and green building codes and ordinances; attend various seminars; operate City vehicles; work with the building official and deputy building official to make building code interpretations, provide training to staff, review policies and procedures, and make informed recommendations to the Building Official and Deputy Building Official on possible changes to improve the workflow; and perform related work as required.

TYPICAL QUALIFICATIONS LICENSE REQUIRED

License:

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

Certification:

- Possession of valid CASp Certification.
- R3-Residential Plans Examiner
- C3 Combination Plans Examiner, which includes these certifications:
 - B3- Building Plans Examiner
 - E3-Electrical Plans Examiner
 - M3-Mechanical Plans Examiner
 - P3-Plumbing Plans Examiner

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Education Desirable:

- Completion of thirty (30) units of accredited college-level coursework in building construction technology or a closely related field; or completion of thirty (30) units of International Code Council (ICC) coursework in building, plumbing, electrical, or mechanical code.

Experience:

- At least five (5) years of plan review experience.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles and practices applicable to the design, construction, plan review, inspection of commercial and residential structures, state requirements, Title 24 California building codes, municipal ordinances, and zoning ordinances;
- Accepted standards of building materials and craftsmanship;
- Principles of structural design and mathematics applicable to building construction;
- Basic English usage, spelling, grammar, and punctuation;
- Basic mathematical skills;
- Inspection processes;
- Safety standards, construction methods, materials, alternative building materials, and techniques used in building construction;
- Intent of the building codes;
- Accepted standards of building materials and craftsmanship;
- Research methods and sources of information related to building codes and listed building product;
- Principles and techniques of building inspection work;
- Principles of customer service methods and techniques;
- Principles of essential supervision.

Ability to:

- Read, understand, interpret, and apply Title 24 California codes for building, plumbing, mechanical, electrical, green building, energy, municipal ordinances, zoning requirements, and other applicable codes and regulations;
- Read and understand design blueprints and specifications;
- Perform building inspections when needed;
- Operate a computer terminal for file maintenance and information retrieval;
- Operate a calculator accurately and rapidly, including fee calculations and determining square feet of structures and other aspects of plan review;
- 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;
- Effectively meet and deal with any issues with developers, the general public, and staff;
- Use permit tracking systems and inspection systems;
- Keep accurate records;
- Use a checklist;
- Read, write, and spell using proper grammar and punctuation;
- Coordinate with other divisions and departments on project requirements;
- Use appropriate safety precautions and procedures;
- Read, understand, and apply laws and codes;
- Write comprehensive plan review reports during the plan review process and explain the deficiencies to the customers and staff;
- Write specific and easy-to-understand corrections during plan review;
- Research for the Title 24 California codes and listed products to answer questions from customers and staff;
- Provide customer service skills that demonstrate effective handling of issues with developers, the general public, and staff;
- Review work of subordinate staff;
- Provide training to new staff;
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solutions;
- Perform CASp inspections or plan reviews as the Planning and Development Services department requires;
- Assist the Building Official and the Deputy Building Official in the day-to-day building division plan review operations.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Environment: Job functions are performed in an office, outdoor, and driving environments; regularly exposed to outdoor cold and hot temperatures, and inclement weather conditions; extensive public contact; and moderate to loud noise levels.
- Strength: Moderate work-lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pound

RESOLUTION 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING AMENDMENTS TO THE CITY'S FY 2025-2026 POSITION ALLOCATION PLAN

WHEREAS, the FY 2025-2026 Position Allocation Plan in the Planning and Development Services Department was approved as part of the FY 2025-2026 City Budget adoption process; and

WHEREAS, a review of the staffing needs for the Planning and Development Services Department indicates that the addition of three (3) Plans Examiner II positions and the removal of three (3) Plans Examiner positions is necessary in order to provide the support needed for the Planning and Development Services Department; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City of Clovis that the City's FY 2025-2026 Position Allocation Plan shall be amended as noted 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 October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 2025-2026

<u>DEPARTMENT</u>	<u>NUMBER OF POSITIONS</u>
--------------------------	-----------------------------------

Planning and Development Services Department

Add: Plans Examiner II	3.0
Delete: Plans Examiner	3.0



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: General Services Department

DATE: October 20, 2025

SUBJECT: General Services – Approval - Res. 25-____, Authorizing Amendments to the City's Classification and Compensation Plans to Adopt a Communications and Marketing Specialist with a Salary Range of \$6,021- \$7,319 per month; and Approval – Res. 25-____, Amending the City's FY 2025-26 Position Allocation Plan by adding one (1) Communications and Marketing Specialist.

ATTACHMENTS: 1. Resolution 25-____ Classification and Compensation Plans
2. Resolution 25-____ Position Allocation Plan Adjustment

RECOMMENDATION

For City Council to Approve a Resolution authorizing amendments to the City's Classification and Compensation Plans by adopting a Communications and Marketing Specialist with a Salary Range of \$6,021 - \$7,319 per month, and Approve a Resolution Amending the City's FY 2025-26 Position Allocation Plan to add one (1) Communications and Marketing Specialist.

EXECUTIVE SUMMARY

The City of Clovis has identified the need to establish a new position to support its communications and marketing efforts. The proposed Communications and Marketing Specialist will be part of the Administration Department. With the recent addition of the Communications Division to this department, the new position will report to the Communications and Marketing Analyst. This role is intended to address the City's growing communication needs and will be responsible for engaging with the public online, promoting both new and existing programs and services, managing website and social media content, coordinating with local media, and assisting in the planning and execution of events. Any changes to the City's Classification, Compensation, and Position Allocation Plans must be approved by the City Council.

BACKGROUND

The Administration Department proposes the addition of a Communications and Marketing Specialist classification. This new role will support the Communications and Marketing Analyst by assisting with the City's public relations, media relations, marketing, and advertising efforts. The position will be responsible for performing a variety of communications and digital media

tasks. The Position Allocation Plan will be updated to include one (1) Communications and Marketing Specialist position, as outlined in Attachment A of Attachment 1.

It is recommended that this new classification be assigned to the Clovis Employees Association (CEA) bargaining unit for employee representation. Representatives from the CEA have expressed their support for including this classification within the bargaining unit.

FISCAL IMPACT

The fiscal impact of adding this full-time position for the remainder of FY 2025–26 is approximately \$48,000. Sufficient funds are available in the Administration Department budget to cover the cost of this position for the current fiscal year.

REASON FOR RECOMMENDATION

Creation of this classification is necessary in order to meet the needs within the City. The recommended changes to the City's Classification, Compensation, and Position Allocation Plans require Council approval.

ACTIONS FOLLOWING APPROVAL

Personnel staff will add the new classification description to the City's Classification and Compensation Plans. The position allocation in the Administration Department will be modified as noted in Attachment A of Attachment 2.

CONFLICT OF INTEREST

None.

Prepared by: Lori Shively, Deputy General Service Director

Reviewed by: City Manager AK

RESOLUTION 25-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS APPROVING
AMENDMENTS TO THE CITY'S CLASSIFICATION AND COMPENSATION PLANS BY
ADDING THE COMMUNICATIONS AND MARKETING SPECIALIST TO THE
ADMINISTRATION DEPARTMENT**

WHEREAS, it has been determined that it is necessary to add the Communications and Marketing Specialist classification to support City media relations, marketing, advertising and citizen communications; and

WHEREAS, modification of the City's Classification and Compensation Plans requires authorization by the City Council; and

WHEREAS, it has been determined that it is appropriate to assign the Communications and Marketing Specialist classification to the Clovis Employees Association (CEA) for representation.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis shall modify the City's Classification and Compensation Plans to include the Communications and Marketing Specialist classification as noted in Attachment A, with a salary range of \$6,021 - \$7,319 per month.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

City of Clovis
COMMUNICATIONS AND MARKETING SPECIALIST

SALARY RANGE
\$6,021 - \$7,319 Monthly

DEFINITION

Under the direction of the Communications and Marketing Analyst, this position will assist with public relations, media relations, marketing and advertising efforts of the city; perform a variety of communications and digital media duties; respond to requests and inquiries; and perform related work as required.

CLASS CHARACTERISTICS

Positions in this class work to support the city's public relations, media relations, marketing and advertising efforts by creating digital media content, writing copy, posting to social media, and coordinating informational and outreach campaigns as assigned. Incumbents work under the guidance of the City's Communications and Marketing Analyst. Incumbents receive thorough instructions when tasks are initially assigned. Incumbents are expected to refer any variation in work to the supervisor for instructions. Work is reviewed frequently by the Communications and Marketing Analyst; Economic Development, Housing and Communications Director; and various city department representatives while in progress and upon completion.

EXAMPLES OF DUTIES

Assist with the creation of media and public information materials to promote, support and inform the public of the City's policy priorities, initiatives and events; produce video and photo content, including shooting and editing; design graphics and create informational materials for print, web and social media content; assist with writing, proofreading and editing content for web, social media, newsletters and other communication mediums to increase public engagement, awareness and education of residents, business partners, media and other stakeholders; establish and maintain positive working relationships with City employees and the public; communicate and respond to inquiries from the public via social media and email; assist in the coordination and creation of internal and external communications for media relations, public relations, marketing and advertising of city messages, services, and news; assist with website and online calendar updates; participate in the development, implementation and promotion of public events; assist city departments and divisions with community outreach and a variety of communication needs including but not limited to the items listed above; and perform other work as assigned.

TYPICAL QUALIFICATIONS

LICENSE REQUIRED

- Possession of a valid California driver's license and a good driving record.

EDUCATION AND EXPERIENCE

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Communications, Public Relations, Marketing, Journalism, Film, Graphic Design or a closely related field.

And

Experience:

- Two (2) years of progressively responsible administrative experience, preferably in municipal government.

QUALIFICATIONS

Knowledge of:

- Multimedia production software and tools (e.g., Adobe Creative Suite, Final Cut Pro, Canva);
- Photography, video shooting, lighting, audio recording, and editing techniques;
- Graphic design principles including layout, typography, branding, and visual storytelling;
- Social media formats and video optimization for online platforms such as YouTube, Instagram, Facebook, etc;
- Basic troubleshooting of AV equipment and familiarity with live-streaming platforms;
- Accessibility compliance standards for visual and audio content;
- Basic principles and practices of mass communication, digital and social media marketing, graphic design and video recording and audio editing;
- Geography of the city of Clovis;
- English usage, spelling and punctuation.

Ability to:

- Plan, record, and edit engaging multimedia content, including photos, videos, and graphics;
- Operate and maintain professional A/V equipment (cameras, lighting, teleprompters, microphones, soundboards);
- Use editing software (Adobe Premiere Pro, Final Cut Pro, Audition, After Effects, or similar);
- Write scripts and develop storyboards to support message clarity and visual storytelling;
- Organize and archive multimedia assets; manage content libraries for efficiency and access.
- Set up and troubleshoot live productions including public meetings and community events;
- Manage multiple multimedia projects and meet tight deadlines;
- Collaborate with staff and external stakeholders across departments and community partners;
- Write content for website, social media, news releases;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relations with City staff and the general public;
- Operate a vehicle, observing legal and defensive driving practices;

- Relate and communicate to the public with courteous behavior and professional demeanor;
- Engage and communicate with the media over email, text, social media and in person;
- Work flexible hours, including evenings and weekends, as needed.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Strength: Light work-lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds;
- Work is primarily sedentary; incumbent may be required to attend periodic evening meetings.
- Incumbent may be required to attend periodic evening or weekend meetings or events.
- Incumbent may be required to travel within and out of the City to attend meetings.

RESOLUTION 25-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING AN AMENDMENT TO THE FY 2025-26 POSITION ALLOCATION PLAN**

WHEREAS, the FY 2025-26 Position Allocation Plan in the Administration and the Public Utilities Department was approved as part of the FY 2025-26 City budget adoption process; and

WHEREAS, a review of the staffing needs of the City indicates that it is necessary to create a Communications and Marketing Specialist classification to assist with the social media accounts, marketing, and media relations for the City; and

WHEREAS, the Communications and Marketing Specialist position will be added to the FY 2025-26 position allocation; and

WHEREAS, amending the City's adopted FY 2025-26 Position Allocation Plan requires City Council authorization.

NOW, THEREFORE, BE IT RESOLVED that the City of Clovis shall amend the City's FY 2025-26 Position Allocation Plan as noted 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 October 20, 2025, by the following vote, to wit.

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: October 20, 2025

Mayor

City Clerk

POSITION ALLOCATION ADJUSTMENT BY DEPARTMENT FY 2025-26

<u>DEPARTMENTS</u>	<u>NUMBER OF POSITIONS</u>
---------------------------	-----------------------------------

Administration and the Public Utilities Departments.

Add:

Communications and Marketing Specialist:

Administration	.70
----------------	-----

Public Utilities	.30
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CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services Department

DATE: October 20, 2025

SUBJECT: Planning and Development Services – Approval – Final Acceptance for CIP 24-05 Barstow Avenue Street Improvements, for a final contract cost of \$714,181.14.

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 ±0.4-miles of street improvements on Barstow Avenue from Brookhaven Avenue to Sunnyside Avenue including pulverizing in place and replacing asphalt concrete pavement; reconstructing concrete curb returns ramps, concrete sidewalk, driveway repairs, concrete curb and gutter; adjustment of existing utility manholes and utility valve boxes to finish grades; replacement of traffic striping, markings and signage, traffic loop detectors; and traffic signal modification.

BACKGROUND

Bids were received on May 6, 2025, and the project was awarded by the City Council to the lowest responsible bidder, Asphalt Design by Juan Gomez, on May 19, 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	\$820,000.00
2. Cost decrease resulting from differences between estimated Quantities used for award and actual quantities installed	\$(106,680.86)
3. Contract Change Orders	\$862.00
4. Liquidated Damages Assessed	\$0.00

Final Contract Cost	\$714,181.14
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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, Asphalt Design by Juan Gomez, 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

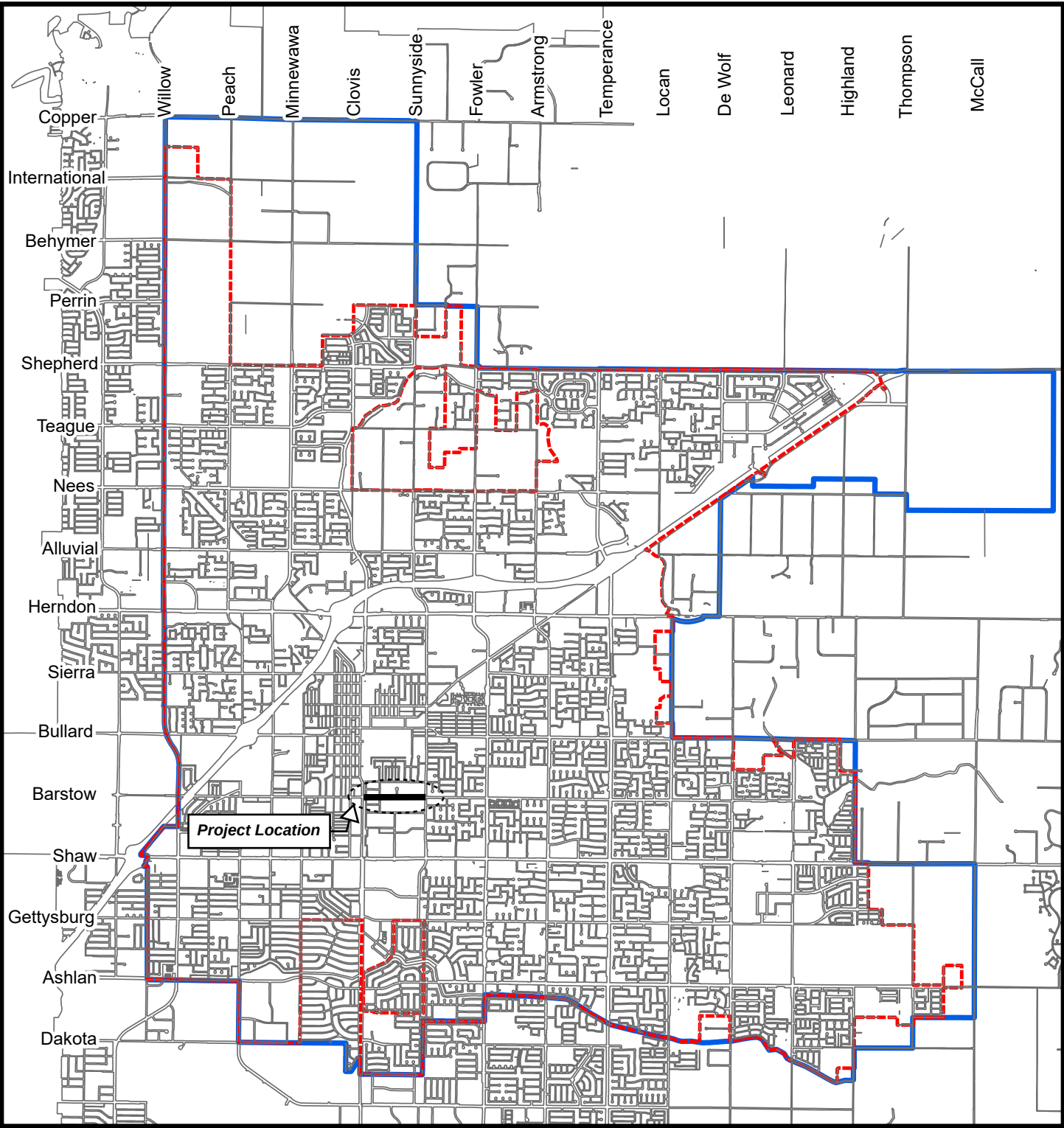
None.

Prepared by: Rami Abunamous, Engineering Inspector

Reviewed by: City Manager AM

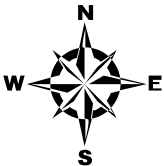
VICINITY MAP

CIP 24-05 Barstow Avenue Street Improvements



ATTACHMENT 1

 CITY LIMITS  SPHERE OF INFLUENCE





CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: October 20, 2025

SUBJECT: Public Utilities – Approval – Bid Award for CIP 24-28 Loma Vista Recharge Basin Park Demo to David Knott, Inc., in the Amount of \$178,128; 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 24-28 Loma Vista Recharge Basin Park Demo to David Knott, Inc., in the amount of \$178,128; 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 David Knott, Inc., and authorize the City Manager to execute the project contract on behalf of the City.

David Knott, Inc. was the lowest responsible bidder from a bid opening that took place on September 23, 2025. The project involves the demolition of structures; removal of foundations, concrete, and miscellaneous debris; removal of trees, weeds, and hazardous waste; well decommissioning; septic abandonment; and flatwork on the site of the future Loma Vista Recharge Basin Park.

BACKGROUND

The following is a summary of bids received on September 23, 2025:

Bidders	Base Bid
David Knott, Inc.	\$178,128.00
Cencal Services	\$198,780.00
MAG Engineering, Inc.	\$199,000.00
Bowen Engineering and Environmental	\$227,000.00
HD Matthews Demolition & Excavation	\$247,775.00

S E T Services	\$298,524.00
Walsh Montgomery Construction, Inc.	\$320,885.00
Resource Environmental, Inc.	\$372,000.00
Full Signal Construction, Inc.	\$499,910.00
Katch Environmental, Inc.	\$730,000.00

Engineer's Estimate **\$277,000.00**

All bids were examined, and the bidders' submittals were found to be in order. David Knott, Inc., is the lowest responsible bidder. Staff has validated the lowest bidder's contractor's license status and bid bond.

FISCAL IMPACT

This project was budgeted for in the 2025-2026 Community Investment Program Budget.

REASON FOR RECOMMENDATION

David Knott, Inc., is the lowest responsible bidder. There are sufficient funds available for the anticipated cost of this contract.

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 after the contract execution and will be completed within twenty (20) working days after commencement.

CONFLICT OF INTEREST

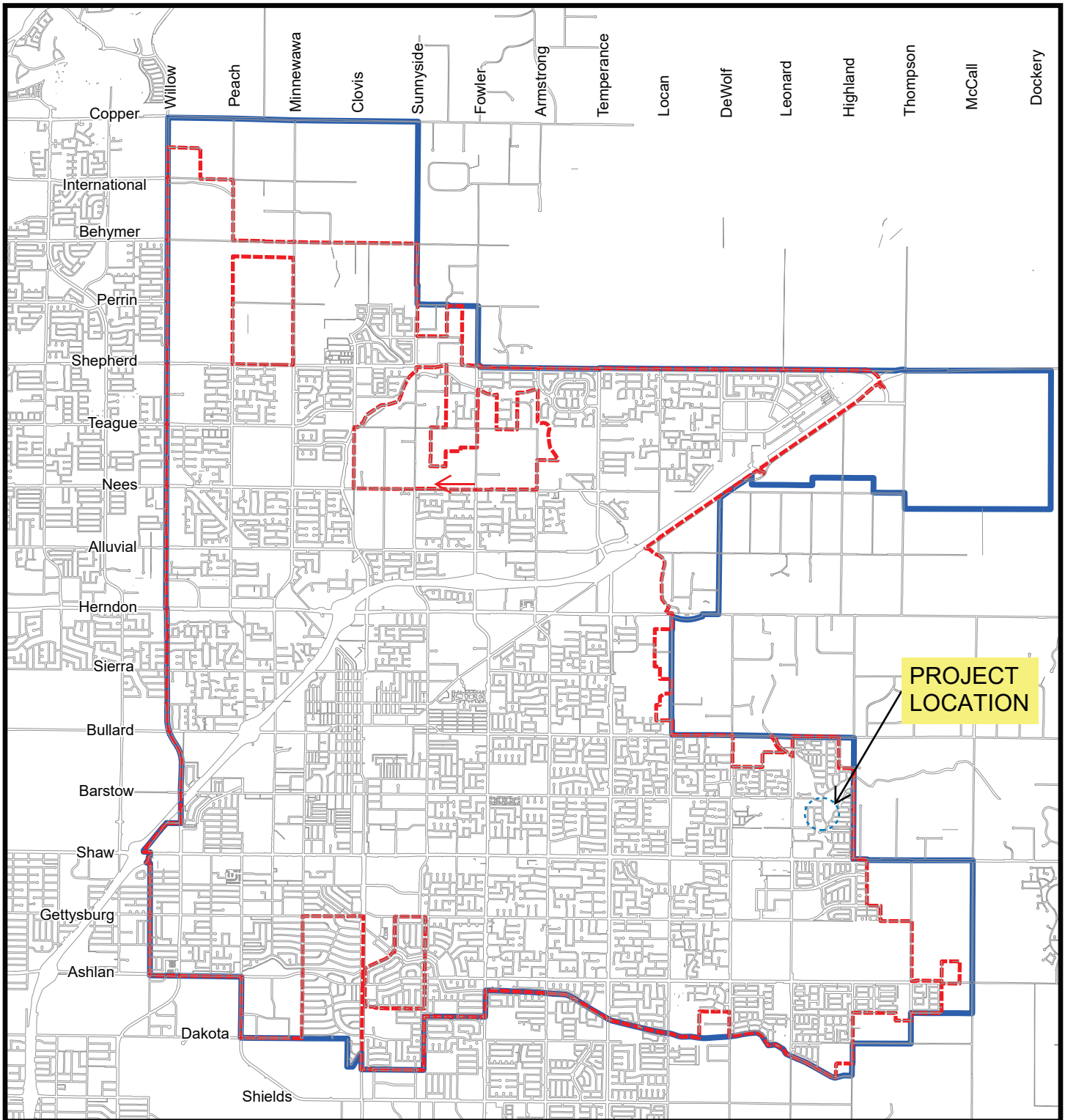
None.

Prepared by: Eric Oliver, Engineer II

Reviewed by: City Manager *AO*

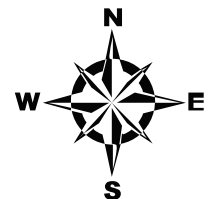
VICINITY MAP

CIP 24-28 Loma Vista Recharge Basin Park Demo



Legend

- City Limits
- Sphere of Influence



Print Date: September 29, 2025

Eric Oliver



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: October 20, 2025

SUBJECT: Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a Landfill Automatic Tarping Machine from Tarp O Matic, Inc., in the Total Amount of \$90,831.90.

ATTACHMENTS: None.

RECOMMENDATION

For the City Council to waive formal bidding requirements and authorize the purchase of a Landfill automatic tarping machine from Tarp O Matic, Inc. for \$90,831.90, including tax and delivery.

EXECUTIVE SUMMARY

There are funds in this fiscal year's Fleet Renewal budget to purchase a Tarp O Matic 40-ft. automatic tarping machine for the Public Utilities Department Solid Waste Division. The existing equipment is scheduled to be replaced due to its age. The bid price of \$90,831.90 is from Tarp O Matic, Inc. The new equipment meets Tier 4 off-road emissions requirements.

Staff recommends waiving the City's formal bidding requirements as authorized by Clovis Municipal Code Section 2.7.06(a) and section IV.C. of the City's purchasing manual. There is a lack of viable vendors who can meet the required equipment specifications. Tarp O Matic, Inc., has met the required specifications. Staff recommends purchasing the Landfill tarping machine from Tarp O Matic, Inc., as no other vendors were able to match the equipment needs of the Public Utilities Department Solid Waste Division.

BACKGROUND

The Landfill automatic tarping machine is available from Tarp O Matic, Inc., and will be manufactured according to the Public Utilities Department Solid Waste Division's needs.

The Fleet Fund includes a vehicle and equipment replacement program where the different divisions within City departments budget for and contribute a set amount of money annually for the future scheduled replacement of a vehicle or piece of equipment. This allows each department to financially plan for the large capital expense of purchasing new vehicles and equipment that need to be replaced due to age, wear and tear, or to meet regulatory

requirements. Depending on the condition and need of the vehicle or equipment being replaced, it will be moved from front-line operation and may be kept as a back-up, or it will be auctioned off in the City's vehicle and equipment surplus program.

FISCAL IMPACT

Funds were included in the 2025-2026 Fleet Capital Acquisition budget, often referred to as the Fleet Renewal or Fleet Replacement budget. The Solid Waste Division has provided the necessary funds for purchase of equipment.

REASON FOR RECOMMENDATION

The existing Landfill automatic tarping machine has been in service for over 10 years and is scheduled for replacement. Sufficient funds have been collected for replacement of the equipment. Staff has evaluated the available equipment and determined that it meets the needs of the Public Utilities Department Solid Waste Division. The proposed method of purchasing the equipment is cost-effective and funds are available.

ACTIONS FOLLOWING APPROVAL

Purchase orders will be prepared for the City Manager's approval and sent to the vendor.

CONFLICT OF INTEREST

None.

Prepared by: Jim Stringfield, Fleet Manager

Reviewed by: City Manager *AS*



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: October 20, 2025

SUBJECT: Public Utilities – Approval – Waive Formal Bidding Requirements and Authorize the Purchase of a Vactor Hydro-Excavator Truck from Haaker Equipment Company Utilizing the Sourcewell Purchasing Contract in the Total Amount of \$723,753.10.

ATTACHMENTS: None.

RECOMMENDATION

For the City Council to waive formal bidding requirements and authorize the purchase of a Vactor Hydro-Excavator truck from Haaker Equipment Company utilizing the Sourcewell purchasing contract in the total amount of \$723,753.10, including tax and delivery.

EXECUTIVE SUMMARY

There are funds in this fiscal year's Water Enterprise budget to purchase a new Vactor Hydro-Excavator Truck for the Public Utilities Department Water Division. The competitively bid contract price of \$723,753.10 is from Haaker Equipment Company, utilizing the Sourcewell Purchasing Contract. This new vehicle will meet all emissions requirements.

The Sourcewell Purchasing Contract, formerly the National Joint Powers Alliance (NJPA) contract, is a nationwide public procurement service that makes the governmental procurement process more efficient. All contracts available to participating members have been awarded by virtue of a public competitive procurement process compliant with state statutes.

BACKGROUND

The recommended equipment is available through the Sourcewell Cooperative Purchasing Contract, formerly the NJPA contract. Sourcewell is a cooperative purchasing contract that allows a manufacturer like Vactor to respond to a Request for Proposals (RFP) that covers a large group of government buyers, and it allows a large group of government buyers with similar interests to leverage their buying power to obtain government-only discounts on products.

FISCAL IMPACT

Funds were included in the 2025-2026 Water Enterprise budget. The Water Division has provided the necessary funds for purchase of the equipment.

REASON FOR RECOMMENDATION

Sufficient funds have been collected for purchase of the new equipment. Staff have evaluated the available equipment and determined that it meets the needs of the Public Utilities Department Water Division. The proposed method of purchasing the equipment is cost-effective and funds are available

ACTIONS FOLLOWING APPROVAL

Purchase orders will be prepared for the City Manager's approval and sent to the vendor.

CONFLICT OF INTEREST

None.

Prepared by: Jim Stringfield, Fleet Manager

Reviewed by: City Manager AH



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: October 20, 2025

SUBJECT: Public Utilities – Approval – Waive Formal Bidding Requirements and Award a Contract to Aqua-Metric Sales Company for the Purchase and Installation of Two Sensus Base Stations and Associated Software in the Amount of \$181,787.63, and Authorize the City Manager to Execute the Contract on Behalf of the City.

ATTACHMENTS: 1. Vicinity Map

RECOMMENDATION

For the City Council to waive formal bidding requirements and award a contract to Aqua-Metric Sales Company for the purchase and installation of two Advanced Metering Infrastructure base stations and the necessary software to operate the infrastructure in the amount of \$181,787.63, and to authorize the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY

Staff is recommending that City Council waive formal bidding requirements and authorize the City Manager to enter into an agreement with Aqua-Metric Sales Company for the sole source purchase and installation of two Advanced Metering Infrastructure (AMI) base stations and associated software in the amount of \$181,787.63. These base stations will be located at the water tower at Letterman Park and the communication tower at Fire Station Number 6.

The City has been using the Sensus water metering system since implementing radio read meters over 25 years ago. The base stations, supplied by Aqua-Metric Sales Company, are specific to the Sensus water metering system. This communication network uses a proprietary licensed frequency and will only work with the Sensus meter network. Aqua-Metric Sales Company is the only regionally licensed vendor that is authorized to supply Sensus meter systems and their AMI components. Staff is recommending that Council waive formal bidding requirements under the Purchasing Manual and Procedures section IV.C.1.b.(2) because, due to the proprietary nature of Sensus licensed frequency, there is a lack of viable vendors.

This purchase is the next step in the City's transition to an automated water meter reading infrastructure. The automated system will allow staff, and eventually the customer, to access water usage data as quickly as 24 hours later.

BACKGROUND

Currently, water meter readings are completed by a combination of the following:

- Radio Read Meters: These reads are transmitted to a truck-mounted antenna via driven routes throughout the City. These are currently AMI-compatible and make up approximately 60% of the metered system.
- Direct Read Meters: These meters are manually read by Meter Reading staff. These make up approximately 40% of the metered system and are not yet AMI-compatible.

The City continues to replace direct read water meters with AMI-compatible water meters as a part of the City's water meter replacement program. The AMI system will allow the meters to automatically transmit the water usage data to a fixed antenna and base station. That base station will then relay the data directly to the Corporation Yard at the Public Utilities Department multiple times per day. A propagation study was completed to determine the quantity and location of base stations needed. Consistent with that study, Public Utilities staff are recommending the purchase of two base stations, to be located at the water tower at Letterman Park and the communication tower at Fire Station Number 6. The total cost of the project, including the software required to operate the AMI system, is \$181,787.63.

The stations will allow for the automated reading of AMI-compatible water meters, which the City has been installing as a standard practice since 2009. The base stations are specific to the Sensus meter system, which has been the City's selected water metering system for over 25 years. The base stations will act as the source of communication with the water meter that will then record the water usage readings in the Sensus software. This communication network is a proprietary licensed frequency, and will only work with the Sensus meter network.

Purchase and installation of these specific base stations is necessary for compatibility with the proprietary Sensus frequency and to continue the decades-long investment the City has previously committed to.

FISCAL IMPACT

Funds for this project are budgeted in the Fiscal Year 2025-2026 Water Enterprise Budget.

REASON FOR RECOMMENDATION

Aqua-Metric Sales Company is the authorized regional Sensus sales representative capable of providing the required Sensus base stations that communicate with the existing water meters. The Aqua-Metric Sales Company quote has been deemed reasonable by City staff and there are sufficient funds available to complete this project.

ACTIONS FOLLOWING APPROVAL

The agreement will be prepared and executed, subject to standard City requirements for contractors, and work will be completed to install two Sensus base stations.

CONFLICT OF INTEREST

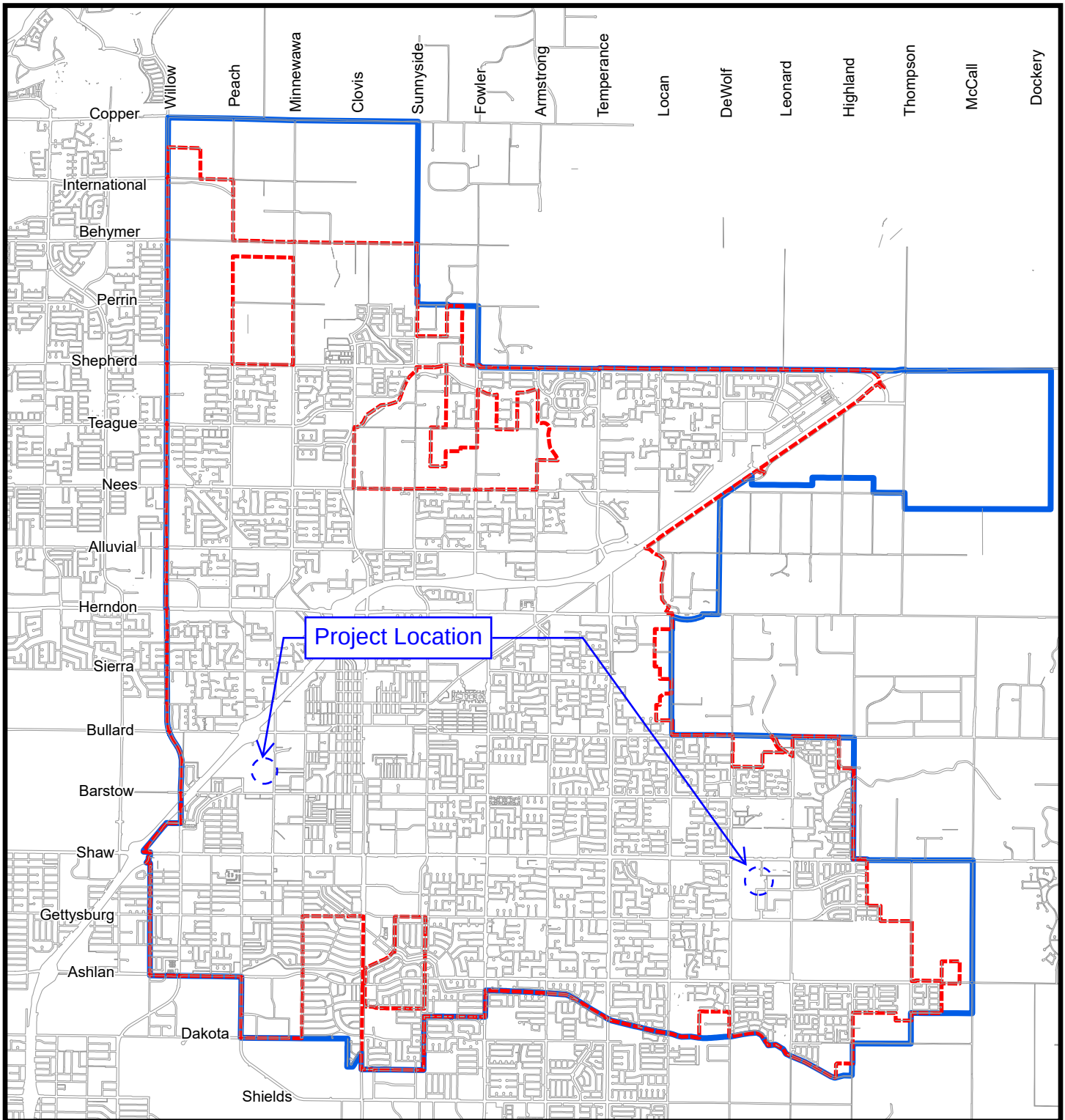
None.

Prepared by: Kevin Tuttle, Supervising Civil Engineer

Reviewed by: City Manager AT

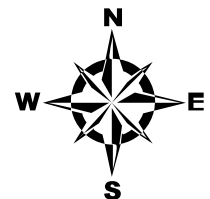
VICINITY MAP

PUD - AMI Sensus BaseStations Purchase



Legend

- City Limits
- Sphere of Influence



Print Date: October 6, 2025

Kevin Tuttle



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Public Utilities Department

DATE: October 20, 2025

SUBJECT: Public Utilities – Approval – Res. 25-____, Authorizing the Public Utilities Director to Approve and Execute Agreements and Other Instruments Incidental to Right-of-Way, Regulatory, Operational, and Maintenance Programs and Projects Approved by the City Council, and Accept and Consent to Recording Grants of Real Property Interests to the City for Public Purposes as Authorized by Government Code Section 27281.

ATTACHMENTS: 1. Resolution

RECOMMENDATION

For the City Council to approve Resolution 25-____, authorizing the Public Utilities Director to approve and execute agreements and other instruments incidental to right-of-way, regulatory, operational, and maintenance programs and projects approved by the City Council, and accept and consent to recording grants of real property interests to the City for public purposes as authorized by Government Code section 27281.

EXECUTIVE SUMMARY

The proposed resolution delegates authority to the Public Utilities Director to execute agreements and other instruments incidental to right-of-way, regulatory, operational and maintenance programs and projects approved by City Council. The resolution also authorizes the Public Utilities Director to accept and consent to recording deeds and conveyances of real property interests and easements to the City as authorized by Government Code section 27281.

BACKGROUND

The City's Public Utilities Department undertakes and is responsible for various types of projects. Such projects may include and involve right-of-way acquisition, regulatory, operational, and maintenance programs and projects, City public utility and infrastructure maintenance and improvement projects, and other projects involving public improvements and public works within the City. The Public Utilities Director has responsibility for the Public Utilities Department projects, including the maintenance, operation, and repair of the City's public utility improvements as provided in Clovis Municipal Code section 2.2.503 and the Director's job description. Such projects are approved by the City Council in accordance with the Clovis Municipal Code (CMC) and applicable law. After approval by the City Council, many projects

may require subsequent agreements and other instruments to be negotiated, prepared, and executed that are incidental to and needed for project completion, such as easements, right-of-way acquisition, common use agreements with other public agencies, and other documents that are typically routine and customary.

CMC section 2.2.113, subd. (a) authorizes the City Manager to sign routine contracts, conveyances, warrants, and other instruments necessary for the day-to-day operation of the City. CMC section 2.2.113, subd. (b) provides that other City officials (besides the City Manager) are authorized to sign contracts, conveyances, and other instruments which the Council has specifically delegated by ordinance, resolution, or other official action (e.g., authorization at the time of project approval). Resolution 19-26, approved on March 4, 2019, specifically authorizes the City Engineer to approve and sign various agreements and instruments incidental to development projects approved by the City Council and within the duties and responsibilities of the City Engineer. However, no similar specific authorization exists for the Public Utilities Director for public utility or infrastructure projects within the duties and responsibilities of the Director.

The proposed resolution will authorize the Public Utilities Director to approve and sign various agreements incidental to projects within the duties and responsibilities of the Director, similar to Res. 19-26 for the City Engineer. As with Res. 19-26, the Director must confer with and obtain City Attorney approval of the form and substance of any agreement or instrument to be approved and signed by the Director. Without this express authorization, routine agreements, easements, and other instruments that are common, incidental, and necessary to an already approved project will require City Council approval, or some may occasionally be approved by the City Manager. Staff recommends approval of the resolution to encourage efficiency and timely administration and completion of projects.

Additionally, as authorized by Government Code section 27281, the resolution will authorize the Public Utilities Director to accept deeds or grants conveying any interest in real property or easement to the City incidental to any project within the duties and responsibilities of the Director. This authorization will also help avoid potential delays in the City obtaining right-of-way or easements needed for such projects.

FISCAL IMPACT

None.

REASON FOR RECOMMENDATION

Approval of the resolution will improve administrative efficiency and timely completion of projects, and help avoid delays for routine and common agreements, easements, and other documents needed for project implementation and completion.

ACTIONS FOLLOWING APPROVAL

This resolution will be effective immediately and will authorize the Public Utilities Director to approve and execute agreements and other instruments related to various public works programs and projects approved by the City Council and within the duties and responsibilities of the Public Utilities Director. The resolution also authorizes the Director to accept and consent to

a deed or grant conveying any interest in real property or easement upon real estate to the City for public purposes incidental to any project within the duties and responsibilities of the Director.

CONFLICT OF INTEREST

None.

Prepared by: Scott Redelfs, Public Utilities Director

Reviewed by: City Manager AR

RESOLUTION 25-___

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
AUTHORIZING THE PUBLIC UTILITIES DIRECTOR TO APPROVE AND EXECUTE
AGREEMENTS AND OTHER INSTRUMENTS INCIDENTAL TO RIGHT-OF-WAY,
REGULATORY, OPERATIONAL, AND MAINTENANCE PROGRAMS AND PROJECTS
APPROVED BY THE CITY COUNCIL, AND ACCEPT AND CONSENT TO RECORDING
GRANTS OF REAL PROPERTY INTERESTS TO THE CITY FOR PUBLIC PURPOSES AS
AUTHORIZED BY GOVERNMENT CODE SECTION 27281**

WHEREAS, the City of Clovis from time to time pursues various types of projects, which include and involve right-of-way acquisition, regulatory, operational, and maintenance programs and projects, City public utility and infrastructure improvement projects, and other projects involving public improvements and public works within the City ("Projects"); and

WHEREAS, Projects are approved by the City Council, as provided in the Clovis Municipal Code and applicable law; and

WHEREAS, after approval by the City Council, it is necessary from time to time that certain agreements and other instruments be negotiated, prepared, and executed in connection with and incidental to Projects approved by the City Council to carry out and complete the approved Project; and

WHEREAS, the Public Utilities Director's authority, duties, and responsibilities are set forth in the Clovis Municipal Code and the Public Utilities Director Job Description approved by the City Council; and

WHEREAS, the Council finds that the Public Utilities Director is appropriately qualified and experienced to determine whether such agreements and other instruments that are incidental to approved Projects are consistent with and in furtherance of such approved Projects, the Clovis Municipal Code, the City's General Plan and Capital Improvement Program, and in the best interests of the City; and

WHEREAS, the City Council finds that subsequent approval by the City Council of such agreements and other instruments that are incidental to approved Projects and determined to be consistent with and in furtherance of approved Projects is not necessary and adds administrative requirements and inefficiency which may cause Project delays; and

WHEREAS, Government Code section 27281(a) provides that deeds or grants conveying any interest in real property or easement upon real estate to a governmental agency for public purposes shall not be accepted for recordation without the consent of the grantee as evidenced by a certificate or resolution of acceptance attached to or printed on the deed or grant; and

WHEREAS, Government Code section 27281(b) permits a governmental agency, by resolution, to authorize one or more officers or agents to accept and consent to recording a deed or grant conveying any interest in real property or easement to the government agency; and

WHEREAS, the City Council desires to promote administrative efficiency with respect to Project management and delivery.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis finds as follows:

1. The Public Utilities Director is authorized to negotiate, approve, and execute on behalf of the City of Clovis those agreements and other instruments that are incidental and necessary to carry out Projects approved by the City Council and within the duties and responsibilities of the Public Utilities Director.
2. The Public Utilities Director is further authorized to record any such agreement or other instrument as may be deemed necessary or proper.
3. The Public Utilities Director is authorized to accept and consent to a deed or grant conveying any interest in real property or easement upon real estate to the City for public purposes pursuant to Government Code section 27281.
4. The Public Utilities Director is directed to confer with and obtain the approval of the City Attorney as to the form and substance of any such agreements or other instruments, and the acceptance and recording of any deed or grant conveying any interest in or easement upon real estate to the City, and to seek other advice and counsel, as may be necessary to promote the best interests of the City of Clovis.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN

DATED:

Mayor

City Clerk



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: October 20, 2025

SUBJECT: Consider Approval - Res. 25-____, SPR2025-029, Adopting a Class 1 Categorical Exemption from further environmental review under the California Environmental Quality Act; and Approving a site plan review for the site layout and design of the Big Dry Creek Trail Improvements at Letterman Park, Barstow Avenue and Villa Avenue. City of Clovis, Owner and Applicant.

Staff: Marissa Parker, Associate Planner

Recommendation: Approve

ATTACHMENTS:

1. Res. 25-____, SPR2025-029
2. Site Layout and Elevations
3. Correspondence
4. Public Comments

RECOMMENDATION

Staff recommends that the City Council adopt a Class 1 Categorical Exemption from further environmental review under the California Environmental Quality Act (CEQA) and approve Site Plan Review (SPR) 2025-029, subject to the conditions listed in **Attachment 1A**.

EXECUTIVE SUMMARY

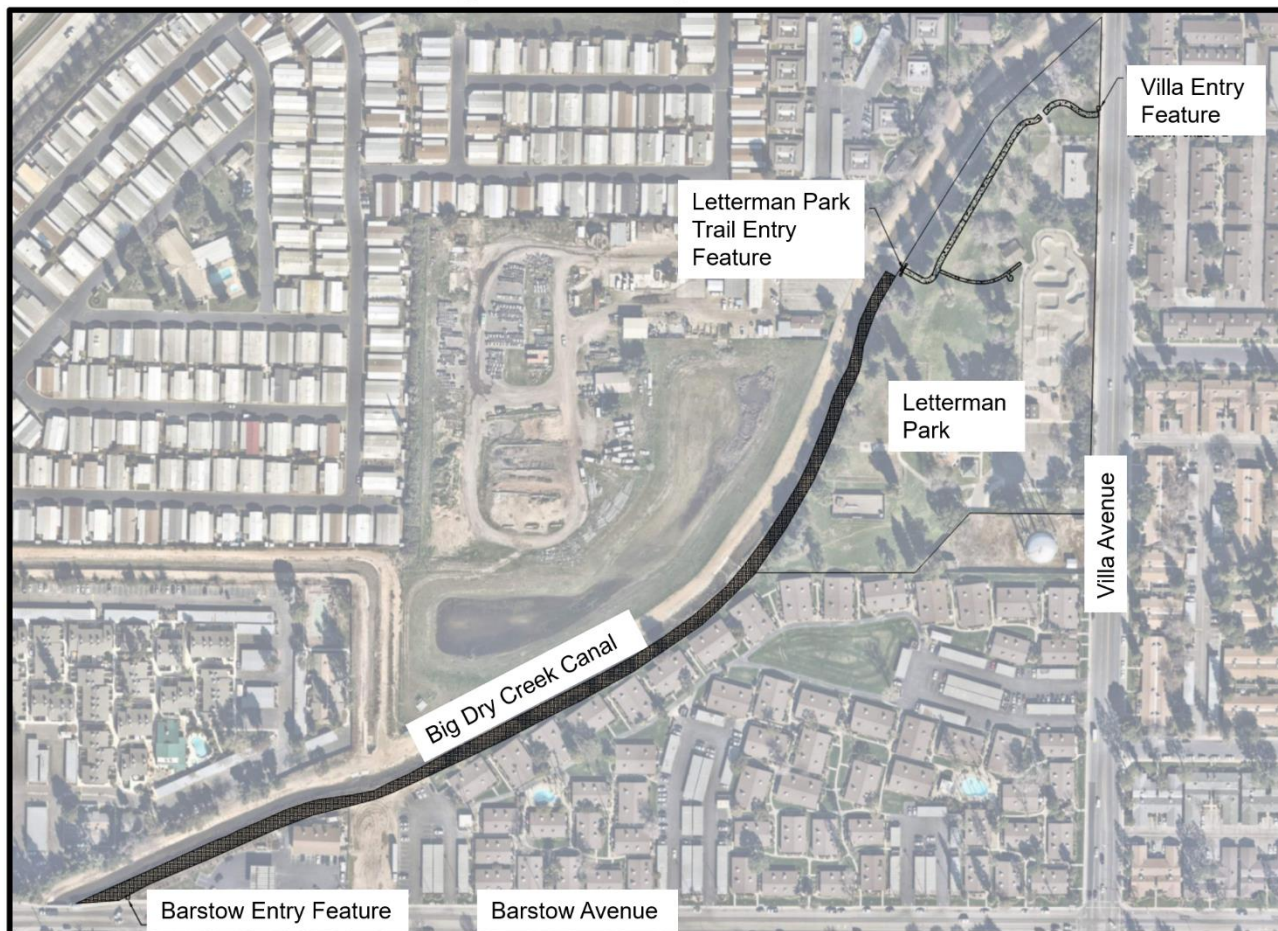
The City of Clovis (City) is requesting approval of an SPR to allow the installation of trail improvements along the Fresno Irrigation District (FID) Big Dry Creek Canal bank and Letterman Park (Project). Approval of this request will allow the City to begin construction design and improvements of the park consistent with the conceptual site plan provided as **Attachment 2**.

BACKGROUND

As shown in **Figure 1** below, Letterman Park is located on the west side of Villa Avenue between Bullard and Barstow Avenues. The property was designated as a park site in the 1993 General Plan and is zoned P-F (Public Facilities). In 2004, SPR98-8A was approved allowing the development of a community skate park and public restrooms within the park. Over the years,

the park has seen improvements such as a picnic shelter, and a new 30,000 square foot dog park, which recently opened in the Spring of 2025.

Figure 1 – Project Location



PROPOSAL AND ANALYSIS

The Project includes the installation of entry features and pedestrian-friendly improvements along the Big Dry Creek Canal. This Project is intended to enhance pedestrian access and encourage the use of the existing Big Dry Creek Canal bank as an informal trail under the established Master Trails Agreement (MTA). The MTA is a mutually beneficial agreement between the City and FID, which allows for existing canal banks within the City to be used as informal trails. The MTA has created the opportunity for this Project, making it one of many cooperative Projects between the City and FID. Entry features are located on Villa and Barstow Avenues, with a gateway feature within Letterman Park leading to the trail.

The City receives Community Development Block Grant (CDBG) Program funds on an annual basis for housing and community development activities from the U.S. Department of Housing and Urban Development (HUD). In 2022, HUD provided CDBG-CV funds to the City to prevent, prepare for, and respond to the coronavirus, as part of a national programmatic re-allocation. This project will meet the Coronavirus tie-back requirement of the program by improving access to trail space and mitigating potential future impacts of the coronavirus by preventing close

contact of persons. The project will also assist low-income residents as it is located in a low-moderate income census tract. This project will also ensure CDBG-CV funds are expended before the program deadline of September 1, 2026. The Project will use \$187,000 in available CDBG Program Funds, making this Project possible. Funding was approved by the Clovis City Council at the May 5, 2025, Council meeting. Project funds are included in the 2025-2026 City budget.

General Site Design

As shown in **Figure 2**, the proposed design includes a trail signpost, gateway structures, a historical plaque, concrete trail and sidewalk within Letterman Park, fence improvements, irrigation modifications and minor grading of the canal bank. The Big Dry Creek canal trail improvements will be along the southeast canal bank from Barstow Avenue, through Letterman Park, and ending at Villa Avenue. The natural surface trail (existing canal bank) extends from Barstow Avenue to Letterman Park. The hardscape surface trail (concrete sidewalk) extends from Letterman Park to Villa Avenue. The proposed improvements are planned to be installed in a single phase.

Figure 2 – Design Elements



Trail System

Pedestrian access to the trail is available at Barstow Avenue, Villa Avenue and at Letterman Park. This Project will include signage unique to this Project that will be posted at or near the signposts at Barstow and Villa Avenues to direct pedestrians to the nearest crosswalks. Currently, this trail system does not include pedestrian crosswalks across Barstow or Villa Avenues.

Trail Signpost

The trail signpost features consist of a concrete column sitting on a simple concrete base with the “Letterman Trail” name engraved on one side of the concrete column. The signposts are proposed at the entry locations on Barstow Avenue, Letterman Park, and Villa Avenue.

Gateway Structure

The gateway structure consists of a steel I-beam supported by concrete columns sitting on simple concrete bases. The “Letterman Trail” name lettering will be finished with natural polished metal. The gateway structure will include a firefighter metal logo in a rust red color. Near the gateway structure a plaque will be set to describe the park’s history, importance of the “Letterman Trail” name, and its affiliation with firefighters.

Review and Comments by Agencies

The Project was distributed to all City Divisions as well as outside agencies, including Caltrans, FID, Fresno Metropolitan Flood Control District, AT&T, PG&E, San Joaquin Valley Air Pollution Control District, State Department of Fish and Wildlife, and the County of Fresno.

Comments received are attached (**Attachment 3**) only if the agency has provided concerns, conditions, or mitigation measures. Routine responses and comment letters are placed in the administrative record and provided to the applicant for their records.

Public Meeting and Comments

Staff held two (2) neighborhood meetings at Letterman Park for the Project. The first meeting was held on September 3, 2025, where three (3) residents were in attendance. Residents asked questions and provided comments concerning the Project’s construction impact on the existing dog park and construction timeline. The second meeting was held on October 2, 2025. One resident attended the meeting who asked questions and provided comments regarding the construction timeline and opportunities for additional wayfinding signage.

Staff received two (2) emails (**Attachment 4**) from residents that could not attend the initial neighborhood meeting with concerns regarding the rise in crime, existing conditions of the canal bank (holes, erosion and trash), and sighting of a coyote den.

Staff believes the Project will not cause a rise in crime. Correspondence with the Police Department supports this belief. The southeastern portion of the canal will be improved which will remedy holes and areas of erosion throughout. Lastly, correspondence with the Parks Department indicates the coyote is not present in the park and the den no longer exists.

Planning Commission Meeting

On Thursday, September 25, 2025, the Planning Commission considered the Project, with staff presenting the Project alongside its recommendations and detailed information as described in the staff report. Staff did not receive opposing comments from any of the surrounding property owners and no one spoke in opposition of the project during the hearing. After discussion, the Planning Commission recommended that the Council approve the entitlements associated with the Project. All the items were approved with a vote of 4-0-1, with Commissioner Hebert absent.

California Environmental Quality Act

The City has determined that this Project is exempt from CEQA pursuant to CEQA Guidelines section 15301 (Class 1 – Existing Facilities) and that the exceptions identified under section 15300.2 of the CEQA Guidelines would not be triggered as a result of the Project.

The Class 1 Categorical Exemption exempts projects that consist of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The Project would occupy an existing public facility with no expansion of square footage; therefore, the Project has been determined to have negligible differences from the former use and qualifies for the Class 1 Categorical Exemption.

The exceptions identified in CEQA Guidelines section 15300.2 identify further review of an exemption by the project's potential to result in a cumulative impact, significant effect, proximity to a scenic highway, location on or within the vicinity of a hazardous waste site, and/or the potential to negatively impact a historical resource. Based on staff's review, these exceptions would not be triggered by the proposed Project. Therefore, a Notice of Exemption has been prepared, and Staff will file the notice with the County Clerk if the Project is approved.

FISCAL IMPACT

The Project will use \$187,000 in available CDBG and CDBG-CV Program Funds. The City of Clovis receives CDBG Program funds on an annual basis from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities. In 2022, HUD provided CDBG-CV funds to the City to prevent, prepare for, and respond to the coronavirus, as part of a national programmatic re-allocation. This project will meet the Coronavirus tie-back requirement of the program by improving access to trail space and mitigating potential future impacts of the coronavirus by preventing close contact of persons. The project will also assist low-income residents as it is located in a low-moderate income census tract. This project will also ensure CDBG-CV funds are expended before the program deadline of September 1, 2026. Project funds are included in the 2025-2026 City budget.

REASON FOR RECOMMENDATION

SPR2025-029 is consistent with the goals and policies of the General Plan, the Clovis Municipal Code (CMC), and the P-F Zone District. Based on the required findings below, Staff is recommending that the City Council approve SPR2025-029.

Approval of an SPR application requires that each of the following findings be made for the proposed Project:

1. Be allowed within the subject zoning district;

The existing park and proposed Project are allowed within the P-F Zone District with an approved SPR. This Project is intended to enhance pedestrian access and encourage the use of the existing Big Dry Creek Canal bank as an informal trail.

2. Be in compliance with all of the applicable provisions of this Development Code that are necessary to carry out the purpose and requirements of the subject zoning district, including prescribed development standards and applicable design standards, policies and guidelines established by resolution of the Council;

The proposed design of the Project was evaluated per the development standards and guidelines of the City's General Plan and the P-F Zone District. The Project was found to be in compliance through formal routing and review by all internal departments and outside agencies.

3. Be in compliance with all other applicable provisions of the CMC; and

The proposed design of the trail improvements meet the development standards and provisions of the CMC, including but not limited to setbacks, height, color scheme and overall consistency with the existing design of the park.

4. Be consistent with the General Plan and any specific plan.

The property was designated as a park site in the 1993 General Plan and is zoned P-F (Public Facilities). There have been no alterations to the land use designation or zoning since the initial designation in 1993. The Project is consistent with the General Plan and will enhance the park further by supporting the growing community.

ACTIONS FOLLOWING APPROVAL

Approval of this request will allow the City to begin construction design and improvements to the park.

CONFLICT OF INTEREST

None.

Prepared by: Sarai Yanovsky, Project Engineer & Marissa Parker, Associate Planner

Reviewed by: City Manager *AH*

RESOLUTION 25-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS ADOPTING A CLASS 1 CATEGORICAL EXEMPTION FROM FURTHER ENVIRONMENTAL REVIEW UNDER CEQA, AND APPROVING SPR2025-029 FOR THE SITE LAYOUT AND DESIGN OF THE BIG DRY CREEK TRAIL IMPROVEMENTS AT LETTERMAN PARK, BARSTOW AVENUE, AND VILLA AVENUE.**

WHEREAS, the City of Clovis (City), 155 North Sunnyside Avenue, Clovis, CA 93619, applied for Site Plan Review (SPR) 2025-029 for the site layout and design of the big dry creek trail improvements at Letterman Park, Barstow Avenue, and Villa Avenue (Project) located at 950 Villa Avenue in the City (Property); and

WHEREAS, the Planning Commission considered SPR2025-029 on September 25, 2025, and recommended approval of said Project; and

WHEREAS, the Planning Commission's recommendations were forwarded to the City Council for consideration; and

WHEREAS, the City published notice of the public hearing in *The Business Journal* on Monday, October 6, 2025, mailed public notices to property owners within 600 feet of the Project site more than ten (10) days prior to the City Council meeting, and otherwise posted notice of the public hearing in accordance with applicable law; and

WHEREAS, documents contained in the record of proceedings (Administrative Record) relating to the Project were made available to the public in compliance with applicable law, and notice of the public hearing to be held on October 20, 2025, to consider the proposed Project was duly published in accordance with applicable law; and

WHEREAS, on October 20, 2025, the City Council duly conducted a public hearing and considered testimony and information received at the public hearing and the oral and written reports from City staff, as well as other documents contained in the Administrative Record, which are maintained at the offices of the City of Clovis Department of Planning and Development Services ("Department"); and

WHEREAS, the City Council considered the California Environmental Quality Act ("CEQA") analysis outlined in the staff report and elsewhere in the Administrative Record which determined the Project meets the requirements of a Class 1 (Existing Facilities) Categorical Exemption pursuant to CEQA Guidelines section 15301, and would not trigger any of the exceptions listed under CEQA Guidelines section 15300.2; and

WHEREAS, the City Council has had an opportunity to review and consider the entire Administrative Record relating to the Project, which is on file with the Department, and reviewed and considered those portions of the Administrative Record determined to be necessary to make an informed decision, including, but not necessarily limited to, the staff report, the written materials submitted with the request, and all verbal and written testimony and other evidence presented during the public hearing, and the conditions of approval attached as **Attachment A** to this Resolution, which are herein incorporated to the Administrative Record by reference.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Clovis hereby finds and determines as follows:

1. The City of Clovis Council finds that the Project is categorically exempt from further environmental review pursuant to CEQA Guidelines section 15301 and hereby adopts a Class 1 (Existing Facilities) Categorical Exemption.
2. The Project satisfies the required findings for approval of an SPR, as follows:
 - a. The Project is allowed within the subject zoning district;
 - b. The Project is in compliance with all of the applicable provisions of this Development Code that are necessary to carry out the purpose and requirements of the subject zoning district, including prescribed development standards and applicable design standards, policies and guidelines established by resolution of the Council;
 - c. The Project is in compliance with all other applicable provisions of the Clovis Municipal Code;
 - d. The Project is consistent with the General Plan and any applicable specific plan.
3. The basis for the findings is detailed in the October 20, 2025, staff report, which is hereby incorporated by reference, the entire Administrative Record, as well as the evidence and comments presented during the public hearing.
4. The City Council could not make the findings necessary for approval of SPR2025-029 without the conditions of approval set forth in **Attachment A** to this Resolution.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit:

AYES:
 NOES:
 ABSENT:
 ABSTAIN:

DATED: October 20, 2025

 Mayor

 City Clerk

**ATTACHMENT A
CONDITIONS OF APPROVAL
SPR2025-029**

**PLANNING DIVISION CONDITIONS
(Marissa Parker, Division Representative – 559-324-2338)**

1. Site Plan Review (SPR) 2025-029 allows for the site layout and design of the big dry creek trail improvements at Letterman Park, Barstow Avenue, and Villa Avenue located at 950 Villa Avenue.
2. SPR2025-029 is granted per **Attachment 2** of this SPR.
3. All conditions of SPR2025-029 shall be placed in the building permit set prior to plan check submittal and the issuance of permits.
4. A signed "Acceptance of Conditions" shall be provided to the Planning Department within 30 days of the date of approval of the site plan review.
5. All plans submitted for building permits shall be consistent with the SPR2025-029 per Clovis Municipal Code (CMC) § 9.3.408, subd. (C)(1).
6. The Project shall conform to the development standards prescribed under the P-F (Public Facilities) Zone District.
7. Any proposed future modifications not approved under SPR2025-029, such as building exteriors, parking and loading areas, fence/walls, and/or landscaping shall require a SPR amendment.
8. During construction, for safety purposes, the applicant and assigned contractors shall keep the public right-of-way clear of obstructions and provide for interim clean-up on a daily basis.
9. All landscaping shall conform to the City of Clovis Water Efficient Landscape Ordinance.
10. Any new signage shall require separate sign permits prior to installation.
11. All exterior lighting shall be directed away from adjacent properties and not interfere with the driving safety of vehicular traffic.

**Engineering / Utilities / Solid Waste Division Conditions
(Sean Smith, Engineering Division Representative – 559-324-2363)
(Nick Tortensen, Department Representative – 559-324-2662)**

Maps and Plans

12. The applicant shall submit separately to the City of Clovis Engineering Division, a set of construction plans on 24" x 36" sheets with City standard title block for all required improvements and a current preliminary title report. These plans shall be prepared by a registered civil engineer, and shall include a grading plan, landscape plan, a site plan showing

trash enclosure locations and an overall site utility plan showing locations and sizes of sewer, water, storm drain, and irrigation mains, laterals, manholes, meters, valves, hydrants, fire sprinkler services, other facilities, etc. Plan check and inspection fees per City of Clovis Resolution No. 23-34 shall be paid with the first submittal of said plans. All plans shall be submitted at or before the time the building plans are submitted to the Building Division and shall be approved by the City and all other involved agencies prior to the release of any development permits.

13. Prior to the initial submittal of the improvement plans, the applicant shall contact Sean Smith at (559) 324-2363 to setup a coordination meeting (Pre-submittal Meeting).
14. Upon approval of improvement plans, the applicant shall provide the City with the appropriate number of copies. After all improvements have been constructed and accepted by the City, the applicant shall submit to the City of Clovis Engineering Division (1) digital copy to the City in PDF format of the approved set of construction plans revised to accurately reflect all field conditions and revisions and marked "AS-BUILT" for review and approval. Upon approval of the AS-BUILTs by the City, and prior to granting of final occupancy or final acceptance, the applicant shall provide to the City (1) digital copy in PDF format and two (2) bond copies.

General Provisions

15. The applicant shall install all improvements within public right-of-way and easements in accordance with the City of Clovis standards, specifications, master plans, and record drawings in effect at the time of improvement plan approval.
16. The applicant shall address all conditions and be responsible for obtaining encroachment permits from the City of Clovis for all work performed within the City's right-of-way and easements.
17. The applicant shall comply with the requirements of the local utility, telephone, and cable companies. It shall be the responsibility of the applicant to notify the local utility, telephone, and cable companies for the removal or relocation of utility poles where necessary. The City shall not accept first submittals without proof that the applicant has provided the improvement plans and documents showing all proposed work to the utility, telephone, and cable companies. All utility vaults in which lids cannot be sloped to match proposed finished grading, local utilities have 5% max slope, shall be located in sidewalk areas with pedestrian lids so the lid slope matches sidewalk cross slope.
18. All new utility facilities located on-site or within the street right-of-way along the streets adjacent to this development shall be undergrounded unless otherwise approved by the City Engineer.
19. The applicant shall contact and address Caltrans requirements, and be responsible for obtaining encroachment permits from Caltrans for all work performed within the State right-of-way. The applicant will be required to mitigate impacts to State Highway facilities as determined by the City Engineer.

Dedications and Street Improvements

20. For new onsite ADA paths of travel that connect to the City sidewalk, the applicant shall replace enough sidewalk to provide a compliant landing with appropriate transitions to existing sidewalk grades.
21. If the applicant is required to make onsite ADA path of travel improvements, then the applicant may be required to remove and replace concrete improvements along the property frontage that do not meet current City of Clovis and ADA standards.
22. The applicant shall remove and repair all damaged or broken concrete improvements. The City Engineer may require the repair of additional improvements if they are damaged prior to occupancy.

Grading and Drainage

23. The applicant shall contact the Fresno Metropolitan Flood Control District (FMFCD) and address all requirements, pay all applicable fees required, obtain any required NPDES permit, and implement Best Available Technology Economically Achievable and Best Conventional Pollutant Control Technology to reduce or eliminate storm water pollution. Plans for these requirements shall be included in the previously required set of construction plans and shall be submitted to and approved by the FMFCD prior to the release of any development permits.
24. Portions of the project appear to lie within a flood zone. The applicant shall comply with the requirements of the City's Municipal Code.
25. Grade differentials between lots and adjacent properties shall be adequately shown on the grading plan and shall be treated in a manner in conformance with City of Clovis Standard Drawing No. M-4 as modified by the City Council. Any retaining walls required on-site or in public right of way shall be masonry construction. All retaining walls shall be designed by a registered Civil Engineer.

Irrigation and Landscaping Facilities

26. The applicant shall contact and address all requirements of the Fresno Irrigation District (FID). This may include dedicating easements, piping or relocating any existing FID canals and ditches, replacing any existing irrigation piping, concrete lining or improving any existing canals, construction or reconstruction of any canals, culverts, and bridge crossings. Plans for these requirements and improvements shall be included as in the previously required set of construction plans and shall be submitted to and approved by FID prior to the release of any development permits. If a FID or private irrigation line is to be abandoned, the applicant shall provide waivers from all downstream users.
27. All existing agricultural irrigation systems either on-site or in public right of way, whether FID or privately owned, shall be identified prior to any construction activity on the site. Service to all downstream users of irrigation water shall be maintained at all times through preservation of existing facilities or, if the existing facilities are required to be relocated, the relocation and replacement of the existing facilities. It is the intent that downstream users not bear any burden

as a result of development of the site. Therefore, the applicant shall pay all costs related to modification, relocation, or repair of any existing irrigation facilities resulting from or necessitated by the development of the site. The applicant shall identify on site plans and construction plans, all existing irrigation systems and their disposition (abandonment, repair, relocation, and/or piping). The applicant shall consult with the Fresno Irrigation District for any additional requirements for lines to be abandoned, relocated, or piped. The applicant shall provide waivers from all users **in order to abandon or modify any irrigation pipelines or for any service interruptions resulting from development activities.**

28. The applicant shall comply with the City of Clovis Water Efficient Landscape Requirements Ordinance.

Miscellaneous

29. A deferment, modification, or waiver of any engineering conditions will require the express written approval of the City Engineer.

30. All conditions of approval shall be fully complied with prior to issuance of a final acceptance.

COUNTY OF FRESNO DEPARTMENT OF ENVIRONMENTAL HEALTH DIVISION (Kevin Tsuda, FID Department Representative – 559-600-3327)

31. The applicant shall refer to the attached Department of Environmental Health correspondence. If the list is not attached, please contact the Department for the list of requirements.

FRESNO IRRIGATION DISTRICT (Jeremy Landrith, FID Department Representative – 559-233-7161)

32. The applicant shall refer to the attached Fresno Irrigation District correspondence. If the list is not attached, please contact the District for the list of requirements.

FRESNO METROPOLITAN FLOOD CONTROL DISTRICT (Anthony Zaragoza, FMFCD Department Representative – 559-456-3292)

33. The applicant shall refer to the attached FMFCD correspondence. If the list is not attached, please contact the District for the list of requirements.



Attachment 2



REVISIONS		
NO.	DATE	INITIAL
△	_____	_____
△	_____	_____
△	_____	_____
△	_____	_____
△	_____	_____
△	_____	_____

APPROVALS	
PROJECT ENGINEER	_____
CONSTRUCTION MANAGEMENT	_____
PLANNING	_____
PARKS	_____
BUILDING	_____
UTILITIES	_____

APPROVED (DATE)

CITY of CLOVIS

PUBLIC UTILITIES DEPARTMENT
100 N. SUNSET AVENUE

PROJECT TITLE
BIG DRY CREEK TRAIL IMPROVEMENTS

SHEET DESCRIPTION
OVERALL SITE PLAN

139



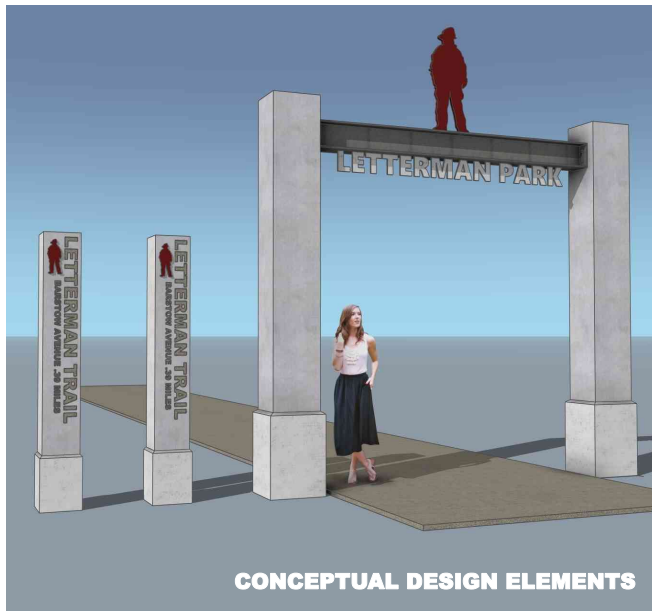
LETTERMAN PARK TRAIL ENTRY



BARSTOW AVENUE TRAIL ENTRY



VILLA AVENUE TRAIL ENTRY



CONCEPTUAL DESIGN ELEMENTS

	REVISIONS NO. DATE INITIAL 1 2 3 4 5 6 7 8 9 10		APPROVALS PROJECT ENGINEER CONSTRUCTION MANAGEMENT PLANNING PARKS BUILDING UTILITIES		CITY of CLOVIS PUBLIC UTILITIES DEPARTMENT 100 N. SUNSET DRIVE CLOVIS, CA 93611
	PROJECT TITLE BIG DRY CREEK TRAIL IMPROVEMENTS		SHEET DESCRIPTION DETAILS		140
	APPROVED (DATE) _____		_____		_____
	_____		_____		_____



County of Fresno

DEPARTMENT OF PUBLIC HEALTH

Joe Prado, Interim Director

Dr. Rais Vohra, Interim Health Officer

September 11, 2025

LU0023125
2604

Marisa Parker, Associate Planner
City of Clovis
Planning and Development Services Department
1033 Fifth Street
Clovis, CA 93612

Dear Ms. Parker:

PROJECT NUMBER: **SPR2025-029**

SPR2025-028; a site plan review request for improvements to the Big Dry Creek Trail at Letterman Park, Barstow Avenue, and Villa Avenue.

APN: 497-020-34T

ZONING: P

ADDRESS: Villa & Barstow Avenues

Recommended Conditions of Approval:

- The proposed project has the potential to expose nearby residents to elevated noise levels. Consideration should be given to your City's municipal code.
- As a measure to protect ground water, all water wells and/or septic systems that exist or have been abandoned within the project area should be properly destroyed by an appropriately licensed contractor.
- Should any underground storage tank(s) be found during the project, the applicant shall apply for and secure an Underground Storage Tank Removal Permit from the Fresno County Department of Public Health, Environmental Health Division. Contact the Fresno County Hazmat Compliance Program at (559) 600-3271 for more information.

REVIEWED BY:

Kevin Tsuda, R.E.H.S.
Environmental Health Specialist III

(559) 600-33271

KT

cc: City of Clovis- Applicant (saraiv@clovisca.gov) (CT. 56.07)

Promotion, preservation, and protection of the community's health

1221 Fulton Street, Fresno, CA 93721 | P.O. Box 11867, Fresno, CA 93721

(559) 600-3357 | FAX (559) 455-4646

The County of Fresno is an Equal Employment Opportunity Employer

www.fresnocountyca.gov | www.fcdph.org

Attachment 3

**FRESNO METROPOLITAN FLOOD CONTROL DISTRICT
NOTICE OF REQUIREMENTS**

AGENDA ITEM NO. 19.

Page 1 of 4

PUBLIC AGENCY

MARISSA PARKER
DEPARTMENT OF PLANNING AND
DEVELOPMENT SERVICES
CITY OF CLOVIS
1033 FIFTH STREET
CLOVIS, CA 93612

DEVELOPER

CITY OF CLOVIS
155 N. SUNNYSIDE AVENUE
CLOVIS, CA 93619

PROJECT NO: **2025-029**

ADDRESS: **BIG DRY CREEK TRAIL @ LETTERMAN PARK, BARSTOW & VILLA AVENUES**

APN: **497-020-31, 497-020-34T**

SENT: **October 01, 2025**

Drainage Area(s)	Preliminary Fee(s)	Development Review Service Charge(s)	Fee(s)	
4B	\$0.00	NOR Review	\$50.00	To be paid prior to release of District comments to Public Agency and Developer.
4C	\$0.00	Grading Plan Review	\$183.00	Amount to be submitted with first grading plan submittal.
Total Drainage Fee: \$0.00		Total Service Charge: \$233.00		

The proposed development will generate storm runoff which produces potentially significant environmental impacts and which must be properly discharged and mitigated pursuant to the California Environmental Quality Act and the National Environmental Policy Act. The District in cooperation with the City and County has developed and adopted the Storm Drainage and Flood Control Master Plan. Compliance with and implementation of this Master Plan by this development project will satisfy the drainage related CEQA/NEPA impact of the project mitigation requirements.

Pursuant to the District's Development Review Fee Policy, the subject project shall pay review fees for issuance of this Notice of Requirements (NOR) and any plan submittals requiring the District's reviews. The NOR fee shall be paid to the District by Developer before the Notice of Requirement will be submitted to the City. The Grading Plan fee shall be paid upon first submittal. The Storm Drain Plan fee shall be paid prior to return/pick up of first submittal.

The proposed development shall pay drainage fees pursuant to the Drainage Fee Ordinance prior to issuance of a building permit at the rates in effect at the time of such issuance. The fee indicated above is valid through 2/28/26 based on the site plan submitted to the District on 9/05/25 Contact FMFCD for a revised fee in cases where changes are made in the proposed site plan which materially alter the proposed impervious area.

Considerations which may affect the fee obligation(s) or the timing or form of fee payment:

- a.) Fees related to undeveloped or phased portions of the project may be deferrable.
- b.) Fees may be calculated based on the actual percentage of runoff if different than that typical for the zone district under which the development is being undertaken and if permanent provisions are made to assure that the site remains in that configuration.
- c.) Creditable storm drainage facilities may be constructed, or required to be constructed in lieu of paying fees.
- d.) The actual cost incurred in constructing Creditable drainage system facilities is credited against the drainage fee obligation.
- e.) When the actual costs incurred in constructing Creditable facilities exceeds the drainage fee obligation, reimbursement will be made for the excess costs from future fees collected by the District from other development.
- f.) Any request for a drainage fee refund requires the entitlement cancellation and a written request addressed to the General Manager of the District within 60 days from payment of the fee. A non refundable \$300 Administration fee or 5% of the refund whichever is less will be retained without fee credit.

CL SPR No. 2025-029

**FRESNO METROPOLITAN FLOOD CONTROL DISTRICT
NOTICE OF REQUIREMENTS**

AGENDA ITEM NO. 19.

Page 2 of 4

Approval of this development shall be conditioned upon compliance with these District Requirements.

1. ☒ **a.** Drainage from the site shall REMAIN AS EXISTING.
☐ **b.** Grading and drainage patterns shall be as identified on Exhibit No.
☐ **c.** The grading and drainage patterns shown on the site plan conform to the adopted Storm Drainage and Flood Control Master Plan.

2. The proposed development shall construct and/or dedicate Storm Drainage and Flood Control Master Plan facilities located within the development or necessitated by any off-site improvements required by the approving agency:
☐ Developer shall construct facilities as shown on Exhibit No. 1 as
☒ None required.

3. The following final improvement plans and information shall be submitted to the District for review prior to final development approval:
☒ Grading Plan
☐ Street Plan
☐ Storm Drain Plan
☐ Water & Sewer Plan
☐ Final Map
☐ Drainage Report (to be submitted with tentative map)
☐ Other
☐ None Required

4. Availability of drainage facilities:
☒ **a.** Permanent drainage service is available provided the developer can verify to the satisfaction of the City that runoff can be safely conveyed to the Master Plan inlet(s).
☐ **b.** The construction of facilities required by Paragraph No. 2 hereof will provide permanent drainage service.
☐ **c.** Permanent drainage service will not be available. The District recommends temporary facilities until permanent service is available.
☐ **d.** See Exhibit No. 2.

5. The proposed development:
☒ Appears to be located within a 100 year flood prone area as designated on the latest Flood Insurance Rate Maps available to the District, necessitating appropriate floodplain management action. (See attached Floodplain Policy.)
☐ Does not appear to be located within a flood prone area.

6. ☐ The subject site contains a portion of a canal or pipeline that is used to manage recharge, storm water, and/or flood flows. The existing capacity must be preserved as part of site development. Additionally, site development may not interfere with the ability to operate and maintain the canal or pipeline.

CL SPR No. 2025-029

**FRESNO METROPOLITAN FLOOD CONTROL DISTRICT
NOTICE OF REQUIREMENTS**

AGENDA ITEM NO. 19.

Page 3 of 4

**CL
SPR
No. 2025-029**

7. The Federal Clean Water Act and the State General Permits for Storm Water Discharges Associated with Construction and Industrial Activities (State General Permits) require developers of construction projects disturbing one or more acres, and discharges associated with industrial activity not otherwise exempt from National Pollutant Discharge Elimination System (NPDES) permitting, to implement controls to reduce pollutants, prohibit the discharge of waters other than storm water to the municipal storm drain system, and meet water quality standards. These requirements apply both to pollutants generated during construction, and to those which may be generated by operations at the development after construction.
- a. State General Permit for Storm Water Discharges Associated with Construction Activities, effective July 1, 2010, as amended. A State General Construction Permit is required for all clearing, grading, and disturbances to the ground that result in soil disturbance of at least one acre (or less than one acre) if part of a larger common plan of development or sale). Permittees are required to: submit a Notice of Intent and Permit Registration Documents to be covered and must pay a permit fee to the State Water Resources Control Board (State Board), develop and implement a storm water pollution prevention plan, eliminate non-storm water discharges, conduct routine site inspections, train employees in permit compliance, and complete an annual certification of compliance.
 - b. State General Permit for Storm Water Discharges Associated with Industrial Activities, April, 2014 (available at the District Office). A State General Industrial Permit is required for specific types of industries described in the NPDES regulations or by Standard Industrial Classification (SIC) code. The following categories of industries are generally required to secure an industrial permit: manufacturing; trucking; recycling; and waste and hazardous waste management. Specific exemptions exist for manufacturing activities which occur entirely indoors. Permittees are required to: submit a Notice of Intent to be covered and must pay a permit fee to the State Water Resources Control Board, develop and implement a storm water pollution prevention plan, eliminate non-storm water discharges, conduct routine site inspections, train employees in permit compliance, sample storm water runoff and test it for pollutant indicators, and annually submit a report to the State Board.
 - c. The proposed development is encouraged to select and implement storm water quality controls recommended in the Fresno-Clovis Storm Water Quality Management Construction and Post-Construction Guidelines (available at the District Office) to meet the requirements of the State General Permits, eliminate the potential for non-storm water to enter the municipal storm drain system, and where possible minimize contact with materials which may contaminate storm water runoff.
8. A requirement of the District may be appealed by filing a written notice of appeal with the Secretary of the District within ten days of the date of this Notice of Requirements.
9. The District reserves the right to modify, reduce or add to these requirements, or revise fees, as necessary to accommodate changes made in the proposed development by the developer or requirements made by other agencies.
10. — See Exhibit No. 2 for additional comments, recommendations and requirements.



Debbie Campbell
Design Engineer, RCE

Digitally signed by Debbie Campbell Date: 10/1/2025 9:52:02 AM



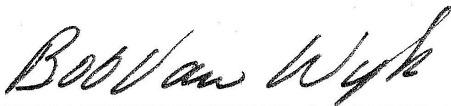
Antonio Tolentino
Engineer I

Digitally signed by Antonio Tolentino Date: 9/29/2025 2:10:29 PM

**FRESNO METROPOLITAN FLOOD CONTROL DISTRICT
NOTICE OF REQUIREMENTS**

AGENDA ITEM NO. 19.

Page 4 of 4

POLICY MANUAL	Date Adopted: September 11, 1981
Classification: FLOOD PLAIN MANAGEMENT	Date Last Amended: August 10, 2005
Subject: Flood Plain Policy	Approved By: 

Because of the relatively high velocities and volumes of flood flow associated with primary flood plains, and because the primary flood plain is responsible for passing the greatest percentage of the flood event, development located in such flood plains is subject to substantial risk, both to itself and to others as a result of the potential for blockage and diversion of flood waters. In view of these factors:

Policy:

- (1) All proposed development activity shall reference the Flood Insurance Rate Map to determine if it is located in a 100-year flood plain (special flood hazard areas inundated by a 100-year flood) "Primary Flood Plain". Any project not located within a FIRM or located in any area where the FIRM is determined to be inaccurate shall be the subject of a detailed hydrological flood hazard investigation to determine the relationship of the proposed development to the primary flood plain; and, further, to identify the calculated water surface elevation of the 100-year flood event.
- (2) The development must be properly flood proofed below the calculated water surface elevation of the 100-year flood event.
- (3) All development and/or permanent improvement activity which, if located within the primary floodway, may unduly impede, retard or change the direction of flow of water either, by itself, or by the catching or collecting of other debris or is placed where the flow of water would carry such obstruction downstream to the damage or detriment of either life or property, should not be permitted.
- (4) The development shall not cause displacement of any and all floodwaters from that portion of the flood plain to be developed.

From: R Saldivar <r.sald@ymail.com>
Sent: Saturday, August 30, 2025 10:25 AM
To: Sarai Yanovsky
Subject: RE: Dry Creek Canal
Attachments: [IMG_4259.jpeg](#)

Hello Sarai,

My name is Ralph Saldivar. I have been riding my bike through the Dry Creek trail nearly every day for the last year, or more.

I may not be able to make it to the meeting on the 3rd, so I wanted to give you my direct knowledge of that part of Dry Creek trail.

I often ride through the rough primitive part of the trail to the Bullard end, behind Dollar General; then through the residential area, to get to the nice part of Dry Creek trail.

I have already bent one bicycle rim, after hitting a hole in the trail, made by ground squirrels.

It's rough. The Tarpey area does have more homeless folks, they seem to be more comfortable in the areas with dirt trail, and no cameras.

I believe the primitive part of the trail, encourages homeless folks to sleep in the bushes, and dump trash everywhere.

Nearly every day we find property that has been stolen from unlocked cars, or trash that transient folks discard as they travel through.

You won't see that as much, on the trail that's been paved, and beautified.

I'm seeing more, and more residents walking their children along the canal, to get to the park.

They have to walk past trash, (everywhere) holes in the trail, erosion because it's unpaved. As well as abandoned encampments in the bushes, and homeless people drinking their beers.

We also have a large Coyote den on the large dirt mound in the Clovis City yard, behind the Animal Shelter. They should be moved to the hills.

I myself have taken to picking up trash to help out where I can, and Will Not help the homeless, as I have seen them take what they want, and throw the rest in the canal.

The Park has been an encampment for homeless, as the police can't keep up without cameras. The picnic table area next to the skatepark is a haven for homeless. Booze and beer bottles are always around.

Scary people always hang out there.

The skatepark, and dog-park area's are the nicest part of the whole area. Maybe because they're fenced off?

Sorry this message is so long, but I wanted to address what I've seen between the different parts of the Dry Creek Canal trails... paved is always cleaner, and safer, and I

believe it would help reduce bank erosion, trash dumping, and homeless sleeping in along the trail.

Getting rid of the large Coyote den would really be appreciated, as well.

Thank you for your time, and any help you can give this part of the trail system.
I've attached a photo of a large coyote on top of the giant dirt mound in the City yard.

Best Regards,

Ralph Saldivar.

1001 Sylmar Avenue. Space 187 (The Woods Trailer Park)

Clovis, Ca. 93612

(559)765-1197

From: Chrys Wimer <dragonfly8387@gmail.com>
Sent: Friday, August 29, 2025 4:59 PM
To: Sarai Yanovsky
Subject: Big Dry Creek Trail

Thank you for sending a notification of the proposed trail. The idea is fine, but I'm concerned about the possibility of a rise in crime in the area.

What are to plans to keep people from climbing the wall behind my house and the other houses along the canal? There is too much crime in our area as it is. As you know there are a lot of homeless in the area.

Thank you for your help.

Chris



CITY *of* CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: October 20, 2025

SUBJECT: Consider Approval - Res. 25 - ____, Resolution of Necessity to determine that public interest and necessity require acquisition of property for public purposes; and Authorize proceedings in eminent domain for property located North of Shepherd Avenue, West of Fowler Avenue.

Staff: Jomar Rushdan, Management Analyst

Recommendation: Approve

ATTACHMENTS: 1. Res. 25-____
2. Vicinity Map

RECOMMENDATION

For the City Council to hold a public hearing and approve the attached Resolution of Necessity (Attachment 1), authorizing the City Attorney to initiate eminent domain proceedings to acquire a permanent easement over a certain property for public right-of-way purposes at the northwest corner of Shepherd and Fowler Avenues.

EXECUTIVE SUMMARY

This is a request to approve a Resolution of Necessity approving the eminent domain process to acquire right-of-way in order to facilitate the street widening project on Shepherd Avenue, between Sunnyside and Fowler Avenues. Staff has not been able to come to an agreement with the property owner to purchase the needed right-of-way. This action is to avoid further delays in the construction of improvements along Shepherd Avenue.

California Code of Civil Procedure section 1245.240 requires the Resolution of Necessary be approved by a minimum vote of two-thirds of all the members of the City Council.

BACKGROUND

City staff is currently in discussion with Yu Gyung Lee Nelson, property owner of 9029 N. Fowler Clovis CA, APN 557-021-41s. The acquisition consists of 2,469 square feet of new street right-of-way. Attachment 1 shows the area needing to be acquired.

This right-of-way is needed for the Shepherd Avenue Widening Project, between Fowler and Sunnyside Avenues (the "Project"). The Project's improvements include the widening of both the eastbound and westbound lanes of Shepherd Avenue to accommodate increased traffic demand and improve overall traffic flow and safety in the area. This work includes roadway expansion, installation of curbs, gutters, drainage improvements, and other related infrastructure upgrades. Additionally, the Project includes the installation of essential PG&E electrical facilities required to service the newly constructed residential developments at the intersection of Sunnyside Avenue and Shepherd Avenue. The improvements are necessary to support current and future community needs, ensure public safety, and provide reliable utility infrastructure.

City staff have been working with the property owner since September of 2024 to come to an agreement for the acquisition. Staff obtained an appraisal report for the Property to be obtained that outlines its fair market value, and an offer was made to the property owner in accordance with Government Code section 7267.2. Staff has worked with the property owner to address issues and questions they have related to the acquisition of the needed portion of their property. Due to the lack of agreement on the terms of the acquisition and timing of the Project, staff is moving forward with this request for the City Council to approve the Resolution of Necessity and authorize staff to begin the eminent domain process, if necessary. The Resolution of Necessity is the first step in the eminent domain process.

Staff will continue to work with the property owner with the goal of coming to an agreement on the terms of the right-of-way acquisition. However, the planned improvements, including a pedestrian pathway connecting to the Fowler intersection will be delayed if right-of-way is not acquired in a timely manner.

The property owner has been notified of the public hearing date and their right to appear and be heard on the Resolution of Necessity. Notice of this hearing was mailed to the property owner on September 8, 2025, in accordance with Code of Civil Procedure section 1245.235. Council is advised that the only issues under consideration at the public hearing are considering the necessity to invoke eminent domain, and whether there exists relevant findings required for adopting a Resolution of Necessity. The fair market value of the property is not a proper topic for consideration or discussion at the Resolution of Necessity hearing.

The findings for the Resolution of Necessity are:

1. Public interest and necessity require the proposed project;
2. The proposed project is planned and located in the manner that will be most compatible with the greatest public good and the least private injury;
3. The property described in the Resolution is necessary for the proposed project;
4. An offer to acquire the real property, pursuant to section 7267.2 of the Government Code, was made to the owners of record as provided by law;
5. The City has complied with all conditions and statutory requirements necessary to exercise the power of eminent domain ("the right to take") to acquire the portion of the property described herein; and

6. The City has fully complied with all provisions of the California Environmental Quality Act for the Project.

FISCAL IMPACT

The project and related right-of-way acquisitions are budgeted and funded by private developers. There are no fiscal impacts to the City of Clovis.

REASON FOR RECOMMENDATION

The Project is necessary to accommodate increased traffic flow and increase public safety. Newly constructed residential developments have increased traffic demands, necessitating the widening of Shepherd Avenue to ensure public safety. Additionally, planned improvements cannot be completed absent the acquisition of the property.

ACTIONS FOLLOWING APPROVAL

Staff will pursue an action in eminent domain to condemn the permanent easement for the Project in the manner required by law.

CONFLICT OF INTEREST

None.

Prepared by: Jomar Rushdan, Management Analyst

Reviewed by: City Manager AA

RESOLUTION 25-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS DETERMINING THAT THE PUBLIC INTEREST AND NECESSITY REQUIRE ACQUISITION OF PROPERTY FOR PUBLIC PURPOSES AND AUTHORIZING PROCEEDINGS IN EMINENT DOMAIN FOR PROPERTY LOCATED ALONG SHEPHERD AVENUE BETWEEN FOWLER AND SUNNYSIDE AVENUES

WHEREAS, it appears necessary and desirable that the City of Clovis (hereinafter, “City”) acquire an easement to a portion of the real property commonly known as 9029 N. Fowler Avenue (APN: 557-021-41s), which portion is more particularly described as set forth in Attachment A, and as depicted in Attachment B, both of which are attached hereto and incorporated by this reference herein (the easement interests are hereinafter referred to as the “Property”); and

WHEREAS, the underlying project for which the Property is needed is the widening and related improvements to Shepherd Avenue, between Fowler and Sunnyside Avenues (“Project”), and this resolution is necessary for the acquisition of a permanent easement over the Property, consisting of approximately 2,469 square feet, for public right-of-way purposes; and

WHEREAS, the Project underwent an environmental review pursuant to the California Environmental Quality Act (“CEQA”) and the requirements have been satisfied; and

WHEREAS, a Notice of Hearing on the intent of the City Council of the City of Clovis (hereinafter “Council”) to Adopt the Resolution of Necessity was mailed to the record owner of the Property in accordance with California Code of Civil Procedure section 1245.235, subdivisions (a) and (b). The Notice of Hearing advised the property owner of the right to be heard on the matters referred to therein on the date and at the time and place stated therein; and

WHEREAS, the hearing described in the Notice of Hearing was duly held on October 20, 2025, at the time and place stated therein, and all interested parties were given an opportunity to be heard. The hearing was then closed, and the matter was considered by the Council in accordance with applicable law; and

WHEREAS, the Council has received and considered all relevant factors and evidence, including, but not limited to, the Planning and Development Services Department staff report and matters referenced therein; facts which are otherwise commonly known, judicially noticeable, and matters of public record; and all other relevant and proper evidence offered at the hearing by staff, affected property owners who made timely requests to appear and be heard at the hearing, and others who appeared and were heard.

NOW, THEREFORE, BE IT RESOLVED, that the City of Clovis, by a vote of not less than 2/3 of its members, declares, finds, and resolves as follows:

1. The foregoing recitals are true and correct and, with this reference, incorporated herein as if set forth in full. The staff report, Attachments, and all other materials presented to the Council, whether orally or in writing on the Resolution of Necessity are incorporated by reference.
2. The City is authorized to acquire the Property described herein for the Project by eminent domain proceedings pursuant to California Government Code sections 37350.5 and 40404, and California Code of Civil Procedure section 1240.610.
3. The Property to be acquired is generally located on the north side of East Shepherd Avenue between Fowler and Sunnyside Avenues, in the City of Clovis, County of Fresno, State of California. The extent of the Property to be taken is as described in the legal description attached as **Attachment A** and as depicted in the diagram attached hereto as **Attachment B**.
4. Based on all evidence presented in this matter, the Council specifically finds and determines as follows:
 - a. The public interest and necessity require the proposed Project.
 - b. The proposed Project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.
 - c. The Property as described in this Resolution is necessary for the proposed Project.
 - d. An offer to acquire the Property, in accordance with section 7267.2 of the Government Code, was made to the owner of record of the Property as provided by law.
 - e. The City has complied with all conditions and statutory requirements necessary to exercise the power of eminent domain ("the right to take") to acquire the portion of the Property described herein.
 - f. The City has complied with all provisions of CEQA for the Project.
5. The portion of the interest in the Property, including any improvements thereon, which are authorized to be acquired by this Resolution, are as delineated on the said attachments, being real property completely situated within the territorial boundaries of the City.
6. The City plans that the date of use of the Property for the Project will be within seven (7) years from the date the complaint for eminent domain proceedings is filed.

7. The City Attorney of the City of Clovis is authorized and directed to institute and conduct to conclusion in the name of the City, proceedings in eminent domain. The proceedings are to be in accordance with the provisions of the Constitution of California and the Code of Civil Procedure in order to acquire in the name of the City a permanent right-of-way easement to the portion of the Property herein described and such other interests as may be necessary for construction and operation of the Project. This Council finds and determines the public interest, necessity, and welfare require prejudgment possession of the Property as soon as the same may be lawfully obtained. The City Attorney is authorized and directed to obtain such possession.

8. The Director of Finance of the City is authorized to pay, out of funds authorized or received, for the acquisition of the Property, for prejudgment possession of the Property, and for all other costs and expenses of acquisition, including, but not limited to, final compensation for the take and all fees and costs charged for City services in connection with this litigation.

9. The City Manager and City Attorney, or their authorized designees, are hereby authorized, without further action of this Council, to enter into any settlement regarding acquisition of the Property by way of agreement and/or stipulation so long as the settlement is based upon approved evidence and appraisal opinion.

* * * * *

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN

DATED:

Mayor

City Clerk

Attachment "A"

Legal Description

That portion of Parcel 4 of Parcel Map No. 3637, in the County of Fresno, State of California, according to the map thereof, recorded in Book 24 of Parcel Maps at Page 59, Fresno County Records, lying in the Southwest quarter of Section 21, Township 12 South, Range 21 East, Mount Diablo Base and Meridian, described as follows:

PARCEL 1:

COMMENCING at the Southeast corner of said Parcel 4; thence North 00°52'51" West, along the East line of said Parcel 4, a distance of 59.91 feet, said point being the Northeast corner of that area granted to the City of Clovis per Grant Deed recorded April 11, 2016 as Document No. 2016-0044555-00, Official Records of Fresno County, said point being the **TRUE POINT OF BEGINNING FOR PARCEL 1**; Thence North 89°07'21" West, along the most Northerly line of said area, a distance of 20.00 feet; thence North 46°59'18" East, along the Northeasterly prolongation of the Northwesterly line of said area, a distance of 3.56 feet; thence North 89°07'09" East, a distance of 17.35 feet to a point on the East line of said Parcel 4; thence South 00°52'51" East, along the East line of said Parcel 4, a distance of 3.00 feet to the **TRUE POINT OF BEGINNING FOR PARCEL 1**.

Containing 51 square feet, more or less.

PARCEL 2:

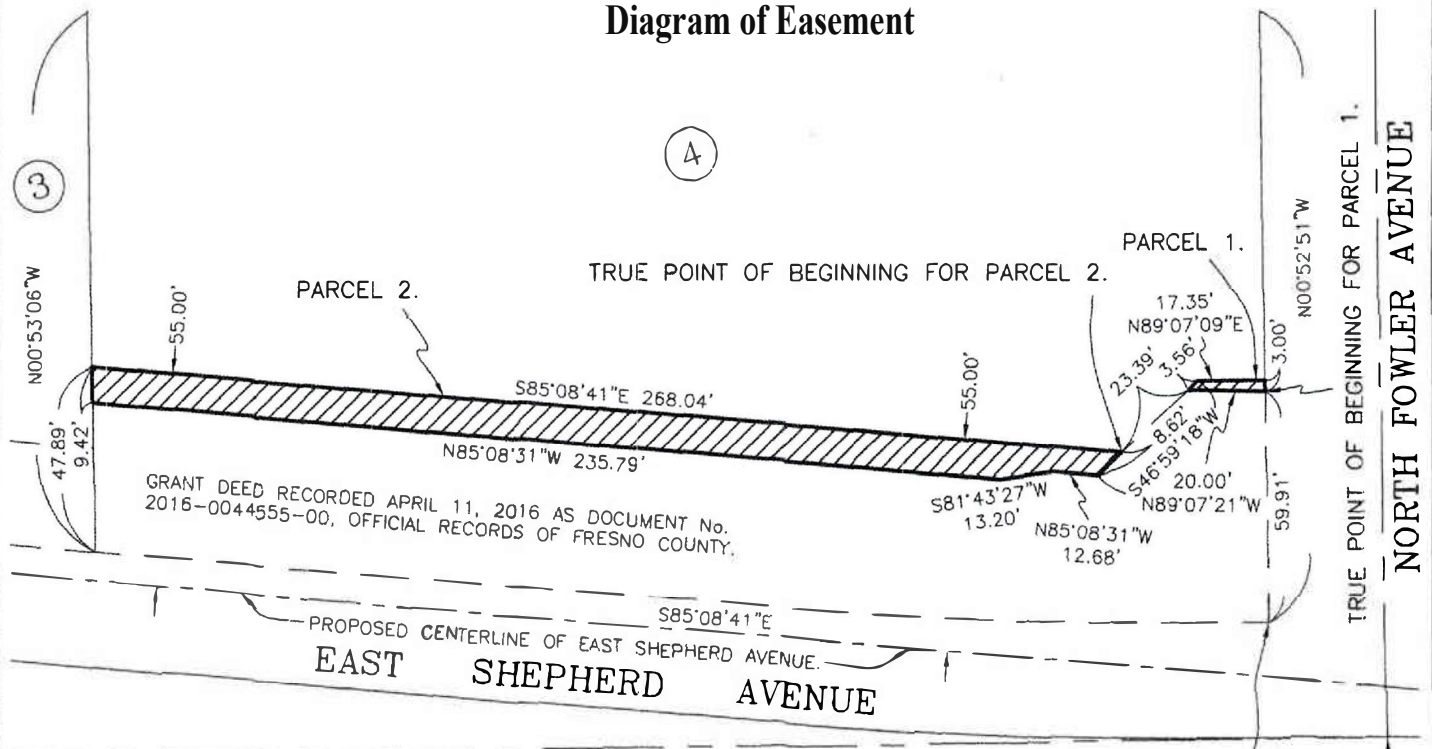
COMMENCING at the Southeast corner of said Parcel 4; thence North 00°52'51" West, along the East line of said Parcel 4, a distance of 59.91 feet, said point being the Northeast corner of that area granted to the City of Clovis per Grant Deed recorded April 11, 2016 as Document No. 2016-0044555-00, Official Records of Fresno County; thence North 89°07'21" West, along the most Northerly line of said area, a distance of 20.00 feet; thence South 46°59'18" West, along the Northwesterly line of said area, a distance of 23.39 feet to the **TRUE POINT OF BEGINNING FOR PARCEL 2**; Thence, the following four (4) courses along the Northwesterly and Northeasterly lines of said area: (1) South 46°59'18" West, a distance of 8.62 feet; thence (2) North 85°08'31" West, a distance of 12.68 feet; thence (3) South 81°43'27" West, a distance of 13.20 feet; thence (4) North 85°08'31" West, a distance of 235.79 feet to a point on the West line of said Parcel 4; thence North 00°53'06" West, along the West line of said Parcel 4, a distance of 9.42 feet to a point being 47.89 feet North of the Southwest corner of said Parcel 4; thence South 85°08'41" East, a distance of 268.04 feet to the **TRUE POINT OF BEGINNING FOR PARCEL 2**.

Containing 2,418 square feet, more or less.

Containing a total area of 2,469 square feet, more or less.



Attachment "B" Diagram of Easement



POINT OF COMMENCEMENT:
 THE SOUTHEAST CORNER OF PARCEL 4 OF PARCEL
 MAP NO. 3637 RECORDED IN BOOK 24 OF PARCEL
 MAPS AT PAGE 59, FRESNO COUNTY RECORDS.

THE SOUTHEAST CORNER OF THE SOUTHWEST
 QUARTER OF SECTION 21, TOWNSHIP 12 SOUTH,
 RANGE 21 EAST, MOUNT DIABLO BASE AND MERIDIAN.

LEGEND



INDICATES AREA TO BE DEEDED TO THE CITY OF CLOVIS.



INDICATES PARCEL OF PARCEL MAP NO. 3637 RECORDED IN BOOK
 24 OF PARCEL MAPS AT PAGE 59, FRESNO COUNTY RECORDS.

OWNER: YU GYUNG LEE NELSON

APN: 557-021-41

AREA:

PARCEL 1: 51 SQUARE FEET +/-

PARCEL 2: 2,418 SQUARE FEET +/-

TOTAL: 2,469 SQUARE FEET +/-



SCALE: 1" = 50'



TR 6205/18-147

CITY OF CLOVIS – Planning & Development Services

DIXON & ASSOCIATES, INC. LAND SURVEYING

620 DEWITT, #101
 CLOVIS, CALIFORNIA, 93612

PH: (559)297-4200 FAX: (559)297-4272

PORTION OF THE SOUTHWEST QUARTER
 OF OF SECTION 21, TOWNSHIP 12 SOUTH,
 RANGE 21 EAST, MOUNT DIABLO BASE
 AND MERIDIAN. TO BE DEEDED TO THE
 CITY OF CLOVIS.

F.B. No.:

Dr. By: GMR

Ch. By:

Date: Nov. 8, 2023

Scale: 1" = 50'

SHEET 1 OF 1



9029 N Fowler Avenue

Yu Gvung Lee Nelson | APN: 557-021-41

Attachment 2



CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: October 20, 2025

SUBJECT: Consider Approval – Res. 25-___, Amending License Fees for Gaming Clubs and Card Rooms in the City.

Staff: Andy Haussler, City Manager
Recommendation: Consider Approval

ATTACHMENTS: 1. Res. 25-___, Amending License Fees for Gaming Clubs and Card Rooms in the City
 2. Letter from 500 Club Casino
 3. January 8, 2018, Council Report

RECOMMENDATION

For the City Council to approve Res. 25-___ Amending License Fees for Gaming Clubs and Card Rooms in the City.

EXECUTIVE SUMMARY

The City currently has one authorized gaming club operating in the City in accordance the California Gambling Control Act and the City's Gaming Club and Card Room Ordinance (Ch. 5.6 of the Municipal Code). In January 2018, the Clovis City Council approved both the transfer of the 500 Club Casino to a new ownership group and a new licensing fee structure. The licensing fee was restructured to 6.25% of gross gaming revenues less promotional chips collected in year 1 to 10% in year 3 and thereafter, with no table fees. The revenue from this license fee structure recovered quickly during the COVID-19 pandemic and peaked in fiscal year 2021-22 at \$1.27 million but has steadily declined since by about 5% annually.

On August 28, 2025, the City received a letter from the 500 Club seeking to revisit the license fee methodology. Staff and the operators exchanged proposals with the goal of creating stability in the revenues to the City along with the business operations of the 500 Club that also encourages expansion of the card room.

In addition, via State Law change in 2024 and subsequent City Council action earlier this year, the 500 Club recently added two gaming tables and is authorized to add an additional 8 gaming tables over the next 16 years, for a total of 29 gaming tables. The new proposed license fee

structure encourages the overall growth of the business along with providing long-term license fee revenue to the City.

The new fee structure is proposed to be on a per table basis of \$35,000, that is inflation adjusted every 4 years. New tables added would be charged half of the table rate for the first 4 years, after which they would be at the full table rate. For the first year, this would equate to an annual fixed license fee of \$735,000 for the 21 tables currently operated. If inflationary historic norms hold, and 8 tables are added, the fee could grow to approximately \$1.8 million annually in 20 years. The owners of the 500 Club and staff support the proposed license fee changes.

BACKGROUND

In January 2018, the Clovis City Council approved both the transfer of the 500 Club Casino to a new ownership group and a new licensing fee structure. The licensing fee was restructured to 6.25% of gross gaming revenues less promotional chips collected in year 1 to 10% in year 3 and thereafter, with no table fees. The revenue from this license fee structure recovered quickly during the COVID-19 pandemic and peaked in fiscal year 2021-22 at \$1.27 million but has steadily declined since by about 5% annually. The operators attribute the decline in revenues to the proximity of increased competition.

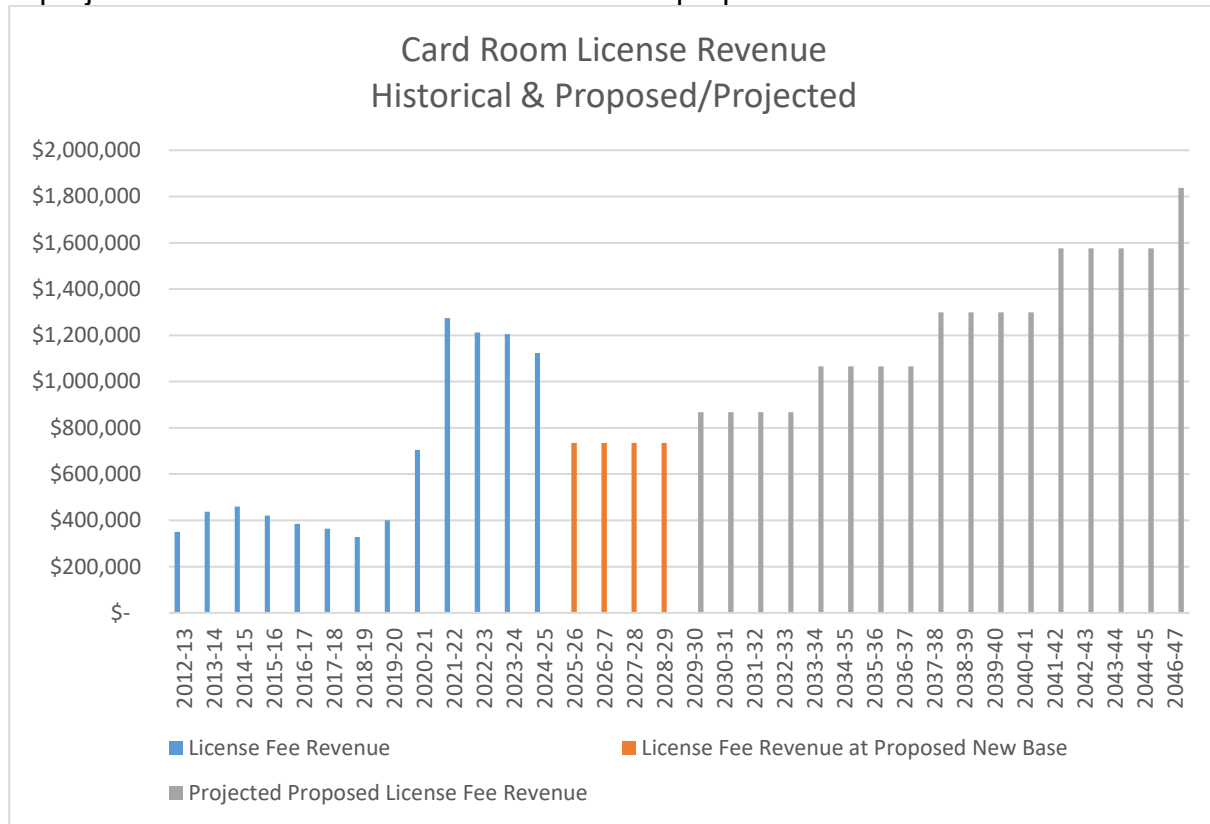
On August 28, 2025, the City received a letter from the 500 Club seeking to revisit the license fee methodology. Staff and the operators exchanged proposals with the goal of creating stability in City revenues along with the business operations of the 500 Club that also encourages expansion of the card room. The costs of operations are increasing at a faster pace than the gross revenues, which not only impacts the business but also results in less General Fund revenue to help fund critical City services. The following is the recommended fee structure provided for illustrative purposes and is based on projected additional tables placed in operation in accordance with the schedule found in Clovis Municipal Code section 5.6.09(a):

Proposed Payment Schedule (29-table cap, Estimated CPI step every 4 years)

Year	CPI-adjusted per-table fee	Full-rate tables	Half-rate tables	Full-rate equivalents	Annual Payment
1	\$35,000	21	0	21	\$735,000
5	\$39,410	21	2	22	\$867,020
9	\$44,376	23	2	24	\$1,065,024
13	\$49,967	25	2	26	\$1,299,142
17	\$56,263	27	2	28	\$1,575,364
21	\$63,352	29	Max Tables	29	\$1,837,208

FISCAL IMPACT

Initially, there will be a reduction in license fees to the City's General Fund. However, if a change isn't made it is expected future revenues will continue to decline. The proposal provides a fixed amount the City will receive that adjusts for inflation every four years and encourages growth of the business. The chart below provides a historic perspective of the license fee revenues as well as the projected license fee revenues based on the proposed amendments.



REASON FOR RECOMMENDATION

The proposed amendment stabilizes the licensing fee revenue for the City of Clovis and encourages the business and future revenues to grow.

ACTIONS FOLLOWING APPROVAL

Staff will implement the City Council direction.

CONFLICT OF INTEREST

None.

Prepared by: Andy Haussler, City Manager

Reviewed by: City Manager *AH*

RESOLUTION 25-__**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS AMENDING
LICENSE FEES FOR GAMING CLUBS AND CARD ROOMS IN THE CITY**

WHEREAS, on January 8, 2018, in accordance with Chapter 5.6 and Section 5.6.17 of the Clovis Municipal Code, and in conjunction with the approved transfer of ownership of the transfer of the 500 Club Casino card room license to K & M Casinos, Inc., the City Council approved Resolution 18-07 setting License Fees for Gaming Clubs and Card Rooms "License Fees"); and

WHEREAS, there currently exists one licensed card room in the City, the 500 Club Casino, located at 771 West Shaw Avenue, to which the License Fees are applicable; and

WHEREAS, Section 5.6.17(b) of the Clovis Municipal Code specifically provides that each licensee shall pay License Fees to the City as set by resolution of the City Council, and permits the City Council to change License Fees at any time; and

WHEREAS, Section 5.6.09(a) of the Clovis Municipal Code provides for the number of authorized gaming tables that may be operated at a card room and the schedule for authorized additional gaming tables to be operated; and

WHEREAS, the operator of the 500 Club Casino and City staff support and recommend modifying the License Fee to fee structure and table expansion plan is consistent with Section 5.6.09, of the Clovis Municipal Code; and

WHEREAS, the Council desires to revise and update the existing License Fees to provide a predictable revenue source.

NOW, THEREFORE, the City of Clovis resolves as follows:

The License Fees for Gaming Clubs and Card Rooms in the City are approved as set forth in **Exhibit A** attached hereto, effective beginning on November 1, 2025.

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on October 20, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

Mayor

City Clerk

EXHIBIT A**LICENSE FEES FOR GAMING CLUBS AND CARD ROOMS IN THE CITY****License Fees**

Each licensee shall pay to the City a License Fee of \$35,000.00 annually for each gaming table authorized to be operated by the licensee's City-issued card room license. The License Fee shall be adjusted on July 1, 2029, by the cumulative increase in the Consumer Price Index for All Urban Consumers (CPI-U) as published by the U.S. Bureau of Labor Statistics since November 1, 2025 (rounded to the nearest whole dollar), and the License Fee shall be similarly adjusted every four years on July 1st (2033, 2037, 2041, and so on) by the cumulative increase since the previous adjustment.

Each new gaming table hereafter added in accordance with the schedule in Clovis Municipal Code section 5.6.09(a), and authorized by licensee's City-issued card room license, shall be assessed at fifty percent (50%) of the applicable License Fee in effect for the first four (4) years the new table is authorized to be operated. Upon the fourth anniversary (beginning of the fifth year) after a new gaming table has been authorized to operate, the full applicable License Fee shall be paid.

The annual License Fee shall be paid in equal monthly payments no later than the 15th day of each calendar month.

Security Deposit

A Security Deposit shall be maintained with the City in accordance with the provisions of Section 5.6.17(c).

Extraordinary Circumstances

In the event of extraordinary circumstances beyond the control of either party that require at least a temporary or partial closure of the licensee – such as pandemics, public health emergencies, or significant legal or regulatory changes, the City and licensee will meet and confer in good faith to determine appropriate temporary adjustments to the License Fees payable during or as a result of the extraordinary event.

J. BLONIEN
 A PROFESSIONAL LAW CORPORATION
 1121 L STREET, SUITE 105
 SACRAMENTO, CALIFORNIA 95814
 916-441-4242
 WWW.JBLONIEN.COM

Mr. Andrew Haussler
 City Manager
 City of Clovis
 1033 Fifth Street
 Clovis, CA 93612

August 28, 2025

VIA EMAIL: AndrewH@CityofClovis.com

Re: Proposal to Amend Cardroom Fee Structure

Dear Mr. Haussler:

On behalf of my client, the 500 Club, I respectfully submit this proposal to amend the current fee structure governing the cardroom's operations within the City of Clovis. The purpose of this proposal is to provide the City with a stable, predictable, and steadily increasing source of revenue, while allowing the cardroom to operate sustainably and expand responsibly.

The 500 Club proposes transitioning to a flat per-table fee of thirty-five thousand dollars (\$35,000) annually for each of the twenty-one (21) existing tables, payable monthly for a total of \$735,000 per year.

To ensure that the City's revenues grow consistently with economic conditions, the per-table fee would be adjusted every four years by the cumulative increase in the Consumer Price Index for All Urban Consumers (CPI-U) as published by the U.S. Bureau of Labor Statistics. For example, if CPI averages two percent per year, an eight percent adjustment would be applied at the next four-year interval.

This proposal also provides for future table growth. Beginning with the twenty-one current tables, the cardroom may add two tables approximately every four years, until reaching a cap of twenty-nine (29) tables. Each new table would be assessed at fifty percent (50%) of the CPI-adjusted per-table fee in effect at the time of its addition. This ensures that as the cardroom grows, the City's revenues grow with it, while maintaining a fair cost structure that makes expansion feasible.

The 500 Club also recommends including an extraordinary events provision. In the event of circumstances beyond the control of either party—such as pandemics, public health

emergencies, or significant legal or regulatory changes the City and the Club would meet and confer in good faith to determine appropriate temporary adjustments. This provides fairness, continuity of operations, and protection of the City's revenue stream during unforeseen disruptions.

This structure will provide the City with a clear and predictable growth path. For example, see the chart below using the past 10 years of data to calculate an average CPI.

20-Year Payment Schedule (29-table cap, CPI step = 1.126 every 4 years)

Year	CPI-adjusted per-table fee	Full-rate tables	Half-rate tables	Full-rate equivalents	Annual payment
0	\$35,000	21	0	21	\$735,000
4	\$39,410	21	2	22	\$867,020
8	\$44,376	23	2	24	\$1,065,024
12	\$49,967	25	2	26	\$1,299,142
16	\$56,263	27	2	28	\$1,575,364
20	\$63,352	29	Max Tables	29	\$1,837,208

This model aligns Clovis with practices in many other California municipalities, which rely on table-based fee structures rather than gross-receipts models. It offers predictability, transparency, and fairness while ensuring the City's revenue base grows consistently over time.

We respectfully request that this proposal be placed on the City Council's agenda for formal consideration. We are prepared to provide additional supporting information as needed.

Thank you for your attention to this matter and for your continued partnership. Please do not hesitate to contact me should you have any questions or require further clarification.

Respectfully submitted,

Jarhett Blonien
Counsel for the 500 Club



AGENDA ITEM NO: **T-A 1&2**
City Manager: **LS**

AGENDA ITEM NO. 21.

CITY of CLOVIS

REPORT TO THE CITY COUNCIL

TO: Mayor and City Council
FROM: Administration
DATE: January 8, 2018
SUBJECT: Consider Various Actions associated with the Clovis 500 Club card room located at 771 W. Shaw Avenue:

- a. Consider Approval – Res. 18-___, A Request to approve the transfer of the 500 Club Card Room License from Louis Sarantos to K & M Casinos, Inc.
- b. Consider Approval – Res. 18-___, Setting License Fees for Gaming Clubs and Card Rooms in the City.

ATTACHMENTS: A. Res. 18-___ - To approve the transfer of the 500 Club Card Room License from Louis Sarantos to K & M Casinos, Inc.
B. Res. 18-___ - Setting License Fees from Gaming Clubs and Card Rooms in the City.
C. September 13, 2010 Council Report (less Attachments).
D. September 6, 2011 Council Report (less Attachments).
E. May 21, 2012 Council Report (less Attachments).
F. Letter from Seller dated December 22, 2017.

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve:

- a. The transfer of the 500 Club Card Room License from Louis Sarantos to K & M Casinos, Inc. and;

- b. Approve a resolution setting License Fees from Gaming Clubs and Card Rooms in the City.

EXECUTIVE SUMMARY

Staff is in receipt of a request from letter from James Betts, representing Louis Sarantos, owner of the 500 Club at 771 W. Shaw Avenue requesting “....the City of Clovis take all necessary action to approve the sale of the 500 Club Casino, 771 W. Shaw Avenue, Clovis, California, to buyers Michael LeBlanc and Kevin Barclay.”

The Sarantos family began renting the 500 Club building, at 500 Clovis Ave., in 1953. In 1974, Louis and George Sarantos bought the club from their parents and formed a partnership. In May 2009, Louis Sarantos approached the City about the possibility of expanding and relocating to the current location of 771 W. Shaw Avenue. 500 Clovis Avenue remains open as a bar and grill but there is no gaming at that location. In mid-2012, the 500 Club opened up on Shaw Avenue expanding from six tables at the old location to 18 tables at the new location. The 500 Club pays the City a license fee based upon a percentage of the gross gaming revenue. At the old location the City received approximately \$20,000 per year in license fees. At the new location, the City has averaged approximately \$420,000 per fiscal year in license fees paid to the City over the past five years. In November 2017, Louis Sarantos approached the City requesting the City approve the sale of the Clovis 500 Club License to K & M Casinos, Inc. Staff is also recommending an update to the license fees.

BACKGROUND

In May 2009, Louis Sarantos (“Sarantos”) made two requests of the City: (1) to purchase the entire 50% general partnership interest of George Sarantos in the Clovis 500 Club partnership; and (2) to relocate, expand, incorporate, and allow for the sale of the card room business to qualified third parties with prior State and City approval.

The proposal was before City Council in various capacities on five separate occasions between 2010 and 2012. On September 6, 2011, the Council approved necessary ordinance amendments and land use approvals for the expansion, including: Ordinance Amendment OA2011-03, which amended the City’s Card Room Ordinance to authorize 18 tables, as permitted by the California Gambling Control Act, and made other technical changes; OA2011-02, which amended Section 9.3.215.1 of the Clovis Municipal Code to add card rooms as a permitted use in the C-2 (Community Commercial) Zone District; and Site Plan Review SPR2011-06, which allowed for modifications to the structure and property site to accommodate the card room operation.

The City of Clovis currently has a single card room governed by Chapter 5.6 of the Clovis Municipal Code regarding Gaming Club and Card Room Regulations in the City of Clovis (“Card Room Ordinance”). Local licensing and regulation of gaming is in addition to, and in compliance with, regulations set forth by the California Gambling Control Act. Sarantos submitted an application to the California Gambling Control Commission (CGCC) for

purposes of obtaining a license to operate 18 tables that was approved by the CGCC in May 2012, and the new location became operational in June 2012.

In order for Sarantos to transfer the License, the application must be approved by the CGCC and a License must be issued by the City of Clovis. Approval of this action will provide Sarantos the ability to transfer the license in accordance with Chapter 5.6 of the Clovis Municipal Code. Approval of the transfer of the License is contingent on approval from the CGCC, and subject to the conditions set forth in the Exhibit A of Attachment "A" ("K & M Casinos License").

Between 2009 and 2011, staff developed the current ordinance to ensure that it had measures in place that could be implemented should the operation of the gaming establishment cause an increase in calls for service. The Police Department reports that the calls for service over the past five years have been minimal and that the business has been managed in a professional manner. The Clovis Police Department has performed background checks on the principals of buyers, and performed other due diligence in evaluating whether the Council should approve transfer of the License; and the Police Chief and City Administration recommend approval of the proposed transfer.

FISCAL IMPACT

When setting license fees in 2010, the overall goal was to ensure that a sufficient revenue stream was generated for the City to more than cover the cost of additional services being required to support the operation of the expanded card room at the new location.

The current fee schedule charges the card room both a fixed amount of \$2,000 per table per year and a graduated scale of the percentage of gross revenue beginning with 3% and climbing to 9% in year 7 for gross revenues over \$2M. This fee schedule allowed the business to become established in the early years and when established allowed the City to benefit in a commensurate fashion. The analysis completed in 2010 showed three scenarios to give the Council an idea of what could happen. Scenario 3 was quite aggressive and began sales in year 1 at \$5.0M with license fees estimated at \$460K per year. Year 1 (2012/13) actual performance paid the City of Clovis over \$500K and has averaged approximately \$415K over the last five years.

Staff is recommending changing the License fee to a straight 10% of Gross Revenue as defined in Exhibit "A" of Attachment "B". The effective average rate was 6.25%. Staff estimates that the difference between the effective average rate of 6.25% and the recommended straight 10% of Gross Revenue will generate an additional \$250K per year for the City. It was always the intent to revisit the license fee in the future and when and if the 500 Club were sold.

The table below is from the City of Fresno Master Fee Schedule dated November 2016. Fresno City Staff indicate that the Club One Casino is the only card room in the City of Fresno and paid the City approximately \$1.0M. The \$1.0M annual License fee equates to

approximately \$835K per month in Monthly Gross Revenue which equates to an average rate of 10% Club One Casino paying the City of Fresno.

Card Room Gross Revenue Permit Fee (FMC 9-2132)

<u>Monthly Gross Revenue</u>	<u>Monthly</u>
\$0 - 800,000	9%
\$800,001 - 1,000,000	10%
\$1,000,001 - 1,200,000	11%
\$1,200,001 - 1,400,000	12%
\$1,400,001+	13%

REASON FOR RECOMMENDATION

Staff is recommending approval of the request to transfer the License to K & M Casinos, Inc. based on the background results of the buyers and is conditioned upon approval by the CGCC. Staff spent three years (2009 – 2011) developing an ordinance to ensure that the sole card room in the City of Clovis will be managed in a fashion beneficial to both the operator and the City of Clovis. A well-crafted Ordinance is in effect, the seller has run a successful operation at the current location, and the gaming industry is heavily regulated by the CGCC.

ACTIONS FOLLOWING APPROVAL

If approved, staff will issue the License, monitor operations, and report back to Council on an as needed basis.

Submitted by: John Holt, Assistant City Manager 

RESOLUTION 18-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS
APPROVING TRANSFER OF THE CLOVIS 500 CLUB CARD ROOM LICENSE
FROM LOUIS SARANTOS TO K & M CASINOS, INC.**

WHEREAS, on May 21, 2012, the City Council approved a Card Room License to Louis Sarantos for the Clovis 500 Club, pursuant to the provisions of Chapter 5.6 of the Clovis Municipal Code ("Sarantos License"); and

WHEREAS, the License accommodated the relocation and expansion of an existing State licensed gaming establishment in the City, as reflected in the record of proceedings; and

WHEREAS, the owner of the Clovis 500 Club, Louis G. Sarantos, a sole proprietorship ("Seller") desires to sell and transfer the License, and associated assets, to K & M Casinos, Inc., a California Corporation ("Buyer"); and

WHEREAS, Section 5.6.25 of the Clovis Municipal Code permits transfer of the License with approval of the City Council; and

WHEREAS, the Clovis Police Department has performed background checks on the principals of Buyer, and performed other due diligence in evaluating whether the Council should approve transfer of the License; and

WHEREAS, the Police Chief and City Administration recommend approval of the proposed transfer, contingent on approval from the California Gambling Control Commission, and subject to the conditions set forth in the **Exhibit A** ("K & M Casinos License").

NOW, THEREFORE, the Council resolves as follows:

1. Approves transfer of the Sarantos License to K & M Casinos, Inc., subject to the terms and conditions set forth in **Exhibit A**.
2. The transfer shall be contingent upon obtaining all necessary approvals from the California Gambling Control Commission.
3. K & M Casinos, Inc. shall acknowledge, accept, and agree to the License conditions set forth in **Exhibit A**.

The foregoing resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 8, 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 8, 2018

Mayor

City Clerk

**EXHIBIT A
CARD ROOM LICENSE**

LICENSEE: K & M CASINOS, INC.,
MICHAEL LeBLANC, PRESIDENT

LOCATION: CLOVIS 500 CLUB
771 WEST SHAW AVENUE
CLOVIS, CALIFORNIA 93612

ISSUANCE DATE: JANUARY 8, 2018

In compliance with Clovis Municipal Code Chapter 5.6 - Gaming Club and Card Room Regulations and License Requirements, sections 5.6.13 and 5.6.24, the City of Clovis hereby issues a Card Room License to K & M Casinos to operate the Clovis 500 Club gaming establishment, 771 W. Shaw Avenue, subject to the following conditions:

1. Compliance with Chapter 5.6 and all Laws. Licensee shall comply with all of the terms, conditions and provisions of Chapter 5.6 of the Clovis Municipal Code pertaining to Gaming Club and Card Room Regulations and License Requirements as now enacted or as may be subsequently amended, as well as all applicable laws of the City, State and federal governments.
2. License Fees. Licensee shall pay the License fees and security deposit established by Council Resolution dated January 8, 2018. Licensee shall comply with the requirements of Section 5.6.17 of the Clovis Municipal Code pertaining to Licenses: Fees and Deposits.
3. Security Measures. All security measures for the Clovis 500 Club, including but not limited to security plans, security cameras, and the requirements pertaining to security guards, are subject to approval and modification upon request of, and as directed by, the Chief of Police. Security measures shall address not only patron, employee and vendor security in the card room facility, but ancillary facilities associated with the Clovis 500 Club such as loading and unloading areas, parking areas, patron waiting areas, and paths of travel to the Clovis 500 Club.
4. Trash and Debris. The premises of the Clovis 500 Club and any parking lot or similar facility used by the Clovis 500 Club shall be kept free of litter and debris. The manager shall cause the front and the rear exterior of the establishment to be thoroughly cleaned at least once per day.
5. Violations. A violation of any condition of this License is shall be deemed to be a violation of the provisions of Chapter 5.6 of the Clovis Municipal Code and is deemed sufficient grounds for License revocation or suspension, imposition of fines or other action determined appropriate by the City Council. All terms and conditions specified in this license shall be enforceable as if set forth in Chapter 5.6.

6. Indemnification. Licensee shall indemnify, defend and hold harmless the City, its officers and employees, from any and all claims and actions brought against the City, its officers or employees, concerning the validity of this License.

Licensee acknowledges, accepts, and agrees to the conditions of this License:

Licensee: _____

Date: _____

RESOLUTION 18-__**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLOVIS SETTING
LICENSE FEES FOR GAMING CLUBS AND CARD ROOMS IN THE CITY**

WHEREAS, on September 13, 2010, in accordance with Chapter 5.6 and Section 5.6.17, of the Clovis Municipal Code, the City Council set License Fees for Gaming Clubs and Card Rooms in the City ("License Fees"); and

WHEREAS, there currently exists one card room in the City, the Clovis 500 Club located at 771 West Shaw Avenue, to which the License Fees are applicable; and

WHEREAS, the current owner of the Clovis 500 Club, Louis Sarantos, is proposing to sell and transfer the Card Room License, and associated assets, to K & M Casinos, Inc., and

WHEREAS, Section 5.6.17, of the Clovis Municipal Code specifically contemplates reevaluation of the License Fees and Security Deposit provisions prior to any proposed sale of the Card Room License; and

WHEREAS, the Council desires to revise and update the existing License Fees, to be made applicable upon transfer of the existing Card Room License held by Louis Sarantos.

NOW, THEREFORE, the Council resolves as follows:

1. The License Fees for Gaming Clubs and Card Rooms in the City shall be as shown in **Exhibit A** attached, effective upon transfer of the existing Card Room License held by Louis Sarantos.

The foregoing Resolution was introduced and adopted at a regular meeting of the City Council of the City of Clovis held on January 8, 2018, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 8, 2018

Mayor

City Clerk

EXHIBIT A**LICENSE FEES FOR GAMING CLUBS AND CARDROOMS IN THE CITY**License Fees

Each licensee shall pay to the City a License Fee based upon the applicable percentage of gross gaming revenue derived by the licensee during each calendar year. The annual License Fee shall be paid monthly in arrears on the 15th day following each calendar month and shall be accompanied by a statement setting forth the monthly and annual gross gaming revenues and calculating the License Fee payable to the City in a form reasonably acceptable to the City. The applicable percentage shall be as follows during the indicated years:

Beginning _____, 2018 - Ten Percent (10%)

Gross Revenue shall mean: Seat rental fees, tournament fees, membership fees, table revenues, and any and all other gaming charges directly derived from gaming activities conducted on or within the gaming club premises; provided, however, gross gaming revenue shall not include, but shall be reduced by, the amount of promotional chips collected from patrons. Gross gaming revenues also does not include any revenue derived from the sale of food, beverages, sundries, or from any other non-gaming activities.

Security Deposit

A Security Deposit shall be maintained with the City in accordance with the provisions of Section 5.6.17(c).



AGENDA ITEM NO:

1-B

City Manager:

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: September 13, 2010

SUBJECT: Consider Approval – Res. 10-___, Setting License Fees for Gaming Clubs and Card Rooms in the City

ATTACHMENTS: (A) September 3, 2010 letter from John Cardot, Attorney, representing the owners of the 500 Club

(B) July 19, 2010 staff report to City Council regarding the proposed expansion and relocation of existing card room (less attachments)

(C) Draft Resolution

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve a resolution establishing license fees for a card room in the City of Clovis as referenced in Clovis Municipal Code Chapter 5.6 – Gaming Club and Card Room Regulations and License Requirements.

EXECUTIVE SUMMARY

Louis Sarantos ("Applicant") has submitted a letter (Attachment "A") through his legal counsel, Mr. John Cardot, regarding the City of Clovis license fees that would apply if the current ordinance, as amended, (CMC Chapter 5.6 – Gaming Club and Card Room Regulations and License Requirements), became effective due to the proposed expansion and relocation of the existing card room. Application of the fees contained in the resolution are conditioned upon Council approval of proposed changes to CMC Chapter 5.6 that will be coming before Council in the next few months.

On July 6, 2010, Council approved the purchase and sale of the entire 50% general partnership interest of George Sarantos in the partnership by Louis Sarantos. The purchase and sale will close upon the approval of the transaction by the State of

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California. On July 19, 2010, Council approved, in concept, the expansion, relocation, incorporation, and allowance for sale to third party, and directed staff to initiate ordinance amendments to Chapter 5.6 of CMC regarding Gaming Club and Card Room Regulations and Chapter 9.3 regarding Zoning. A copy of the July 19, 2010, report (Attachment "B") is included for additional background information should you desire more detail on the history of the proposal.

Staff has met with the Applicant on several occasions since the July 19, 2010, meeting regarding proposed amendments to Chapter 5.6 of the CMC. Both staff and the Applicant feel they are very close to coming to terms on the overall proposed changes. It is likely to take several months to process the ordinance, environmental work, and land use considerations. The rate of the license fee included in the ordinance will have an impact on the Applicant's business plan. The Applicant has requested that the license fee be set by resolution so that he can factor that amount into his business plan. The ordinance itself will include a reference to the license fee as set by resolution.

BACKGROUND

The City of Clovis currently has a single card room governed by Uncodified Ordinance 86-6 and subsequent amendments. Should the card room expand beyond its current six tables, it will be subject to Codified Ordinance 95-27 and found as Chapter 5.6 of CMC regarding Gaming Club and Card Room Regulations in the City of Clovis. Local licensing and regulation of gaming is in addition to and in compliance with regulations set forth by the California Gaming Registration Act.

Specific Proposal

The April 30, 2010, letter from Mr. Cardot details the proposal for the Clovis 500 Club to relocate, expand, incorporate and allow the sale to a qualified third party. The proposal is to relocate the gaming portion of the existing location (500 N. Clovis Avenue) where they operate six (6) card tables to the northeast corner of Willow and Shaw Avenues and expand to eighteen (18) tables at the new location. The existing location would become the Clovis 500 Club Bar and Grill and maintain similar operations less the gaming aspect.

Procedurally, two ordinance amendments would need approval from City Council to allow for the relocation, expansion, incorporation, and allowed sale to a third party. To comply with the California Environmental Quality Act (CEQA), an environmental analysis will be conducted to evaluate the impact of the proposal. Additionally, a new card room permit will be required as well as a new license. Amending Chapter 5.6 of the CMC regarding Gaming Club and Card Room Regulations in the City of Clovis could allow for the expansion, incorporation, and allowed sale to a third party. Relocation of the existing card room to another area within the city could be facilitated by an ordinance amendment adding card rooms subject to the licensing regulation to the C-2, Community Commercial, Zone District. Staff anticipates bringing both

ordinance amendments, with the environmental analysis and card room permit back to City Council in one package.

Chronology of Proposal

1. May 12, 2009, Staff met with Mr. Cardot regarding initial discussions regarding the proposal.
2. May 22, 2009, staff responded with a recommended course of action.
3. July 13, 2009, staff goes to Council with the following - "For the City Council to consider preliminary proposal to amend Clovis Municipal Code Chapter 5.6, Gaming Club and Card Room Regulations, in connection with the expansion and relocation of the existing card room, and provide general policy direction to staff regarding the processing of the proposal." Council Action - on a 4-1 vote, to approve option 3 of the staff report – which read "Consider the merits of a proposal to incorporate, expand / relocate to another site within the city. If the answer is affirmative, then the applicant has indicated that their proposal will officially be filed as a comprehensive application and city staff would return with a detailed analysis and measures that would be required; the applicant would be required to pay the necessary deposit and fees for the application processing."
4. May 3, 2010, staff receives comprehensive response to the city's May 22, 2009 letter. On this date, the Applicant also deposited a check with the City in the amount of \$10,000 to cover the cost of the required staff to evaluate the proposal.
5. July 6, 2010, City Council approved a request to approve an agreement for the purchase and sale of partnership interest in the Clovis 500 Club (from George Sarantos to Louis Sarantos).
6. On July 19, 2010, City Council approved, in concept, the Expansion, Relocation, Incorporation, and Allowance for Sale to Third Party, and directed staff to initiate Ordinance Amendments to Chapter 5.6 of Clovis Municipal Code (CMC) regarding Gaming Club and Card Room Regulations and Chapter 9.3 regarding Zoning.

License Fees

Staff has performed an analysis of numerous card rooms across the state and what they are paying their respective jurisdictions. Unfortunately, they run the full spectrum from a nominal charge per table (\$200 - \$300) to a percentage of gross revenues ranging from 1% to 10%. Over the past four weeks, staff has met with the Applicant on

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numerous occasions to negotiate the license fees. While both parties began the discussions far apart, staff believes what is being recommended below is an equitable compromise that meets the needs of the Applicant's business plan and at the same time provides the City with a revenue source.

The specific proposal is to charge the card room both a fixed amount of \$2,000 per table per year and a graduated scale of the percentage of gross revenue beginning with 3% and climbing to 9% in year 7 for gross revenues over \$2M. This proposal allows the business to become established in the early years and when established allows the city to benefit in a commensurate fashion. The analysis below shows three scenarios to give Council an idea of what could happen. Scenario 1 is a conservative estimate of gross revenue beginning at \$2.5M in year one and growing 5% each year for 7 years to \$3.35M and total license fees ranging from \$51K to \$158K each year. Scenario 2 is more aggressive and starts gross revenue at \$3.75M with license fees ranging from \$89K to \$308K per year. Scenario 3 is quite aggressive and begins sales in year 1 at \$5.0M with license fees ranging from \$126K to \$459K per year.

Scenario 1 = Year 1 at \$2.5M Gross with a 5% escalation per year

Year	Rate	Gross Revenue	Gross Reduction	License Fee	Table Fee	Total Fee
1	3%	\$ 2,500,000	\$ 2,000,000	\$ 15,000	\$ 36,000	\$ 51,000
2	4%	\$ 2,625,000	\$ 2,000,000	\$ 25,000	\$ 36,000	\$ 61,000
3	5%	\$ 2,756,250	\$ 2,000,000	\$ 37,813	\$ 36,000	\$ 73,813
4	6%	\$ 2,894,063	\$ 2,000,000	\$ 53,644	\$ 36,000	\$ 89,644
5	7%	\$ 3,038,766	\$ 2,000,000	\$ 72,714	\$ 36,000	\$ 108,714
6	8%	\$ 3,190,704	\$ 2,000,000	\$ 95,256	\$ 36,000	\$ 131,256
7	9%	\$ 3,350,239	\$ 2,000,000	\$ 121,522	\$ 36,000	\$ 157,522
Total						\$ 672,948

Scenario 2 = Year 1 at \$3.75M Gross with a 5% escalation per year

Year	Rate	Gross Revenue	Gross Reduction	License Fee	Table Fee	Total Fee
1	3%	\$ 3,750,000	\$ 2,000,000	\$ 52,500	\$ 36,000	\$ 88,500
2	4%	\$ 3,937,500	\$ 2,000,000	\$ 77,500	\$ 36,000	\$ 113,500
3	5%	\$ 4,134,375	\$ 2,000,000	\$ 106,719	\$ 36,000	\$ 142,719
4	6%	\$ 4,341,094	\$ 2,000,000	\$ 140,466	\$ 36,000	\$ 176,466
5	7%	\$ 4,558,148	\$ 2,000,000	\$ 179,070	\$ 36,000	\$ 215,070
6	8%	\$ 4,786,056	\$ 2,000,000	\$ 222,884	\$ 36,000	\$ 258,884
7	9%	\$ 5,025,359	\$ 2,000,000	\$ 272,282	\$ 36,000	\$ 308,282
Total						\$ 1,303,422

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Scenario 3 = Year 1 at \$5.0M Gross with a 5% escalation per year

Year	Rate	Gross Revenue	Gross Reduction	License Fee	Table Fee	Total Fee
1	3%	\$ 5,000,000	\$ 2,000,000	\$ 90,000	\$ 36,000	\$ 126,000
2	4%	\$ 5,250,000	\$ 2,000,000	\$ 130,000	\$ 36,000	\$ 166,000
3	5%	\$ 5,512,500	\$ 2,000,000	\$ 175,625	\$ 36,000	\$ 211,625
4	6%	\$ 5,788,125	\$ 2,000,000	\$ 227,288	\$ 36,000	\$ 263,288
5	7%	\$ 6,077,531	\$ 2,000,000	\$ 285,427	\$ 36,000	\$ 321,427
6	8%	\$ 6,381,408	\$ 2,000,000	\$ 350,513	\$ 36,000	\$ 386,513
7	9%	\$ 6,700,478	\$ 2,000,000	\$ 423,043	\$ 36,000	\$ 459,043
Total						\$ 1,933,895

While exact performance is unknown at this time, staff estimates that the operation would begin at or near the conservative estimate in the first two years, and if successful, move to the optimistic forecast shortly thereafter.

The ordinance regulating card rooms in the city will be developed to minimize the impact on city operations. The overall goal is to have enough regulatory authority so that in the event, the operation does become a drain on city resources, action can be taken to remedy, while at the same time not being overly regulatory that would impact the ability of the business to operate a successful enterprise.

FISCAL IMPACT

See analysis above.

REASON FOR RECOMMENDATION

License fees will have an impact on the Applicant's business plan. It will take several months to move forward with the required ordinances for approval. The Applicant has requested we come to terms on the license fee now so that he could determine if he should move forward with the proposal.

ACTIONS FOLLOWING APPROVAL

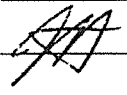
Staff will notify the Applicant of City Council's ruling.

Submitted by:



(John Holt, Assistant City Manager / City Clerk)



AGENDA ITEM NO: **1-B 1-4**
 City Manager: 

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Planning and Development Services

DATE: September 6, 2011

SUBJECT: Consider various actions in connection with the relocation and expansion of the Clovis 500 Club card room from 500 Clovis Avenue to 771 W. Shaw Avenue, Suite #101-108. The expansion would increase the number of permissible tables for gaming from 6 to 18.

Consider Approval – Res. 11-__, A request to approve an Environmental Finding of a Mitigated Negative Declaration for OA2011-02, OA2011-03, SPR2011-06 and issuance of a card room license.

Consider Introduction – Ord. 11-__, A request to approve OA2011-02 an ordinance amendment to Section 9.3.215.1 of the Clovis Municipal Code to add card rooms as a permitted use in the C-2 (Community Commercial) Zone District, subject to the provisions of Chapter 5.6 which require the issuance of a gaming club license from the City and amendment to Section 9.3.215.4 of the Clovis Municipal Code to remove card rooms as a use expressly prohibited in the C-2 (Community Commercial) Zone District. Clovis 500 Club, applicant.

Consider Introduction – Ord. 11-__, A request to approve OA2011-03 an ordinance amendment to various sections of Chapter 5.6 of Title 5 of the Clovis Municipal Code pertaining to gaming club and card room regulations and license requirements. Clovis 500 Club, applicant.

Consider Approval – Res. 11-__, SPR2011-06, A request to approve a site plan review for a change in use at 771 W. Shaw Avenue, Suite #101-108 for a card room, restaurant, bar, and outdoor patios. Western Village, Inc., a California Corporation, owner; Clovis 500 Club, applicant; John Cardot, representative.

City Council Report
OA2011-02, OA2011-03, SPR2011-06
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ATTACHMENTS:

Exhibit A: Conditions of Approval
 Exhibit B: Site Plan
 Exhibit C: Floor Plan
 Exhibit D: Elevations
 Attachment 1: Mitigated Negative Declaration
 Attachment 2: Planning Commission Minutes
 Attachment 3: Draft CEQA Resolution
 Attachment 4: Draft Ordinance, OA2011-02
 Attachment 5: Draft Ordinance, OA2011-03 (showing changes)
 Draft Ordinance, OA2011-03 (clean version)
 Attachment 6: Draft Resolution, SPR2011-06
 Attachment 7: May 4, 2011, Operational Statement from Louis Sarantos
 Attachment 8: Chronology of Proposal
 Attachment 9: Correspondence
 Attachment 10: July 19, 2011 letter from the Bureau of Gambling Control

CONFLICT OF INTEREST

None

RECOMMENDATION

The Planning Commission and Staff recommend that the City Council:

1. Approve Res. 11-___, adopting a Mitigated Negative Declaration for OA2011-02, OA2011-03, and SPR2011-06, pursuant to CEQA Guidelines; and
2. Approve Ordinance Amendment OA2011-02 amending Section 9.3.215.1 of the Clovis Municipal Code to add card rooms as a permitted use in the C-2 (Community Commercial) Zone District, subject to the provisions of Chapter 5.6 which require the issuance of a gaming club license from the City and amending Section 9.3.215.4 to remove card rooms as a use expressly prohibited in the C-2 Zone District; and
3. Approve Site Plan Review SPR2011-06, to allow for a card room, restaurant, bar, and outdoor patios at 771 W. Shaw Avenue Suites 101-108 subject to the attached conditions of approval listed in Exhibit "A".

Staff recommends that the City Council:

4. Approve Ordinance Amendment OA2011-03 amending various sections of Chapter 5.6 of Title 5 of the Clovis Municipal Code pertaining to gaming club and card room regulations and license requirements. (This item did not require Planning Commission action and was provided to the Commission for informational purposes.)

EXECUTIVE SUMMARY

In May 2009, the applicant Louis Sarantos ("Applicant") made two requests of the City: (1) to purchase the entire 50% general partnership interest of George Sarantos in the Clovis 500 Club partnership; and (2) to relocate, expand, incorporate, and allow for the sale of the card room business to qualified third parties with prior State and City approval. Over the past two years, staff has worked extensively with the Applicant to process his requests.

On July 6, 2010, the City Council approved the purchase and sale of the entire 50% general partnership interest of George Sarantos. Actions being considered in this report relate to item 2 above (relocate, expand, incorporate, and allow for the sale of the card room business).

This proposal has been before City Council in various capacities on four separate occasions over the past two years. The Applicant is requesting the following:

1. Expansion (increasing the number of gaming tables). The 500 Club is restricted by law (Uncodified Ordinance 86-6 and subsequent amendments) and by space limitations at its present Old Town location to operating six (6) gaming tables. Expansion beyond the current six (6) tables would trigger Chapter 5.6 of Title 5 of the Clovis Municipal Code, the City's codified Card Room Ordinance. Chapter 5.6 was approved by City Council in 1995 and limited the number of tables to fifteen (15). The Applicant is proposing amendments to the Card Room Ordinance to allow for the relocation, expansion, and incorporation. The Applicant proposes to expand to 18 tables as permitted by the California Gambling Control Act. Approval of Ordinance Amendment OA2011-03 amending various sections of the Card Room Ordinance will allow for the requested expansion.
2. Relocation of Card Room. The Applicant is proposing to move card room operations from 500 N. Clovis Ave. to the Western Village Shopping Center located on the northeast corner of Willow and Shaw Avenues at 771 W. Shaw Avenue, #101 - 108. The proposed location would nearly quadruple the existing card room space and parking is located adjacent to major transportation corridors. (The Clovis 500 Club Bar and Grill would remain in Old Town Clovis less the card room.) Approval of Ordinance Amendment OA2011-02 amending Section 9.3.215.1 of the Clovis Municipal Code to add card rooms as a permitted use in the C-2 (Community Commercial) Zone District, subject to the provisions of the Card Room Ordinance, which require the issuance of a gaming club license from the City will allow for the relocation. Site Plan Review SPR2011-06 will allow for modifications to the structure and property site to accommodate the proposed card room operation. Site Plan Reviews are normally ministerial and approved by the Director of Planning and Development Services. SPR2011-06

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has been forwarded to the Planning Commission and City Council for consideration because of the related discretionary entitlements.

3. Incorporation. Applicant is requesting amendments to the Card Room Ordinance to allow for incorporation as permitted by the California Gambling Control Act. Approval of Ordinance Amendment OA2011-03 amending various sections of the Card Room Ordinance will allow for incorporation.
4. Allowance for sale to a qualified third party with prior State and City approval. The existing Card Room Ordinance prohibits the Applicant from selling or transferring any interest in the card room to anyone other than any existing licensee, their spouse, or their children. The Applicant desires that the Card Room Ordinance be amended to allow for the sale to any qualified third party with prior State and City approval in a manner consistent with the California Gambling Control Act. Approval of Ordinance Amendment OA2011-03 amending various sections of the Card Room Ordinance will allow for the sale to a qualified third party.

Ordinance Amendment OA2011-03 amending various sections of the Card Room Ordinance was provided to the Planning Commission for informational purposes only. The Planning Commission does not have jurisdiction over the Card Room Ordinance (Chapter 5.6) and associated Card Room License. On July 28, 2011, the Planning Commission did review the land use issues: whether the City should allow card rooms in the C-2 zone district and consideration of the Site Plan and recommended that the City Council approve these items.

Staff is presenting the materials as a single package because the environmental review is designed to also cover amendments to the Card Room Ordinance as well as the subsequently issued Card Room License.

BACKGROUND

The City of Clovis currently has a single card room governed by Uncodified Ordinance 86-6 and subsequent amendments. The applicant is requesting to expand the card room beyond its current six tables to 18 tables. The request to expand is subject to Codified Ordinance 95-27 and found as Chapter 5.6 of Clovis Municipal Code regarding Gaming Club and Card Room Regulations in the City of Clovis ("Card Room Ordinance"). Local licensing and regulation of gaming is in addition to and in compliance with regulations set forth by the California Gambling Control Act.

The May 4, 2011 Operational Statement from Mr. Louis Sarantos (Attachment 7) details the proposed relocation and expansion of the 500 Club from the existing location at 500 N. Clovis Avenue where they operate six (6) card tables to the 771 W. Shaw Avenue, Suite #101-108 (northeast corner of Willow and Shaw Avenues) where they propose to expand to eighteen (18) tables. The existing location would become the Clovis 500 Club Bar and Grill and maintain similar operations less the gaming aspect.

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Procedurally, two ordinance amendments are required to allow for relocation, expansion, incorporation, and allowed sale to a third party. To comply with the California Environmental Quality Act (CEQA), an environmental analysis has been conducted to evaluate the impact of the proposal. Additionally, a new Card Room License will be required.

Amending the Card Room Ordinance (Chapter 5.6 of the Clovis Municipal Code) will allow for the expansion, incorporation, and sale to a third party. Relocation of the existing card room to another area within the City can be facilitated by an ordinance amendment adding card rooms as a permissible use in the C-2, Community Commercial, Zone District, subject to the Card Room Ordinance and licensing requirements. A conditional use permit is not necessary because of the strict regulations set forth in the Card Room Ordinance as well as the ability of the City to impose additional conditions through the licensing process.

Historically, the site at 771 W. Shaw Avenue has operated as a bar and restaurant with live entertainment. As minor modifications are required to the site plan to accommodate the use a site plan review application is required. This application will allow for evaluation of the parking, patio additions, and the reuse of the building as a card room and restaurant.

The entitlements to accommodate this request are being processed concurrently to permit consideration by the City Council of the entire package.

- General Plan Designation: Commercial
- Existing Zoning: C-2 (Community Commercial)
- Current Land Use: Retail/Vacant
- Adjacent Land Uses: North: Commercial
 South: Commercial
 East: Commercial
 West: Commercial

PROPOSAL AND ANALYSIS

OA2011-02

Currently, card rooms are only permitted subject to special permit in the C-3 (Central Trading District) Zone District. To accommodate a card room at the subject site requires amendment to the Section 9.3.215.1 of the Clovis Municipal Code to add card rooms as a permitted use in the C-2 (Community Commercial) Zone District, subject to the provisions of Chapter 5.6 which impose strict regulations on card rooms and require the issuance of a card room license from the City and amendment to Section 9.3.215.4

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to remove card rooms as a use expressly prohibited in the C-2 (Community Commercial) Zone District.

OA2011-03

Over the past eighteen (18) months staff, in conjunction with the City Attorney's office has met with the applicant on numerous occasions to discuss proposed amendments to the existing Card Room Ordinance to allow for what is being proposed. Amending the Card Room Ordinance (Chapter 5.6) will allow for the expansion, incorporation, and allowed sale to a third party. Attachment 5 is a copy of the Ordinance amendments. Two copies of the ordinance are provided in Attachment 5 – the first is the version that shows all of the changes compared to the original 1995 ordinance; the second is a clean version incorporating all of the changes for easier reading. In June staff sent a copy of the proposed amendments to the Bureau of Gambling Control for review. Attachment 10 is a July 19, 2011, letter from that agency indicating that the proposed changes comply with applicable provisions of the Gambling Control Act.

The recommended amendments reflect considerable work between staff and the Applicant. It is important to note that the gaming industry in the State of California is heavily regulated by the Gambling Control Act, last amended in 2008 (<http://ag.ca.gov/gambling/pdfs/gca2008.pdf>). The Card Room Ordinance and the proposed amendments are intended to regulate gaming clubs in the City concurrently with the State of California, and to impose local controls and conditions upon gaming clubs as permitted in the Gambling Control Act.

The Card Room Ordinance was developed to minimize the impact on City operations. The overall goal is to have enough regulatory authority so that in the event the operation does become a drain on City resources action can be taken to remedy, while at the same time not being overly regulatory that would impact the ability of the business to operate a successful enterprise.

SPR2011-06

Project Description

The eighteen (18) card room, restaurant and bar would occupy approximately 12,667 square feet of a stand-alone building located in the existing shopping center at the northeast corner of Willow and Shaw Avenues. The applicant is proposing to add two outdoor patios. The east patio near the entry is proposed to be 170 square feet and will be used for smoking and food service. The west patio is proposed to be 495 square feet and will be used for smoking only.

The card room will operate 24 hours a day, seven (7) days a week, and 365 days a year. There will be food service during all hours of operation; however, the restaurant and bar portions of the card room will only operate from 6:00 a.m. to 2:00 a.m.

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The anticipated number of occupants at the card room during peak operating hours is approximately 350 persons, including staff.

A site plan review application is being processed to memorialize the change in use, changes to the site to accommodate handicap accessibility, and repairs and improvements to the exterior of the structure along with the construction of two outdoor patios. Site plan reviews are usually ministerial and approved by the Director of Planning and Development Services. This site plan review has been forwarded for consideration by the Planning Commission and City Council only because of the related discretionary entitlements.

Parking

Parking for commercial centers over 70,000 square feet is calculated at 4.7 parking spaces for each 1,000 square feet of building area. This shopping center has 147,607 square feet of leasable space. The outdoor patios will add another 665 square feet of leasable space for a total of 148,272 square feet of leasable space. The shopping center is required to have 697 parking stalls. Currently the shopping center has 833 regular parking spaces and 16 handicap parking spaces for a total of 849 parking spaces which exceeds the required parking by 152 parking spaces.

The center is currently occupied by several popular restaurants, a gym, a trade school, and other retail lease space. A number of these uses generate substantial parking. The applicant plans to use valet parking, with these cars being parked on site, in the parking lot north of the buildings behind the gym. This is a parking field that is not as convenient for patrons of the center to use and will insure that adequate parking continues to exist for customers patronizing this shopping center.

Issuance of Card Room License

After completion of the new building, and prior to opening, the Applicant will be required to obtain a Card Room License from the City. In connection with issuance of the License, the City may impose additional conditions relating to operation of the business. Those conditions, if any, cannot be determined until completion of the building and the submittal of detailed security and other operational plans, at which time the precise operations can be assessed.

California Environmental Quality Act (CEQA)

The City of Clovis has completed an environmental review (an assessment of the project's impact on natural and manmade environments) of the proposed project, as required by the State of California. The City Planner has recommended approval of a Mitigated Negative Declaration (a written statement announcing that this project will not have a significant effect on the environment). Recommendation of a proposed Mitigated Negative Declaration does not necessarily mean this project will be approved.

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Several studies were conducted to substantiate the CEQA findings for Air Quality, Greenhouse Gas, and Traffic (Appendix B and C of Attachment 1). The Air Quality Study showed that the Project would not create any significant air quality impacts with the incorporation of the identified mitigation measures. The Greenhouse Gas Analysis concluded that the Project would not contribute significantly to global climate change and would not impede the State's ability to meet its greenhouse gas reduction under AB32. Conclusions of the traffic study indicated that the Project would not significantly alter the peak-hour trip generation characteristics at the existing shopping center or substantially deviate from traffic created by previously existing/historical uses.

Additionally, Staff requested that the applicant provide information to address concerns raised by a Council Member regarding the potential for an increase in crime and higher personal bankruptcies from expanded gaming in the City, with a corresponding increase in demand for police and social services, which if unaddressed could lead to physical changes in the environment. The applicant submitted a report (Appendix D of Attachment 1) that analyzes the findings of a 1998 California Attorney General Report and provides an excellent discussion of this issue leading to the conclusion that there is no evidence that expansion of the 500 Club from 6 to 18 tables will lead to a substantial increase in crime or personal bankruptcies with associated social and economic changes that could physically impact the environment.

The applicant will be required to implement mitigation measures as part of a mitigation monitoring program to be adopted as part of this proposal. Mitigations are required in the categories of Aesthetics and Air Quality and are further explained in the attached Mitigated Negative Declaration (Attachment 1).

The City published notice of this public hearing in the Fresno Bee on Thursday, August 11, 2011.

FISCAL IMPACT

In September 2010, City Council approved a resolution setting card room fees in the City of Clovis. The overall goal was to ensure that a sufficient revenue stream is generated for the City to more than cover the cost of additional services being required to support the operation of the expanded card room at the new location.

The specific proposal is to charge the card room both a fixed amount of \$2,000 per table per year and a graduated scale of the percentage of gross revenue beginning with 3% and climbing to 9% in year 7 for gross revenues over \$2M. This proposal allows the business to become established in the early years and when established allows the city to benefit in a commensurate fashion. The analysis completed last year showed three scenarios to give Council an idea of what could happen. Scenario 1 was a conservative estimate of gross revenue beginning at \$2.5M in year one and growing 5% each year for 7 years to \$3.35M and total license fees ranging from \$51K to \$158K each year. Scenario 2 was more aggressive and started gross revenues at \$3.75M with license

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September 6, 2011

fees ranging from \$89K to \$308K per year. Scenario 3 was quite aggressive and began sales in year 1 at \$5.0M with license fees ranging from \$126K to \$459K per year.

While exact performance is unknown at this time, staff estimates that the operation would begin at or near the conservative estimate in the first two years, and if successful, move to the optimistic forecast shortly thereafter.

REASONS FOR RECOMMENDATION

Prior City Council actions considered on July 19, 2010, directed staff to continue with the processing of entitlements to accommodate the proposed card room relocation and expansion. These entitlements included ordinance amendments, a site plan review and future issuance of a card room license. Staff and the Planning Commission therefore recommend that the City Council approve the environmental finding of a Mitigated Negative Declaration for the Project along with recommending that the City Council approve OA2011-02 and SPR2011-06. Additionally, staff recommends that the City Council approve OA2011-03 amending the card room ordinance.

ACTIONS FOLLOWING APPROVAL

If approved at introduction, the second reading of the Ordinances will be heard by the City Council at its September 12, 2011, meeting and if approved, will go into effect 30 days after adoption.

NOTICE OF HEARING

Property owners within 300 feet notified:	48
Interested individuals notified:	10

Prepared by: Connie Combs, AICP, Senior Planner

Submitted by:


David E. Fey, AICP
Deputy City Planner


Dwight Kroll, AICP
Director of Planning and
Development Services

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

- CITY OF CLOVIS - REPORT TO THE CITY COUNCIL

TO: Mayor and City Council

FROM: Administration

DATE: May 21, 2012

SUBJECT: Approval – Issuance of Card Room License in connection with the relocation and expansion of the Clovis 500 Club card room from 500 Clovis Avenue to 771 W. Shaw Avenue, Suites #101-108.

ATTACHMENT (A) Project Location Map
 (B) Draft License
 (C) September 6, 2011 Council Report (less Attachments)
 (D) May 4, 2011, Operational Statement from Louis Sarantos
 (E) Chronology of events

CONFLICT OF INTEREST

None

RECOMMENDATION

For the City Council to approve the issuance of Card Room License in connection with the relocation and expansion of the Clovis 500 Club card room from 500 Clovis Avenue to 771 W. Shaw Avenue, Suites #101-108.

EXECUTIVE SUMMARY

In May 2009, the applicant Louis Sarantos ("Applicant") made two requests of the City: (1) to purchase the entire 50% general partnership interest of George Sarantos in the Clovis 500 Club partnership; and (2) to relocate, expand, incorporate, and allow for the sale of the card room business to qualified third parties with prior State and City approval.

This proposal has been before City Council in various capacities on five separate occasions over the past three years. Most recently, on September 6, 2011, the City Council approved the necessary ordinance amendments and land use approvals for the

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expansion, including: Ordinance Amendment OA2011-03, which amended the City's Card Room Ordinance to authorize 18 tables, as permitted by the California Gambling Control Act, and made other technical changes; OA2011-02, which amended Section 9.3.215.1 of the Clovis Municipal Code to add card rooms as a permitted use in the C-2 (Community Commercial) Zone District, and Site Plan Review SPR2011-06, which allowed for modifications to the structure and property site to accommodate the proposed card room operation.

As part of the September 6, 2011 approvals, the applicant is required to obtain a Card Room License from the City after completion of the building and prior to opening. The Applicant is currently completing tenant improvements at the new site and anticipates opening the new location on or near June 1, 2012. The City Council previously approved all of the requirements for the expansion and relocation and this item is the last approval required by the City before opening.

The Applicant has worked closely with the Building, Fire, and Police Departments to ensure compliance with all applicable City requirements. Section 5.6.11 of the Clovis Municipal Code provides great detail with regard to what is required to issue a Card Room License. The Applicant is in compliance with all known requirements from Building, Fire, and Police. In connection with the issuance of the License, the City may impose additional conditions relating to operation of the business. Staff has recommended several conditions to address issues that may not be known until after the card room opens for business. Should there be any issues that arise when the new location becomes operational, there is sufficient language in the ordinance and the license conditions to address them.

BACKGROUND

The City of Clovis currently has a single card room governed by Uncodified Ordinance 86-6 and subsequent amendments. The City Council previously approved expansion of the card room beyond its current six tables to 18 tables. The expansion is subject to Chapter 5.6 of Clovis Municipal Code regarding Gaming Club and Card Room Regulations in the City of Clovis ("Card Room Ordinance"). Local licensing and regulation of gaming is in addition to, and in compliance with, regulations set forth by the California Gambling Control Act. The Applicant has submitted an application to the California Gambling Control Commission (CGCC) for purposes of obtaining a license to operate 18 tables at the new location. The Applicant anticipates that the CGCC will approve the application to increase the number of tables to 18 and to move to the new location in May or June of 2012.

In order for the Applicant to open at the new location with 18 tables, the application must be approved by the CGCC and a License must be issued by the City of Clovis. Approval of this action will provide the Applicant with a License in accordance with Chapter 5.6 of Clovis Municipal Code. Once the new location is operational, the former

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location, 500 Clovis Avenue (dba 500 Clovis Bar & Grill), will no longer be a gaming establishment. It will remain at that location as a bar and grill.

The Applicant has worked very closely with all departments over the last three years that it has taken to process the project through the City and the State. The Card Room Ordinance that the Council approved in 1995, and amended last year, will become operational when the new location opens up. The Card Room Ordinance has a number of provisions that allow the City to amend the License at any time should the operation of the new location lead to an increased demand on City services.

A copy of the September 6, 2011 staff report is included as Attachment (C) that provides detail of the prior Council actions and associated documents.

FISCAL IMPACT

In September 2010, City Council approved a resolution setting card room fees in the City of Clovis. The overall goal was to ensure that a sufficient revenue stream is generated for the City to more than cover the cost of additional services being required to support the operation of the expanded card room at the new location.

The current fee schedule charges the card room both a fixed amount of \$2,000 per table per year and a graduated scale of the percentage of gross revenue beginning with 3% and climbing to 9% in year 7 for gross revenues over \$2M. This fee schedule allows the business to become established in the early years and when established allows the City to benefit in a commensurate fashion. The analysis completed last year showed three scenarios to give the Council an idea of what could happen. Scenario 1 was a conservative estimate of gross revenue beginning at \$2.5M in year one and growing 5% each year for 7 years to \$3.35M and total license fees ranging from \$51K to \$158K each year. Scenario 2 was more aggressive and started gross revenues at \$3.75M with license fees ranging from \$89K to \$308K per year. Scenario 3 was quite aggressive and began sales in year 1 at \$5.0M with license fees ranging from \$126K to \$459K per year.

While exact performance is unknown at this time, staff estimates that the operation would begin at or near the conservative estimate in the first two years, and if successful, move to the optimistic forecast shortly thereafter.

REASONS FOR RECOMMENDATION

Staff is recommending issuance of a License to the Applicant due to the amount of work that both the Applicant and the City have put forth over the past three years to ensure that the sole card room in the City of Clovis will be managed in a fashion beneficial to both the Applicant and the City of Clovis. A well crafted Ordinance is in effect, the Applicant has run a successful operation at the current location, and the gaming industry is heavily regulated by the CGCC.

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ACTIONS FOLLOWING APPROVAL

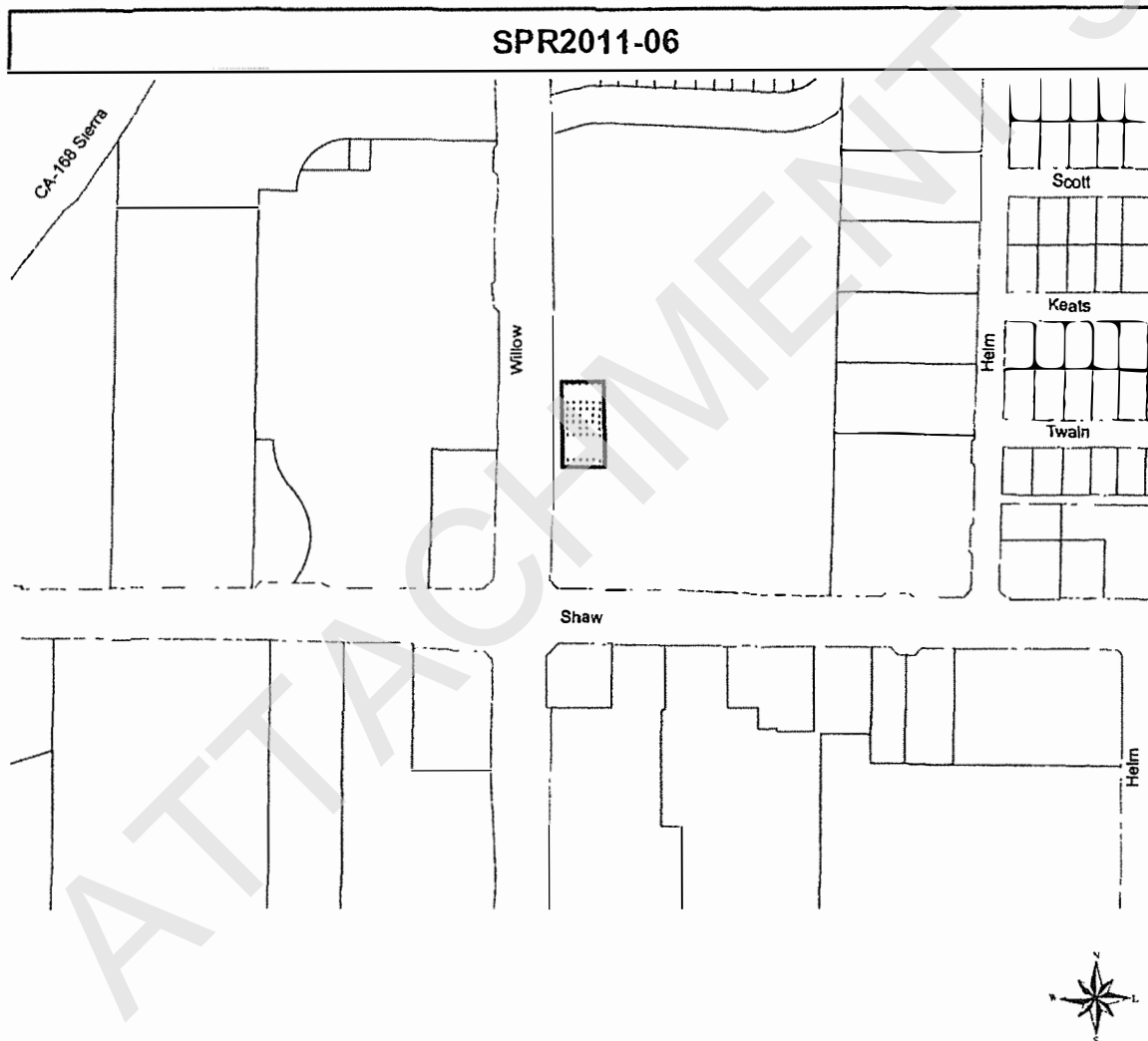
If approved, staff will issue the License, monitor operations, and report back on an annual basis.

Prepared by: John Holt, Assistant City Manager

ATTACHMENT 3

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ATTACHMENT (A)
PROJECT LOCATION MAP



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JAMES B. BETTS
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December 22, 2017

VIA E-MAIL

John Holt
Assistant City Manager
City of Clovis
1033 Fifth Street
Clovis, CA. 93612

Re: Clovis 500 Club, Louis G. Sarantos Jr.

Dear Mr. Holt:

On behalf of my client, Louis G. Sarantos Jr., we would like to formally request that the City of Clovis take all necessary action to approve the sale of the 500 Club Casino, 771 W. Shaw Avenue, Clovis, California, to buyers Michael LeBlanc and Kevin Barclay.

Should you have any questions with respect to this matter, I would be happy to make myself available.

Very truly yours,


James B. Betts
BETTS & RUBIN

JBB:dm